



**2023 OTC® CERTIFICATION EXAMINATION
APPLICATION INSTRUCTION BOOK
Orthopaedic Technologist - Certified**

After reading, keep this Instruction Book for your records

DO NOT MAIL THE COPY WITH YOUR APPLICATION



**NBCOT Examinations
4736 Onondaga Blvd. #166
Syracuse, NY 13219-3304**

**www.nbcot.net
866-466-2268
nbcot_office@nbcot.net**

Applications may take up to Fourteen (14) Business Days to process.

The National Board for Certification of Orthopaedic Technologists, Inc. does not discriminate against any individual on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Revised November 2022

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Dear Certification Applicant:

You are commended for taking a very important step in becoming a credentialed Orthopaedic Technologist Certified and in helping to raise the standard for your Profession. The NBCOT Orthopaedic Technology certification examination is computer delivered by SMT/Prometric in conjunction with IsoQuality Testing Inc. (IQT).

Be advised: Your Certification Status is a matter of Public Record.

A Guide to taking the NBCOT OTC® CERTIFICATION Examination

You should print a copy of this Instruction Book for your records. You are required to sign an attestation within the examination application stating you have read, understand and agree to abide by all sections within this Instruction Book. The examination is computer based and administered in American English only. You will be allowed three (3) hours to complete the examination. The OTC® examination consists of 165 multiple choice questions with four (4) possible answers. Fifteen (15) of these questions are included for research purposes only. The research questions are not identified; therefore, answer all questions to the best of your ability. Examination results will be based only on the 150 scored questions on the examination. The questions for the examination are developed by individuals with expertise in Orthopaedics and are reviewed for construction, accuracy, and appropriateness by Representatives of the NBCOT. Certification is valid from the day that you passed your Examination through December 31st- 6 years later, as long as you remain compliant and in good standing. The NBCOT has determined that a six (6) year certification cycle is appropriate for the OTC as the profession of Orthopaedic Technology does not change from year to year.

You MUST prepare for this test!

Orthopaedic Technologists enter the Profession from many different backgrounds and are employed in diverse Orthopaedic Sub- Specialties. The Examination Content Outline has been designed to take these differences into consideration. The outline was validated by a National sample of Certified Orthopaedic Technologists with many different backgrounds and levels of experience. The OTC exam is based on US standards of practice. There is no one Study Guide, Reference or Textbook that will solely guarantee that you will pass this examination.

OTC® Certification Applicant Instructions

To avoid the possibility your application will be rejected, please read the following instructions BEFORE submitting your application:

1. Read the application booklet before filling it out. Make sure you understand each section. If you have questions, CALL THE NBCOT OFFICE at: (866) 466-2268. Test Site listings are found on our website www.nbcot.net from the tab for General Exam Info. Only after your application has been accepted, will you be able to choose a test site, day and time for your appointment. Enter the test site **STATE** you are considering on the application. Choose and enter the **MONTH** that you want to test. You will select the **DAY** and **TIME** **after** your application has been approved.
2. Print your **legal** name exactly as it will appear on your Photo Certification Card and as it appears on your valid photo ID that you will be presenting at the test center. The same name should appear on all future correspondence with NBCOT. Print your physical home address clearly, for admission confirmation, score reports and any NBCOT Correspondence. **(No PO Boxes Accepted without a physical home address included)**

NOTE: The address you are providing MUST match the photo ID you are presenting at the test center for admission, or you will not be admitted, and you will forfeit all testing fees paid. (See Item 8)

3. Attach photocopies of the appropriate documentation materials to verify your route of eligibility.

- Your Attending Physician specializing in the musculoskeletal system **MUST** validate, sign and have notarized your original application. This Physician is attesting to your necessary Orthopaedic experience, skills and knowledge. If you are applying under Eligibility Route B, you must also have your Program Director sign and have notarized the Program Director Attestation Page found within the application.

Applications received without the required completed notarized attestation page(s) WILL BE RETURNED. All OTC®'s and OT-SC™'s that are re-certifying by examination must have the Physician Verification page completely filled out and notarized. NO EXCEPTIONS.

- If retesting within one exam cycle, you **DO NOT NEED** the Physician Verification section notarized. **YOU DO NEED** the Physician Verification section completed and *signed by the original Physician that signed for you. If this is not the original Physician on file, then the new Physician's signature **MUST BE NOTARIZED.***
- If retesting under eligibility route B within one exam cycle, you **DO NOT NEED** the Physician Verification and Program Director section notarized. **YOU DO NEED** the Program Director and Physician Verification section completed and signed by the original Physician and Program Director that signed for you. If this is not the original Physician or Program Director on file, then the new Director's and Physician's signature **MUST BE NOTARIZED. NO EXCEPTIONS.**
- **A NEW APPLICATION AND FULL TESTING FEE MUST BE SUBMITTED EACH TIME AN APPLICANT APPLIES.**

4. Your printed name and signature are required in several areas. **Missing printed names and signatures will result in the return of your application.**

5. You **MUST** include a clear photocopy of your valid U.S Driver's License or U.S Passport. If you do not have a valid U.S Driver's License or a valid U.S Passport, call the NBCOT office for alternate photo ID options. You **MUST** include **TWO PROFESSIONALLY TAKEN PASSPORT STYLE PHOTOS WITH YOUR APPLICATION.** Failure to include valid ID AND two (2) photos will result in your application being returned unprocessed.

6. Mail the original completed **SINGLE SIDED** Application **FLAT** which has been signed by you in ink. *(Double sided applications will be returned unprocessed)* No photocopies or faxes will be accepted. *Missing pages will result in your application being returned unprocessed.*

Be sure that the Physician Verification has been signed and notarized in ink (Notary stamp must be present in ink and/or crimp form only).

Attach copies of supporting documentation and enclose appropriate fees in U.S Funds made payable to the **NBCOT, Inc.**

Mail completed application packet to the following address:

**NBCOT Examinations
4736 Onondaga Blvd. #166
Syracuse, NY 13219-3304**

The application **MUST BE RECEIVED** BY the posted deadlines found within this Instruction Book. If RECEIVED AFTER the posted deadline, applications will be considered with a nonrefundable late fee of \$100.00 through the 22nd day of the month BEFORE you want to test. Late filing will not guarantee your ability to sit during the full month you are registering for.

YOU are responsible for confirming receipt of your application by following the **TRACKING GUIDELINES** set forth by your respective mail carrier. **The NBCOT will NOT confirm receipt of your application.** We encourage you to mail your complete application with a carrier that will provide you with tracking information.

7. Confirmation of acceptance is e-mailed to the e-mail address provided within the application from IsoQuality Testing, Inc. **You must use your HOME address and PERSONAL email address, NOT your employer's address or work email address,** as all correspondence regarding your Certification is verified by your **HOME address and Social Security Number,** which is secured by the NBCOT. This information is considered and treated as **CONFIDENTIAL.**

8. You are registered for testing using the information provided on your valid U.S Driver’s License. If this is not where you currently live and you have provided your current home address on the application, mark on the photocopy of your Driver’s License or Passport “USE FOR ID PURPOSES ONLY”.
9. Receipts for application and testing fees are sent **ONLY** to the remitting party by US Mail.

******If ANY information changes in ANY WAY, specifically name changes, e-mail or home address changes or telephone contact numbers, *after* you have sent in your application, you MUST NOTIFY the NBCOT, or risk being turned away at the Test Center for your appointment. If the information sent to register you is *different* from what you present for confirmation at the Center the day of your appointment, you will be turned away and considered a “no show”. You will forfeit all testing and late fees and must reapply for any future examination with a newly completed application and fees. ******

Eligibility Routes

ONLY ONE (1) ELIGIBILITY ROUTE IS REQUIRED TO BE MET.

Explanation of the approved eligibility routes are as follows:

- **Eligibility Route A:** This application is to be used for those individuals with two years’ supervised On-The-Job Training in Orthopaedic Technology.
- **Eligibility Route B:** This application is to be used for those candidates that have completed a structured Orthopaedic Technologist program **OR** U.S Military Candidates.
- **Eligibility Route C:** This application is to be used for Licensed or Certified Athletic Trainers.

I. CERTIFICATION ELIGIBILITY ROUTES.

A candidate 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 candidate, in order to ensure conformity with the OTC eligibility requirements in this Policy.

Eligibility Route A (Supervised On-The-Job Training in Orthopaedic Technology Applicants):

The applicant has satisfied the following requirements:

1. A minimum of twenty-four (24) months of full-time work experience as an Orthopaedic Technologist in a U.S Hospital, Clinic or Private Practice, 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 Orthopaedic work experience.
3. Practitioners from outside the USA: “Employment as an Orthopaedic Technologist in a U.S Hospital, Clinic or Private Practice for a minimum of two (2) calendar years must be completed before you are eligible to apply for consideration to take the NBCOT OTC® Examination.
4. Eligibility Route A Rationale: The NBCOT exam is based on the knowledge gained from two years of experience as an Orthopaedic Technologist. The two-year time work experience requirement established by eligibility route A ensures candidates have adequate work experience and knowledge base in the OTC exam content domains to sit for the exam and work as a certified entry-level provider.

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

- A complete OTC® Certification 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 based on the current Examination Domains.

Eligibility Route B (Graduate of an Orthopaedic Technologist School or Program including the US Military):

If applying under eligibility Route B, **(OT Training Program Applicants) the following requirements must be met:**

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:
 - Hospital (orthopaedic floor/department).
 - Operating room.
 - Orthopaedic physician's office.

NOTE: 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 200 practice training hours.

- e. Each OT Training Program instructor is licensed, or certified, to practice in the medical or health care field that is the subject of his/her OT Program course(s). Each course must be related to the OTC Examination Qualified to Teach Table found in the following table or OTC job analysis subject. A copy of all instructor CVs must be included.

OTC EXAMINATION TEST DOMAINS	Qualified to Teach
Domain 1: Patient Assessment & Management 30%	
A. Demonstrate the ability to obtain complete history of the patient's complaint(s) and condition(s)	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
1. Interviewing techniques	
2. Documentation procedures	
3. Risk factors	
B. Conduct physical examination of the patient	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT
1. Vital signs	
2. Specialized orthopaedic testing/maneuvers	
3. Neurovascular examination(s)	
4. Wound and skin assessment	
C. Describe the types of radiographic studies and communicate findings	X-Ray Tech, OTC, OPA-C, PA-C, MD, DO, NP
1. Normal vs abnormal presentations	
2. Radiographic views	
3. Specialized radiographic tests	
D. Demonstrate the ability to educate patients regarding physician protocols, procedures, and devices	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
E. Utilize knowledge of anatomy and physiology	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
F. Utilize knowledge of medical terminology	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
G. Recognize common orthopaedic conditions and injuries	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
1. Congenital	
2. Acute	
3. Chronic	
H. Identify and respond to patient-related emergency situations	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
Domain 2: Office & Clinic Management 10%	
A. Utilize the foundations of inventory management	OTC, OPA-C, PA-C, ATC, PT, RN
1. Availability of equipment and supplies	OTC, OPA-C, PA-C, ATC, PT, RN
2. Maintenance of equipment	OTC, OPA-C, PA-C, ATC, PT, RN
B. Demonstrate established best practices for maintaining patient privacy and confidentiality	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN

C. Demonstrate established best practices for infection control, sterilization techniques, and following universal precautions	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
D. Demonstrate compliance with current regulatory guidelines for safety and hazard management	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
Domain 3: Casting, Splinting & Orthopaedic Appliances 40%	
A. Differentiate among casting/splinting materials	OTC, OPA-C, PA-C, MD, DO, ATC
B. Apply upper extremity cast/splint using accepted casting/splinting practices and techniques	OTC, OPA-C, PA-C, MD, DO, ATC
C. Apply lower extremity cast/splint using accepted casting/splinting practices and techniques	OTC, OPA-C, PA-C, MD, DO, ATC
D. Apply specialty cast/splint using accepted casting/splinting practices and techniques	OTC, OPA-C, PA-C, MD, DO, ATC
E. Employ methods for removal of cast/splint using accepted practices and techniques	OTC, OPA-C, PA-C, MD, DO, ATC
F. Employ methods for altering, modifying, or adjusting cast/splint using accepted practices and techniques	OTC, OPA-C, PA-C, MD, DO, ATC
G. Apply and adjust Orthopaedic durable medical equipment (DMEs) for proper fit and placement	OTC, OPA-C, PA-C, MD, DO, ATC, Orthotic Fitter, Orthotist
H. Provide patient education regarding casting, splinting and Orthopaedic appliances	OTC, OPA-C, PA-C, MD, DO, ATC, Orthotic Fitter, Orthotist
1. Skin and/or wound care	
2. Application and removal	
I. Recognize and respond to Orthopaedic complications	OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN
Domain 4: Clinic & Hospital Surgical Procedures 20%	
A. Demonstrate knowledge of common Orthopaedic surgical procedures	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO, RN
1. Aseptic technique	
2. Types of procedures	
3. Equipment and instruments	
B. Demonstrate the ability to position, prep and drape patient using accepted practices and techniques	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO, RN
C. Manage post-operative patient	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO, RN
1. Dressings and wound care	
2. Staple, pin and suture removal	
D. Assist the surgeon physician using accepted surgical practices and techniques	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO, RN

E. Provide patient education regarding pre-and post-operative care	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO, RN
F. Demonstrate the ability to draw and prepare requested injections	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO, RN
1. Measurements	
2. Common pharmaceuticals	
G. Employ methods for collecting and preparing specimens	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO, RN
H. Demonstrate knowledge of traction and accepted practices and techniques	OTC, OT-SC, OPA-C, PA-C, NP, MD, DO
1. Skeletal	
2. Skin	
3. Patient education	

- 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. A copy of the Physician Advisors CV must be included.
- 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® Certification 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 and ERB issued by the relevant branch of the U.S. Military for active duty, or a certified copy of his/her U.S. Department of Defense DD Form 214 “Certificate of Release or Discharge from Active Duty” for discharged military personnel.

- 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. A copy of the Program Appeals Policy must be included.
- i. Ethical Business Practices: The OT Training Program must operate in an ethical manner, consistent with lawful and otherwise appropriate business practices.

3. Eligibility Route B Rationale: The parameters for eligibility route B were defined to ensure candidates have completed education delivered by a qualified instructor that includes adequate instruction in each of the OTC exam content domains and clinical practice requirements, thereby establishing an entry-level knowledge base to sit for the OTC exam and work as an entry-level provider.

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

- The applicant must submit a complete OTC® Certification 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.g, above **(Copy of Graduation Documentation MUST BE INCLUDED)**
- 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):

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

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.**
4. Eligibility Route C Rationale: In consultation with subject-matter experts, the Board determined that there is considerable crossover in the education of certified/licensed Athletic Trainers as compared to Orthopaedic Technologists. Therefore, the Board determined that the equivalent of 6 months' full-time employment as an OT in addition to being licensed/certified as an Athletic Trainer will provide the candidate with the necessary knowledge base to sit for the OTC exam.

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.

Registration

Upon **ACCEPTANCE** of your completed application, IsoQuality Testing (IQT) will contact the Candidate via e-mail, to provide the Candidate with the Candidate ID/Registration number and the specific information to schedule a testing appointment. Once the Candidate receives this information, it is the Candidate's responsibility to schedule a day and time in which to sit for the examination during the month they have been accepted and registered for. ***You must schedule your examination within thirty (30) days from the date of the acceptance e-mail. NBCOT is notified when the email is sent to the applicant.***

OTC® or OT-SC™ Certification Examination Non-Refundable Application Fee: \$85.00

This fee is separate from the Examination Testing Fee and must be included separate with the completed application at the time of submission.

The following Applicants are required to include a **mandatory Non- Refundable \$85.00 Application fee with any submission, as outlined below:**

- **NEW Applicants** applying to take the OTC® or OT-SC™ Examination:
(Definition: An applicant that has **never** taken the OTC® or OT-SC™ Examination before.)
- **Applicants that are re-taking the OTC® or OT-SC™ Examination.**
(Definition: An applicant that has sat for, but did not pass the OTC® or OT-SC™ Examination and is retesting **BEYOND** six (6) months of his/her initial Examination).
- **Applicants that have allowed their Certification to lapse.**
(Definition: One who had held the OTC® or OTC®, OT-SC™ credential in the past, but as of the date of this application does not).

Accepted forms of payment made payable to NBCOT, Inc.

- U.S. Bank issued Cashier's Check, Official Check or Certified Bank Check.
- U.S. or Canadian Postal Money Order
- U.S. Bank issued Money Order
- Official Hospital/Group or Corporate Check

NO PERSONAL CHECKS or CREDIT CARDS are accepted for the Application Fee.

NOTE: If you are Active-Duty U.S Military, Re-Certifying by Examination and your Certification has NOT lapsed OR you are retesting WITHIN 6 months of your initial application, you are not required to submit an application fee.

Testing Fees

OTC® Examination Fee: \$450.00: Payable in U.S. Currency ONLY

(Late Registration Fee is an additional nonrefundable \$100.00 and is not waived or refunded for any reason)

Payment is made payable to: National Board for Certification of Orthopaedic Technologists, Inc., OR NBCOT Inc. Accepted forms of Check payment: U.S. Bank Issued Checks (i.e., Teller, Cashier's, or Official Check), U.S. Corporate Checks (i.e., issued by a Medical Group or Hospital), or U.S. Money Order. A charge back fee of \$40.00 will be assessed for any Check or Money Order issued to the NBCOT, Inc. that is returned to the NBCOT for any reason.

Accepted Credit Card or Debit Card payment: United States Bank Issued MasterCard® or VISA® ONLY. All fees are to be submitted with your application – NO EXCEPTIONS

No Personal Checks are accepted for Testing, Application Fees or Late Registration Fees.

Examination Appointment, Rescheduling and Refund Policies

BE AWARE: Once you have made an appointment to take your examination, you have solidly reserved a seat at the test center of your choice, and you have scheduled a Proctor to be there for your examination. Rescheduling of an existing appointment will result in a rescheduling charge in conformance with the outline below. Record of your scheduling is confirmed with the Test Administrator before any fees are applied, however, their decision stands. Any fees that apply must be paid to the NBCOT, Inc. in U.S. Funds BEFORE you are allowed to reschedule, postpone or cancel your scheduled appointment.

Rescheduling of an Existing Appointment: Once you have made an appointment to take an OTC® or an OT-SC™ Examination with the Test Administrator, and you find that you need to change the day or time to a new day or time **within the same month that you registered for**, the following rescheduling fees will apply:

If you call the NBCOT office to reschedule an existing appointment, **MORE THAN 6 BUSINESS DAYS BEFORE YOUR SCHEDULED TEST DATE: \$100.00**

If you call the NBCOT office to reschedule an existing appointment **5 BUSINESS DAYS or LESS BEFORE YOUR SCHEDULED TEST DATE: \$150.00.**

If you do not call the NBCOT office to reschedule your existing appointment within the immediate 5 BUSINESS DAYS BEFORE YOUR SCHEDULED TEST DATE, you are considered a "No Show" by the Test Administrator and the NBCOT and will forfeit all fees that have been paid. NO EXCEPTIONS.

Examination Postponement: You are allowed to change the test cycle that you are registered to take your examination ONCE DURING THE SAME YEAR, as long as NO APPOINTMENT has been made with the Testing Administrator at NO CHARGE.

If you have made an appointment for your examination and find that you need to be taken completely out of the original testing cycle that you are registered for and placed into a future testing cycle **during the SAME YEAR**, a fee of \$250.00 will be charged.

Emergency Requests: For this accommodation made **LESS THAN 6 BUSINESS DAYS BEFORE A SCHEDULED APPOINTMENT**, will **NOT BE** considered without **valid verifiable proof** to the NBCOT and the Test Administrator. If you cannot provide

verifiable proof of your emergency, you will not be granted this accommodation. Accepted emergency postponement less than 6 business days will incur a \$100.00 postponement fee.

"Test Anxiety" is not a consideration to postpone any scheduled examination.

Complete Cancellation of Application/Registration: All requests to completely withdraw an application to take the OTC® or OT-SC™ Examination with a confirmed registration, must be done in writing and mailed to the NBCOT office. Consideration will be made to properly executed requests that are **received** in the NBCOT office. A \$200.00 cancellation processing fee will be deducted from all refunds if approved. Application fees are not refundable.

If a candidate was accepted and registered to take either the OTC® or OT-SC™ Certification Examination **and has made an appointment for said Examination**, the set appointment must be canceled with the NBCOT and the Test Administrator by the Candidate or Employer **before** any refund will be considered. **REFUNDS OF THE ORIGINAL TOTAL TESTING FEES PAID WILL BE ISSUED MINUS \$150.00 PLUS A \$100.00 CANCELLATION PROCESSING FEE. (\$250.00 Total)**

If you cancel your existing appointment and application within the immediate 6 BUSINESS DAYS BEFORE A SCHEDULED TEST DATE, you are considered a "No Show" by the NBCOT and the Test Administrator. You will forfeit all fees paid.

Refunds are **ONLY** issued to the party that paid the examination fees. Refunds are **ONLY** made in the manner as the original fees were paid (i.e., same credit card, bank check, or money order). After a cancellation has been approved and processed, any future consideration for testing will require the submission of a new application and appropriate fees paid.

Cancellation Due to Fraudulent Application/Registration: In the event the NBCOT discovers that a candidate submitted a fraudulent application, by admission or investigation, the NBCOT has the right to cancel the candidate's testing appointment. If the NBCOT discovers that a candidate submitted a fraudulent application and cancels the candidate's appointment due to a fraudulent application, the candidate forfeits all testing fees. The candidate may also be brought before the Ethics Committee and may be disqualified from applying for the NBCOT Examination(s) in the future.

Special Testing Cycle (Outside of the current testing cycles posted in this Instruction Book): In the event an applicant wishes to test outside of the posted testing cycles, there will be an additional fee of \$250.00 in addition to the testing and application fees.

Provision for Examination Fees Paid by Employers

Any Employer that has paid for an applicant's examination fee has the right to cancel an application, or examination registration with or without a set appointment and request a refund or transfer of fees paid to another employee's application, at any time. This must be done by submitting their request in writing to the NBCOT office. A \$100.00 processing fee will apply to all transfers or a \$250.00 processing fee for complete cancellation. Please refer to the **"Complete Cancellation of Registration"** outline specific guidelines and requirements. Test Administrative Cancellation Fees will apply per the **"Examination Appointment, Rescheduling and Refund Policies"**. All requests will be considered on a case-by-case basis. All complaints from the Applicant or Registered Candidate relating to an examination cancellation or transfer that was made by an Employer, and approved by the NBCOT, are to be addressed between the Applicant or Registered Candidate and the Employer. Any issues arising from any Employer canceling an application, or Examination Registration with or without an Exam Appointment will not be mediated or involve the National Board for Certification of Orthopaedic Technologists, Inc., or the Test Administrator in any way.

Refund Guidelines

Application Fees Are Not Transferrable or Refundable

Request must clearly outline the reason for the cancellation and refund request to be considered.

Refunds are **ONLY** issued to the party that paid the examination fees. Refunds are **ONLY** made in the manner as the original fees were paid (i.e., same credit card, bank check, or money order). After a cancellation has been approved and processed, any future consideration for testing will require the submission of a new application and appropriate fees paid.

2 ORIGINAL SIGNED REQUESTS MUST BE MAILED VIA "US CERTIFIED RETURN RECEIPT REQUESTED MAIL" to:

**ATTN: NBCOT EXAMINATION REFUNDS
THE NATIONAL BOARD FOR CERTIFICATION OF ORTHOPAEDIC TECHNOLOGISTS,
INC. 4736 ONONDAGA BLVD. #166 SYRACUSE, N.Y. 13219-3304**

Requests will be acknowledged in writing, email or by telephone within 14 business days of receipt to the NBCOT office and must clearly state the reason for the request.

NBCOT Standards of Practice for the Orthopaedic Technologist – Certified (OTC®)

Definition:

The Orthopaedic Technologist - Certified is specially trained as an extension of recognized physicians that are involved in the musculoskeletal care of patients and assists in the treatment of the orthopaedic patient.

The Orthopaedic Technologist - Certified are those individuals that have demonstrated the knowledge and skills needed to work as an Orthopaedic Technologist and who have passed the National Board for Certification of Orthopaedic Technologist Certification Examination. The Orthopaedic Technologist - Certified maintains certification by complying with the rules and policies of the NBCOT. The Orthopaedic Technologists-Certified may use the acronym OTC®. The OTC exam is based on US standards of practice.

Standards:

The standards are not intended as a complete list of abilities but are designed to guide the OTC in assisting the Physician that is involved in the musculoskeletal care of patients in assessment of signs, symptoms, analysis, treatment and the care of the orthopaedic patient. Passage of the NBCOT Certification Examination signifies an entry level of knowledge of the following categories in the specialty of Orthopaedic Technology.

- Patient Assessment & Management
- Office & Clinic Management
- Casting, Splinting & Orthopaedic Appliances
- Clinic & Hospital Surgical Procedures

Functions and Responsibilities: The OTC shall practice in accordance with any existing state rules or regulations.

1. The OTC shall function under the supervision of the Physician that is involved in the musculoskeletal care of patients. Supervision shall be continuous but shall not be construed as necessarily requiring the physical presence of the supervising physician at the time and place where such services are performed.
2. The OTC shall function as a part of the orthopaedic team in the care and management of the orthopaedic patient.
3. The OTC shall be responsible for the accurate recording and reporting of facts, including evaluation and treatment of the orthopaedic patient within the patient's chart using written or EMR entries.
 - a. A. Ability to articulate descriptions of orthopaedic conditions based on the understanding of anatomical structures and their relationship with one another.
 - b. B. Ability to recognize most fractures and dislocations on X-ray films.
4. The OTC may assist with patient education involving the care and plan of treatment of the orthopaedic patient.
5. The OTC may assist with application and execution of orthopaedic procedures and services and execute legal orders of the supervising Physician concerning the care of the orthopaedic patient.
6. The OTC may render follow up care and services commensurate with education and experience.
7. The OTC may perform the following duties after proficiency has been demonstrated and in accordance with established policies and procedures.
 - a. In the event of emergency situations, administration of all recognized first aid procedures.
 - b. Performance of history and physical assessment of the orthopaedic patient.
 - c. Assist with aspirations and prepare injections.
 - d. Application and removal of all types of casts, splints, immobilization devices and traction.
 - e. Assist with wound closure (sutures, staples, etc.).
 - f. Removal of wound closure materials (sutures, staples, etc.)
 - g. Assist with the reduction of fractures and dislocations.
 - h. Assist with and perform the removal of orthopaedic hardware.
 - i. Ability to supervise and train other certified and non-certified Orthopaedic Technologists.

- j. Application and use of orthopaedic equipment and supplies
 - k. Maintenance and ordering of orthopaedic equipment and supplies
 - l. Implementation of cost containment measures.
8. The OTC may perform the following surgical responsibilities.
- a. Position, prep and drape patients by using accepted practices and techniques in order to prepare the patient for surgery.
 - b. Assist the surgeon as first or second assistant by using accepted surgical practices and techniques.
 - c. Assist the surgeon during reductions by supplying and applying the appropriate materials.
 - d. Apply and manage post-operative dressings on wounds following aseptic techniques.
9. Hospital Orthopaedic Technologists
- a. Fabricate, adjust and remove orthopaedic devices.
 - b. Apply mobilization and immobilization devices.
 - c. Apply skin, skeletal and manual traction.
 - d. Make rounds on all orthopaedic patients
 - e. Serve as technical advisor to the hospital personnel in matters pertaining to orthopaedic devices and equipment.
 - f. Assist orthopaedic surgeons in operating room as first and second assistants.
 - g. Represent the Orthopaedic Technologists at medical, nursing and administrative meetings.
 - h. Record in patient's chart, condition, progress, assessment and treatment for review by the Orthopaedic Surgeon.
 - i. Adhere to and implement established hospital policies and procedures of the work place.
10. Clinic/Office Technologists
- a. Order orthopaedic equipment and supplies
 - b. Take necessary measurements (i.e. grip strength, leg lengths).
 - c. Remove sutures, staples, Steinman pins and K-wires
 - d. Change dressing and care for wounds.
 - e. Apply, adjust and remove casts.
 - f. Assist with aspirations and prepare injections.
 - g. Record patient's blood pressure, pulse and weight.
 - h. Phone and chart medication ordered by the physician.
 - i. Assist Orthopaedic Surgeon in reduction of fractures.
 - j. Review standard admitting and pre-op instructions for patients having surgery.
 - k. Assist in making follow-up appointments and consultation appointments with other specialists for patients.
 - l. Measure and fit patients for braces and other orthopaedic devices.
 - m. Instruct patient in pre and post-operative care.
 - n. Instruct patient in proper care of cast and splints.
 - o. Clean and stock patient exam and treatment rooms.
 - p. Adhere to established clinic/office policy and procedure directives.
11. Health Care Agency/ Independent Contractor
- a. Perform all the duties of a hospital-based Orthopaedic Technologist.
 - b. Perform all the duties of a clinic/office-based Orthopaedic Technologist.
 - c. Serve as a technical expert to hospitals, orthopaedic surgeons and other Orthopaedic Technologists in matters pertaining to orthopaedic devices and techniques.
 - d. Set up and fit patients at home with orthopaedic devices and equipment.
 - e. Instruct others in the practice of orthopaedic technology.
 - f. Educate the public about the role of an Orthopaedic Technologist on a team of health care providers.

Preamble Orthopaedic Technologists and/or Orthopaedic Technologists-Surgery Certified (OTC[®] and/or OT-SC[™]) practice Orthopaedic Technology by providing Orthopaedic and Orthopaedic related services. They accept the responsibility conferred upon them by the state, the profession, and society. The National Board for Certification of Orthopaedic Technologists has adopted this Code of Ethics to guide its Certificants in fulfilling their obligation as professionals. Each certificant of the National Board for Certification of Orthopaedic Technologists has a personal responsibility to uphold and adhere to these ethical standards.

1 Responsibility to Patients: OTC[®] and/or OT-SC[™] preserve human dignity, respect the moral and legal rights of health consumers, and support the safety and well being of the patient under their care.

1.1 The OTC[®] and/or OT-SC[™] renders quality Orthopaedic care regardless of the patient's race, religion, age, sex, nationality, disability, social or economic status.

1.2 The OTC[®] and/or OT-SC[™] protects the patient from harm and is an advocate for the patient's welfare.

1.3 The OTC[®] and/or OT-SC[™] avoids conflicts between his or her personal integrity and the patient's rights. In situations where the OTC[®] and/or OT-SC[™] personal convictions prohibit participation in a particular procedure, the OTC[®] and/or OT-SC[™] refuses to participate or withdraws from the case provided that such refusal or withdrawal does not harm the patient or constitute a breach of duty.

1.4 The OTC[®] and/or OT-SC[™] takes appropriate action to protect patients from healthcare providers who are incompetent, impaired, or engage in illegal or unethical practice.

1.5 The OTC[®] and/or OT-SC[™] maintains confidentiality of patient information.

1.6 The OTC[®] and/or OT-SC[™] does not knowingly engage in deception in any form.

1.7 The OTC[®] and/or OT-SC[™] does not exploit nor abuse his or her relationship of trust and confidence with the patient or the patient's dependence on the OTC[®] and/or OT-SC[™].

2 Competence The scope of practice engaged in by the OTC[®] and/or OT-SC[™] is within the individual competence of the OTC[®] and/or OT-SC[™]. Each OTC[®] and/or OT-SC[™] has the responsibility to maintain competency in practice.

2.1 The OTC[®] and/or OT-SC[™] engages in lifelong, professional educational activities.

2.2 The OTC[®] and/or OT-SC[™] participates in continuous quality improvement activities.

2.3 The practicing OTC[®] and/or OT-SC[™] maintains his or her certification as a OTC[®] and/or OT-SC[™], meets advanced practice state statutory or regulatory requirements, if any, and maintains re-certification as a OTC[®] and/or OT-SC[™].

2.4 Gross or repeated negligence or malpractice in professional work, which includes releasing confidential medical information of Orthopaedic patients or others with whom the certificant or applicant has a professional relationship to third parties according to applicable laws, rules and regulations will result in action that may result in the suspension or revocation of the OTC[®] and/or OT-SC[™]

3 Responsibilities as a Professional Orthopaedic Technologists and/or Orthopaedic Technologists-Surgery Certified are responsible and accountable for the services they render and the actions they take.

3.1 The OTC[®] and/or OT-SC[™], as a certified professional, is responsible and accountable for judgments made and actions taken in his or her professional practice. Neither physician orders nor institutional policies relieve the OTC[®] and/or OT-SC[™] of responsibility for his or her judgments made, or actions taken.

3.2 The OTC[®] and/or OT-SC[™] practices in accordance with the professional practice standards established by the profession.

- 3.3** The OTC® and/or OT-SC™ will participate in activities that contribute to the ongoing development of the profession and its body of knowledge.
- 3.4** The OTC® and/or OT-SC™ is responsible and accountable for his or her conduct in maintaining the dignity and integrity of the profession.
- 3.5** The OTC® and/or OT-SC™ collaborates and cooperates with other healthcare providers involved in a patient's care.
- 3.6** The OTC® and/or OT-SC™ respects the expertise and responsibility of all healthcare providers involved in providing services to patients.
- 3.7** The OTC® and/or OT-SC™ and candidates will be held responsible and prosecuted for any unauthorized possession, use, access, or distribution of certification examinations, score reports, certificates, certificant or applicant files, documents or other examination materials.
- 3.8** The OTC® and/or OT-SC™ will not knowingly make any material misrepresentation or fraudulent statement to the NBCOT or to the public, including but not limited to statements made to assist the applicant, certificant, or another apply for, obtain, or retain certification.
- 3.9** The OTC® and/or OT-SC™ will not misuse or misrepresent the mark of OTC® and/or OT-SC™. The OTC® and/or OT-SC™ understands that if his/her certification lapses, he/she will no longer be allowed to use the OTC® and/or OT-SC™ mark after his/her name until such time that he/she re-tests and successfully passes the certification examination.
- 3.10** Any physical and/or drug condition, or habitual use of alcohol or any other drug or substance to a degree which impairs competent and objective professional performances will be grounds for action that may result in the suspension, or revocation of the OTC® and/or OT-SC™ certification.
- 3.11** The conviction of, plea of guilty to or plea of nolo contendere to a felony or misdemeanor, which is directly or indirectly related to public health, public safety, orthopaedic care, or education. This includes but is not limited to any form of rape, sexual abuse, actual or threatened use of a weapon of violence; the prohibited possession, sale or distribution of a controlled substance, with or without the intent to distribute will results in action that may result in the suspension or revocation of the OTC® and/or OT-SC™ credential.
- 4 Responsibility to Society** OTC® and/or OT-SC™ collaborate with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.
- 5 Endorsement of Products and Services** OTC® and/or OT-SC™ endorse products and services only when personally satisfied with the products or service's safety, effectiveness and quality. OTC® and/or OT-SC™ do not state that the NBCOT has endorsed any product or service unless the Board of Directors of the National Board for Certification of Orthopaedic Technologists has done so.
- 5.1** Any endorsement is truthful and based on factual evidence of efficacy.
- 5.2** A OTC® and/or OT-SC™ does not exploit his or her professional title and credentials for products or services which are unrelated to his or her professional practice or expertise.
- 6 Research** OTC® and/or OT-SC™ protect the integrity of the research process and the reporting and publication of findings.
- 6.1** The OTC® and/or OT-SC™ evaluates research findings and incorporates them into practice as appropriate.
- 6.2** The OTC® and/or OT-SC™ conducts research projects according to accepted ethical research and reporting standards established by public law, institutional procedures, and the health professions.
- 6.3** The OTC® and/or OT-SC™ protects the rights and well being of people and animals that serve as subjects in research.
- 6.4** The OTC® and/or OT-SC™ participates in research activities to improve practice, education, and public policy relative to health needs of diverse populations, the health workforce, the organization and administration of health systems, and healthcare delivery.
- 7 Business Practices** OTC® and/or OT-SC™, regardless of practice arrangements or practice settings, maintain ethical business practices in dealing with patients, colleagues, institutions, and corporations.

- 7.1 The contractual obligations of an OTC® and/or OT-SC™ are consistent with the professional standards of practice and the laws and regulations pertaining to the Orthopaedic Technology profession.
- 7.2 The OTC® and/or OT-SC™ not participate in deceptive or fraudulent business practices.
- 7.3 The OTC® and/or OT-SC™ and candidates will be truthful in all aspects of the application process, including eligibility requirements for certification, or continuing education and standards of practice.

Examination Schedule

The OTC® and the OT-SC™ Examination(s) are administered 5 times a year during the **ENTIRE** months of: February, April, June, September and November. The deadlines for **RECEIPT** of applications to the NBCOT office are indicated below.

Application **RECEIPT** Deadlines:

TEST CYCLE ENTIRE MONTH OF:	EARLY REGISTRATION: APPLICATION RECEIVED NO LATER THAN	LATE REGISTRATION WITH ADDITIONAL \$100.00 LATE FEE RECEIVED BETWEEN
February	December 20 th by 12:00 pm EST	December 21 st through January 22 nd
April	February 20 th by 12:00 pm EST	February 21 st through March 22 nd
June	April 20 th by 12:00 pm EST	April 21 st through May 22 nd
September	July 20 th by 12:00 pm EST	July 21 st through August 22 nd
November	September 20 th by 12:00 pm EST	September 21 st through October 22 nd

Any Application received by our office AFTER 12: 00 pm. EST on the Early Registration Deadline date posted, delivered by any US Mail authorized carrier, **MUST include the nonrefundable \$100.00 late fee. Late fees are NOT WAIVED OR REFUNDED FOR ANY REASON.**

Mail is accepted and signed for in the NBCOT office 6 days a week.

If a posted deadline falls on a Sunday or Federal Holiday, the next business day (12 Noon EST) will be the cutoff.

Test Center Information

Test Centers for the examinations will be located at selected sites throughout the United States. The specific city sites are found on the NBCOT website at www.nbcot.net. within the General Exam Info. Tab. In the space provided on the application, candidates must include the State they desire to test in. Test site information is for informational purposes only. **YOU CANNOT REGISTER TO TAKE ANY EXAMINATION UNTIL YOUR APPLICATION HAS BEEN APPROVED AND ACCEPTED BY THE NBCOT AND YOU HAVE RECEIVED YOUR CONFIRMATION FROM ISO QUALITY TESTING. Attempting to register online prior to having this information sent to you will result in your future registration being voided.**

NOTE: The examination test sites may change from month to month.

Special Provisions for Candidates with Disabilities

IsoQuality Testing will send a confirmation e-mail, which includes details of the special arrangements made if documentation is acceptable.

In the United States and Canada, disabled candidates may be provided accommodations in accordance with the current *Americans with Disabilities Act*.

In compliance with the Americans with Disabilities Act (ADA), The National Board for Certification of Orthopaedic Technologists, Inc. makes reasonable special testing arrangements for candidates with professionally diagnosed “disabilities”. Any such candidates with ADA defined disabilities, that prevent them from taking the examination under standard conditions, may request special test arrangements on a regularly scheduled test date. No extra charge is made for these arrangements.

Please review the Overview and Guidelines for Requesting Special Testing Accommodations found on the NBCOT web site. A

Candidate Accommodation Request Form for Special Testing Accommodations must be included with the Application. The Health Care Professional Accommodation Form for Special Testing Accommodations must come directly from the diagnosing health care professional. Contact the NBCOT at (866)466-2268 or visit www.nbcot.net to obtain the overview and forms, which are found under the Applicants "General Examination Information" Tab.

A: You must have a documented "disability" as defined by the ADA in order to be considered eligible for special testing accommodations. "English as a Second Language" and "Test Anxiety" are not covered disabilities under the ADA.

Requests must be made in writing and submitted with the application 45 (forty-five) business days prior to the posted application deadline and include required documentation establishing the existence of such Disability and the Candidate's need for special accommodations.

B: ALL Sections of this Instruction Book apply to ADA Accommodation Approved Candidates.

NBCOT will send a confirmation letter, which includes details of the special arrangements made if documentation is acceptable. NBCOT may request additional information beyond the customary documentation you provided.

If Approved: While there are no charges for ADA Approved normal accommodations, all fees including Application, Examination, Rescheduling, Postponement and cancellation fees apply.

At the Test Center

The following Regulations and Procedures pertain to EVERY Administration and ALL Candidates.

Note: The NBCOT is not responsible for any test site closures, cancellations or rescheduling of your appointment.

1. You should arrive 30 minutes before your appointment time to complete the admission procedures and tutorial required before testing begins. If you arrive more than 10 minutes late for your appointment, you will be considered a "no-show"; you will forfeit all test fees and must resubmit a complete application through the NBCOT with the appropriate exam fees.
2. For admission at the test center, you must present one (1) form of positive identification, bearing a recent photograph and bearing your signature. Acceptable forms of (photo) identification include a valid, driver's license, State ID card, passport, or military ID card.
3. All Candidates will be required to sign in upon arrival, and the signature will be checked against the Candidates' ID signature. Candidates will also be required to sign the logbook upon completion of the test and after any breaks. Test center staff will re-verify Candidate signatures after any restarts. Should a Candidate arrive at the Test Site without the proper form of ID, the Candidate will not be allowed to take the Examination and his/her all fees will be forfeited without refund.
4. No testing aids or personal items will be permitted into the testing area. You will be required to leave all personal belongings in a secure area of the testing center. The NBCOT or any test center is not responsible for any lost or stolen personal items. Smoking is prohibited in all Testing Centers. You may also be subject to sleeve checks, metal detecting, pocket checks, and spyware checks (e.g., cameras in glasses, pens that record). **NO FOOD, DRINK, CANDY, OR CHEWING GUM ARE ALLOWED.**
5. The duration of the Examination is 3 hours. There is time allotted for a brief Tutorial before, and an opportunity to make comments and answer a post-exam survey. If a computer malfunction interrupts your examination, test center personnel will attempt to resolve the issue immediately on site. In the rare instance that a computer malfunction disrupts testing for more than 30 minutes, candidates will be given the option to reschedule their appointment without cost. Your examination will be restarted at the point of interruption.
6. **If you are a Candidate who has been approved for Special Testing Accommodations, you will need to call your test center to confirm the arrangements and must take the approval notification of accommodations to your testing appointment. Telephone numbers will be issued to you with your approval notification by IsoQuality Testing**

7. In the event that you have any emergency/issue that will affect your scheduled appointment, and it is after normal IQT business hours, please call: 1-727-733-1110. **You will need your candidate ID and Password that you were initially given to make your appointment to speak with a representative. Rescheduling fees may apply.**
8. All examinations will be always monitored by one or more proctor(s) either by direct viewing, parabolic mirror, video, or all of the above.
9. Testing results are printed & given to you upon completion of your examination at the test center. Do not leave the test center without your score report. **Score reports are never mailed to you.**

Re-Examination

A new Application and appropriate fees must be submitted each time an applicant applies. A candidate may take the OTC® or the OT-SC™ Certification Examination a total of three (3) times. If after three (3) attempts the candidate is still unsuccessful, the candidate must wait a total of six (6) months from the date of the last attempt before being eligible to apply again. Candidates cannot retake any examination during the same month they failed. Candidates may retake the OTC® or the OT-SC™ Certification Examination any other month the examination is offered.

If You Have a Complaint

Complaints or comments about Test Center facilities, supervision, examination content or any matters relating to the Testing program, please write to:

SMT/PROMETRIC
Attn: Director for Operations for the NBCOT Examinations
4400 140th Avenue North, Suite 230
Clearwater, FL 33762

In all correspondence, include your Name and Address. If your questions or comments concern a test you have already taken, you should also include the Test Site, Date, and your Registration Number. SMT/Prometric will investigate each complaint and reply to your comments within a reasonable time period.

If you are challenging your test results, there is a charge for hand scoring and review of any examination. Contact the NBCOT for hand scoring and examination review fees and information. All reviews or hand scoring can take up to thirty (30) business days and the results are final.

Application and Testing Confidentiality

1. The NBCOT and IsoQuality Testing will release individual test results **only** to the individual candidate. Your Certification status is a matter of public record.
2. All information contained within any application is considered confidential unless required by law to comply with a legal request.

Standard Testing Conditions for All Administrations including ADA Accommodations

- The NBCOT Orthopaedic Technology Certification Examination(s) are computer delivered by SMT/Prometric in conjunction with IsoQuality Testing Inc. (IQT).
- All NBCOT Orthopaedic Technology Examinations are written and delivered in American English only. Candidates must be able to read, write and comprehend American English. This includes but not limited to how American English applies to Orthopaedic Technologies.
- Testing is conducted at specific SMT/Prometric/IQT test centers in the USA.
- Candidates have three (3) hours to complete the examination from the official launch time. There is a tutorial available prior to the launch of the examination. The tutorial time is not counted against the allotted three (3) hours of specific examination time.
- There are no scheduled breaks, BUT candidates may leave the testing room to use the restroom, take medication, or drink water, so long as they stay within the designated area at the test site. Escorts are required for approved “breaks”. No adjustment to the three-hour administration time or additional time if pre-approved is made for time taken as “breaks”.
- Clock time continues to be used as long as the candidate testing is on “break”. Breaks may need to be preapproved before a candidate’s test is started or stopped.
- Candidates may not leave the testing area or the building for any reason (for example, to go to their car, go outside to smoke, etc.) at any time during the test administration. Such actions will void the examination. Candidate may be subject to actions if found to be in violation of test security measures in place.
- Candidates record their answers using the computer’s mouse or keyboard. No other person may record an answer for a candidate. Doing so will void the candidate’s examination. Future consideration will be subject to actions if any person was involved in the recording of answers on any candidate’s examination by computer or paper and pencil delivery other than the candidate testing. The candidate may be tested in a room with other candidates, seated at a workstation, separated from other candidates by a divider or spaced away from each other. Each workstation has a computer with a monitor, keyboard, and mouse. Separate or Private testing areas are not available at all testing sites. The NBCOT and SMT/IQT will make all attempts to accommodate special test room requests, but they are not implied to be guaranteed or warranted based on any decision to accept an ADA request.
- One or more proctors monitor the administration of the exam using various forms of monitoring. Such monitoring may include parabolic mirrors, videotaping, and voice recording. Security measures are not divulged to or compromised for any candidate or any other entity.
- Candidates are not permitted to talk or read aloud, unless approved as an ADA accommodation. Readers will not explain a question to any candidate, nor will be allowed to touch the computer, the mouse, or assist with answering of any test question manually or verbally. Doing so will void the examination.
- There is no provision for scratch paper or writing instruments allowed in the testing area for any reason. No test question requires the use of scratch paper, or any writing instrument.
- No medical devices or medical materials, unless approved as an accommodation, are permitted in the testing room. Approved candidate owned medical devices are considered. All approved devices will be inspected at the test center before a candidate is admitted to the testing area.
- Upon check-in, Candidates may have the use of a locker to store all items in such as purses, back packs, any and all items from their pockets, including but not limited to coins, wallets, watches, pens/pencils, and cell phones. No food, beverages, hard candy or gum is allowed in the testing area or near computer stations. It is strongly suggested that no personal items of value be brought or stored on site at any center. Cough drops may be accepted however they must be taken out of the wrapper and inspected prior to be seated by the proctor(s).

- Sweaters/Jackets may be worn, but not carried into the testing room. Please note that lighting and temperature (heating or cooling) of a testing center cannot be altered. No hooded sweaters or jackets are permitted. Removal of sweaters/jackets is not allowed once seated in the testing area or during the examination. You may be asked to step out of the testing area to do so and to leave your item on an appropriate coat hook or in a closet. The time taken to do this is considered a "break". The time clock for your test does not stop.
- Hats, scarves, and/or face coverings are prohibited; if a candidate must wear scarves, hats, face covering or head covering for religious or health reasons, he or she must get Special Approval prior to testing. Typical religious head cover includes but is not limited to, turbans, scarves, and yarmulkes. All religious coverings will be inspected before a candidate is allowed into any testing area.
- Religious items held (i.e.: Rosary beads, Bibles, Kabbalah bracelets, etc.) must be in clear view at all times while a candidate is testing. Bibles, or any other Religious written form of text, may not be read, be open or opened at any time during an examination. If these items are opened, read or practiced during an examination, the examination will be stopped and voided.
- All Religious items must be approved by the NBCOT and the Proctor(s) before a test is administered. Failure to alert ISO-Quality Testing and the NBCOT of this need **before** you appear for testing will result in your appointment being delayed on site or cancelled. If your appointment is cancelled on site, the candidate must reapply for consideration to test at a later date with a new application and fees being paid again. All fees paid for the cancelled examination are forfeited.
- Accommodations for religious prayer break may be considered and will require approval as a special accommodation(s). Adjustment to the time allotted for the examination is not adjusted if this accommodation is approved.
- Scheduling of any appointment not in conjunction with prayer time should be considered by the candidate when making their testing appointment.

Improper Use of the OTC® Trademark

The NBCOT provides a means for the public and other certificants to report credential misuse – inappropriate use or use without permission. The Public and Certificants have access to the NBCOT complaint form online and by telephone. An individual can also contact the NBCOT via phone, mail, or email.

Application and Testing Confidentiality

1. Examination results are printed and given to the candidate at the test center by the proctor after completing the examination.
2. The NBCOT or SMT will release Individual Test Results only to the Individual Candidate. Individual scores will not be sent to Candidates, Employers, Educational Programs, etc. under any circumstances.
3. All information contained within this application is considered confidential unless required by law to comply with a legal request.

Disclaimer

This examination is made available through the efforts of the National Board for Certification of Orthopaedic Technologists, Inc. as a means of assessing the working knowledge of practicing Orthopaedic Technologists. The examination is in no way meant to certify the applied skills of that Technologist and is intended only as a means of measuring whether the Technologist has the technical knowledge to apply the skills.

The National Board for Certification of Orthopaedic Technologists, Inc. disclaims any and all liability or damages resulting to any individual for claims, which may arise from the use of skills of any technologists, whether these claims be asserted by a Physician, Technologist, or any other Person.