



# THE INTERNATIONAL ACADEMY OF CYTOLOGY

L'ACADEMIE INTERNATIONALE DE CYTOLOGIE  
INTERNATIONALE AKADEMIE FÜR ZYTOLOGIE  
国際細胞学会  
ACADEMIA INTERNACIONAL DE CITOLOGIA

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R2018-2021

## Renewal Form

Name: \_\_\_\_\_ IAC Certificate # \_\_\_\_\_  
Please print Last Name (Family Name) First Middle Mark Mr. Ms. Mrs. PhD

Address: \_\_\_\_\_  
Please print \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone # (work): \_\_\_\_\_

E-mail: \_\_\_\_\_  
Please print

I am a **CMIAC**  
The US\$15 renewal fee is **NOT** required

I am a **CT(IAC)**       I am a **CT(IAC-GYN)**  
My US\$15 / €12 renewal fee will be paid at Paypal

I am a **CT(IAC)**       I am a **CT(IAC-GYN)**  
My renewal fee will be paid by BANK TRANSFER.  
(Please see page 4 for bank transfer information.)

I am a **CT(IAC)**       I am a **CT(IAC-GYN)**  
The US\$15 renewal fee will be paid by CREDIT CARD.  
(Please see page 4 for the credit card consent form.)

### SUMMARY OF CREDITS

I hereby apply for renewal of my IAC certificate based on the following information:

#### CREDITS CLAIMED

Category 1: Employment in cytology \_\_\_\_\_

Category 2: Educational activities \_\_\_\_\_

Category 3: Cytology teaching \_\_\_\_\_

Category 4: Papers, publications, books and exhibits \_\_\_\_\_

Category 5: Research in cytology \_\_\_\_\_

**TOTAL CREDITS CLAIMED** (180 required) \_\_\_\_\_

Please refer to pages 1 and 2 for information on how to calculate Continuing Education Credits for each category. Please transfer the **TOTAL** number of credits claimed for each category from the worksheet to the **CREDITS CLAIMED** column to the left.

### AFFIDAVIT SIGNED BY APPLICANT

I solemnly declare that, to the best of my knowledge, all CREDITS CLAIMED above are true.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please return the completed form to:

Fernando Schmitt, MD, FIAC  
International Academy of Cytology  
Burgunder Str. 1  
79104 Freiburg  
Germany

**CATEGORY 1 - MAXIMUM NUMBER OF CREDITS THAT CAN BE EARNED IN THIS CATEGORY: 100**

### EMPLOYMENT IN CYTOLOGY

**FULL-TIME EMPLOYMENT IN CYTOLOGY:** Twenty-five (25) continuing education credits for each year of full-time employment.

**PART-TIME EMPLOYMENT IN CYTOLOGY:** Fifteen (15) continuing education credits for each year of part-time employment.

Dates of employment (most recent first)	Name and address of <b>Laboratory Director</b>	Type of work performed by applicant	Credits Claimed
_____	Name: _____ Address: _____ City/State/Country: _____	_____	_____
_____	Name: _____ Address: _____ City/State/Country: _____	_____	_____
			<b>TOTAL CREDITS</b> _____

Please do not send original documents. Please do not send photocopies of educational activities, attendance certificates or sign-in sheets with this form. Your signature in the declaration section of the form will be sufficient documentation.

Prière de ne pas envoyer de documents originaux, photocopies des activités d'éducation continue, feuilles de présence, ni certificats. Votre signature sur le formulaire correspondant est acceptée comme garantie que les crédits réclamés sont valides.

Bitte schicken Sie keine Originaldokumente, Fortbildungsnachweise oder Teilnahmebescheinigungen mit diesem Formular. Ausreichend ist Ihre Unterschrift im Teil "Declaration".

Favor de no enviar documentos originales, fotocopias de actividades de educación continua, ni certificados de presencia. Su firma en el documento correspondiente se aceptará como garantía de que los créditos reclamados son verdaderos.

**CATEGORY 2 - MAXIMUM NUMBER OF CREDITS THAT CAN BE EARNED IN THIS CATEGORY: 180**

**EDUCATIONAL ACTIVITIES**

**EACH ONE HOUR OF EDUCATIONAL ACTIVITY EQUALS ONE HOUR OF CREDIT.**

Date	Description of Activity	Credits Claimed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If additional space is needed to record your activities please use the extra sheet. **TOTAL CREDITS** \_\_\_\_\_

**CATEGORY 3 - MAXIMUM NUMBER OF CREDITS THAT CAN BE EARNED IN THIS CATEGORY: 60**

**CYTOTECHNOLOGY TEACHING**

**EACH ONE HOUR OF PREPARATORY TIME FOR NEW MATERIAL IS EQUIVALENT TO ONE HOUR OF CREDIT.**

Date	Site of Event	Description of Lecture, Workshop, and/or Seminar	Type & Number of Students	Credits Claimed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TOTAL CREDITS** \_\_\_\_\_

**CATEGORY 4 - MAXIMUM NUMBER OF CREDITS THAT CAN BE EARNED IN THIS CATEGORY: 80**

**PAPERS, PUBLICATIONS, BOOKS AND EXHIBITS**

**EACH ONE HOUR OF PREPARATORY TIME FOR NEW MATERIAL IS EQUIVALENT TO ONE HOUR OF CREDIT.**

Date	Publication or Exhibit	Publisher or Exhibitor	Credits Claimed
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL CREDITS** \_\_\_\_\_

**CATEGORY 5 - MAXIMUM NUMBER OF CREDITS THAT CAN BE EARNED IN THIS CATEGORY: 40**

**RESEARCH IN CYTOLOGY**

Date	Activity	Credits Claimed
_____	_____	_____

**TOTAL CREDITS** \_\_\_\_\_

Please transfer the TOTAL CREDITS claimed from each category on this worksheet to the SUMMARY OF CREDITS section on page 1.



**THE INTERNATIONAL ACADEMY OF CYTOLOGY**  
**RENEWAL CRITERIA FOR IAC-REGISTERED CYTOTECHNOLOGISTS**

The information that follows is for the cytotechnologist registered by the **International Academy of Cytology**. The information given concerns the varieties of continuing education credits that may be earned toward renewal of the IAC certificate.

Once a cytotechnologist has earned the IAC certificate he or she has the responsibility or obligation to maintain that certificate by continuing education in the field of cytology. There are several ways in which the cytotechnologist might fulfill this obligation. One of the major ways and one which is available to most cytotechnologists is through the establishment of an in-service laboratory education program in which constant review of ones' work is performed on a regular basis.

Renewal is required for Cytotechnologist Members (CMIAC)s, CT(IAC)s and CT(IAC-GYN)s cytotechnologists who wish to continue to use these designations following their name. Your IAC Registry Certificate may be extended every four years by acquiring 180 continuing education credits within the four-year period. If you have problems maintaining your certificate the Office of the Registry is available for consultation.

Please note that renewal can only be applied for by submitting activities that have occurred within each four-year period from the anniversary examination date or the last renewal period. Continuing education credits cannot be given for activities prior to taking the examination, nor can a future four-year extension be earned in advance of the four-year period in which the continuing education activities occur.

**CATEGORY 1 EMPLOYMENT IN CYTOLOGY**

FULL-TIME EMPLOYMENT IN CYTOLOGY: Twenty-five (25) continuing education credits for each year of full-time employment.

PART-TIME EMPLOYMENT IN CYTOLOGY: Fifteen (15) continuing education credits for each year of part-time employment.

**CATEGORY 2 EDUCATIONAL ACTIVITIES**

**FORMAL PROGRAMS**

Continuing education credits may be claimed for formal courses taken during the four-year period in colleges and universities. Courses may relate directly to the field of cytology, education, management, computer technology or in some way toward a degree or advanced degree.

**EXTERNAL EDUCATIONAL ACTIVITIES**

All educational activities must relate to cytology or some phase of your role within the cytopathology laboratory. These educational activities may be sponsored by local, regional, national or international organizations.

**INTERNAL EDUCATIONAL ACTIVITIES**

Educational activities may include in-service programs, hospital grand rounds, teleconferences, etc., given within the laboratory.

**CATEGORY 3 CYTOTECHNOLOGY TEACHING**

Credit in this category is given for documented teaching and preparation time in the presentation of new lecture topics, i.e., an individual cannot obtain credit each time the same lecture is given. Credit can only be given for the initial presentation. Credit will be given those serving as directors, co-directors or as faculty members of workshops. Full and part-time instructors will be given credit for their teaching responsibilities.

**CATEGORY 4 PAPERS, PUBLICATIONS, BOOKS AND EXHIBITS**

More credit will be given for publication of articles in a major medical journal, but ample credit will be given for articles published in regional newsletters and national bulletins. Please reference the title of the article.

Credit will also be given for the preparation of papers to be presented at meetings. This type of credit will be issued only once for initial preparation and presentation. More credit will be considered for presentations at national and international meetings.

**CATEGORY 5 RESEARCH IN CYTOLOGY**

Credit will be given for participation in research programs if documentation is made of the candidate's role by the project director. Each activity will be evaluated separately by the Registrar's office.