



National Board for Certification of Orthopaedic Technologists, Inc.

Recertification Program



Continuing Education Guidelines



National Board for Certification of Orthopaedic Technologists, Inc.
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NATIONAL BOARD FOR CERTIFICATION OF ORTHOPAEDIC TECHNOLOGISTS, Inc.

Recertification Program and Continuing Education Guidelines

Introduction

The NBCOT sponsors and administers a rigorous, examination-based, professional Certification Program, as well as a means of recertification designated as the *NBCOT Recertification Program*. Those individuals who have been granted the OTC® and/or OT-SC™ credential must demonstrate an ongoing professional commitment to the field of Orthopaedic Technology by satisfying the requirements of the NBCOT Recertification Program **or** by retesting prior to the lapse of their certification. Certification is valid from the day that you passed your Examination through December 31st- 6 years later, as long as you remain in good standing. The NBCOT has found 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. The six year certification cycle also coincides with when the new Job Task Analysis is performed.

This policy establishes and explains the requirements which must be satisfied in order to maintain certification by continuing education and related information, including the standards, guidelines, and procedures of the NBCOT Recertification Program. An individual that fails to renew their certification prior to their current certification lapsing will forfeit their certification number. Any individual that allows his/her certification to lapse will be required to successfully pass the OTC® and/or OT-SC™ examination and will be issued a new certification number.

The National Board for Certification of Orthopaedic Technologists, Inc. is the only national certification board for Orthopaedic Technologists and the only body that can authorize the use of the OTC® or OT-SC™ credential.

This booklet was designed to provide information you will need to renew your NBCOT OTC® and/or OT-SC™ certification. The NBCOT has worked diligently in creating a recertification program that is both straightforward and attainable by all certificants.

If you have any questions after reading these guidelines please contact the NBCOT office at:
US Toll Free (855)476-7677 or email nbcot_office@nbcot.net

Statement of Purposes

The NBCOT Recertification Program supports the ongoing professional development of NBCOT Certificants and the maintenance of OTC® and OT-SC™ Certification. Among other purposes, the Recertification Program is intended to: require reasonable and appropriate continuing educational and professional activities; enhance the ongoing professional development of Certificants; encourage and recognize individualized learning opportunities; and provide a standardized, objective, and straightforward process for attaining and recording professional development activities.

Using the Credential:

OTC[®] and OT-SC[™] certificants must satisfy the following criteria to be granted initial certification:

- Apply for and attain a passing score on the NBCOT OTC[®] and/or OT-SC[™] national certification examination.
- Agree to adhere to the standards of the NBCOT Code of Ethics.
- OT-SC[™] candidates and certificants must first obtain the OTC[®] certification and then maintain the OTC[®] certification to maintain the OT-SC[™] credential.

Active in Good Standing: Individuals currently certified with the National Board for Certification of Orthopaedic Technologists, Inc., and who have met the certification renewal requirements and do not have any pending or unresolved ethics or disciplinary issues are “Active in Good Standing”. These individuals can:

- a. Identify themselves to the public as Orthopaedic Technologists Certified (OTC[®]) or Orthopaedic Technologist – Surgery Certified (OT-SC[™]).
- b. Use the OTC[®] or OT-SC[™] credential under their name.

To continue to hold the OTC[®] and OT-SC[™] credential, a certificant must meet the NBCOT certification renewal requirements.

Lapsed Certification:

Individuals who do not satisfy the NBCOT certification renewal requirements by their scheduled renewal date are considered Lapsed and **cannot**:

- a. Identify themselves to the public as an Orthopaedic Technologists Certified (OTC[®]) or Orthopaedic Technologist – Surgery Certified (OT-SC[™]).
- b. Use the OTC[®] or OT-SC[™] credential under their name.

Non-Compliant / Incomplete Certification:

Individuals will be considered non-compliant or incomplete if:

- a. Any credential holder that fails to submit (2) professionally taken passport style photos to comply with the photo ID policy, to have a Certification ID Card issued, will have their certification record marked “non-compliant”. If the credential holder submits the necessary CEUs for recertification and still fails to submit the necessary photos, that credential holders certification record will be marked incomplete and no verification will be made on behalf of the credential holder until PHOTO ID COMPLIANCE is complete.
- b. Any credential holder that fails to have current information on file such as name, home address, telephone numbers, emails or any other information will result in no verification being provided to any HR Department, Credentialing Agency or Employers. Information can be updated at anytime using the UPDATE YOUR INFORMATION link found within the I AM CURRENTLY CERTIFIED TAB from the www.nbcot.net website.

Use of the Federally Registered Trademarked OTC[®] credential mark, or the OT-SC[™] mark is granted use solely by the NBCOT, Inc. The use of these or any other NBCOT owned credential marks by any person that has not been granted the use of said mark(s) by the NBCOT, Inc. constitutes “Fraudulent”

use of the mark(s) that are owned and issued by the NBCOT, Inc. Such misrepresentation(s) is punishable by Federal Law and should be reported to this office immediately for investigation.

When Do You Renew Your Certification?

The initial certification for the OTC[®] will expire on December 31st six (6) years after the date of initial certification. OT-SC[™] initial certification will be pro-rated to coincide with the expiration date of the OTC[®] credential. In order to maintain your certification without lapsing you must successfully recertify prior to December 31, of the year your certification is due to lapse.

The deadline for submitting Continuing Education Units (CEUS) is October 1st of the year your certification is due to lapse. ***CEU submissions that are received after October 1st will be charged a \$100.00 late fee.***

Recertification Requirements Through Continuing Education Submissions

Consistent with the terms of this policy, Certificants may satisfy the following requirements in order to maintain certification.

- 1. Credit Requirements:** OTCs[®] & OT-SCs[™] must accrue 120 credits during each recertification cycle, which is a six (6) year period. Credits will be recorded only for participation in activities during the **current** certification cycle.
- 2. General Credit Table:** One (1) credit is earned for each contact hour spent in a structured learning or other appropriate professional activity relevant to Orthopaedic Technology, as defined by this policy. The following explains the method for quantifying educational and professional activity credits.
 - 120 NBCOT Approved CEUs logged within the six (6) year certification cycle.
 - A minimum of forty (40) Category 1 CEUs for the OTC[®] credential holder.
 - A minimum of twenty (20) Category 1 and twenty (20) Category 1A CEUs for the OTC[®], OT-SC[™] credential holder.
 - The balance of eighty (80) CEUs may be obtained from any category.

Recertification Cycle: Each certification cycle will be a six (6) year period. The first certification cycle begins on the date of initial certification, and expires on December 31, of the sixth year. Thereafter, each recertification cycle will start from January 1st and finishing on December 31st of the sixth year.

- 1. Code of Ethics/Standards of Practice Compliance:** Certificants must always comply with the NBCOT, Inc. Code of Ethics, Standards of Practice and all related NBCOT, Inc. policies in order to maintain certification status.
- 2. Recertification Processing Fee:** Certificants must pay all fees related to the NBCOT Recertification Program for each recertification cycle by the due date in order to maintain certification and to remain in good standing.

Qualifying Activities/Approved Methods for Earning Credits: Unless otherwise permitted by this policy, in order to be accepted and approved by the NBCOT Recertification Program, all recertification activities must be relevant to Orthopaedic Technology and the current Job Task Analysis.

General Recertification Guidelines:

- **CEU Submission Form:** Certificants are responsible for reporting recertification activities to the NBCOT Recertification Program as they occur, or upon completion. Using the NBCOT CEU Submission Form, Certificants must complete the required information concerning each recertification activity, and submit copies of all documentation required. All CEU Forms and relevant documentation must be mailed to the NBCOT office. **No Fax or Email submissions are accepted. Any CEU Submission Form submitted that is not fully completed will be returned to the Certificant unprocessed.**
- **Credit Transcripts:** The NBCOT, Inc. will review and record reported recertification activities, and maintain a record of all approved activities reported during the current certification cycle for each Certificant. The NBCOT office will mail an updated record to the Certificant each time a CEU Form is accepted. The NBCOT office will send via US Mail a status postcard during the Certificants Recertification year. **It is the responsibility of each Certificant to contact the NBCOT office personally to make any changes to address or personal information. Misinformation on file with the NBCOT office will not extend your credential.**
- **Granting Credit:** All recertification activities submitted for credit are subject to review and approval by the NBCOT, Inc. Unless otherwise prohibited by this policy, fractions of credits may be reported in one-quarter (0.25) increments. **Credit is not granted for time spent at social functions such as lunches or breaks.**
- **Credit Denial:** The NBCOT, Inc. reserves the sole and exclusive right to evaluate all activities and programs on an individual basis and at its discretion to deny credits for those activities that fail to meet the terms of this policy and other NBCOT requirements. In its evaluation, the NBCOT, Inc. may or may not consider the number of credits awarded for a program by other Certification Boards. However, the NBCOT, Inc. reserves the sole and exclusive right to make all final determinations concerning the number of credits granted for each activity. The certificant will be notified when credits are reduced or denied, including a statement indicating the basis for such action. **No credit will be given for obtaining Certification/License in another profession. No credit is awarded for completing courses required for your employment i.e.; Fire Safety, Employee Orientation, etc.**
- **Maintenance of Personal Certification Records:** It is the responsibility of each Certificant to maintain original documentation for each activity submitted to the NBCOT, Inc. for credit. As stated in these guidelines, it is recommended that each Certificant submit CEUs as soon after the activity as possible. It is the Certificants responsibility to keep original documents safe and secure during his/her certification period. The NBCOT, Inc. will not accept CEU requests that are lacking proper photocopies of documentation as stated in these guidelines. Without submission of proper photocopied documentation, the Certificants submission will be returned without consideration.

- **Processing Fee:** The processing fee for submitting CEUs to the NBCOT, Inc. must be sent with the CEU Submission Form for the exact amount of CEUs requested. Processing Fees are determined by the NBCOT, Inc. and are subject to change. Contact the NBCOT office for current fees or visit the NBCOT website to download the current CEU submission form; current fees are located on the CEU submission form.

SPECIAL NOTE: The deadline for submitting CEUs is October 1st, of the year the Certificant is due to recertify. **Any CEU submissions that are received after October 1st will be charged a \$100.00 late fee. CEUs will NOT be processed if the late fee is not included. A Certificant may lose his/her certification if submissions are not accepted. There is no grace period for submissions after December 31st.**

- **Transfer of Excess Credits:** The NBCOT **does not** carry over any credits submitted over the 120 required CEUs needed to recertify. It is the sole responsibility of each Certificant to know how many credits they need to recertify and how much to send in for processing fees.
- **Failure to Satisfy Recertification Requirements:** Certificants who fail to satisfy the recertification requirements prior to the conclusion of their current recertification cycle will be removed from the current NBCOT database and listed as lapsed and inactive. All ethics charges and actions will remain on file and reported. In the event that an OTC[®]/OT-SC[™] allows his/her certification to lapse the following applies:
 - **TESTING:** Once a certification has lapsed, the individual will be required to re-test to regain his/her certification. Individuals that apply to take the OTC[®]/OT-SC[™] examination to regain certification are subject to adhere to the current examination application standards and requirements.
 - **Loss of Original Certification Number:** Once an individual has allowed his/her certification to lapse and successfully passes the certification examination, the certificant will receive a new certification number. Their old record may be attached to the new record including any actions on file.
 - **Prohibited Use of Credential:** An individual whose certification has lapsed may not present himself/herself as an active certificant or as certified by the NBCOT, Inc. The individual may not use the OTC[®] or OT-SC[™] credential or certification mark until such time as he or she successfully re-tests and receives a passing score.

Breakdown of Categories

CATEGORY 1

Minimum of 40 CEUs needed for the OTC®

Minimum of 20 CEUs needed for the OTC®,OT-SC™

- **Seminars, Workshops, or Conferences:**
No Maximum Limit

Credit may be earned for attending seminars, workshops, conferences, or other educational programs that are specific to Orthopaedic Technology. When only a portion of a program relates to Orthopaedic Technology, only that portion that relates to Orthopaedic Technology will be awarded. A certificant may appeal this decision and credits may be calculated based on the percentage of the program content directly related to Orthopaedic Technology, as determined by the NBCOT, Inc. Certificant must provide proof that the program relates to the current Job Task Analysis

Documentation Required: Certificants must submit a certificate or letter verifying attendance; and a program description/agenda.

- **Orthopaedic Grand Rounds**

Maximum Allowed 30 CEUs per 6 Year Cycle

Credit may be earned for attending **Orthopaedic Grand Rounds**.

Definition: "Grand Rounds": A formal meeting at which physicians discuss the clinical case of one or more patients. "Grand Rounds" originated as part of residency training wherein new information was taught and clinical reasoning skills were enhanced.

Documentation Required: Certificants must submit validation for Grand Rounds to include the physician verification signature. **MUST BE ON HOSPITAL OR GROUP LETTERHEAD.**

NOTE: Grand Rounds are not morning hospital patient rounds.

Teaching, Publications, Presentations & Item Writing

- **Publications**

Maximum Allowed 10 CEUs per 6 Year Cycle

Credit may be earned for authoring publications directly related to Orthopaedic Technology. Publication authorship activities are limited to: Articles published in a refereed and non-refereed journals; a chapter in an edited book; or a published book. ***Credit will be granted for actual publication preparation time only.***

Documentation Required: Certificants must submit: A complete copy of each Publication; and a personal record of actual publication preparation time.

- **Teaching & Presentations**

Maximum Allowed 30 CEUs per 6-year Cycle

Credit may be earned for presenting during professional activities directly related to Orthopaedic Technology. Credit will be awarded based on the time of the activity. No credit will be given for preparation. Each presentation activity will be approved for CEUs only once per year (*i.e., a class presented by an OTC[®] or an OT-SC[™] to residents on traction can only be used once during the year, even though the same presentation is given multiple times throughout the year.*)

Documentation Required: Certificants must submit a complete syllabus/agenda and course description, including a letter from the person/company/department sponsoring the presentation on company letterhead.

- **Item Writing**

Maximum Allowed 30 CEUs per 6 Year Cycle

Credit can be obtained by contributing potential questions for the NBCOT OTC[®] and/or OT-SC[™] Examinations. Credit will be awarded as follows:

- 1 Category 1 Credits for every 1 questions approved
- Minimum 10 approved questions must be submitted.

Each question must be submitted in the NBCOT approved format. OTC's[®] and OT-SC's[™] that are interested in obtaining CEUs for Item Writing should contact the NBCOT Office to obtain the appropriate materials and to obtain an item writing tutorial.

Documentation Required: Certificants must submit all questions to the Item Writing Chair for approval. A "Question Acceptance Form" will be sent to you upon approval from the Item Writing Chairperson. The certificant must submit a copy of that form to obtain credit. An Item Writing Agreement form, Confidentiality Agreement form must be on file with the NBCOT office before credit can be obtained.

- **CPR or BLS Course**

Maximum Allowed 6 CEUs per 6 Year Cycle

Certificants may obtain Category 1 or 1A credit by completing an approved CPR or BLS course.

Only 2 credits will be awarded for each CPR or BLS Certification Card.

Documentation Required: Photocopy of CPR or BLS card. Credit is given based on the years the CPR/BLS certification covers that is printed on the card.

- **Online CEUs (Must Be Related to Orthopaedics)**

Maximum of 10 will be counted for Category 1 per 6 year cycle

Credit may be obtained by participating in approved NBCOT Online CEUs or **LIVE NAOT Educational Webinars (No credit will be given for test review. Archived webinars will be given Category 2 credit only)**. Certificants should visit the NBCOT website under CEU Opportunities to see a list of Online CEU websites that are approved. All online CEUs submitted for credit must deal solely with Orthopaedic Technology and the role of an OTC®/OT-SC™ based on the current NBCOT Job Task Analysis.

Documentation Required. A copy of the certificate of completion must accompany the CEU Submission Form.

PLEASE NOTE: CEUs SUBMITTED FOR ON LINE CREDIT THAT EXCEED THE MAXIMUM ALLOWED WILL BE COUNTED AS CATEGORY 2

CATEGORY 1A – *Required for OT-SC™ ONLY*

An OT-SC™ is required to submit a minimum of twenty (20) Category 1 CEUs and a minimum of twenty (20) Category 1A CEUs. The remaining 80 CEUs may be logged from any category.

Category 1A includes those courses, seminars, lectures that specifically deal with Orthopaedic Surgery, Surgical Techniques or Pre/Post Operative care of the Orthopaedic Surgical patient.

Documentation Required: Certificants must submit a certificate or letter verifying attendance of the Category 1A activity; and a program description/agenda. Certificants must specify they are requesting Category 1A on the CEU submission form.

CATEGORY 2

Category 2 CEUs are those educational activities listed below. All activities must coincide with the NBCOT current Job Task Analysis of an OTC® or OT-SC™.

- **Scientific Exhibits**

Maximum Allowed 15 CEUs per 6 Year Cycle

Certificants may obtain Category 2 credit by presenting a scientific exhibit at a State or National Orthopaedic meeting. Exhibit must deal specifically with Orthopaedic Technology based on the NBCOT current Job Task Analysis.

Documentation Required: Certificants must submit: Proof of actual exhibit to include a copy of exhibit proposal, location of exhibit, reference list, and photo of exhibit on display.

- **Selected Readings**

No Maximum

Credits may be earned for reading relevant Orthopaedic Journals as they relate solely with Orthopaedic Technology and the role of an OTC®/OT-SC™ based on the NBCOT current Job Task Analysis. **NO MORE than 1 credit will be awarded per journal or article.**

Documentation Required: Name and publish date of Journal Issue/Article, photocopy of front cover of Journal and title page of Article read.

- **Seminars, Workshops, or Conferences broadly related to Orthopaedic Technology**

Credit may be earned for attending seminars, workshops, conferences, or other educational programs that are broadly related to Orthopaedic Technology *may* be considered for credit on an individual basis. Credit will not be given to any activity that does not encompass the job of an Orthopaedic Technologist. **Examples that will not be approved include: ARST (procedures for taking x-rays) and NATA (concussions, head injuries, electrolyte imbalance, training, any activity specifically related to being an ATC, etc.).**

Documentation Required: A program description/agenda **MUST BE SUBMITTED PRIOR** to consideration. Certificant will be notified of approved CEUs before they are logged. Once a program or part of a program is approved the Certificants must submit a certificate or letter verifying attendance with a completed CEU Submission Form.

- **OSHA**

Maximum Allowed 6 CEUs per 6 Year Cycle

Certificants may obtain Category 2 credit for completing an approved OSHA course.

Documentation Required: Copy of OSHA issued proof of completion.

- **HIPAA**

Maximum Allowed 6 CEUs per 6 Year Cycle

Certificants may obtain Category 2 credit for completing an approved HIPAA course.

Documentation Required: Copy of HIPAA issued proof of completion.