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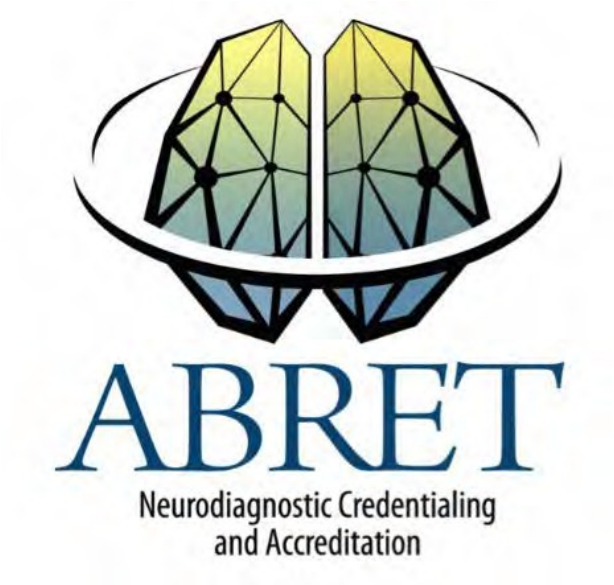

Handbook for Candidates Registration for

Electroencephalographic Technologists R. EEG T.

ABRET Executive Office
111 E. University Drive., #105–355
Denton, TX 76209

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The Registration Examination for Electroencephalographic (EEG) Technologists is designed and written for health care professionals who are trained in and currently practicing Electroencephalography.

This handbook contains necessary information about the Electroencephalographic Technologist (EEG) examination. Please retain it for future reference.

Candidates are responsible for reading these instructions carefully.

This handbook is subject to change – Please refer to the ABRET website for the most up-to-date information.

Quick Reference Guide

This section pulls together the information candidates ask about most: how to apply, what happens right after you apply, and what happens after you take the exam. This guide is a summary — Full details, including required policies, are in the sections that follow.

How to Apply

- Read this handbook, especially the Content Outline, which is the blueprint for the exam.
- Go to abret.org, click EXAMS, to confirm which eligibility pathway (I–IV) applies to you using the Eligibility Chart and gather your required EEG case documentation.
- Log into (or create) your ABRET Certemy account. Complete the application in Certemy, upload your eligibility documents, and pay the $700 application fee. **Ensure Checks clearly identify your name as an exam candidate**.
- **Petition of Eligibility** – Visit ABRET.org to find the petition form and instructions.

What Happens After You Apply

- **Eligibility review —** ABRET reviews your eligibility. If approved, your status becomes "Eligible to Test" in Certemy.
- **Scheduling Authorization —** PTC emails your Scheduling Authorization roughly 2–5 business days after you reach "Eligible to Test" status. Add ptcny.com to your email safe list so you do not miss it.
- **Schedule right away —** Appointments are first-come, first-served, so schedule with Prometric as soon as you get your Scheduling Authorization.
- **Your 3-month testing window —** You have three (3) months from your "Eligible to Test" date to sit for the exam. After that, you must reapply and pay a new application fee — There are no refunds, extensions, or transfers.
- **Rescheduling —** Free 30+ days before your appointment; a $60 fee applies 5–29 days before; rescheduling is not permitted inside 5 days of your exam appointment.
- **Accommodations —** The Request for Test Accommodation Form must be emailed to tami@abret.org *before the final submission* of the candidate's application.
- **If you are denied eligibility —** If your eligibility is denied, you may appeal in writing to ABRET within 30 days.

What to Expect After You Take the Exam

- **Right after testing —** You will receive an email with a link to an UNOFFICIAL result before you leave the testing center. Check your spam folder, then call PTC at 800-741-0934 if it does not arrive.
- **Official results —** Your OFFICIAL result is uploaded to your ABRET Certemy account about 4–6 weeks after your exam date.
- **If you pass —** The R. EEG T. credential is awarded for five years, and your digital certificate becomes available in the Digital Wallet of your Certemy account about 4 weeks after your exam.
- **If you do not pass —** Contact ABRET to reassign your application (you will repeat the full application process). *You may not reassign your application until after you receive your Official exam results.*
    - After 3 unsuccessful attempts within 2 years, you must wait 6 months and complete 20 additional EEG-related ASET CEUs before retesting.
- **Questions about the exam itself —** You may comment on any question right after the exam or send a written notice or email to the ABRET Executive Office within 14 calendar days of testing.

Introduction

ABRET is a nonprofit credentialing board. ABRET supports the concept of voluntary registration by examination for health care professionals in electroencephalography. Registration focuses specifically on the individual and is an indication of current knowledge in electroencephalography.

ABRET does not guarantee the job performance of any individual.

KEY POINTS — what this section means for you

- ABRET sets and measures the knowledge required for EEG technologist registration through an objective, computer-based exam.
- Registration recognizes individual knowledge — it does not guarantee job performance.
- Continued professional growth is required through continuing education and recertification.

Objectives of ABRET

TO ESTABLISH STANDARDS FOR REGISTRATION OF ELECTROENCEPHALOGRAPHIC TECHNOLOGISTS BY:

1. Providing a standard of knowledge in electroencephalography required for registration.
2. Establishing and measuring the level of knowledge required for registration in electroencephalography by means of an objective, computer based written examination.
3. Formally recognizing those individuals who meet the eligibility requirements of ABRET and pass the Registration Examination for Electroencephalographic Technologists.
4. Encouraging continued professional growth in electroencephalography through mandatory continuing education and recertification.

Non Discrimination Statement

ABRET – Neurodiagnostic Credentialing & Accreditation does not discriminate based on age, gender, race, religion, national origin, marital status, or handicapped condition.

Administration

The Registration Program is sponsored by ABRET. The Registration Examination for Electroencephalography is administered for ABRET by the Professional Testing Corporation (PTC): 1350 Broadway – Suite 800, New York, New York 10018 – phone: (212) 356-0660 – PTC website - www.ptcny.com

Questions concerning the exam should be addressed to the ABRET Executive Office: 111 E. University Dr. #105-355, Denton, TX 76209 – phone: (217) 726-7980 – www.abret.org or by email: Tami@abret.org.

Fees

Application Fee for the Registration Examination for Electroencephalographic Technologists **$700**
Rescheduling Fee 29–5 days prior to scheduled appointment (but still within the 3-month testing period)
Paid directly to Prometric (see page 8 for more information).....**$60**

THERE ARE NO REFUNDS, EXTENSIONS, nor TRANSFER OF FEES

2027 R. EEG T. Eligibility Chart

EEG Pathway I: CAAHEP Accredited ND Program

1. Graduate of an accredited Program*
2. Documentation of 50 EEGs
3. Current CPR/BLS certification

EEG Pathway II: Non-CAAHEP Formal ND Program

1. Certificate of Completion from an ABRET-Recognized Program
2. Documentation of 100 EEGs
3. Current CPR/BLS certification

EEG Pathway III: Associate Degree / RPSGT

1. Associate Degree (or Higher Degree) – OR – current RPSGT
2. Documentation of 150 EEGs
   *Post 1 year experience
3. Current CPR/BLS certification
4. *Measurement Assessment Document*
5. 1 year *clinical EEG experience*
6. 60 EEG-related *ASET CEUs*

Pathway IV: Practice Track

1. High School/GED or equivalent
2. Documentation of 150 EEGs
   *Post 1 year experience
3. Current CPR/BLS certification
4. *Measurement Assessment Document*
5. 5 years *clinical EEG experience*
6. 120 EEG-related *ASET CEUs*

Measurement Assessment Document: Complete an in-person assessment hosted by ABRET – OR – Successfully complete ASET's EEG: 202 online course and have a current R. EEG T. sign off on your in-house assessment. Eligibility is granted for two years. Visit the website for more information and FAQs.

Clinical EEG experience is defined as experience in clinical EEG for a period equivalent to 32 hrs/wk (1664 hrs/yr). Sleep experience is not considered equivalent to clinical EEG experience.

ASET Continuing Education Credits (CEUs) are a product of ASET (www.aset.org) and can be earned at any point during the EEG experience within the last 5 years. No more than 50% of hours may be earned from ASET journal quizzes.

Completion of the EEG Documentation Form

1. The Candidate must be an active participant in the set-up, troubleshooting, and monitoring of each listed case in its entirety.
2. ABRET will accept documentation of up to 5 recordings per day. Do not submit more than the required number of cases.
3. EEGs must be within the last 5 years with 25% of EEGs completed within 24 months of application.
4. Each patient must have been measured and electrodes applied according to the International 10/20 System of Electrode Placement.
5. Ambulatory and Long-Term Monitoring may not count toward the required number of EEGs unless a routine EEG is recorded as a baseline.
6. A routine EEG must be a minimum of 20 minutes in length and include montage changes and activation procedures.
7. Documentation forms will be randomly audited which can delay or negate eligibility.

Petitions of Eligibility – Visit ABRET.org to find the petition form and instructions.

The R. EEG T. credential is achieved upon successfully passing the EEG Exam

CAAHEP Accredited ND Programs (Pathway I)

CAAHEP Program Directors will receive their student/graduate results in their quarterly Program Exam Report.

For the current, up-to-date list of CAAHEP-accredited Neurodiagnostic Technology (Pathway I) programs, search the CAAHEP Program Directory: caahep.org/students/find-an-accredited-program (look for Electroneurodiagnostic Technology programs).

Graduates of a *Formerly Accredited* CAAHEP program may apply under EEG Pathway I and are subject to audit. Contact the ABRET Executive Office with questions.

Non-CAAHEP Accredited ND Programs (Pathway II)

Pathway II Program Directors will receive their student/graduate results in quarterly Program Exam Reports.

For the current, up-to-date list of ABRET-recognized Non-CAAHEP (Pathway II) Neurodiagnostic Technology programs, visit: abret.org/resources/programs-education.

Quick Tips Before Proceeding with the Application Process

*Your name must match exactly with the name shown on current government-issued photo ID, such as a driver's license or passport. *Do not use nicknames or abbreviations*.

*EEG Documentation forms are available on the ABRET website.

*Have all required eligibility documents ready to be uploaded into your ABRET Certemy Account.

*PDFs are best.

*Retain copies of all uploaded documents for your records.

*Keep this HANDBOOK for reference.

*Read this entire handbook before you begin — it includes the Content Outline you will be tested on.

*Use the Content Outline to guide your studying. ABRET's Self-Assessment Program (ASAP) is built around the same outline.

*If you do not pass, your score report will flag your weaker content areas — revisit those Content Outline areas before you retest.

Application Procedure

Applications for the ABRET examinations should be completed online through www.abret.org

1) Read the Handbook for Candidates and follow instructions.
2) Visit ABRET.org – click on **EXAMS** and select **Pathways & Application under R. EEG T.**
3) Scroll down to select the appropriate eligibility pathway to apply under.

Application Procedure (continued)

4) Log into your ABRET Certemy or Create a new ABRET Certemy account.
   - When you begin a new application *for your first ABRET exam*, you will be asked to create a user account and password. You will use this same account for recertification and future ABRET exams, so keep this information for later use.

5) Complete the application by inputting your information and uploading your eligibility requirements including payment of the $700 examination fee.
   - Major credit cards are accepted.
   - **Ensure Checks identify your name as an exam candidate and the ABRET exam you are applying for.** Mail checks to: ABRET Executive Office – 111 E. University Dr., #105-355, Denton, TX 76209

Upon verification of your eligibility requirements and application, your registration for the exam will be sent to PTC. See the "Scheduling Examination" section of this handbook for information on scheduling your exam.

A denial of eligibility for registration may be appealed in writing and sent to ABRET within 30 days. See **APP-9** & **APP-10** of ABRET Examination Policies posted on the ABRET website under Principles.

Candidates have three (3) months from the status of "Eligible to Test" date to sit for the examination. After the 3-month period, candidates will need to reapply for the examination and pay a new application fee.

THERE ARE NO REFUNDS, EXTENSIONS, nor TRANSFER OF FEES

After exam results are uploaded into your ABRET Certemy account, proceed as directed:

Pass Results: The **R. EEG T.** credential is awarded for five years. See information in ABRET's Recertification webpage.

Fail Results: Candidates are provided one (1) exam attempt per application submission within the established 3-month time frame. Please contact ABRET to reassign your application at 217-726-7980 or by submitting a Contact Us email. You will essentially need to repeat ALL steps of the online application process to reassign.

Candidates who do not pass the EEG exam after 3 unsuccessful tries within a 2-year timeframe will not be allowed to retest for 6 months and will be required to submit 20 EEG-related ASET CEUs.

** Please do not contact the ABRET office about your results until you receive your OFFICIAL test results.*

You will not be able to reapply until the OFFICIAL test results are in.

Quick Tips Following the Application Process

Candidates should retain copies of all uploaded documents submitted for eligibility requirements.
Application status will be PENDING until all steps of the application, including payment, are completed:

- If you paid by CHECK, your application will not be completed until payment is received.
- You may have been randomly selected for audit. You or your supervisor will be contacted by our auditor with any questions or with instructions about next steps.

Scheduling Your Examination

Candidates cannot schedule an examination appointment until they have received a Scheduling Authorization from the Professional Testing Corporation (PTC) via email.

The R. EEG T. examination is administered daily, excluding holidays, at computer-based testing facilities and via live remote proctoring, managed by Prometric.

Scheduling Authorizations will be emailed to candidates from notices@ptcny.com approximately 2–5 business days after the status of "Eligible to Test" is achieved. Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization within two weeks of achieving "Eligible to Test" status, contact PTC at (800) 741-0934 or online at www.ptcny.com/ contact for a duplicate.

Scheduling In-Person Examination Appointments

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric. The Scheduling Authorization also lists the dates during which testing is available.

Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.

Candidates who wait until the last minute risk missing out on their preferred date, time, and/or testing center. Candidates unable to schedule an appointment will forfeit their fees.

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Check this confirmation carefully and contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at www.prometric.com/abret.

It is the candidate's responsibility to contact Prometric to schedule the examination appointment.

Arrival at the testing site at the appointed time is the responsibility of the candidate.

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

Scheduling Remotely Proctored Examination Appointments

To test via live remote proctoring at home or another quiet, distraction-free location, you must provide:

- Computer
- Camera
- Microphone
- Stable internet connection

You are responsible for ensuring that your equipment and workspace meet all Live Remote Proctoring requirements. If you cannot test due to technical or workspace issues, you will forfeit your examination fees.

See the Live Remote Proctoring FAQs for details: https://ptcny.com/remote-proctor-faqs/

IMPORTANT! You MUST present your current government-issued photo ID (i.e., driver's license), passport, or U.S. military ID at the test center or to the remote proctor. Expired, temporary, paper, or digital IDs will NOT be accepted. The first and last name on your Scheduling Authorization MUST exactly match the first and last name on your photo ID. Fees will not be refunded for exams missed because of invalid ID. Call PTC at (212) 356-0660 if you need a duplicate Scheduling Authorization or if your name is not correct.

Test Center vs. Live Remote Proctored Examinations

	Test Center	Live Remote Proctored Exam
Additional Cost	None	None
ADA Accommodations	All accommodations	Extra time and private room only
Breaks	Unscheduled breaks allowed; timer continues. Security check required to reenter.	No unscheduled breaks permitted; must remain on camera.
Equipment	Provided by test center; no additional equipment needed	You provide: computer with webcam, microphone, and stable internet connection. See www.prometric.com/proproctorcandidate for details.
Testing space	Provided by test center	You must ensure a quiet room with a closed door and no distractions or interruptions. You must test alone: no other people or pets are permitted in the testing area.
Check-in	Photo ID, metal detector/wand, visual inspection (sleeves rolled, pockets turned out)	Equipment compatibility check, photo ID, 360° room scan via webcam, visual inspection (sleeves rolled, pockets turned out).
Monitoring	Video and physical walkthroughs	Video, audio, and ProProctor security software.

This information is provided as a courtesy summary and may not represent the full requirements or specifications. For complete details, visit https://ptcny.com/remote-proctor-faqs/.

Changing Your Examination Appointment

You can reschedule your examination appointment within the same testing window as long as the request is submitted within the timeframe described below. Call Prometric at (800) 741-0934 or go to the Prometric website: www.prometric.com/abret.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Pay Prometric a rescheduling fee of $60.
Requests submitted less than 5 days before the original appointment	No	If you do not arrive to test for your appointment, you will be considered a no-show, and your full examination fees will be forfeited. You will need to reapply and pay full examination fees for a future testing window.

Failing to Report for an Examination (No-Show)

You will be marked as a no-show if you fail to report for an examination appointment or you fail to cancel your appointment with Prometric.

No-show candidates will forfeit all fees paid to take the exam and will not be eligible to transfer to a new window. To reapply, you must submit a new completed application and pay the full examination fee again.

Special Accommodation Requests

ABRET and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make testing accessible to persons with disabilities covered under the ADA.

The ADA defines disability as a physical or mental impairment that substantially limits

- A major life activity (such as seeing, hearing, learning, reading, concentrating, or walking)
- A major bodily function (such as neurological, endocrine, or digestive system)

The information you provide and any documentation regarding your disability and test accommodations is confidential and not included in scoring or reporting.

What Accommodations Can and Cannot Do

Approved test accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted. Note that test accommodations may differ from workplace accommodations your employer provides. For more details, visit www.ada.gov.

Special Accommodation Requests (continued)

How to Request Test Accommodations

1. Download the **Test Accommodation Request Form.**
2. **Complete each section with your healthcare professional.** All sections of the request form must be complete and uploaded with required documents at the same time. Missing information, missing pages or incomplete forms will result in a delay in processing.
3. **Email the completed form BEFORE final submission of your application** to Tami Glisson at tami@abret.org. The Test Accommodation Request Form must be received before the final submission of the candidate's application.

If the form is incomplete or not received before the final submission of your application, approved testing accommodation is not guaranteed in time for your scheduled test.

IMPORTANT!

- **Submit your request BEFORE final submission of your exam application.**
- All requests must be made and approved before you schedule your testing appointment. Accommodations cannot be added to an existing exam appointment.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel cannot modify your accommodation, and unauthorized changes may result in your exam score being canceled.
- Do not contact Prometric to request test accommodations as Prometric is not authorized to approve accommodations.

Additional notes:

- Only those requests made and received on the official Test Accommodation Request Form will be reviewed.
- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on the Test Accommodation Request Form so that we can notify Prometric in advance.
- If you are a nursing parent and will need to use a breast pump during your exam, please complete the Test Accommodation Request Form before the final submission of the candidate's application to allow time to make suitable arrangements at the test center.

KEY POINTS — what this section means for you

- By applying, you agree to follow all ABRET policies, including the Code of Ethics and Disciplinary Policy.
- You must keep ABRET informed of any change in your name, contact information, or license/practice status.
- Exam materials are confidential — you may not copy, share, or retain any exam content.
- ABRET may deny, suspend, or revoke registration for rule violations; a passing score is always required for credentialing.

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 registration.

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 registration 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 registration.

   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 registration 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 registration, 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 registration, 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.

Application Agreement (continued)

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 credentialing 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. **Registration Marks.**

   A. The Electroencephalography credential and the stylized "R. EEG T." logo are the sole and exclusive property of ABRET and are subject to all applicable trademark and other rights of ABRET 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 credential 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, credential, logo, and other intellectual property.

8. **Information Release.** I agree that ABRET may release information regarding my application and registration 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 Credential.** This Application Agreement will become effective as of the date of acknowledgment upon submitting my application and will remain in effect for the duration of my application review. If I am granted registration, the terms of this Application Agreement will automatically continue in effect for the duration of my credential. I acknowledge and agree that initial credential 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 registration 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 registration. In addition, I agree to indemnify ABRET for any third-party claims arising out of my professional practice and related activities.

Application Agreement (continued)

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 registration and remain in full force and effect.

11. **Governing Law & Venue.** This Agreement is governed exclusively by the laws of the State of Texas, 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 Eastern District of Texas or state court located in Denton County, Texas. 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 "R. EEG T." 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 registration from ABRET.

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

Quick Tips Before Examination Day

Hours and days of availability vary at different centers. You will not be able to schedule your exam appointment until you have received a Scheduling Authorization from notices@ptcny.com.

It is highly recommended the candidate becomes familiar with the testing site's location prior to your appointment. This Handbook provides the Content Outline for the Examination. Use it to help guide your study in preparing for the examination.

Examination Administration

The Registration Examination for Electroencephalographic Technologists is administered daily, excluding holidays, at computer-based testing facilities and via live remote proctoring, managed by Prometric.

The exam will be presented in **TWO SECTIONS**. You will have **120** minutes for each section. Once you complete the first section, you will not be able to return to it or make changes.

NOTE: If special accommodations for exam time were approved, the time clock will be adjusted accordingly for each section of the exam.

Preparing for the Examination

Before Test Day: Essential Checklist

Step	What to do
Verify Your ID	Your government-issued photo ID is critical; proctors will deny entry if there are any problems. Candidates who are turned away will be marked as no-shows and will lose their exam fees. **Acceptable IDs** include driver's license, passport, non-driver state ID, or U.S. Military ID. Temporary paper and digital IDs are **NOT** accepted. ☐ Is your ID still valid (not expired)? ☐ Do the first and last name on your ID **exactly match** the name on your PTC Scheduling Authorization email?
Confirm Your Appointment Details	Review both emails carefully: ☐ PTC Scheduling Authorization email and Prometric Appointment Confirmation email ☐ Verify that your first and last name, exam name, date, time, and location are accurate
Plan Your Route	☐ Locate the test center and research parking options. ☐ Check weather and traffic conditions the day before. ☐ **Arrive early**; late arrival may prevent you from testing. ☐ In case of inclement weather, check https://www.prometric.com/closures to see if the testing site is closed.
Study & Prepare	☐ Review the **Content Outline for the Examination** in this handbook to guide your studying. ☐ Review **What to Expect at the Testing Center** and **Rules for the Examination** (following sections). ☐ Review the Prometric exam software tutorial here: https://ptcny.com/pdf/prometricsoftwaretutorial.pdf

What to Expect at the Testing Center

Prometric's website provides information on what you can expect on your test day, including a walkthrough of check-in and security procedures. Learn more about the security procedures here: https://www.prometric.com/test-center-security

Check-In Process

1. Store all personal belongings in provided lockers
2. Present your government-issued photo ID to proctors
3. Empty and turn out your pockets
4. Walk through a metal detector or be "wanded" for security screening

What Gets Inspected During Check-In

- **Eyeglasses and other accessories:** Subject to inspection
- **Jewelry:** Wedding and engagement rings are subject to inspection; all other jewelry must be stored
- **Headwear:** Religious headwear subject to inspection; all other headwear, including hoods, must be stored
- **Water bottle:** Water in a clear plastic container (no label); subject to inspection

What to Expect at the Testing Center (continued)

Lockers

Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks, and medical supplies. Take time before the test to safely store all personal belongings if needed.

Keep in Mind

- Prometric is unable to provide a completely noise-free environment. You may hear ambient noises that cannot be avoided, such as typing, coughing, outside noises, or people entering and exiting the test site.
- Other exams will be administered at the same time as your examination.
- Proctors will periodically walk through the testing room as part of their monitoring process.
- Headphones may be requested to minimize the impact of ambient noise.
- You are responsible for following instructions provided by proctors during the test day.

KEY POINTS — what this section means for you

- Log into ProProctor at least 30 minutes before your exam and check system compatibility ahead of time.
- No breaks and no scratch paper — stay in camera view at all times.
- Remote proctoring accommodations are limited to extra time and a private room.

Testing via Live Remote Proctoring

- Check system compatibility before scheduling and again before your appointment.
- Log into ProProctor at least 30 minutes before your exam is scheduled to begin. Check-in takes about 30 minutes and is not factored into your appointment time.
- No breaks are permitted. You must stay within camera view at all times.
- Verbally notify the proctor before leaving camera view at the end of your exam. Failure to do so may result in exam termination and score nullification.
- No scratch paper is allowed. Clear your workspace of all items except your government-issued photo ID and testing equipment.

For complete details, see the Live Remote Proctoring FAQs: https://ptcny.com/remote-proctor-faqs/.

Rules for Examination

KEY POINTS — what this section means for you

- Bring a current, valid government-issued photo ID — temporary or paper IDs are not accepted.
- No electronic devices, papers, books, or reference materials of any kind are allowed in the testing room.
- You cannot leave the testing room during your exam, except to use the restroom.
- Breaking a rule can mean forfeited fees, dismissal from testing, and canceled scores.
- Zero-tolerance cell phone policy — power off your phone and store it in your locker, or your exam will be terminated and your fees forfeited.

Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during, or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. ABRET will initiate an investigation and request suitable analyses and appropriate documentation.

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

Prohibited Items **Do NOT bring these to the testing center** (leave in your car or locker):

- Cell phones and all electronic devices
- Watches and wearable technology
- Jackets, coats, bulky clothing (sweatshirts, hoodies)
- Hats or head coverings (except religious headwear)
- Jewelry (except wedding and engagement rings)

During the Exam

- **No reference materials:** Papers, books, notes, calculators, rulers, or electronic devices, including phones, are prohibited at all times during the exam or breaks.
- A zero-tolerance cell phone policy is in effect at Prometric testing centers. Unless you have an approved accommodation to use a cell phone to monitor a medical condition, you must power off your cell phone and store it in your assigned locker before testing. You may not access your phone at any time during the examination nor during an unscheduled break. If you access your phone for any reason, your exam will be terminated immediately, will not be scored, and all examination fees will be forfeited. ABRET will also be notified of the incident and may take additional action.
- You cannot leave the testing room except for restroom or locker use. You may only retrieve snacks, drinks, medicine, or personal healthcare items from your locker. You must repeat security screening before re-entering. If you leave the testing center, your exam will be terminated.
- No food/beverages are permitted inside the testing room. Leave these items in your assigned locker.
- No questions concerning exam content may be asked during the exam session. Read all directions provided on the screen at the beginning of the exam.
- See Prometric's statement on Test Center Security for more information.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

VIOLATION OF ANY OF THE RULES LISTED ABOVE MAY RESULT IN FORFEITURE OF FEES, DISMISSAL FROM THE TESTING ROOM, AND CANCELLATION OF YOUR TEST SCORES.

KEY POINTS — what this section means for you

- Computer-based, multiple-choice exam — 4 hours total, given in two 120-minute sections.
- Once you finish the first section, you cannot go back to it to make changes.
- Weighting: Pre-Study Procedures 15%, Performing the EEG Study 46%, Post-Study Procedures 19%, Ethics & Professional Issues 20%.

Content of the Examination

1. The Registration Examination for Electroencephalographic Technologists 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 examination is described in the Content Outline.
3. The questions for the examination are obtained from individuals with expertise in electroencephalography and are reviewed for construction, accuracy, and appropriateness by ABRET and PTC.
4. ABRET, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The Registration Examination in Electroencephalography Technology will be weighted in approximately the following manner:

I. Pre-Study Procedures.....15%

II. Performing the EEG Study.....46%

III. Post-Study Procedures.....19%

IV. Ethics and Professional Issues.....20%

KEY POINTS — what this section means for you

- This is the blueprint for what you'll be tested on — use it (and ABRET's ASAP self-assessment program) as your study guide.
- Four domains: Pre-Study Procedures, Performing the EEG Study, Post-Study Procedures, and Ethics & Professional Issues.

Content Outline

I. Pre-Study Procedures (15%)

A. Plan recording strategies according to ACNS Guidelines by extracting relevant patient health information from medical records, reviewing physician orders, and obtaining additional information from patient/caregivers to prevent adverse effects.

B. Explain the testing procedure to patient/caregivers in a manner consistent with their ability to understand in order to establish rapport and elicit cooperation.

C. Apply fundamental EEG concepts and medical knowledge

<u>I. A–C. Knowledge Areas</u>

- ACNS Guidelines 1–7
- Elements of a history/communication, establishing rapport (ACNS Guideline 7)
- Cognitive limitations/developmental delay

Content Outline (continued)

- Common medications/treatments
- Medical/EEG terminology; related diagnostic procedures (neuroimaging, MRI, CT scan, SPECT, fMRI)
- Neuroanatomy/Neurophysiology
- Neurological disorders
- Neuropathology (tumors, encephalopathy, vascular, etc.)
- Seizures (classification, clinical manifestations, syndromes, etc.)
- Head trauma, traumatic brain injury, skull defects and malformations
- Psychiatric disorders
- Skin integrity
- Basic cardiac rhythms and rhythms associated with EEG changes
- Basic principles of electricity and electronics

II. Performing the EEG Study (46%)

A. Prepare electrode sites and securely apply electrodes according to the International 10-20 System of Electrode Placement and ACNS guidelines, with attention to impedances and grounding.

B. Perform the EEG study according to ACNS Guidelines while ensuring the integrity of the data and equipment.

C. Perform activation and stimulation procedures as appropriate, according to ACNS Guidelines and facility protocols.

II. A–C. Knowledge Areas

- Electrode properties, placement/10-20 System, special electrodes
- Obtaining acceptable impedances; Conditions affecting impedance values
- Activation techniques/contraindications to activation/reactivity
- Monitoring techniques (age-specific criteria, state-specific)
- Digital instrumentation (reformatting, sampling rate, system reference, post-acquisition review, etc.), Differential amplifier/CMRR, and Effects of instrument settings (filters, display gain, epoch) (ACNS Guideline 4)

D. Ensure a complete and comprehensive study by modifying or adjusting the recording strategy and/or instrument parameters based on the technologist's evaluation of recorded data and facility protocols and document.

E. Analyze waveforms and identify normal EEG patterns, benign variants, abnormal EEG, artifacts, sleep architecture.

F. Document patient behavior and clinical events for the interpreting physician to identify clinical correlates in the EEG.

II. D–F. Knowledge Areas

- Recording Strategies
  - Recording strategies (montage modifications, parameter changes) (ACNS Guideline 3)
  - Effects of medications on the recording
  - Identifying, mitigating/monitoring artifacts
  - Troubleshooting techniques

Content Outline (continued)

- Patient behaviors and clinical events (e.g., changes in level of consciousness, body movements, episodes) & Seizure precautions
- ECI recordings and ACNS Guideline 6

- Waveform Identification
  - Sleep stages and patterns; sleep disorders
  - Waveform analysis, EEG pattern identification/description (i.e., normal/abnormal, normal variant).
  - Waveform analysis, pediatric & neonatal EEG pattern identification/description (i.e., normal/abnormal, normal variant).
  - Correlation of history with EEG patterns/clinical correlation; Electrographic correlates to clinical/non-clinical entities
  - Electrographic changes requiring provider notification (critical values)
- Analysis
  - Localization techniques and polarity
  - Measurement of frequency, voltage/sensitivity, and duration

III. Post-Study Procedures (19%)

A. Remove the electrodes and clean the electrode sites.
B. Process acquired data and prepare a technical report.
C. Clean and disinfect electrodes per ASET Infection Prevention Guidelines or dispose of electrodes according to facility protocols.
D. Ensure that scheduled maintenance of equipment is performed.

III. Knowledge Areas

- Infection prevention (patients, equipment, electrodes, etc.)
- Documentation; Technical description
- Media management (e.g., copy, storage, archiving) (ACNS Guideline 4)

IV. Ethics and Professional Issues (20%)

A. Conduct practice in a manner consistent with the ABRET Code of Ethics.
B. Maintain patient confidentiality and comply with HIPAA/HITECH regulations.
C. Ensure patient safety and self-safety.
D. Conduct oneself in a professional manner during each encounter with a patient.

IV. Knowledge Areas

- HIPAA/HITECH standards
- Allergies and sensitivities
- Related SDS/OSHA standards
- Patient safety/Electrical safety
- ABRET Code of Ethics

Sample Questions

1. The **MOST** appropriate time constant for recording a low voltage slow wave focus is:
   A. 0.012 second B. 0.05 second C. 0.12 second D. 1.00 second

2. Which of the following typically produces diffuse slowing on the EEG?
   A. Meningioma B. Cerebral abscess C. Meningitis D. Cerebral thrombosis

3. Which of the following is a characteristic feature of the EEG in narcolepsy?
   A. Generalized rhythmic delta activity B. REM onset sleep
   C. An increase in EMG D. Polymorphic delta activity

ANSWERS TO SAMPLE QUESTIONS: 1. D, 2. C, 3. B

References

The following references, or recent editions of the following, may be of use in preparing for the examination. The list does not attempt to include all acceptable material, nor is it suggested that the Registration Examination for Electroencephalographic Technologists is necessarily based on these references.

Recommended Resources:

1. ACNS Guidelines & Consensus Statements: https://www.acns.org/practice/guidelines
2. Schomer DC, Lopes da Silva FH. (2017). Niedermeyer's Electroencephalography: Basic Principles, Clinical Applications and Related Fields, 7th Edition. Oxford University Press. Oxford, UK. ISBN: 9780190228484.
3. Tyner FS, Knott JR, Mayer Jr. WB. Knott. (1983). Fundamentals of EEG Technology: Volume I: Basic Concepts & Methods.Wolters-Kluwer. ISBN: 9780890043851.
4. Fisch BJ. (2000). Fisch and Spehlmann's EEG Primer, 3rd Edition: Basic Principles of Digital and Analog EEG. Elsevier, Amsterdam, NL. ISBN: 9780444821485.
5. Tyner FS, Knott JR, Mayer Jr. WB. Knott. (1989). Fundamentals of EEG Technology, Vol. II, Clinical Correlates. Wolters-Kluwer. ISBN: 9780890049099.
6. Husain AM (2023). Current Practice of Clinical Electroencephalography, 5th Edition. Wolters Kluwer: Philadelphia, PA. ISBN: 9781975183752.
7. Yamada T, Meng E. (2017). Practical Guide for Clinical Neurophysiologic Testing EEG, 2nd Edition. Wolters-Kluwer. ISBN: 9781496383020.
8. Tatum WO. (2021). Handbook of EEG Interpretation, 3rd Edition. Demos Medical: New York, NY. ISBN: 9780826147080. eBook ISBN: 9780826147097.
9. Wyllie E. (2020). Wyllie's Treatment of Epilepsy Principles and Practice, 7th Edition. Wolters Kluwer: Philadelphia, PA. ISBN: 9781496397690.
10. Libenson MH (2024). Practical approach to electroencephalography, 2nd Edition. Elsevier Health Sciences: Philadelphia, PA. ISBN: 9780323392297

References (continued)

Additional Resources:

- ABRET Code of Ethics & Standards of Practice. https://abret.org/about/ethics-professional-conduct/
- ASET Position Statement on Skin Safety during EEG Procedures – A Guideline to Improving Outcome – Jan 2017. (https://wwww.asset.org/files/public/Skin_Safety_During_EEG_Procedures.pdf)
- Bonner AM, Davidson P. Infection prevention: 2020 review and update for neurodiagnostic technologists. *Neurodiagnostic J.* 60(1): 11–35. https://doi.org/10.1080/21646821.2020.1701341
- Bonner AM, Davidson P. Technical Tips: Keeping it clean during COVID-19. *Neurodiagnostic J.* 60(3):195–207. https://doi.org/10.1080/21646821.2020.1805267
- United States Department of Health and Human Services, Office for Civil Rights-HIPAA. https://www.hhs.gov/hipaa/for-professionals/index.html
- Joint Commission on Accreditation for Healthcare Organizations. Hospital National Patient Safety Goals. https://www.jointcommission.org/standards/national-patient-safety-goals/

Scoring

The Board set the passing standard as the number of test questions it determines to be necessary for candidates to answer correctly in order to be considered at least minimally competent. This method focuses on the particular test that is being administered. Different forms of an examination are matched for difficulty and content coverage. This comprehensive approach makes use of information about the performance of similar groups in the past.

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

At the end of the examination, candidates will receive an email with a link to retrieve an **UNOFFICIAL** test result prior to leaving the testing center. If you do not receive this email, please check your spam folder first, then call 800-741-0934.

Approximately 4 – 6 weeks following examination date, candidates will receive an email when the **OFFICIAL** test result has been uploaded into their ABRET Certemy account. Candidates will be notified by PTC via email when score reports are available online. Scores on the major areas of the examination and on the total examination will be reported and available online for only 30 days. Save a copy of your score report.

Candidates may request a score verification report of their exam results by completing the PTC Exam Score Verification Request Form and paying a $35 fee.

* Please do not contact the ABRET office about your results until you receive your **OFFICIAL** test results. You will not be able to reapply until the OFFICIAL test results are in.

KEY POINTS — what this section means for you

- You can comment on any question right after the exam, or submit a written complaint within 14 calendar days.
- Exam materials themselves are not available for candidate review.

Examination Challenges

Candidates may comment in the appropriate section at the end of the examination about any test question or questions, test procedure, and/or the test itself. Alternatively, a candidate 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. CAAHEP and Pathway 2 Program Directors will receive the results of their graduates included in the individual Program School Report.
2. From time to time, it may be necessary for the ABRET Executive Office and Board of Directors 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 ASET – The Neurodiagnostic Society with the names, addresses, and emails of passing candidates. Candidates may opt out by contacting ABRET.

Attainment of Credential

Eligible candidates who pass the Registration Examinations for Electroencephalographic Technologists will be registered as electroencephalographic technologist for a period of five years and will be authorized to use the designation R. EEG T. subject to compliance with the Code of Ethics, rules, policies, and procedures, and standards of practice of ABRET. Approximately 4 weeks following examination date, passing candidates will have access to their R. EEG T. certificate in the Digital Wallet of their Credential Manager (i.e., Certemy account). ABRET registered EEG technologists will be listed on the ABRET website and be eligible for recertification after five years. If not recertified, they will no longer be permitted to use the R. EEG T. designation.

KEY POINTS — what this section means for you

- The Code of Ethics and Disciplinary Policy define the conduct required to earn and keep an ABRET credential.
- Falling short of these standards can lead to suspension or revocation of your registration.

Purpose of Standards

ABRET has developed the *Code of Ethics* and the Grounds for Disciplinary Action to articulate standards of conduct required for eligibility of ABRET credentials, microcredentials, and continued credentialing of EEG, EP, CNIM, CLTM, CAP, CMEG, and NA-CLTM technologists. Maintenance of board registration will require adherence to these and other ABRET rules. Individuals who fail to meet these requirements may have their registration suspended or revoked.

ABRET does not guarantee the job performance of any individual.

KEY POINTS — what this section means for you

- Put patients first: dignity, confidentiality, safety, and freedom from discrimination.
- Stay current in your field and practice competently and objectively.
- Don't take primary responsibility for interpreting EEG/EP/IOM studies unless you're licensed to do so.
- Be honest and cooperative with ABRET, and follow all ABRET rules.

Code of Ethics & 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), NeuroAnalyst Long Term Monitoring (NA-CLTM) Technologist, and related microcredentials, 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 ensure 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 wellbeing of the patient under his or her care. The Registered or Certified technologist on 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 he 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.

Code of Ethics & Standards of Practice (continued)

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 registration, the use of all claims to registration that contain any reference to ABRET shall be discontinued.

Quick Tips After Achieving Your Credential

* It is important for ABRET to maintain your correct name and contact information. Please promptly notify the ABRET Executive Office of an address and/or name change here: by completing ABRET's name and address change form.

Although it is your responsibility to know when your credential expires, we will remind you via email through your ABRET Certemy account when your credential needs to be renewed.

Please make sure your ABRET Certemy account is up to date.

KEY POINTS — what this section means for you

- Certain criminal convictions (e.g., violent or sexual offenses) can make you ineligible for registration.
- Grounds for discipline include fraud, cheating, misuse of ABRET credentials, or failing to report changes/adverse actions.
- Sanctions range from reprimand and probation to denial, suspension, or revocation of registration.
- You may appeal a disciplinary decision in writing within 30 days.

Violations Reporting Requirements

If conduct has occurred that may be grounds for disciplinary action under the Violations to Standards of Practice and Disciplinary Process policy, then ABRET may place an application on hold while reviewing the matter. These will be reviewed on a case-by-case basis.

A criminal conviction may be grounds to deny or otherwise limit eligibility. Convictions of this nature include (but are not limited to) felonies involving rape, sexual abuse of a patient or child, and actual or threatened use of a weapon or violence. If a conviction resulted in a sentence that includes incarceration, then the individual is ineligible while in confinement (RUL-26).

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

Violations Reporting Requirements (continued)

A. Ineligibility for registration, 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. Unauthorized possession or misuse of ABRET credentials, examinations, and other intellectual property;

E. Misrepresentation of registration status

F. Failure to provide requested information in a timely manner;

G. Failure to inform ABRET of changes or adverse actions;

H. Gross negligence or willful misconduct in professional work;

I. 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);

J. 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);

K. The conviction of, plea of guilty to, or plea of no contest ("nolo contendere") to a felony or misdemeanor related to public health and safety or the profession;

L. Disciplinary action by a licensing board or professional organization other than ABRET; and

M. Other failures to maintain continuous compliance with ABRET standards, policies, and procedures.

2. **Sanctions.** ABRET may impose one or more of the following sanctions for a violation of this Disciplinary Policy:

- Denial or suspension of eligibility;
- Denial of registration;
- Revocation of registration;
- Non-renewal of registration;
- Suspension of registration;
- Reprimand;
- Probation;
- Notification of other legitimately interested parties;
- Or other corrective action (RUL-8).

Candidates or certificants may appeal the decision of the Ethics and Disciplinary Committee by submitting a written appeals statement within 30 days, according to ABRET's policies.

Each candidate must affirm that the information provided in the Application is true and correct to the best of their 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 credentialing examination, or the results there of.