



EXTRACORPOREAL LIFE SUPPORT ORGANIZATION

E-AEC Recertification Guide

Overview

This Recertification Guide is intended for current holders of the ELSO Adult ECMO Certification (E-AEC). This guide outlines the requirements and processes necessary for E-AEC recertification. This guide details the importance of recertification, continuing education, clinical bedside experience, and steps to help practitioners successfully renew their E-AEC.

Purpose of Recertification

The ELSO Adult ECMO Certification (E-AEC) is valid for a three (3) year period. The certification period is chosen to reflect the need for periodic reassessment while balancing the competing time demands for active practitioners. During this period, E-AEC certified practitioners will complete both continuing education and clinical experience requirements. This includes completing 30 hours of Continuing Education (CEs) within the scope of the practitioner's daily work related to ECMO, and providing a minimum average of 56 hours of ECMO care each year of their certification.

The recertification process is designed to maintain competencies and align practitioners with evolving ECMO standards, practices, and techniques. The primary purposes of recertification include:

Continuing Competence

Recertification verifies that practitioners continue to possess the essential knowledge and skills required for safe and effective ECMO practice. The continuing education and clinical experience requirements ensure practitioners are engaged in relevant learning experiences, while maintaining practical, psychomotor skills.

Professional Development

Recertification encourages ongoing education, ensuring practitioners stay current with the latest research, techniques, and guidelines in ECMO.

Clinical Experience

Hands-on clinical experience is crucial for reinforcing technical expertise and clinical judgement, both of which are essential for delivering safe, high-quality patient care.

Quality Maintenance

Recertification upholds high standards of care by requiring practitioners to demonstrate their commitment to professional growth and adherence to established protocols and procedures.

Patient Safety and Care

Ultimately, recertification ensures that patients receive care from practitioners who are continually educated and proficient in ECMO practices, thereby promoting better patient outcomes.



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E-AEC Recertification Requirements

To maintain certification, E-AEC certified practitioners must fulfill the following two sections of recertification requirements over the 3-year period of their E-AEC:



Continuing Education:

- 30 CEs related to ECMO in the past 3 years



Clinical Experience:

- Average of 56 hours of ECMO care per year over the past 3 years

1. Continuing Education

Practitioners are required to complete at least **30 hours of Continuing Education (CEs)** within the scope of their daily work related to ECMO. These can be fulfilled through various activities, including:

- **Formally approved CEs**, including Continuing Education Units (CEUs) and Continuing Medical Education (CMEs) activities, are eligible for the Continuing Education requirement.
- **Other non-CEU/CME/CE activities** may be used to fulfill the CE requirement. Examples are provided below.

****Repeat courses are not accepted. Credit can be claimed for a specific course only once during the 3-year period, even if it was taken multiple times.**

Examples of Continuing Education (CE) Activities:

- Online courses
- Conferences
- Publications
- Presentations
- Journal clubs
- Grand rounds
- Simulation training
- Other relevant learning activities

2. E-AEC Clinical Bedside Experience Requirement

E-AEC certified practitioners must demonstrate a minimum average of 56 hours (or eight days) of ECMO care per year.



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Documentation Requirements and Examples

1. Continuing Education

Each form of documentation must include the name and description of the activity, the name of the individual applying for E-AEC recertification, and the date of completion. Non-formally approved activities that will need to be calculated to CEs should also include the amount of time spent on the activity. **Some activities may necessitate multiple forms of documentation (*for example, a letter of attendance and description of the course attended*).**

For formally approved/accredited activities:

- Certificate of completion with number of CEUs/CMEs/CEs allocated
- Name of the institution/organization providing the CE activity
- Name of the individual applying for E-AEC recertification
- Date of completion

For non-formally approved activities:

- Name of the individual applying for E-AEC recertification
- Date of completion
- Name or description of activity (including the number of hours spent on the activity)

Examples of acceptable documentation:

- Certificates, transcripts, or other official documentation verifying participation
- Letter of attendance or participation log from activity providers or event organizers
- Agenda or schedule of the activity
- Copy of the materials developed (presentation, publication, etc.)

Example of Learning Activity	Examples of Documentation
Online Courses or Webinars	• Completion Certificate/Competency • Transcript or Record of Attendance
Professional Development Conferences/Workshops	• Certificate of Attendance • Conference Program Schedule
Publications	• Copy of Published Work and Citation Information • Letter of Acceptance from Publisher
Presentations	• Copy of Presentation • Letter of Appointment or Confirmation
Journal Clubs	• Attendance Log • Summary or Minutes of Discussion
Grand Rounds	• Letter of Attendance • Summary of Presentation Topics
Simulation Training	• Certification of Completion/Competency • Training Log and Agenda



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2. E-AEC Clinical Experience Requirement

To verify that the clinical experience requirement has been met, the individual applying for E-AEC recertification will need to submit:

- An updated and signed letter from the ECMO Director or Medical Director on the institution's letterhead verifying the completion of the clinical experience requirement.

In special circumstances that may impact the fulfillment of the clinical experience requirement, such as a recent change of employer or extended periods of leave, this letter should also include:

- The date of hire or the date of return to work.
- Acknowledgment of the specific circumstance(s) impacting the clinical experience requirement (details of the special circumstance(s) are ***not*** necessary to include).
- A description of the relevant skills and competencies the individual has demonstrated during their work at the institution, highlighting their ability to maintain proficiency despite the special circumstances.

ELSO will review each case individually, ensuring that competent individuals with valid circumstances are not unfairly excluded from recertification.

Self-Attestation

Applicants will answer several questions throughout the application confirming that they have met the E-AEC recertification requirements. The self-attestations will include:

- A statement affirming that the applicant has completed at least 30 CEs since their last certification.
- The number of CEs they are uploading documentation for.
- A statement affirming fulfillment of the E-AEC Clinical Experience requirement with proper institutional documentation.
- An acknowledgment that all provided documentation is accurate and valid.

Processing Applications

Recertification applications will be processed automatically. Applicants will receive their new E-AEC certificate after submitting their materials. ELSO will audit submissions for accuracy.

If the recertification application fails the audit process or is completed outside of the valid recertification window, the applicant will be notified and provided further information on their E-AEC status.



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Submission Process

Timeline

Recertification of E-AEC is required every three (3) years. Application for recertification must be completed within the same calendar month in which certification is set to expire. For example, if the E-AEC expires on the 15th of July, recertification requirements must be submitted by the 31st of July at the latest.

Submission Steps



Gather Documentation

- Collect all records of completed CEs since E-AEC was last received.
- Receive a letter of completion of clinical experience requirement from ECMO Director, Medical Director or other appropriate personnel.
- Ensure each document clearly shows the relevant details as previously described.

Access the E-AEC Recertification Application

- Access ELSO Academy via ELSO.org.
- Select “My Activities” from the User Menu (located in the upper left corner of the screen)
- Locate your E-AEC Certification and select “Renew Now”
- Purchase and complete the E-AEC Recertification Application.

Upload Documents

- Upload documentation as instructed within the E-AEC Recertification Application.

Complete Self-Attestation

- Review and complete the self-attestation statement within the applicant’s ELSO Academy account, and ensure all information is accurate.

Submit

- Review submission for accuracy.
- Complete the submission by the end of the month in which certification is set to expire.

Fees

A recertification fee will be collected when the applicant purchases the recertification application. Payment is by credit card only via ELSO Academy.



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Audit and Verification

ELSO may randomly audit submitted recertification documentation on a regular basis.

- Be prepared to provide additional information or verification as requested.
- Failure to provide adequate documentation may result in revocation of certification.

Recertification Policies

1. Certification Period

- 1.1. Certification, initial or renewal, is valid for a period of three (3) years.
- 1.2. Certification must be renewed before it is set to expire.
- 1.3. E-AEC certified practitioners are required to know when their certification expires and are solely responsible for timely completion of all requirements for renewal, and timely submission of application materials.
- 1.4. Failure to receive a notice or reminder of expiration does not excuse late or missing recertification application.

2. Late Recertification

- 2.1. Recertification of E-AEC is considered late when the individual does not apply for recertification before or during the month of expiration.
- 2.2. An individual may apply for recertification up to sixty (60) days past the date of their E-AEC expiration.
- 2.3. Failure to apply for recertification during this sixty (60) day late period will result in a lapse of certification.

3. Lapse of Certification

- 3.1. E-AEC has lapsed when an application for recertification is not submitted up to sixty (60) days past certification expiration.
- 3.2. Individuals with a lapse of certification may not display certification credentials or represent themselves as possessing an E-AEC.
- 3.3. An individual whose certification has lapsed may reactivate their E-AEC by applying for initial certification and completing all current requirements. This will include providing the necessary documentation at the time of application, taking the current E-AEC Exam, and paying all applicable fees.

4. Certification Extensions

- 4.1. For hardships caused by unforeseen medical conditions or natural disasters, ELSO may consider brief extensions if requested prior to the lapse and supported by sufficient documentation. All requests will be subject to review and approval at ELSO's sole discretion.



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5. Incomplete Applications

- 5.1. Only complete applications will be reviewed. It is the sole responsibility of the individual applying for E-AEC recertification to verify that their application is complete and includes all required documents as outlined in this document.

6. Denied Recertifications

- 6.1. Recertification applications that are denied will be notified of reason for denial, and request for additional documentation if applicable. This notice will include information on how to request reconsideration.
- 6.2. If additional documentation is required, the individual applying for E-AEC recertification will have 30 days to submit all requested documentation for recertification.

7. Request for Reconsideration of Denied Recertifications

- 7.1. If recertification is denied, the individual applying for E-AEC recertification may submit a written request for reconsideration within 30 days of receiving the notification of recertification denial.
- 7.2. Request for reconsideration must include a detailed explanation of the grounds for reconsideration, including any supporting documentation or evidence not previously submitted.
- 7.3. ELSO will review the submitted required alongside the original application and any new evidence.



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Frequently Asked Questions (FAQs)

Can I recertify my E-AEC early?

You may begin uploading documents for your E-AEC recertification/renewal application up to three (3) months prior to set expiration; however, your certification will not be renewed until the calendar month it is due, and ELSO reviews your submission. For example, if your E-AEC expires in October 2025, you may begin uploading recertification documents in August 2025, but your recertification will not be processed until October 2025.

What happens if I miss the recertification deadline?

If you miss the recertification deadline, your E-AEC will expire on the date posted on your certificate, potentially leading to the need to reapply for certification and meet all the initial certification requirements again, or the need to apply for reactivation of a lapsed certification, as outlined in this document.

It is essential to submit all recertification documentation and any applicable fees prior to the end of your certification's expiration month. It is the sole responsibility of the certified individual to know when their E-AEC is set to expire, and to apply for recertification prior to the expiration month.

What if my recertification is denied?

If your E-AEC recertification is denied, you will be notified of this decision with an explanation of denial, as well as instructions to request reconsideration of this decision. Please review the E-AEC Recertification policies outlined in this document for further details.

Can I use my CEUs or CMEs to fulfill the Continuing Education requirement?

Yes, CEUs and CMEs can both be used to fulfill the Continuing Education requirement, if they are related to ECMO! Please review the Continuing Education requirement section for further details and examples of accepted Continuing Education activities.

Who should I contact if I have questions about my E-AEC recertification?

If you have questions about the recertification process or requirements, please thoroughly review this document and the ELSO website. If you still have questions after reviewing the available resources, please contact ELSO at ecmotraining@elso.org

How long will it take to receive my renewed E-AEC?

E-AEC recertification submissions are **not** processed automatically. It may take up to thirty (30) days for ELSO to review your recertification application, which is why it is essential to submit your application prior to its expiration date. If you do not receive an update about your E-AEC recertification within 30 days of your submission **and** your E-AEC expiration date has passed, please contact ELSO at ecmotraining@elso.org