



**OT-SC™ EXAMINATION CANDIDATE HANDBOOK
Orthopaedic Technologist - Surgery Certified**

**After reading this handbook make a copy for your records
(Do Not Mail The Copy With Your Application)**

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

**www.nbcot.net
1-855-476-7677
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 12/03/2016

Dear Certification Candidate:

You are to be commended for taking a very important step in becoming a credentialed Orthopaedic Technologist-Surgery Certified and in helping to raise the standard for your Profession.

Please note: The OT-SC™ Certification **does not in any way replace the OTC® Certification**. To maintain your OT-SC™ Certification you **MUST** maintain your OTC® Certification to re-certify.

REMEMBER: Your Certification Status is a matter of Public Record.

A Guide to taking the NBCOT OT-SC™ Examination

You must print a copy of this candidate handbook for your records. You are required to sign an attestation within the examination application stating that you have read, understand and agree to abide by all sections within this handbook. The examination is computer based and administered in American English only. You will be allowed three (3) hours to complete the examination. The examination consists of 150 multiple choice questions with four (4) possible answers. The questions for the Examination are developed by individuals with expertise in orthopaedic surgery and are reviewed for construction, accuracy, and appropriateness by representatives of the NBCOT.

This is a test you must prepare for!

An Orthopaedic Technologists-Surgery Certified (OT-SC™) is first an Orthopaedic Technologist Certified (OTC®) who comes from many different backgrounds and is employed in diverse Orthopaedic Sub-Specialties. The Examination Breakdown has been designed to take these differences into consideration. The breakdown was validated by a National sample of Certified Orthopaedic Technologists with many different backgrounds and levels of experience. There is no one Study Guide, Reference or Textbook that will solely guarantee that you will pass this Examination.

OT-SC™ Applicant Information

NBCOT Application Instructions:

To avoid the possibility that your application will be rejected, please, read the following instructions before you submit your application:

1. Read the application before filling it out. Make sure you understand each section. If you have questions, CALL THE NBCOT OFFICE at: (855) 476-7677. Test Sites are found on our website www.nbcot.net from the tab for General Exam Info. Once you choose a test site, enter the State on the application. Choose and enter the MONTH that you want to test. You select the DAY and TIME of your examination when you schedule your appointment, only after your application has been accepted.

2. Print your Legal name exactly as it will appear on your Certification ID Card and as it appears on your 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 that you are presenting at the test center for admission or you will not be admitted to the test center and will forfeit all testing fees paid.

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

- Your Attending Physician specializing in the musculoskeletal system **AND** Operating Room Supervisor **must** validate your original application. This application must be signed with the signature notarized by the Physician **AND** Operating Room Supervisor who can attest to your Orthopaedic skills. **Applications received without a completed notarized Physician AND Operating Room Supervisor signature WILL BE RETURNED. All OT-SC™'s that are re-certifying by examination must have the Physician AND Operating Room Supervisor Verification filled out and notarized. NO EXCEPTIONS.**
- You must submit a copy of your current NBCOT Certification. **Applications received without the proper proof of OTC® Certification WILL BE RETURNED.**

EXCEPTION: If you are retesting within one exam cycle, you DO NOT NEED Physician or Operating Room Supervisor Verification section notarized. You do however need Physician and Operating Room Supervisor Verification section completed and *signed by the original Physician and Operating Room Supervisor that signed for you. If this is not the original Physician or Operating Room Supervisor on file, you must have the new Physician and Operating Room Supervisors signature* **NOTARIZED**.

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

5. You must include a **clear photocopy** of your valid driver's license. If you do not have a valid driver's license, call the NBCOT office for alternate photo ID options. **You must also include two (2) professional passport style photos with your application. Failure to include these two (2) photos will result in your application being returned unprocessed.**

6. Mail the original completed single sided Application which has been signed by you in ink. Your Physician AND Operating Room Supervisor verification has been signed and notarized in ink. The notary stamp must be present in ink and/or crimp form only (no photocopies or faxes will be accepted). Attach copies of supporting documentation and appropriate fee(s) made payable to the **NBCOT, Inc. (US Funds Only)** 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 Booklet. If received after the posted deadline, applications will be considered with a late fee of \$100.00 until 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. The earlier you file your application, the better choice of days you have. The NBCOT office will not confirm that your application has been received by telephone to anyone. It is strongly suggested that you mail your application via U.S. "Certified Return Receipt Requested" Mail.

7. Confirmation of acceptance will be e-mailed to you by IQT Testing to the e-mail address you provided within the application. **You must always use your HOME address not your Employers address**, as all correspondence regarding your Certification is verified by your Social Security Number and **HOME** address which is secured by the NBCOT. This information is considered and treated as **CONFIDENTIAL**.

8. Receipts for testing fees are sent **ONLY** to the remitting party.

*****If ANY information changes in ANY WAY, specifically name changes, e-mail or home address changes or telephone contact numbers, after you have sent your application in to the NBCOT, you must contact the NBCOT or risk being turned away at the Test Center for your appointment. If the information we have sent to register you is now 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 fees and must reapply for any future examination with a newly completed application and fees. *******

Registration

Upon acceptance of your completed application, IQT Testing 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. **Scheduling must be done within thirty (30) days from the date of the acceptance e-mail.**

**National Board for Certification of Orthopaedic Technologists, Inc.
OTC® or OT-SC™ Examination Non-Refundable Application Fee:**

\$75.00

The following Applicants are required to include a **mandatory Non-Refundable \$75.00 Application fee** with any submission, as outlined below:

1. **All NEW Applicants** applying to take the OTC® or OT-SC™ Examination:
(Definition: A candidate that has **never** taken the OTC® or OT-SC™ Examination before.)
2. **Any Applicant that is taking the OTC® or OT-SC™ Examination again.**
(Definition: A candidate 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 application).
3. **Applicants that have allowed their certification to lapse.**
(One who had held the OTC® or OTC®,OT-SC™ credential in the past, but as of the date of this application does not).

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

Accepted forms of payment made payable to NBCOT, Inc.:

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

Please note that no Personal Checks or Credit Cards are accepted for this Fee.

NOTE: If you are recertifying 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

OT-SC™ Examination Fee: \$400.00: Payable in U.S. Currency ONLY
(Late Registration Fee is an additional \$100.00 and is not waived 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 chargeback 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.**

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

Accepted Credit Card or Debit Card payment: United States Bank Issued MasterCard® or VISA® ONLY

Examination Appointment, Rescheduling and Refund Policies

PLEASE 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 the 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**: **\$50.00**

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 in **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 \$150.00 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 offered this accommodation. An accepted postponement less than 6 business days will incur a \$50.00 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 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 \$100.00 cancellation processing fee will be deducted from all refunds.

If a candidate was accepted and registered to take the OT-SC™ Examination **and has made an appointment for said Examination**, the set appointment must be cancelled 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 will be issued to the party that paid for the examination fees **ONLY**. Refunds will be made in the same 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 submission of a new application.

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 candidates 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 and late 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.

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 \$50.00 processing fee will apply to all transfers or a \$100.00 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 cancelling 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

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

3 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 may be acknowledged by telephone, and will be acknowledged in writing within 14 business days of receipt to the NBCOT office.

OT-SC™ Examination Breakdown

Pre-Operative Management 12 %

- Scheduling Surgical Procedures.
- Ordering Equipment.
- Facilitating Surgical Procedures.

Intra-Operative Management 52 %

- Facilitating access to surgical site.
- Obtaining an aseptic surgical site
- Preparing yourself for the procedure
- Ensuring proper site exposure and creating an acceptable sterile field.
- Assisting surgeons to provide appropriate patient care.

Post-Operative Management 25%

- Applying postoperative dressings on wounds.
- Positioning the patient to prevent postoperative complications.
- Applying casts, splints and/or other Orthopaedic devices.
- Assessing the patient for postoperative complications
- Providing discharge instructions to the patient.

Regulatory and Ethical Responsibility 11%

- Adhering to regulations and policies in the operating room.
- Adhering to ethical guidelines.

Standards of Practice

For the Orthopaedic Technologist – Surgery Certified (OT-SC™)

Disclaimer:

The intent of these Standards of Practice is to provide a summary of the duties and responsibilities that may be performed by the Orthopaedic Technologist-Surgery Certified (OT-SC™). It is not intended to be a complete text of all job related duties, responsibilities, limitations, or skills that an Orthopaedic Technologist-Surgery Certified (OT-SC™) may be required to perform.

Definition:

An Orthopaedic Technologist-Surgery Certified (OT-SC™) carries out functions that will provide assistance to the Orthopaedic Surgeon in performing safe operations with optimal results for patients. OT-SCs perform under the direct supervision of the Orthopaedic Surgeon and have acquired sufficient knowledge to perform the necessary duties through formal education, continuing education, supervised practice, or any combination of these methods. The Orthopaedic Technologist – Surgery Certified are those individuals that have demonstrated the knowledge and skills needed to work as an Orthopaedic Technologist – Surgery Certified and who have passed the National Board for Certification of Orthopaedic Technologist Certification Examination. The Orthopaedic Technologist – Surgery Certified maintains certification by complying with the rules and policies of the NBCOT. The Orthopaedic Technologists-Surgery Certified may use the acronym OT-SC™

OT-SCs are not trained to perform any surgical procedure independent of an Orthopaedic Surgeon. The defined role of the OT-SC will vary with the Orthopaedic Surgeon, surgical procedure, or the facilities where performed.

Standards:

The standards are not intended as a complete list of abilities, but are designed to guide the OT-SC in assisting the Orthopaedic Physician in assessment of signs, symptoms, analysis, treatment and the care of the Orthopaedic surgical patient. Passage of the NBCOT Certification Examination signifies an entry level of knowledge of the following categories in the specialty of Orthopaedic Technology-Surgery Certified.

- Pre-Operative Management
- Intra-Operative Management
- Post-Operative Management
- Regulatory and Ethical Responsibility

Functions and Responsibilities:

The OT-SC™ shall practice in accordance with any existing state and/or facility rules or regulations.

1. The OT-SC™ shall function under the supervision of the Orthopaedic Physician. 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 OT-SC™ shall function as a part of the Orthopaedic Surgical 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 patients chart using written or EMR entries.
4. The OT-SC™ may assist with patient education involving the care and plan of treatment of the Orthopaedic surgical patient.
5. The OT-SC™ may assist with application and execution of Orthopaedic procedures and services and execute legal orders of the supervising Orthopaedic Physician concerning the care of the Orthopaedic surgical patient.
6. The OT-SC™ may render follow up care and services commensurate with education and experience.
7. The OT-SC™ 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. First or second assistant with all procedures to include, but are not limited to; haemostasis, tissue retraction, suturing and closure of tissue planes, cutting of sutures, closing operative incision by using accepted surgical practices and techniques.
 - d. Applying intra-operative dressings to surgical site.
 - e. Assesses the surgical patient for postoperative complications.
 - f. Provides discharge instructions to the surgical patient.
 - g. Adheres to ethical guidelines.

Code of Ethics

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 recertification 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 related to public health, Orthopaedic care, or education. This includes but is not limited to rape, sexual abuse of a child or patient, actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute will result in action that may result in the suspension or revocation of the OTC® and/or OT-SC™

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 a 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 OT-SC™ Examination is administered 4 times a year during the entire months of: February, June, August and November. The deadlines for **receipt** of applications to the NBCOT are indicated below.

Application Deadlines: (Must Be Received By)

February Examination: January 5th by 12:00 Noon EST

June Examination: April 15th by 12:00 Noon EST

August Examination: June 30th by 12:00 Noon EST

November Examination: September 30th by 12:00 Noon EST

Any Application that is received by our office AFTER 12: 00 p.m. EST on the deadline date posted, delivered by any US Mail authorized carrier, **MUST include the \$100.00 late fee. Late fees are NOT WAIVED FOR ANY REASON.** Mail is accepted and signed for in the NBCOT office 6 days a week and on holidays. **If a posted deadline falls on a Sunday, the next day (Monday) is used for the cutoff by 12 p.m. Any application submitted without the late fee will be returned unprocessed.**

Test Center Information

Test Centers for the examination will be located at selected sites throughout the United States. The specific city sites are found on the NBCOT website at www.nbcot.net. In the space provided on the application form, candidates must include the State of the desired Test Site.

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

Special Provisions for Candidates with Disabilities

ISO Quality will send a confirmation letter, 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. Requests must be made in writing and submitted with the application 45 (forty-five) business days prior to the examination month including customary documentation establishing the existence of such Disability and the Candidate’s need for special accommodations. 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.

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 OTC Exam Tab.

Note: 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 60 (sixty) days prior to the examination month including customary documentation establishing the existence of such Disability and the Candidate’s need for special accommodations

At the Test Center

The following Regulations and Procedures pertain to EVERY Administration.

1. You should arrive 20 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 two forms of positive identification, one bearing a recent photograph and both bearing your signature. Acceptable forms of primary (photo) identification include a valid; driver’s license, State ID card, passport, or military ID card. Acceptable forms of secondary identification (no photo) include valid U.S. issued; credit card, or bank ATM card that shows your signature.
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 two forms 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 the secure area of the waiting room. Smoking is prohibited in the Testing Centers.
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 ISO Quality 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 will apply.
8. All examinations will be monitored by one or more proctor(s) at all times 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

Re-Examination

A new Application Booklet and appropriate fees must be submitted each time an applicant applies. A candidate may take the OTC® or the OT-SC™ 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™ 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
Attn: Director for Operations for the NBCOT Examinations
25400 US Hwy 19 North, Ste. #285
Clearwater, FL 33763

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 will investigate each complaint and reply to your comments within a reasonable time period.

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

Standard Testing Conditions For All Administrations including ADA Accommodations:

- The NBCOT Orthopaedic Technology certification examination(s) are computer delivered by Schroeder Measurement Technologies, Inc., (SMT) 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/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 work station 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 include 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 (ie: 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.

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 Scores only to the Individual Candidate. Individual scores will not be sent to 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.

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