

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Extension to Deadline for Starting the Oral EEG or EP Exam Process

NUMBER: A&E-1

SUPERSEDES: 8/30/91; 9/3/93; 2/25/95

FIRST ISSUED: 8/30/91

APPROVED: 9/08

<p>POLICY: <i>The President may grant an extension of one year to a candidate who is unable to begin the oral EEG or EP exam process within two years of completion of the written exam.</i></p>

PROCEDURE:

- I. The candidate requests an extension by writing to the Executive Director and explaining the reason for the request.
 - a. If the reason is illness, the Executive Director may ask the candidate to supply a letter from a physician.
 - b. The Executive Director forwards the information to the President for approval/disapproval.
 - c. The Executive Director notifies the candidate in writing of the President's decision and retains a copy until the candidate passes the exam.
- II. If the President grants an extension, the candidate must begin the oral exam process during the extension year and complete the oral exam within five years or four attempts of completing the written exam.
- III. If a candidate does not begin the oral exam process during the extension year, the candidate retakes the written exam.
- IV. On rare occasions the President may grant extensions of more than one year.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Petition to Rescore Written EEG, EP, CNIM or CLTM Exam

NUMBER: A&E-2

SUPERSEDES: 9/3/93, 2/18/96, 5/4/96

EFFECTIVE DATE: 9/26/08

APPROVED: 9/08

<p>POLICY: <i>The contracted testing agency reviews the examination score sheet on request.</i></p>
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PROCEDURE:

- I. The candidate sends a written request to the contracted testing agency asking the testing agency to review the candidate's score report.
- II. The testing agency reviews a print out of the computer score sheet for any irregularities. A written report of the evaluation is sent to the candidate and the ABRET executive office.
- III. If an error occurs on the part of the contracted testing agency, both the candidate and ABRET are notified.
 - a. ABRET acknowledges errors if they occur and changes the pass/fail status of a candidate if applicable.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Extension to Deadline for Completing the EEG or EP Oral Exam Process

NUMBER: A&E-3

SUPERSEDES: 8/30/91; 9/3/93; 2/15/95

FIRST ISSUED: 8/30/91

APPROVED: 9/08

<p>POLICY: <i>The President may grant an extension of one year to a candidate who is unable to complete the Oral EEG or EP exam process within five years of completion of the written exam.</i></p>

PROCEDURE:

- I. The candidate requests an extension by writing to the Executive Director explaining the reason for the request.
 - a. If the reason is illness, the candidate supplies a letter from a physician.
 - b. The Executive Director forwards the information to the President for approval/disapproval.
 - c. The Executive Director notifies the candidate in writing of the President's decision and retains a copy until the candidate passes the exam.
- II. If the President grants an extension, the candidate must complete the oral process during the extension year.
- III. If a candidate does not complete the oral process during the extension year, the candidate retakes the written exam to restart the exam process.
- IV. On rare occasions the President may grant extensions of more than one year.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Exam challenges

NUMBER: A&E-4

SUPERSEDES:

FIRST ISSUED: 11/05

APPROVED: 11/05

POLICY: *ABRET will provide every candidate with an opportunity to question the reliability, validity, and/or fairness of a test and its questions ABRET will investigate each challenge or complaint and acknowledge it in writing to the complaining candidate.*

PROCEDURE:

- I. Candidates may comment about any test question or questions, test procedure by
 - A. completing the comment form following the exam or
 - B. submitting a complaint in writing to the Executive Director no later than 14 days after the exam.

- II. Required information
 - A. Comment forms and letters should describe the basis for the content challenge or administrative complaint in as much detail as possible, including:
 1. candidate's name and contact information;
 2. name and contact information of other persons alleged to be involved;
 3. names and contact information of others who may have knowledge of the facts;
 4. date and location of the test administration; and
 5. remedy desired by candidate.

 - B. A written letter of complaint must be submitted no later than fourteen calendar days after taking the exam to the ABRET Executive Office.

- III. Procedure
 - A. Comments regarding exam validity will be reviewed by the Exam Committee upon referral by testing company staff.
 - B. If deemed necessary, the question will be amended or eliminated.
 - C. Examination materials shall not be available for review by candidates. Scored answer sheets and test books are not open to public inspection or subsequent review by the candidate.
 - D. Other complaints will be reviewed and investigated by the ABRET Executive Director in Consultation with the President and Chair of the Exam Committee.
 - E. A candidate may appeal a decision to the ABRET Board of Directors. Appeals shall be limited to written briefs.
 - F. The decision of the Board of Directors shall be final.
 - G. A passing score is required for certification in all instances.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Deadline for Starting the EEG or EP Oral Exam Process

NUMBER: APP-2

SUPERSEDES: 8-30-91

APPROVED: 9/3/93

<p>POLICY: <i>A candidate must begin the EEG or EP oral exam process within two years of successful completion of the written exam.</i></p>
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PROCEDURE:

- I. The Executive Director maintains files that document completion of the written exam.
 - a. Upon receipt of the oral exam application, the Executive Director makes sure applicants are within the two-year time period.
 - b. If candidates cannot meet the two-year deadline, they may request an extension.
 - c. If candidates are beyond the two-year deadline and have not applied for an extension, they must retake and pass the written exam before they are eligible for the oral exam.

- II. After the oral exam schedule is approved by the Board at the annual meeting, the Executive Director, whenever possible, sends candidates an oral exam application and schedule if they have not applied for the oral exam within one year of completion of the written exam.
 - a. The candidate is responsible for notifying the Executive Director of change of address or name.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Transfer of oral EEG or EP Exam Site

NUMBER: APP-3

SUPERSEDES: 9/3/93; 2/03

APPROVED: 2006

POLICY: *A candidate may transfer from a confirmed oral exam site to another unfilled exam site by notifying the Executive Director and paying appropriate transfer fees.*

PROCEDURE:

- I. The candidate notifies the Executive Director of a request for transfer.
 - a. The Executive Director checks the schedule of the transfer exam site to see if space is available and within the same calendar year.
 - b. If space is available and in the same calendar year, the Executive Director transfers the candidate and sends a new letter of confirmation.
 1. A \$30 transfer fee is due if the transfer takes place more than six weeks before the currently scheduled examination.
 2. A \$100 transfer fee is due if the transfer is requested less than six weeks before the currently scheduled examination.
 - c. If the candidate cancels and reapplies, a new application and fee must be submitted.
- II. A candidate cannot transfer exam sites if they did not show up at the examination (no show).
 - a. Persons not reporting to the examination as scheduled, without contacting the Executive Director, are not eligible to transfer and lose their examination fee.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Cancellation of EEG or EP Oral Exam

NUMBER: APP-4

SUPERSEDES: 8-30-91, 9/3/93

APPROVED: 2/03

POLICY: *A Candidate must notify the Executive Director to cancel a confirmed EEG or EP Oral Exam appointment six weeks or more in advance of the exam to be eligible for partial refund of the application fee.*

PROCEDURE:

- I. The candidate notifies the Executive Director of cancellation at least six weeks prior to the date of the confirmed exam.
 - a. The Executive Director reviews the Refund for Oral EEG or EP Exam Policy and takes appropriate action.

- II. If the candidate notifies the Executive Director of cancellation less than six weeks before a confirmed exam, the Executive Director, when time permits, tries to schedule another candidate into the cancellation slot.
 - a. If there is a waiting list for the exam, the Executive Director notifies the first candidate on the list and continues down the list until the cancellation slot is filled or the last name on the list has been called.
 - b. The candidate may transfer into another exam, according to the refund/transfer policy.

- III. If the candidate does not notify the Executive Director of cancellation prior to a confirmed exam, and does not keep the exam appointment, the candidate is not eligible for an application refund.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Deadline for Completion of EEG Oral Exam

NUMBER: APP-6

SUPERSEDES: 8/91; 9/93; 8/03

APPROVED: 9/26/08

<p>POLICY: <i>The candidate must successfully complete all required sections of the Oral EEG exam within five years of successful completion of the Written exam.</i></p>
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PROCEDURE:

- I. A candidate who does not successfully complete all required sections of the oral exam may retake the sections not passed as long as the attempts are completed within five years of the successful completion of the written exam.
 - a. The candidate must reapply for each exam and enclose the appropriate fee.
 - b. The candidate must successfully complete the exam process within five years of completion of the written exam.
 - c. Each exam session will be scored independently. Performance on previous examinations will not be considered.

- II. If the candidate does not successfully complete the oral exam within five years of completion of the written exam, the candidate must retake the written exam and restart the exam process.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC AND EVOKED
POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Testing for Special Needs Individuals taking the EEG, EP, CNIM or CLTM Written Exam

NUMBER: APP-8

SUPERSEDES: 9/3/93

EFFECTIVE DATE: 2/18/96

APPROVED: 9/08

<p>POLICY: <i>The contracted testing agency makes arrangements for special needs individuals taking the written EEG, EP, CNIM or CLTM Exam.</i></p>
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PROCEDURE:

- I. Along with the application and fee, the candidate must send a letter describing the nature of the disability and the special accommodations needed to the contracted testing agency at least **eight** weeks before the testing date.
 - a. The testing agency makes reasonable arrangements to meet the individual's needs.
 - b. A physician may be requested to confirm the need for special arrangements.
 - b. If complications arise, the testing agency contacts the Executive Director who confers with the President.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Testing for Special Needs Individuals Taking the Oral EEG or EP Exam

NUMBER: APP-9

SUPERSEDES: 8-30-91

APPROVED: 9/3/93

<p>POLICY: The ABRET Executive Director makes arrangements for special needs individuals taking the Oral EEG or EP exam.</p>

PROCEDURE:

- I. At least 8 weeks in advance and along with the oral exam application and fee, the candidate submits documentation of the need for special testing and the exact accommodations needed.
- II. The Executive Director notifies the President and makes reasonable arrangements to accommodate the special needs candidate.
 - a. If the reasonable accommodations cannot be made, the Executive Director notifies the candidate of available options.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Eligibility Requirements for Oral EEG Exam

NUMBER: APP-12

SUPERSEDES: 9/3/93; 8/2/96

EFFECTIVE DATE: 1/1/03

APPROVED: 1/1/03

POLICY: *Health care professionals currently practicing electroencephalographic technology are eligible to take the oral EEG exam if they meet the following requirements by the exam date:*

1. *Successful completion of the written EEG exam.*
2. *Completion and filing of an application for the exam.*
3. *Payment of required fee.*

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Eligibility Requirements for Oral/Practical EP Exam

NUMBER: APP-13

SUPERSEDES: 9/3/93; 10/15/00

EFFECTIVE DATE: 1/1/03

APPROVED: 1/1/03

POLICY: Health care professionals currently practicing evoked potential technology are eligible to take the oral/practical EP exam if they meet the following requirements by the exam date:

1. Successful completion of the EP written exam.
2. Completion and filing of an application for the exam.
3. Payment of required fee.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Eligibility Requirements for Written EEG Exam

NUMBER: APP-14

SUPERSEDES: 9/3/93;2/18/96; 1/1/97; 8/01

EFFECTIVE DATE: 1/1/2009

APPROVED: 9/26/08

POLICY: *Health care professionals trained and currently practicing or studying electroencephalographic technology are eligible to take the written EEG exam if they meet one of the following requirements by the application deadline:*

1. *Possession of a high school diploma or the equivalent.*
2. *Is a student or a graduate of a CAAHEP accredited END Program; or has an Associate's Degree plus at least the equivalent of one year of END experience, 50% of which must have been in EEG; or has been trained on the job with a minimum of three years of experience, 50% of which must have been in EEG.*
2. *Completion and filing of an application for the exam.*
3. *Payment of required fee.*

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Eligibility Requirements for Written EP Exam

NUMBER: APP-15

SUPERSEDES: 9/3/93; 2/18/96; 8/01

EFFECTIVE DATE: 1/1/09

APPROVED: 5/26/08

POLICY: *Health care professionals trained and currently practicing evoked potential technology are eligible to take the written EP exam if they meet the following requirements by the exam date:*

1. *Possession of a high school diploma or the equivalent.*
2. *Is a student or a graduate of a CAAHEP accredited END Program; or has an Associate's Degree plus the equivalent of at least one year of END experience; or has been trained on the job with a minimum of three years of experience, in END.*
2. *Completion and filing of an application for the exam.*
3. *Payment of required fee.*

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Deadline for Completion of EP Oral/Practical Exam

NUMBER: APP-16

SUPERSEDES: 8-30-91; 9/01; 8/03; 06

EFFECTIVE DATE: 1/03; 8/03

APPROVED: 9/26/08

<p>POLICY: <i>The candidate must successfully complete the oral/practical EP exam within five years of successful completion of the written exam.</i></p>
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PROCEDURE:

- I. A candidate who does not successfully complete the oral exam may retake the exam, so long as the attempts are completed within five years of the successful completion of the written exam.
 - a. The candidate must reapply for each exam and enclose the appropriate fee.
 - b. The candidate must successfully complete the exam process within five years of completion of the written exam.
 - c. Each exam session will be scored independently. Performance on previous examinations will not be considered.

- II. If the candidate does not successfully complete the oral exam within five years of completion of the written exam, the candidate must retake the written exam and restart the exam process.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC AND EVOKED
POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Oral EEG or EP Exam Fees

NUMBER: APP-20

SUPERSEDES: 9/3/93

EFFECTIVE DATE: 10/16/00

APPROVED: 10/15/00

POLICY: *The EEG and EP Oral exam fees are set by the ABRET Board.*

PROCEDURE:

- I. The oral exam fees are approved by a majority vote of the ABRET Board.
- II. The fee for the oral EEG and EP exams appears on the application form.
 - a. Candidates submit the fee to the Executive Director along with the completed application.
- III. ABRET accepts only United States currency in the form of checks or money orders. Credit card payment with Visa or MasterCard are also accepted.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Obtaining Written Exam Handbooks

NUMBER: APP-21

SUPERSEDES: 9/23/94; 2/18/96

EFFECTIVE DATE: 2/21/02; 2/04; 2/18/96

APPROVED: 9/08

<p>POLICY: <i>Handbooks for the written EEG, EP, CNIM or CLTM Examination can be obtained by contacting the Professional Testing Corporation or the ABRET Executive Office..</i></p>

PROCEDURE:

- I. Candidates may download the Examination Handbooks from the PTC website, at no charge.
- II. Handbooks may be obtained by contacting the Professional Testing Corporation or the ABRET Executive Office.
- III. Contact information:

Professional Testing Corporation
1350 Broadway – 17th Floor
New York, NY 10018
Phone 212-356-0660
www.ptcny.com

ABRET Executive Office
2509 West Iles, Suite 102
Springfield, IL 62704
Email abreteo@aol.com
www.abret.org

AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.

POLICIES AND PROCEDURES

SUBJECT: Eligibility Requirements for Written Neurophysiologic Intraoperative Monitoring Exam

NUMBER: APP-22

SUPERSEDES: 2/18/96; 5/3/97; 8/13/99

APPROVED: 2007

POLICY: *Health care professionals trained and currently practicing in an intraoperative environment are eligible to take the written neurophysiologic intraoperative monitoring exam if they meet the following requirements by the application deadline:*

1. *A minimum of 100 cases recorded. The candidate must complete and submit the documentation form provided and be prepared for random auditing and verification by ABRET.*
2. *R. EEG T., R. EP T., R. NCS T. or Canadian RET credential OR bachelor's degree.*
3. *A copy of the current registration or certification OR verification of bachelor's degree must accompany application.*
4. *The candidate's supervisor or supervising physician verifies candidate experience by signing the application.*
5. *Completion and filing of an application for the exam.*
6. *Payment of required fee.*

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Voluntary Registration for EEG, EP, and Neurophysiologic Intraoperative Monitoring and Neurophysiologic Long Term Monitoring Technologists

NUMBER: BOD-5

SUPERSEDES: 9/3/93; 2/18/96

EFFECTIVE DATE: 9/26/08

APPROVED: 9/26/08

POLICY: *ABRET supports the concept of voluntary registration by examination for health care professionals in electroencephalography (EEG), evoked potential (EP) technology, neurophysiologic intraoperative monitoring technologists and neurophysiologic long term monitoring technologist . Registration and certification focus specifically on the individual and are indications of current knowledge and standards of care.*

PROCEDURE:

1. The objective of ABRET is to establish competency of EEG and EP technologists, intraoperative neurophysiologic and long term monitoring technologists by:
 - a. Establishing a standard of requisite knowledge in each modality through a role delineation study.
 - b. Establishing and measuring the level of knowledge required for registration in EEG and EP technology by means of an objective written (Part I) and oral (Part II) examination.
 - c. Establishing and measuring the level of knowledge required for certification in neurophysiologic intraoperative and long term monitoring by means of an objective written exam.
 - d. Formally recognizing individuals who successfully complete the written and oral requirements of the examination with credentials.
 1. Upon successful completion of Part I and Part II EEG exams technologists may use R. EEG T. for professional identification.
 2. Upon successful completion of Part I and Part II EP exams technologists may use R. EP T. for professional identification.
 3. Upon successful completion of both EEG and EP Part I and Part II exams, technologists may use R. EEG/EP T. for professional identification.
 4. Upon successful completion of the written neurophysiologic intraoperative monitoring exam technologists may use CNIM mark for professional identification.
 5. Upon successful completion of the written long term monitoring examination, technologists may use the CLTM mark for professional identification.
 - e. Encouraging continued professional growth in each field
 - f. Requiring recertification for maintenance of knowledge

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: EEG, EP, Neurophysiologic Intraoperative Monitoring, and Long Term Monitoring Exam Rules

NUMBER: RUL-2

SUPERSEDES: 9/3/93, 2/18/96, 8/3/07

EFFECTIVE DATE: 1/08

APPROVED: 1/08

POLICY: *Candidates must abide by the following rules for the EEG, EP, neurophysiologic intraoperative monitoring, or long term monitoring exams.*

PROCEDURE:

- I. A centimeter rules with “mm” markings may be brought to the examination for reference. Pencils and calculators are provided.
- II. No books of other reference materials may be taken into the examination room.
- III. No signaling devices, including cellular phones, pagers and alarms, may be operative during the examination.
- IV. Test documents and notes must remain in the examination room. Removing any test material by any means is prohibited.
- V. No questions concerning content of the examination may be asked during the testing period. The candidate should listen to the instructions given by the Examiner and read the instructions provided on the computer and should carefully follow directions.
- VI. Anyone giving or receiving assistance of any kind will have the computer based testing terminated and be asked to leave the room.
- VII. Visitors are not permitted in the examination room.
- VIII. ABRET prohibits certain behaviors, including (but not limited to) the activities listed:
 - 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
- IX. Complaints and challenges must be submitted in writing within fourteen 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 exam challenges.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Admission into the EEG, EP, Neurophysiologic Intraoperative Monitoring, or Long Term Monitoring Exam

NUMBER: RUL-3

SUPERSEDES: 9/3/93; 2/18/96

EFFECTIVE DATE: 1/09

APPROVED: 9/08

POLICY: *Candidates must bring an Admission Notice and government issued photo identification in order to gain admission to the exam.*

PROCEDURE:

- I. The contracted testing agency notifies candidates approximately six weeks before the test date.
 - a. Candidates receive an Eligibility Notice from PTC.
- II. Candidates must present the Eligibility Notice and a government issued photo ID in order to gain admission to the testing center.
- III. If a candidate does not receive an Admission Notice at least three weeks before the beginning of the testing period, he/she should contact the contracted testing agency by phone.
- IV. Candidate must contact the testing center where they are scheduled no later than noon, EST, of the second business day PRIOR to the scheduled appointment in order to reschedule.
- V. There are no refunds.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Inability to Reach an Oral Exam due to Inclement Weather or Natural Disaster

NUMBER: RUL-7

SUPERSEDES: New

EFFECTIVE DATE:9/3/93

APPROVED: 9/3/93

POLICY: *ABRET recognizes that inclement weather and natural disasters may prohibit travel to a scheduled oral EEG or EP exam and if notified, transfers a candidate to another exam should this occur.*

PROCEDURE:

- I. If a candidate is unable to travel to a scheduled oral exam due to severe weather or a natural disaster, the candidate must call the host lab and speak to the President, Executive Director, or regional lab host on the day of the exam.
 - a. The host lab phone number is included in the candidate schedule letter.
 - b. Acceptable inclement weather conditions include
 1. Airport, train, or bus transportation cancellation or delay due to weather or natural disaster.
 2. Road closure or impassability due to weather or natural disaster.
- II. In addition to notification on the day of the exam, the candidate must send written proof documenting inability to travel to a scheduled exam to the Executive Director within one month.
 - a. This proof may consist of newspaper reports, a letter from the transportation authority involved, or a report from state or local road authorities.
- III. The Executive Director contacts the candidate to reschedule the exam and transfers the exam fee to a later open exam if the candidate's request is substantiated.
- IV. Failure to notify ABRET within four weeks or to send proof of travel inaccessibility results in forfeiture of the exam fee.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Violations to Standards of Practice and Disciplinary Process

NUMBER: RUL-21

SUPERSEDES: 9/3/93, 9/23/94

EFFECTIVE DATE: 2/18/96

APPROVED: 2007

POLICY: *To protect the public by providing rules of professional conduct for ABRET registered or certified technologists and personnel. To investigate and apply sanctions for violations by registrants, candidates, registered technologists, and certified personnel. ABRET does not warrant the performance of any individuals.*

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

PREAMBLE

The American Board of Registration Of Electroencephalographic and Evoked Potential Technologists (“ABRET”) is a nonprofit credentialing board for Electroencephalographic (“EEG”)Technologists, Evoked Potential (“EP”) Technologists, and Neurophysiologic Intraoperative Monitoring (“CNIM”) Technologists, and seeks to encourage, establish and maintain the highest standards, traditions and principles of these technologies. ABRET Registered Technologists and Certified personnel should recognize their responsibilities, not only to their patients, but also to society, to other health care professionals and to themselves.

The ABRET Board of Directors is composed of individuals who are qualified EEG and EP technologists, physicians, and CNIM personnel engaged primarily in direct patient care or in EEG or EP instruction and education. The members of the Board are elected for a term of three years initially and may be reelected. There are three officers elected from the Board members: the President, Secretary and Treasurer, who comprise the Executive Committee in addition to the Executive Director. The Executive Director is ABRET's chief of staff and manages and directs all routine operational and administrative activities of the organization.

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

I. ELIGIBILITY FOR CERTIFICATION OR RECERTIFICATION

The ABRET Executive Director, in consultation with the ABRET president, shall determine whether a candidate is eligible for certification or a certificant is eligible for recertification, according to the requirements set forth below. The decision of the Executive Director may be appealed as provided in Section V, below; provided, however, that any such appeal shall be limited to written briefs. An oral hearing will not be permitted.

As a condition of eligibility for and continued maintenance of any ABRET certification, each candidate or certificant agrees to the following:

A. Compliance with ABRET Standards, Policies and Procedures

No individual is eligible to apply for or to maintain certification unless the individual is in compliance with all ABRET standards, policies and procedures. Each individual bears the burden for demonstrating and maintaining compliance at all times. ABRET may deny, revoke, or otherwise act upon certification or recertification when an individual is not in compliance with all ABRET standards, policies and procedures. Nothing provided herein shall preclude administrative requests by ABRET for additional information to supplement or complete any application for certification or recertification.

B. Complete Application

The individual shall truthfully complete and sign an application in the form provided by ABRET, shall provide the required fees and shall provide additional information as requested. The individual shall notify ABRET within ninety (90) days of the occurrence of any change in name, address, telephone number, and of any event or development bearing on eligibility or certification, including but not limited to any criminal conviction or disciplinary action by a licensing board or professional organization. A candidate or certificant may not make and must immediately correct any statement concerning the candidate's or certificant's status which is or becomes inaccurate, untrue or misleading.

All references to "days" in ABRET standards, policies and procedures shall mean calendar days. Communications required by ABRET must be transmitted by traceable mail or delivery service. The candidate or certificant agrees to provide ABRET with confirmation of compliance with ABRET requirements as requested by ABRET

C. Property Of ABRET

The examinations, certificates, pins and other jewelry, logo, cards and other emblems of ABRET, the names "The American Board of Registration Of Electroencephalographic and Evoked Potential Technologists, Inc.," and abbreviations relating thereto are all the exclusive property of ABRET and may not be used in any way without the express prior written consent of ABRET. An individual shall immediately relinquish, refrain from using and correct at the individual's expense any outdated or other inaccurate use of any ABRET certificates, pins and other jewelry, logo, cards and other emblems and the ABRET name and related abbreviations in case of suspension, limitation, revocation or resignation from ABRET or as otherwise requested by ABRET. If an individual refuses to do so when requested, the individual agrees that ABRET shall be entitled to obtain all relief permitted by law.

D. Pending Actions

Candidates and certificants must notify ABRET of any inquiry, indictment or charge pending against them before a state or federal regulatory agency, professional certification organization or judicial body directly relating to public health or safety, or any matter described in Section II within ninety (90) days of such charge and shall provide documentation of the resolution of such charge within ninety (90) days of resolution.

E. Criminal Convictions

An individual convicted of a felony or misdemeanor which may affect public health or safety shall be ineligible to apply for certification or recertification for a period of three (3) years from the exhaustion of appeals or final release from confinement (if any), or end of probation, whichever is later. In any event, certification nor recertification shall occur no earlier than three (3) years from the final decision of ineligibility or revocation. Convictions of this nature include but are not limited to felonies involving rape, sexual abuse of a patient or child, actual or threatened use of a weapon or violence, and prohibited sale, distribution or possession of a controlled substance. A candidate or certificant who is incarcerated, or for whom incarceration is pending, on the application deadline date shall be ineligible for certification or recertification until eligibility is reinstated as provided in Section X below.

F. Score Reports

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 expects all individuals to cooperate in any ABRET investigation. ABRET reserves the right to cancel any examination score if, in the sole opinion of ABRET, there is adequate reason to question its validity. ABRET in its discretion will (i) offer the individual an opportunity to take the examination again at no additional fee, or (ii) proceed as described below.

II. APPLICATION AND CERTIFICATION STANDARDS

ABRET may deny or revoke certification, or otherwise take action with regard to the application or certification of a candidate or certificant in the case of:

1. Conviction in a court of law, after all appeals have been exhausted, of a felony or misdemeanor which may affect public health or safety. Such offenses include, but are not limited to:
 - a. Drug or alcohol offense
 - b. Job related negligence or misconduct resulting in endangerment to the health and/or safety of a patient.
 - c. An act of physical violence such as murder, rape, robbery, etc.
2. Documented evidence of 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.
3. Obtaining, attempting to obtain, or knowingly assisting another to obtain or attempt to obtain registration, certification, renewed registration, or renewed certification by a false or misleading statement or failure to make a required statement, fraud or deception in an application, reapplication or any other communication to ABRET.
4. Misrepresentation of ABRET registration, certification, renewed registration, or renewed certification status.
5. Irregularity in connection with an ABRET examination including, but not limited to:
 - a. copying answers;
 - b. Permitting another to copy answers;
 - c. Falsifying information required for admission to an examination;
 - d. Impersonating another examinee;
 - e. Falsifying education or credentials; and
 - f. Providing and/or receiving unauthorized advice about exam content during the examination.
6. Failure to:
 - a. Pay required fees;
 - b. Provide required written information; or
 - c. Update information timely but no later than 90 days after change occurs.
7. Unauthorized possession, use, or distribution of, or access to ABRET materials including examinations, logo, credentials, and/or certificates.
8. Limitation or sanction, whether voluntary or involuntary, by a governmental regulatory board or professional organization relating to public health or the specialty of electroencephalographic and evoked potential technology.

9. Other violation of an ABRET standard, policy, or procedure as provided in the ABRET Candidates Handbook or other material provided to candidates or certificants, as amended from time to time in its sole discretion

III. ESTABLISHMENT OF SPECIAL DISCIPLINARY REVIEW AND DISCIPLINARY HEARING COMMITTEES

- A. The ABRET President shall appoint (i) a Disciplinary Review Committee and (ii) a Disciplinary Hearing Committee, to consider alleged violations of this Disciplinary Policy or any other ABRET standard, policy or procedure.
- B. Each of these Committees shall be composed of five members drawn from former Directors or current ABRET certificants.
- C. A committee member's term of office on the committee shall run for three years and may be renewed.
- D. A committee member may serve on only one committee and may not serve on any matter in which his or her impartiality might reasonably be questioned, or which presents an actual or apparent conflict of interest.
- E. At all times during ABRET's handling of the matter, ABRET must exist as an impartial review body. In order to avoid actual or perceived conflicts of interest, no member shall be permitted to serve the ABRET Disciplinary Review Committee, Disciplinary Hearing Committee, or Board of Directors whenever:
 1. A member has formed an opinion on the matter; or
 2. A member is employed by, has been employed by, or is related to either the affected certificant or applicant, or the member has special knowledge that could bias his/her decision relative to either party.

If at any time during the review of a matter ABRET, the affected certificant or applicant, a member of the Board of Directors or a committee member identifies a situation where the judgment of a member of the Disciplinary Review Committee, Disciplinary Hearing Committee, or Board of Directors may be biased, prejudiced, or partial:

1. The member shall make full disclosure of such matter by reporting the possible conflict or bias immediately to the committee chair; and
2. The Board of Directors shall determine whether the member shall recuse him/herself and shall not be permitted to vote or participate in any action taken upon any subject of such matter.

In such an event, the President may appoint another individual, *pro tem*, to a committee for such matter.

- F. Each Committee shall elect its own Chair.
- G. Committee action shall be determined by majority vote.
- H. When a committee member is unavailable to serve by resignation, disqualification or other circumstance, the President of ABRET shall designate another individual to serve as an interim member.

IV. REVIEW AND APPEAL PROCEDURES

a. Submission of Allegations

- i. Allegations of a violation of this Disciplinary Policy or other ABRET standard, policy or procedure, or of wrongful determination of ineligibility by the Executive Director, are to be referred to the ABRET Executive Director for forwarding to the President for disposition. Persons concerned with possible violation of ABRET rules should identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to the President. The statement should identify by name, address and telephone number the person making the information known to ABRET and others who may have knowledge of the facts and circumstances concerning the alleged conduct. Supplementation relating to the content or form of the information may be requested by either the President or the Executive Director, including but not limited a written testimonial from the individual who is the subject of the complaint. The individual who is the subject of the complaint has the right to be represented by counsel.
- ii. The President shall make a determination of the allegations after consultation with counsel. Such a decision by the President is final.
- iii. If the President determines that the allegations are frivolous or fail to state a violation of ABRET's rules, the President shall take no further action and so apprise the Board and the complainant (if any).
- iv. If the President determines that good cause may exist to deny eligibility or question compliance with ABRET rules, the President shall transmit the allegations to the Disciplinary Review Committee.

b. Procedures of the Disciplinary Review Committee

- i. The Disciplinary Review Committee shall investigate the allegations after receipt from the President. If the Committee determines after such investigation that the allegations and facts are inadequate to sustain a finding of a violation of ABRET disciplinary rules, no further action shall be taken. The Board and the complainant (if any) shall be so apprised.
- ii. If the Committee finds by majority vote that good cause exists to question whether a violation of an ABRET disciplinary rule has occurred, or if eligibility was improperly denied, the Committee shall transmit a statement of allegations to the candidate or certificant by certified mail, return receipt requested, setting forth the applicable standard and a statement:
 - a. Of facts constituting the alleged violation of the standard or determination of ineligibility;
 - b. That the candidate or certificant may request an oral hearing for the disposition of the allegations, with the candidate or certificant bearing his or her own expenses for such matter;
 - c. That the candidate or certificant may choose to submit written documents in lieu of personal appearance at a hearing.
 - d. That the candidate or certificant shall have thirty (30) days after receipt of the statement to notify the President and the Committee if he or she disputes the allegations, as comments on available sanctions, review of the written record, and/or requests an oral hearing on the record (available only for allegations not related to a denial of eligibility);
 - e. That, in the event of an oral hearing, the candidate or certificant may appear in person with or without the assistance of counsel, may examine and cross-examine any witness under oath, and produce evidence on his or her behalf;
 - f. That the truth of allegations or failure to respond may result in sanctions including revocation;
 - g. That if the candidate or certificant does not dispute the allegations or request a review or hearing, the candidate or certificant consents that the Committee may render a decision

on the evidence before it and apply available sanctions(Available sanctions are set out in Section VI.); and

- h.** That any non-registered or non-certified candidate with appending complaint will not be awarded a registry or certification (if otherwise qualified) until a response is submitted. Such suspension of a candidate, registrant, or certificant will be rescinded upon receipt of a response.

c. Procedures of the Disciplinary Hearing Committee

- i. In cases related to a denial of eligibility by the President, if the candidate or certificant disputes the denial or requests a written review, the Disciplinary Review Committee shall forward the allegations and response of the candidate or certificant to the Disciplinary Hearing Committee. The Disciplinary Hearing Committee shall render a decision based on the record below without oral hearing, although written briefing may be submitted within thirty (30) days following receipt of the appeal request by the Disciplinary Hearing Committee.
- ii. In all other cases, if the candidate or certificant disputes the allegations or available sanctions or requests a hearing the Disciplinary Review Committee may offer the candidate or certificant the opportunity to accept an identified sanction in lieu of proceeding with the hearing as requested. Such an offer shall be provided in writing. The candidate or certificant may ask the Disciplinary Review Committee to modify its offer, and the Committee may do so in its sole discretion. If the candidate or certificant is unwilling to accept the Committee's offer, the requested hearing shall proceed as provided below.
- iii. The Disciplinary Review Committee shall:
 - a.** forward the allegations and response of the candidate or certificant to the Disciplinary Hearing Committee; and
 - b.** designate one of its members to present the allegations and any substantiating evidence, examine and cross-examine witnesses and otherwise present the matter during any hearing of the Disciplinary Hearing Committee
- iv. The Disciplinary Hearing Committee shall then:
 - a.** schedule a hearing after the request is received, allowing for an adequate period of time for preparation for the hearing; and
 - b.** send by certified mail, return receipt requested, a Notice of Hearing to the candidate or certificant. The Notice of Hearing shall include a statement of the time and place of the hearing as selected by the Disciplinary Hearing Committee. The candidate or certificant may request modification of the date of the hearing for good cause. Failure to respond to the Notice of Hearing shall permit the Disciplinary Review Committee to administer any sanction which it considers appropriate.
- v. The Disciplinary Hearing Committee shall maintain a verbatim oral or written transcript.
- vi. The Disciplinary Hearing Committee may meet in person or by telephone.
- vii. ABRET and the candidate or certificant may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Disciplinary Hearing Committee.
- viii. The Disciplinary Hearing Committee shall determine all matters relating to the hearing. The hearing and related matters shall be determined on the record by majority vote.

- ix. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by majority vote of the Disciplinary Hearing Committee.

d. In all written reviews and oral hearings:

- i. Proof shall be by preponderance of the evidence.
- ii. Whenever mental or physical disability is alleged, the candidate or certificant may be required to undergo a physical or mental examination at the expense of the candidate or certificant. The report of such an examination shall become part of the evidence considered.
- iii. The Disciplinary Hearing Committee shall issue a written decision following the review or hearing and any briefing. The decision shall contain factual findings, conclusions of law and any sanctions applied. It shall be mailed promptly by certified mail, return receipt requested, to the candidate or certificant.

V. APPEAL PROCEDURES

- A.** If the decision rendered by the Disciplinary Hearing Committee finds that the allegations are not established, no further action on the matter shall occur and the individual shall be notified.
- B.** If the decision rendered by the Disciplinary Hearing Committee is not favorable to the candidate or certificant, the candidate or certificant may appeal the decision to ABRET Board of Directors by submitting a written appeals statement within thirty (30) days following receipt of the decision of the Disciplinary Hearing Committee. ABRET may file a written response to the statement of the candidate or certificant.
- C.** ABRET Board of Directors by majority vote shall render a decision. Said decision shall be based on the record below without oral hearing, although written briefing may be submitted within thirty (30) days following receipt of the appeal request by ABRET Board of Directors. In order to have the decision overturned, the Board of Directors must find that the Disciplinary Hearing Committee's decision was arbitrary or capricious.
- D.** The decision of ABRET Board of Directors shall be rendered in writing. The decision shall contain factual findings, conclusions of law and any sanctions applied and shall be final. (Available sanctions are set out at Section X below.) The decision shall be transmitted to the candidate or certificant by certified mail, return receipt requested.

VI. SANCTIONS

Sanctions for violation of any ABRET standard set forth herein or any other ABRET standard, policy or procedure may include one or more of the following:

1. Exoneration or acquittal of all complaints;
2. A probation period;
3. An oral censure;
4. A written censure;
5. Revocation of registration or certification;
6. Suspension of registration or certification for a specific period of time;
7. Ineligible for registration or certification; or
8. Any combination of sanctions or other corrective action.

VII. SUMMARY PROCEDURE

Whenever the Executive Director determines that there is cause to believe that a threat of immediate and irreparable harm to the public exists, the Executive Director shall forward the allegations to the ABRET Board. The Board shall review the matter immediately, and provide telephonic or other expedited notice and review procedure to the candidate or certificant. Following such notice and opportunity by the individual to be heard, if the Board determines that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to ninety (90) days pending a full review as provided herein.

VIII. INDIVIDUAL REPORTING REQUIREMENTS

- A.** An individual convicted or under inquiry, indictment, or pending charge of an act directly related to electroencephalographic, evoked potential, or intraoperative neurophysiologic monitoring practice and/or public health and safety before a state or federal regulatory agency, professional certification organization or judicial body must notify ABRET. Such acts related to public safety include, but are not limited to:
 - 1. Rape
 - 2. Sexual abuse of a patient or child
 - 3. Actual or threatened use of a weapon
 - 4. Violence
 - 5. Prohibited sale, distribution or possession of a controlled substance
- B.** The convicted individual shall be ineligible to apply for registration, certification, or renewed registration or certification for a period of three (3) years from the exhaustion of appeals, final release from confinement, or end of probation, whichever is later.
- C.** The failure by the individual to provide timely notification to ABRET of the above inquiry, indictment, pending charge, or conviction may result in sanctions or other disciplinary action (see Section VI.).

IX. RELEASE OF INFORMATION

The individual candidate or certificant agrees that ABRET and its officers, directors, committee members, employees, agents and others may communicate any and all information relating to his or her ABRET application and certification and review thereof, including but not limited to pendency or outcome of disciplinary proceedings, to state and federal authorities, licensing boards, employers, other certificants, and others.

X. WAIVER

The individual candidate or certificant releases, discharges, and exonerates ABRET, its officers, directors, employees, committee members, panel members and agents, and any other persons for any action taken pursuant to the standards, policies and procedures of ABRET from any and all liability, including but not limited to liability for negligence arising out of (i) the furnishing or inspection of documents, records and other information and (ii) any investigation and review of application or certification made by ABRET.

XI. RECONSIDERATION OF ELIGIBILITY AND REINSTATEMENT OF CERTIFICATION

If eligibility or certification is denied or revoked, eligibility or certification may be reconsidered on the following basis:

- A.** In the event of a felony conviction directly related to public health or safety no earlier than three (3) years from the exhaustion of appeals or release from confinement, whichever is later;
- B.** In any other event, no earlier than three (3) years from the final decision of ineligibility or revocation.

In addition to other facts required by ABRET, such an individual must fully set forth the circumstances of the decision denying eligibility or revoking certification, as well as all relevant facts and circumstances since the decision relevant to the application. When eligibility has been denied because of felony conviction, the individual bears the burden of demonstrating by clear and convincing evidence that the individual has been rehabilitated and does not pose a danger to others. Such evidence shall be submitted to the ABRET Executive Director, who shall determine whether the evidence meets this burden. Unless and until clear and convincing evidence is submitted, the candidate or certificant will remain ineligible for reinstatement. The decision of the ABRET Executive Director may be appealed as provided in Section V, above.

XII. PERMANENT RECORD

All decisions of the Disciplinary Hearing Committee and/or Board of Directors shall be filed as a part of an individual's confidential registration/certification record with ABRET.

**AMERICAN BOARD OF REGISTRATION OF ELECTROENCEPHALOGRAPHIC
AND EVOKED POTENTIAL TECHNOLOGISTS, INC.**

POLICIES AND PROCEDURES

SUBJECT: Practice Analyses for EEG, EP, CNIM, and CLTM

NUMBER: RUL 32

SUPERSEDES: 1/06

APPROVED: 8/08

<p>POLICY: <i>The content of the written and oral exams are supported by a Practice Analysis.</i></p>
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PROCEDURE:

- I. ABRET will contract with a consultant to conduct a role delineation for EEG, EP, CNIM, and CLTM every 5-7 years, as directed by the board.
- II. The Consultant and Executive Director will manage the process.
- III. ABRET will be responsible for selecting the Subject Matter Experts to be involved in each Role Delineation Workshop to develop a Practice Analysis.
- IV. The Practice Analyses document will be reviewed by certificants
- V. ABRET will receive a summary of certificate feedback and alter the Practice Analysis, if warranted.
- VI. The final Practice Analysis documents will be used as the test blue print and will be published as such.
- VII. If necessary, test questions in the item banks will be recoded to match the practice analyses.
- VIII. The contracted testing agency will use information provided by ABRET, based on the Practice Analyses, to construct the exams.
- IX. The Oral EEG and EP exams will be reviewed with respect to the respective Practice Analysis.

