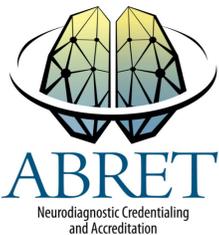


Recertification Handbook

March 2017

CONTENTS

- 2 | Value of Recertification
- 3 | Recertification Requirements
- 3 | What if I don't have enough CEUs?
- 4 | Acceptable Continuing Education
- 5 | Submitting your Recertification
- 5 | Recertification Fee
- 5 | Recertification by Examination
- 6 | Audit Process
- 6 | Late Submission
- 6 | Expired Status
- 6 | Emeritus Status



ABRET has been focused on the competency and evaluation of technologists serving the electroneurodiagnostic community and patients for over 50 years. ABRET credentials are internationally recognized and endorsed by the American Clinical Neurophysiology Society (ACNS) and ASET: The Neurodiagnostic Society.

Value of Recertification

Recertification of professional credentials is expected in healthcare. Life-long credentials are no longer feasible in our rapidly changing profession. The overall goal of recertification is to maintain a level of knowledge, skill, and competency; to continue to learn and keep abreast of current trends and technology.

Recertification establishes an expectation that technologists be engaged in their profession, which enhances professionalism and ultimately benefits patients and the neurology community.

ABRET believes that credentialed technologists need to take responsibility for maintaining adequate knowledge and skills by participating in educational activities that are relevant to their credential. Technologists need to be responsible healthcare providers by keeping up with advances in the field of neurodiagnostics.

Recertification requirements were adjusted in 2006 and 2012.

Recertification Requirements

Those who passed the written EEG and/or EP exam between 1997 and 2013, initially earned a 10 year credential and must submit 60 hours of continuing education by the end of your 10th year. After your first 10 year recertification, you will be issued a 5 year credential with 30 hours of continuing education due by the end of the 5th year. If you are not sure if you have a time limited credential, you can check your certificate or verify your own credentials on the ABRET website, www.abret.org.

Technologists who have earned a CNIM and/or CLTM credential are awarded a 5 year certification. To renew this credential, technologists must submit 50 hours of continuing education by the end of their 5th year.

What if I don't have enough CEUs?

Alternatively, technologists may select to retake the exam rather than submitting continuing education hours. However, technologists not passing the exam will not be able to fall back on submitting continuing education for recertification. All exams are offered on-demand. Those wishing to take an exam must apply prior to the end of their "In-Grace" status. For recertification, candidates would take EEG Part 2, EP, CNIM, CLTM or CAP examinations. Candidate Handbooks should be downloaded from the ABRET website.

Acceptable Continuing Education

It is not ABRET's goal to require credentialed technologists to spend excessive resources to attend meetings and programs. ABRET's goal is to make sure technologists maintain their credential by continuing to learn and participating in their field. Here are some ways technologists may earn continuing education hours.

- ASET courses or programs (live, online, conference or courses)
- ASET Journal article questions. No more than half of the required hours may be earned through article credits.
- Regional meetings and programs that are focused on neurodiagnostics.
- Programs sponsored by other professional organizations (such as ACNS, or ASNM) as long as they are relevant to the credential.
- In-house activities such as Grand Rounds, Record Review sessions, other presentations as long as they are relevant to the credential. If logging only in-house activities, there should be a variety of CE formats. No more than half of the required hours may be in any one type of in-house format, i.e. record review.
- Authoring articles that have been published in a scientific magazine or journal may count two (2) credit hours per publication.

If a session is attended and formal continuing education hours are not awarded, the technologist may count the contact hours (exclude breaks and meal times). Programs are not pre-approved by ABRET. Technologists are expected to seek appropriate continuing education that supports their credential. An acceptable record may be an attendance sheet or a letter from the presenter or department director. Technologists should keep documentation of content and proof of their attendance at programs that are being submitted as Continuing Education in case they are selected for an audit.

Submitting false information would be considered a violation of ABRET's Code of Ethics and can lead to disciplinary action, including loss of a credential.

Submitting your Recertification Credits

You may submit your recertification beginning in the year your credential expires.

Once your recertification application has been approved, your next 5-year recertification period will begin from your existing end date (12/31/XXXX).

Recertification Fee

Fee for each credential = \$100

Recertification by Examination

You have the option to maintain your ABRET credential by retaking the appropriate examination. If you choose to do so, you must:

- >> Complete the exam application process.
- >> Take the exam prior to the “In-Grace” period ending (January 31).
- >> Pay the current full examination fee.

If you do not pass the exam for recertification your credential will be removed, and you will have to reapply and take the exam to become certified again.

Audit Process

In order to protect the integrity of ABRET credentials, the ABRET Executive Office will audit a percentage of recertification applications. It is important to document your professional activities and maintain your records. If you are audited you may be required to submit proof of attendance with supporting documentation. Failure to submit the requested documentation or falsifying continuing education information may result in forfeiture of your credential.

Late Submission

Recertification applications are due on December 31, 5 years from the date of certification. Every effort should be made to recertify within the final year of certification. Should you fail to submit a recertification application, you will be listed as “In-Grace” and will have 30 days (through January 31) to do so before your credential expires. An additional \$100 nonrefundable late fee will be applied, in addition to the recertification application fee, at the time of submission.

Expired Status

The certification of a credential holder who does not submit a recertification application by the end of their “In-Grace” period, who does not comply with an audit, or does not submit the required CEUs is considered expired. This means that you are no longer certified. To become credentialed again, you must begin a new application process, pay the current examination fees and retake the exam.

Emeritus Status

A credential holder who is currently employed in neurodiagnostics may apply for Emeritus status. The ABRET Executive Office must be notified in order to obtain this status. Credential holders who receive Emeritus status will see “Emeritus” in place of their expiration date on the ABRET verification page (www.abret.org). An Emeritus status credential holder will not be required to submit a recertification application.