



APPLICATION FOR CERTIFIED TOBACCO TREATMENT SPECIALIST RECERTIFICATION

Please type or print information clearly! Mail completed application and recertification fee of \$50 to: Center for Tobacco Treatment Research and Training, Division of Preventive and Behavioral Medicine, UMass Medical School, 55 Lake Ave. N., Worcester, MA, 01655. Checks should be made out to UMass Medical School.

A. APPLICANT INFORMATION

Name _____ CTTS # _____

Degree(s) _____ Certification Date _____

Check whether: _____ Master CTTS _____ Entry level CTTS

Position/Title _____

Organization Name _____

Address _____

City, State and Zip _____

Work Phone _____ Fax _____

E-Mail address _____

Home phone _____

Home address _____

B. DOCUMENTATION OF CONTINUING EDUCATION

Please describe the continuing education you have received in the past two years since you were certified or recertified. Be sure to specify which category each continuing education item fits into. For Category I credits, applicants must attach a certificate of attendance as well as the course outline. For Category II credits, please submit at least one sheet (with required information) for each article submitted. For Category III credits, please attach an outline of your presentation, including goals and learning objectives. For Category IV credits (graduate courses), obtain prior approval and attach a course transcript to this recertification application. Continuing education units (CEUs) are awarded for actual time in class, and should not include lunch and break periods. **15 CEUs are required over your 2-year certification period.**

- **CATEGORY I CREDITS:** *Attendance at tobacco treatment related conferences, workshops and seminars sponsored by professional organizations and agencies; successful completion of treatment-related online courses. At least 5, but as many as 15, CEUs may come from this category.*

NAME OF CONFERENCE/ PROGRAM	DATE	#CEUS

TOTAL CATEGORY I: _____

- **CATEGORY II CREDITS:** *Review of current tobacco treatment related articles from peer-reviewed journals. Up to 5 CEUS may be from this category.*

NAME OF JOURNAL	DATE READ	#CEUS

TOTAL CATEGORY II: _____

- **CATEGORY III CREDITS:** *Presentations at conferences, workshops or trainings; journal article publication; participation in UMass Medical School TTS Review Boards. Earn 1 CEU for each hour spent presenting or for each poster/paper presented. Earn 4, 2 or 1 CEU for journal article published (see recertification policy). Earn up to 2.5 CEUs for each TTS Review Board. Up to 5 CEUs may come from this category.*

NAME OF PRESENTATION/COURSE OR REVIEW BOARD	DATE	#CEUs

TOTAL CATEGORY III: _____

- **CATEGORY IV CREDITS:** *Successful completion of graduate level work in a related field, including coursework in addictions, counseling, or educational theory. Four CEUs per graduate credit; up to 8 CEUs may come from this category. Prior approval is required.*

NAME OF COURSE	DATE COMPLETED	#CEUs

TOTAL NUMBER OF CONTINUING EDUCATION CREDITS CLAIMED IN THIS 2-YEAR CERTIFICATION CYCLE: _____

_____ Your Signature	_____ Date
--------------------------------	----------------------

FOR OFFICE USE ONLY
 DATE RECEIVED: _____
 REVIEWED BY: _____
 DATE APPROVED: _____

2/25/09

*****FAX BACK TO: 508-856-3840*****

Certified Tobacco Treatment Specialist

Information Update Form

Please make copies of this form to complete upon any change in your employment. This information is vital for UMass Medical School to keep you up to date concerning continuing education opportunities and to maintain your certification records.

Check any line that is new and provide us with the updated information. Thank you.

Name:

Check here if this is a change in your name

New Degree(s): _____

New Position or Title: _____

New Organization or Agency: _____

New Street Address: _____

New City, State, Zip: _____

New Work Phone: _____

New FAX: _____

New E-mail Address: _____

New Home Phone: _____

Effective Date of Change(s): _____

Please list any new certifications or licenses you hold: _____

Thank you for assisting us in keeping your information up to date.

The TTS Training and Certification Program,
University of Massachusetts Medical School