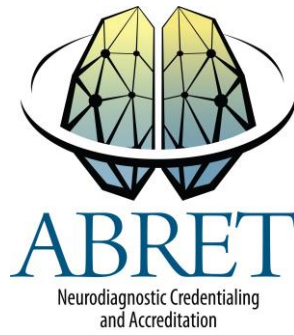


# **ABRET Neurodiagnostic Credentialing & Accreditation**

## ***EXAMINATION POLICIES***



**April 2017**

# **ABRET EXAMINATION POLICIES & PROCEDURES**

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# ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

## POLICIES AND PROCEDURES

**SUBJECT:** Petition to Rescore EEG, EP, CNIM, CLTM, or CAP Exam

**NUMBER:** A&E-2 Petition to Rescore Written Exam

**SUPERSEDES:** 9/3/93; 2/18/96; 5/4/96; 9/26/08

**EFFECTIVE DATE:** 9/26/08; 10/11

**APPROVED:** 2015

<p><b>POLICY:</b> <i>The contracted testing agency reviews the examination score sheet on request.</i></p>
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### PROCEDURE:

- I. The candidate completes the Request for Handscoring form on the contracted testing service provider's website and pays the fee.
- II. A report of the evaluation is sent to the candidate and the ABRET executive office.
- III. If an error occurs on the part of the contracted testing agency, both the candidate and ABRET are notified. ABRET acknowledges errors if they occur and changes the pass/fail status of a candidate if applicable.

# ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

## POLICIES AND PROCEDURES

**SUBJECT:** Exam challenges

**NUMBER:** A&E-4

**SUPERSEDES:**

**FIRST ISSUED:** 11/05

**APPROVED:** 11/05

**POLICY:** *ABRET will provide every candidate with an opportunity to question the reliability, validity, and/or fairness of a test and its questions ABRET will investigate each challenge or complaint and acknowledge it in writing to the complaining candidate.*

### PROCEDURE:

- I. Candidates may comment about any test question or questions, test procedure by
  - A. completing the comment form following the exam or
  - B. submitting a comment in writing to the Executive Director no later than 14 days after the exam.
  
- II. Required information
  - A. Comment forms and letters should describe the basis for the content challenge or complaint in as much detail as possible, including:
    1. candidate's name and contact information;
    2. name and contact information of other persons alleged to be involved;
    3. names and contact information of others who may have knowledge of the facts;
    4. date and location of the test administration; and
    5. remedy desired by candidate.
  
  - B. A written letter of complaint must be submitted no later than fourteen calendar days after taking the exam to the ABRET Executive Office.
  
- III. Procedure
  - A. Comments regarding exam validity will be reviewed by the Exam Committee upon referral by testing company staff.
  - B. If deemed necessary, the question will be amended or eliminated and scored adjustingly.
  - C. Examination materials shall not be available for review by candidates. Scored answer sheets and test questions are not open to public inspection or subsequent review by the candidate.
  - D. Other complaints will be reviewed and investigated by the ABRET Executive Director in Consultation with the ABRET President and the Chair of the Exam Committee.
  - E. A candidate may appeal a decision to the ABRET Board of Directors. Appeals shall be limited to written briefs.
  - F. The decision of the Board of Directors shall be final.
  - G. A passing score is required for certification in all instances.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Application Process

**NUMBER:** APP-1

**SUPERSEDES:** New

**APPROVED:** 2016

**POLICY:** *Candidate must abide by the following application procedures for the EEG, EP, Neurophysiologic Intraoperative monitoring, long term monitoring, and autonomic professional exams.*

#### **PROCEDURE:**

- I. Candidates must read the current handbook for candidates.
- II. Candidates will select and submit all information required to meet the criteria for selected eligibility pathway or candidates may submit a petition to be reviewed by the Eligibility Committee.
- III. Candidates will follow the application procedure outlined in the handbook for Candidates.
- IV. Candidate will submit payment for exams and any other fees in full before being allowed to examine.
- V. Candidates will receive a notification their application is accepted and are eligible to test or be placed in audit.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Special Needs

**NUMBER:** APP-8

**SUPERSEDES:** 9/3/93

**EFFECTIVE DATE:** 2/18/96; 9/08; 10/11; 2015

**APPROVED:** 2017

**POLICY:** *The testing service provider makes arrangements for special needs individuals taking the EEG, EP, CNIM, CLTM or CAP Exam.*

#### **PROCEDURE:**

- I. Along with the application and fee, the candidate must complete the form requesting special accommodations. All special needs requests are handled by the testing agency.
  - a. The form will be sent to the testing service provider for review and accepted based on the criteria in accordance with the American Disabilities Act. The form must be signed by a physician and special requests listed, i.e. extra time, quiet room, reader, additional lighting, etc.
  - b. The testing service provider makes reasonable arrangements to meet the individual's needs.
  - c. If concerns arise, the testing agency contacts the Executive Director who confers with the President.
- II. Testing Center proctors will make every effort to assist in the accommodation and examination needs of candidates with disabilities.
- III. If a candidate appears to be having difficulty the Proctor Manual states the candidate should be asked if anything can be done to improve their examination experience. Some possibilities may be to adjust the contrast of the monitor, the height of the chair, or adjusting the screen angle.

**ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION**

**POLICIES AND PROCEDURES**

**SUBJECT:** Examination Transfer

**NUMBER:** APP-11

**SUPERSEDES:** 8-13-92; 9/3/93; 2/18/96; 10/11

**APPROVED:** 2016

**POLICY:** *A candidate who has applied for the ABRET Examinations may not transfer to another testing period.*

**PROCEDURE:**

- I. A candidate who has applied and been accepted for an ABRET examination may reschedule their examination session within the assigned testing window.
- II. Candidate must cancel their appointment with the Testing Center (PSI) according to their policy, more than 24 hours prior to their scheduled session or examination fees are forfeited.
- III. If candidates do not take the examination within the testing window, they must reapply and pay for the examination again. Fees do not transfer.
- IV. In the event of an emergency, a candidate can petition the Board for a transfer or extension of the testing window. Documentation of the emergency must accompany the petition. This is determined on a case-by-case basis.
- V. No-shows are not eligible to reschedule their session without repaying the examination fee.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Eligibility Requirements for ABRET Examinations

**NUMBER:** APP-14

**SUPERSEDES:** 9/3/93;2/18/96; 1/1/97; 8/01

**EFFECTIVE DATE:** 1/1/2009; 9/26/08;10/11

**APPROVED:** 2016

**POLICY:** *Health care professionals trained and currently practicing or studying neurodiagnostic technology are eligible to take the ABRET credentialing examinations if they meet published requirements outlined in one of the Eligibility Pathways.*

- I. Eligibility pathways will be recommended by the Practice and Eligibility Committee
- II. Eligibility Pathways will be determined by the ABRET Board of Directors.
- III. Changes in eligibility requirements will be announced in advance and may be posted for public comment prior to implementation.
- IV. Eligibility Pathways will be published on the ABRET website and in the Candidate Handbook.
- V. Candidate may petition their eligibility.



## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Eligibility Requirements for R. EP T. Exam

**NUMBER:** APP-15

**SUPERSEDES:** 9/3/93; 2/18/96; 8/01; 5/26/08

**APPROVED:** 2016

**POLICY:** Health care professionals trained and currently practicing evoked potential technology are eligible to take the R. EP T. credentialing examination if they meet the following requirements:

- I. Graduate of a CAAHEP Neurodiagnostic Program, or
- II. Associate's Degree of current R. EEG T. credential, plus the equivalent of at least two years of neurodiagnostic experience. Documentation of 25 clinical EP studies and 30 hours of relevant education.
- III. Current CPR/BLS certification
- IV. Reading of current Candidate Handbook
- V. Completion and submission of required forms and documents.
- VI. Acceptance of Application Agreement and rules
- VII. Payment of required fee.

**ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION**

**POLICIES AND PROCEDURES**

**SUBJECT:** Exam Handbooks

**NUMBER:** APP-21

**SUPERSEDES:** 9/23/94; 2/18/96; 9/08; 10/11

**EFFECTIVE DATE:** 2/21/02

**APPROVED:** 2016

**POLICY:** *Handbooks for the ABRET Examinations can be downloaded from the ABRET website.*

**PROCEDURE:**

- I. Candidates may download the Examination Handbooks from the ABRET website at no charge.
- II. Candidate Handbooks are updated annually.
- III. Candidates must read the Handbook as part of the required application process.

## **ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION**

### **POLICIES AND PROCEDURES**

**SUBJECT:** Eligibility Requirements for the Neurophysiologic Intraoperative Monitoring Exam (CNIM)

**NUMBER:** APP-22

**SUPERSEDES:** 2/18/96; 5/3/97; 8/13/99; 2007; 2011

**APPROVED:** 4/2017

**POLICY:** Health care professionals trained and currently practicing in an intraoperative environment are eligible to take the CNIM credentialing examination if they meet the following requirements:

- I. CAAHEP IOM Program Diploma and documentation of 100 cases monitored, or
- II. Current R. EEG T. or R. EP T. credential and documentation of 150 cases monitored, or
- III. Minimum of a bachelor's degree and documentation of 150 cases monitored, and 30 IOM-specific education hours, or
- IV. Graduate of a program recognized by ABRET and documentation of 150 cases monitored.
- V. Current CPR/BLS certification
- VI. Completion and submission of required forms, documents and examination fee.
- VII. Acceptance of Application Agreement and rules

**ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION**

**POLICIES AND PROCEDURES**

**SUBJECT:** Petition of Eligibility

**NUMBER:** APP-23

**SUPERSEDES:** 2016; New 09; 9/12

**EFFECTIVE DATE:** 2/09

**APPROVED:** 2016

**POLICY:** *Candidates may petition their examination eligibility by following a specified procedure.*

**PROCEDURE:**

- I. Petitioning eligibility requires the submission of the online petition form found on the ABRET website and payment of fees.
- II. Petition form and additional documents submitted by the candidate will be reviewed by the ABRET Eligibility Committee.
- III. A decision of eligible to apply or ineligible to apply for an ABRET exam will be reached by the ABRET Eligibility Committee and a letter of the decision will be sent to the candidate.

## **ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION**

### **POLICIES AND PROCEDURES**

**SUBJECT:** Eligibility for the Certification in Long Term (Neurophysiologic) Monitoring Examination

**NUMBER:** APP-24

**SUPERSEDES:** New

**EFFECTIVE DATE:** 10/11

**APPROVED:** 4/2017

**POLICY:** Health care professionals trained and currently practicing in a long-term monitoring environment are eligible to take the CLTM credentialing examination if they meet the following requirements.

#### **PROCEDURE:**

- I. One year after earning an R. EEG T. credential, or Canadian EEG credential (RET)
- II. One year of Long Term Monitoring Experience following achievement of the R. EEG T. credential.
- III. Documentation of 50 LTM cases
- IV. Current CPR/BLS certification
- V. Completion and submission of required forms, documents and examination fee.
- VI. Acceptance of Application Agreement and rules

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Names on Certificates of Registration

**NUMBER:** EXO-10

**SUPERSEDES:** 9/23/94

**EFFECTIVE DATE:** 9/2/96

**APPROVED:** 8/2/96

<b>POLICY:</b> <i>ABRET certificates do not include credentials along with names.</i>
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#### **PROCEDURE:**

- I. The ABRET certificates of registration/certification include only the name of the technologist or credentialed individual.
- II. No other certification, designation or credentials are placed on the certificate since ABRET cannot be responsible for verification of credentials.
- III. Candidates are expected to provide their legal name for the certificate and credential database.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** EEG, EP, CNIM, CLTM, and CAP Exam Rules

**NUMBER:** RUL-2

**SUPERSEDES:** 9/3/93, 2/18/96, 8/3/07

**EFFECTIVE DATE:** 1/08

**APPROVED:** 1/08

**POLICY:** *Candidates must abide by the following rules for the EEG, EP, CNIM, CLTM, or Cap exams.*

#### PROCEDURE:

- I. A centimeter rules with “mm” markings may be brought to the examination for reference.
- II. No books of other reference materials may be taken into the examination room.
- III. No signaling devices, including cellular phones, pagers and alarms, may be operative during the examination.
- IV. Test documents and notes must remain in the examination room. Removing any test material by any means is prohibited.
- V. No questions concerning content of the examination may be asked during the testing period. The candidate should listen to the instructions given by the Examiner and read the instructions provided on the computer and should carefully follow directions.
- VI. Anyone giving or receiving assistance of any kind will have the computer based testing terminated and be asked to leave the room.
- VII. Visitors are not permitted in the examination room.
- VIII. ABRET prohibits certain behaviors, including (but not limited to) the activities listed:
  - 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
- IX. Candidates should report to their assigned testing centers at least one-half hour before the exam is scheduled to begin.
- X. Late candidates are admitted to the exam at the discretion of the Proctor.
- XI. Complaints and challenges must be submitted in writing within fourteen 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 exam challenges.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Admission into the EEG, EP, CAP, CNIM or CLTM Exam

**NUMBER:** RUL-3

**SUPERSEDES:** 9/3/93; 2/18/96; 1/09, 10/11

**APPROVED:** 2017

**POLICY:** *Candidates must bring an Admission Notice and a current government issued photo identification in order to gain admission to the exam.*

#### **PROCEDURE:**

- I. The testing service provider a scheduling authorization e-mail notice to candidates approximately once they are notified the candidate is eligible to test.
- II. Candidates must present the scheduling authorization and a current government issued photo ID in order to gain admission to the testing center.
- III. If a candidate does not receive a scheduling authorization at least two weeks following the eligible to test status, he/she should contact the contracted testing agency by phone.
- IV. Candidate must contact the testing center where they are scheduled no later than noon, EST, of the second business day **PRIOR** to the scheduled appointment in order to reschedule.
- V. Late candidates are admitted to the exam at the discretion of the Proctor.
- VI. There are no refunds. Candidate must sit for the examination within their three month time frame indicated on their scheduling authorization.



## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Reporting of Written EEG, EP, CAP, CNIM, or CLTM Exam Results

**NUMBER:** RUL-4

**SUPERSEDES:** 9/3/93, 2/18/94; 2/18/96

**APPROVED:** 10/11

<p><b>POLICY:</b> <i>The testing service provider notifies the Executive Director and each candidate of exam results.</i></p>
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#### **PROCEDURE:**

- I. The testing service provider sends all exam results to the Executive Office.
- II. The testing service provider sends a FTP (file and transfer protected) to Pearson. This electronically uploads the results to each individual candidate's account.
- III. The testing service provider sends each candidate his/her exam results within three weeks of the exam.
  - a. Candidates receive a total test score as well as a score for each major area of the exam.
  - b. The exam results reflect whether a candidate passes or fails.
- IV. The candidate is responsible for notifying ABRET Executive Office of change of address or name.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Confidentiality of EEG, EP, CNIM, CLTM and CAP Materials  
**NUMBER:** RUL-5  
**SUPERSEDES:** 9/3/93; 2/18/96; 09/12  
**APPROVED:** 10/2016

**POLICY:** *ABRET is committed to protecting confidential and/or proprietary information related to its mission and its certification programs (i.e. applicants; candidates; certificants; and the examination development, maintenance, and administration process). The confidentiality policy applies to all ABRET employees, Board members, committee members, consultants, and other individuals who are permitted access to confidential information.*

#### **PROCEDURE:**

I. ABRET and the contracted testing agency consider individual written exam results confidential. ABRET will release the individual test scores ONLY to the individual candidate. CAAHEP Program Directors will receive the results of their graduates included on the individual CAAHEP Program School Report.

II. Confidential materials include, but are not limited to: an individual's application, application status, personal applicant /certificant information, exam development documentation (including job analysis study reports, technical reports, and cut score studies), exam items and answers, exam forms, and individual exam scores and are considered the sole property of ABRET.

III. To ensure the security of the examination, all test materials are confidential and will not be released to any person or agency.

IV. Personal information submitted by applicant /certificants with an application or recertification application is considered confidential. Personal information retained within the applicant/certificant database will be kept confidential.

V. 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.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Content of Written EEG Exam

**NUMBER:** RUL-8

**SUPERSEDES:** 9/3/93; 9/23/94; 1/06

**APPROVED:** 10/11

**POLICY:** *The content and organization of the written EEG exam is determined by ABRET with a testing service provider acting as its representative to prepare and deliver the exam.*

#### PROCEDURE:

- I. The written EEG exam consists of a maximum of 250 multiple-choice, objective questions.
  - a. It is the policy of BOD to conduct an annual test development meeting with BOD appointed content (subject matter) experts in order to draft new examination forms and to ensure that the content of the examination is properly related to the content outlines established by the job analysis study. The BOD conducts a new job analysis every 5-7 years in order to ensure the continued job-relatedness of the examinations.
  - b. The ABRET Exam Development Committee solicits questions for the exam from Board appointed content (subject matter) experts. The Exam Development Committee reviews each item for construction, clarity, accuracy, and appropriateness. The questions are submitted to the testing agency for formatting.
  - c. Questions for the EEG written exam are reviewed at meetings called "Item Review Sessions". These meetings are conducted regionally and consist of a separate group of SMEs with appropriate credentials and competency. **(All potential participants in such meetings will be evaluated for conflicts of interest by means of a questionnaire. The Executive Director will review the questionnaire.)** Questions submitted are entered into the EEG item bank at the contracted testing agency.
  - d. The Executive Director will be present at all exam review meetings when other executive office duties are not in direct conflict with the scheduled meeting.
- II. The testing service provider prepares the exam upon direction from ABRET.
  - a. ABRET reviews and approves each exam for content, clarity.
  - b. ABRET determines the percentage weights for each content domain of the exam.
- III. The content for the exam is determined by ABRET and described in the Handbook for Candidates. The relationship and linkage between each examination and the relevant job analysis will be documented.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Content of Written EP Exam

**NUMBER:** RUL-9

**SUPERSEDES:** 9/3/93; 2/13/99; 1/06

**APPROVED:** 10/11

**POLICY:** *The content and organization of the R. EP T. examination is determined by ABRET with the testing service provider acting as its representative to prepare and deliver the examination.*

#### PROCEDURE

- I. The computer based R. EP T. exam consists of a maximum of 250 multiple-choice, objective questions.
  - a. It is the policy of BOD to conduct an annual test development meeting with BOD appointed content (subject matter) experts in order to draft new examination forms and to ensure that the content of the examination is properly related to the content outlines established by the job analysis study. The BOD conducts a new job analysis every 5-7 years in order to ensure the continued job-relatedness of the examinations.
  - b. The ABRET Exam Development Committee solicits questions for the exam from Board appointed content (subject matter) experts. The Exam Development Committee reviews each item for construction, clarity, accuracy, and appropriateness. The questions are submitted to the testing agency for formatting.
  - c. Questions for the EP examination are reviewed at meetings called "Item Review Sessions". These meetings are conducted regionally and consist of a separate group of SMEs with appropriate credentials and competency. All potential participants in such meetings will be evaluated for conflicts of interest by means of a questionnaire. The Executive Director will review the questionnaire. Questions submitted are entered into the EP item bank.
  - d. The Executive Director will be present at all exam review meetings when other executive office duties are not in direct conflict with the scheduled meeting.
- II. The Evoked Potential Examination Committee recommends the percentage weights for each content domain of the exam. This is reviewed and approved by the Board of Directors.
  - a. The testing service provider prepares the exam upon direction from ABRET.
  - b. The ABRET Board of Directors reviews and approves each exam for content, clarity.
  - c. A cut score study is preformed at the exam review session.
- III. The content for the exam is determined by ABRET and described in the Handbook for candidates. The relationship and linkage between each examination and the relevant job analysis will be documented.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Use of ACNS Guidelines

**NUMBER:** RUL-11

**SUPERSEDES:** 8/13/92; 2/15/95; 10/11

**APPROVED:** 2016

<p><b>POLICY:</b> <i>ABRET examinations utilize the American Clinical Neurophysiology Guidelines.</i></p>
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#### **PROCEDURE:**

- I. ABRET uses the American Clinical Neurophysiology Society (ACNS) Guidelines as a reference for testing and evaluation of candidates taking the ABRET Examination.
- II. ACNS guidelines are available at no cost on the ACNS website, [www.acns.org](http://www.acns.org).

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Passing Score for ABRET examination

**NUMBER:** RUL-14

**SUPERSEDES:** 8/30/90, 9/3/93, 2/18/96; 2/07; 10/11

**APPROVED:** 2017

**POLICY:** *Candidates must correctly attain at least the minimum passing score to be successful on ABRET examinations.*

#### **PROCEDURE:**

- I. ABRET determines the minimum passing score for written examinations based on psychometric standards and the judgment of the qualified board members.
  - A. The panel discusses the concept of 'minimally competent' for certification purposes.
  - B. Psychometric standards and test statistics are considered in the process.
  
- II. A cut score study is performed for new forms of an examination.
  - A. ABRET reviews the cut score annually at the Board Meeting.
  - B. The Testing Company enforces the cut scores determined by ABRET.
  - C. The cut-score is the number of items a candidate must answer correctly.

## ABRET Neurodiagnostic Credentialing and Accreditation

### POLICIES AND PROCEDURES

**SUBJECT: Violations to Standards of Practice and Disciplinary Process**

**NUMBER: RUL-21**

**SUPERSEDES: 9/3/93, 9/23/94, 2/18/96, 2006, 2008, 2011; 2016**

**EFFECTIVE DATE: 1/2017**

**POLICY: *To protect the public by providing rules of professional conduct for ABRET registered or certified technologists and personnel. To investigate and apply sanctions for violations by registrants, candidates, registered technologists, and certified professionals. ABRET does not warrant the performance of any individuals.***

#### **PREAMBLE**

ABRET Neurodiagnostic Credentialing and Accreditation is a nonprofit credentialing board for Electroencephalographic (“EEG”) Technologists, Evoked Potential (“EP”) Technologists, Long Term (Neurophysiologic) Monitoring (“CLTM”), Neurophysiologic Intraoperative Monitoring (“CNIM”) Technologists, Autonomic Testing Professionals (“CAP”), and Magnetoencephalography Technologists (“CMEG”). ABRET encourages and promotes quality technical and clinical standards world-wide for neurodiagnostic technologists and laboratories through certification and accreditation.

ABRET Registered Technologists and Certified technologists should recognize their responsibilities, not only to their patients, but also to society, to other health care professionals and to themselves.

The ABRET Board of Directors is composed of individuals who are qualified EEG, EP technologists, CLTM, CNIM, CAP and MEG technologists, and physicians engaged primarily in direct patient care or in neurodiagnostic instruction and education. The members of the Board are elected for a term of three years initially and may be reelected. There are three officers elected from the Board members: the President, Secretary and Treasurer, who comprise the Executive Committee in addition to the Executive Director. The Executive Director is ABRET's chief of staff and manages and directs all routine operational and administrative activities of the organization.

ABRET has developed a *Code of Ethics* and this Disciplinary Policy to articulate standards of conduct required for eligibility for certification and continued certification of EEG, EP, CLTM, CNIM, CAP and MEG technologists. This policy was also adopted to establish a fair process for addressing noncompliance. Matters are investigated by the Ethics and Disciplinary Committee and presented for judgment before the Disciplinary Hearing Committee. These committees operate independently of one another. The ABRET Board of Directors is available to hear appeals of Disciplinary Hearing Committee decisions, and is the final decision-maker on behalf of ABRET.

**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; Unauthorized possession or misuse of ABRET credentials, examinations, and other intellectual property;
- E.** Misrepresentation of certification status;

- F.** Failure to provide requested information in a timely manner;
- G.** Failure to inform ABRET of changes or adverse actions;
- H.** Impairment of professional performance because of habitual use of alcohol, drugs, or other substance, or any physical or mental condition;
- I.** Gross or repeated negligence or malpractice in professional work;
- J.** Noncompliance with laws related to the profession and to general public health and safety;
- K.** 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.);
- L.** 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);
- M.** 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;
- N.** Disciplinary action by a licensing board or professional organization other than ABRET; and
- O.** 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.

**3.** Compliance with ABRET Standards, Policies, and Procedures. An individual must be in continuous compliance with all ABRET standards, policies, and procedures. Each individual bears the burden for demonstrating and maintaining compliance at all times.

**4.** Examinations.

- A.** The examinations are the sole and exclusive property of ABRET and may not be used in any way without the express written consent of ABRET. No one is permitted to make or keep copies, excerpts, or notes of examination materials.
- B.** Individuals are prohibited from using or divulging information learned from the examinations.
- C.** Failure to pass an examination may not be appealed.
- D.** ABRET may withhold an examination score pending resolution of an examination irregularity. ABRET may cancel an examination score if there is adequate reason to question its validity because of misconduct or other circumstances.

**5.** Eligibility.

- A.** Complete Application. The individual shall truthfully complete and sign an application in the form provided by ABRET, shall provide the required fees and shall provide additional information as requested.



**B.** Criminal Convictions. An individual convicted of a felony or misdemeanor directly related to public health and safety or the profession is ineligible to apply for certification or recertification for a period of three (3) years from the exhaustion of appeals, final release from confinement (if any), or the end of probation, whichever is later. Convictions of this nature include (but are not limited to) felonies involving rape, sexual abuse of a patient or child, actual or threatened use of a weapon or violence, and prohibited sale, distribution, or possession of a controlled substance. An individual who is incarcerated, or for whom incarceration is pending, as of the application deadline date is ineligible for certification or recertification.

**C.** Pending Disciplinary Action. A candidate against whom disciplinary allegations are pending will not be awarded certification (if otherwise qualified) until ABRET has made a final determination regarding the allegations.

**D.** Reinstatement of Eligibility. Following a period of ineligibility based on noncompliance with this Disciplinary Policy, the individual may apply for reinstatement of eligibility by demonstrating that he/she has been rehabilitated. Unless and until clear and convincing evidence is submitted, the individual will remain ineligible.

**E.** Determination. The Executive Director, in consultation with the ABRET President and/or Eligibility Committee, will determine whether a candidate is eligible for certification or recertification.

**F.** Appeals Process for Denial of Eligibility or Recertification.

**i.** A denial of eligibility for certification or recertification may be appealed. However, an individual may appeal the decision only if certification or recertification was denied for a reason *other* than failing an examination.

**ii.** Failure to comply with any ABRET deadline may not be appealed.

**iii.** The individual may request an appeal within thirty (30) calendar days after receipt of the denial letter. After this time, the individual may not request an appeal.

**iv.** All appeals must be submitted in writing and sent to ABRET by traceable mail or delivery service.

**v.** The appeal must specify a valid basis for the appeal.

**vi.** An appeal of a certification or recertification denial will be forwarded to the Disciplinary Hearing Committee.

**vii.** ABRET may file a written response to the appeal request.

**viii.** The Committee will render a decision based on the written record. Documentation not previously submitted to ABRET will not be considered. An oral hearing is not permitted.

**ix.** In order to overturn a denial of eligibility or recertification, the individual must demonstrate that the denial was arbitrary or capricious. Proof is by preponderance of the evidence.

**x.** The decision of the Committee is final.

**xi.** The individual will be notified of the Committee's decision.

**xii.** Only one appeal per application is permitted. If that appeal upholds the original denial, the individual must complete and submit a new application in order to seek certification at another time.

**xiii.** The individual is responsible for all expenses incurred by him/her related to the appeal of a denial of eligibility, and must pay any appeal administrative fee charged by ABRET.

**6.** Contact Information Changes. An individual must notify ABRET within ninety (90) days of any change in name, address, telephone number, or email address.

**7.** Adverse Actions. An individual must notify ABRET of any development bearing on certification. Developments which must be reported to ABRET include (but are not limited to) arrests, complaints, inquiries, indictments, and charges pending against the individual before a state or federal regulatory agency, professional certification organization, or judicial body directly relating to public health and safety or the profession, or any matter described in Section 2, above. An individual must report events 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. The individual must notify ABRET within ninety (90) days after he/she first learns of the development, and must provide documentation of the resolution of the matter within ninety (90) days after resolution.

**8.** Complaints. Persons concerned with possible violation of ABRET rules are encouraged to contact ABRET. The person should submit a written statement identifying the persons alleged to be involved and the facts concerning the alleged conduct in detail, and the statement should be accompanied by any available documentation. The statement should also identify others who may have knowledge of the facts and circumstances concerning the alleged conduct. The person making the complaint should identify him-/herself by name, address, email address, and telephone number. However, ABRET will consider anonymous complaints.

**9.** Establishment of Ethics and Disciplinary Committee and Disciplinary Hearing Committee.

**A.** The ABRET President shall appoint (i) an Ethics and Disciplinary Committee and (ii) a Disciplinary Hearing Committee, to consider alleged violations of this Disciplinary Policy or any other ABRET standard, policy or procedure.

**B.** Each of these Committees shall be composed of five members drawn from former Directors or current ABRET certificants.

**C.** A committee member's term of office on the committee shall run for three years and may be renewed.

**D.** A committee member may not simultaneously serve on more than one committee and may not serve on any matter in which his or her impartiality might reasonably be questioned, or which presents an actual or apparent conflict of interest.

**E.** At all times during ABRET's handling of the matter, ABRET must exist as an impartial review body.

**i.** In order to avoid actual, apparent, or perceived conflicts of interest, no member shall be permitted to serve on the ABRET Ethics and Disciplinary Committee, Disciplinary Hearing Committee, or Board of Directors whenever:

**a.** A member has formed an opinion on the matter; or

**b.** A member is employed by, has been employed by, or is related to either the affected certificant or applicant, or the member has special knowledge that could bias his/her decision relative to either the individual or ABRET.

**ii.** If at any time during the review of a matter ABRET, the affected certificant or applicant, a member of the Board of Directors or a committee member identifies a situation where the judgment of a member of the Ethics and Disciplinary Committee, Disciplinary Hearing Committee, or Board of Directors may be biased, prejudiced, or partial:

**a.** The member shall make full disclosure of such matter by reporting the possible conflict or bias immediately to the committee chair; and

**b.** The Board of Directors shall determine whether the member shall recuse him/herself and shall not be permitted to vote or participate in any action taken upon any subject of such matter.

**iii.** In such an event, the President may appoint another individual, *pro tem*, to a committee for such matter.

**F.** Each Committee shall elect its own Chair.

**G.** Committee action shall be determined by majority vote.

**H.** When a committee member is unavailable to serve by resignation, disqualification or other circumstance, the President of ABRET shall designate another individual to serve as an interim member.

**10.** Disciplinary Review Procedures.

**A.** Initial Evaluation by President.

**i.** Upon receipt of a complaint or an adverse action notice, the Executive Director will confer with the President. The President or the Executive Director may request supplemental information.

**ii.** If the Executive Director and President determine that the complaint is frivolous or that the adverse action is not relevant to certification, no further action will be taken.

**iii.** If the Executive Director and President determine that the complaint is not frivolous or that the adverse action may be relevant to certification, it will be forwarded to the Ethics and Disciplinary Committee for investigation.

**iv.** Individuals submitting adverse action notices and persons submitting complaints will be notified of the decision of the Executive Director and President.

**B.** Audits. ABRET may conduct one or more compliance audits. If ABRET discovers a possible violation of ABRET rules, the Executive Director will confer with the President to determine whether the allegation will be forwarded to the Ethics and Disciplinary Committee for investigation.

**C.** Procedures of the Ethics and Disciplinary Committee.

**i.** The Ethics and Disciplinary Committee shall investigate the allegations after receipt from the President. If the Committee determines after such investigation that the facts are inadequate to sustain a finding of a violation of ABRET rules, no further action shall be taken. Individuals submitting adverse action notices and persons submitting complaints will be notified of this decision.

**ii.** If the Committee finds that good cause exists to question whether a violation of an ABRET rule has occurred, the Committee shall transmit a statement of allegations to the individual by certified mail, return receipt requested, setting forth::

- a.** the applicable rule;
- b.** the facts constituting the alleged violation;
- c.** That the individual may request an oral hearing (in person or by phone) or a review by written briefing for the disposition of the matter, with the candidate or certificant bearing his or her own expenses;
- d.** That the candidate or certificant shall have thirty (30) days after receipt of the statement to notify the President and the Committee if he or she disputes the allegations, has comments on available sanctions, and/or requests an oral hearing in person, an oral hearing by phone, or a review by written briefing;
- e.** That, in the event of an oral hearing in person or by phone, the individual may appear in person with or without the assistance of counsel, may examine and cross-examine any witness under oath, and produce evidence on his or her behalf;
- f.** That the truth of the allegations or failure to respond may result in sanctions including revocation;
- g.** That if the individual does not dispute the allegations or request a review or hearing, the individual consents to the Ethics and Disciplinary Committee rendering a decision on the evidence before it and applying available sanctions; and
- h.** That any non-registered or non-certified candidate with a pending complaint will not be awarded a registry or certification (if otherwise qualified) until the matter is resolved.

**iii.** If the individual disputes the allegations or available sanctions, the Ethics and Disciplinary Committee may offer the individual the opportunity to negotiate a specific sanction in lieu of proceeding with the requested written review or hearing. The individual may ask the Committee to modify its offer, and the Committee may do so in its sole discretion. Any agreed-upon sanction must be documented in writing and signed by ABRET and the individual. If the individual is unwilling to accept the Committee's offer, the requested review or hearing will proceed as provided below.

**D.** Procedures of the Disciplinary Hearing Committee.

**i.** Written Review. If the individual requests a review by written briefing, the Ethics and Disciplinary Committee will forward the allegations and response of the individual to the Disciplinary Hearing Committee. Written briefing may be submitted within thirty (30) days following receipt of the written review request by the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will render a decision based on the record below and written briefs (if any) without an oral hearing.

**ii.** Oral Hearing. If the individual requests a hearing:

**a.** The Ethics and Disciplinary Committee shall:

- (1)** forward the allegations and response of the individual to the Disciplinary Hearing Committee; and
- (2)** designate one of its members to present the allegations and any substantiating evidence, examine and cross-examine witnesses and otherwise present the matter during the hearing.

**b.** The Disciplinary Hearing Committee shall then:

- (1)** schedule a hearing after the request is received, allowing for an adequate period of time for preparation; and
- (2)** send by certified mail, return receipt requested, a Notice of Hearing to the individual. The Notice of Hearing shall include a statement of the time and place selected by the Disciplinary Hearing Committee. The individual

may request modification of the time and place for good cause. Failure to respond to the Notice of Hearing will be deemed to be the individual's consent for the Ethics and Disciplinary Committee to administer any sanction which it considers appropriate.

**c.** The Disciplinary Hearing Committee shall maintain a verbatim oral or written transcript.

**d.** ABRET and the individual may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Disciplinary Hearing Committee.

**e.** The Disciplinary Hearing Committee shall determine all matters relating to the hearing.

**f.** Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by the Disciplinary Hearing Committee.

**iii.** In all written reviews and oral hearings:

**a.** Proof shall be by preponderance of the evidence.

**b.** Whenever mental or physical disability is alleged, the individual may be required to undergo a physical or mental examination at the individual's expense. The examination report may be admitted as evidence.

**c.** The Disciplinary Hearing Committee shall issue a written decision following the review or hearing and any briefing. The decision shall contain factual findings, conclusions of law and any sanctions applied. It shall be mailed promptly by certified mail, return receipt requested, to the individual.

**E.** If the decision rendered by the Disciplinary Hearing Committee finds that the allegations are not established, no further action on the matter shall occur.

**F.** If the decision rendered by the Disciplinary Hearing Committee is not favorable to the individual, the individual may appeal the decision to the ABRET Board of Directors.

**G.** Individuals submitting adverse action notices and persons submitting complaints will be notified of the decision of the Disciplinary Hearing Committee.

**11.** Appeal to the Board of Directors.

**A.** A Director may not review any matter in which his/her impartiality might reasonably be questioned, or review any matter which presents an actual, apparent, or potential conflict of interest.

**B.** The individual may request an appeal within thirty (30) calendar days after his/her receipt of the Disciplinary Hearing Committee's decision. After this time, the individual may not request an appeal.

**C.** All appeals must be submitted in writing and sent to ABRET by traceable mail or delivery service.

**D.** The appeal must specify a valid basis for the appeal.

- E.** ABRET may file a written response to the appeal request.
  - F.** Written briefing may be submitted within thirty (30) days following receipt of the appeal request by the Board of Directors.
  - G.** The Board of Directors will render a decision based on the record below and written briefs (if any) without an oral hearing. Alternatively, the Board of Directors may choose to conduct a de novo written review.
  - H.** In all reviews:
    - i.** In order to overturn a decision of the Disciplinary Hearing Committee, the individual must demonstrate that the Disciplinary Hearing Committee's decision was arbitrary or capricious. Proof is by preponderance of the evidence.
    - ii.** The Board of Directors will issue a written decision following the review and any briefing. The decision shall contain factual findings, conclusions of law and any sanctions applied. It will be mailed promptly by certified mail, return receipt requested, to the individual.
  - I.** A decision rendered by the Board of Directors is final.
  - J.** Individuals submitting appeals and persons submitting complaints will be notified of the decision of the Board of Directors.
- 12.** Permanent Record. All decisions of the Disciplinary Hearing Committee and/or Board of Directors shall be filed as a part of an individual's confidential registration/certification record with ABRET.
- 13.** Summary Procedure. If the Executive Director determines that there is cause to believe that a threat of immediate and irreparable harm to the public exists, the Executive Director shall forward the allegations to the ABRET Board of Directors. The Board shall review the matter immediately, and provide telephonic or other expedited notice and review procedure to the individual. If the Board determines (following this notice and opportunity to be heard) that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to ninety (90) days pending a full review as provided herein.
- 14.** Probation.
- A.** As provided above, ABRET may impose probation as a sanction for the violation of any ABRET standard, policy, or procedure. Probation is a corrective action that follows a finding of a violation. An individual on probation is required to suspend use of and reference to ABRET certification, and meet other conditions as may be specified by ABRET. Failure of the individual to comply with each and every condition of probation may result in further disciplinary action by ABRET, including revocation of certification.
  - B.** The specific conditions of probation will be determined by ABRET, and may vary depending on the facts of the violation. Potential conditions include, but are not limited to: monitoring; education; training; supervision; counseling; mental and/or physical examinations; limitations on a particular conduct or activity; reexamination; notification; and/or reporting.
  - C.** The probation period may be either a definite or indefinite term. If the probation is for an indefinite term, ABRET shall establish a minimum probation period and at the conclusion of that period consider whether the individual has fulfilled the conditions of probation.
  - D.** Upon completion of the term and conditions of probation, ABRET shall make a determination whether the conditions of probation have been completed successfully. The individual may be required to demonstrate successful rehabilitation to the satisfaction of ABRET. If probation is determined to have been successfully completed, then the individual will have sixty (60) days to fulfill all of the

requirements for continuing and/or renewing certification. Upon a showing that such requirements have been fulfilled, ABRET shall permit the individual to resume active certification status. If probation is determined not to have been successfully completed, then ABRET may impose further disciplinary sanctions, including revocation of certification.

**E.** ABRET may stipulate that the probation is reciprocal, that is, may be imposed pursuant to a similar action (e.g., probation, suspension, practice limitation, etc.) taken by a state licensing agency, other regulatory body, or a professional organization other than ABRET. If ABRET imposes reciprocal probation, then it is the responsibility of the individual to report to ABRET as frequently as to the third party imposing probation. The individual shall also report to ABRET the final result determined by the third party. Such reporting shall include, but not be limited to, providing ABRET with copies of official paperwork and personal narratives detailing how the individual is meeting each and every condition of probation. ABRET reserves the right, in its sole discretion, to render its own decision and take independent action based on the progress or results of reciprocal probation.

**15.** Continuing Jurisdiction. ABRET retains jurisdiction to review and issue decisions regarding any matter which occurred prior to the termination, expiration, or relinquishment of certification.

**16.** Release of Information. ABRET reserves the right to release information regarding an individual's 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 the application, information indicating noncompliance with laws, regulations, or the policies of other private voluntary credentialing organizations, and the pendency or outcome of disciplinary proceedings.

**17.** Waiver. The individual candidate or certificant releases, discharges, and exonerates ABRET, its officers, directors, employees, committee members, panel members and agents, and any other persons for any action taken pursuant to the standards, policies and procedures of ABRET from any and all liability, including but not limited to liability for negligence arising out of (i) the furnishing or inspection of documents, records and other information and (ii) any investigation and review of application or certification made by ABRET.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Recertification of ABRET EEG and EP Credentials

**NUMBER:** RUL-23

**SUPERSEDES:** 2/18/96; 8/15/97; 2/02; 10-05

**FIRST ISSUED:** 2/18/96

**APPROVED:** 2017

**POLICY:** *ABRET credentials are time-limited. Candidates must renew their R. EEG T. and R. EP T. credentials per current policies.*

#### PROCEDURE:

- I. Recertification timelines
  - a. Candidates who passed the written EEG or EP examinations after 1997 or took oral examinations as part of their credentialing process, were issued 10 year certificates and required to recertify every 10 years.
  - b. As of 2010, new and recertifying R. EP T. certificants are required to recertify every 5 years.
  - c. As of 2013, new certificants and recertifying R. EEG T. certificants are required to recertify every 5 years.
  
- II. Renewal options
  - a. Certifications may retake the examination to renew their credential. Pre-requisites are waived. Current examination fee must be submitted not later than the year of expiration.
  - b. Certifications may submit 30 hours of credential-specific education and the fee prior to expiration of the credential.
  
- III. ABRET's responsibility
  - a. ABRET will send out reminder notices to the email on file for each certificant with an expiring credential.
  - b. ABRET will publish information on acceptable continuing education, fees, deadlines, and submission options/instructions.
  - c. ABRET will process the renewal applications no earlier than the year of expiration.
  - d. ABRET will offer a grace period for renewals.
  - e. ABRET will send a new certificate for each renewed credential.
  
- IV. Certificant's responsibility
  - a. Renewing a credential on time is the responsibility of the credentialed technologist.
  - b. Credentialed technologists must keep their information current with ABRET.
  - c. Credentialed technologists must stay aware of current recertification guidelines and processes.
  
- V. Failure to renew
  - a. If recertification is not completed, credentials can no longer be used.
  - b. Technologists not renewing their credentials will be listed as "expired" in the online credential verification database. Their credential number will also be expired and cannot be reinstated.
  - c. Digital badges will convert to an "expired" status.
  - d. Technologists not renewing their credentials will need to meet current eligibility requirements and retake the credentialing examination to earn a new credential. Current testing fees will apply.



## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Content of Neurophysiologic Intraoperative Monitoring Exam

**NUMBER:** RUL-24

**SUPERSEDES:** 2/18/96

**APPROVED:** 1/06

**POLICY:** *The content and organization of the neurophysiologic intraoperative monitoring exam is determined by ABRET with a contracted testing agency acting as its representative to prepare and deliver the exam.*

#### PROCEDURE

- I. The CNIM exam consists of a maximum of 250 multiple-choice, objective questions.
  - a. It is the policy of BOD to conduct an annual test development meeting with BOD appointed content (subject matter) experts in order to draft new examination forms and to ensure that the content of the examination is properly related to the content outlines established by the job analysis study. The BOD conducts a new job analysis every 5-7 years in order to ensure the continued job-relatedness of the examinations.
  - b. The ABRET Exam Development Committee solicits questions for the exam from Board appointed content (subject matter) experts. The Exam Development Committee reviews each item for construction, clarity, accuracy, and appropriateness. The questions are submitted to the testing agency for formatting.
  - c. Questions for the CNIM exam are reviewed at meetings called "Item Review Sessions". These meetings are conducted regionally and consist of a separate group of SMEs with appropriate credentials and competency. **(All potential participants in such meetings will be evaluated for conflicts of interest by means of a questionnaire. The Executive Director will review the questionnaire.)** Questions submitted are entered into the CNIM item bank at the contracted testing agency.
  - d. The Executive Director will be present at all exam review meetings when other executive office duties are not in direct conflict with the scheduled meeting.
- II. The contracted testing agency prepares the exam upon direction from ABRET.
  - a. ABRET reviews and approves each exam for content, clarity.
  - b. ABRET determines the percentage weights for each content domain of the exam.
- III. The content for the exam is determined by ABRET and described in the Handbook for candidates. The relationship and linkage between each examination and the relevant job analysis will be documented.

# ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

## POLICIES AND PROCEDURES

**SUBJECT:** Recertification of ABRET CNIM & CLTM Credentials

**NUMBER:** RUL-25

**SUPERSEDES:** 2/18/96; 8/15/97; 2/02; 10-05

**FIRST ISSUED:** 2/18/96

**APPROVED:** 2017

**POLICY:** *ABRET credentials are time-limited. Candidates must renew their CNIM and CLTM credentials per current policies.*

### PROCEDURE:

- I. Recertification timelines
  - a. Candidates who earned a CNIM exam between 1996-2005 were certified for a period of 10 years. Following the initial 10 years, candidates are required to recertify every 5 years.
  - b. Candidates who earned a CNIM after 2005 were certified for a period of 5 years and are required to recertify every 5 years.
  - c. Candidates who earned a CLTM were certified for a period of 5 years and are required to recertify every 5 years.
  
- II. Renewal options
  - a. Certifications may retake the examination to renew their credential. Pre-requisites are waived. Current examination fee must be submitted not later than the year of expiration.
  - b. Certifications may submit 50 hours of credential-specific education and the fee prior to expiration of the credential.
  
- III. ABRET's responsibility
  - a. ABRET will send out reminder notices to the email on file for each certificant with an expiring credential.
  - b. ABRET will publish information on acceptable continuing education, fees, deadlines, and submission options/instructions.
  - c. ABRET will process the renewal applications no earlier than the year of expiration.
  - d. ABRET will offer a grace period for renewals.
  - e. ABRET will send a new certificate for each renewed credential.
  
- IV. Certificant's responsibility
  - a. Renewing a credential on time is the responsibility of the credentialed technologist.
  - b. Credentialed technologists must keep their information current with ABRET.
  - c. Credentialed technologists must stay aware of current recertification guidelines and processes.
  
- V. Failure to renew
  - a. If recertification is not completed, credentials can no longer be used.
  - b. Technologists not renewing their credentials will be listed as "expired" in the online credential verification database. Their credential number will also be expired and cannot be reinstated.
  - c. Digital badges will convert to an "expired" status.
  - d. Technologists not renewing their credentials will need to meet current eligibility requirements and retake the credentialing examination to earn a new credential. Current testing fees will apply.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Subject Matter Experts

**NUMBER:** RUL-32

**SUPERSEDES:**

**APPROVED:** 2017

**POLICY:** *The ABRET Board of Directors relies on experts in the field to provide input and opinion on the content of the credentialing examinations.*

#### PROCEDURE:

- I.** A subject matter expert (SME) is someone with significant knowledge and experience in their field.
- II.** ABRET utilizes SMEs for various projects, with the most common being Practice Analysis Sessions, Item Writing and Item Review.
- III.** Requirements for SMEs
  - A.** Participants should hold appropriate credentials for the project in which they are engaged for ABRET.
  - B.** Some of the attributes considered when identifying possible SMEs for ABRET projects are geographic location, experience, education, level of expertise and practice setting.
  - C.** SMEs are screened for possible conflict of interest.
  - D.** A confidentiality statement is signed by each participant.
  - E.** Item writer SMEs are required to complete an application form.
  - F.** Practice Analysis and Item Review SMEs are selected on recommendation of current or past board members, or may be members of one of the laboratory accreditation boards.
  - G.** Item review participants may not divulge information on the items or market themselves as having participated in the review of questions for the ABRET exams.
- IV.** An effort is made to engage SMEs from various regions of the U.S.
- V.** SMEs are not paid for their work. However, they are reimbursed for expenses according to policy TRE-3.
- VI.** The Programs Manager in conjunction with the Exam Development Committee will oversee the engagement of SMEs for both Item Writing and Item Review.
- VII.** The Executive Director and the Credential Chair will oversee the engagement of SMEs for the Practice Analysis sessions.

# ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

## POLICIES AND PROCEDURES

**SUBJECT:** Auditing of Candidate Applications

**NUMBER:** RUL-33

**EFFECTIVE DATE:** 4/13; 9/26/08

**APPROVED:** 4/2013

**POLICY:** *ABRET will audit candidate exam applications to verify compliance with eligibility requirements.*

### PROCEDURE:

- I. Conditions under which an audit would be performed
  - a. Standard procedure of random auditing
  - b. An irregularity or suspicious application
  - c. A complaint or report has been received regarding possible fraud or falsification
  - d. A candidate claiming to be a student or graduate of an accredited program
  
- II. Selection of documents
  - a. The Credential Management program will randomly select 30% of submitted applications for audit.
  - b. ABRET may request specific applications for review.
  
- III. Audit Process
  - a. The ABRET auditor obtains electronic access to the applications and any supporting documentation through a secure Credential Manager administrator log-on.
  - b. The applications are reviewed for any irregularities such as blanks, missing documentation or missing signatures.
  - c. The supplemental documentation forms are reviewed for any irregularities, such as misnumbering, overlap in documented times, and for errors resulting from failure to follow instructions.
  - d. The persons who signed the documentation forms are contacted for a standard interview, including, but not limited to:
    - i. Verification that they know and have responsibility over the candidate
    - ii. Verification that they signed the forms
    - iii. Knowledge of examination and eligibility requirements
    - iv. Verification that the candidate's case log and application are accurate and true.
  
- IV. Results of Audit
  - a. The application will be released for continued processing by the ABRET Auditor.
  - b. The application may be delayed due to, but not limited to, the following:
    - i. Information cannot be verified.
    - ii. Failure to respond to the Auditor.
  - c. The application is rejected for the current examination cycle due to, but not limited to, the following:
    - i. Eligibility status could not be verified.
    - ii. Supplemental documentation (case logs, etc.) could not be verified.
    - iii. It was determined that candidate provided false information.
  
- V. Consequences
  - a. In the case of a delay, the candidate has to submit proper documentation or obtain the proper signatures.
  - b. In the case of a rejection, the candidate may be eligible to reapply for a future examination; any future applications will automatically be audited.
  - c. In the case of a breach of the ABRET Code of Ethics via falsifying or forging information, the individual may be prohibited from taking the examination for a period or time, or banned. This decision will be made by the Ethics & Disciplinary Committee.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Content of Long Term (Neurophysiologic) Monitoring Examination

**NUMBER:** RUL-34

**SUPERSEDES:** New 2008

**APPROVED:** 10/11

**POLICY:** *The content and organization of the long term (neurophysiologic) monitoring exam is determined by ABRET with a testing service provider acting as its representative to prepare and deliver the exam.*

#### PROCEDURE

- I. The CLTM exam consists of a maximum of 250 multiple-choice, objective questions.
  - a. It is the policy of BOD to conduct an annual test development meeting with BOD appointed content (subject matter) experts in order to draft new examination forms and to ensure that the content of the examination is properly related to the content outlines established by the job analysis study. The BOD conducts a new job analysis every 5-7 years in order to ensure the continued job-relatedness of the examinations.
  - b. The ABRET Exam Development Committee solicits questions for the exam from Board/Committee appointed content (subject matter) experts. The Exam Development Committee reviews each item for construction, clarity, accuracy, and appropriateness. The questions are submitted to the testing service provider for formatting.
  - c. Questions for the CLTM exam are reviewed at meetings called "Item Review Sessions". These meetings are conducted regionally and consist of a separate group of SMEs with appropriate credentials and competency. All potential participants in such meetings will review and sign a confidentiality and conflict of interest statement. Questions submitted are entered into the CLTM item bank at the testing service provider.
  - d. The Executive Director will be present at all exam review meetings when other executive office duties are not in direct conflict with the scheduled meeting.
- II. The testing service provider prepares the exam upon direction from ABRET.
  - a. ABRET reviews and approves each exam for content, clarity.
  - b. ABRET determines the percentage weights for each content domain of the exam.
- III. The content for the exam is determined by ABRET and described in the Handbook for candidates. The relationship and linkage between each examination and the relevant job analysis will be documented, and such documentation will be available for review by candidates and certificants.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Privacy Policy

**NUMBER:** RUL 37

**APPROVED:** 2011

**POLICY:** *ABRET will protect candidate and customer information.*

#### **PROCEDURE:**

- I. ABRET will release the individual test scores only to the individual candidate.
- II. ABRET will not sell information to a third party. This includes information provided to ABRET for the purpose of testing, accreditation or purchasing.
- III. ABRET will provide the names of passing candidates to the national neurodiagnostic society for publication. Contact information may be provided. Candidates may opt-out by contacting ABRET.
- IV. ABRET will make public the name, credential, certification number, issue date, and expiration date for each certificant by listing it to the searchable database on the ABRET website at [http://www.abret.org/employers/credential\\_search/](http://www.abret.org/employers/credential_search/).
- V. ABRET will not release other information or documents collected during the application process, for auditing purposes, as part of a disciplinary investigation, or regarding petitioning of eligibility unless compelled by law.

## ABRET NEURODIAGNOSTIC CREDENTIALING & ACCREDITATION

### POLICIES AND PROCEDURES

**SUBJECT:** Use of ABRET Trademarks

**NUMBER:** RUL-38

**DATE:** New 2017

<p><b>POLICY:</b> <i>ABRET permits the use of trademarked names and images.</i></p>
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#### **PROCEDURE:**

ABRET permits certificants, laboratories, and other facilities to use the ABRET name and trademarked logos as long as active accreditation or certification is maintained, according to this policy.

- I. The acronym “ABRET” and the name “ABRET Neurodiagnostic Credentialing and Accreditation,” and “LAB Accreditation Board of ABRET,” and the accreditation and certification certificates and other emblems of ABRET are the sole and exclusive property of ABRET. Facilities shall not use these items, or any other intellectual property owned by ABRET, except as expressly authorized.
- II. For the duration of certification, ABRET will permit an ABRET-credentialed individual to use the trademarked credential and certificate. Permitted uses include.
  - A. Letterhead and business cards;
  - B. Websites and social media;
  - C. Signature lines;
  - D. Advertisements, brochures, and other promotional materials.
- III. For the duration of accreditation, ABRET will permit an ABRET accredited laboratory to use the trademarked credential and certificate. Permitted uses include.
  - A. Letterhead and business cards;
  - B. Websites and social media;
  - C. Signature lines;
  - D. Advertisements, brochures, and other promotional materials.