

(Also found in the OTC® Examination Candidate Handbook)

Eligibility Routes: Only One (1) Eligibility Route is Required To Be Met

Explanation of the approved eligibility routes are as follows:

Eligibility Route A: The Certification examination is based on an individual with two years experience.

Eligibility Route B1: This route is set up for those candidates that have completed a structured Orthopaedic Technologist program that has been approved by the National Association of Orthopaedic Technologists

Eligibility Route B2: This route is set up for those candidates that have completed a structured Orthopaedic Technologist program that has not been evaluated and approved by the National Association of Orthopaedic Technologists.

Eligibility Route C: The National Board for Certification of Orthopaedic Technologists has recognized that Certified/Licensed Athletic Trainers have met many of the requirements and guidelines that coincide with the Orthopaedic Technologists Certified. Therefore a special eligibility route has been created.

- A. Two-years of full time employment in Orthopaedics **specific to Orthopaedic Technology and in accordance with the current Examination Breakdown** under the direct supervision of a Physician specializing in the musculoskeletal system.
- B. Completion of an Orthopaedic Technologist (OT) Training Program that satisfies the requirements of the NBCOT Eligibility Route B Policy. In order to qualify under this eligibility route, a certification candidate must be able to show that he/she has graduated from:

† **B1) A NAOT Recognized School/Program.** A current Graduate of a National Association of Orthopaedic Technologists (NAOT) Recognized School or Program:
The NAOT Recognized School or Program must be in compliance with all of the Eligibility Route B2 Policies and requirements. The School or Program must be recognized as a current NAOT Recognized School/Program in good standing by the National Association of Orthopaedic Technologists (NAOT). This information is to be on file with National Board of Certification of Orthopaedic Technologists at the time of application, and duly noted on the NAOT website as an NAOT Recognized School or Program.

Applicants who have completed a NAOT Recognized School/Program must submit a copy of their current Certificate of Graduation or Diploma **from the NAOT School or Program within their application packet they submit, and be seated for the OTC Examination within one year of graduation from the NAOT Recognized School or Program.**

Physician Advisor: The OT Training Program must retain at least one (1) licensed Physician, specializing in the musculoskeletal system, who can: confirm that the candidate has successfully completed the OT Program; and, attest to the eligibility of the candidate for NBCOT OTC® Certification. The Physician Advisor must sign and have notarized the Physician Verification Form, confirming that the candidate has satisfied the NBCOT OTC® Certification Application requirements. **If the candidate does not take and pass the OTC® examination within one (1) calendar year of graduation, the applicant must then apply under eligibility Route A; after obtaining 2 years of full time employment specific to Orthopaedic Technology under the direct supervision of an Orthopaedic Physician, or a Physician that specializes in the musculoskeletal system.**

- OR -

B2) A Non-NAOT Recognized School/Program. If an OT Program is not a NAOT Recognized School/Program in good standing, the candidate must submit documentary evidence showing that the OT Program has satisfied all of the requirements in the Eligibility Route B Policy. NBCOT reserves the right to accept, or decline to accept, such information or request additional information to ensure conformity with NBCOT Policy requirements. In its sole discretion, NBCOT will determine if an OT Training Program completed by the candidate qualifies for Eligibility Route B under this Policy.

In order to qualify for NBCOT Eligibility Route B (NON - NAOT APPROVED PROGRAM), a certification candidate must be able to show that the Orthopaedic Technologist (OT) Training Program satisfies the requirements of this Policy. In its sole discretion, NBCOT will determine if an OT Training Program completed by the candidate qualifies for Eligibility Route B under this Policy.

1. **Program Curriculum:** The OT Training Program curriculum must be consistent with the current NBCOT Orthopaedic Technologist Certified (OTC®) Job Analysis, and all OTC® Certification Examination domains.
2. **Instruction Hours:** The OT Training Program curriculum must consist of at least 450 hours of instruction, including both classroom lecture and practical laboratory instruction.

Military OT Programs: A qualified Military OT Training Program curriculum must consist of at least 450 hours of instruction, including both classroom lecture and practical laboratory instruction, and must include the following courses: a Field Medical Service Technician course; and, an Orthopaedic Specialty course.

3. Clinical or Externship Component: The OT Training Program curriculum must include a clinical rotation and/or externship component of at least 200 practice training hours. Clinical rotations and/or externships must provide students with experience in all of the following settings and proof of externship placement must be submitted:

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

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

4. Instructor Qualifications: Each OT Training Program instructor must be licensed or certified to practice in the medical or health care field which is the subject of the OT Program course the instructor is teaching. Each course must be related to an OTC® Certification Examination domain or OTC® Job Analysis subject. The list of qualified instructor credentials related to each Examination domain is attached to this Policy, and incorporated by this reference. A copy of all instructor CVs must be included.

5. Physician Advisor: The OT Training Program must retain at least one (1) Physician Advisor: The OT Training Program must retain at least one (1) licensed Physician, specializing in the musculoskeletal system, who can: confirm that the candidate has successfully completed the OT Program; and, attest to the eligibility of the candidate for NBCOT OTC® Certification. The Physician Advisor must sign and have notarized Physician Verification Form, confirming that the candidate has satisfied the NBCOT Certification OTC® Application requirements. A copy of the Physician Advisors CV must be included.

6. Certificate Requirement: The OT Training Program must issue and provide to all students a Certificate of Program Completion, or Certificate of Graduation (diploma), no later than 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 Application will be accepted by NBCOT until such certificate documents are issued by the OT Program, and reviewed by NBCOT.

Military OT Programs: Candidates who have completed a Military OT Training Program will be required to submit a Certificate of Course Completion and ERB issued by 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

7. 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.

8. Ethical Business Practices: The OT Training Program must operate in an ethical manner, consistent with lawful and otherwise appropriate business practices.

9. Non-NAOT Recognized School Programs: If an OT Program is not a NAOT Recognized School Program in good standing, the candidate must submit documentary evidence showing that the OT Program has satisfied all of the requirements in this Policy. NBCOT reserves the right to accept, or decline to accept, such information in its sole discretion, or request additional information to ensure conformity with NBCOT Policy requirements.

NOTE: Those candidates applying under eligibility route B2 must satisfy all requirements listed in sections 1-9

Applicants must submit a copy of their Certificate of Graduation. **Externships must be completed before application will be accepted. Physician verification page is required.**

US Military applicants must submit a US Military issued copy of certificate of completion or Enlisted Record Brief (ERB) OR a CERTIFIED PHOTOCOPY of your DD214 listing your Orthopaedic Training. Non-Certified Photocopies of the DD214 form ARE NOT ACCEPTABLE. Physician verification page is required.

C. Certified/Licensed as an Athletic Trainer with a minimum of six months (1,040 hours) **full time employment specific to Orthopaedic Technology and in accordance with the current Examination Breakdown** under the direct supervision of a Physician specializing in the musculoskeletal system.

- **You MUST include a copy of your current NATABOC Card and/or your Athletic Trainer Certificate/License.**
- **A letter from your supervising Orthopaedic Surgeon on letterhead, attesting to your completion of 1,040 hours specific to Orthopaedic Technology in accordance with current examination breakdown.**

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