



## The American Board of Surgical Assistants

26221 East Kettle Circle, Aurora, Colorado 80016-2020  
1-877-617-8345 Fax: 303-539-9847

01 January 2012

Dear Surgical Assistant:

**RE: Recertification**

Our records indicate that your certification is due to expire, June 30, 2012.

To assure timely processing of your application, your complete certification documentation, application and payment **must be received in our office prior to 31 May 2012**. Any application papers received after 30 June 2012 and prior to 31 July 2012 will result in a \$200.00 late fee plus the \$100.00 recertification fee. Application papers received after 31 July 2012 may require retesting and meeting all requirements now in effect. Please see our web site at [www.absa.net](http://www.absa.net) for all current requirements.

*Please note: If you have one of the older CD Procedure Logs stating the Recertification fee is \$80; that fee is not correct. The fee is \$100.00 as stated above.*

Enclosed is an Application for Recertification Form. Please complete the form and return it along with all necessary documentation and recertification fees, to:

**The American Board of Surgical Assistants  
PO Box 460604  
Aurora, Colorado 80046-0604**

If you use delivery services of FedEx, DHL or Airborne Express, etc. please send to office address: 26221 East Kettle Circle, Aurora, CO 80016-2020. Telephone Number: 1-303-617-8345

Remember that it is your professional responsibility to check and verify the dates during which your certification is valid and make sure you have the necessary materials and documentation, to renew your certification, prior to the expiration date.

**We know, that due to the economy, the number of surgical cases have decreased, nationwide.**

If you feel you need an extension or do not meet the current requirements, please send a letter or email ([office@absa.net](mailto:office@absa.net)) to the ABSA, with full explanation, for the Board to review. We must receive said request prior to 01 May 2012. After reviewing your request, the Board will determine if your request is to be granted or denied. If granted, the Board will notify you and if necessary specify a defined time limit, of extension. An extension fee may be required.

We request that you notify us directly, of any name or address changes.

Sincerely:

*Paul F. Weeks, M.D.*

Paul F. Weeks, M.D.  
Chief Executive Officer



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### 2012 Recertification Guidelines:

Recertification is designed to ensure that the Surgical Assistant-Certified strives to continue their education in health science and medicine. The following section describes the procedures by which certification can be maintained:

Each Surgical Assistant - Certified, is required to acquire eighty (80) recertification points in a two (2) year period. He or she must submit a professional activity report every two (2) years. Recertification forms are mailed approximately 6 months prior to certification expiration. The appropriate filing fee must accompany this report.

Each Surgical Assistant - Certified, must have assisted on a minimum of four hundred (400) clinical procedures or 1500 clinical hours every two years, in the role of a first assistant. This documentation must be submitted with the professional activity report. (Case Log or Computer Printout required)

### An individual will lose certification if he or she:

Falsifies a report (never eligible again, for ABSA recertification or a new ABSA certification)

Violates the ABSA "Code of Ethics" or speaking out against or defaming the ABSA, in any manner actual or perceived

Fails to meet professional experience

Does not acquire the eighty (80) recertification points within the two (2) year period

### Documentation of Activities:

Each individual is responsible for providing written documentation of his or her professional activity. Credit will not be awarded for activities not properly documented. Documentation procedures are outlined below:

- A. Registration receipts or a copy of the meeting program may document major medical meetings.
- B. Local meetings or seminars must list dates, times and topics.
- C. Copies of the program showing the topic and the presenters must document presentations.
- D. Publications authored must be documented by full reference to the journal or book.

### Recertification Point Allocations:

Points are assigned on a per contact hour basis. Below is a partial listing of categories and points allocated.

<u>Category</u>	<u>Maximum points / year</u>
Attendance at a national medical meeting	20 pt. / yr.
Attendance at regional medical meetings, seminars or hospital based conferences	10 pt. / yr.
Publication in a professional journal or proceedings	20 pt. / yr.
Presentation at a national or regional medical meeting	15 pt. / yr.
Presentation at hospital seminar or conference	05 pt. / yr.
Listening to or viewing a medical audio-visual aide	06 pt. / yr.
Reading professional journals (must list volume and issues)	06 pt. / yr.
<u>First Assisting on four hundred (400) cases or 1500 hours, every two years (Required)</u>	25 pt. / yr.
CPR, ACLS or PALS certification (Required)	04 pt. / yr.

**Note:** If you send a computer printout, it must contain the same information as our Procedure Logs and it **MUST NOT contain any patient information.** i.e. Name, Social Security Number or Hospital ID etc.

**It is important to retain copies of all information and applications, sent to the ABSA, for your own records.**

[www.absa.net](http://www.absa.net) email: [office@absa.net](mailto:office@absa.net)