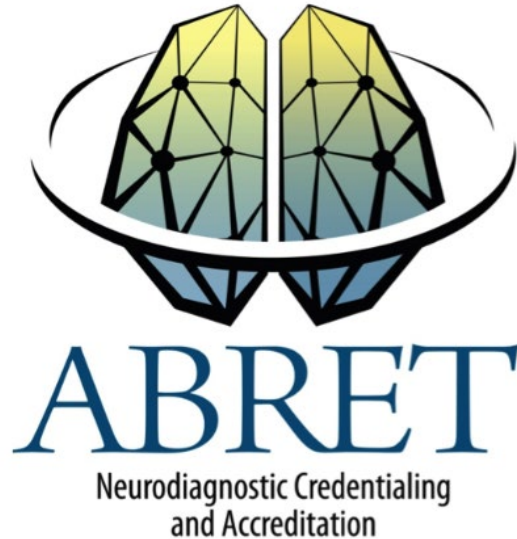


2021



# Handbook for Candidates

Certification for

NeuroAnalyst-CLTM

NA-CLTM

# Table of Contents

Introduction	1
Objectives of ABRET	1
Non Discrimination Statement	1
Administration	1
Fees	1
2021 NA-CLTM Eligibility Chart	2
<b>Quick Tips</b> – Before Proceeding with the Application Process	2
Application Procedure	3
<b>Quick Tips</b> – Following the Application Process	3
Scheduling Examination	4
Changing Examination Appointment	4
Special Requests	4
Application Agreement	5-6
Examination Administration	7
Rules for Examination	7
<b>Quick Tips</b> – Before Examination Day	7
Examination Content Outline	8
References	9
Scoring	10
Report of Results	10
Examination Challenges	10
Confidentiality	10
Attainment of Credential	10
Name/Address Changes	10
Code of Ethics and Standard of Practice	11
Purpose of Standards	11
Violations Reporting Requirements	12

This handbook contains necessary information about the NeuroAnalyst-CLTM examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

**The Certificate Examination in NeuroAnalyst-CLTM (NA-CLTM)** is designed and written for the advanced level CLTM who has had at least one year of experience in Neurophysiologic Long Term Monitoring and is currently practicing in a monitoring environment. Candidates will be expected to have been an active participant in review of prolonged video-EEG cases.

## Introduction

ABRET is a nonprofit credentialing board. ABRET supports the concept of voluntary certification by examination for health care professionals with advanced practice experience in reviewing and accurately describing EEG and long-term EEG patterns and associated clinical scenarios. The knowledge tested will relate specifically to identification of:

- a. complex brainwave patterns including those that are subtle or difficult to recognize,
- b. the clinical pictures associated with these patterns as appropriate to the patient’s history and the current scenario,
- c. the medications associated with these patterns or clinical scenarios (as related to treatment and as related to potential direct impact upon the patterns),
- d. the recording techniques utilized to obtain the patterns and their impact upon the patterns, as well as the utilization of specific montages to enhance viewing of subtle aspects of the brainwave patterns,
- e. environmental and other factors that may impact the EEG patterns in the ICU or other inpatient areas, in the home, and in outpatient testing locations.

The candidate will be tested on their critical thinking and communication skills as applied to advanced EEG pattern recognition for patients of age one (1) year and older, to provide preliminary findings of brainwave testing along with their clinical context, as appropriate, utilizing standardized 2012 ACNS and 2017 ILAE terminology.

## Objectives of ABRET

TO ESTABLISH COMPETENCY IN LONG TERM MONITORING BY:

1. Providing a standard of knowledge neuroanalyst long term monitoring reader required for certification.
2. Establishing and measuring the level of knowledge required for certification in neuroanalyst long term monitoring reader by means of an objective, computer based written examination.
3. Formally recognizing those individuals who meet the eligibility requirements of ABRET and pass the Certificate Examination in NeuroAnalyst Long Term Monitoring.
4. Encouraging continued professional growth in long term monitoring through mandatory continuing education and recertification.

## Non-Discrimination Statement

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

## Administration

The Certification Program is sponsored by ABRET. The Certification for NeuroAnalyst-CLTM is administered as an in-person examination by ABRET.

Questions concerning the Certification for NeuroAnalyst-CLTM should be addressed to the ABRET Executive Office: 2908 Greenbriar – Suite A, Springfield, IL 62704 – (217) 726-7980 – [www.abret.org](http://www.abret.org) or e-mail: [Tami@abret.org](mailto:Tami@abret.org)

## Fees

Application Fee for the Certification for NeuroAnalyst-CLTM.....\$700


Fee will be paid online during the application process

Rescheduling Fee 30 days prior to scheduled appointment .....\$225

Rescheduling Fee 30 days within scheduled appointment .....\$300

Fee will be paid after confirmation from ABRET (see page 4)

# 2021 NA-CLTM Eligibility Chart

 <p><b>ABRET</b></p> <p><b>NeuroAnalyst-CLTM Eligibility Requirements</b></p>	<p><b>NeuroAnalyst-CLTM Credential</b></p> <p><b>Pathway I – Bachelor’s Degree</b></p>	<p><b>NeuroAnalyst-CLTM Credential</b></p> <p><b>Pathway II – No Degree, Practice Track<sup>1</sup></b></p>
	Bachelor’s Degree (or higher)	
	Two years as a CLTM technologist	Three years as a CLTM technologist
	30 Advanced Practice LTM CEUs	50 Advanced Practice LTM CEUs
	Documentation of 50 technical reports	Documentation of 50 technical reports
	<sup>1</sup> Continuation of the Practice Track will be evaluated annually.	
	<b>NA-CLTM Credential awarded after successful completion of the NeuroAnalyst- CLTM Exam.</b>	

The candidate must have reviewed the long-term EEG and created the technical report. Technical report criteria must include display settings and an EEG description, must cover a minimum of one 12-hour period, and be written per the 2012 ACNS Terminology ([Click Here - Terminology](#)), the 2015 ACNS Consensus Statement on Continuous EEG in Critically Ill Adults and Children ([Click Here – Consensus Statement](#)), and per 2017 ILAE Seizure Classifications ([Click Here - ILAE](#)).

1. Documentation of 50 LTM cases must be submitted with the application. The cases must represent unique EEG recording sessions (can be either 1 Daily report within a multi-day recording session or can be 1 summary report of a multi-day recording session; cannot be 3 Daily reports for one patient recording). A documentation form is available on the ABRET website under NeuroAnalyst-CLTM Eligibility Requirements.
2. 50 cases must have been monitored within the last 5 years and are only counted after the candidate obtained his/her CLTM. Patients must be age 1 year or older at the time of recording.
3. Documentation forms will be randomly audited. Incomplete or incorrect information may delay or negate eligibility.
4. \*Advanced Practice LTM CEU’s must be acquired within 5 years of taking the NA-CLTM exam (ASET, ACNS, AES, etc.). No more than half of the total required CEU’s can be from in-house/remote review sessions verified through completion of the NA-CLTM Advanced Credential CEU Completion Form.
5. After 3 unsuccessful attempts to pass the examination, the candidate will need to wait 6 months and submit 10 advanced practice CEUs.
6. The NA-CLTM credential is awarded for five years.

\*Please refer to reference document “[ABRET Advanced Practice LTM CEU Qualifications](#)”.

## Quick Tips Before Proceeding with the Application Process

- \*Your name must match exactly to the name shown on current government-issued photo ID, such as a driver’s license or passport. Do not use nicknames or abbreviations.
- \*Documentation forms are available on the ABRET website – [www.abret.org](http://www.abret.org)
- \*Have all required eligibility documents ready to be uploaded into your ABRET Credential Manager.
- \*PDFs are best.
- \*Retain copies of uploaded documents.
- \*Have HANDBOOK handy.

# Application Procedure

Applications for the ABRET examinations will be completed online through the ABRET website.  
[www.abret.org](http://www.abret.org).

- 1) Read this Handbook for Candidates and follow all directions.
- 2) Visit ABRET.org – click on APPLY and select NA-CLTM.
- 3) Click on “Apply” and select your eligibility pathway to apply under.
- 4) Login or Create a new ABRET Credential Management account.
- 5) Complete the application by inputting your information and uploading your eligibility requirements including payment of the \$700 examination fee.
  - Visa & MasterCard accepted.
  - Checks mailed directly to: ABRET Executive Office – 2908 Greenbriar, Ste A – Springfield, IL 62704

Upon achieving the status of “**Eligible to Test**” an instantaneous email will be sent. Another email directly from the ABRET Executive Office (@abret.org) will be sent to schedule your exam appointment.

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

## Quick Tips

### Following the Application Process

\*Candidates should retain copies of uploaded documents submitted for eligibility requirements

\*Application is PENDING

- If you paid by CHECK your “Application Form” 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.

## Scheduling Examination

Candidates cannot schedule an examination appointment until they have received an email from the ABRET Executive Office (@abret.org).

Scheduling Authorization will be emailed to candidates approximately 2-5 business days after the status of “Eligible to Test” is achieved. The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first serve, so schedule examination appointment as soon as you receive your Scheduling Authorization in order to maximize testing at your preferred location and on your preferred date.

If you do not receive a Scheduling Authorization within 1 week of achieving “Eligible to Test” status, contact ABRET at (217) 726-7980 or email [tami@abret.org](mailto:tami@abret.org) to be resent your Scheduling Authorization email.

Current government-issued photo ID (driver’s license or passport) must be presented in order to gain admission to the testing center. **Temporary, paper driver’s licenses are not accepted.** It is recommended to take a printed copy of Scheduling Authorization as well as your appointment confirmation.

It is the candidate’s responsibility to contact ABRET to schedule the examination appointment.

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

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

## Changing Examination Appointment

To reschedule current examination appointment please contact the ABRET Executive Office at (217) 726-7980

Rescheduling Fee 30 days prior to scheduled appointment .....	\$225
Rescheduling Fee 30 days within scheduled appointment .....	\$300

Fee will be paid after confirmation from ABRET.

ABRET will provide you with an email confirmation of rescheduling and fee payment instructions.

## Special Exam Accommodations

ABRET complies with the Americans with Disabilities Act (ADA) and will provide reasonable and appropriate accommodations in accordance with the ADA for individuals with documented disabilities who request and demonstrate the need for accommodation. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. ABRET requires documentation to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to examination functions for all examinees. Special Accommodations need to be submitted directly to ABRET at least **EIGHT weeks** before the preferred testing date. Please contact ABRET at (217) 726-7980. Form is available upon request.

# Application Agreement

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

## Application Agreement Continued

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 certification record to state and federal authorities, licensing boards, employers, and others. This information includes (but is not limited to) ABRET's findings regarding review of my application, fraudulent statements made by me, information indicating noncompliance with laws or regulations or with policies of other organizations, and the pendency or outcome of disciplinary proceedings.
- 9. Duration of Credential.** This Application Agreement will become effective as of the date of acknowledgement upon submitting my application and will remain in effect for the duration of my application review. If I am granted certification, the terms of this Application Agreement will automatically continue in effect for the duration of my 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 certification program, including (but not limited to) claims arising out of (i) any release of information to state and federal authorities, licensing boards, employers, and others, and (ii) any investigation and review of my application and certification by ABRET. If ABRET is required by law to disclose confidential information, the individual(s) whose information is released will be notified to the extent permitted by law.**
- B. I agree to indemnify ABRET for any third-party claims arising out of any action taken pursuant to the policies and procedures of ABRET with regard to my application, the examination, or my certification. In addition, I agree to indemnify ABRET for any third-party claims arising out of my professional practice and related activities.
- C. The provisions of this Waiver of Claims & Indemnification section do not extend to claims based on the gross negligence or willful misconduct of ABRET.
- D. My obligations and rights and those of ABRET under this Waiver of Claims & Indemnification section will survive beyond the termination or expiration of my certification and remain in full force and effect.
- 11. Governing Law & Venue.** This Agreement is governed exclusively by the laws of the State of Illinois, without reference to its choice of law doctrine. The parties agree that the sole jurisdiction and venue for any litigation arising from this Agreement is the appropriate federal court for the Central District of Illinois or state court located in Sangamon County, Illinois. If a dispute arises, the parties shall make a good faith attempt to resolve the dispute through dialogue and negotiation prior to pursuing court action.

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

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



## Examination Administration

The Certification for NeuroAnalyst Long Term Monitoring is administered by ABRET on predetermined dates, times and locations posted on the ABRET website.

### Rules for Examination

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

### Quick Tips Before Examination Day

\*You will not be able to schedule your examination appointment until you have received an email from the ABRET Executive Office (@abret.org).

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

# NeuroAnalyst-CLTM Exam Content Outline

This exam tests the applicant's knowledge of the following elements at an advanced level which allows skillful application of this knowledge to provide correct interpretation of case presentations and associated EEG patterns.

- I. Validate patient identification and recording period, review the patient history and clinical data and information. (5%)**
  - A. Indications for LTM, ICU Monitoring and Ambulatory EEG
  - B. Elements of a history/Neuro exam
  - C. Medical/EEG terminology
  - D. Neuroimaging
  - E. Age-specific criteria
  - F. Neuropathology & Comorbidities (e.g., neurologic disorders, head trauma, cardiac, anoxic)
  - G. Effects of drugs
  - H. Other devices (indwelling/external)
  - I. Culture of safety (e.g., fall risks, restraints)
  
- II. Review the technical description and recording parameters. (5%)**
  - A. 10-10 and 10-20 electrode placement & Electrode Types
  - B. Montage modifications
  - C. Effects of instrument settings (e.g., filters, display gain, epoch, differential amplifier, polarity, CMRR)
  - D. Digital analysis and instrument concepts (e.g., trending, spike & seizure detection, post-acquisition review)
  - E. Computer knowledge related to LTM devices and networks, Audio-video Technology.
  - F. ACNS Guidelines
  
- III. Analyze, classify, annotate, and delineate the EEG and video data, and evaluate seizure semiology based upon clinical and electrographic findings. (70%)**
  - A. Electrographic changes requiring provider notification (Critical Value)
  - B. Activation Procedures
  - C. Artifact monitoring, identification, and elimination
  - D. Waveform identification & Localization techniques
  - E. Basic cardiac rhythms and rhythms associated with EEG changes
  - F. Significant patient behaviors and clinical events (e.g., changes in level of consciousness, body movements, episodes)
  - G. Seizure semiology and correlated EEG/clinical findings, Standardized nomenclature
  
- IV. Write the NeuroAnalyst Report. (20%)**
  - A. Classification of EEG patterns
  - B. ILAE Operational Classification of Seizure Types & the Epilepsies (focal, generalized, motor, non-motor, tonic, atonic, syndromes, etc.)
  - C. ACNS Standardized Critical Care EEG Terminology
  - D. ACNS Consensus Statement on Continuous EEG in Critically Ill Adults and Children.
  - E. Electrographic patterns-associated syndromes seen in patients one year and older.
  - F. ACNS Guidelines

## References

The following references, or most recent editions of the following, may be useful in preparing for the examination. The list does not attempt to include all acceptable material, nor is it suggested that the NeuroAnalyst-CLTM exam is necessarily based on these references.

American Clinical Neurophysiology Society Guideline for Long-Term Monitoring in Epilepsy, Guideline 12, 2008. ([www.acns.org](http://www.acns.org))

American Clinical Neurophysiology Society Guideline on Continuous EEG in Critically Ill Adults and Children, Part I: Indications ([https://www.acns.org/UserFiles/file/Consensus\\_Statement\\_on\\_Continuous\\_EEG\\_in.1.pdf](https://www.acns.org/UserFiles/file/Consensus_Statement_on_Continuous_EEG_in.1.pdf)), 2015

American Clinical Neurophysiology Standardized Critical Care EEG Terminology, **2012 Version**. Guideline 14. (<https://www.acns.org/UserFiles/file/Guideline14.StandardizedCriticalCareEEGTerminology.pdf>)

Ebersole, J.S., Husain, A.M., Nordli, D.R. Current Practice of Clinical Electroencephalography, 2014

Hirsch, L, Brenner, R. (eds.) Atlas of EEG in Critical Care. Wiley, 2011.

ILAE. <sup>1</sup>(2017) Classification of Epilepsies. (<https://www.ilae.org/guidelines/definition-and-classification/ilae-classification-of-the-epilepsies-2017>)

ILAE. <sup>1</sup>(2017) Operational Classification of Seizure Types. (<https://www.ilae.org/guidelines/definition-and-classification/operational-classification-2017>)

Laoprasert, P. Atlas of Pediatric EEG. McGraw-Hill, 2010.

LaRoche, SM, Haider, HA (eds.) Handbook of ICU EEG Monitoring, 2<sup>nd</sup> Edition. Demos Medical, 2018.

Misulis, K.D. Atlas of EEG, Seizure Semiology, and Management, 2013

Ng, M.C., Jing, J., Westover, M.B. Atlas of Intensive Care Quantitative EEG, 2019

Philippe, G. EEG: The Epilepsies: EEG and epileptic syndromes, Vol 2., 2019

Sansevere, A.J. Atlas of Pediatric and Neonatal ICU EEG, Demos Medical, 2020.

Schomer, DL, Lopes da Silva F. (eds.) Niedermeyer's Electroencephalography: Basic Principles, Clinical Applications, and Related Fields, 7th edition. Oxford University Press, 2018.

Sirven, J.I. Atlas of Video-EEG Monitoring, 2011.

Tatum, W.O. IV. Ambulatory EEG Monitoring. Demos, 2017.

Tatum, W.O, IV. Atlas of Artifacts in Clinical Neurophysiology. Demos, 2018

Yamada T, Meng E. Practical Guide for Clinical Neurophysiologic Testing: EEG. Lippincott, Williams & Wilkins, 2017.

Additional reference materials may be obtained by contacting ASET: The Neurodiagnostic Society, [www.aset.org](http://www.aset.org)

<sup>1</sup>These versions will be utilized for the initial offerings of the NeuroAnalyst-CLTM exam. The more recent versions will be utilized in the future.

## 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

Approximately 3-4 weeks following examination date, candidates will receive an email when the **OFFICIAL** test result has been uploaded into their ABRET Credential Manager account. Scores on the major areas of the examination and on the total examination will be reported and mailed to the candidates.

\* 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.

## 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 review by the ABRET examination committee. Examination materials shall not be available for review by candidates.

## Confidentiality

1. ABRET will release the individual test scores ONLY to the individual candidate.
2. From time to time it may be necessary for the ABRET Executive Office and BOD to disclose candidate information and/or scores. No material or information disclosed will be released to any unauthorized person.
3. Any questions concerning test results should be referred to the ABRET Executive Office.

## Attainment of Credential

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

## Name/Address Changes

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

## Code of Ethics and Standards of Practice

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

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

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

## Purpose of Standards

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

# Violations Reporting Requirements

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

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

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

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

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

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

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