

# THE AMERICAN BOARD OF CARDIOVASCULAR PERFUSION (ABCP)

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## General Instructions

1. All login and verification data are case sensitive. The first time you log into the new online filing system, you will be required to reset your password.
2. To login, you must use your 6-digit ABCP ID. Acceptable passwords may contain the characters a-z and numbers 0-9. At least one capital letter, one number and one symbol are required in your password.
3. Each certification year, each Certified Clinical Perfusionist (CCP) must sign (electronically) the *Ethical Standards of the American Board of Cardiovascular Perfusion*. This document will be presented only once each year at your initial login. Your name MUST conform to your file name in case and spelling.
4. You must have a signed (electronically) *Authorization to Release Information* on file. As with the *Ethical Standards*, this signature is required once, annually, at your initial login.
5. When Clinical Activity Reports are transmitted, Professional Activity Reports are automatically sent during the years in which they are due. Professional reporting cycles are assigned at the time of original certification and reporting years as follows:
  - Cycle 1: 2023, 2026, 2029
  - Cycle 2: 2022, 2025, 2028
  - Cycle 3: 2021, 2024, 2027
6. There is no extra charge for the filing of the Professional Activity Report.

## Updating Personal Profile Information

1. It is very important for you to verify that your personal profile information is current. The ABCP relies on information stored here to communicate with you. If you change your address, phone number, or email, you must update your Personal Profile.
2. You also need to verify that we have your current email address. Your email address will be used by our on-line system to keep you informed about any system changes that are important to you. Please verify that the email address stored in our database is current.

## **Filing Clinical Activity Report**

1. Certified Clinical Perfusionists (CCPs) are required to file a Clinical Activity Report for recertification with the ABCP on an annual basis.
2. The Clinical Activity Report covers clinical activities performed during the period from July 1st of the recertification year through June 30th of the reporting year.
3. **Clinical Activity Requirement**  
A Certified Clinical Perfusionist (CCP) is required to perform a minimum of 40 clinical activities annually. Of the 40 clinical activities, a minimum of 25 activities must be documented as Primary Clinical Perfusion Activities (PCPA). Clinical case credit is only given to the perfusionist who is considered the primary perfusionist in a primary clinical perfusion activity. A primary perfusionist is defined as the perfusionist who is responsible for the conduct of perfusion for 60% of the case and whom the hospital/institution recognizes as the primary perfusionist. Only one perfusionist may submit for primary perfusionist per clinical case.
4. If a CCP is unable to document 40 primary clinical perfusion activities, a maximum of 15 activities may be documented as Secondary Clinical Perfusion Activities (SCPA) and will count towards the 40-case requirement. Only one SCPA case credit will be allowed during the conduction of one perfusion procedure.
5. New CCPs who become certified in the fall (in the middle of the reporting cycle) will be required to submit 20 cases on the Clinical Activity Report (CAR) for their first reporting cycle only.
6. If a CCP who becomes certified in the fall is unable to obtain 20 primary clinical perfusion activities, a maximum of eight activities may be documented as Table B Secondary Clinical Perfusion Activities (SCPA) and will count towards the 20-case requirement. The reporting period will be from the date of the certification examination through June 30 of the following year to assume regular reporting requirements of 40 cases (July 1 through June 30) in subsequent years.
7. All clinical cases must be performed on human patients and documentable in an audit. Clinical activities and core elements of the clinical activity are defined in tables A and B.

**TABLE A – PRIMARY CLINICAL PERFUSION ACTIVITIES (PCPA)**

|    | <b>Primary Clinical Perfusion Activities (PCPA)</b>  | <b>Clinical Definition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Core Elements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1P | Cardiopulmonary Bypass (CPB), Primary                | A Certified Clinical Perfusionist (CCP) who is the primary operator of the heart-lung machine, used during cardiac surgery and other surgeries that require extracorporeal circulation, used to manage the patient's physiological status.                                                                                                                                                                                                                          | Blood pump, reservoir, heat exchanger, oxygenator, extracorporeal circuit used accordingly with hemodynamic/lab value monitoring.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2P | Instructor CPB Bypass, Primary                       | A Certified Clinical Perfusionist (CCP) who serves as a clinical instructor to a student enrolled in an accredited perfusion program during primary clinical perfusion activities that require extracorporeal circulation, used to manage the patient's physiological status.                                                                                                                                                                                       | Blood pump, reservoir, heat exchanger, oxygenator, extracorporeal circuit used accordingly with hemodynamic/ lab value monitoring. Primary clinical perfusion activities (PCPA) performed as clinical instructor in an accredited program are considered a primary perfusion activity and will receive full case credit. During clinical instruction in which the student is operating extracorporeal circulation equipment, there must be direct one-to-one supervision by the clinical instructor. Students may also receive credit toward certification eligibility for the same case. |
| 3P | Extra-Corporeal Membrane Oxygenation (ECMO), Primary | A Certified Clinical Perfusionist (CCP) who is the primary operator of Extra-Corporeal Membrane Oxygenation (ECMO) circuit that provides life support for respiratory and/or cardiac failure.<br><br>The CCP must be documented at the institution as a member of the patient care team for that period and a physician name must accompany the case in the Clinical Activity Report.                                                                               | Extracorporeal circuit, oxygenator, heat exchanger used accordingly with hemodynamic/lab value monitoring. For each ECMO case, one case credit per 24 hours will be awarded for initiating and bedside managing ECMO (4-hour minimum) or bedside managing (6-hour minimum). No simultaneous credit will be awarded for managing multiple ECMO patients in this time period.                                                                                                                                                                                                               |
| 4P | Isolated Limb, Ex Vivo Organ Perfusion, Primary      | A Certified Clinical Perfusionist (CCP), who is (1) the primary operator of an extracorporeal device used to deliver anticancer drugs directly to an arm, leg, or organ that manages the patient's physiological status or (2) the primary operator of an extracorporeal device, including an oxygenator/de-oxygenator and pump, used to manage the physiologic state of isolated and separated human organs from the body, for potential transplant opportunities. | Reservoir, blood pump, heat exchanger, oxygenator, extracorporeal circuit used accordingly with hemodynamic, temperature, and lab value monitoring. No simultaneous credit will be awarded for managing multiple organs.                                                                                                                                                                                                                                                                                                                                                                  |
| 5P | Veno-Venous or Left Heart Bypass, Primary            | A Certified Clinical Perfusionist (CCP) who is the primary operator of an extracorporeal device, used to perfuse specific vascular regions within the circulatory system or recirculate venous blood for purposes such as clot/tissue.                                                                                                                                                                                                                              | Blood pump, extracorporeal circuit used accordingly with hemodynamic/lab value monitoring.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6P | Ventricular Assist Device (VAD), Primary             | A Certified Clinical Perfusionist (CCP) who is the primary operator of the Ventricular Assist Device (VAD) that provides cardiac support for the failing heart.                                                                                                                                                                                                                                                                                                     | For each VAD case, one case credit per 24 hours will be awarded for initiating and managing VAD or bedside managing (6-hour minimum). No simultaneous credit will be awarded for managing multiple VAD patients in this time period.                                                                                                                                                                                                                                                                                                                                                      |

**TABLE B – SECONDARY CLINICAL PERFUSION ACTIVITIES (SCPA)**

|    | Secondary Clinical Perfusion Activities (SCPA)                                                                     | Clinical Definition                                                                                                                                                                                                                                                                                                                                                                          | Core Elements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1S | CPB, First Assistant                                                                                               | The “CPB First Assistant” is the Certified Clinical Perfusionist (CCP) whom the hospital/ institution recognizes as the assistant to the primary perfusionist during the conduction of perfusion.                                                                                                                                                                                            | The “CPB First Assistant” must be documented within the operating suite and actively assisting during the operative case. Multiple First Assistant credits will not be allowed during concurrent operative procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2S | Ex Vivo, First Assistant                                                                                           | A Certified Clinical Perfusionist (CCP) who is the secondary operator of an extracorporeal device, used to perfuse isolated and separated human organs from the body, for potential transplant opportunities.                                                                                                                                                                                | Reservoir, blood pump, heat exchanger, oxygenator, extracorporeal circuit used accordingly with hemodynamic, temperature, and lab value monitoring. No simultaneous credit will be awarded for managing multiple organs in this time period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3S | Intraperitoneal Hyperthermic Chemoperfusion or Intrapleural Hyperthermic Chemoperfusion (HIPEC)                    | A Certified Clinical Perfusionist (CCP) who is the primary operator of an intraperitoneal or intrapleural device.                                                                                                                                                                                                                                                                            | A device with pump flow, circulation, temperature, monitoring, and regulation of chemotherapeutic fluids within abdominal or thoracic cavity for periods exceeding 30 minutes. Syringe infusion devices will not be counted as an SCPA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4S | Cardiopulmonary Bypass (CPB) Standby Procedures, and Extracorporeal Membrane Oxygenation (ECMO) Standby Procedures | A Certified Clinical Perfusionist (CCP) who is the primary standby operator of the heart- lung machine which is used during cardiac surgery that may require extracorporeal circulation to manage the patient’s physiological status or is the primary standby operator of the Extracorporeal Membrane Oxygenator (ECMO) that provides life support for respiratory and /or cardiac failure. | Any procedure that may require immediate and onsite extracorporeal circulatory support. Standby procedures must be documented, requested by the attending physician, and verifiable in an audit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5S | High Fidelity Perfusion Simulation (HFPS)                                                                          | A Certified Clinical Perfusionist (CCP) who is the primary operator of the heart-lung machine or ECMO circuit, used to manage physical and physiological variables during simulated perfusion scenarios taking place at an ABCP-recognized HFPS center. HFPS is the use of simulation modalities or mechanisms to create a realistic patient model or perfusion situation.                   | HFPS is the use of simulation modalities or mechanisms to create a realistic patient model or perfusion situation. HFPS must be an interactive process facilitated by a CCP using standardized medical simulation devices that integrate realistic perfusion events experienced during CPB procedures in a realistic surgical setting using a conventional heart-lung machine or ECMO circuit. Each HFPS or series of HFPS must have an education/briefing, simulation, and debriefing. The simulation/simulation series length must be no less than 50 minutes of active simulation activity. One case credit is awarded for each HFPS activity that meets or exceeds these guidelines. Each HFPS must include and retain a participant evaluation form. |

## Entering a Clinical Case

1. To enter a clinical case, click on DASHBOARD. The dashboard will show you essential information regarding your activity cycle, due date, and current clinical and professional activity entered to date.
2. Next click on ADD/EDIT in the clinical activity row.
3. On the clinical activity page, click ADD NEW. You must first enter a hospital where you performed the clinical case.
4. Click NEXT and then add your designated authority at this hospital. The online filing system will automatically remember your hospital with the associated designated authority after the first time you enter it. In subsequent filings, you may make any hospital inactive or active by selecting the *Inactive* tab on the right of the screen. You must update your designated authority annually. Your information will be saved to your record and will be needed to verify your clinical activity. Other CCPs' information will not be accessible and your information is strictly confidential.
5. After entering designated authority information, click NEXT, and enter the case details. Click on the calendar to enter the case date. The date entered must be current or past. Dates in the future will not be accepted.
6. Enter the surgeon or attending physician that was associated with the clinical activity. The online filing system will automatically remember the surgeon or attending physician after the first time you enter it.
7. CLICK on the dropdown list to log the primary or secondary case category for each clinical activity (the definitions of case categories may be found above on Tables A and B, on the clinical activity homepage, or in the Booklet of Information). If you enter *Instructor*, you will have to also enter the clinical school with which you are associated.
8. Click SUBMIT button to save and log the case and to add another case.
9. Alternatively, clinical activity can be imported from a perfusion data management system by using a CSV file. Please see instructions for CSV file.

10. Clinical cases logged will appear with a timestamp on the clinical activity page. Clinical Activity can be edited or deleted from the clinical activity home page.
11. To submit your completed clinical activity report to the ABCP, go to DASHBOARD and click SUBMIT. You will then verify to continue this request and a summary of your report will appear.
12. You may print your report for your records by clicking on PRINT REPORT.
13. If the completed clinical activity report is correct and you are not required to file professional activity this cycle please click NEXT, where you will proceed to payment. The annual online filing fee of \$131.00 (U.S.) must accompany the Clinical Activity Report. The \$131.00 fee covers the submission of both the Professional and Clinical Activity Recertification Reports on the three-year cycle.
14. To submit report, CLICK on *Use new credit card or PayPal*. The online filing system will remember your credit card after entry.
15. Finally, click SUBMIT FILING.

**The deadline for submitting your report is midnight, August 1st of the reporting year. Please note: Report will only be sent when Submit Filing button is activated.**

## **Filing Professional Activity Report**

1. Certified Clinical Perfusionists (CCPs) are required to file a Professional Activity Report for recertification with the American Board of Cardiovascular Perfusion (ABCP) every third year. A total of 45 CEUs must be acquired over the three-year reporting cycle. CEUs are assigned for the following activities

**CATEGORY I — ABCP Approved Perfusion Meetings and Related Activity**  
**[A minimum of 15 CEUs must be from this category]**

| Maximum CEUs per activity | Activity                                                                                                                                                        | Maximum CEUs in 3-year period |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| No maximum                | Attendance at an International, National, Regional, or State Meeting or Live, Interactive Webinar or Webcast Approved by the ABCP                               | None                          |
| 5                         | Publication of Perfusion-Related Book Chapter or Article in Professional Journal                                                                                | 10                            |
| 5                         | Presentation of a Talk at an International, National, Regional, or State Perfusion Meeting                                                                      | 10                            |
| 2                         | Presentation of a Poster or Other Exhibit at an International, National, Regional, or State Perfusion Meeting<br>Editorial Review of Perfusion Journal Articles | 6                             |
| 5                         | Participation in ABCP Knowledge Base Survey                                                                                                                     | 5                             |
| No maximum                | SDCE                                                                                                                                                            | 10                            |
| No maximum                | High Fidelity Perfusion Simulation (HFPS) event that is associated with an approved Category I meeting                                                          | None                          |
| 3 (per year)              | Serving as a Clinical Instructor in an Accredited Perfusion Training Program                                                                                    | 9                             |

**CATEGORY II — Non-Approved Perfusion Meetings and Other Medical Meetings**

| Maximum CEUs per activity | Activity                                                                                                                                           | Maximum CEUs in 3-year period |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 15                        | International, National, Regional, or State Perfusion Meeting/International, National, Regional, or State Medical Meeting Not approved by the ABCP | None                          |
| 15                        | Local Perfusion Meetings                                                                                                                           | None                          |
| 5                         | Medical Meeting or Perfusion Meeting not accessible to all perfusionists or Manufacturer- Specific or Company Sponsored Educational Events         | 10                            |
| 5                         | All Other Medical Meetings (Hospital-Based Grand Rounds, In-services, M&M, Cath Conferences, etc.)                                                 | 10                            |
| 10                        | Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS)                                                                     | 15                            |

**CATEGORY III — Individual Education and Other Self-Study Activities**

| Maximum CEUs per activity | Activity                                                                                                                                                                                                                                                                                                                       | Maximum CEUs in 3-year period |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1 (per contact hr)        | Serving as a Didactic Instructor in an Accredited Perfusion Training Program                                                                                                                                                                                                                                                   | 6                             |
| 2 (per contact hr)        | ABCP Examination Development Workshop                                                                                                                                                                                                                                                                                          | 6                             |
| 5 (per contact hr)        | Participation in an AC-PE Site Visitors Workshop/or as an AC-PE Site Visitor                                                                                                                                                                                                                                                   | 10                            |
| 1 (per activity)          | Self-Learning Activities <ul style="list-style-type: none"> <li>• Use of Audiovisual Devices/Electronic Forums/SDCEs (over 10 allowed in Category I)</li> <li>• Reading Scientific Journals</li> <li>• Participation in Journal Club</li> <li>• Participation in degree oriented, professionally related coursework</li> </ul> | 15                            |

|                       |                                                                                                                                |      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------|------|
|                       | <ul style="list-style-type: none"> <li>• Self-study modules</li> <li>• Basic Life Support (BLS)</li> <li>• Podcasts</li> </ul> |      |
| 1<br>(per activity)   | Presentation at non-approved meeting                                                                                           | 3    |
| 1<br>(per activity)   | Membership in a professional perfusion organization at the international, national, or state level                             | 3    |
| 1<br>(per contact hr) | Simulation activities not occurring at an approved Category 1 meeting.                                                         | None |

## Entering Professional Activity

1. To enter Professional Activity, click on DASHBOARD. The dashboard will show you essential information regarding your activity cycle, due date, and current clinical and professional activity entered to date.
2. Next click on ADD/EDIT in the Professional Activity row.
3. In the Professional Activity page, click ADD NEW.
4. In the New Professional Activity page CHOOSE Category of Professional Activity. (Meeting category definitions are found in the chart above or in the Booklet of Information). A list of approved Category 1 CEUs can be found either in the CEU/SDCE calendar or the Meeting Points tab in the lower left of page.
5. Choose Category and click NEXT.
6. ENTER Event Type, Meeting Type, Date, Sponsor, Location, Title of activity, and CEUs you earned.
7. Click SAVE. (As a reminder, a CCP that is a clinical affiliate with an accredited perfusion program can claim 3 CAT 1 CEUs/year).
8. Professional activity logged will appear with a timestamp on the professional activity page.
9. Professional activity can be edited or deleted from the professional activity home page.
10. To submit your completed activity reports to the ABCP, go to DASHBOARD and click SUBMIT and follow PAYMENT instructions. No additional fee is required to file a Professional Activity Report



11. To submit your completed activity reports to the ABCP, go to DASHBOARD and click SUBMIT. You will then verify to continue this request and a summary of your report will appear.
12. You may print your report for your records by clicking on PRINT REPORT.
13. If both the clinical and professional activity reports are completed and correct you will click NEXT, where you will proceed to payment. The annual online filing fee of \$131.00 (U.S.) must accompany the Clinical Activity Report. The \$131.00 fee covers the submission of both the Professional and Clinical Activity Recertification Reports on the three-year cycle.
14. To submit report, CLICK on *Use new credit card or PayPal*. The online filing system will remember your credit card after entry.
15. Finally, click SUBMIT FILING.

For more information regarding recertification, please see the *ABCP Booklet of Information* on our website ([www.abcp.org](http://www.abcp.org)) or contact the National Office at the following:

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