# C·A·C·P

Certified

Anticoagulation

Care

Provider

# CANDIDATE HANDBOOK

## NON-EXAMINATION CACP RECERTIFICATION

### National Certification Board

### for Anticoagulation Providers

THIS HANDBOOK IS VALID FOR RECERTIFICATION OPTIONS BEGINNING AUGUST 1, 2023. REQUIREMENTS ARE SUBJECT TO CHANGE AS NEEDED AND WILL BE AVAILABLE ON THE NCBAP WEBSITE AT WWW.NCBAP.ORG.

# Candidate Handbook for Certified Anticoagulation Care Provider (CACP) Recertification by Non-Examination

Board Certification as a Certified Anticoagulation Care Provider (CACP) is one means to foster and reward demonstrated excellence in the practice and science of antithrombotic therapy. The CACP designation recognizes individuals who have demonstrated mastery of the specialized knowledge and skills pertaining to antithrombotic therapy and improve the quality of patient care.

The National Certification Board for Anticoagulation Providers requires all CACPs to recertify by examination every five (5) years. This guide outlines the process for **Non-Examination CACP Recertification.**

## Candidate Eligibility

**Non-Examination CACP Recertification** Candidates for recertification must met all general criteria as stated in the Candidate Handbook despite which option for recertification is preferred.  With respect to the 750-hour practice experience requirement, the recertification applicant must be actively engaged in the delivery of care to patients with venous and arterial thrombotic conditions. Delivery may include management and supervision of anticoagulation and antithrombotic services. See the section entitled "Eligibility Requirements" for additional details.

**Non-Examination CACP Recertification** Candidates must document a minimum number of **50** professional credits. These credits must be obtained in the immediate past registration period *(within immediate past 5 years)* to achieve successful recertification by non-examination.

Candidates seeking **Non-Examination CACP Recertification** are required to submit**:**
1. An application packet according to the current application procedures as described on the NCBAP website
2. The Recertification Portfolio **_at least 90 days prior to_** their CACP expiration date *(to allow for recertification portfolio review and approval prior to CACP expiration.)*

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**Note – Special Offering for 2023:**  ANY former CACP board certified clinician who's CACP certification expired between 2018 and 2023 are eligible for CACP recertification via Non-Examination CACP Recertification, provided:

1. The Candidate currently meets all criteria for recertification (see Candidate Handbook).
2. Professional Credits towards recertification are accrued from the immediate **past 5 years** from the recertification application date (i.e., from 2018 or 2019, depending upon application date, forward.)
3. Candidate completes recertification portfolio and submits recertification application fee.

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# Fees

A fee of $400.00 is due with the application packet. All payments are collected online. See website for further details.

Notice of withdrawal from a submitted recertification must be submitted in writing to the NCBAP. Applicants will receive a refund of the application fee minus a $100.00 administrative fee. This fee is non-refundable and covers the cost of application handling and review process. Individuals whose applications are NOT approved will receive a refund of the application fee minus a $100.00 administrative fee.

# Non-Examination Recertification Process

The Recertification Candidate submits **_Recertification Portfolio_** of documenting professional credits along in conjunction with recertification application.

The Candidate is responsible for any additional costs incurred towards attainment of professional credits (including, but not limited to, cost of continuing education, travel to meetings, etc.)

All Professional Credits must be obtained during the immediate past registration period (5 years).  Documentation for each credit claimed must be included in the Recertification Portfolio per the detailed guide. Candidates will be required to maintain personal/local copies all documents related to Recertification Portfolio.  Currently, there is no NCBAP longitudinal repository.

Only electronic recertification portfolios will be accepted.

**_Table 1_** outlines the Professional Credits eligible for counting towards CACP recertification.  Professional Credits may be obtained from any eligible category to a maximum number as outlined (if applicable).

A **MINIMUM** Of 10 Professional Credits must be derived from Continuing Education.

A full description of the eligible categories for professional credits are detailed in this document.

**_The CACP Recertification by Non-Examination Recertification Portfolio Form must be used to document professional credits._**

Portfolios will be rejected if:

- Required information is missing
- Supporting documentation, if required, is not supplied, as outlined in this document
- Portfolios are difficult to read (typed portfolios are requested, but not required if handwriting is neat and legible).

**Table 1.  Professional Credits towards CACP Recertification\***

| Element Category | Subtype | Professional Credits Available | Qualifier(s) |
|---|---|---|---|
| **Awards** | Granted by Local organization or Employer | 1 credit per award, *max of 5 credits* | *See detailed description for more information* |
| | Granted by Regional or State organization | 2 credits per award, *max of 10 credits* | |
| | Granted by International or National non-thrombosis related Professional Organization | 10 credits per award | |
| | Granted by International or National thrombosis-related organization | 15 credits per award | |
| | Granted by Federal Agency | 25 credits per award | |
| **Continuing Education (CE)**<br><br>*A MINIMUM of 10 credits must be obtained from this category.* | Live or Asynchronous | 1 credit *per HOUR* of CE for offerings *containing* an objective educational assessment (ie. quiz/exam.)<br><br>0.5 credits *per HOUR* of CE for offerings *without* an objective educational assessment. | Only hours from approved entities, events or programs will count towards recertification.<br><br>Approval of continuing education not included on the approved list must be submitted via the RFP process, with CE approved by NCBAP PRIOR to use for within the recertification portfolio. |
| **Grantsmanship** | Grant awarded to primary or sub-investigator totaling less than $1,000 | 1 credit per grant, *max of 5 credits* | Grant must support initiative that is in alignment with at least one domain AND one objective from within the <u>NCBAP Candidate Handbook.</u><br><br>*Multi-year grants obtain credits only once per re-registration cycle and do not earn credits for each year of the multi-year award.* |
| | Grant awarded to primary or sub-investigator totaling $1,000 to $4,999 | 2 credits per grant, *max of 10 credits* | |
| | Grant awarded to primary or sub-investigator totaling $5,000-$14,999 | 5 credits per grant, *max of 25 credits* | |
| | Grant awarded to primary or sub-investigator totaling $15,000 or greater | 10 credits per grant | |
| | Grant Awarded to investigator or sub-investigator by Federal Agency, any amount (i.e., FDA, AHRQ, NIH, etc.) | 25 credits per grant | |
| **Leadership** | Individual Leadership in Project or Event organized, *regionally or locally* | 1 credit per activity, *max of 10 credits* | Contribution must be in alignment with at least one domain AND one objective from within the within the <u>NCBAP Candidate Handbook.</u> |
| | Individual Leadership in Project or Event organized by an International or National organization | 10 credits per activity | |
| | Committee Service, National or International thrombosis-related organization | 8 credits per year of service | |
| | Service as a Board Member for International or National thrombosis-related organization | 10 credits per year of service | *See detailed description for more information* |
| | Elected leadership role in a National or International thrombosis-related organization | 25 credits per year of service | |

| Element Category | Subtype | Professional Credits Available | Qualifier(s) |
|---|---|---|---|
| **Practice** | Anti-thrombotic Service Medical Director, Clinic Manager or Supervisor | 10 credits annually, *max of 30 credits* | *See detailed description for more information.* <br><br> *Candidates are only allowed to claim credits under one Practice Subtype for each year contained in the portfolio, with the **exception** of Center of Excellence designation, which may overlap any/all portfolio years as applicable.* |
| | Full time practice in an Anti-thrombosis Service (1.0 FTE equivalent and minimum 35 hours/week equivalent) | 2 credits annually, *max of 10 credits* | |
| | Part time practice in an Anti-thrombosis Service (<1.0 FTE equivalent or less than 35 hours/week equivalent) | 1 credit annually, *max of 5 credits* | |
| | Practice is designated as an Anticoagulation Center of Excellence | 2 credit annually, *max of 10 credits* | |
| **Presentation, Platform or Lecture** | *Local or Institutional* | 2 credit per hour of lecture, *max of 6 credits* | Topic must be in alignment with at least one domain AND one objective from within the NCBAP Candidate Handbook. |
| | *State or Regional* | 3 credits per hour of lecture, *max of 21 credits* | |
| | *International or National* | 5 credits per hour of lecture | |
| **Presentation, Poster** | *Local* | Poster authorship and presentation: 2 credit per poster, *max of 6 credits.* | |
| | *State or Regional* | Poster authorship *and* presentation: 3 credit per Poster, *max 12 credits* <br><br> Poster authorship *without* presentation: 1 credit per poster. *Maximum 5 credits.* | |
| | *International or National* | Poster authorship *and* presentation: 5 credits per Poster <br><br> Poster authorship *without* presentation: 2 credit per poster, *max of 8 credits.* | |
| **Publication** | Participation as a Peer-Reviewer for a PubMed Indexed Journal | 1 credit per article, *max of 5 credits.* | Topic or focus must be in alignment with at least one domain AND one objective from within the NCBAP Candidate Handbook. <br><br> *The candidate's name must be listed in the publication.* |
| | Peer-reviewed in journal not indexed by PubMed or publication type other than clinical trial or meta-analysis publications *(i.e., Case Reports, Letter to the Editor, Editorials, etc.)* | *Primary Author*: 5 credits <br> *Secondary Author*: 2 credits <br> *Authorship status any other position*: 1 credit, m*ax of 5 credits.* | |
| | Book chapter or Peer-reviewed & PubMed Indexed Journal, *Primary Literature of Clinical Trials, Meta-analysis or Review Article* | *Primary Author*: 10 credits <br> *Secondary Author*: 5 credits <br> *Authorship status any other position*: 2 credits. | |
| | International or National Organization White Paper | Authorship: 10 credits | |
| | International or National Societal Guideline or Guidance Document | Authorship: 25 credits | |

| Scholarship: *Research or Quality Improvement (QI) Projects* | Sub-investigator on a local or regional project | 2 credit per project, *max of 6 credits* | Scholarship must support initiative that is in alignment with at least one domain AND one objective from within the NCBAP Candidate Handbook.

*Multi-year projects obtain credits only once per re-registration cycle and do not earn credits for each year the project is active.* |
|---|---|---|---|
| | Primary Investigator (PI) on a local or regional project | 3 credits per project, *max of 12 credits* | |
| | Investigator or participant on an International or National Practice-Based Research Network Project | Investigator: 5 credits per grant, *max of 25 credits*<br>Participant: 2 credits per grant, *max 10 credits* | |
| | Local PI on an International or National multi-center project | 10 credits per project, *max of 20 credits* | |
| | Primary or Co-Investigator on a project sponsored by a Federal Agency (i.e., FDA, AHRQ, NIH, etc.) | 25 credits per project | |
| Teaching | Didactic Lecturing to Graduate or Professional Students (nurse, pharmacist, physician,) Residents or Fellows | 2 credits per hour of lecturing, *max of 6 credits.* | Learner experience and teaching must be in alignment with at least one domain within the NCBAP Candidate Handbook |
| | Direct Preceptorship of Graduate or Professional Students (nurse, pharmacist, physician) | 2 credits per 4 weeks of precepting, *max of 6 credits.* | |
| | Direct Preceptorship of Residents and Fellows | 3 credits per 4 weeks of precepting, *max of 12 credits* | |
| | Residency or Fellowship Program Director *in Thrombotic Field: Cardiology, Hematology, Thrombosis & Hemostasis or Vascular Medicine* | 10 credits annually | |
| | Residency or Fellowship Program Director *in thrombotic-related programs which have greater than (40 hours per month) of contact with thrombosis therapy management, such as Internal Medicine, Ambulatory Care, Critical Care, etc.)* | 5 credits annually | |

*See Recertification by Professional Credits guide for a detailed description of qualifications that must be met under each activity type.

# Professional Credit Element Categories

The following outlines the acceptable required documentation for each Element category for obtainment of Professional Credits towards **CACP Recertification by Non-Examination.** The required documentation must be supplied in the Recertification Portfolio, in conjunction with the **Application for CACP Recertification by Non-Examination Recertification Portfolio Form**.

The element categories include Awards, Continuing Education, Grantsmanship, Leadership, Practice, Presentation: Platform, Lecture or Poster, Publication, Scholarship and Teaching.

**At least 10 professional credits must be derived from Continuing Education.**

For ALL Element Categories:
- The CACP Recertification Candidate is responsible for any additional costs incurred towards attainment of professional credits (including, but not limited to, cost of continuing education, travel to meetings, etc.)
- Professional Credits may only be obtained during the immediate past registration period (5 years).
- The Professional Credit value for each award subtype can be found in Table 1.

## Category: Awards

Award subtypes include professional recognition by:
- Local Organization or Employer (anticoagulation or non-anticoagulation)
- Regional or State Organization (anticoagulation or non-anticoagulation)
- International or National, non- Anticoagulation-related organization
    - *Examples include: AMA, ACCP, ASHP, Magnet, etc.*
- International or National Anticoagulation-related organization
    - *Examples include: The AC Forum, PERT, NBCA, THSNA, etc.*
- Federal Agency
    - *Examples include: FDA, AHRQ, NIH, etc.*

Award Qualifiers include:
- Credit value for each award subtype can be found in Table 1.
- Individual awards may only count once per calendar year *(e.g., Employee of the Month/Quarter, if achieved more than once in a calendar year, may only be counted once annually towards professional credits)*
- A copy of the award certificate or award letter from the sponsoring organization and brief description of the award must be included in the **Recertification Portfolio.**

## Category: Continuing Education

### Only Continuing Education (CE) courses pre-approved by NCBAP will earn Professional Credits towards CACP Recertification.

### *A MINIMUM of 10 credits must be obtained from this category.*

Continuing Education pre-approved by NCBAP may accrue 1.0 or 0.5 professional credits per hour of continuing education. A list of approved CE programs eligible or professional credits is available on the NCBAP website (insert link).

CACP Recertification candidates may only claim credit for a CE program once per renewal period, even if the CE program holds multi-year accreditation. *(CE may be obtained from the same professional meeting year to year. This only pertains to duplication of individual CE lectures.)*

A copy of the CE certificate from the sponsoring organization must be included in the ***Recertification Portfolio.*** A printout from professional repositories, when such CE is transmitted electronically from the host to the repository, such as with National Association of Boards of Pharmacy (NABP), is acceptable.

> o Documentation must include CE date, CE title and CE number (AMA/ACPE/ANA) and number of hours of education per program.

ONLY CE Programs, as listed or meeting the criteria (i.e. ANCC or ACPE approved), as listed in the online repository may be utilized towards professional credits. This list may be found here.

CE programs claimed for credit MUST be directly related to anticoagulation/antithrombosis therapy, and directly translate to a Domain and Objective as listed in the NCBAP Candidate Guide.

#### CE programs fall under TWO categories:
- CE programs without an objective measure of knowledge qualifies for 0.5 credits per hour of CE.
- CE programs with an objective measure of knowledge (such as a post-CE evaluation with a set passing score) qualifies for 1.0 credit per hour of CE. Objective measure includes board-level questions with a set passing score.

ALL CE programs will be considered as 0.5 credits per hour of CE *unless* the CE program has been approved for 1.0 credit per hour of CE. Programs already receiving approval for 1.0 credit per hour of CE are listed as such in the online repository. Candidates wishing to claim 1.0 credit per hour of CE *for a program NOT listed on the online repository* may submit a **Request for Permission (RFP) for Continuing Education Approval Form,** available here.

It is **strongly** recommended the CE Program be approved prior to participation in the event, as programs which do not meet the required elements of the NCBAP RFP for Continuing Education Approval will not be permitted to be used to acquire Professional Credits towards Recertification. *Please note: CE approval determination may take up to 60 days to be achieved.*

## Category: Grantsmanship

Grant subtypes include grant sponsorship and funding by:

- Specific levels by amount of funded grant
    - *$15,000 or greater*
    - *$5,000-$14,999*
    - *$1,000 – 4,999*
    - *Less than $1,000*
- Federal Agency
    - *Examples include FDA, AHRQ, NIH, etc.*

Grantsmanship Qualifiers include:

- The grant must support an initiative that is in alignment with at least one domain AND one objective from within the NCBAP Candidate Handbook.
- Multi-year grants obtain credits only <u>once</u> per re-registration cycle and <u>do not</u> earn Professional Credits for *each* year of the multi-year award.
- A copy of the grant award letter which includes the award date, grant title and dollar funding amount from the sponsoring organization must be included in the **Recertification Portfolio.**
- A brief description of the funded project is required.

## Category: Leadership

Leadership subtypes include service as:

- Individual Leadership in a Project or Event organized by an International, National, regional, or local organization *(must be in alignment with at least one domain and one objective from within the NCBAP Candidate Handbook)*
- Committee Service for an International or National Anticoagulation-related organization
- A Board Member for an International or National International Anticoagulation-related organization
- The Medical Director of an Anti-thrombotic Service

Leadership Qualifiers include:

- Leadership projects must support an initiative that in alignment with at least one domain AND one objective from within the NCBAP Candidate Handbook.
- Annual events (i.e. Health fairs, education days, etc.) may obtain credits for each event during the registration period.
- A copy of the project output (i.e. educational material, handout, flyer, etc.) must be included in the **Recertification Portfolio.**
- A brief description of the project is required.
- A letter from a leader of the organization where leadership service is conducted or documentation from a website or other official document indicating candidate's leadership role.

## Category: Practice

Credit value for each award subtype can be found in Table 1.  Practice categories include:
- Anti-thrombotic Service Medical Director, Clinic Manager or Supervisor
- Full time practice in an Anti-thrombosis Service (1.0 FTE equivalent and minimum 35 hours/week equivalent)
- Part time practice in an Anti-thrombosis Service (<1.0 FTE equivalent or less than 35 hours/week equivalent)
- Practice is designated as an Anticoagulation Center of Excellence (ACE)

**Please note:**  *Candidates are only allowed to claim credits under **one** Practice Subtype for **each year** contained in the portfolio, except for the Center of Excellence designation, which may overlap any/all portfolio years as applicable.*

*For example:*  A candidate who practiced at an *Anticoagulation Center of Excellence full-time* for each of the 5 years within the renewal period **AND** concurrently held the position of *Anti-thrombotic Service Supervisor* for 2 of those years may claim:

> 5 years of full-time clinical practice *plus* ACE
>
> **-OR-**
>
> 2 years as service supervisor *and* 3 years of full-time practice *plus* ACE

## Category: Presentations
Presentations may be delivered as a Platform, Lecture or Poster, and at an International, National, State/Regional or Local level.  Credit value for each award subtype can be found in Table 1.

Presentation Qualifiers include:
- The presentation topic must align with at least one domain AND one objective from within the NCBAP Candidate Handbook.
- Individual presentations may of the same title, delivered at the same professional event may only be counted once per recertification cycle towards professional credits *(e.g., Encore Presentations may only count once per Recertification cycle.)*
- Presentations of the same title/topic, delivered at multiple professional events or to different audiences, may be counted multiple times towards professional credits during the recertification cycle.
- A copy of the presentation handout or poster abstract must be included in the **Recertification Portfolio.**
- A copy of the speaker agreement letter or meeting agenda, indicating the presentation title, speaker name, presentation date and presentation duration must be included in the **Recertification Portfolio.**
- Presentations may be either in-person, virtual, live or asynchronous.

# Category: Publication

Publication subtypes included for Professional Credits include:
- Participation as a Peer-Reviewer for a <u>PubMed</u> Indexed Journal
- Publication type other than clinical trial or meta-analysis publications
  - Includes: *Case Reports, Letter to the Editor, Editorials, etc.*
- Peer-reviewed in journal not indexed by PubMed
- Peer-reviewed & <u>PubMed</u> Indexed Journal
  - Includes: *Primary Literature of Clinical Trials, Meta-analysis or Review Article*
- International or National Organization White Paper
- International or National Guideline Societal Guideline or Guidance Document


Publication Qualifiers include:
- Candidate name must be listed in final published version as an author.
- Credit value for each award subtype can be found in Table 1.
- The publication must be in alignment with at least one domain AND one objective from within the <u>NCBAP Candidate Handbook.</u>
- Publications resulting from grant awards or scholarship projects may be counted in each category.
- A copy of, or direct link to, the publication must be included in the ***Recertification Portfolio.***
- Documentation of participation as a Peer-Reviewer must be included in the ***Recertification Portfolio.*** Documentation must show date of review submission.
  - Examples: Copies of electronic communication from the Journal Editor, ORCID printout or screen shot from the Journal Reviewer Portal indicating review submission are acceptable.


# Category: Scholarship

Scholarship subtypes include status as an Investigator in one of the following types of research project:
- Sub-investigator on a local or regional research or quality improvement project
- PI on a local or regional research project
- Investigator or participant on an International or National Practice-Based Research Network Research Project
- Local Primary-Investigator (PI) on an International or National multi-center research project
- Federal Agency Sponsorship as Primary of Co-Investigator
  - *Examples include: FDA, AHRQ, NIH, etc.*


Scholarship Qualifiers include:
- Credit value for each award subtype can be found in Table 1.
- The research project must support an initiative that in alignment with at least one domain AND one objective from within the <u>NCBAP Candidate Handbook.</u>
- Multi-year research projects obtain credits only once per re-registration cycle and do not earn credits for each year the project is active.
- Research projects funded by grant awards may be counted in both categories.
- A copy of the Institutional Review Board Approval Letter, or letter from the sponsoring or project oversight organization/individual if the project is not IRB approved, indicating the role of the CACP Recertification Candidate must be included in the ***Recertification Portfolio.***
- A brief description of the scholarship project and/or research project is required.

## Category: Teaching

Teaching subtypes include service as faculty for learners include:

- Providing didactic education or lectures to graduate or professional nursing, pharmacy or medical students, residents or fellows
- Direct preceptorship of graduate or professional nursing, pharmacy or medical students
- Direct preceptorship of residents and/or fellows
- Service as a residency or fellowship program director in the fields of Cardiology, Hematology, Thrombosis & Hemostasis, Vascular Medicine and/or programs which have greater than (40 hours per month) of contact with thrombosis therapy management, such as Internal Medicine, Ambulatory Care, Critical Care, etc.)


Teaching Qualifiers include:

- Credit value for each award subtype can be found in Table 1.
- The teaching must be in an area in alignment with at least one domain from within the NCBAP Candidate Handbook.
- Program/rotation description and learning objectives must be supplied for each teaching experience
- A letter of confirmation confirming the number and type of learners must be supplied, either by the learners' experiential coordinator or the recertification candidate's supervisor
- Lecture handout and learning objectives must be supplied for each didactic teaching experience