

ENTOMOLOGICAL SOCIETY OF AMERICA BOARD CERTIFICATION PROGRAM

Request for Recertification, Entomological Society of America BCE Program
c/o Wells Fargo Bank; Lockbox 758954; Baltimore, MD 21275-8954
(alternatively: send to ESA; 3 Park Place, #307; Annapolis, MD 21401-3722)
Phone: 301-731-4535 • Fax: 301-731-4538
E-Mail: bce@entsoc.org • URL: www.entsoc.org/certification/bce/
(Revised 3/3/2015)

BCE Certification #: _____
Years covered (3-year period) _____

Name _____
Employer _____
Address _____

Email address(es) _____
Telephone Number(s) Home _____
Work _____
Mobile _____

Please specify the specialties in which you are certified:

- 1) _____ 3) _____
2) _____ 4) _____

I hereby certify that the attached record of my continuing entomological education is correct to the best of my knowledge. I further state that I have continued to abide by the Board Certified Entomologists Code of Ethics. With submission of this document, I hereby request recertification with the ESA Board Certification Program.

Signature _____ Date _____

FEES:

The fee for submitting this report is *waived if the report is received by March 15th of the year due and the report is received in electronic format (PDF, MS Excel, MS Word)*. If the report is submitted via paper or is received after March 15th, the fees are as follows:

ESA members: \$30
ESA nonmembers: \$60

If a fee is owed, please submit this form with a check or money order in the amount shown above, or indicate your credit card number below:
(VISA/MasterCard/AmEx/Discover)

Number: _____ Exp. Date _____

Name on Card: _____

Professional Maintenance and Certification Program

Board Certified Entomologists are required to provide a record of CEUs to prove currency in the field every three years for revalidation of certification. The Professional Maintenance and Certification (PM&C) program is based on two categories of activities: (1) category A, continuing education and (2) category B, professional participation. An individual is required to accumulate 120 continuing education units with a minimum of 72 CEUs in category A and the remaining 48 CEUs in either category A or B.

- 1) Please read this PM&C booklet carefully before you begin to complete the form. A summary of the activities and number of CEUs that you may claim credit for is provided in Table 1 on page 4. Pages 5 through 17 of this booklet provide tables for each category in which to record the details of your continuing education activities. Please record the day, month, year you participated in activity, activity title, contact or credit hours, and number of continuing education credits in the appropriate columns.
- 2) **Do not submit substantiating documentation at this time;** however, if your record of continuing education units is randomly selected for audit you may be required to provide documentation.
- 3) A computer-generated record of your CEUs may be submitted in place of the PM&C forms, providing the CEUs are listed by category with the required information.
- 4) Check to make sure the booklet has been completed and that all personal information is included on page 1. If you use additional sheets or a computer-generated form, be sure your certification number is on every page.
- 5) Keep a copy of the completed forms for your files.
- 6) Complete the reporting booklet and submit with your revalidation fee to the address below. Please note that you are **STRONGLY ENCOURAGED** to submit the form electronically rather than in paper format:

Entomological Society of America
Professional Maintenance and Certification Board
3 Park Place, Suite #307
Annapolis, MD 21401-3722
(301) 731-4538 – fax
bce@entsoc.org

Your request for revalidation will not be considered for approval unless it is complete and is accompanied by the required fee.

- 7) Persons whose certification numbers are randomly selected for audit will be notified.

If you have any questions about Professional Maintenance and Certification program or if you need assistance completing any aspect of the PM&C forms, contact the Entomological Society of America, at the above address, or call (301) 731-4535, x3012 between 8:30 a.m. and 5:00 p.m. (Eastern) or email bce@entsoc.org.

Table 1. Summary of Continuing Education and Professional Participation

Category A: Continuing Education

	<u>CEUs</u>	<u>Per activity</u>	<u>Maximum credit/years</u>
1) College Level Courses Taken/quarter	10	credit hr.	36
/semester	15	credit hr.	36
2) Professional Conference	1	contact hr.	36
3) Training	1	contact hr. (max of 4/day)	36
4) Credentialing & License Examinations	4	exam	16
5) Special Activities		CEU credit must be predetermined by petition to the Professional Maintenance and Certification Committee	
6) Reading	1	item	16
7) Reviews & Editing			
a. Books	8	book	16
b. Book Chapters/Sections	4	chapters/sections	16
c. Refereed article	2	article	16
d. Non-refereed article	2	article	16
8) Exceptional (Meritorious) Learning Experiences/Sabbatical/Temp. Foreign Assignment	1	month	12

Category B: Professional Participation

	<u>CEUs</u>	<u>Per activity</u>	<u>Maximum credit/years</u>
1) Consulting/Teaching	1	month	12
2) Business Meeting	1	meeting	4
3) Committee/Task Force	4	each	12
4) Offices Held	6	each	8
5) Presentations	4	each	16
6) Publications Written			
a. Books	16	each	16
b. Book Chapters/Sections	6	each	12
c. Refereed article	2	each	8
d. Non-refereed article	2	each	8
7) Honors & Awards	2	each	8
8) Special Activities		CEU credit must be predetermined by petition to the Professional Maintenance and Certification Committee	
9) Community Services/Testimony Given	4	each	8

NOTE: The above is based on an average of 40 CEUs/year with 120 CEUs required over a three-year cycle.

A minimum of 72 CEUs in Category A are required over three-year reporting period. Activities believed to meet the PM&C requirements, but are not listed above or defined in the booklet should be listed under Category C, #8 "Special Activities."

Category A: Continuing Education

ACTIVITY #1: COLLEGE LEVEL COURSES

CEUS are awarded per credit hour for participation in activity #1. A maximum of 36 CEUs can be claimed per year for this activity. College Courses are formal offerings by accredited institutions of higher learning for which academic credit usually is conferred. Such courses must be related to the professional enhancement of the participant and cannot be credited if taken toward fulfillment of an unrelated undergraduate degree. Participant must have official transcripts of successful completion of academic work or official documents of participation for audited courses for credit claimed in category A, activity #1.

Mo/Day/Yr	Provider & City, State	Course Title	Total Credit Hours	CEUs Requested	CEUs Approved

Category A: Continuing Education

ACTIVITY #2: PROFESSIONAL CONFERENCES

1 CEUs is awarded per contact hour for activity #2. A maximum of 6 hours/day, 36 hours/year can be claimed for Professional Conferences. These events are organized or sponsored by the Entomological Society of America or other organizations for the purpose of providing new information on a subject, new techniques, methodologies, or equipment that offer the participant an opportunity to upgrade his/her skills or knowledge in an area relevant to his her professional needs. These events typically consist of paper-reading sessions, and other similar activities.

Mo/Day/Yr	Provider & City, State	Activity Title	Total Contact Hours	CEUs Requested	CEUs Approved

Category A: Continuing Education

ACTIVITY #3: TRAINING

1 CEUs is awarded per contact hour. A maximum of 4 hours/day, 36 hours/year can be claimed for training. These events typically are one or two-day in depth sessions dealing with one topic or subject, organized by universities, scientific and professional societies, organizations, or businesses. They consist of short courses, workshops, symposia, seminars, etc. The purpose of these programs is to provide information that is new in a subject matter area, new techniques, methodologies, or equipment that offer the practitioner an opportunity to upgrade his/her skills or knowledge in an relevant to his/her professional needs.

Mo/Day/Yr	Provider & City, State	Activity Title	Total Contact Hours	CEUs Requested	CEUs Approved

CATEGORY A: Continuing Education

ACTIVITY #4: CREDENTIALING & LICENSING EXAMINATIONS

4 credits per exam, maximum of 16 credits per year can be claimed. Entomologists may receive credit for study, preparation, and passing each specialty certification/recertification examination related to the work needs of the participant. Credit is granted only for the year in which the examination was passed.

Mo/Day/Yr	Provider & City, State	Activity Title	CEUs Requested	CEUs Approved

ACTIVITY #5: SPECIAL ACTIVITIES

Special activities must be pre-approved for credit through petition to the Professional Maintenance and Certification Committee. This category has been established for those practitioners who believe they are involved in professional activities not covered by any of the defined categories. An appropriate narrative and documentation is required. These could be projects either self-initiated or employer-initiated. You may attach additional sheets as necessary.

Mo/Day/Yr	Provider & City, State	Activity Title	Total Contact Hours	CEUs Requested	CEUs Approved

CATEGORY A: Continuing Education

ACTIVITY #6: READING

1 CEU per article or item is awarded for reading literature that enhances the entomological skills of the participant. A maximum of 16 credits per year can be claimed for activity #6. Please cite the complete reference of materials you read. Reading may include articles, papers, sections, and chapters of books pertaining to entomology or a related field.

Mo/Day/Yr	Publication Title	Item Title	Total Items	CEUs Requested	CEUs Approved

CATEGORY A: Continuing Education

ACTIVITY #7: REVIEWING & EDITING PAPERS AND BOOKS

8 CEUs may be claimed per book review; no more than 2 books per year can be claimed for credit. 4 CEUs may be claimed for reviewing 1 chapter or section; no more than 4 chapters or sections per year can be claimed for credit. 2 CEUs may be claimed for reviewing one refereed or non-refereed article; no more than 8 articles of each type per year can be claimed for credit. Activity #7 includes the review or critique of written entomological publications for which the participant benefits in the exchange of entomological information. Publications may include journals, trade magazines, books, or chapters. Attach additional pages if needed.

Mo/Day/Yr	Provider	Title	Total Items	CEUs Requested	CEUs Approved

CATEGORY A: Continuing Education

**ACTIVITY #8: EXCEPTIONAL (MERITORIOUS) LEARNING EXPERIENCES/SABBATICAL/
TEMPORARY FOREIGN ASSIGNMENT**

1 CEU can be claimed per month (minimum of 2 contact weeks), but no more that 12 credits per year can be claimed for activity #8. Entomologists may report exceptional or unusual educational activities that they believe merit credit, including special projects, discoveries in the field of entomology, research or applied breakthroughs in understanding or coping with entomological problems, job-related visits to exemplary programs in a foreign land, participating in foreign seminars, and programs by universities or organizations, Such activities must de documented and will be considered on an individual basis by the Professional Maintenance and Certification Committee. Descriptions of the activity (including educational objective, faculty, program content, education method and evaluation procedure, proof of participation or certificate) are required. Following the activity, a group of participants requesting credit for the same experience may collectively submit appropriate documentation for review and committee action.

Mo/Day/Yr	Provider & City, State	Activity Title	Total Activities	CEUs Requested	CEUs Approved

Total CEUs Category A _____

CATEGORY B: PROFESSIONAL PARTICIPATION

ACTIVITY #1: CONSULTING/TEACHING

1 credit per activity per month, maximum 12 CEU's may be claimed annually for consulting and/or teaching Entomology or Entomology related courses.

Mo/Day/Yr	Provided To	Activity Title	Total Activity Hours	CEUs Requested	CEUs Approved

CATEGORY B: Professional Participation

ACTIVITY #2: BUSINESS MEETING

1 credit can be claimed for each scheduled business meeting related to the entomological profession. Maximum of 4 CEUs (or business meetings) can be claimed per year for activity #2.

Mo/Day/Yr	Provider & City, State	Activity Title	CEUs Requested	CEUs Approved

ACTIVITY #3: COMMITTEE/TASK FORCE

4 CEUs can be claimed for participation on committee or task force. Maximum of 12 CEUs (or 3 committee/task forces) can be claimed. Activity #3 includes membership on a committee, task force or advisory board related to entomology.

Mo/Day/Yr	Provider & City, State	Activity Title	CEUs Requested	CEUs Approved

CATEGORY B: Professional Participation

ACTIVITY #4: OFFICES HELD

6 CEUs, maximum 8 credits/year can be claimed per elected or appointed office in an entomologically related organization. The office held may be local, state, national, or international in nature.

Mo/Day/Yr	Provider & City, State	Title	CEUs Requested	CEUs Approved

ACTIVITY #5: PRESENTATIONS

4 CEUs are awarded per presentation with a maximum of 16 credits/year. Presentations include delivery of information related to entomology.

Mo/Day/Yr	Provided To	Activity Title	CEUs Requested	CEUs Approved

CATEGORY B: Professional Participation

ACTIVITY #6: WRITTEN PUBLICATIONS

16 credits for writing one book can be claimed in the year in which the book was completed. 6 credits per chapter of a book written can be claimed, but no more than 2 chapters may be claimed per year. 2 credits each can be claimed for writing refereed or non-refereed articles. 8 credits per year can be claimed for each type of article. Credit can be claimed for writing manuscripts that have been accepted for publication on entomological activities.

Mo/Day/Yr	Publication	Article or Book Title	CEUs Requested	CEUs Approved

CATEGORY B: Professional Participation

ACTIVITY #7: HONORS & AWARDS

2 credits can be claimed per honor or award received. No more than 8 credits (or 4 honors or awards) can be claimed per year. Credit can be awarded for receiving honors or awards in the entomological profession where the entomologist is recognized for outstanding contribution.

Mo/Day/Yr	Organization Granting Award/Honor	Title	CEUs Requested	CEUs Approved

ACTIVITY #8: SPECIAL ACTIVITIES

The activity must be pre-approved for credit through petition to the Professional Maintenance and Certification Committee. This category has been established for those practitioners who believe they are involved in professional activities not covered by any of the foregoing categories. An appropriate narrative or documentation is required. These can include projects either self-initiated or employer-initiated.

Mo/Day/Yr	Provided To	Activity Title	Total Activity Hours	CEUs Requested	CEUs Approved

CATEGORY B: Professional Participation

ACTIVITY #9: COMMUNITY SERVICES/TESTIMONY GIVEN

4 CEUs can be claimed for each community service or testimony given. Maximum 8 credits/year. Participants who provide expert testimony that entails use of scientific and professional skills or who provide a positive influence in community affairs such as city council, planning commissions, museum board, scientific groups, etc., can claim credit for such activity. Additional events in this category include presentations to service organizations, clubs, or schools, serving as an "Insect Life" merit badge counselor for Boy or Girl Scouts, judging science fairs or 4H entomological displays or other entomologically related community services.

Mo/Day/Yr	Provided To	Activity Title	Total Activity Hours	CEUs Requested	CEUs Approved

Total CEUs Category B _____

Total CEUs for Category A & B _____