



# APPROVED PAC ACTIVITIES

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PAC Type	Effective Date	Activity Required	Maximum PACs	Required Documentation for Audit Purposes
<b>Clinical Supervision</b>	09/01/2003	0.5 PAC per student for minimum of 25 hours of direct clinical supervision at a site used by ACGC accredited program	Maximum 1 PAC per year	List student's initials, training program, dates supervision began and ended, and number of supervision hours provided per week.
<b>Publication</b>	01/01/2003	1 PAC if author or co-author of an article or chapter in peer-reviewed journal or book	1 PAC per article or chapter	Completely and accurately reference each publication.
<b>Genetics Education Outreach</b>	01/01/2005	0.1 PAC per minimum of 1 hour (60 minutes) of genetics-related presentation to non-professional community groups for first presentation only	0.1 PAC per each 1 hour (60 minutes) presentation	Document titles and dates of all presentations. Keep printed documentation (e.g., brochure, letter of invitation) of each presentation.
<b>Leadership Activities to a Genetics-Related Organization</b>	01/01/2005	0.5 PAC per 25 hours of service per year per organization in a leadership role as a board member, chair or leader of a genetics-related organization	Maximum of 1 PAC per organization per year	List organization name, contact information and dates of service. Keep records (e.g., meeting minutes, dated agenda) documenting at least 25 hours of service.
<b>Presentations to Professionals</b>	01/01/2005	0.1 PAC per minimum of 1 hour (60 minutes) of genetics-related presentation to professional groups for first presentation of material only	0.1 PAC per each 1 hour (60 minutes) presentation	Document titles and dates of all presentations. Keep printed documentation (e.g., brochure, letter of invitation) of each presentation.
<b>Teaching</b>	01/01/2006	0.5 PAC per minimum of 5 hours of teaching	Maximum of 1 PAC (10 hours) per course	Document titles and dates of all courses. Keep printed documentation (e.g., course description, faculty list) of each course.
<b>Non-peer-reviewed Publications</b>	01/01/2007	0.5 PAC if first author of non-peer-reviewed genetics-related publication 1000 words or more in length	0.5 PAC per publication	Completely and accurately reference each publication.
<b>Patient Education Publications</b>	01/01/2007	0.2 PAC if first author of a genetics-related patient education material 300 words or more in length	0.2 PAC per publication	Completely and accurately reference each publication.

<b>Undergraduate or Graduate Coursework</b>	01/01/2007	1 PAC per 1 credit of course work completed in a genetic counseling-related area of study at the undergraduate or graduate level. Course must be offered for academic credit or audit by accredited educational institution in traditional or online format	Course must be offered for a minimum of 1 credit hours. No maximum PACs per course.	Document dates, name and number of course, institution, and credit hours awarded. Keep course description, syllabus, transcript, attendance record (audit courses), and statement of relevance to genetic counseling.
<b>Volunteer Service to a Genetics-Related Organization</b>	01/01/2008	0.5 PAC per 25 hours of volunteer work on activities determined by the ABGC Board of Directors to be eligible for PAC credit. Revised on 1/1/2011 to include volunteer work to any genetics-related organization.	Maximum of 1 PAC per year per organization	Document name of committee or project, dates, and total hours of volunteer service provided. Keep a log documenting dates of service, number of hours of work, and a brief description of each activity. If activity is participation on a NSCG committee, keep a letter from the committee chair acknowledging number of hours of volunteer services.
<b>Case Conferences/ Peer Supervision Groups</b>	01/01/2010	0.5 PAC per 25 hours of participation in a case conference/peer supervision group for genetic counselors or other counseling professionals. The supervision group may have a designated leader or may be facilitated by group members, and should operate according to a contract or other written guidelines that outline the rules, procedures, fee structure (if applicable) and expectations for members' participation in the group. The group should meet on a regular basis according to a published schedule of dates, times and locations, and a sign-in sheet should be used to document attendance on each meeting date. If the supervision group meets in conjunction with a meal or other social event, the schedule should clearly distinguish group work time versus social time; PACs will only be granted for the group work portion of meetings.	Maximum of 1 PAC per year per case conference/peer supervision group.	Document name of the peer supervision group, dates, and hours of participation. Keep a copy of the group's contract and/or written guidelines for operation, schedules of meetings, and dated sign-in sheets documenting attendance. Case conference activity to include date, name, attendees and the case topics discussed.

<p><b>Volunteer at a Chronic Disease Specialty Camp or Structured Event/Activity</b></p>		<p>0.5 PAC per 25 hours of volunteer work that involves direct interaction with participants of the specialty event (e.g., a PKU camp counselor, a ski trail guide for the blind, an event organizer/judge/referee for Special Olympics, etc.). These structured events or activities are highly variable lasting as little as one day to up to several weeks. There must be a formalized agreement with the event organizer(s) as to the expectations of the genetic counselor's time commitment, roles and responsibilities, however, direct counseling is not required. Only scheduled activity hours with participants are to be included (i.e., sleep hours for overnight camps are not included).</p>	<p>Maximum of 1 PAC per year per specialty camp and/or structured event or activity.</p>	<p>Document name of the camp, its location and dates as well as the schedule of activities. Keep a copy of the volunteer agreement with the camp.</p>
<p><b>Peer Review of Manuscripts</b></p>	<p>01/01/2011</p>	<p>0.2 PAC per manuscript reviewed by invitation for a scientific journal.</p>	<p>Maximum of 1 PAC per year for conducting peer review of manuscripts for scientific journals.</p>	<p>Document review of a manuscript at the invitation of a scientific journal. This should include a copy of the review as submitted via the online journal review system, and e-mail notifications inviting them to complete the review and thanking them for completing the review. Diplomates should keep all written documentation of the review.</p>