**Examination Dates**

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<th>Testing Window</th>
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<tr>
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<td><strong>BEGINS: SATURDAY, MARCH 7, 2015</strong></td>
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<td><strong>ENDS: SATURDAY, MARCH 21, 2015</strong></td>
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This handbook contains necessary information about the Electroencephalographic Technologists (EEG) Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.
**INTRODUCTION**

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

**OBJECTIVES OF ABRET**

TO ESTABLISH STANDARDS FOR REGISTRATION OF ELECTROENCEPHALOGRAPHIC TECHNOLOGISTS BY:

1. Providing a standard of knowledge in electroencephalographic technology required for registration.

2. Establishing and measuring the level of knowledge required for registration in electroencephalographic technology by means of a two-part 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 electroencephalographic technology 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.
ELIGIBILITY REQUIREMENTS

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

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<td>(Following completion of program)</td>
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<td><strong>Part 1 Exam</strong></td>
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<td><strong>Part 2 Exam</strong></td>
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*EEG experience is defined as experience in clinical EEG for a period equivalent to 32 hours/week (1664 hours/year). Sleep experience is not considered clinical EEG experience.

**ASET 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.

All Part 1 candidates must have documentation of current CPR/BLS certification.

OTHER ELIGIBILITY STATUSES

1. Candidates who have a current R. EP T. credential are eligible to take the R. EEG T. examinations. Proceed through Credential Manager. Your status will already be in the system once you log in.

2. Technologists with a current R. EEG T. credential may opt to take the Part 2 examination in order to renew their credential, but no earlier than one year prior to expiration. Your status will already be in the system once you log in.

3. Candidates who feel they have completed education equivalent to an associate degree, but have not earned a degree, may petition their eligibility by using the “Petition of Eligibility” form on ABRET website and following the instructions.
4. Candidates who previously passed ABRET Part 1 examination prior to 2013 may opt to retake the new Part 1 and Part 2 examinations in order to bypass the oral examination, which is required for all candidates in the registration process prior to 2013. Obtain a log-on credential in Credential Manager but apply through ABRET office.

5. Oral Examination Candidates to retake one section only may take EEG Written Examination Part 2 in order to complete their registration.

**ADMINISTRATION**

The Registration Program is sponsored by ABRET. The Registration Examination for Electroencephalographic Technologists – Parts 1 and 2 are administered for ABRET by the Professional Testing Corporation (PTC), 1350 Broadway - 17th Floor, New York, New York 10018, (212) 356-0660, www.ptcny.com. Questions concerning the Registration Examination for Electroencephalographic Technologists – Part 1 & Part 2 – should be addressed to the ABRET Executive Office, 2908 Greenbriar, Suite A, Springfield, IL 62704, 217-726-7980, or by e-mail: Tami@abret.org.

**RECERTIFICATION**

ABRET supports the ongoing professional development of its certificants. All R. EEG T. certificants must recertify every 5 years. The recertification process provides certificants with the opportunity to demonstrate the reinforcement, retention, and maintenance of their knowledge and skills by requiring continued learning through participation in educational activities directly related to the practice of electroencephalography. Recertification also provides encouragement to, and acknowledgement for, participation in ongoing professional development activities. To support this purpose, recertification requires continuing education and professional activities that enhance ongoing professional development. The recertification process recognizes learning opportunities and provides a process for both attaining and recording professional development achievements.

ABRET requires periodic recertification to promote professional development in evoked potential and to ensure that individuals who hold the R. EEG T. credential maintain an ongoing commitment to learning.

Professional development is accomplished by obtaining 30 hours of continuing education totaling a minimum of 30 hours over the five year recertification period. Recertification by continuing education ensures that the R. EEG T. has participated in professional development activities that are directly related to electroencephalography. The 5-year time period established for recertification is based on the rate of changes in Electroencephalography as new practices and information are introduced in the field with enough frequency that professional development activities should be conducted routinely for certificants remain up to date with both current practices and emerging knowledge.

There are two options available to renew a credential:

1. Technologists with a current R. EEG T. credential may opt to retake the EEG Part 2 in order to renew their credential, but no earlier than one year prior to expiration. **You will need to contact the ABRET office to finalize your application for recertification via examination.** If a failing score is received, the candidate will not be able to alternatively submit continuing education to renew the credential.

2. Technologists with a current R. EEG T. credential may submit documentation of continuing education (CE), totaling a minimum of 30 hours related to Electroencephalography over the five year period.

When a technologist fails to renew his/her credential by submitting the required continuing education by the deadline, they are considered “Certified in Grace” for 30 days before losing the credential. Once the grace period has expired, the technologist is unable to legally claim certification and must restart the registration process in order to earn a new R. EEG T. credential.

Please check the ABRET website for most recent certification processing.
APPLICATION PROCEDURE

As of 2013, applications for ABRET examinations will be completed online through the ABRET website, www.abret.org. Credential Manager is located on the ABRET homepage.

1) Read and follow all directions in this Handbook for Candidates.
2) Register as a user on the ABRET website, Credential Management.
   • Candidates who currently hold a credential with ABRET, your information may need to be manually merged and approved by ABRET. Please contact the ABRET office if you need assistance creating an account or to merge your current credentials.
3) Click on Credential Selection, then select EEG. This will place you into the EEG testing process.
4) Under Form Management, complete the pre-requisites forms and upload the requested documentation.
   • R. EP T. status will be recognized by the system to establish eligibility.
5) Under Form Management, complete the application and pay the $350 examination fee.
   • This form is not complete until payment is received.
6) Under Form Management, select your testing window.
   • Upon achieving the status of “Eligible to Test” you will receive an instantaneous email and your registration will be sent to PTC.
7) Once you receive your eligibility/scheduling notice from PTC, you will be able to schedule your examination at a PSI testing center.
8) Upon receiving results of “Pass” or “Fail” of EEG Written Part 1:
   Pass Result of EEG Written Part 1:
   1) Under Form Management, complete the application for EEG Written Part 2 and pay the $350 examination fee.
      • This form is not complete until payment is received.
   2) Under Form Management, select your testing window.
      • Upon achieving the status of “Eligible to Test” you will receive an instantaneous email and your registration will be sent to PTC.
   Fail Result of EEG Written Part 1 or Part 2:
   1) Under Form Management, complete the application for EEG Written Part 1 or Part 2 and pay the $350 examination fee.
      • This form is not complete until payment is received.
   2) Under Form Management, select your testing window.
      • Upon achieving the status of “Eligible to Test” you will receive an instantaneous email and your registration will be sent to PTC.

As of 2014, candidates who do not pass the EEG Written Part 1 after 3 unsuccessful tries will not be allowed to retest for 1 year and will be required to submit an additional 30 EEG ASET Credits.

NOTE: The name you enter on your Application must match exactly the name shown on your current government-issued photo ID, such as a driver’s license or passport. Do not use nicknames or abbreviations.

Applications received after the stated deadline will not be processed.

For those candidates in audit, there is a 2 week deadline date following the stated application deadline date to fully comply with your audit. Applications not out of audit by the audit deadline date will not be processed for that testing period.

Candidates should retain copies of uploaded documents submitted for eligibility requirements. ABRET Credential Manager File Repository has a storage cap and will be deleting older files as more storage space is required for new candidates.
**CAAHEP ACCREDITED NEURODIAGNOSTIC SCHOOLS**

<table>
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<th>School/Program</th>
<th>Code</th>
<th>School/Program</th>
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<tr>
<td>226</td>
<td>Alvin Community College – Alvin, TX</td>
<td>228</td>
<td>Institute of Health Sciences – Timonium, MD</td>
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<tr>
<td>234</td>
<td>Bellevue College – Bellevue, WA</td>
<td>208</td>
<td>Kirkwood Community College – Cedar Rapids, IA</td>
</tr>
<tr>
<td>215</td>
<td>British Columbia Institute of Technology, Burnaby, BC</td>
<td>206</td>
<td>Laboure College – Boston, MA</td>
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<td>120</td>
<td>Carnegie Institute – Troy, MI</td>
<td>237</td>
<td>LaCite Collegié – Ottowa, ON</td>
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<tr>
<td>214</td>
<td>Catawba Valley Community College – Hickory, NC</td>
<td>113</td>
<td>Lincoln Land Community College – Springfield, IL</td>
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<tr>
<td>243</td>
<td>Community College of Denver – Denver, CO</td>
<td>118</td>
<td>Mayo School of Clinical Neurophysiology – Rochester, MN</td>
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<tr>
<td>240</td>
<td>Concorde Career Institute Grand Prairie – Grand Prairie, TX</td>
<td>238</td>
<td>Medical Education and Training Campus (METC) – Ft. Sam Houston, TX</td>
</tr>
<tr>
<td>242</td>
<td>Concorde Career Institute Orlando – Orlando, FL</td>
<td>202</td>
<td>Orange Coast College – Costa Mesa, CA</td>
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<tr>
<td>105</td>
<td>Crozer-Chester Medical Center – Chester, PA</td>
<td>212</td>
<td>Pamlico Community College – Grantsboro, NC</td>
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<td>213</td>
<td>Cuyahoga Community College END Program – Parma, OH</td>
<td>210</td>
<td>Scott Community College – Bettendorf, IA</td>
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<tr>
<td>222</td>
<td>DeVry University – New Brunswick, NJ</td>
<td>230</td>
<td>Southeast Technical Institute – Sioux Falls, SD</td>
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<tr>
<td>117</td>
<td>Erwin Technical Center – Tampa, FL</td>
<td>235</td>
<td>Vanderbilt University Medical Ctr – Nashville, TN</td>
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<tr>
<td>224</td>
<td>Gateway Community College – Phoenix, AZ</td>
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Note: Schools/Programs in bold are CAAHEP accredited.

See the ABRET website for a list of non-accredited programs that are recognized by ABRET enabling graduates to follow Pathway II.

**FEES**

1. Application Fee for the Registration Examination for Electroencephalographic Technologists (Part 1) $350.00
2. Application Fee for the Registration Examination for Electroencephalographic Technologists (Part 2) $350.00
3. Transfer Fee (see refund policy) $175.00
4. Outside US and Parts of Canada Testing Site Fee $175.00

Fees will be paid online during the application or transfer process.

Visa and MasterCard accepted. If you wish to send a check, follow instructions for payment in the Credential Manager system as you complete your application. Your application is “pending” until payment is received.

**REFUNDS/TRANSFERS**

Candidates unable to take the examination as scheduled may transfer to a future testing window. If you wish to change your examination appointment within the same testing window, please see Changing Your Examination Appointment on page 9.

Transferring to a future window:

1. Cancel your current exam appointment; Candidates must contact PSI at (800) 733-9267 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment.

2. Transfer to a future testing window; Candidates must contact the ABRET office at (217) 726-7980 no later than two weeks following the close of the testing window to be eligible for transfer.
The ABRET Credential Manager online Exam Transfer form with associated payment must be submitted, along with the window selection form. The transfer fee is $175. This fee is based on cost and not punitive in nature.

If candidates are unable to attend the examination on the date for which they registered and do not reschedule within the same testing window, or transfer, their exam fees are forfeited. There will be no refund of fees.

**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 a 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 certification 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 Electroencephalographic 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 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 Certification.** This Application Agreement will become effective as of the date of my signature below 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 certification. I acknowledge and agree that initial certification is awarded only for a five (5) year period, and that completion of recertification requirements, recertification applications, and reviews will be required to maintain certification.

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.

    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 “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 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 within two weeks of notification of certification.

EXAMINATION PROCEDURES

EXAMINATION ADMINISTRATION
The Registration Examination for Electroencephalographic Technologists is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit: www.ptcny.com/cbt/sites.htm or call PSI at (800) 733-9267. Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.

ONLINE SOFTWARE DEMO
A Testing Tutorial can be viewed online. Go to: https://candidates.psiexams.com/tutorial.jsp This online Testing Tutorial document can give you an idea about the online testing features.

SCHEDULING YOUR EXAMINATION APPOINTMENT
Once you have achieved a status of “Eligible to Test” in ABRET Credential Manager, you will be notified by email. Approximately six (6) weeks prior to the first day of the selected testing window, you will be sent an Eligibility Notice via email by PTC. A paper copy of your Eligibility Notice plus your current government-issued photo identification, such as a driver’s license or passport, must be presented in order to gain admission to the testing center. If you do not receive an Eligibility Notice or other correspondence at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

After you make your test appointment, PSI will send you a confirmation email with the date, time, and location of your examination. Please check this confirmation carefully for the correct date, time, and location. Contact PSI at 800-733-9267 if you do not receive this email confirmation or if there is a mistake with your appointment.
• It is your responsibility as the candidate to call PSI to schedule the examination appointment.

• It is highly recommended that you become familiar with the location of the testing site prior to your test date.

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

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 733-9267 and the ABRET office at (217) 726-7980 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. If you wish to transfer to another testing period, please see the Policy on page 5.

PSI does not have the authority to authorize refunds or transfers to another testing period.

SPECIAL REQUESTS

1. Outside the United States and Parts of Canada:
It may be possible to establish a special testing center to take a paper and pencil examination in your own country for an additional fee of $175.00. A Candidates Testing Outside US & Parts of Canada Form is available at http://abret.org/candidates/resources/application-forms and must be submitted along with payment to the ABRET office upon submission of application and/or EIGHT weeks before the testing period begins.

2. Special Accommodations:
ABRET and its test administrator, PTC, comply 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 must be requested in advance using the PTC Request for Special Needs Accommodations form available at http://abret.org/candidates/resources/application-forms. The request for special needs accommodations must be received at least EIGHT weeks before the testing period begins.

Please notify PTC at least TWO weeks prior to your examination appointment if you need to bring a service dog, medicine, food, or beverages necessary for a medical condition with you to the test center.

RULES FOR EXAMINATION

1. Hand-held, battery or solar operated, nonprinting and nonprogrammable calculators are permitted with the exception of those in cellular phones. Calculators are also built into the testing software.

2. A centimeter ruler with "mm" markings may be brought to the examination for reference.

3. No books, papers or other reference materials may be taken into nor removed from the examination room.

4. Electronic devices, including but not limited to cell phones, pagers, voice recording devices, cameras, Bluetooth type devices, and MP3 players such as iPods, laptop computers and tablets cannot be operative during the examination.

5. Test documents and notes must remain in the examination room. Removing any test material by any means is prohibited.
6. 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.

7. Anyone giving or receiving assistance of any kind will have the computer-based testing terminated and be asked to leave the room.

8. Visitors are not permitted in the examination room.

9. 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 fourteen (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, with the sole exception of going to the restroom.

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**EXAMINATION PREPARATION**

**ONLINE PRACTICE TESTS FOR ELECTROENCEPHALOGRAPHIC TECHNOLOGISTS PART 1 AND PART 2**

**WHAT ARE THEY:** Practice tests consisting of 60 questions for Part 1 and 50 questions for Part 2 with a testing time of 2 hours, for each test, taken over the Internet

**WHY TAKE THEM:** To experience taking a computerized examination, to review an example of the type of content included in the Registration Examination for Electroencephalographic Technologists, and to learn more about question format, style, and level of difficulty

**SCORE REPORT:** After completing the online practice test, you will receive an instant score report showing test performance in each of the content areas. The score report does not provide correct answers or indicate which questions were answered correctly and incorrectly

**NOTE:** Performance on the online practice test may differ from actual performance on the Registration Examination. Thus, there is no guarantee that taking this practice test will help you pass the Registration Examination. Participants may, however, find it helpful to review content in any areas of weakness indicated on the score reports prior to taking the Registration Examination

**FEE:** $50 by credit card for each examination

**APPLY:** Go to www.ptcny.com and select Online Practice Test for Electroencephalographic Technologists Part 1 or Part 2.

**FURTHER INFO:** Visit www.ptcny.com or call Professional Testing Corporation at 212-356-0660.
1. The Registration Examinations for Electroencephalographic Technologists, Parts 1 and 2, are computer-based examinations composed of a maximum of 200 multiple-choice, objective questions with a total testing time of four (4) hours for each examination.

2. The content for the examination is described in the Practice Analysis, available on the ABRET website and outlined for candidates starting on page 10 of this handbook.

3. The questions for the examination are obtained from individuals with expertise in electroencephalography and are reviewed for construction, accuracy, and appropriateness by ABRET.

4. ABRET, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

5. The Part 1 examination will be weighted in approximately the following manner:

   I. Patient History ...........................................10%
   II. Common Neurological Disorders ..................25%
   III. Patient Preparation and Care ......................25%
   IV. Basic EEG Concepts ..................................30%
   V. Instrumentation .........................................10%

6. The Part 2 examination will be weighted in approximately the following manner:

   I. Effects of Neurologic Disorders on EEG ........20%
   II. Considerations in the Recording ....................10%
   III. EEG Recording and Pattern Recognition ........40%
   IV. Modification of Recording Strategy ..............30%

**ELECTROENCEPHALOGRAPHIC TECHNOLOGIST CONTENT OUTLINE**

**Part 1 Examination – Fundamental Concepts**

<table>
<thead>
<tr>
<th>I. Patient History</th>
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<tbody>
<tr>
<td>A. Elements of a history</td>
</tr>
<tr>
<td>B. Medical/EEG terminology</td>
</tr>
<tr>
<td>C. Common medications</td>
</tr>
<tr>
<td>D. Neurologic examination</td>
</tr>
<tr>
<td>E. Diagnostic procedures (MRI, PET, etc)</td>
</tr>
<tr>
<td>F. Knowledge of HIPAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Common neurologic disorders</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CNS infections</td>
</tr>
<tr>
<td>B. Head injury</td>
</tr>
<tr>
<td>C. Psychiatric disorders</td>
</tr>
<tr>
<td>D. Seizures and classifications</td>
</tr>
<tr>
<td>E. Toxic and metabolic disorders</td>
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<tr>
<td>F. Tumors</td>
</tr>
<tr>
<td>G. Vascular disease</td>
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<tr>
<td>H. Degenerative diseases</td>
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<tr>
<td>I. Headache</td>
</tr>
<tr>
<td>J. Neuropathology</td>
</tr>
<tr>
<td>K. Sleep and consciousness</td>
</tr>
<tr>
<td>L. Basic neuroanatomy</td>
</tr>
<tr>
<td>M. Basic neurophysiology</td>
</tr>
</tbody>
</table>
III. Patient Preparation and Care
   A. Electrode Placement
   B. International 10-20 system
   C. Techniques for applying electrodes
   D. Electrode properties
   E. Obtaining acceptable impedances
   F. Related MSDS/OSHA standards
   G. Patient safety
   H. Infection control
   I. ABRET Code of Ethics

IV. Basic EEG Concepts
   A. Polarity and localization
   B. Basic recording strategies (montages, parameter changes)
   C. Sensitivity and filter/time constant settings
   D. Documentation
   E. Waveform identification (normal, abnormal; wake & sleep)
   F. Activation procedures
   G. ACNS Guidelines
   H. Artifacts and monitoring
   I. Waveform calculations (amplitude, voltage, duration, frequency, paper speed)

V. Instrumentation
   A. Troubleshooting
   B. Electrical safety
   C. Characters of the differential amplifier
   D. Digital instrumentation.

Part 2 Examination – Clinical Application

I. Effect of Neurological Disorders on the EEG
   A. CNS Infections
   B. Psychiatric disorders
   C. Seizures, epileptic syndromes and classifications
   D. Toxic and metabolic disorders
   E. Tumors
   F. Vascular disease
   G. Degenerative diseases
   H. Headaches
   I. Neuropathology
   J. Head Trauma

II. Considerations in the Recording
   A. Communication with the patient
   B. Age-specific considerations
   C. Contraindications to activation
   D. Effects of medications on recording and patients
   E. Coma and altered mental status
   F. Managing clinical events
   G. Infection control
   H. Basic cardiac rhythms

III. EEG Recording and Pattern Recognition
   A. Documentation
   B. Correlating patient behaviors
   C. Normal adult EEG
   D. Normal pediatric EEG
   E. Normal neonatal EEG
   F. Abnormal EEG (Adult/Pediatric)
   G. Montage selection
   H. Localization and polarity
   I. Activation techniques
   J. Identifying and correlating artifacts
   K. Troubleshooting
   L. Normal variants
SAMPLE QUESTIONS

1. The most appropriate time constant for recording a low voltage slow wave focus is

   1. 0.012 second.
   2. 0.05 second.
   3. 0.12 second.
   4. 1.00 second.

2. Which of the following typically produces diffuse slowing on the EEG?

   1. Meningioma
   2. Cerebral abscess
   3. Alzheimer disease
   4. Cerebral thrombosis

3. Which of the following is a characteristic feature of the EEG in narcolepsy?

   1. FIRDA
   2. REM onset sleep
   3. An increase in EMG
   4. Diffuse delta slowing

   ANSWERS TO SAMPLE QUESTIONS: 1, 4, 2, 3, 2
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 Written Registration Examination for Electroencephalographic Technologists is necessarily based on these references.


United States Department of Health and Human Services, Office for Civil Rights-HIPAA. www.hhs.gov/ocr/hipaa


Additional reference materials may be obtained by contacting the American Society of Electroneurodiagnostic Technologists, www.aset.org
NOTIFICATION OF STATUS

SCORING
The Board sets 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 equated 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
Candidates will be notified by email within four weeks of the close of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported and mailed to the candidates.

Candidates may request rescoring of the examination by contacting the Professional Testing Corporation in writing and providing their complete name, address, and stating the reason for the request, name of the examination, and testing date.

EXAMINATION CHALLENGES
Candidates may comment in the comment 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.

ATTAINMENT OF REGISTRATION
Candidates who have successfully completed the Part 1 examination will receive information on registering for the Part 2 examination.

The Part 2 examination must be attempted within two years of passing Part 1.

Eligible candidates who pass both the Part 1 and Part 2 Registration Examinations for Electroencephalographic Technologists will be registered as electroencephalographic technologists 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. 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. EEG T. designation.
CONFIDENTIALITY

1. ABRET will release the individual test scores ONLY to the individual candidate.

2. Any questions concerning test results should be referred to ABRET or the Professional Testing Corporation.

3. ABRET provides the national END society with the names and addresses of passing candidates.

Candidates may opt-out by contacting ABRET.

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 and Autonomic Professionals (“CAP”), 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 health care 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 tasks 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.
VIOLATIONS TO ABRET CODE OF ETHICS AND STANDARDS OF PRACTICE

PURPOSE OF STANDARDS

ABRET has developed this 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 and CAP 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.

REPORTING REQUIREMENTS

An individual convicted of a felony related to electroencephalographic, evoked potential, long term monitoring or neurophysiologic intraoperative 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 thereof.

**NAME/ADDRESS CHANGES**

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