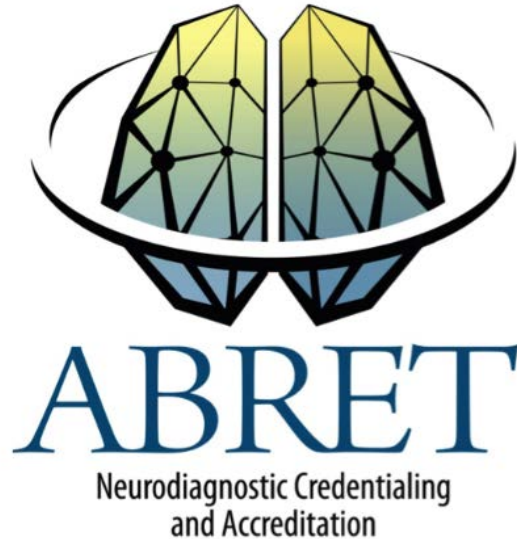


2018



Handbook for Candidates
Certification for

**Magnetoencephalography
Technologist**

CMEG

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This handbook contains necessary information about the Magnetoencephalography Technologist (CMEG) certification program and examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

The Certification Program for Magnetoencephalography Technologists (CMEG) consists of 12 self-directed computer-based video modules, reading assignments and quizzes culminating in a comprehensive proctored exam leading to the CMEG credential. The content of the modules and questions are composed by nationally recognized subject matter experts in MEG.

Introduction

ABRET is a nonprofit credentialing board. ABRET supports the concept of voluntary certification by examination for health care professionals in magnetoencephalography. Certification focuses specifically on the individual and is an indication of current knowledge in magnetoencephalography technology. ABRET does not guarantee the job performance of any individual.

Objectives of ABRET

TO ESTABLISH COMPETENCY IN MAGNETOENCEPHALOGRAPHY BY:

1. Providing a standard of knowledge in magnetoencephalography required for certification.
2. Establishing and measuring the level of knowledge required for certification in magnetoencephalography by means of a final objective, computer based proctored examination.
3. Formally recognizing those individuals who meet the eligibility requirements of ABRET and pass the Certification Program for Magnetoencephalography Technologists.
4. Encouraging continued professional growth in magnetoencephalography through mandatory continuing education and recertification.

Non Discrimination Statement

ABRET, Inc. does not discriminate on the basis of age, sex, race, religion, national origin, marital status, or handicapped condition.

Administration

The Certification Program is sponsored by ABRET. The Certification for Magnetoencephalography Technologist is administered by ABRET.

Questions concerning the Certification for Magnetoencephalography Technologist should be addressed to the ABRET Executive Office:

2908 Greenbriar – Suite A, Springfield, IL 62704 – (217) 726-7980 – www.abret.org

or by e-mail: maggie@acadndt.com

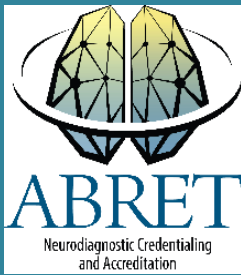
Fees

Application Fee for the Certification for Magnetoencephalography Technologist	\$700
Proctor fees estimated	\$50

Fees will be paid upon submission of application and scheduling of proctor for final exam

THERE ARE NO REFUNDS nor TRANSFER OF FEES

2018 CMEG Eligibility Chart

	CMEG Pathway I R. EEG T. or R. EP T. Credential	CMEG Pathway II Employed in MEG with a minimum of an Associate's Degree * (Pathway only available until Dec 31, 2018)
	Minimum of 6 months of supervised experience (1)	Minimum of 6 months of supervised experience (1)
	Documentation of 25 evoked cases and 50 spontaneous cases encompassing three or more modalities, AEF, LEF, MEF, SEF, VEF. (2)	Documentation of 25 evoked cases and 50 spontaneous cases encompassing three or more modalities, AEF, LEF, MEF, SEF, VEF. (2)
	Current CPR/BCLS certification	Current CPR/BCLS certification
	MEG Certificate Program	MEG Certificate Program

* The MEG Director may request a waiver for the degree requirement if they feel their technologist is well prepared.

- (1) A supervisor will be asked to verify required experience and may be directly contacted for verification.
- (2) Use the MEG Documentation Form available on the website.
- (3) Documentation forms will be randomly audited. Incorrect or incomplete information may delay or negative eligibility.
- (4) The MEG Certification (CMEG) credential will be awarded to successful candidates for a five-year period.
- (5) Recertification will require 15 hours of documented continuing education. Educational activities may take the form of relevant lectures, workshops (up to 12 credits), journal reviews, case studies, record review (4 sessions with a physician equal 1 educational activity credit), authorship on journal article(s), writing special interest article(s) for a professional journal, presenting poster and/or platform presentations at professional society meetings (3 credits), and giving a lecture at departmental/lab meeting.

Application Procedure

1. Complete the online application for the CMEG program at ABRET.org with payment.
2. Login information to begin the 12 modules, reading assignments, and quizzes will be emailed to the candidate following review of application submission.
3. Upon course completion, candidates are instructed to find a local university based testing center near them and send the URL of the website to Maggie Marsh-Nation at maggie@acadndt.com to set up proctored exam. Proctoring fees vary among university testing centers and will be the responsibility of the candidate. The exam proctor must not know one another.

A denial of eligibility for certification may be appealed in writing and sent to ABRET within 30 days. See RUL-21 of ABRET Policies & Procedures posted on abret.org

Application Agreement

1. **Application.** I certify that all the information contained in my application is true and complete to the best of my knowledge. I hereby authorize ABRET and its officers, directors, employees, and agents (collectively, “ABRET”) to review my application and to determine my eligibility for certification.
2. **Compliance with ABRET Rules.**
 - A. I have read and agree to abide by ABRET’s policies and procedures, including but not limited to those listed below. I will read and keep up-to-date with these rules.
 - i. Handbook for Candidates (including the Code of Ethics and Disciplinary Policy);
 - ii. Use of Credential and Trademark Policy; and
 - iii. ABRET Examination Policies.
 - B. I agree that ABRET may take action regarding my application, examination, or certification in accordance with its Disciplinary Policy, and that the penalties for violation of an ABRET rule include (but are not limited to) denial, revocation, or limitation of my certification.
 - C. As specified within the Disciplinary Policy, I agree to notify ABRET of any change in name, address, telephone number, or email address, and of any development bearing on certification such as (but not limited to) suspension, revocation, or expiration of a state license to practice, being sued by a patient, or being investigated or reprimanded by a state regulatory board.
3. **Cooperation.** I agree to cooperate promptly and fully in any review of my application, examination(s), or certification, and I agree to submit any additional information requested.
4. **Examination Confidentiality.** I am seeking admission to take the examination(s) for the purpose of pursuing certification, and for no other purpose. Because of the confidential nature of the examination(s), I agree to not make or keep copies, excerpts, or notes of examination materials, and to not use or divulge information learned from the examination(s). The examination(s) is/are the exclusive property of ABRET and I will not use examination information in any way without the express prior written consent of ABRET.
5. **Examination Administration.**
 - A. I agree to abide by ABRET’s reasonable rules regarding examination administration. ABRET may refuse my admission to an examination if I do not have the proper identification (valid photo ID and eligibility notice), or if administration has begun. The proctors may take steps as they believe necessary to maintain a secure and proper examination administration, including (but not limited to) relocating me before or during the examination.
 - B. If I am refused admission or fail to appear at the examination site, or if my examination performance is voided based upon my behavior, I agree that I will not receive a refund of the application or examination fees and there will be no credit for any future examination.
 - C. I understand that review of the adequacy of examination materials will be limited to computing accurate scoring; I hereby waive all further claims of examination review.
 - D. I acknowledge that ABRET is concerned with reporting only valid scores. I agree that ABRET may cancel an examination score if there is adequate reason to question its validity because of misconduct or other circumstances.
 - E. A passing score is required for certification in all instances.
6. **Continuing Compliance.** I understand and agree that it is my responsibility to maintain and demonstrate continuous compliance with all ABRET policies and procedures.
7. **Certification Marks.**
 - A. The Magnetoencephalography Technologist and the stylized “CMEG” logo are the sole and exclusive property of ABRET and are subject to all applicable trademark and other rights of ABRET

Application Agreement Continued

as owner under United States intellectual property law and international conventions. I agree to abide by ABRET's instructions regarding use of its intellectual property, and to not use this intellectual property in any way without the express prior written consent of ABRET.

B. I agree to correct at my own expense any inaccurate or unauthorized use by me of ABRET's certification and logo. I agree that if I refuse to make corrections, then ABRET is entitled to obtain all relief permitted by law, including but not limited to injunctive relief to enforce its rights with respect to the protection of its name, certificate, logo, and other intellectual property.

- 8. Information Release.** I agree that ABRET may release information regarding my application and certification record to state and federal authorities, licensing boards, employers, and others. This information includes (but is not limited to) ABRET's findings regarding review of my application, fraudulent statements made by me, information indicating noncompliance with laws or regulations or with policies of other organizations, and the pendency or outcome of disciplinary proceedings.
- 9. Duration of Certificate.** This Application Agreement will become effective as of the date of acknowledgement upon submitting my application and will remain in effect for the duration of my application review. If I am granted certification, the terms of this Application Agreement will automatically continue in effect for the duration of my certificate. I acknowledge and agree that initial certificate is awarded only for a five (5) year period, and that completion of recertification requirements, recertification applications, and reviews will be required to maintain my credential.

10. Waiver of Claims & Indemnification.

A. I hereby waive all claims against ABRET arising out of my application and my participation in the certification program, including (but not limited to) claims arising out of (i) any release of information to state and federal authorities, licensing boards, employers, and others, and (ii) any investigation and review of my application and certification by ABRET. If ABRET is required by law to disclose confidential information, the individual(s) whose information is released will be notified to the extent permitted by law.

B. I agree to indemnify ABRET for any third-party claims arising out of any action taken pursuant to the policies and procedures of ABRET with regard to my application, the examination, or my certification. In addition, I agree to indemnify ABRET for any third-party claims arising out of my professional practice and related activities.

C. The provisions of this Waiver of Claims & Indemnification section do not extend to claims based on the gross negligence or willful misconduct of ABRET.

D. My obligations and rights and those of ABRET under this Waiver of Claims & Indemnification section will survive beyond the termination or expiration of my certification and remain in full force and effect.

- 11. Governing Law & Venue.** This Agreement is governed exclusively by the laws of the State of Illinois, without reference to its choice of law doctrine. The parties agree that the sole jurisdiction and venue for any litigation arising from this Agreement is the appropriate federal court for the Central District of Illinois or state court located in Sangamon County, Illinois. If a dispute arises, the parties shall make a good faith attempt to resolve the dispute through dialogue and negotiation prior to pursuing court action.

Upon submitting the application for "CMEG" you will be asked to acknowledge that you have read and understand this Application Agreement and agree to its terms in consideration for the opportunity to seek certification from ABRET.

Information Release: If granted certification, you will be authorizing ABRET to release your name and the fact that you have been granted certification to newspapers and other publications, and to release your name, employment information, address, and e-mail address in ABRET's online directory and mailing list. You may opt out of this process by notifying the ABRET office in writing.

CMEG Technologist Certification Program Course

Required Reading:

All 7 Guideline Documents from the American Clinical Magnetoencephalography Society at <http://www.acmegs.org/practice-guidelines>

Suggested Additional Reading:

Publication: Mason K. M., Ebersole S. M., Fujiwara H., Lowe, J. P., Bowyer, S. M. (2013) What you need to know to become a MEG technologist. *Neurodiagn J.* 2013 Sep;53(3):191-206. PMID: 24046968

*Available on the ASET - The Neurodiagnostic Society website (free for members) - or through this link: <https://www.ncbi.nlm.nih.gov/pubmed/24046968>

Book: Papanicolaou, A. C. (2009). *Clinical magnetoencephalography and magnetic source imaging*. New York, NY: Cambridge University Press

*New and used available from Amazon.com

12 Modules and Quizzes:

Lesson 1: Introduction, ACMEG Guidelines and History of Magnetoencephalography (MEG)

Section I: Pre-Study Preparation

Lesson 2: It's Your MEG Lab: Run It Efficiently

Lesson 3: Helium Transfer Process

Section II: MEG Instrumentation and Principles

Lesson 4: Basic MEG

Lesson 5: Basic Assurance of MEG Recording Quality

Lesson 6: MEG Source Modeling of Evoked Potentials

Lesson 7: The Assessment of Language Using MEG

Section III: Performing the Study

Lesson 8: Data Acquisition for Elekta/Neuromeg System

Lesson 9: Data Acquisition for CTF System

Lesson 10: Data Acquisition for 4-D Neuroimaging/BTI System

Section IV: Post-Study Procedures

Lesson 11: Use of Equivalent Current Dipole (ECD) in Epilepsy Clinical Practice

Lesson 12: Comparison of MEG Source Localization Techniques

Important information about grading:

- Candidates must pass all quizzes to gain access to the final proctored exam. The quizzes are "open book" looking for precise answer.
- Candidates are given three attempts on the quiz but the only chance to make 100% is the first attempt. If a second attempt is needed to achieve 80% (passing score) the candidate will be penalized 1/3 of the points for the questions incorrect on first attempt but correct on the second attempt. If a third attempt is required, the penalty is 2/3 of the points for the question requiring a third attempt to achieve a correct answer.
- Candidates must achieve 80% to pass each quiz and all quizzes must be passed before the final proctored exam is scheduled.

Scheduling Examination

Candidates cannot schedule an examination appointment until they have completed the 12 Modules, Required Readings, and successfully passed the quizzes.

Your certification exam will need to be scheduled at a testing center near you. Contact Maggie Marsh-Nation via email: maggie@acadndt.com or phone (830) 895-7460 office or (830) 928-2118 cell to provide the URL of the website of a local university based testing center.

Once confirmed the test center will host the proctored exam, Maggie will then inform the candidate to make arrangements directly with the test center to take the proctored exam. The proctor's fee will be your responsibility.

Arrival at the testing site at the appointed time is the responsibility of the candidate. Plan for weather, traffic, parking, and any security requirements specific to the testing location. Late arrival may prevent you from testing.

*It is highly recommended the candidate becomes familiar with the testing site prior to appointment

Changing Examination Appointment

Rescheduling an appointment will be between the candidate and the testing center. Any penalty for not keeping an appointment will be the responsibility of the candidate.

Special Requests

Special Accommodations

ABRET complies with the Americans with Disabilities Act (ADA) and will provide reasonable and appropriate accommodations in accordance with the ADA for individuals with documented disabilities who request and demonstrate the need for accommodation. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. ABRET requires documentation to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to examination functions for all examinees. Special Accommodations need to be submitted directly to Maggie at least **EIGHT weeks** before the preferred testing date.

Form is available at: <http://abret.org/candidates/resources/application-forms>

Please notify Maggie at least TWO weeks prior to your examination appointment if you need to bring a service dog, medicine, food, or beverages necessary for a medical condition with you to the test center.

Examination Administration

The Certification for Magnetoencephalography Technology is administered by a local university test center selected by candidate and conducive of the CMEG examine requirements. Candidates are expected to abide by the rules and regulations of the facility.

Rules for Examination

1. No books, papers or other reference materials may be taken into nor removed from the examination room.
2. Electronic devices, including but not limited to calculators, cell phones, pagers, voice recording devices, cameras, Bluetooth type devices, wearable tech gear such as smart watches, MP3 players such as iPods, laptop computers and tablets cannot be operative during the examination.
3. One page of copy paper will be provided to make any calculations but this paper will remain with the exam proctor to protect exam content. Test documents and notes must remain in the examination room. Removing any test material by any means is prohibited.
4. No questions concerning content of the examination may be asked during the examination. The candidate should listen to the instructions given by the Examiner and read the instructions provided on the computer screen.
5. Anyone giving or receiving assistance of any kind will have the computer-based testing terminated and be asked to leave the room.
6. Visitors are not permitted in the examination room.
7. ABRET prohibits certain behaviors, including but not limited to the activities listed below:
 - A. Copying test questions
 - B. Copying answers
 - C. Permitting another to copy answers
 - D. Falsifying information required for admission to an examination
 - E. Impersonating another examinee
 - F. Taking the examination for any reason other than for the purpose of seeking accreditation
8. Complaints and challenges must be submitted in writing within 14 days after taking the examination. ABRET will not consider late submissions. The procedure for submitting complaints and challenges is contained in the ABRET policy on examination challenges located on the ABRET website.
9. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.

Quick Tips Before Examination Day

*Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received confirmation from Maggie.

*It is highly recommended the candidate becomes familiar with the testing site prior to appointment.

*The best preparation for the exam is to study the course content, reading materials, ACMEGS guidelines and review quizzes. Be sure to study adequately before scheduling the exam.

Content of the Examination

1. The Certification Program in Magnetoencephalography Technologist is a computer based examination composed of multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the final examination is described in the Content Outline.
3. The content of the modules and questions for the examination are obtained from individuals with expertise in magnetoencephalography and are reviewed for construction, accuracy, and appropriateness by a separate group of subject matter experts.
4. The final Certification Examination in Magnetoencephalography will be weighted in approximately the following manner:
 - I. Pre-Study Preparation.....10%
 - II. MEG Instrumentation.....40%
 - III. Performing the Study.....30%
 - IV. Post-Study Procedures.....20%

Content Outline

- I. Pre-Study Preparation
 - A. Patient instructions/age-specific
 - B. Relevant patient history/medications
 - C. Allergies and sensitivities
 - D. Neuroanatomy basics
 - E. Neurological disorders
 - F. Medical contraindications to activation procedures
 - G. Infection control
 - H. Culture of safety (e.g., fall risks, restraints)
 - I. Electrode application
 - J. Impedance
 - K. Implanted devices
 - L. Patient preparation
 - M. Pre-test procedures
 1. Digitizing head shape
 2. Fiducials
 3. MEG coils
 4. EEG electrodes
- II. MEG Instrumentation and Principles
 - A. Electricity and Magnetism principles
 - B. Quality control
 1. Sensor tuning
 2. Phantom checks for dipole accuracy
 3. Empty room recording
 4. Stimulus delivery system quality control (e.g. an artificial ear measurements of auditory delays, optical sensor measurements of visual delays)
 - C. MEG sensor
 1. Tuning
 2. Helium filling
 3. Helium recycler
 - D. Safety and Instrumentation precautions
 1. Cryogenics
 2. Patient monitoring
 3. Seizures
 4. Stimulation
 5. Magnetic devices in the MSR
- III. Performing the Study
 - A. ACMEGS Guidelines
 - B. Computer knowledge related to devices and networks
 - C. Troubleshooting techniques
 - D. Artifact monitoring, identification and elimination
 - E. Acquiring MEG data
 - F. Evoked Potential studies
 1. Language Evoked Fields (LEF)
 2. Somatosensory Evoked Fields (SEF)
 3. Auditory Evoked Fields (AEF)
 4. Visual Evoked Fields (VEF)
 5. Motor Evoked Fields (MEF)
 - a. Tap
 - b. EMG
 - G. Neurophysiologic correlates to clinical conditions
 1. Epilepsy
 2. Tumor
 - H. Significant patient behaviors and clinical events (e.g., changes in level of consciousness, body movements, episodes)
- IV. Post-Study Procedures
 - A. Analysis of data
 1. MEG Data processing
 2. MRI download and co-registration
 3. Montage design
 4. Filters
 5. Benign variants
 6. Artifacts
 7. Spike averaging
 - B. Documentation (CPGs)
 1. Medical record
 2. Study Log
 - C. Data managements and storage
 - D. HIPAA
 - E. Safety Data Sheets/OSHA Standards

References

The following references, or most recent editions of the following, may be of useful in preparing for the examination. The list does not attempt to include all acceptable materials, nor is it suggested that the Certification Examination in Magnetoencephalography questions are necessarily based on these references.

Guideline Documents from the American Clinical Magnetoencephalography Society at <http://www.acmegs.org/practice-guidelines>

Mason K. M., Ebersole S. M., Fujiwara H., Lowe, J. P., Bowyer, S. M. (2013) What you need to know to become a MEG technologist. *Neurodiagn J.* 2013 Sep;53(3):191-206. PMID: 24046968

Papanicolaou, A. C. (2009). *Clinical magnetoencephalography and magnetic source imaging*. New York, NY: Cambridge University Press

Scoring

The Board sets the passing standard for the exam. It is based on the number of correctly answered test questions the Board determines to represent minimal competency.

ABRET is concerned with reporting only valid scores. On rare occasions, misconduct or circumstances beyond the individual's control may render a score invalid. If doubts are raised about a score because of these or other circumstances, ABRET reserves the right to cancel any examination score if, in the sole opinion of ABRET, there is adequate reason to question its validity.

Report of Results

The candidate will see their score immediately after submission of the exam and will not be able to re-enter the exam. The exam is set for a one time event.

Approximately 3-4 weeks following examination date, candidates will receive their CMEG certificate and be listed on the ABRET website.

Examination Challenges

Candidates may submit a complaint in writing to the ABRET Executive Director no later than fourteen (14) calendar days after taking the examination. All challenges and complaints will receive ABRET's full attention. Comments regarding examination validity will be reviewed by the ABRET examination committee. Examination materials shall not be available for review by candidates.

Confidentiality

1. ABRET will release the individual test scores ONLY to the individual candidate.
2. From time to time it may be necessary for the ABRET Executive Office and BOD to disclose candidate information and/or scores. No material or information disclosed will be released to any unauthorized person.
3. Any questions concerning test results should be referred to ABRET or the Professional Testing Corporation.
4. ABRET provides the national NDT society with the names, addresses, and emails of passing candidates for publication. Candidates may opt-out by contacting ABRET.

Attainment of Credential

Eligible candidates who pass the Certification Examination in Magnetoencephalography Technology will be certified in MEG for a period of five years, will be permitted to use the CMEG designation after their names, and will receive a time-limited Certificate from ABRET. They will be eligible for recertification after 5 years. If not recertified, they will no longer be permitted to use the CMEG designation.

Name/Address Changes

The candidate is responsible for promptly notifying the ABRET Executive Office of address or name changes to be made.

Code of Ethics and Standards of Practice

ABRET is a nonprofit credentialing board for Electroencephalographic (“EEG”) Technologists, Evoked Potential (“EP”) Technologists, Neurophysiologic Intraoperative Monitoring (“CNIM”) Technologists, Long Term Monitoring (“CLTM”) Technologists, Autonomic Professionals (“CAP”) and Magnetoencephalography (“CMEG”) Technologists, and seeks to encourage, establish, and maintain the highest standards, traditions and principles of these technologies. ABRET Registered and Certified Technologists should recognize their responsibilities, not only to their patients, but also to society, to other healthcare professionals, and to themselves.

The following principles have been adopted by the Board of Directors in order to encourage personnel to aspire to the highest possible professional practice. An ABRET Registered technologist or Certified individual shall:

1. Do everything in his or her power to insure that the current Guidelines of the American Clinical Neurophysiology Society are complied with in the department in which he or she works.
2. Preserve human dignity, respect patient's rights, and support the well being of the patient under his or her care. The Registered or Certified technologist shall avoid discrimination against individuals on the basis of race, creed, religion, sex, age, and national origin.
3. Appreciate the importance of thoroughness in the performance of duty, compassion with patients, and the significance of the task she or she performs.
4. Preserve the confidentiality of medical and personal information of a patient.
5. Strive to remain abreast of current technology and to study and apply scientific advances in his or her specialty. Carry out his or her professional work in a competent and objective manner.
6. Abide by laws related to the profession and to general public health and safety and avoid dishonest, unethical, or illegal practices.
7. Refuse primary responsibility for interpretation of testing or monitoring of Electroencephalograms, Evoked Potentials, or Neurophysiologic Intraoperative Monitoring for purposes of clinical diagnosis and treatment. Individuals who are licensed or otherwise authorized by practice standards to provide interpretation are excluded.
8. Be truthful, forthcoming, and cooperative in his or her dealings with ABRET.
9. Be in continuous compliance with ABRET’s rules (as amended from time to time by ABRET).
10. Respect ABRET’s intellectual property rights.
11. Upon suspension or withdrawal of certification, the certificant shall discontinue the use of all claims to certification that contain any reference to ABRET, and to return any certificates issued by ABRET.

Purpose of Standards

ABRET has developed the *Code of Ethics* and the Grounds for Disciplinary Action to articulate standards of conduct required for eligibility for certification and continued certification of EEG, EP, CNIM, CLTM, CAP and CMEG technologists. Maintenance of board certification will require adherence to these and other ABRET rules. Individuals who fail to meet these requirements may have their certification suspended or revoked. ABRET does not guarantee the job performance of any individual.

Violations Reporting Requirements

An individual convicted of a felony related to electroencephalographic, evoked potential, long term monitoring, neurophysiologic intraoperative monitoring, autonomic testing, and magnetoencephalography practice and/or public health and safety (including but not limited to felonies involving rape, sexual abuse of a patient or child, actual or threatened use of a weapon, violence, and the prohibited sale, distribution or possession of a controlled substance) must notify ABRET of such conviction and shall be ineligible to apply for registration, certification, or renewed registration for a period of three (3) years from the exhaustion of appeals or final release from confinement, whichever is later.

1. Grounds for Disciplinary Action. ABRET may deny, suspend, revoke, or take other action regarding an application or certification if an individual is not in compliance with this Disciplinary Policy. Grounds for disciplinary action include (but are not limited to):

- A. Ineligibility for certification, regardless of when the ineligibility is discovered;
- B. An irregular event in connection with an ABRET examination including (but not limited to) copying answers, copying examination materials, and causing a disruption in the testing area;
- C. Providing fraudulent or misleading information;
- D. Failure to pay fees when due;
- E. Unauthorized possession or misuse of ABRET credentials, examinations, and other intellectual property;
- F. Misrepresentation of certification status;
- G. Failure to provide requested information in a timely manner;
- H. Failure to inform ABRET of changes or adverse actions;
- I. Impairment of professional performance because of habitual use of alcohol, drugs, or other substances, or any physical or mental condition;
- J. Gross or repeated negligence or malpractice in professional work;
- K. Noncompliance with laws related to the profession and to general public health and safety;
- L. Accepting primary responsibility for interpretation of testing or monitoring for purposes of clinical diagnosis and treatment (individuals who are licensed or otherwise authorized by practice standards to provide interpretation are excluded);
- M. Failure to maintain a current professional credential as required by the jurisdiction in which the individual practices (this may include a license, certificate, or registration);
- N. The conviction of, plea of guilty to, or plea of nolo contendere to a felony or misdemeanor related to public health and safety or the profession;
- O. Disciplinary action by a licensing board or professional organization other than ABRET; and
- P. Other failure to maintain continuous compliance with ABRET standards, policies, and procedures.

2. Sanctions. If an individual is not exonerated or acquitted of all allegations, ABRET may impose one or more of the following sanctions for a violation of this Disciplinary Policy:

- A. Denial or suspension of eligibility;
- B. Denial of certification;
- C. Revocation of certification;
- D. Non-renewal of certification;
- E. Suspension of certification for a specific period of time;
- F. Reprimand;
- G. Probation; or
- H. Other corrective action.

Candidates or certificants may appeal the decision of the Discipline Committee to the ABRET Board of Directors by submitting a written appeals statement within 30 days. It is the candidate's responsibility to initiate this appeal in accordance with ABRET's policies.

Each candidate must affirm that the information provided in the Application is true and correct to the best of his or her knowledge. Each candidate further agrees to hold ABRET and its sponsoring organizations blameless from any claim for damages as a result of any action it may take in connection with this Application, the registration examination, or the results thereof.