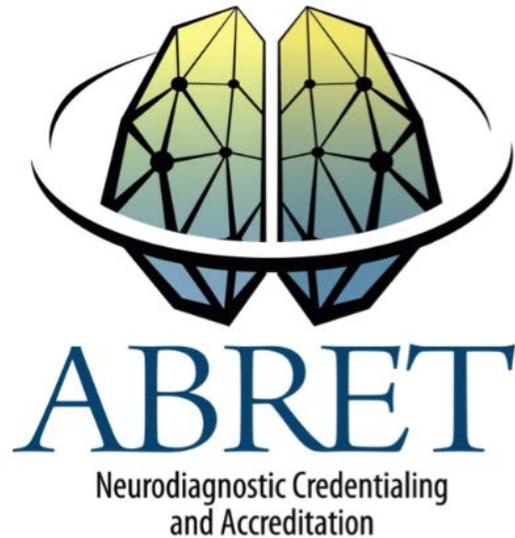


2024



**Handbook for Candidates
Registration for
Clinical Evoked Potential
Technologists
R. EP T.**

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

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The Registration Examination for Evoked Potential (EP) Technologists is designed and written for health care professionals who are trained in and currently practicing Clinical Evoked Potentials.

This handbook contains necessary information about the Evoked Potential Technologist (EP) 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.

Introduction

ABRET is a nonprofit credentialing board. ABRET supports the concept of voluntary registration by examination for health care professionals in clinical evoked potentials. Registration focuses specifically on the individual and is an indication of current knowledge in evoked potentials. ABRET does not guarantee the job performance of any individual.

Objectives of ABRET

TO ESTABLISH STANDARDS FOR REGISTRATION OF EVOKED POTENTIAL TECHNOLOGISTS BY:

1. Providing a standard of knowledge in evoked potential technology required for registration.
2. Establishing and measuring the level of knowledge required for registration in clinical evoked potentials 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 Evoked Potential Technologists.
4. Encouraging continued professional growth in clinical evoked potentials through mandatory continuing education and recertification.

Non Discrimination Statement

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

Administration

The Registration Program is sponsored by ABRET. The Registration Examination for Evoked Potential Technologists is administered for ABRET by the Professional Testing Corporation (PTC): 1350 Broadway – Suite 800, New York, New York 10018 – (212) 356-0660 – [PTC website - www.ptcnyc.com](http://www.ptcnyc.com)

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

Fees

Application Fee for the Registration Examination for Evoked Potential Technologists	\$400
Rescheduling Fee 29-5 days prior to scheduled appointment Paid directly to Prometric (see page 5)	\$50

THERE ARE NO REFUNDS nor TRANSFER OF FEES

2024 R. EP T. Eligibility Chart

EP Pathway I: CAAHEP Accredited NDT Program

1. Graduate of an accredited Program
2. Documentation of 20 clinical EP studies
3. Current CPR/BLS certification

EP Pathway II: Associate Degree / R. EEG T.

1. Associate Degree (or Higher Degree) – OR – current R. EEG T.
2. Documentation of 30 clinical EP studies
3. Current CPR/BLS certification
4. 2 years *clinical neurodiagnostic experience*
5. 30 hours of *EP/NIOM-related education*

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

Clinical Neurodiagnostic Experience is defined as experience in clinical EEG, EP, or NIOM for a period equivalent to 32 hrs/wk (1664 hrs/yr).

EP/NIOM-Related Education must be earned through ASET, ASNM, or ACNS and can be earned at any point during the neurodiagnostic experience within the last 5 years. No more than 15 hours may be earned from ASET journal quizzes.

Completion of the EP Documentation Form

1. Cases must have been recorded within the last 5 years, with 10 being recorded within the last 24 months.
2. Clinical EP cases may not be surgical monitoring cases performed in the OR on an anesthetized patient.
3. Documentation forms will be randomly audited which can delay or negate eligibility.

NOTE: ABRET does not stipulate who the EPs are performed on, whether patients or volunteers. Since EP studies performed on volunteers are not read by a physician, ABRET will require that a clinical neurophysiologist or physician initial/sign a printout of the study signifying that the study was interpretable, and waveforms marked correctly. These should be maintained by the candidate until the credential has been awarded.

The R. EP T. credential is awarded for five years. See information in [Recertification tab of the ABRET website](#).

After 3 unsuccessful attempts to pass the examination within a 2-year timeframe, candidates must wait 6 months and submit an additional 15 hours of Continuing Education before being eligible to test.

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

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 nor TRANSFER OF FEES

CAAHEP Accredited NDT Programs (Pathway I)

CAAHEP Program Directors will receive their students' and graduates' results in their individual CAAHEP Program School Report.

Alvin Community College – Alvin, TX
American Institute of Medical Sciences & Education
– Piscataway, NJ
Baptist College of Health Sciences EEG Program
– Memphis, TN
Bellevue College - Bellevue, WA
British Columbia Institute of Technology - Burnaby, BC
Carnegie Institute - Troy, MI
Central New Mexico Community College – Albuquerque,
NM Concorde Career College – San Bernardino, CA
Concorde Career Institute-Grand Prairie – Grand Prairie, TX
Concorde Career Institute-Memphis – Memphis, TN
*Crozer-Chester Medical Center** - Upland, PA
Cuyahoga Community College END Program - Parma, OH
EPiC Consortium – Lansing, MI (formerly MiRIS)
Fox Valley Technical College Neurodiagnostic Technologist
Program - Appleton, WI
Gateway Community College – Phoenix, AZ

*Institute of Health Sciences** – Hunt Valley, MD
Johnson County Community College – Olathe, KS
Kirkwood Community College - Cedar Rapids, IA
LaCite Collegiale – Ottawa, ON
*Laboure College of Healthcare** - Milton, MA
Lenoir Community College – Kinston, NC
Lincoln Land Community College - Springfield, IL
Mayo School of Clinical Neurophysiology - Rochester, MN
Medical Education and Training Campus (METC)
– Ft. Sam Houston, TX
Neurodiagnostic Technology Program AAH/Carroll
University – Milwaukee, WI
Orange Coast College - Costa Mesa, CA
Sinclair Community College Electroneurodiagnostic
Technology Program – Dayton, OH
Southeast Technical Institute - Sioux Falls, SD
University of Holy Cross – New Orleans, LA
University of Utah Hospital – Salt Lake City, UT
Wake Technical Community College – Raleigh, NC

Graduates of a Formerly Accredited CAAHEP which has closed may apply under EP Pathway I and are subject to audit. Contact the ABRET Executive Office with questions. **Italicized programs provide online/distance learning.*

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.
- *EP Documentation forms are available on the ABRET website – <https://abret.org/resources/application-forms/>
- *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.

Application Procedure

Applications for the ABRET examinations should be completed online through the ABRET website. 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. EP T.**
- 3) Scroll down to select the appropriate eligibility pathway to apply under.
- 4) [Log into your ABRET Certemy or Create a new ABRET Certemy account.](#)
- 5) Complete the application by inputting your information and uploading your eligibility requirements including payment of the \$400 examination fee.
 - Most major credit cards are accepted.
 - Checks mailed directly 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 for scheduling your exam.

Application Procedure (continued)

A denial of eligibility for registration may be appealed in writing and sent to ABRET within 30 days. See RUL-21 of ABRET Examination Policies posted on the ABRET webpage [in the About Us page under Principles](#).

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

Pass Results: The **R. EP 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.

Candidates who do not pass the EP exam after three (3) unsuccessful tries within a 2-year timeframe will not be allowed to retest for six (6) months and will be required to submit an additional fifteen (15) EP-related education credits.

* 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.

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.

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first come, first serve, so schedule your examination appointment as soon as you receive your Scheduling Authorization in order to maximize the availability for your preferred location and preferred date.

Your examination is now available to be administered in two ways: 1) at a physical Prometric test center or 2) via live remote proctoring in your home or another quiet distraction free location. For the live remote proctoring option, you must provide a computer with a camera, microphone, and an internet connection that allows real-time communication with a remote proctor. More information can be found on the [ABRET website in the Apply EP webpage under Remote Proctoring](#).

Scheduling Your Examination (continued)

The remote proctoring option requires candidates to download ProProctor™ software from Prometric to establish remote access to the candidate's computer. The software application includes Prometric's test engine software, as well as a lockdown browser to ensure secure test delivery.

1. Run a system readiness check to confirm that your computer and network will allow testing through ProProctor™ from this link: [using this Prometric SystemCheck link](#).
2. Schedule your exam by visiting www.prometric.com and selecting the appropriate icon under the Remotely Proctored Exam menu.
3. Download Prometric's ProProctor™ application. This will enable you to take the exam online while a Prometric proctor is monitoring the examination process remotely. It is recommended that you download and install this software a day before you are scheduled to take the exam.

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Please check this confirmation carefully for the correct date, time, and location. 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 prometric.com.

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

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. 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's location prior to appointment.

Changing Your Examination Appointment

To reschedule current examination appointment to a different date within your three (3) month testing period, you **MUST** contact Prometric either online at www.prometric.com/abret or by phone at (800) 741-0934.

Rescheduling Fees:

30 days prior to the scheduled appointment, there is NO (\$0) Rescheduling Fee.

29-5 days prior to the scheduled appointment, there is a **\$50.00** US Rescheduling Fee paid directly to Prometric.

NO Rescheduling is Permitted Less than 5 days prior to scheduled appointment.

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 nor TRANSFER OF FEES

Special Requests

Special Accommodations

ABRET and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make registration accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information you provide and any documentation regarding your disability and special test accommodations will be held in strict confidence.

All approved testing 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.

Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed [Request for Special Needs Accommodations Form](#) or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application no later than 8 weeks prior to the start of the chosen testing period.

Only those requests made and received on the official Request for Special Needs Accommodations Form will be reviewed.

Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. All requests must be made at the time of application.

Accommodation cannot be added to an existing exam appointment.

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.

Application Agreement (continued)

- 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.
 - 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 Evoked Potential credential and the stylized "R. EP 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.

Application Agreement (continued)

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 registration 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.

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. EP 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.

Examination Administration

The Registration Examination for Evoked Potential Technologists is administered on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by Prometric.

In the event of inclement weather, check the [Prometric website for site closures](#).

Prometric's website provides information on what you can expect on your test day, including a walkthrough of check-in and security procedures: www.prometric.com.

Rules for Examination

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

1. You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
2. No Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras, and voice recorders are permitted to be used and cannot be taken in the examination room.

Prometric provides lockers for your personal items.

3. No papers, books, calculators, rulers, or reference materials may be taken into or removed from the testing room.
4. No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
5. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
6. Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric’s statement on Test Center Security](#) for more information.
7. All watches and “Fitbit” type devices cannot be worn during the examination.
8. No food/beverages are permitted inside the testing room. Leave these items in your assigned locker.

Accessing cell phones and electronic devices at any time while you are taking the exam is prohibited. You can only remove snacks, drinks, medicine, or personal health care items from your locker. No backpacks, bags, purses, or clothing can be removed while your exam is in session.

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 LEAD TO FORFEITURE OF FEES, DISMISSAL FROM THE TESTING ROOM, AND CANCELLATION OF YOUR TEST SCORES.

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.
- *The Handbook provides the Content Outline for the Examination. Use it to help guide your study in preparing for the examination.

Content of the Examination

1. The Registration Examination for Evoked Potential 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 evoked potentials 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 for Evoked Potential Technologists will be weighted in approximately the following manner:

I. Pre-Study/Patient Preparation.....	20%
II. Performing the Study.....	65%
III. Post-Study Procedures.....	10%
IV. Ethics and Professional Issues.....	5%

Content Outline

I. Pre-Study Procedures

A. Patient History

1. Elements of a history
2. Use of medical terminology
3. Neurologic exam
4. Common medications

B. Common neurologic disorders and correlations

1. CNS infections
2. Demyelinating diseases
3. Head injury
4. Tumors
5. Toxic and metabolic disorders
6. Vascular disease
7. Disorders of the auditory system
8. Disorders of the visual system
9. Neuropathology
10. Basic neuroanatomy: central and peripheral
11. Basic neurophysiology
12. General anatomy

C. Considerations in recording

1. Communication with patient
2. Age-specific considerations
3. Effects of medications on recording
4. EP correlations to known conditions
5. Wave form generators
6. Infection control
7. Sedation practice

II. Performing the EP Study

A. Prepare the patient

1. Measuring for electrode placement
2. 10-20 and Queen's Square application
3. Non-cephalic electrode sites
4. Techniques for applying electrodes
5. Electrode properties
6. Obtaining acceptable impedances
7. Related SDS/OSHA standards
8. Patient safety

B. EP Recording

1. ACNS Guidelines
2. Basic recording strategy
3. Recording techniques per modality
4. Stimulating techniques per modality
5. Proper sensitivity and filter settings
6. Documentation
7. Normative data

II. Performing the EP Study (*continued*)

B. EP Recording (*continued*)

8. Evaluation of latencies and amplitudes
9. Near and far field recordings
10. Normal and abnormal parameters
11. Polarity
12. Identifying and correcting artifacts
13. Troubleshooting

C. Instrumentation

1. Use of recording equipment
2. Recording parameters per modality
3. Stimulating parameters
4. Basic electronics
5. Electrical safety
6. Characteristics of the differential amplifier
7. Sensitivity and gain
8. Nyquist frequency and aliasing
9. Grounding
10. Averaging
11. Analog to digital conversion
12. Sampling rate
13. Horizontal and vertical resolution
14. Signal-to-noise ratio
15. Artifact rejection
16. Basic computer skills

D. Modification of recording strategy

1. Selection of recording parameters
2. Use of filters
3. Obligate waveform analysis and identification
4. Replication and trials
5. Non-standard montages and electrodes
6. Other types of evoked potential studies

III. Post-Study Procedures

A. Electrode removal

1. Infection control
2. Related SDS/OSHA standards
3. Cleaning and disinfection of electrodes

B. Processing data

1. Digital instrumentation
2. Basic computer skills
3. HIPAA considerations

Content Outline is Continued on the next page.

IV. Ethics and Professional Issues

A. Conduct in practice

1. ABRET Code of Ethics
2. National Patient Safety Goals
3. HIPAA

B. Patient Safety

1. Infection control
2. SDS/OSHA standards
3. Electrical safety techniques

Sample Questions

1. Clavicular, cervical, and scalp sites are commonly used for recording:
A. posterior tibial potentials C. median nerve potentials
B. brainstem auditory evoked potentials D. popliteal fossa potentials
2. In the central nervous system, a myelin sheath forms around the:
A. axon C. cell body
B. glia D. dendrites
3. What is the most appropriate bandpass for pattern reversal visual evoked potentials?
A. 0.1–20 Hz C. 1–1000 Hz
B. 1–200 Hz D. 100–1000 Hz

ANSWERS TO SAMPLE QUESTIONS: 1. C, 2. A, 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 Evoked Potential Technologists is necessarily based on these references.

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ASET Position Statement on Skin Safety during EEG Procedures – A Guideline to Improving Outcome – Jan 2017. (http://www.aset.org/files/public/Skin_Safety_During_EEG_Procedures.pdf)

Yamada,T., Meng E. Practical Guide for Clinical Neurophysiologic Testing: EP, LTM, IOM, PSG and NCS. Lippincott Williams & Wilkins: Philadelphia, 2011. (ISBN 1609137140)

Additional reference materials may be obtained by contacting ASET – The Neurodiagnostic Society, www.aset.org.

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, and 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 Handscore Report of their exam results by completing the [PTC Handscore Request Form](#) and paying a \$25 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.

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 Program Directors will receive the results of their graduates included in the individual CAAHEP 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 Examination for Evoked Potential Technologists will be registered as an evoked potential technologist for a period of five years and will be authorized to use the designation R. EP T. (or R. EEG/EP T., if also a registered EEG technologist) subject to compliance with the Code of Ethics, rules, policies, and procedures, and standards of practice of ABRET. They will receive a time-limited Certificate of Registration and be eligible for recertification after five years. If not recertified, they will no longer be permitted to use the R. EP T. designation.

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.

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.
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 and any certificates issued by ABRET should be returned.

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 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.

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 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. Unauthorized possession or misuse of ABRET credentials, examinations, and other intellectual property;
- E. Misrepresentation of certification status
- F. Failure to provide requested information in a timely manner;
- G. Failure to inform ABRET of changes or adverse actions;
- H. 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.

- A. 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 thereof.