



# RECERTIFICATION

[www.abgc.net](http://www.abgc.net)

## For ABGC Diplomates with Time-Limited Certification

Genetic counselors certified by ABGC in 1996 or later have time-limited certificates and must recertify before expiration of their current certification period to remain a certified genetic counselor (CGC®) and ABGC diplomate. CGC® is an indication of specialization and ABGC certification in genetic counseling. Genetic counselors certified or recertified from 1996 through 2009 must recertify every 10 years. Genetic Counselors certified or recertified in 2010 or later must recertify every 5 years.

ABGC recertification shows a commitment to lifelong learning and helps ensure that knowledge and skills are maintained in a rapidly evolving field. Recertification is becoming even more significant for licensing, professional advancement, employment opportunities, hospital credentialing and insurance reimbursement.

### TIMELINE FOR RECERTIFICATION

An ABGC diplomate is considered certified on the first day of the month following the close of the examination window in which the ABGC Certification Examination is taken and passed. For time-limited certificates issued from 1996 through 2009, this certificate will expire on December 31st, ten years from the year the most recent certification was awarded. For time-limited certificates issued in 2010 or later, the certificate will expire on December 31st, five years from the year the most recent certification was awarded. If their recertification efforts are successful, diplomates will be issued a new time-limited certificate dated January 1 of the year following expiration of the current certificate. For instance, genetic counselors who passed the 1999 exam were awarded ABGC certification on July 1, 1999. This ten year certificate will expire on December 31, 2009. If their recertification is successful, a new five year certificate will be issued January 1, 2010 and expiring December 31, 2014.

### PATHWAYS FOR RECERTIFICATION

- *Re-examination Pathway* – A diplomate may sit for the ABGC Certification Examination at any time within the period of their current time-limited certification. The examination

must be passed to achieve recertification. The new time-limited certification will be effective January 1 following the year the examination was taken and passed (note: if the examination is taken and passed in a year prior to expiration of the current certificate, the new certificate will be effective January 1 of the year following the examination, and the initial period of certification may be shortened). Completion of an exam application form is required, including a notarized Application Statement, notarized Website Users Agreement, Felony Attestation Form and examination fee. ABGC Exam Services must receive these materials by the deadline set for that examination cycle. No letters of recommendation are required.

- *Continuing Education Pathway* – Recertification by continuing education is achieved by acquiring a preset number of continuing education credits, which include Continuing Education Units (CEUs) and Professional Activity Credits (PACs). CEUs and PACs must be accrued during a specified recertification cycle and cannot be applied to later cycles.

### CONTINUING EDUCATION CREDITS

- *Category 1 CEUs* are granted for programs with content targeted to genetic counselors and pre-approved by ABGC or the National Society of Genetic Counselors (NSGC), as detailed below. At least 60% of the credits required for recertification must be Category 1.
- *Category 2 CEUs* are available for programs initially approved by organizations other than ABGC or NSGC for CEUs or continuing medical education (CME) credits. Even though these programs are targeted to other healthcare providers, their content may be considered to be relevant to a genetic counselor's continuing education. Genetic counselors were able to begin collecting Category 2 CEUs on 02/01/1999. Up to 40% of credits required for recertification can be Category 2.

- Until April 1, 2008, approval of Category 1 CEUs was administered by ABGC in conjunction with the American Counseling Association (ACA) and approval of Category 2 CEUs was administered by ABGC. As of April 1, 2008, NSGC assumed administration of both Category 1 and Category 2 CEUs. Visit the NSGC website [NSGC.org](http://NSGC.org) for more information about current CEU opportunities and approval requirements.

## PROFESSIONAL ACTIVITY CREDITS (PACs)

Professional Activity Credits (PACs) are awarded for participation in a variety of professional activities determined by ABGC to promote educational development. PACs have been available since 09/01/2003 and are granted by ABGC for a variety of activities including authorship, clinical supervision, volunteer leadership and teaching. PACs may be used to help a Diplomate reach their required total number of CEUs; however the minimum number of required Category 1 CEUs must be met first before PACs or Category 2 CEUs can be applied to the total requirement. Please see the table below for the minimum/maximum guidelines based on either a 5 year or 10 year certification cycle.

### REQUIREMENTS FOR CONTINUING EDUCATION CREDITS

Diplomates certified or recertified in 1999 through 2009 hold ten year certificates and are required to earn twenty-five (25) continuing education credits during the ten year period of their most recent certification to achieve recertification. A minimum of 15 (60%) of the required 25 CEUs **must** be Category 1 CEUs. Once a Diplomate has at least 15 Category 1 CEUs, the remainder of the CEU's can be achieved by any combination of: additional Category 1 CEUs, or no more than 10 (40%) Category 2 CEUs, or no more than 5 (20%) PACs. Please see the table below.

Diplomates certified or recertified in 2010 or later will hold five year certificates and are required to earn twelve-and-one-half (12.5) continuing education credits during the five year period of their most recent certification to achieve recertification. A minimum of 7.5 (60%) of the required 12.5 CEUs **must** be Category 1 CEUs. Once a Diplomate has at least 7.5 Category 1 CEUs, the remainder of CEUs can be achieved by any combination of: additional Category 1 CEUs, or no more than 5 (40%) Category 2 CEUs, or no more than 2.5 (20%) PACs. Please see the table below.

#### Summary Table of CEU and PAC Requirements

Year of Most Recent Certification/Recertification	Certification Period	# CEUs Required Over Certification Period	Minimum # Category 1 CEUs	Maximum # PACs	Maximum # Category 2 CEUs
2010 or later	5 years	12.5	7.5	2.5	5
1999-2009	10 years	25	15	5	10

## REPORTING PROCESS

Process Diplomates need to maintain a personal file of continuing education activities. This file should include verification of Category 1 CEUs from ACA or (beginning 04/01/2008) NSGC, approval letter from ABGC or (beginning 04/01/2008) NSGC of Category 2 CEUs and appropriate documentation of PAC activities. Random audits will be conducted and diplomates may be asked to submit documentation of accrual of CEUs and PACs for the full period of their recertification cycle.

Diplomates should utilize the online recertification system on the Members Only section of the ABGC website. This system is used to enter and track continuing education activity during their certification period and also to complete the entire recertification process online. Diplomates may submit their recertification information beginning on January 1st of their recertification year.

There is no fee for recertification. However, a diplomate must be current with ABGC for payments of the annual Certification Maintenance Fee (CMF) that was instituted beginning with the 2008 calendar year. Diplomates who are not current with their CMF payments must first pay any outstanding CMF balance at the current prevailing CMF rate before they will be allowed to apply for recertification.

### DOCUMENTATION OF RECERTIFICATION STATUS

Updated records of all diplomates' current certification status is published on the ABGC website.

### FAILURE TO ACHIEVE RECERTIFICATION

Failure to obtain recertification will result in expiration of the ABGC time-limited credential and loss of certification. To achieve certification again, an individual may qualify for two examination attempts to re-establish ABGC certification. The second examination attempt must occur within two examination administrations of the first attempt. These individuals will be not granted Active Candidate Status.

### RECERTIFICATION TIPS

- Consult the ABGC website on a regular basis for detailed and updated information. All instructions, deadlines and online forms are located here.
- Carefully read and follow all instructions and deadlines. Diplomates are responsible for meeting deadlines and requirements for recertification. ABGC does not notify diplomates of approaching expiration of their certification.
- Utilize the ABGC online system to track your continuing education activities. ABGC does not keep track of these activities for individual diplomates outside of the online system.
- Ask for clarification if you are unsure about any aspect of the recertification process. The ABGC Executive Office is available to assist you and can be reached at 913-222-8661 or [info@abgc.net](mailto:info@abgc.net).