



Certification Candidate Handbook

- ✓ Program Overview
- ✓ Policies & Procedures
- ✓ Exam Application



2018*

Testing Windows

May 1-15, 2018

November 1-15, 2018

Application Deadline

April 13, 2018

October 12, 2018

Late Registration Deadline

April 20, 2018

October 19, 2018

** There will be new exams for CBET, CLES, and CRES in 2018 based on the data found in a 2017 Job Task Analysis. Updated exam content outlines will be made available.*

CBET, CLES, and CRES are ANSI accredited under ISO/IEC 17024 Personnel Certification.



#1163
ISO/IEC 17024
Personnel Certification

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2/1/2018

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ACI Objective

ACI's objective is to be the trusted source for quality professional development and credentials for healthcare technology-oriented professionals and entities in higher education, industry, and healthcare delivery.

ACI Statement of Fairness

The ACI adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the credentialing programs, ACI shall not discriminate or deny opportunity to anyone on the grounds of gender, age, religion, national or ethnic origin, marital status, veteran status, sexual orientation, or disability.

Impartiality

ACI understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

Code of Conduct

The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all ACI applicants, certificants, and candidates. The Code also serves as a professional resource for healthcare technology practitioners, as well as for those served by ACI certificants and candidates in the case of a possible ethical violation.

All ACI applicants, candidates, and certificants must agree to comply with the ACI Code of Conduct as outlined below:

1. I will conduct my professional activities with honesty and integrity.
2. I will uphold my professional conduct to the highest ethical standards.
3. I will represent my certifications and qualifications honestly and provide only those services for which I am qualified to perform.
4. I will maintain and improve my professional knowledge and competence through regular self-assessments, continuing practice, continuing education or training.
5. I will act in a manner free of bias and

discrimination against clients, colleagues, or customers.

6. I will maintain the privacy of individuals and confidentiality of information obtained in the course of my duties unless disclosure is required by legal authority.
7. I will obey all applicable laws, regulations, and codes.
8. I will follow all certification policies, procedures, guidelines, and requirements of the ACI.

Types of Certification

The AAMI Credentials Institute (ACI) maintains the certification programs for biomedical equipment technicians (CBET®), radiology equipment specialists (CRES®), laboratory equipment specialists (CLES®), industrial sterilization specialists (CISS), healthcare technology managers (CHTM), and quality system managers (CQSM). Each certification requires a separate, complete application and a separate examination. Applicants may test in only one discipline per testing window.

AAMI Membership is not a prerequisite for certification.

Scope of Certification

The certification programs recognize healthcare technology management professionals whose practice reflects a high degree of knowledge about medical devices and clinical practice as well as skill in implementing electro-mechanical talent in the repair and maintenance of devices used in the delivery of healthcare. Achieving ACI Certification indicates that certification candidates have demonstrated a broad knowledge skill-set in the specific certification area, general biomedical technologies, clinical laboratory technologies and medical imaging technologies, including regulatory requirements.

Exams are offered in English only.

Certified Biomedical Equipment Technician (CBET)

Healthcare technology management professionals that desire a CBET certification are expected to have experience in a wide-range of electromechanical devices, computers, networks and software used in

the delivery of healthcare. Generally, candidates desiring for certification in this category may work for medical device manufacturers, hospitals, clinics, home healthcare providers, medical device repair companies, regulatory bodies/agencies, and software manufacturers – such as EMR or device integration providers.

CBET candidates typically perform some of the following duties on a daily basis:

- Test and calibrate medical devices (preventive maintenance)
- Troubleshoot medical devices in a clinical setting and/or bench/depot setting (corrective maintenance)
- Manufacture software, parts or devices for use in patient care
- Ensure compliance with all regulatory processes necessary (i.e. CMS, FDA GMP, etc.)
- Manage medical software/hardware systems (i.e. PACS Administrator, Integration Specialist, Alarm Management, RTLS Systems, etc.)
- Perform corrective and preventive maintenance on steam systems
- Educate the proper use, care and maintenance of medical devices
- Review technical manuals
- Document any and all maintenance and repairs and maintain records of maintenance activities
- Troubleshoot medical device networks

Certified Radiology Equipment Specialist (CRES)

Healthcare technology management professionals that desire a CRES certification are expected to have experience in a wide-range of medical imaging modalities, electromechanical devices, computers, networks and software used in the delivery of healthcare. Generally, candidates desiring for certification in this category may work for medical device manufacturers, hospitals, clinics, medical device repair companies, regulatory bodies/agencies, and software manufacturers – such as EMR or device integration providers.

CRES candidates typically perform some of the following duties on a daily basis:

- Test and calibrate medical devices (preventive maintenance)
- Troubleshoot medical devices in a clinical setting and/or bench/depot setting (corrective maintenance)
- Manufacture software, parts or devices for use in patient care especially imaging systems
- Ensure compliance with all regulatory processes necessary (i.e. CMS, FDA GMP, etc.)
- Manage medical software/hardware systems (i.e. PACS Administrator, Integration Specialist, etc.)
- Educate the proper use, care and maintenance of medical devices
- Review technical manuals
- Document any and all maintenance and repairs and maintain records of maintenance activities
- Troubleshoot medical device networks

Certified Laboratory Equipment Specialist (CLES)

Healthcare technology management professionals that desire a CLES certification are expected to have experience with a wide-range of clinical laboratory devices, electromechanical devices, computers, networks and software used in the delivery of healthcare. Generally, candidates desiring for certification in this category may work for medical device manufacturers, hospitals, clinics, medical device repair companies, regulatory bodies/agencies, and software manufacturers – such as EMR, LIS or device integration providers.

CLES candidates typically perform some of the following duties on a daily basis:

- Test and calibrate medical devices (preventive maintenance)
- Troubleshoot medical devices in a clinical setting and/or bench/depot setting (corrective maintenance)
- Manufacture software, parts or devices for use in patient care especially imaging systems
- Ensure compliance with all regulatory processes necessary (i.e. CMS, CAP, FDA GMP, etc...)

- Manage medical software/hardware systems (i.e. LIS Administrator, Integration Specialist, etc...)
- Educate the proper use, care and maintenance of medical devices
- Review technical manuals
- Document any and all maintenance and repairs and maintain records of maintenance activities
- Troubleshoot medical device networks

Certified Healthcare Technology Manager (CHTM)

The healthcare technology manager is a person responsible for planning and directing activities of other healthcare technology management professionals, monitoring their work, and taking corrective actions when necessary.

This HTM certification covers two major areas in healthcare technology management: the management of healthcare technology operations; and, the management of personnel. The functions of the manager are to include the participation in the “leadership” of the business enterprise. The manager is also expected to have the skills and understanding needed to perform strategic, business, and change management as well as employee relations.

Certified Quality System Manager (CQSM)

The CQSM certification goes beyond assessing knowledge of standards and regulation. It is based on a holistic view of the roles and responsibilities of experienced quality system professionals and how they contribute to better, safer products.

Quality system managers oversee all aspects of quality assurance including establishing metrics, applying industry best practices, and developing new tools and processes to ensure that quality goals are met. They also manage the process and resources for identifying, correcting, and improving non-conformities in product specific policies, procedures, and protocols as well as product specifications. Additionally, all of this is accomplished in a manner that ensures compliance to all relevant regulatory requirements. Finally, quality system managers control, direct and/or lead the establishment and maintenance of an acceptable quality system and report on the performance of the quality system to executive management.

Certified Industrial Sterilization Specialist (CISS)

NEW!

An industrial sterilization specialist is a person who understands the principles of sterilization process development, validation, control, and management as part of the manufacture of healthcare products.

CISS has expertise in the science of sterilization (including but not limited to microbiology, physics, and chemistry), knowledge of sterilization processing, quality management systems, risk management and regulatory requirements.

The CISS program is a two test process including a:

- Sterilization core exam including 75 multiple-choice questions
- A choice of one of the following specialty exams listed below:
 - Ethylene Oxide
 - Moist Heat
 - Radiation

The specialty exam consists of 50 multiple-choice questions.

Candidate Eligibility

CBET, CLES, CRES Eligibility

Full Certification

Certified Biomedical Equipment Technician (CBET), Certified Radiology Equipment Specialist (CRES)*, or Certified Laboratory Equipment Specialist (CLES)*:

Applicants must meet **ONE** of the following minimum eligibility requirements as of the application deadline:

1. Associate's degree in biomedical equipment technology program and two years' full-time BMET work experience; OR
2. Completion of a U.S. military biomedical equipment technology program and two years' full-time BMET work experience; OR
3. Associate's degree in electronics technology and three years' full-time BMET work experience; OR

4. Four years' full-time BMET work experience.

Additional eligibility routes for CLES Applicants only:

5. Associate's degree in medical laboratory technology and three years' full-time BMET work experience; OR
6. Bachelor's degree in medical laboratory technology and two years' full-time BMET work experience.

***CRES and CLES Applicants for full certification:**

At least 40 percent of work experience over the last two years or 25 percent over the last five years must be in the designated specialty area.

Candidate Status

Applicants desiring full certification, but do not yet meet the eligibility requirements (as listed above), may apply through candidate status. Successful candidates are given five years to meet the minimum eligibility requirements and be awarded full certification.

To test as a candidate for any of the certifications, an applicant must meet **ONE** of the following minimum eligibility requirements as of the application deadline:

1. Associate's degree in biomedical equipment technology program; OR
2. Completion of a U.S. military biomedical equipment technology program; OR
3. Associate's degree in electronics technology and one year full-time BMET work experience; OR
4. Two years of full-time BMET work experience.

Additional eligibility routes for CLES Applicants only:

5. Associate's degree in medical laboratory technology and one year full-time BMET work experience; OR
6. Bachelor's degree in medical laboratory technology.

IMPORTANT: If claiming eligibility based in full or in part on an Associate's or Bachelor's degree, a copy of the diploma MUST be included with the application and fees. A copy of the diploma is required for

individuals applying under the completion of a U.S. military biomedical program. Official college transcripts may be requested at the discretion of the application reviewer, but required from international applicants. NOTE: A Bachelor's degree does not replace work experience requirements.

CHTM Eligibility

Individuals interested in pursuing the CHTM designation must meet one of the following paths to be eligible for the program.

Path 1: A current certification as a clinical engineer (CCE), biomedical equipment technician (CBET), radiology equipment specialist (CRES), or a laboratory equipment specialist (CLES) with at least three (3) years of work experience as a supervisor or manager in the last five (5) years. If the individual does not have the title of supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third party attestation.

Path 2: Successful completion of the Department of Defense's biomedical equipment maintenance technician (DOD BMET) training program with at least three years of work experience, military or civilian, as an HTM supervisor or manager in the last five years. If the individual does not have the title of supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third party attestation.

Path 3: An Associate's degree in biomedical technology, related healthcare discipline, information technology or business with at least three years of work experience as an HTM supervisor or manager in the last five years. If the individual does not have the title of HTM supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third party attestation.

Path 4: A Bachelor's degree or higher in biomedical technology, engineering, related

healthcare discipline, information technology or business with at least two years as a manager within the last five years. If the individual does not have the title of supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third party attestation.

Path 5: Work experience with or without a degree not related to biomedical technology, related healthcare discipline, information technology, or business management. Seven years of work experience in the HTM field with three years of management experience in the last five years. If the individual does not have the title of supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third party attestation.

APPROVED DISCIPLINES

The following list of engineering, healthcare, and business disciplines is a preliminary list. Please contact the ACI office if you have a degree that is not listed.

Accounting, Anesthesia and Surgical Services, Bioengineering, Biomedical Engineering, Business Administration, Business Management, Clinical Engineering, Computer Engineering and Computer Science, Customer Service Management, Dentistry and Dental Hygiene, Electrical and Electronics Engineering, Finance, Healthcare Administration, Healthcare Engineering Technology, Healthcare Engineering Technology Management, Healthcare Information Technology, Hospital Administration, Human Factors Engineering, Imaging Services, Informatics, Mechanical Engineering, Medical Laboratory Technology, Medicine, Nursing, Oncology and Nuclear Medicine Technologist, Operations Management, Pharmaceutical Services, Physical Therapy, Product Design Engineering, Public Health Administration, Respiratory Services, Software Engineering, Technical Writing.

CQSM Eligibility

Individuals interested in pursuing the CQSM designation must meet one of the following paths to be eligible for the program.

Path 1: Five years managing quality system programs with five years of management work experience prior to application.

Path 2: Bachelor's degree in the field of engineering, or science plus three years as a quality systems manager.

APPROVED DISCIPLINES

The following list of engineering and healthcare disciplines illustrative of the disciplines acceptable for candidacy. Please contact the ACI office if you have a degree that is not listed.

Biology, Chemistry, Physics, Engineering, Environmental Engineering, Chemical Engineering, Nuclear Science, Biomedical Engineering, Industrial Engineering, Electrical Engineering, Environmental Engineering, Biomedical Technology, and Medicine.

CISS Eligibility (NEW!)

Candidates must meet one of the following options to be eligible to sit for the CISS exams:

- 1) Bachelor's degree (BS or BA in science or engineering field) AND 3 years of full-time, post baccalaureate work experience within the past 5 years in the appropriate exam specialty area.
- 2) Bachelor's degree (BS or BA) with 20 semester hours or 30 quarter hours of course work in microbiology or related field AND 3 years of full-time, post baccalaureate work experience within the past 5 years in the appropriate exam specialty area.
- 3) High school graduate with 20 academic credits awarded for participation in workshops sponsored by AAMI or other appropriate organizations in the sterilization area AND 7 years of full-time work experience within the past 10 years in the appropriate exam specialty area.

Individuals can take the core and specialty exam in the same testing window.

Work Experience

The candidate must have experience relevant to the area in which certification is being sought. Relevant experience is experience in which a majority of the candidate's duties are in the area in which he/she is seeking certification. This experience must contribute to the candidate's ability to perform the effective operation and/or validation of a sterilization process. Please submit as many references as needed to document the amount of time required under your preferred eligibility path. If experience from more than one employer is needed, references from former direct supervisors may be submitted in conjunction with the reference from your current supervisor.

APPROVED DISCIPLINES

The following list of engineering and healthcare disciplines are illustrative of the disciplines acceptable for candidacy. Please contact the AAMI Credentials Institute (ACI) office if you have a degree that is not listed.

Biology, Microbiology, Chemistry, Physics, Engineering, Environmental Engineering, Chemical Engineering, Nuclear Science, Biomedical Engineering, Industrial Engineering, Packaging, Environmental Engineering, Biomedical Technology, Medicine, or other appropriate discipline

Application Process

The candidate must submit the completed application, registration form and appropriate fees at least 30 days in advance of the exam date. Exams are delivered through computer-based testing at testing centers nationwide during the four testing windows. Completed application forms should be sent to the ACI at 4301 N. Fairfax Drive, Suite 301, Arlington, VA 22203, or fax to 703-276-0793.

The application forms can be found on ACI's website, www.aami.org/certification. Applications are reviewed to verify information and documentation to determine eligibility and will be kept confidential. Candidates will not be discriminated against based on race, religion, creed, age, gender or national origin or ancestry.

Candidates who meet the program requirements will receive confirmation of their acceptance into the program via email. They will then be able to register for a specific exam site and time to take the test.

Candidates who do not meet the program requirements will receive a status letter indicating the month and year they will be eligible to take the exam(s).

If the application is incomplete, the candidate will receive a letter or e-mail explaining what is missing and will have a 30-day time period to respond. If the candidate does not respond, the candidate must then submit in writing a request for a refund minus the application fee. The application may be deemed incomplete for reasons such as:

- Application is not completely filled out
- Application is not signed
- Appropriate fees are not submitted
- Proper documentation is not submitted

If the application is denied, the candidate will receive a letter or email stating the reason for the denial. Candidates will have 30 days to respond. The application may be denied for reasons such as:

- Failure to demonstrate eligibility in academic, work experience, or specialized training
- Falsification of any information on the exam application

Eligibility Appeals

Candidates will be notified in writing or electronically their status in the certification program. If a candidate fails to meet the eligibility requirements for the exam, the candidate has 30 days to appeal the decision. The candidate must submit his or her request in writing to the ACI staff. The request will then be sent to the ACI Board for review.

Accommodations

ACI complies with the provisions of the Americans With Disabilities Act and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e. et. seq.) in accommodating disabled candidates who need special arrangements. The request must be submitted

in writing with supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and explanation of exam aids or modifications needed. Please contact the ACI, at aci@aami.org, if the candidate has any questions concerning ADA arrangements.

Registration

To register for a certification exam, the candidate must meet the specific requirements for the exam. The registration forms and fees can be found at the back of this handbook. Candidates must register at least 30 days prior to the exam window.

Scheduling a Computer-based Exam

After the application has been approved, and the exam registration fee has been paid, the candidate will receive e-mails with logon information and instructions on how to schedule his or her exam at a testing center. Exams must be scheduled at least 24 hours in advance.

Preparing for the Exam

Candidates should register at least 30 days in advance of the exam testing window. All certification programs are self-study. Education courses are not required to sit for any of the ACI's certification exams.

Exam Content Outlines

Exam content outlines are available for every exam. Candidates can find the outlines at the back of this handbook. The content outline provides information such as the number and type of questions; how long the candidate will have to complete the exam; what materials the candidate may bring to the exam; and percentage of question per category.

References

References for each exam are listed at the back of this handbook.

Exam Day

Candidate Check-in:

Computer-based testing candidates are required to provide the exam proctor two (2) forms of identification (one must be a photo government issued ID). Secondary identification would be a credit card, bank debit card, employee identification card.

NOTE: In the United States a Social Security card is "not" an acceptable form of identification. Candidates should also bring their confirmation email that contains the exam launch code with them on testing day in order to begin the test. The confirmation email will include the test date, time, testing center location and exam the candidate is taking. If the candidate loses or does not receive his/her confirmation email after scheduling the exam, please contact the ACI at 703-525-4870

The candidate must arrive at the exam location at least 15 minutes prior to the exam starting time. Late arrivals will not be admitted to the room and will be considered "no shows" and lose all exam fees paid.

Policies During Exam Administration

The following list is the policies that will be maintained during the testing session:

- Candidates are admitted only to their assigned test center at their assigned time.
- No guests are permitted in the exam room.
- No reference material, books, papers, translation aids, personal items are allowed in the exam room.
- No electronic devices, such as pager, cell phone or "smart" watches, any device with internet access, or google glasses are allowed in exam room.
- No weapons may be brought into the exam room.
- No test materials, documents, memos of any sort are allowed to be taken from the exam room.
- Candidates are not allowed to communicate with others test takers. Proctors are authorized to maintain a secure and proper test administration.
- Candidates will be given the opportunity to write comments about exam items during the exam.
- Candidates are provided scratch paper and a pencil during the exam.
- Breaks are not allowed during the exam.
- Food and beverage is not allowed in the exam room.
- Candidates may not copy in writing, transmit or record exam questions and/or answers of any exam material.

Policies After Completing the Exam

A candidate who completes the exam may leave the testing room after turning in all related exam materials. Please try to do this as quietly as possible

so that those still working on the exam will not be disturbed. The administrator will make sure that the candidate returns all materials.

Inclement Weather

If a candidate is unable to arrive at the designated exam site because of inclement weather, terrorist acts, natural disasters, or other unforeseen emergencies beyond the control of the candidate as determined by ACI, the candidate will be allowed to take the next regularly scheduled exam without being charged the retesting fee.

If for any reason the exam is unable to be administered, then the exam will be rescheduled within a reasonable period of time. Candidates may take the exam at the next testing window without any additional cost. Candidates are responsible for their own associated expenses.

Security

Security Violations/Cheating

No spouses, children, parents, friends, or other outside parties are permitted near the testing room. Upon completion of the exam, candidates must leave the testing area immediately.

Any candidate who gives or receives help during the exam will be asked to leave and his/her exam will not be scored. Exam fees will not be refunded and the candidate may be prohibited from taking ACI exams for a specified period of time.

The performance of all candidates is monitored and may be analyzed to detect fraud. At any time after the exam administration should there be a question about score validity or the identity of an exam candidate, the ACI staff will investigate and determine whether it is appropriate to void the exam score. The ACI Board maintains and adheres to a security policy which is available to board members and staff for the administration of exams and maintaining the certification program.

Scoring and Results

Scoring Process

Exams are scored making every effort to ensure that the score is reported within a reasonable time period and that the score accurately reflects the points

received by the candidate. This may involve hand scoring exams to verify results and/or reviewing candidate comments. Candidates are encouraged to write comments in the comment section of the exam. Comments can be related to a specific question; the administration of the exam; or the exam site conditions. Comments that would affect whether a candidate passes or fails an exam will be reviewed before the exam is scored. All other comments are reviewed by the ACI Board at their regularly scheduled meetings.

Notification of Results

Preliminary results will be reported for immediately following the completion of the exam and with 24 hours of completing their exam via email. Results are reported as “pass” or “fail.”

Candidates who pass an exam and achieve a certification will be notified of their passing status within 30 days. They will receive an official ACI certificate and a wallet card that they may carry with them.

Candidates who fail an exam will be provided with diagnostic information. The “analysis of performance” identifies the knowledge areas in which the candidate’s performance is deficient and is intended to help the candidate become better prepared before sitting for the exam again.

Appeal of Exam Results

Candidates may request a verification of their score which may involve hand scoring and/or a review by the ACI Board. Any scoring alteration found as a consequence of an appeal of exam results will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal. All requests should be made in writing within 30 days of receiving exam results to ACI and can be faxed to 703-276-0793 or emailed to aci@aami.org.

Appeal of Exam Administration

Testing conditions should be such that each candidate has an equal opportunity to be successful. Test sites should be comfortable, accessible, well lit and free of distracting noise. Proctors should provide clear and uniform instructions and monitor testing conditions throughout the entire session. If conditions of the exam administration do not meet these standards, notify ACI as soon as possible. Any

special considerations made for testing conditions that are deemed unacceptable as a consequence of an appeal will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal.

Rescheduling an Exam

Candidates are allowed to reschedule an exam once. Certification exams rescheduled within five business days of their scheduled exam date will forfeit all exam fees and must notify ACI in writing by email at aci@aami.org. Exams rescheduled outside five business days of their scheduled exam will be charged a rescheduling fee in order to sit for the exam.

Cancellation Policy

A cancellation fee will be assessed to the candidate who fails to cancel a scheduled exam at least five business days before the exam date. Cancellations must be made in writing and sent to the attention of ACI by fax, 703-276-0793, or email, aci@aami.org.

Withdrawing an Application

All application changes must be made in writing and sent to the attention of ACI by fax, 703-276-0793, or email, aci@aami.org.

Failure to Appear

If a candidate does not appear to take a scheduled exam, the candidate will forfeit all fees. All fees will need to be paid again if the candidate decides to reschedule at a later date.

Retaking the Exam

No retake exam may be scheduled by anyone in the exam process until the candidate has been officially notified of the results of his/her previously taken exam. Candidates must wait at least 60 days to retake an exam. There is no refund for failed exams. A candidate will be allowed to take the exam no more than three times within a two-year period. If unsuccessful on the third attempt, the candidate must wait one year before he/she will be allowed to re-apply to the program and take the exam.

Change of Contact Information

It is the certified professional's responsibility to ensure that AAMI has their most current contact information including, mailing address, phone number and email address. Payments and journals are due by December 31 of their expiration year.

Use of Certification Marks and Designations

Introduction

After receiving notification of earning an ACI designation, the credential(s) granted may be used only as long as the individual's ACI certification remains valid and in good standing.

Individuals may not use the credential(s) until they have received specific written notification that they have successfully completed all requirements, including passing the required exam(s). Certificants must comply with all recertification requirements to maintain use of the credential(s).

The use and/or display of the official ACI acronyms or designation names, except as permitted by this policy, is prohibited. Individuals who fail to maintain ACI certification / recertify or whose ACI certification is suspended or revoked must immediately discontinue use of the certification mark(s) and must return any certificates or renewal cards issued by the certification body. They are also prohibited from stating or implying that they hold the ACI certification.

Acceptable Use

Individuals who have earned the credential(s) may identify themselves as an "ACI Certified Professional."

The name and official acronym may be used only as long as the individual's certification is valid and in good standing. ACI certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation and is subject to compliance with the policies and procedures of the ACI Board. Certified individuals may not make misleading, deceptive, or confusing statements regarding their ACI certification status.

Certificate

Each certificant will receive a certificate for each credential granted. Each certificate will include, at a minimum, the following information:

- Name of the credential
- Name of the certified individual
- Unique certification number
- Signature of the ACI Board Chair and signature the Certification Director
- Reference to the scope and limitations of the certification, including that the individual has met all of the requirements of the designated certification program.
- Effective date
- Expiration date
- Disclaimer stating that the ACI retains sole ownership of the certificate

Individuals who renew their certification (recertify) will receive a certification renewal card with a new expiration date.

Maintaining Your Certification

Rationale

ACI's goals for recertification are to ensure that ACI certified professionals remain current with best practices, broaden their understanding of the industry, and continue to be recognized as the leading providers of healthcare technology management. Given the moderate rate of change for the HTM field, including the standards upon which it relies, the ACI Board believes a three-year recertification cycle is appropriate.

Introduction

In a profession that regularly undergoes change; the importance of certification is growing rapidly. The purpose of this program is to ensure that those who are actively certified maintain a level of professional knowledge and skill, that is consistent with the standards according to which certification was initially conferred.

Certification is only as valuable as the standard it represents, if the standard is maintained. Recertification programs are extremely important because they require holders of the credential to present evidence that they are maintaining the established standard. This, in turn, enables

certification to retain meaning and value for every individual who achieves it, particularly as the years pass after the credential is issued. Recognizing this, ACI adopted the evidence of continuing practice program that was implemented by ACI's predecessor, the ICC, effective January 1, 1992.

Recertification Policy Beginning January 2017

As of January 1, 2017, to retain an ACI certification, a certified professional must accumulate a minimum of 30 Continuing Education Units (CEU) over a three-year-period and submit a continuing practice journal with the applicable fees. CEUs can be accumulated through a wide range of professional activities, including attending educational meetings, classes, and seminars, leadership roles, presenting, teaching or developing educational content, and continual work in the HTM field as a few examples.

ACI's recertification program is flexible to accommodate the diverse learning styles and approaches to professional involvement. At least 30 CEUs must be accumulated in activities directly related to the HTM field during the three year cycle.

The structure includes continuing practice activities for the following major categories:

- Category I: Earn an additional HTM-related certification
- Category II: Leadership roles
- Category III: Development of educational content
- Category IV: Professional development
- Category V: College or university courses
- Category VI: Work experience

The complete recertification break down can be found at the end of this handbook.

Recertification Cycle

The journal is to be used to record professional activities achieved throughout the three-year cycle. Initial certification covers the remaining year of original certification and expires December 31 of the following year (i.e. May 6, 1999 through December 31, 2000). In the year your certification is to expire (i.e. 2000) you will receive a notice reminding you that, by December 31, renewal fees are due, which will extend certification through the next three-year cycle (i.e., 2001, 2002, 2003). Thereafter, renewal fees and a continuing practice journal, with a record