



**CRITERIA FOR
CERTIFICATION AND RECERTIFICATION
OF EYE BANK TECHNICIANS**

August 2016

MISSION STATEMENT

The EBAA champions the restoration of sight through core services to its members which advance donation, transplantation and research in their communities and throughout the world.

ABOUT THE EYE BANK ASSOCIATION OF AMERICA

The EBAA is committed to promoting and protecting the uniqueness of eye banking through...

QUALITY: Serving its membership by promoting tissue safety, setting medical standards, promoting effective business practices, and providing professional development that advance our mission.

COLLABORATION: Supporting an environment where members work together to solve common challenges by sharing and helping each other meet the needs of the communities we serve.

INNOVATION: Communicating with governmental agencies, corporate entities and stakeholders through innovative and forward-thinking exploration to advance the restoration of sight.

SERVICE: Honoring its members through recognition and respect for the services they provide.

Criteria for Certification and Recertification of Eye Bank Technicians

Purpose of Certification

The Eye Bank Association of America (EBAA) offers the opportunity to attain Certified Eye Bank Technician (CEBT) status through an electronic examination administered by an outside educational testing agency. Certified Eye Bank Technician (CEBT) status is awarded to technicians who meet eligibility criteria and demonstrate proficiency in the recovery of corneoscleral rims, which has been witnessed and verified by the candidate's Medical Director and Technical Trainer, (See Practical Performance Competency Verification Form: Appendix A) and an electronic examination.

Criteria for Certification

The EBAA offers the opportunity to attain CEBT status through an electronic examination. In addition to the exam, a candidate for eye bank technician certification must successfully demonstrate proficiency in the recovery of corneoscleral rims, which has been witnessed and verified by the candidate's Medical Director and Technical Trainer (see **Practical Performance Competency Verification Form: Appendix A**).

Criteria for the certification and recertification of technicians will be periodically reviewed and updated by the EBAA Certification Board. Responsibility for maintaining certification rests solely with the CEBT.

Administration and Sponsorship

The certification program for the Eye Bank Technicians is sponsored independently by the Certification Board of the EBAA. A list of members of the Certification Board can be obtained from the member section of the EBAA's website.

The Certified Eye Bank Technician Examination is administered by the Professional Testing Corporation (PTC), 1350 Broadway- 17th Floor, New York, NY 10018, (212) 356-0660, www.ptcny.com. Questions concerning the operation or scoring of the examination should be referred to PTC.

The examination is currently administered twice a year during an established two-week testing period on a daily basis, Monday through Saturday (excluding holidays) at computer-based testing facilities managed by PSI. This is subject to change; changes are posted on the EBAA website (www.restoresight.org). PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is offered on a first-come, first serve basis. To find a testing center near you, visit: <http://candidate.psiexams.com> or call at (800) 733-9267. Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from the Professional Testing Corporation.

Eligibility to Sit for the Exam

An applicant for eye bank technician certification must meet the following criteria:

1. Possess at least a minimum of a:

A. Baccalaureate Degree AND a minimum of 6 months of experience within the past two years in a transplant organization with active involvement in the procurement and processing of organs, tissues and/or eyes and be recommended by the Executive Director and a physician who meets the requirement of an "Eye Bank Medical Director," as defined in C1.200 of the Medical Standards.

OR

B. High school degree, or GED, and a minimum of 12 months of experience within the past two years in a transplant organization with active involvement in the procurement and processing of organs, tissues and/or eyes and be recommended by the Executive Director and a physician who meets the requirement of an "Eye Bank Medical Director," as defined in C1.200 of the Medical Standards.

2. Submit a copy of a valid diploma, a completed "Practical Performance Competency Verification" form and a written recommendation signed by a technician trainer and a physician who is currently active as, and meets the requirements of an "Eye Bank Medical Director" as defined in C1.200 of the Medical Standards.

Examination Application Process

An applicant should read the application form carefully and complete it fully. In addition to the regular application fee, applicants may be charged a processing fee for submitting incomplete applications. It is the applicant's responsibility to ensure that the application, all required documentation and fees are submitted by the required date. An applicant will be admitted to the exam only with proper identification (a valid picture identification). If an applicant does not receive acknowledgment that the EBAA has received his or her application, it is the sole responsibility of the applicant to contact the EBAA office for confirmation of verification. *Applicants should not assume they are registered unless they have received written confirmation from the EBAA.*

If a candidate does not receive notification from PTC a week after receiving acknowledgement from the EBAA office, they should contact the EBAA Office to inquire as to the status of their application.

Examination of Candidates with Special Needs

Special testing arrangements will be made for individuals with special needs. Submit the application, examination fee, and attach a written request for special accommodations. This form can be obtained from PTC's website at www.ptcny.com or calling PTC at (212) 356-0600. Requests for special testing for individuals with special needs must be received at least EIGHT (8) weeks prior to testing date.

Scheduling Examination Appointment

- EBAA Office reviews candidate's application.
- Once approved, the EBAA will send written notification to the candidate.
- EBAA submits the candidate's information to PTC.

- PTC will send an eligibility notice to the candidate.
- Candidate should contact a testing center of his/her choice to obtain a date/time to sit for the examination.

Once your application has been received and processed, and eligibility has been verified, you will receive an Eligibility Notice. To gain admission to the testing center, present the Eligibility Notice and a valid photo ID.

The Eligibility Notice will indicate where to call to schedule your examination appointment, as well as the dates in which the testing is available. Since appointment times are issued on a first-come, first serve basis, it is highly recommended that an appointment is scheduled as soon as you receive the notice.

Changing Your Examination Appointment

To cancel an examination appointment or reschedule to a different date within the two-week testing period, contact PSI at (800) 733-9267 no later than 12pm, Eastern time, of the second business day PRIOR to your scheduled appointment.

Day of the Examination

The applicant must report to the testing center at the time specified on the scheduled date of the exam and bring picture identification (driver's license, passport, or other official documentation) and the eligibility notice provided by PTC.

Each applicant must be registered and checked in by the time specified. No late or unregistered applicants will be admitted. Each applicant will be asked to sign in and show valid photo identification. All rules and regulations applicable during the examination will be reviewed with the candidate(s) by the proctor at the testing center. No food or drinks, notes, books, dictionaries, computers, or other materials may be brought into the examination room. **If special assistance is required, the applicant must inform the EBAA prior to the examination.**

Grading and Reporting of Scores

The electronic exam will be scored by the PTC and the results are forwarded to the EBAA. Scores are strictly confidential and the EBAA will report them *only* to the applicant unless the applicant approves of notice to others in writing. Scores (passing or failing) will be mailed to the applicant's designated address.

A list of EBAA-certified eye bank technicians is published periodically by the EBAA.

The EBAA ensures the validity of the scores it reports. If questions arise about an individual's score, the EBAA appreciates the cooperation of all parties concerned in any EBAA review or investigation. The EBAA's Certification Board reserves the right to cancel any examination score if the available evidence demonstrates that there is adequate reason to question its validity.

The Certification Board, at its discretion, may: (1) offer the individual an opportunity to take the examination again at no additional fee; (2) offer the individual an opportunity to take the examination again, including payment of all fees; or (3) conduct a review, as outlined under the "Appeals" section of these procedures.

Failure to Pass Electronic Examination

Attendance at an EBAA Technician Education Seminar (TES) is NOT required to sit for the exam; but it is strongly recommended. Failure to pass the written exam will require the applicant to complete the following steps in order to be certified:

1. Submit a new and complete application with fees.
2. Retake and successfully pass the examination.

Candidates who do not attain a satisfactory score on the certification examination may request a manual scoring of the exam. The request must be addressed to the Certification Board Chairperson, with a copy to the EBAA CEO/President, within **thirty (30)** calendar days of receiving the exam results. The results of the manual scoring are considered final.

Revocation or Suspension of Certification

The Certification Board reserves the right to revoke or suspend certification, if in its judgment, based on the available information, a candidate who received a certificate has not adequately met requirements for certification as set forth by the EBAA. Certificates may be revoked or suspended for problems and/or deficiencies not limited to but including the following reasons:

1. Failure to maintain recertification or lack of adequate number of CEUs.
2. Falsification or inadequacy of examination application.
3. Failure to pay required fees.
4. Unprofessional conduct.

EBAA EXAM CONTENT OUTLINE

I. ANATOMY AND PHYSIOLOGY (12%)

A. Ocular

1. General Characteristics
2. Parts of the Eye
 - a. Sclera
 - b. Iris
 - c. Ciliary Body
 - d. Choroid
 - e. Retina
 - f. Retinal Pigment Epithelium
 - g. Lens
 - h. Vitreous and Aqueous
 - i. Conjunctiva
 - j. Extraocular Muscles
 - k. Optic Nerve
 - l. Canal of Schlemm
 - m. Pupil
 - n. Anterior and Posterior Chambers
 - o. Eyelid
 - p. Glands
 - q. Tenon's Capsule
3. Refractive Power of the Eye
 - a. Refractive Properties
 - b. Refractive Errors
4. Accommodation
5. Other

B. Corneal

1. General Characteristics
2. Corneal Layers
 - a. Epithelium
 - b. Bowman's Membrane
 - c. Stroma
 - d. Descemet's Membrane
 - e. Endothelium
3. Metabolic Functions
4. State of Hydration
5. Factors Affecting Transparency
 - a. Rejection
 - b. Other

II. SCIENTIFIC BASIS FOR PRACTICE (24%)

A. Microbiology

1. Organisms
2. Cultures

B. Quality Assurance and Control

1. EBAA Medical Standards
2. EBAA Standardized Procedures
3. Sterilization
4. Refrigeration and Temperature Recording
5. Instrument Inspection, Cleaning, and Handling
6. Quality Assurance Monitoring
7. Record Keeping and Documentation
8. Professional Standards
 - a. Accreditation
 - b. Certification
9. Adverse Reaction Reports
10. Recalls and Withdrawals
11. Other

C. Diseases and Epidemiology

1. Prevention of Disease Transmission
 - a. EBAA Medical Standards
 - b. Aseptic Technique
 - c. Standard Precautions
 - d. Laminar Flow Hood
 - e. Communicable Disease
2. Conditions of the Eye
3. Transmissible Spongiform Encephalopathies
4. HIV
5. Hepatitis
6. Septicemia
7. Diseases of Unknown Etiology
8. Contraindications to Transplantation
9. Rabies
10. Retinoblastoma
11. Other

III. DONOR-RELATED ISSUES (20%)

- A. Consent
 - 1. Required Request Law
 - 2. Uniform Anatomical Gift Act
 - 3. Informed Consent Procedures and Documentation
- B. Donor History, Screening, and Evaluation
 - 1. EBAA Medical Standards
 - 2. Blood Drawing Procedures
 - 3. Serology
 - a. Tests
 - b. Hemodilution
 - 4. Determination of Suitability
 - a. Donation
 - b. Transplant
- C. Legislation and Regulatory Requirements
 - 1. FDA Registration
 - 2. FDA Donor Eligibility Rule
 - 3. FDA Good Tissue Practices
 - 4. CMS Conditions of Participation (CoP)
 - 5. Other

IV. TISSUE RELATED PROCEDURES (20%)

- A. Preservation of Tissue
 - 1. Procedures and Methods
 - 2. Storage Solution
- B. Transport and Storage of Tissue
 - 1. Packaging and Labeling
 - 2. Documentation Requirements
 - 3. Distribution of Tissue
 - 4. Storage
- C. Examination and Evaluation of Tissue
 - 1. Slit Lamp Biomicroscopy
 - 2. Specular Microscopy
 - 3. Other
- D. Surgical Procedures
 - 1. Penetrating Keratoplasty
 - 2. Lamellar Keratoplasty
 - a. Anterior
 - b. Posterior
 - 3. Epikeratoplasty

- 4. Patch Graft
- 5. Refractive Keratoplasty
- 6. Trabeculectomy
- 7. Sclera
- 8. Keratolimbal Allograft
- 9. Other
- E. Use of Tissue in Education and Research

V. TECHNICAL PROCEDURES (24%)

- A. Whole Eye Enucleations
 - 1. Preparation
 - 2. Equipment, Supplies, and Reagents
 - 3. Procedure
- B. Corneal Excisions
 - 1. Preparation
 - 2. Equipment, Supplies, and Reagents
 - 3. Procedure
- C. Scleral Preservation
 - 1. Preparation
 - 2. Equipment, Supplies, and Reagents
 - 3. Procedure
- D. Tissue Processing
 - 1. Preparation
 - 2. Equipment, Supplies, and Reagents
 - 3. Procedure
- E. Safety

RECERTIFICATION PROCESS

Requirements

It is the responsibility of each CEBT to ensure that his/her certification does not lapse.

To obtain recertification, an individual must complete the following:

- 1. Obtain 16 Continuing Education Credits, which must include at least confirmed attendance from two of the following courses:**
 - a. EBAA Technician Skills Workshop;**
 - b. EBAA Medical Advisory Board Meeting;**
 - c. EBAA Medical Directors Symposium; and/or**
 - d. EBAA Scientific Session every three years.**

Please note: The EBAA office no longer mails CEU Certificates or Certificates of Attendance following an EBAA meeting. For recertification purposes, technicians are responsible for submitting their original, stamped attendance sheets from EBAA Meetings with a completed recertification application and applicable fees.

CEBTs may still submit CEU requests to the EBAA for non-EBAA meetings for approval. Proof of attendance along with the EBAA approval letter, should be submitted with the recertification application and fees.

- 2. Submit a completed Recertification Application postmarked by December 31st of the year certification expires.**
- 3. Include required recertification fees (see Table II).**

No late or incomplete applications will be accepted by the EBAA office. Checks or money orders should be made payable to the EBAA. Fees may be paid with a credit card.

Expiration of Recertification:

If certification expires, recertification may only be attained by re-taking the CEBT examination.

CEU Verification Process:

To meet CEU requirements, a candidate may refer to the approved list for available options (See Table I); may attend EBAA courses offered at EBAA meetings; or may identify independent work or educational opportunities relevant to technician certification and apply for approval to the EBAA office.

1) EBAA Annual Meetings, Conferences and Workshops

To receive CEU credit for EBAA Meetings, an attendee must complete the “Technician Continuing Education Application” form found on the last page of the Final Program. The attendee must secure an entry and exit stamp for each course attended to receive the appointed CEU credits. The original of this application must then be sent to the EBAA office along with the recertification application.

2) EBAA Education Institute (EEI)

To receive CEU credit for EBAA Education Institute teleconferences, an attendee must submit the “EBAA Education Institute CEU Request Form,” which must be signed and submitted by the bank’s Executive Director. This form must then be sent to the EBAA office within **sixty (60)** calendar days following the close of the teleconference. For recertification purposes, the CEBT must submit a copy of EEI CEU Request Form along with their application.

3) Individual CEU Requests

a. Request for pre-approval

To request approval of a scheduled future course or program [**sixty (60)** calendar days prior is suggested], an applicant must submit copies of the following items, including a CEU request form, to the EBAA office. **Note:** verbal approval of any request does not satisfy the following requirements:

1. A copy of the course outline and/or program.
2. Speaker qualifications and background information; for example, area and site of practice; job title; area of expertise; qualifications to teach the course.

A copy of the final course outline and/or program and verification of attendance must be received by the EBAA office within **sixty (60)** calendar days of date of attendance.

An approval letter will be sent to the applicant within **sixty (60)** calendar days of receipt of all information. For recertification purposes, the CEBT shall only need to submit their proof of attendance along with their recertification application.

b. Request for CEUs for courses not pre-approved by the EBAA

To request approval of a course or program not pre-approved by the EBAA, an applicant must do the following:

1. Complete a CEU request form no later than **sixty (60)** calendar days after attending the course or program.
2. Attach a copy of the final course outline and/or program; designate the actual time spent in class.
3. Include verification of attendance, for example, a certificate of attendance and/or a copy of the attendance roster that confirms attendance.

Verification of approval of the CEUs will be sent to the applicant within **sixty (60)** calendar days of receipt of all information. For recertification purposes, the CEBT shall only need to submit the proof of attendance along with their recertification application.

APPEALS:

The Certification Board, in consultation with the EBAA President/CEO, will manage technician recertification appeals. The process is as follows:

1. Appeals must be sent to the Chair of the Certification Board in writing, with a copy to the EBAA President/CEO.
2. The appellant must include all relevant information in appeal for review by the Certification Board Chair and the EBAA President/CEO.
3. A review committee will conduct an initial review verifying the merit of the appeal.
4. If the review committee (i.e., CEU Chair; EBAA President and Certification Board Liaison) finds merit in the appeal, the Certification Board Chair will announce a decision on the appeal within **sixty (60)** calendar days and respond to the appellant in writing.

Please Note: If a candidate for CEUs wishes to appeal a CEU decision only, he/she may submit a written appeal to the Chair of the Continuing Education Committee, with copies to the EBAA office. Following review and within **sixty (60)** calendar days, the Chair of the Continuing Education Committee will announce a decision on the appeal and respond to the appellant in writing.

TABLE I

CEUs Can Be Earned By:	CEUs awarded by:
<ul style="list-style-type: none"> ● Attendance at meetings held by the Eye Bank Association of America, including EBAA Annual Meetings and Scientific Symposiums. 	Scanning into sessions during EBAA meetings.
<ul style="list-style-type: none"> ● Attendance during EBAA Education Institute Sessions. 	Submitting the webinar signature sheet signed by the Executive Director.
<ul style="list-style-type: none"> ● Attendance at programs or courses that relate directly to EBAA Medical Standards issues such as donor screening, infection control, and procurement procedures. The lectures specifically related to these issues must be given by EBAA Certified Eye Bank Technicians or physicians with current service or who served within the past two years on the Medical Advisory Board and/or EBAA Medical Directors. As well as, recognized experts in selected disciplines. 	Submitting the meeting program, or schedule and a proof of attendance with the Continuing Education Request Form within 60 days of attending the course. Time for topics (sessions, lectures) must be included. Approval will be sent to applicant. For recertification purposes, the CEBT shall submit proof of attendance with their recertification application.
<ul style="list-style-type: none"> ● Ophthalmology lectures that have direct application to Medical Standards. 	Submitting the Continuing Education Request Form, proof of attendance, schedule, the lecturer's name, and academic title within 60 days.
<ul style="list-style-type: none"> ● Publication of a journal article, chapter, or similar scholarly work of which you are the primary author. 	Submit publication.
<ul style="list-style-type: none"> ● Courses on general issues related to organ and tissue transplantation, workshops dealing with consent, hospital development, general ophthalmology lectures, etc. 	Submitting the meeting program, outline or schedule and a proof of attendance with the Continuing Education Request Form within 60 days. Time for topics (sessions, lectures) must be included.
<ul style="list-style-type: none"> ● Taking academic courses in chemistry, biology, human anatomy, human physiology, epidemiology, and immunology offered by an accredited institution at the rate of one CEU per hour of class time. 	Submitting an explanation of how the course or literature is applicable to the practice of eye banking with a Continuing Education Request Form.
<ul style="list-style-type: none"> ● Self-study using audio or videotapes, self-study courses, or by reading journal articles or books. 	¼ CEU may be awarded for each self-study submission, with Continuing Education approval. A total of 1 CEU or 4 approved submissions may be granted in a recertification cycle from this category. A summary of each item must be included.
<ul style="list-style-type: none"> ● Active participation on other designated EBAA medically-related committees, i.e., Accreditation, Technician, and Medical Advisory Committees 	Submitting verification of attendance and participation from the committee chair, i.e., committee meeting minutes.

* This information is subject to change. For information, call the EBAA office at (202) 775-4999.

Appendix A

Practical Performance Competency Verification

Part 1: General Information and Instructions

1. This form must be completed by a technician trainer, as well as a physician who meets the requirements of an Eye Bank Medical Director, as outlined in Section C1.200 of the EBAA Medical Standards.
2. Once completed and signed, this form serves as both a written recommendation from a Technician Trainer and Medical Director and a verification of practical performance competency as outlined in **EBAA's *Criteria for Certification and Recertification of Eye Bank Technicians***—specifically, *Eligibility to Sit for Exam*.
3. This completed form is a requirement to sit for the Certified Eye Bank Technician (CEBT) certification exam and must accompany the technician's exam application.

Part 2: Medical Director and Technician Trainer Observation – PLEASE PRINT

Name of CEBT Applicant: _____

Name of Medical Director: _____

Address of Medical Director: _____

City, State, Zip: _____

Telephone: (_____) _____ Fax: (_____) _____

Specific Relationship of MD with the Eye Bank: _____

Name of Technician Trainer: _____

Address of Technician Trainer: _____

City, State, Zip: _____

Telephone: (_____) _____ Fax: (_____) _____

Specific Relationship with the Eye Bank: _____

Practical Performance Competency Verification

Note: The references in parentheses refer to related sections of the EBAA Procedures Manual.

A. Aseptic Technique

1. The technician was appropriately dressed wearing moisture impermeable clothing with sterile sleeves/sterile impermeable gown, cap, mask and protective eyewear. (E1.000)		
2. The sterile instruments were appropriately wrapped. (E1.100)		
3. The unwrapping of the excision kit was performed without compromising the sterile instruments or sterile field. (E1.110)		
4. Non-sterile items were placed in areas that did not allow the sterile field to be compromised. (E1.200)		
5. The technician successfully demonstrated a 3-5 minute scrub utilizing aseptic technique. (E1.110)		
6. The technician successfully demonstrated proper sterile gloving technique. (E1.110)		
7. The technician successfully transferred the eye from the eye jar to the sterile field without compromising the sterile field or reaching over the sterile field during the transfer. (E1.221)		
8. The technician did irrigate and/or soaked the whole eye. (E1.220)		
9. All sterile and non-sterile instruments were appropriately placed throughout the entire procedure. The sterile field was never compromised. (E1.220)		
10. The technician used separate instruments for the removal of the conjunctiva and the incision through the sclera. (E1.220)		
11. The corneoscleral rim was carefully and gently transferred to the vial or viewing chamber containing the preservation medium without compromising sterility. (E1.220)		

B. Surgical Technique

1. The technician successfully removed the conjunctiva from the whole eye. (E1.221)		
2. The incision through the sclera with the scalpel did not penetrate or break the choroid. (E1.221)		
3. The scissors were appropriately inserted throughout the entire excision in the suprachoroidal space. (E1.221)		
4. The technician maintained a corneoscleral rim between 2-4 mm from the limbus. (E1.221)		
5. During the excision, no significant vitreous leakage occurred. (E1.221)		
6. The anterior chamber was maintained and not compromised throughout the entire excision. (E1.221)		
7. The ciliary body separation was performed gently by removing the ciliary attachments and not pulling on the corneoscleral rim. (E1.221)		
8. The corneoscleral rim was gently separated from the choroid without excessive twisting or bending of the cornea. (E1.221)		
9. After the procedure, the technician checked to see if a crystalline lens was present.		
10. The technician followed the established procedure as written in the eye bank's policy and procedure manual. (E1.221)		

Comments by Medical Director

Medical Director’s Recommendation

I meet the requirements outlined in item 1, above and currently serve as Medical Director for the eye bank listed. On ___ / ___ / ___ (date), I observed the above technician performing a corneal-scleral rim excision on a human donor eye and have verified, with my initials, that he/she performed competently in each area. Based on my direct observation, I recommend that this technician be allowed to sit for the EBAA CEBT exam.

Comments by Technician Trainer

Technician Trainer’s Recommendation

On ___ / ___ / ___ (date), I observed the above technician performing a corneal-scleral rim excision on a human donor eye and have verified, with my initials, that he/she performed competently in each area. Based on my direct observation, I recommend that this technician be allowed to sit for the EBAA CEBT exam.

Medical Director's Signature

Executive Director's Signature

Technician Trainer’s Signature

Date

Date

Date

(Three Signatures Required)

Please contact the EBAA Office or a member of the EBAA Certification Board if you have any questions regarding this form or the application process.

Phone: (202) 775-4999 x116 ♦ Email: stacey@restoresight.org ♦ Website: www.restoresight.org