



BOARD OF REGISTERED POLYSOMNOGRAPHIC TECHNOLOGISTS

## CERTIFICATION EXAMINATION IN CLINICAL SLEEP HEALTH

**CCSH**  
Certification In Clinical Sleep Health

# Candidate Handbook



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## Candidate Handbook



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## Introduction

The Certification in Clinical Sleep Health™ (CCSH) examination assesses the professional competence of healthcare providers and educators who work directly with sleep medicine patients, families, and practitioners to coordinate and manage patient care, improve outcomes, educate patients and the community, and advocate for the importance of good sleep.

A passing score on the examination is required for an individual to earn the CCSH credential. Each candidate must demonstrate competence in the practice of clinical sleep health commensurate with the standards established by the BRPT for effective and safe patient care and education. All candidates and CCSH certificants are required to abide by the BRPT Standards of Conduct and policies and procedures.

The BRPT Candidate Handbook describes the important aspects of the certification process. It is designed to assist candidates in preparation for the examination and their roles as clinical sleep health specialists. The handbook contains an overview of the examination, eligibility policies, rules for taking the examination, information about the application, suggested study resources and pertinent facts concerning administrative policies governing the examination and credential. Sample questions are provided to familiarize candidates with the types of questions appearing on the scenario-based multiple choice examination.

## How To Contact BRPT

BRPT uses email as its official means of communication.

Candidate inquiries are handled through the BRPT Executive Office located in the Eastern Time Zone in McLean, Virginia, USA. The Executive Office is the main point of contact for candidates regarding the exam, testing procedures, and general BRPT questions or issues. Candidates should refer to the [BRPT website](#) for information before contacting BRPT for assistance. The best way to contact BRPT is via email at [info@brpt.org](mailto:info@brpt.org). Candidates should expect a response to email within 2 business days.

BRPT Executive Office  
8400 Westpark Drive, Second Floor  
McLean, VA 22102  
Telephone: (703) 610-9020 • Fax: (703) 610-0229  
email: [info@brpt.org](mailto:info@brpt.org) • web site: [www.brpt.org](http://www.brpt.org)

## Examination Overview

The CCSH examination is developed and administered in accordance with the 1999 “Standards for Educational and Psychological Testing” (American Education Research Association, American Psychological Association, and National Council on Measurement in Education) as well as the 1978 “Uniform Guidelines on Employee Selection Procedures” (Equal Employment Opportunity Commission, et al).

The CCSH exam is computer based and consists of 100 multiple choice items. The test presents each item with four response alternatives (a, b, c and d). Credit is granted for selection of the single best response. There is no penalty for guessing and candidates are encouraged to choose a response for each item. Candidates have 3 hours to complete the test.

The CCSH application is available at [www.brpt.org](http://www.brpt.org). ***Applicants should submit the application and required documents to BRPT for review and approval as soon as they have a target date in mind to take the examination. The earlier the application is received the better the chance of obtaining the preferred exam date, time and location.***

- » The exam is offered on an on-demand basis. This means that once approved, candidates may schedule an exam on any available date and time within their eligibility window. The eligibility window begins on the date of payment for the exam and ends one year from the date of exam approval OR upon expiration of the candidate's eligibility credential or Basic Life Support (BLS) requirement, whichever occurs first.
- » Exam results are available on the computer screen immediately upon completion of the test. A detailed score report is available upon departure from the testing center. BRPT does not provide exam results or score report information over the phone.
- » BRPT uses email as its official means of communication.

## Pearson Vue Professional Testing Centers

The CCSH examination is administered by Pearson VUE, BRPT's testing partner. The BRPT retains Pearson VUE to provide testing centers and services in both the US and internationally. Pearson VUE testing centers incorporate state-of-the-art security, computer-based-testing (CBT) and professionally designed testing environments. The most current listing of test center locations is available at [www.PearsonVUE.com/brpt](http://www.PearsonVUE.com/brpt), along with a virtual tour of a Pearson VUE professional testing center.

## Eligibility Requirements

There are 3 eligibility pathways for the CCSH exam; one is temporary and available only through March 31, 2017. Applicants should review the eligibility requirements for each pathway to determine which one best meets their qualifications and background. **Applicants must meet ALL eligibility requirements of the selected pathway as of the date of application.** To take the CCSH examination, applicants must

- » Satisfy the requirements for ONE of the exam eligibility pathways.
- » Submit a completed application, all required support documents, and fees.
- » Agree to follow BRPT Standards of Conduct and policies and procedures.
- » Except for purposes of recertification, those with an active CCSH may not take the examination. A CCSH who applies to take the examination for reasons other than recertification violates the BRPT Standards of Conduct and is subject to professional disciplinary review.

## Eligibility Pathways

**CCSH Pathway 1: Clinical Experience.** For candidates with at least 1000 hours of experience in clinical sleep health AND a bachelor's degree or above.

**CCSH Pathway 2: Healthcare Credential.** For candidates with an approved healthcare credential or license AND an associate's degree or above.

## PATHWAY DETAILS

### CCSH Pathway 1: Clinical Experience

*Candidates must have:*

1. A minimum of 1000 hours of cumulative direct experience in clinical sleep health that includes education, counseling, management, and coordination of patient care and outcomes.
2. A Bachelor's degree or above. International equivalents in the form of tertiary/post secondary education or qualification are accepted.
3. Documentation of valid BLS certification for healthcare workers or international equivalent.

*Candidates are required to provide:*

1. Verification of clinical experience on the application. Clinical experience must be validated and approved by a clinical manager, sleep medicine practitioner, or

a sleep health specialist with certification in clinical sleep health (CCSH).

2. Proof of education in the form of an official transcript, diploma, letter, or certificate from the education provider. Only the highest education level attained is required.
3. Documentation of valid BLS certification or international equivalent.

### CCSH Pathway 2: Healthcare Credential

*Candidates must have:*

1. A current healthcare credential or license identified in the [List of Approved Credentials](#) for CCSH Pathway 2. International equivalents are accepted, including tertiary/post secondary education or qualification in the absence of other regulation.
2. An Associate's degree or above. International equivalents in the form of tertiary/post secondary education or qualification are accepted.
3. Valid BLS certification for healthcare workers or international equivalent.

*Candidates are required to provide:*

1. Evidence of a current CCSH Pathway 2 approved healthcare credential or license, or international equivalent.
2. Proof of education in the form of an official transcript, diploma, letter, or certificate from the education provider. Only the highest education level attained is required.
3. Documentation of valid BLS certification or international equivalent.

## Proof Of Education

*Acceptable forms of proof of education include*

- » An official transcript, official letter from a college, or diploma from the education provider.
- » International equivalents in the form of tertiary/post-secondary education or qualification.

## BLS Certification

All CCSH certificants and exam candidates must hold valid BLS certification for healthcare workers (or equivalent for international applicants). BLS must be current at the time of application and it should remain current through testing. BLS programs must include a hands-on practical training evaluation segment and the candidate must provide documentation that shows demonstration

of skills. A copy of the front of the BLS card or certificate must be submitted with the application. **Candidates should not submit their original BLS card when mailing documentation.** Online CPR courses that do not include a hands-on practical training evaluation segment may NOT be used to fulfill this requirement.

## Acknowledgements Of Understanding

Eligibility for the CCSH examination and maintenance of the credential once achieved require adherence to the BRPT Standards of Conduct and policies and procedures. **Exam candidates are required to sign a statement as part of the exam application process to acknowledge their understanding of and consequences for violations to the BRPT Standards of Conduct and/or policies and procedures.** Violations may result in sanctions including restriction or loss of eligibility to take the CCSH or other BRPT certification examinations, or the suspension or revocation of the CCSH or other BRPT credential.

To protect the security of the examination and maintain the validity of test scores, candidates are required to agree to a Confidentiality and Nondisclosure Agreement (NDA) that is presented at the beginning of the exam.

**Failure to accept the terms of the NDA results in immediate termination of the exam.**

## Application Procedures

To apply for the CCSH examination, candidates must submit to the BRPT a completed exam application. The exam application can either be completed entirely online through our Self Service Portal, or through a printable .pdf application which must be mailed to our corporate office. Any New Candidate application that is mailed to our office must be in original ink. Any New Candidate application that is faxed or photocopied will be rejected and returned to the applicant.

If the application is incomplete for ANY reason, it is rejected and returned to the application for resubmission. **Applicants must include a \$50 resubmission fee when resubmitting the application.** BRPT encourages applicants to read and follow the application instructions carefully.

Candidates should submit their application and all required documents and fees as early as possible. Early submission greatly increases the candidate's chance of securing a testing date, time, and location of the candidate's choice.

Candidates with questions regarding the application, supplemental documents, fees, or eligibility should refer to the BRPT website Contact page. If they are unable to find the information they need, they should submit their questions to [info@brpt.org](mailto:info@brpt.org). Inquiries to this email are acknowledged within 2 business days of receipt.

## Examination Fees

The examination fee is due at the time of application. Candidates must pay the examination fee in United States dollars. The exam fee is valid for up to one year from the date of payment and for only one examination session within that year.

The BRPT will also accept money orders or cashier's checks. The BRPT accepts American Express, MasterCard and Visa. BRPT does not accept personal checks.

CCSH Exam Fee	Pathways
\$450.00 (U.S.)	PATHWAYS 1 AND 2

## RESUBMISSION FEE

Applications that have been rejected and returned to candidates for any reason after submission to BRPT require a \$50 rejection fee upon resubmission.

## REFUNDS

Applicants may cancel an application and receive a refund of the application fee less a \$50.00 administrative charge. To receive a refund candidates must:

1. Cancel their application with the BRPT Executive Office BEFORE their exam window expires. Failure to do so before that time will result in the original exam fee payment being forfeited, and the applicant will have to reapply/pay again.
2. Cancel a scheduled exam appointment directly with Pearson VUE up to 5 pm EST at least one business day prior to the testing appointment. Pearson Vue requires at least 24 hours notice of cancellation, failure to do so will result in a \$100 "No Show" fee. The BRPT cannot cancel any exam for the applicant. It must be done directly by the applicant.

## RESCHEDULING OR POSTPONING FEE

There is no fee to reschedule or postpone a scheduled exam appointment as long as the candidate gives Pearson Vue at least 24 hours notice, and as long as it is done before their exam window has expired.

## NO-SHOW/REINSTATEMENT FEE

Candidates who do not take the exam on the scheduled date and do not cancel or reschedule with adequate time will be considered a “No Show” candidate. “No Show” candidates are not eligible for a refund of their examination fee. “No Show” candidates may reschedule an exam after paying a \$100 reinstatement fee. “No Show” candidates may reschedule up to one year from the date of their initial approval to test notice.

## New vs. Reapplying Application

Candidates should apply as a **New Candidate** if

- » They have not taken the exam before.
- » They failed their last exam 3 or more years ago.
- » They once held their CCSH more than 5 years ago.

Candidates should apply as a **Reapplying Candidate** if

- » They failed a previous exam less than 3 years ago.

## Background Checks

Applicants must answer yes or no to a series of background questions in the application. Answering yes to any or all of the questions does not automatically deny eligibility. Applicants that answer yes must submit a narrative for each incident identified by the background questions, including the date and location of the incident, the outcome of any proceedings associated with it, and any penalties/sentencing they incurred. In addition, the applicant must submit copies of official documentation clearly stating that any and all obligations to the court, governing body, etc. have been met, and all penalties and sentences have been fulfilled. Failure to provide the required documentation results in rejection of the application. European Union residents are advised to check applicable criminal record restrictions as mandated by GDPR.

## Application Approval

BRPT does not consider approval of an application until ALL the required documents and a complete application are received. The application and required documents should arrive in one submission. The BRPT cannot conjoin

application materials if they are sent separately. **If the application is incomplete or required documents are missing, BRPT will reject and return the application to the candidate for resubmission.** A \$50 rejection fee is required at the time of resubmission.

If the application is complete and all supporting documentation is received and valid, applicants receive an approval email which will instruct the applicant on how to schedule their exam with Pearson Vue.

## Applicant Email

BRPT uses email as its official form of communication. Applicants must supply a valid email address. Applicants should double check that the email provided in the application is valid and accurate. The approval to test and exam confirmation notices are sent to applicants via email. They contain important instructions for contacting Pearson VUE to schedule a testing appointment and for completing a testing session. The notices also identify the time period for which the test schedule and test window are valid.

Candidates who work in organizations that have a high security filter for email messages are strongly encouraged to use their home email to receive the approval to test notice. If an email approval to test notice is not received within 10 business days after submission of the application, applicants should look in their trash or quarantine folders before contacting the BRPT office to investigate.

## Application Audits

The BRPT randomly audits applications to verify the applicant’s eligibility to take the exam. Audits are conducted prior to granting approval to test. Audits include verification of the accuracy of the application, eligibility pathway selected, approval signatures, and supporting documents. The BRPT auditor may contact the candidate to supply additional information or to clarify questions. If the audit cannot be completed due to inability to verify the accuracy of the application, eligibility pathway, or supporting documents, or the candidate does not provide the additional required documentation as requested, the candidate is declared ineligible. The application fee is returned to the candidate less a \$50 administrative fee.

## Special Accommodations

“The BRPT complies with the Americans with Disabilities Act (ADA) to try to ensure that otherwise qualified individuals are granted appropriate accommodations so as to permit them to be tested on their true abilities.

Applicants requiring special accommodations must complete an ADA accommodations request and submit it with the exam application (see pages 23-24). Requests for testing accommodations must include documentation from a qualified professional who has provided evaluation or treatment for the candidate of a formally diagnosed and ADA qualified disability. Requests cannot be considered without the required supporting documentation.

## Acceptance For Examination

After an application is reviewed and approved for eligibility, an approval to test notice is emailed to the candidate. This email will include the link and instructions of how to schedule their exam at their nearest testing center, as well as their Candidate ID number and their exam window dates to test within.

## Scheduling A Test Center Appointment

Approved candidates can schedule an appointment to take the CCSH exam at their selected testing center on any open date within their approval window. Scheduling of testing appointments is done on a first-come first-served basis directly with Pearson VUE, not BRPT, during their normal operating hours. The earlier a candidate contacts Pearson VUE the better the chance to obtain the preferred exam date, time, and location. Contact information for Pearson VUE is included in the approval to test notice emailed to candidates. The notice also identifies the time period for which the test window is valid.

Pearson VUE generates an email exam confirmation notice within 24 hours of scheduling an appointment. If an email confirmation notice is not received within 24 hours of scheduling with Pearson VUE candidates should look in their trash or quarantine folders before contacting Pearson VUE to investigate.

Candidates are responsible for selecting the location of their testing center. Whenever possible they should travel to the exam site prior to the examination date to avoid getting lost or arriving late on the day of the exam appointment. Late arrivals are not permitted to take the exam and are considered "No Show" candidates.

## Canceling An Examination With Refund

Once a testing appointment is made, a candidate may cancel or withdraw from the examination and receive a partial refund of \$400.00. The \$50.00 application processing fee is absorbed once your application has been processed. In order to cancel an exam and receive a partial refund, the candidate must:

- » Call the BRPT office no later 24 hours prior to the

scheduled examination appointment.

- » Cancel the scheduled appointment directly with Pearson VUE no later than 24 hours prior to the scheduled examination appointment.

Once a candidate has canceled their authorization with the BRPT and also canceled their scheduled exam with Pearson VUE, in order to reschedule an exam they will need to submit a Reapplying Candidate Application.

## BLS/CPR Expiration

Candidates whose BLS/CPR certification expires before their testing date are not eligible to take the examination until they supply BRPT with documentation of certification renewal. They may reinstate their eligibility to test within their original one year approval to test window once BLS is renewed. The candidate must submit a copy of their renewed certification via fax, email, or mail to the BRPT Executive Office along with a written request to reinstate the eligibility window. Applicants receive a new approval to test notice via email with the dates of their reinstated eligibility window.

As a friendly reminder, the BRPT will not accept any life support certifications that were earned online.

## The Day Of The Examination

Candidates should plan to get a good night of sleep before the exam. They should eat a well-balanced meal prior to reporting to the test center.

Candidates should report to the test center on the day of examination as instructed in the exam confirmation notice they received via email. BRPT recommends that candidates arrive 30 minutes prior to the scheduled exam start time. Candidates have 3 hours to complete the 100 item exam. There is an optional brief computer based tutorial available at the start of the exam and a short optional computerized survey at the conclusion of the exam. Candidates need to pay attention to time limitations built into the tutorial.

For best results, candidates should pace themselves by periodically checking their progress. This allows them to make necessary time adjustments. The more items answered, the better the chance of achieving a passing score. If a candidate is unsure of a response, they should eliminate as many options as possible and choose an option from those that remain. Candidates are allowed to mark questions for review later in the exam session. There is no penalty for guessing and each item counts as one point.



## Two Forms Of Identification

At check-in candidates must present two forms of identification that include their signature. **The first and last name of the ID must match exactly the first and last name used in the application. If your middle name is spelled out on your application, but abbreviated on your two forms of ID (or vice versa), you will not be turned away.**

- » One form of identification must be a current **government-issued photo ID** that includes the candidate's signature (e.g. government-issued passport, drivers license, state issued ID cards, military ID, ID cards issued by the US citizenship and immigration services, international drivers license, etc.). Employment and student ID cards are not accepted in lieu of a government-issued photo ID.
- » The other ID must be current, contain the candidate's signature, but a photo is not required (e.g. a signed credit/debit card, signed work ID, signed student ID).

**Candidates that do not present with the required two forms of identification are not permitted to test and are counted as a "No Show" candidate.** They may reschedule the exam for a different day by submitting a Reapplying Candidate Application and paying a \$100 "No Show" fee.

Candidates do not need to present their exam confirmation notice at the time of check-in, although they are encouraged to bring it with them.

## Confidentiality And Non Disclosure Agreement

Candidates are required to read and agree to a Confidentiality and Nondisclosure Agreement (NDA) on the computer screen prior to starting the exam. The test proctor **does not** inform the candidate of the Non Disclosure Agreement at the beginning of testing. The NDA appears on the computer screen when the test begins. **Candidates have 3 minutes to read and agree to the NDA or the testing session is immediately terminated.** If the exam is terminated the candidate is considered a no-show candidate. They may reschedule the exam up to one year from the date of the initial payment by contacting BRPT and paying a \$100 no-show fee. The candidate does not have an option to reschedule the exam for the same day. Candidates are encouraged to become familiar with the Confidentiality and Nondisclosure Agreement below so they are ready to accept it when it appears at the beginning of the exam.

## BRPT CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

All candidates will be governed by the policies current at the time of their application for the exam unless otherwise informed by BRPT. Eligibility for and or possession of the CCSH may be suspended or revoked for any of the following:

- » Obtaining or attempting to obtain credentialing by fraud, deception or artifice.
- » Knowingly assisting another person or other persons in obtaining, or attempting to obtain credentialing by fraud, deception or artifice.
- » Illegal use of a CCSH certificate or falsification of credentials.
- » Unauthorized possession and/or distribution of any official testing or examination materials.
- » Violation of the BRPT Standards of Conduct.

The BRPT has trademarked both in the USA and internationally the following marks:

- » BRPT
- » CCSH
- » Certification in Clinical Sleep Health
- » Board of Registered Polysomnographic Technologists

All test materials and all publications of the BRPT both printed and electronic are copyrighted. These trademarks and copyrights are protected under US and International law and any unauthorized use of these marks or copyrights are prohibited and violations are subject to prosecution under the applicable laws. In order to use any of these marks or portions of these materials, individuals or organizations must obtain prior approval in writing from the BRPT office.

## No-Show Status

No-show status is assigned to candidates who:

- » Arrive late.
- » Do not show up for their scheduled examination appointment.
- » Do not present the required two forms of ID at check-in or the first and last names do not match the application.
- » Do not accept the exam NDA within the allocated 3 minute window at the start of the exam.
- » Contact BRPT and/or Pearson VUE to reschedule or postpone a scheduled exam after the required notification deadline of 24 hours.

“No Show” candidates may reschedule an exam up to one year from the date of their initial approval to test notice. They must submit a Reapplying Candidate Application to reschedule and are required to pay a \$100 no-show fee. No-show candidates are not eligible for an exam refund or transfer of fees.

## The Test Session

The test center supervisor keeps the official time and ensures that candidates have the full amount of allocated time for the test. Time is displayed on the computer screen and wall clock in each testing center. Restroom breaks are permitted but time in the restroom counts toward the time allotted for the exam.

A calculator is provided in the computer program along with a tutorial on how to use it. Candidates have access to a white dry-erase board to write on during the exam. The exam proctor can provide earplugs or headphones upon request.

Candidates must listen carefully to the instructions provided by the exam monitor and read all test directions thoroughly. Candidates should not ask the test monitor questions concerning the content of the examination.

No test materials, notes, documents or memoranda of any kind may be taken into or removed from the examination room. Secure personal lockers are provided at the testing center for those who need them.

**The following are examples of items that are NOT permitted in the examination room.** The list is by no means inclusive and candidates should check with the test center supervisor if they have questions.

- » Watches, alarm clocks, electronic devices of any kind
- » Telephones, smart phones, tablets, pagers, or signaling devices
- » Slide rules, papers, dictionaries or reference materials
- » Recording/playback devices of any kind, calculators
- » Photographic or image copying devices, cameras, video recorders, paper, notebooks
- » Excess clothing, caps, hats (except for religious reasons)
- » Food and drink

## Violations During Testing

All examination materials are the property of BRPT. Any attempt to reproduce or memorize all or part of the examination is prohibited by law unless written permission is obtained from the BRPT.

The test center supervisor is authorized to immediately dismiss a candidate from the testing facility for any of the following reasons, and the candidate/incident is reported to the BRPT for review and/or legal action. A candidate is immediately dismissed from testing for:

- » Unauthorized admission to the test center.
- » Creating a disturbance or giving/receiving help on an exam.
- » Attempting to or removing test materials or notes from the testing room.
- » Attempting to or taking the exam for someone else.
- » Possessing an unauthorized item or product.
- » Exhibiting behavior consistent with memorization or copying of exam items.

Except for purposes of recertification, those with an active CCSH may not take the examination. A CCSH credential holder who applies to take the examination for reasons other than recertification violates the BRPT Standards of Conduct and is subject to professional disciplinary review.

Candidates who remove or attempt to remove exam materials, including memorizing exam questions or observed cheating in any manner while taking the examination, are subject to professional review and/or legal action. Any time candidates and those with an unauthorized CCSH are found in possession of exam materials a professional review occurs as well as possible legal action.

Candidates who violate BRPT testing policies or Standards of Conduct are subject to forfeiture of examination fee, disciplinary review and/or legal action. Sanctions could result in removal of a credential or denial of examination eligibility.

## Hazardous Weather/Emergency Closure

In the event of hazardous weather or an unforeseen emergency occurring on the day of an examination, Pearson VUE notifies BRPT of the untoward situation and they jointly determine if circumstances warrant cancellation and subsequent rescheduling of examinations at a particular test center. Pearson VUE makes every effort to keep test centers open but there are occasionally circumstances that may impact their ability to provide testing. Candidates should call Pearson VUE at the 24 hour contact number provided in their exam confirmation notice to determine if a test center is closed for extenuating circumstances on the day of a scheduled test. Candidates are also encouraged to check local radio and television broadcasts for Pearson VUE test center closures. BRPT and Pearson VUE make every attempt to administer examinations as scheduled. However, should an examination be cancelled, scheduled candidates receive notification from Pearson VUE to reschedule the exam date. No additional fees are required to reschedule the exam.

## CCSH Exam Blueprint

For the development of the CCSH examination a diverse group of survey respondents were used to determine the tasks required for competent job performance for the Clinical Sleep Health specialist. The initial job task analysis (JTA) was conducted in the summer of 2013. The results of the 2013 JTA were used for exam development and are reflected in the CCSH Exam Blueprint. A subsequent JTA of those who earn the CCSH credential is planned within the next 1-2 years to reevaluate the rapidly evolving practice of clinical sleep health. The BRPT policy is to conduct a job task analysis (JTA) of the profession every 3-5 years once an examination is established to ensure that exam development and content reflect current practices in the field.

To ensure compliance with the current exam blueprint, the BRPT Examination Development Committee (EDC) evaluates and updates the CCSH exam and item bank. The EDC is responsible for assuring consistency with psychometrically sound test development and delivery practices.

The exam blueprint defines the content of the CCSH examination. It includes a summary of knowledge areas and associated task statements. There are four domains, or principal areas of responsibility, that make up the major headings in the CCSH exam blueprint. Each domain includes the percentage of items that contribute to the content of the examination. Familiarity with the exam blueprint is crucial to successful preparation for the exam.

### DOMAIN 1: SLEEP OVER THE LIFESPAN 20%

#### **TASK A: Describe normal sleep architecture, quantity, and quality** 5-7%

- i. Adult
- ii. Geriatric
- iii. Pediatric
- iv. Infant

#### **TASK B: Identify factors contributing to variations in normal sleep** 3-5%

- i. Medication
- ii. Gender

#### **TASK C: Identify and recognize the pathophysiology, epidemiology, and clinical presentation of abnormal sleep** 11-15%

- i. Identify terminology currently used to classify common sleep disorders
- ii. Recognize the clinical presentation of sleep disorders
  - a. Sleep disordered breathing
  - b. Insomnia
  - c. Circadian rhythm disorders
  - d. Other sleep disorders
- iii. Describe the incidence and prevalence of sleep disorders
- iv. Differentiate chronic from temporary sleep disturbances
- v. Describe the short and long-term effects of sleep disruption and deprivation
- vi. Associate abnormal sleep with underlying pathophysiology
  - a. Cardiopulmonary disorders
  - b. Depression
  - c. Chronic pain
  - d. Other medical conditions

### DOMAIN 2: CLINICAL EVALUATION AND MANAGEMENT 40%

#### **TASK A: Correlate and document sleep and medical history** 8-12%

- i. Assess the impact of sleep on quality of life
- ii. Recognize health changes
  - a. Physical appearance

- b. Weight
- c. Medications
- d. Recent hospitalization and surgeries
- iii. Evaluate signs and symptoms of disease progression, exacerbation and improvement
- iv. Document actions, observations and orders in the patient chart

**TASK B: Identify co-morbid conditions and impact on patient** **8-12%**

- i. Explain how sleep disorders affect comorbid conditions
- ii. Explain how comorbid conditions affect sleep disorders

**TASK C: Assess and explain evaluation and measurement tools** **10-15%**

- i. Questionnaires and surveys
  - a. Epworth Sleepiness Scale
  - b. Berlin Questionnaire
  - c. Functional Outcomes of Sleep Questionnaire
  - d. Sleep diary
  - e. Other measures
- ii. Diagnostic testing and indications
  - a. In-lab PSG
  - b. Home Sleep Test
  - c. MSLT/MWT
  - d. Actigraphy
  - e. Other procedures
  - f. Eligibility and reimbursement

**TASK D: Evaluate treatment/therapy** **12-16%**

- i. Monitor adherence/compliance
- ii. Identify and remove/reduce barriers to success
- iii. Evaluate side-effects
- iv. Describe appropriate therapeutic options
  - a. Sleep disordered breathing therapies
    - 1. PAP and related devices
    - 2. Oral appliance therapy
    - 3. Positional therapy
    - 4. Surgical options
  - b. Cognitive behavioral therapy
  - c. Light therapy
  - d. Chronotherapy

- v. Develop individualized patient care plans
  - a. Chronic disease model
  - b. Clinical guidelines

**DOMAIN 3: PATIENT AND FAMILY COMMUNICATION AND EDUCATION** **30%**

**TASK A: Provide education to patient and family** **10-13%**

- i. Respond to questions
- ii. Recognize the importance of diversity
- iii. Evaluate readiness to learn at an age appropriate level
- iv. Adapt interactions to learning styles

**TASK B: Understand and explain the importance of sleep hygiene** **13-16%**

- i. Lifestyle
- ii. Environment
- iii. Cultural differences

**TASK C: Encourage and promote patient self-assessment and self-management** **3-5%**

**DOMAIN 4: PROGRAM MAINTENANCE AND ADMINISTRATION** **10%**

**TASK A: Develop multidisciplinary programs** **3-6%**

- i. Develop and expand collaborative sleep programs
  - a. Inpatient/outpatient
  - b. Occupational health/wellness
- ii. Market services and provide education to staff/clinicians/healthcare providers/administrators

**TASK B: Manage performance improvement and quality** **2-5%**

- i. Audit charts
- ii. Track outcomes

**TASK C: Promote sleep disorders as a public health issue** **2-5%**

- i. Impact of disorders on society
- ii. Public policy influences and impact
- iii. Community outreach

## Exam Items

The CCSH exam consists of predominantly scenario-based exam items. Exam items are presented in a multiple choice format with four options: a, b, c, d. Candidates are to select the one best option. **When RECOMMENDED is bolded and highlighted in an exam item, the candidate should consider the best response based on universally recommended guidelines and industry standards (e.g. American Academy of Sleep Medicine Practice Parameters).** Individual clinical protocols and recommendations by authors may differ subject to interpretation, therefore the candidate should respond to exam items based on industry guidelines and recommended practices when they are available. Familiarity with these standards and guidelines, included in the list of recommended readings, is key to successful preparation for the exam.

All questions on the CCSH exam related to reporting polysomnogram (PSG) results use the AASM Manual for the Scoring of Sleep and Related Events as the reference.

## CCSH Primary References

The following references can help with preparation for the CCSH exam. The list is not all inclusive and inclusion does not constitute endorsement by BRPT or any officers or representatives of BRPT.

To prepare for the CCSH examination, candidates should consider using a sampling of text books, clinical guidelines, practice parameters, and key articles relating to the major exam domains. In general, educational materials should focus on evaluation and management of sleep disorders; pathophysiology, epidemiology, and clinical presentation; patient education and communication; sleep health and hygiene; normal sleep over the lifespan; and public health issues relating to sleep. Candidates should review the exam blueprint for guidance on knowledge areas and specific topics covered on the exam. They should be prepared to apply their knowledge to clinical situations to demonstrate critical thinking skills.

Examples of exam prep resources are provided below. Candidates should choose references based on their experience and educational needs. **Study materials should be current and the most recent versions or editions.**

Clinical Guidelines and Practice Parameters:

- » American Academy of Sleep Medicine (AASM) **Standards and Guidelines for the Practice of Sleep Medicine.** The current professional standards and guidelines are available at [www.aasmnet.org](http://www.aasmnet.org)

Evaluation, Management, Pathophysiology, Epidemiology, and Clinical Presentation:

- » **A Clinical Guide to Pediatric Sleep: Diagnosis and Management of Sleep Problems.** J. Mindell and J. Owens.
- » **Fundamentals of Sleep Medicine,** R. Berry
- » **International Classification of Sleep Disorders: Diagnostic and Coding Manual.** American Academy of Sleep Medicine
- » **Principles and Practice of Sleep Medicine.** M. Kryger, T. Roth, and W. Dement
- » **Sleep Disorders and Sleep Promotion in Nursing Practice.** N. Redeker and G. McEnany
- » **Sleep Disorders Medicine.** S. Chokroverty

Patient Communication, Education, and Health Behaviors:

- » **Essentials of Patient Education.** S. Bastable
- » **Health Behavior and Health Education: Theory, Research and Practice.** K. Glanz, B. Rimer, and K. Viswanath
- » **Health Professionals as Educators: Principles of Teaching and Learning.** S. Bastable, P. Gramet, K. Jacos and d. Sopczyk

Polysomnography and Related Procedures:

- » **Fundamentals of Sleep Technology.** T. Lee-Chiong, C. Mattice, and R. Brooks
- » **Polysomnography for the Sleep Technologist: Instrumentation, Monitoring, and Related Procedures.** B. Marshall, B. Robertson, and M. Carno

Public Health Issues and Discussions:

- » **Sleep Disorders and Sleep Deprivation: An Unmet Public Health Problem.** Institute of Medicine. (free pdf download at [www.nap.edu](http://www.nap.edu) - search "sleep")
- » **Centers for Disease Control and Prevention: Sleep and Sleep Disorders.** Publications and Products ([www.cdc.gov/sleep](http://www.cdc.gov/sleep))
- » **Healthy People 2020: Sleep Health.** US Department of Health and Human Services ([www.healthypeople.gov/2020](http://www.healthypeople.gov/2020))
- » **National Sleep Foundation: Sleep in America Polls.** ([www.sleepfoundation.org](http://www.sleepfoundation.org))

Scenario-Based Case Reviews:

- » **Sleep Medicine Review: A Problem-Oriented Approach.** M. Kryger, R. Rosenberg, V. Pegram, and L. Martin

## Abbreviations

Abbreviations may be used in exam items. Candidates should be familiar with common abbreviations such as:

a-fib	Atrial Fibrillation
AHI	Apnea Hypopnea Index
APAP	Auto Positive Airway Pressure
ASV	Adaptive Servo-Ventilation
AV	Atrioventricular
BMI	Body Mass Index
bpm	Beats Per Minute
BR	Blood Pressure
CHF	Congestive Heart Failure
cm H <sub>2</sub> O	Centimeters of Water Pressure
CNS	Central Nervous System
CO <sub>2</sub>	Carbon Dioxide
COPD	Chronic Obstructive Pulmonary Disease
CPAP	Continuous positive airway pressure
nCPAP	Nasal Continuous Positive Airway Pressure
DME	Durable Medical Equipment
EEG	Electroencephalogram
ECG	Electrocardiogram
EDS	Excessive Daytime Sleepiness
EMG	Electromyogram
EOG	Electro-oculogram
EPAP	Expiratory Positive Airway Pressure
ESS	Epworth Sleepiness Scale
EtCO <sub>2</sub>	End-Tidal CO <sub>2</sub>
FIO <sub>2</sub>	Fractional Inspired Oxygen
FOSQ	Functional Outcomes of Sleep Questionnaire
GERD	Gastroesophageal Reflux Disorder
HFF	High Frequency Filter
HLA	Human Leukocyte Antigen
Hz	Hertz
IPAP	Inspiratory Positive Airway Pressure
LFF	Low Frequency Filter
MSLT	Multiple Sleep Latency Test
mV	Millivolt
mV/cm	Millivolts Per Centimeter
MWT	Maintenance of Wakefulness Test
uV	Microvolt

uV/mm	Microvolts Per Millimeter
NPPV	Noninvasive Positive Pressure Ventilation
NREM	Non-Rapid Eye Movement
ODI	Oxygen Desaturation Index
OSA	Obstructive Sleep Apnea
OSAS	Obstructive Sleep Apnea Syndrome
O <sub>2</sub>	Oxygen
PAC	Premature Atrial Contraction
PAP	Positive Airway Pressure
PCO <sub>2</sub>	Partial Pressure of Carbon Dioxide
PaCO <sub>2</sub>	Partial Pressure of CO <sub>2</sub> in Arterial Blood
PLM	Periodic Limb Movement
PLMD	Periodic Limb Movement Disorder
PLMS	Periodic Limb Movements in Sleep
PM	Unattended Portable Monitor
POSTS	Positive Occipital Sharp Transients of Sleep
PSG	Polysomnogram
PTSD	Post-traumatic Stress Disorder
PVC	Premature Ventricular Contraction
RBD	REM Sleep Behavioral Disorder
RDI	Respiratory Disturbance Index
REI	Respiratory Event Index
REM	Rapid Eye Movement
RERA	Respiratory Effort-Related Arousal
RLS	Restless Leg Syndrome
SA	Sinoatrial
SDB	Sleep Disordered Breathing
SOB	Shortness of Breath
SOREM	Sleep Onset REM
SOREMP	Sleep Onset REM Period
SpO <sub>2</sub>	Oxyhemoglobin Saturation
SSRI	Selective Serotonin Reuptake Inhibitor
TC	Time Constant
TRT	Total Recording Time
TST	Total Sleep Time
UARS	Upper Airway Resistance Syndrome
V tach	Ventricular Tachycardia
WASO	Wake After Sleep Onset

## Test Scoring and Score Reporting

The examination is designed to assess the knowledge required of healthcare providers who conduct Clinical Sleep Health education and patient care. Pearson VUE, BRPT's professional testing partner specializing in the development of licensure and certification examinations, provides leadership and statistical consultation for the determination of the passing standard (cut score) of the CCSH exam. The technique used to establish the cut score for the exam blueprint is the Modified Angoff method of standard setting (1971), a well researched and widely used method for setting criterion-referenced cut scores. Psychometricians and experts from Pearson VUE provide leadership for the passing point determination and the required materials, instructions, and analysis for a legally defensible passing standard. The BRPT Board of Directors is responsible for the final approval of the cut score of the examination.

### Standard Setting

Standard setting is a technique to determine the cut-off test score that corresponds to a minimally competent or qualified CCSH specialist. The standard setting process uses a committee of subject matter experts (SMEs) who understand the content standards and the measure of difficulty of exam items. The BRPT appoints a panel of SMEs who are representative of the profession in North America and include individuals whose careers and professional qualifications are diverse. Panelists are known to be skilled in the area of clinical sleep health and have knowledge about the professional activities of CCSH specialists. They undergo training in standard setting by experts from Pearson VUE. The passing score coming out of the standard setting delineates the performance of a passing candidate from a failing candidate and is called the cut score.

A high quality examination must have a defensible passing score. That is, the cut score that separates examinees who pass from those who fail must be determined in a systematic and psychometrically sound way. Generally, only criterion-referenced procedures are accepted in the standards for credentialing examinations because these methods define the minimally acceptable level of competence and evaluate each question in light of minimum competence. Criterion-referenced procedures provide a demonstrable link between the passing standard and public protection.

The Standard setting is a two-step process that first requires SMEs to describe what a minimally competent

or qualified RPSGT can be expected to know. This process assumes that there is a theoretical knowledge continuum ranging from insufficient knowledge at one end to fully competent levels of knowledge at the other. The SMEs identify the point on the theoretical continuum that separates the test taker who is minimally competent from one who is not.

In the second step of the standard setting process, participants examine the individual items on a test to translate the knowledge standard into a cut score on the specific exam. The difficulty of individual test items is taken into account during this step. SMEs are required to make informed judgments about the performance of minimally competent test takers on a given set of items. Once this step is complete, the knowledge standard from the theoretical knowledge continuum can be translated into a cut score on an actual exam form.

### Modified Angoff Method

The Modified Angoff method requires a panel of SMEs to independently review each question on the examination and record an estimate of the percentage of minimally knowledgeable candidates who would answer each question correctly. The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the "minimally acceptable" score. After several rounds of discussion guided by the Pearson VUE experts, the modified Angoff method allows panelists to recommend a cut score for the examination. The final passing score is based on pooled judgment and includes a statistical adjustment for standard error. This technique is currently considered by the testing profession to be one of the most defensible criterion-referenced methods available for setting passing points.

### Equating

To ensure the integrity and security of the test, every form of the CCSH examination consists of a unique combination of items. Thus no two versions of the CCSH examination are identical and random "electronic scrambling" of test forms routinely occurs. Although different forms of the examination conform to the same content outline and are built to be similar in terms of their difficulty level, they are not precisely equivalent with respect to test difficulty. The BRPT uses equating procedures for determining the passing score for each CCSH examination to ensure that candidates of comparable proficiency are equally likely to pass the examination regardless of minor fluctuations in overall difficulty level across administrations of the CCSH examination. Equating is a statistical process that adjusts the minimum passing score for each form of the



CCSH examination to compensate for any fluctuations in difficulty level across the different examination forms. This process is not dependent upon the performance of individual candidates from a particular test group. The passing score is determined by a preset criteria-based performance standard. This method of linear equating ensures that candidates are not rewarded or penalized for different versions of an examination.

## Raw And Scaled Scores

The BRPT provides RPSGT candidates with information on their performance on the test by reporting scaled scores. After equating procedures are completed, raw scores (the number of items answered correctly) are mathematically converted to scaled scores that can range from 200 to 500. The scaled score of 350 always represents the minimum passing score. The scale provides a standard way of reporting scores and facilitates comparison of scores on different test forms and for different test takers. Different forms of an exam sample knowledge differently, and the difficulty of the exam may vary slightly from form to form. The minimum raw passing score may differ from one administration to the next because of variations in difficulty level of the examination forms. The scaled score accounts for those differences and a meaningful comparison can be made between individuals. A passing scaled score of 350 is set to be consistent across all administrations. The scaled score that is reported is neither the number of questions answered correctly nor the percentage of questions answered correctly.

## Item Pretesting

The CCSH exam consists of 100 multiple choice items. 75 of the 100 items on the exam count toward a candidate's score; the remaining 25 are pretest items and are not factored into the score. The pretest items are placed randomly throughout the exam and are not grouped together. The item pretesting process enables BRPT to grow the exam item bank and continue to strengthen the CCSH exam. The pretesting strategy reflects best practices in standardized test development.

## Score Reporting

**Test results are immediately available to candidates upon completion of the exam and appear as a pass or fail notice on the testing computer.**

A Pearson VUE test administrator also prints a more detailed score report for the candidate at the testing center. The score report is final. There is no hand-score

or rescore option available for candidates.

## Duplicate Or Replacement Score Reports

Candidates can request a replacement or additional score report by completing the [Replacement Score Report Request](#). Candidates must submit a \$25 fee payable to BRPT with the replacement request. BRPT accepts certified checks, money orders or major credit cards (Visa, MasterCard, American Express) but does not accept personal checks.

## Invalidation Of Test Scores

The BRPT is committed to reporting uncompromised and valid test scores. On rare occasions, circumstances may make test scores invalid. The BRPT reserves the right to cancel or withhold test scores if there is any reason to question their validity. Scores declared invalid and cancelled may be due to suspected or documented misconduct during testing or violation to BRPT Standards of Conduct or policies and procedures. Candidates are expected to cooperate in the investigation of their scores and are notified of procedures to ensure fair treatment. Invalidation may occur due to situations beyond the candidate's or BRPT's control such as mistiming or cuing of the exam, incomplete exam delivery. When this occurs retesting is required at no additional cost to the candidate.

## Re-Examination

There is no waiting period to retest for candidates that fail the CCSH exam, however, BRPT strongly encourages CCSH candidates who have failed the exam to review their score reports carefully and focus their study efforts before retesting. Candidates ready to retest must meet current eligibility criteria and submit an application with the required fee. Candidates may not reapply to retake an exam before they complete a scheduled exam.

## Candidate Grievances

Grievances regarding the application, testing, or scoring processes must be made in writing by mail to the BRPT Executive Director at 8400 Westpark Drive, Second Floor, McLean, VA 22102, or by electronic mail to [info@brpt.org](mailto:info@brpt.org). Individuals must submit grievances to the BRPT concerning a specific exam administration within 30 business days of the exam date. BRPT does not act upon anonymous grievances. The BRPT Executive Committee

reviews the circumstances and nature of the complaint and makes a determination. The complainant is notified in writing of the determination within 90 days of BRPT's receipt of the grievance.

## CCSH Certificates

Candidates must make sure that their names appear correctly on the approval to test and exam confirmation notices emailed to them prior to the exam. The name used in the exam application is the name that is printed on the credential certificate and used for the exam approval and confirmation notices. The name used must match the name on the candidate's identification used at the testing center. Candidates are asked to make corrections (e.g. minor spelling errors, incorrect middle initials) to their names prior to taking the exam and should contact the BRPT office at [info@brpt.org](mailto:info@brpt.org) with corrections or changes. The BRPT issues certificates to successful candidates in their legal name.

## Duplicate Or Replacement Certificates

Name changes to certificates after their initial printing, or replacements of lost or damaged certificates, are available from the BRPT Executive Office. Candidates can request a new or replacement certificate by completing the Replacement Certificate Request form available at [www.brpt.org](http://www.brpt.org). Candidates must include a \$25 fee payable to BRPT with the request. BRPT accepts certified checks, money orders or major credit cards (American Express, MasterCard, Visa) but does not accept personal checks. If a Name Change is requested, please log into the Self Service Portal and select the option to Request a Name Change. You will be required to upload supporting documentation proving your legal name change. Once your information is updated you may then contact The Award Group to purchase an updated certificate. If a replacement certificate is requested due to an error made by the BRPT or Pearson VUE, the replacement certificate is issued at no charge.

## Address Updates

Candidates are responsible for notifying BRPT in writing of a change in their name or mailing address, including their email address, as soon as possible to ensure that all records, score reports and certificates are sent to the correct address and received in a timely manner. Change of address requests can be mailed, emailed or faxed to the BRPT Executive Office. It may also be updated through the Self Service Portal.

## Maintaining Contact Information

Certificants are responsible for maintaining current contact information in their BRPT online certificant profile. They are responsible for periodically reviewing and updating their online certificant profile that is accessible through the Self Service Portal.

BRPT does not sell or rent certificant mailing lists or contact information. BRPT and its employees, agents and contractors may contact certificants by US Mail, electronic mail, facsimile or through other media on matters which the BRPT believes may be of importance or interest to certificants. To be removed from the BRPT mailing list certificants **MUST** contact the BRPT office by letter or email to request removal from the BRPT mailing list.

## Verification Of Credentials

Certificant verification is available through the Primary Source Verification Directory located on the BRPT website. Employers are expected to utilize this Directory to verify their staff's credentials. The contents of the BRPT online directory are the property of the BRPT and intended for verification purposes only. **Certificants who do not wish to have their information included in the online verification directory MUST contact the BRPT office by letter or email to request that their name be removed from the online directory.** BRPT will, however, verify an individual's credentials upon receipt of an authorized request for a fee of \$25.00, by providing an official BRPT Verification Letter.

## Recertification

All credential holders are expected to review our Recertification Guidelines, located in the Recertification section of [www.brpt.org](http://www.brpt.org). Recertification is required every five years in order to maintain the CCSH credential. Recertification may be achieved either by accumulating 50 approved continuing education credits during the last active 5 year credential window, or by retaking and passing the CCSH exam. Certification holders with more than one BRPT credential can apply the same continuing education credits toward multiple recertifications as long as the continuing education content is applicable and occurs within the required time period for recertification.

## About BRPT

### BRPT Mission Statement

The mission of The Board of Registered Polysomnographic Technologists is to build upon its history as the global leader in sleep technologist credentialing and certification; to provide high quality sleep technology products and services that inspire professional excellence, recognition, and lifelong learning; and to create long-term value for credential and certificate holders.

### BRPT Vision Statement

The organization recognized around the world for the highest standards in sleep credentialing, certification and education.

### Statement Of Nondiscrimination

The BRPT does not discriminate on the basis of age, gender, race, religion, national origin, disability, marital status, sexual orientation or on any basis that would constitute illegal discrimination.

### Confidentiality

BRPT volunteers, contractors, and staff are required to uphold the confidentiality of applicant and certificant information and communications. All personal data including applications, payments, scores and contact information maintained by the BRPT or BRPT testing vendor is considered confidential and stored in a protected electronic or hard copy format. Access is limited to essential and authorized individuals.

### Professional Review

The BRPT requires CCSH certificants and applicants to abide by the current BRPT Standards of Conduct and policies and procedures. Complaints regarding potential violations should be reported to BRPT using the Professional Review Complaint Form available at [www.brpt.org](http://www.brpt.org). The form may also be obtained by calling or writing the BRPT Executive Office.

The Professional Review Committee (PRC) reviews matters regarding potential violations of the BRPT Standards of Conduct and policies and procedures, such as falsification of applications and fraudulent use of the credential. To initiate a complaint, the Professional Review Complaint Form must be completed in its entirety, signed, and submitted to BRPT to the attention of the Professional Review

Committee Chair. Complaints are held in confidence by the BRPT. They must include reasonable documentation in support of the complaint. **The BRPT does not act upon anonymous complaints.** The PRC reviews complaints to determine whether an inquiry should be initiated under its authority, and acts accordingly. The BRPT Board of Directors is responsible for approving sanctions, if any, recommended by the PRC.

## BRPT Standards Of Conduct

### I. PREAMBLE

#### 1.1 Introduction

The Board of Registered Polysomnographic Technologists ("BRPT") is a nonprofit corporation that provides board certification and recertification for

- » Sleep technologists who perform polysomnography and related procedures, score and process data; and initiate and monitor associated therapeutic interventions.
- » Healthcare providers and educators who specialize in clinical sleep health and work directly with sleep medicine patients, families, and practitioners to coordinate and manage patient care; improve outcomes; educate patients and the community; and advocate for the importance of good sleep.

BRPT is an independent organization, governed by a Board of Directors (the "Board") that includes a diverse group of experts in sleep medicine, technology and clinical sleep health.

For the purposes of these Standards of Conduct (the "Standards"), the term "Committee" shall mean the BRPT Professional Review Committee. The term "Profession" shall mean the field of work encompassing sleep medicine, technology and clinical sleep health. "Certificant" shall mean any person who has been awarded or has applied for certification by BRPT.

BRPT seeks to encourage, establish and maintain the highest standards, traditions and principles of sleep technologists and clinical sleep health specialists. Certificants should recognize their responsibilities, not only to their patients, but also to society, to other health care professionals and to themselves. Certificants are responsible for maintaining and promoting ethical practice. Certificants shall abide by BRPT's Standards of Conduct relating to ethical and professional behavior, and all other BRPT rules, policies and procedures. BRPT may take review action against any individual who fails to meet these requirements. Such review action may include, but not be limited to, sanctions suspending or revoking a Certificant's certification, or declaring a candidate

ineligible for certification.

### **1.2 Ethics, Custom, Competency and the Law**

Unethical conduct may involve violations of customs and usages of the Profession as well as actions that violate the law. Certificants shall provide competent services and shall use all efforts to meet patient sleep care requirements. Failure to conform to these Standards, including conduct that violates moral principles, customs and practices of the Profession or the law, shall be subject to review action as set forth in BRPT rules, policies, and procedures. The Certificant shall act in the best interests of the patient at all times. Failure to conform to these Standards, including conduct that violates moral principles, customs and practices of the Profession or the law, shall be subject to review action and ultimate determination by the adjudicative authority as established in the BRPT rules, policies, and procedures. Such review action depends upon the particular circumstances involved and how the conduct in question reflects upon the dignity and integrity of the Profession.

Depending upon the circumstances, the Committee will take appropriate action, if any, consistent with BRPT rules, policies, and procedures. Each Certificant has a civic and professional obligation to report to the appropriate governmental body any and all evidence that may come to his/her attention involving the alleged criminal conduct of any Certificant relating to the practice of sleep technology and clinical sleep health.

### **1.3 Disclosure of Other Agency Actions**

Each Certificant must promptly, fully and accurately disclose to BRPT any and all findings and actions by any government agency, quasi-government agency, licensing board or other similar health-related agency or body responsible for national, state or local licensing and/or oversight of health or other sleep care licenses, certifications or the like ("Other Agencies"). Each Certificant must make such disclosure within thirty (30) days from the date of action by any Other Agency. Each Certificant must promptly and fully cooperate with BRPT and with Other Agencies.

## **II. RESPONSIBILITIES TO THE PATIENT**

### **2.1 Confidential Information**

All information relating to a patient's background, condition, treatment or management plan or any other information relating to the Certificant/patient relationship is and shall always remain confidential and may not be communicated to any third party not involved in the patient's care without the prior written consent of the patient or patient's legal guardian.

All patient information derived in a workplace from a working relationship among Certificants relating to any patient shall be held and always remain confidential by all parties. The confidentiality requirements set forth in this Section 2.1 shall be strictly adhered to by Certificants unless the information is required by court order or it becomes necessary to disclose such information to protect the welfare of the patient and/or the community. In such an event, all disclosures of confidential information shall be in accordance with applicable legal requirements.

### **2.2 Trust and Honesty**

The Certificant shall be truthful and honest to the patient, the BRPT, their employer and the public in general.

### **2.3 Fees and Compensation**

Fees for sleep technology and clinical sleep health services should be reasonable for the services performed, taking into consideration the setting in which the services are provided, the practice costs in the geographic area, the judgment of other related or similar organizations, and the other relevant factors. The Certificant shall never place his/her own financial interest above the welfare of the patient. The Certificant shall not engage in false, misleading or deceptive actions in relation to the ultimate cost of the services undertaken or furnished. The Certificant shall not knowingly submit false or misleading information in requesting reimbursement from third-party payers, including the Centers for Medicare and Medicaid Services and private insurers.

### **2.4 Practice Arrangements**

Certificants shall not: (i) directly or indirectly request, receive or participate in dividing, transferring, assigning or rebating any funds derived from a referral of a patient to any other individual or entity, whether affiliated with the Certificant or otherwise; or (ii) except for the reasonable and customary fees earned for services performed for the patient, profit by means of a credit or other valuable consideration, such as an unearned commission, discount or gratuity for providing sleep technology or clinical sleep health services.

### **2.5 Compliance with Laws and Regulations**

Certificants shall provide evaluation, management, and therapeutic intervention in accordance with the laws and regulations of the jurisdictions in which they practice.

### **2.6 Reporting**

The Certificant shall report to BRPT any conduct that appears to violate these Standards.

## 2.7 Delegation of Responsibility

The Certificant shall not delegate any responsibility requiring unique skills, knowledge or judgment that compromises patient care and safety to a less than qualified person. The primary responsibility for sleep care performed by supporting personnel rests with the delegating Certificant. Adequate supervision is required to make certain the patient receives the necessary and appropriate care.

## 2.8 Public Communication

Certificants shall not use, nor participate in any use of, any form of communication containing a false, fraudulent, misleading, deceptive, unfair or sensational statement or claim. Certificants shall not provide any consideration to any member of the press, radio or television, or other communication medium in exchange for professional publicity in a news item. Each advertisement shall be identified as an advertisement unless it is absolutely clear from the context that it is a paid advertisement.

## 2.9 Illegal Discrimination

The Certificant shall not decline to accept a patient on the basis of race, gender, color, religion, sexual orientation, national origin or on any basis that would constitute illegal discrimination.

## 2.10 Sexual Relations with Patient Prohibited

The Certificant shall not have consensual or nonconsensual sexual relations with a current or former patient of the Certificant unless a consensual sexual relationship existed between the Certificant and the patient prior to the provision of any sleep technology or clinical sleep health services, or the Certificant has not provided any sleep technology or clinical sleep health services to the patient for the one-year period preceding the beginning of the sexual relationship. The Certificant shall not engage in, require, or demand sexual relations with a patient incidental to or as a condition of any sleep technology or clinical sleep health services.

## 2.11 Sexual Relations with Key Third Parties Prohibited

The Certificant shall not have consensual or nonconsensual sexual relations with a Key Third Party when such relations are based on the use or exploitation of trust, knowledge, influence or emotions derived from a professional relationship. A "Key Third Party" is a person who is closely related to the patient and shall include, but is not limited to, spouses or partners, parents, guardians, surrogates and proxies. Each matter shall be evaluated on a case-by-case basis. Factors to be considered shall include: (i) the length of the professional relationship; (ii)

the degree of the Key Third Party's emotional dependence on the Certificant; and (iii) the importance of the clinical encounter to the Key Third Party and the patient.

## III. RESPONSIBILITIES TO COLLEAGUES AND THE PROFESSION

### 3.1 Dignity

The Certificant has the personal responsibility to conduct himself/herself in a manner that will assure the dignity and status of the Profession. Examples of unacceptable behavior include, but are not limited to, misusing the certification credential; slandering or libeling another; disparaging current or former employers; disparaging current or former employees; disparaging current or former patients/clients; and misrepresenting one's capacity as a provider of services.

### 3.2 Solicitation

The Certificant shall not, either directly or indirectly, solicit the patronage of individual patients by way of intimidation, threats, harassing conduct, undue influence, coercion, duress, unwarranted promises of benefits or solicitation of a patient who is apparently in a mental condition that impairs his/her personal judgment to make decisions concerning the products or services being offered. The Certificant shall not solicit a patient in a manner that is inconsistent with his/her obligation to act in a dignified manner as set forth in Standard 3.1 above.

### 3.3 Examination

The Certificant shall maintain the security and prevent the disclosure of BRPT credentialing/certification/certificate examinations and their content.

## IV. PATIENT CARE BY OTHER HEALTHCARE PROFESSIONALS

### 4.1 Concern About Care by Other Healthcare Professionals

The Certificant should exercise appropriate respect for other healthcare professionals. Except in the case of emergencies, concerns regarding patient care provided by other such professionals shall be addressed directly to those professionals rather than to the patient. If such concerns rise to the level of criminal violation, incompetence or malpractice, the Certificant must immediately notify appropriate facility management and/or authorities.

## V. CREDENTIAL

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### 5.1 Use of Credential

The Certificant shall use the fact that they are credentialed only as evidence of meeting the requisite standard of knowledge and competency in the Profession as defined by the BRPT.

### Trademarks and Copyrights

The BRPT has trademarked both in the USA and internationally the following marks:

- » BRPT
- » CCSH
- » CPSGT
- » CSE
- » RPSGT
- » Board of Registered Polysomnographic Technologists
- » Certification in Clinical Sleep Health
- » Certified Polysomnographic Technologist
- » Clinical Sleep Educator
- » Registered Polysomnographic Technologist

In addition, all test materials and all publications of the BRPT both printed and electronic are copyrighted. These trademarks and copyrights are protected under US and International law. Any unauthorized use of these marks or copyrights is prohibited and violations are subject to prosecution under the applicable laws. In order to use any of these marks or portions of these materials individuals or organizations must obtain prior approval in writing from the BRPT office.

# Request For BRPT Special Examination Accommodations

If you have a disability covered by a national Disabilities Program (e.g. Americans with Disabilities Act), and you wish to request accommodation for a qualified disability, please **complete this form and the Documentation of Disability-Related Needs** so your request can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

## APPLICANT INFORMATION

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name/Initial \_\_\_\_\_

Address (line 1) \_\_\_\_\_

Address (line 2) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## SPECIAL ACCOMMODATIONS

I request special accommodations (please indicate in the table below), for the (date of exam) \_\_\_\_\_ administration of the Certification in Clinical Sleep Health Examination. I understand that the BRPT may require a fee to defray the costs of these accommodations.

### Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Separate testing area
- Other ADA special accommodations (please specify) \_\_\_\_\_

**Return this form with your examination application to the BRPT Executive Office. This request will not be processed if it is not accompanied by a properly completed "Documentation of Disability-Related Needs" form. (see next page)**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

# Documentation of Disability-Related Needs

This section must be completed by a licensed health care provider who has been personally involved in the diagnosis or treatment of the disability for which you are requesting accommodation, OR an educational or testing professional who has previously provided you with testing accommodations similar to those requested.

## PROFESSIONAL DOCUMENTATION

I have known \_\_\_\_\_ since (years) \_\_\_\_\_  
*Test Applicant* *Date*

In my capacity as a \_\_\_\_\_  
*Professional Title*

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements requested.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ License # \_\_\_\_\_  
 # (if applicable)

Return this form with your examination application to the BRPT Executive Office. Please call the BRPT office at **(703) 610-9020**, if you have any questions about the application or required documentation.



### The Board of Registered Polysomnographic Technologists

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