

CERTIFICATION ELIGIBILITY POLICY  
ORTHOPAEDIC TECHNOLOGIST CERTIFIED™ (OTC®)  
CERTIFICATION PROGRAM

In order to qualify for the Orthopaedic Technologist Certified™ (OTC®) Certification Examination, an applicant must provide evidence that the OTC® certification eligibility requirements in this Policy have been met.

**I. CERTIFICATION ELIGIBILITY ROUTES.**

An applicant must satisfy the requirements of **one (1)** of the following eligibility routes to qualify for the OTC® Certification Examination. In its sole discretion, NBCOT reserves the right to accept, reject, or request any additional information concerning, any information or material submitted by, or on behalf of, the applicant, in order to ensure conformity with the OTC® eligibility requirements in this Policy.

➤ **Eligibility Route A (Supervised Work Experience Applicants):**

The applicant has satisfied the following requirements:

1. A minimum of twenty-four (24) months of full-time work experience in orthopaedic technology, including work experience directly related to all current OTC® Certification Examination domains, completed within the thirty-six (36) months prior to the applicant's submission of the OTC® Examination Application; and;
2. Direct supervision of the applicant by a licensed physician specializing in Musculoskeletal System during all such work experience.

**Eligibility Route A Submission Requirement:** In order to qualify for NBCOT Eligibility Route A, a certification applicant must submit:

- A complete OTC® Examination Application; and,
- A complete and accurate Physician Verification form from his/her supervising physician, confirming the applicant's completion of the work experience requirements.

➤ **Eligibility Route B (OT Training Program Applicants):**

The applicant has completed a qualified Orthopaedic Technologist (OT) Training Program that satisfies the following requirements:

1. The Program is administered by an educational institution accredited by an accrediting agency recognized by the U.S. Department of Education, or the Council for Higher Education Accreditation; and,
2. The Program includes the following components:
  - a. Program Curriculum: The OT Training Program curriculum must be consistent with the current NBCOT OTC® Job Analysis, and all OTC® Certification Examination domains (qualified Curriculum).
  - b. Instruction Hours: The OT Training Program curriculum must consist of at least four hundred and fifty (450) hours of qualified Curriculum instruction, including both classroom lecture and practical laboratory instruction. Each curriculum course must be related to an OTC® Certification Examination domain or OTC® Job Analysis subject.
  - c. *Military OT Programs*: A qualified military OT Training Program curriculum must include at least four hundred and fifty (450) hours of qualified Curriculum instruction, including both classroom lecture and practical laboratory instruction, and must include the following courses: a Medical Services course; and, an Orthopaedic Specialty course.
  - d. Clinical or Externship Component: The OT Training Program curriculum must include a clinical rotation and/or externship component of at least two hundred (200) practice training hours. Clinical rotations and/or externships must provide students with experience in all of the following settings:
    - 1) Hospital (orthopaedic floor/department).
    - 2) Operating room.
    - 3) Orthopaedic physician's office.

*Military OT Programs*: A qualified military OT Training program curriculum must include a clinical rotation and/or externship component of at least three (3) months, including at least two hundred (200) practice training hours.

- e. Instructor Qualifications: Each OT Training Program instructor must be licensed, or otherwise authorized, to practice in the health care field that is the subject of his/her OT Program course. In addition, the OT Training Program must include at least one (1) instructor who is certified as an OTC® by NBCOT.
- f. Physician Advisor: The OT Training Program must include at least one (1) licensed Physician Advisor, specializing in Musculoskeletal System, who can: confirm that the applicant has successfully completed the OT Program; and, attest to the eligibility of the applicant for NBCOT Certification. The Physician Advisor must provide a signed, notarized Physician Advisor Verification form, confirming that the applicant has satisfied the requirements of the NBCOT OTC® Examination Application, and this Policy.

- g. Certificate Requirement: The OT Training Program must issue and provide to all students a Certificate of Program Completion, or Certificate of Graduation (diploma), within ninety (90) days after the student has successfully completed all Program requirements. University transcripts will not be accepted to satisfy this requirement. No OTC® Examination Application will be accepted by NBCOT until such certificate documents are issued by the OT Program, and reviewed by NBCOT.

*Military OT Programs*: Applicants who have completed a military OT Training Program will be required to submit a Certificate of Course Completion issued by the relevant branch of the U.S. Military, or a certified copy of his/her U.S. Department of Defense DD Form 214 "Certificate of Release or Discharge From Active Duty."

- h. Program Appeals Policy: The OT Training Program must maintain a fair and appropriate student appeals policy, which permits students to appeal an adverse Program decision or action to an impartial Program representative with authority to reverse or modify the decision.
- i. Ethical Business Practices: The OT Training Program must operate in a lawful and ethical manner.

#### **Eligibility Route B Submission Requirements: In order to qualify for NBCOT Eligibility Route B:**

- The applicant must submit a complete OTC® Examination Application within twelve (12) months of his/her completion of a qualified OT Training Program, including all applicable OT Program certificates, consistent with Section 2.f, above;
- The OT Program Director must submit to NBCOT a complete and accurate Program Director Verification form, confirming that the Program satisfies the identified requirements; and,
- The OT Program Physician Advisor must submit to NBCOT a complete and accurate Physician Advisor Verification form, confirming that the applicant has: successfully completed the OT Program; and, satisfied the requirements of the OTC® Examination Application, and this Policy.

#### **Eligibility Route C (Licensed or Certified Athletic Trainer Applicants):**

The applicant has satisfied the following requirements:

1. Active certification as an Athletic Trainer (ATC) credentialed by the Board of Certification (BOC) of the National Athletic Trainer Association (NATA), or active State licensure as an Athletic Trainer;
2. A minimum of six (6) months of full-time work experience, or 1,040 work hours, in orthopaedic technology, including work experience directly related to all current OTC® Certification Examination domains, completed within the twelve (12) months prior to the applicant's submission of the OTC® Examination Application; and,
3. Direct supervision of the applicant by a licensed physician specializing in Musculoskeletal System during all work experience.

**Eligibility Route C Submission Requirements: In order to qualify for NBCOT Eligibility Route C, a certification applicant must submit:**

- A complete OTC Examination Application;
- A copy of his/her NATABOC ATC certification card or State license; and,
- A complete and accurate Physician Verification form from his/her supervising physician, confirming the applicant's completion of the work experience requirements.

**OTC® CERTIFICATION EXAMINATION.**

1. An eligible applicant must complete and achieve a passing score on the current OTC® Certification Examination. NBCOT reserves the exclusive right to void an applicant's test score based on a violation of an NBCOT Policy or other requirement.