



BOARD OF REGISTERED POLYSOMNOGRAPHIC TECHNOLOGISTS

RPSGT: Respected Worldwide as the Leading Credential for Polysomnographic Technologists

CERTIFICATE EXAMINATION FOR POLYSOMNOGRAPHIC TECHNICIANS

RPSGT[®]
Registered Polysomnographic Technologist

Candidate Handbook





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Introduction

The Registered Polysomnographic Technologist™ (RPSGT) Examination assesses the professional competence of practitioners who perform polysomnography and related procedures; score and process data; and initiate and monitor associated therapeutic interventions.

A passing score on the examination is required for an individual to earn the RPSGT credential. Each candidate must demonstrate competence in the practice of sleep technology commensurate with the standards established by the BRPT for effective and safe patient care. All candidates and RPSGT 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 registered polysomnographic technologists. 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 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 Standard Time (EST) 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 contacting BRPT for assistance. The best way to contact BRPT is via email at 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 • web site: www.brpt.org

Examination Overview

The RPSGT 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 RPSGT exam is computer based and consists of 75 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 four hours to complete the test.

The RPSGT application is available at www.brpt.org. You may also apply entirely online by using our Self Service Portal. **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 on the expiration date of the candidate’s Basic Cardiac Life Support (BCLS) certificate (or equivalent for international candidates) or one year from the date of exam approval, whichever occurs first. Failure to sit for your exam within the eligibility window you are granted will result in your exam fee being absorbed. In order to obtain another authorization, you will need to start the application process all over again.

Exam results are available on the computer screen immediately upon completion of the test. A detailed score report indicating which Domain you should focus your studies on for your next exam attempt will be available upon departure from the testing center. BRPT does not provide these exam results or score report information over the phone.

Pearson Vue Professional Testing Centers

The RPSGT 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 incor-

porate 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, along with a virtual tour of a Pearson VUE professional testing center.

NCCA Accreditation

The RPSGT examination is accredited by the National Commission of Certifying Agencies (NCCA). The NCCA accredits certification programs complying with its Standards. The mission of NCCA is to help ensure the health, welfare, and safety of the public through the accreditation of certification programs that assess professional competence. The NCCA uses a peer review process to establish accreditation standards, to evaluate compliance with these standards, to recognize programs which demonstrate compliance, and to serve as a resource on quality certification. The purpose of NCCA accreditation is to provide the public and other stakeholders the means by which to identify certification programs that serve their competency assurance needs. NCCA Standards address the structure and governance of the certifying agency, the characteristics of the certification program, the information required to be available to applicants, certificants, and the public, and the recertification initiatives of the certifying agency. NCCA is a separately governed accreditation arm of the Institute for Credentialing Excellence (ICE – formerly the National Organization for Competency Assurance), a membership association of certification organizations providing technical and educational information concerning certification practices.

Eligibility Requirements

There are five eligibility pathways for the RPSGT exam. 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 as of the date of application.** * To take the RPSGT examination, applicants must

- » Satisfy the requirements for ONE of the exam eligibility pathways.
- » Hold current BCLS certification or international equivalent.
- » Agree to follow BRPT Standards of Conduct and policies and procedures.

Active RPSGTs may not take the examination except for purposes of recertification. RPSGTs who apply to take the examination for purposes other than recertification violate the BRPT Standards of Conduct and are subject to professional review.

CPSGT candidates who earn the RPSGT credential may no longer use the CPSGT designation. An applicant who holds a CPSGT credential forfeits the CPSGT once the RPSGT is awarded. Individuals may not hold active CPSGT and RPSGT credentials simultaneously, or use the CPSGT and RPSGT designations together in their professional signature.

STUDENT APPLICATION WAIVER

Students who are in good standing and **within one month of graduation** from a CAAHEP or CoARC-accredited polysomnography technology education program may apply for the RPSGT examination using Pathway 3. In place of the proof of graduation requirement the student must submit a letter on official school letterhead signed by the Program Director and school Dean including

- » Student's full name and address.
- » The date of graduation.
- » A statement indicating the student is in good standing.
- » A statement indicating there are no known factors to preclude the student from graduating on time.

The student may not take the RPSGT examination until after graduation, but may schedule an appointment date for the examination as soon as an approval to test notice is generated. The earliest date a student may take the examination is one day after graduation.

Eligibility Pathways

RPSGT Pathway 1: Clinical Experience. For candidates working in the field with at least 1,638 hours of clinical experience, and who have completed a STAR-designated self-study education program.

RPSGT Pathway 2: Healthcare Credential. For candidates or soon-to-be graduates working in the field with at least 546 hours of clinical experience, who have another healthcare credential.

RPSGT Pathway 3: CAAHEP/CoARC Student. For graduates of a CAAHEP or CoARC-accredited polysomnography education program.

RPSGT Pathway 4: Focused Training. For candidates working in the field with at least 819 hours of clinical experience, who have completed STAR-designated Focused education, or a combination of Self-Study and Focused 2 education.

RPSGT Pathway 5: International Option. For international candidates performing polysomnography after completion of post-secondary education in a science or medicine related discipline required for practice in their country.

PATHWAY DETAILS

RPSGT Pathway 1: Clinical Experience

Candidates must complete:

1. A STAR-designated Self-Study education program within a 3-year period prior to the exam. If you are submitting the ASTEP Self Study Modules, they must be the most recent edition modules and you must have completed them within the past 5 years.
2. A minimum of 1,638 hours of clinical experience that includes on-site polysomnography duties performed as direct patient recording and/or scoring completed within the last 3 years.

Candidates must submit:

1. Proof of completion of secondary education. Proof can include high school or college transcript, or copy of the diploma. Transcript does not need to be official or in a sealed envelope.
2. Proof of completion of the required STAR education.
3. Documentation of valid BCLS certification or equivalency.

RPSGT Pathway 2: Healthcare Credential

Candidates must complete:

1. A minimum of 546 hours of clinical experience that includes on-site polysomnography duties performed as direct patient recording and/or scoring completed with the past 3 years.

Candidates must submit:

1. Proof of a current BRPT approved healthcare credential.
2. Documentation of valid BCLS certification or equivalency.

RPSGT Pathway 3: CAAHEP/CoARC Graduate

Candidates must:

1. Graduate or be eligible for graduation within 1 month from an education program in polysomnography accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Commission on Accreditation for Respiratory Care (CoARC). CAAHEP and CoARC-accredited

programs include stand-alone programs for polysomnography, and add-on programs attached to an neurodiagnostic or respiratory care program.

Candidates must submit:

1. Proof of graduation from a CAAHEP or CoARC-accredited polysomnography technology education program, OR student eligibility exception letter if applying within one month of graduation. Proof must be an official transcript in a sealed school envelope or a copy of the diploma. Unofficial transcripts will be rejected.
2. Documentation of valid BCLS certification or equivalency.

RPSGT Pathway 4: Focused Training

Candidates must complete:

1. A minimum of 819 hours of clinical experience that includes on-site polysomnography duties performed as direct patient recording and/or scoring completed within the past 3 years.
2. A STAR-designated Focused education program **OR** both a STAR-designated Self-Study education program **AND** a STAR-designated focused 2 program.

Candidates must submit:

1. Proof of completion of the required STAR program(s).
2. Proof of completion of secondary education. Proof can include high school or college transcript, or copy of the diploma.
3. Documentation of valid BCLS certification or equivalency.

RPSGT Pathway 5: International Option

Candidates must complete:

1. International tertiary/post secondary qualification in science/medical science related discipline with a major component of human anatomy and physiology included in the curriculum.
2. A minimum of 546 hours of clinical experience that includes on-site polysomnography duties performed as direct patient recording and/or scoring completed within the past 3 years. If you are submitting the ASTEP Self Study Modules, they must be the latest set of 23 modules and you must have completed them within the past 5 years.

Candidates must submit:

1. Proof of completion of tertiary/post secondary education in science/medical science related discipline from a country outside of the United States.

2. Proof of residency outside of the United States.
3. Documentation of valid BCLS certification or equivalency.

BCLS Certification

All RPSGT certificants and exam candidates must hold valid BCLS certification (or equivalent for international applicants). BCLS must be current at the time of application and it should remain current through testing. BCLS 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 BCLS card must be submitted with the application. 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 RPSGT 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 restriction or loss of eligibility to take the RPSGT examination, or the suspension or revocation of the RPSGT credential.

To protect the security of the examination and maintain the validity of test scores, candidates are required to agree to a Confidentiality and Non Disclosure Agreement (NDA) that is presented at the beginning of the exam. **Failure to accept the terms of the NDA within the time allotted by the testing center results in immediate termination of the exam and candidate is considered a “No Show”. Once considered a “No Show”, candidate is required to reapply and pay a “No Show” fee of \$100 to obtain another authorization. This must be done before original authorization expires in order to avoid paying another \$450 exam fee.**

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

CAAHEP APPROVED POLYSOMNOGRAPHIC PROGRAMS

Students enrolled in a Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved polysomnography technology education program are

eligible to take the exam at the successful completion of the program. CAAHEP approves both stand-alone Polysomnographic Technology programs and add-on Polysomnographic Technology programs as part of a Neurodiagnostic Technology education tract. More details are located at www.caahep.org.

COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE (COARC)

The BRPT eligibility requirements allow for students enrolled in a Commission on Accreditation for Respiratory Care (CoARC) approved program with a Polysomnography add-on to become eligible to take the exam at the successful completion of the program. For more information on CoARC, visit www.coarc.com/accredited_programs.htm.

For an up-to-date listing of those Polysomnographic Technology programs formally approved by CAAHEP and CoARC, go to BRPT Approved CAAHEP/CoARC Programs. Only those programs voted on and approved by the CAAHEP and CoARC, and subsequently listed on their websites, meet eligibility for Pathway 3 of the RPSGT examination. Program requirements must be complete by the date of testing. Students must complete both the core education program and the add-on Polysomnographic Technologist program to be eligible for the exam.

STAR Education

The BRPT reviews education programs for Pathway 1 and Pathway 4 exam eligibility and awards programs the STAR (Sleep Technology Approved Resource) designation. Programs can receive STAR designation in one or more of the following categories: Self-Study, Focused, and Focused 2 education. A complete listing of STAR providers and more detailed STAR information can be found at www.brpt.org.

- » **Self-Study** programs consist of organized, self-paced, education tracts that are often computer-based.
- » **Focused** programs include at least 80 hours of lecture and on-site skills training AND a self-study or expanded classroom education component as part of one education program.
- » **Focused 2** programs include at least 80 hours of lecture and on-site skills training that **MUST** be paired with a Self-Study program to meet eligibility requirements for RPSGT Pathway 4. The Focused 2 program and Self-Study program can be from the same STAR education providers or different STAR providers.

A-STEP Requirements for Exam Eligibility

The A-STEP program is BRPT Sleep Technology Approved Resource (STAR). It is one of several STAR-designated programs available to candidates to qualify for RPSGT and CPSGT exam eligibility. All applicants who are applying to sit for a credential exam that requires a STAR Designated Self Study Program, who are using the A-STEP Self Study Modules, must have completed the most recent edition of Modules posted on their website within the last 5 years. All other Self Study Programs that were completed more than 3 years ago will not be acceptable.

Application Procedures

To apply for the RPSGT 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 applications that are faxed or photocopied will be rejected and returned to the applicant.

The eligibility window begins on the date of payment for the exam, so candidates should minimize delays in mailing the application and documentation after processing a credit card payment using the online form.

If the application is incomplete for ANY reason, it is rejected and returned to the applicant for resubmission. **Applicants must include a \$50 resubmission fee when resubmitting the corrected 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, required documentation, fees, or eligibility should refer to the BRPT Contact page to determine which email address to send their inquiry to. The BRPT's primary form of correspondence is via email. If they are unable to find the information they need, they should submit their questions to info@brpt.org. Inquiries to this email are usually acknowledged and responded to within 2 business days of receipt.

Examination Fees

The examination fee is due at the time of application. The exam fee is valid up until your BCLS/CPR expired for up to one year from the date of payment and for only one examination session within that year.

The BRPT accepts American Express, Master Card and Visa. The BRPT will also accept money orders or cashier's checks. **WE DO NOT ACCEPT PERSONAL CHECKS.**

RPSGT Exam Fee

\$450.00 (U.S.)

RESUBMISSION FEE

Applications that have been rejected and returned to candidates for any reason after 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 any scheduled exam appointment directly with Pearson VUE up to 5 pm EST 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 cannot take the exam on their scheduled date and did not cancel or reschedule with adequate time, considered as 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 fee and will receive an updated authorization to reflect their original expiration date. If one's authorization

has not yet expired, 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.
- » Their current eligibility experience or education requirements were completed more than 3 years ago.
- » They once held their RPSGT more than 5 years ago.

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

- » They failed their 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. ***If the application is incomplete or required documents are missing, the 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 will receive an approval email which will instruct the application 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 applica-

tion 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 Verification

The BRPT verifies all information submitted with applications prior to granting approval to test. This includes verification of the accuracy of the application, eligibility pathway selected, approval signatures, and supporting documents. The BRPT may contact the candidate to supply additional information or to clarify questions. If this 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 27-28). 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 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 RPSGT 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, 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 than 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.

Extraordinary Circumstances

The BRPT considers a refund or transfer of fees for no-show candidates if they make a request to BRPT in writing within 20 days of the No Show date. The request must include an explanation and supporting documentation of the extraordinary circumstances that lead to the No Show status.

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 certification 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 190 minutes to complete the 175 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 unexpired identification that include their signature. ***The first and last name of the ID's 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).
- » 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 an RPSGT certificate or falsification of credentials.
- » Unauthorized possession and/or distribution of any official testing or examination materials.
- » Violation of the BRPT Standards of Conduct.

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 Non Disclosure 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 Non Disclosure Agreement below so they are ready to accept it when it appears at the beginning of the exam.

BRPT CONFIDENTIALITY AND NON DISCLOSURE AGREEMENT

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

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

- » BRPT
- » RPSGT
- » Registered Polysomnographic Technologist
- » Board of Registered Polysomnographic Technologist.

All test materials and all publication 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 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 BRPT may consider a waiver of the “No-Show” fee or consider a refund or transfer of fees (less a \$50 processing fee) for extraordinary circumstances if the candidate contacts BRPT within 20 days of the “No-Show” date and supplies an explanation and supporting documentation of the circumstances.***

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, active RPSGTs may not take the examination. RPSGTs who apply to take the examination for reasons other than recertification violate the BRPT Standards of Conduct and are subject to professional 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 unauthorized RPSGTs 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, professional 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.

RPSGT Exam Blueprint

The BRPT performs a job task analysis (JTA) of the profession every 3-5 years to ensure that examination development and content reflect current practices in the field. A diverse group of survey respondents determines the role of the Polysomnographic Technologist in terms of tasks required for competent job performance. Survey results provide contemporary information to delineate the appropriate content, scope and complexity for the RPSGT examination. The most recent RPSGT job task analysis was conducted in the Fall of 2012. The results of the 2012 JTA are reflected in the RPSGT Exam Blueprint. To ensure compliance with the current exam blueprint, the BRPT Examination Development Committee (EDC) regularly evaluates and updates the RPSGT 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 RPSGT 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 RPSGT 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.

RPSGT Examination Blueprint - Effective July 1, 2013

General Knowledge Required: Medical terminology, safety, verbal and written communication skills, ethics, patient confidentiality, basic patient care and emergency procedures, basic math skills and calculations, computer skills.

The Successful Candidate Will Have Knowledge Of: Sleep disorders and diagnostic criteria, sleep related co-morbidities, anatomy and physiology, neurophysiology, cardiac physiology, respiratory physiology, sleep physiology, scoring rules, practice parameters,

testing procedures, medications and over-the-counter products, basic knowledge of computers, EEG waveform morphology, instrumentation, intervention/treatment/therapy modalities, treatment modalities.

DOMAIN 1: STUDY PERFORMANCE/ INSTRUMENTATION

40%

TASK A: Collect and review patient information

3-7%

- i. Clinician's orders
- ii. History and physical
- iii. Medications
- iv. Patient interview
- v. Questionnaires
- vi. Patient accommodations
- vii. At-risk patients

TASK B: Prepare for the procedure

2-5%

- i. Patient/family orientation and expectations
- ii. Equipment
- iii. Supplies
- iv. Montages

TASK C: Identify and apply sensors

2-3%

- i. Anatomically appropriate locations
- ii. Site preparation and application
- iii. Impedance verification

TASK D: Calibrate

2-3%

- i. Recording device
- ii. Ancillary equipment
- iii. Physiologic verification

TASK E: Perform Procedures

13-20%

- i. Adult test protocols
- ii. Pediatric test protocols
- iii. Multiple Sleep Latency Test (MSLT)
- iv. Maintenance of Wakefulness Test (MWT)
- v. Unattended portable monitoring

TASK F: Document during testing

2-3%

- i. Observations at regular intervals
- ii. Significant findings

- iii. Waveform variations
- iv. External disrupting influences
- v. Interventions

TASK G: Identify and respond to issues 7-13%

- i. Artifacts
- ii. Equipment malfunction
- iii. Recording parameters
- iv. Physiologic/clinical events
- v. Emergencies
- vi. Patient needs

TASK H: Clean/disinfect equipment ≤ 1%

DOMAIN 2: SCORING AND DATA PROCESSING 20%

TASK A: Adult and Pediatric Scoring 12-13%

- i. Sleep stages
- ii. Arousals
 - a. Spontaneous
 - b. Event associated
- iii. Respiratory events
- iv. Desaturations
- v. Movements
- vi. Cardiac events
- vii. Verify accuracy of scored data

TASK B: Reporting 5-8%

- i. Calculations
- ii. Graphic summary (e.g., histogram)
- iii. Narrative summary
- iv. Abnormal behavior
- v. Create report and verify accuracy

TASK C: Archive data ≤ 1%

DOMAIN 3: PERFORM THERAPEUTIC TREATMENT AND INTERVENTION 30%

TASK A: Contraindications 2-3%

TASK B: Titrate PAP and oxygen 25-27%

- i. Adult/pediatric therapy guidelines
- ii. Proper mode of intervention
- iii. Intentional leak levels
- iv. Appropriate PAP interface
 - a. Patient acclimation
 - b. Proper interface fit
- v. Troubleshooting
 - a. Interface intolerance
 - b. Pressure intolerance
 - c. Humidification

TASK C: Alternative therapies ≤ 1-2%

DOMAIN 4: THERAPY ADHERENCE AND MANAGEMENT 10%

TASK A: Healthy sleep habits 1-3%

TASK B: Importance of therapy 1-3%

TASK C: Physiology of OSA 2-4%

TASK D: Mechanics of PAP therapy 2-4%

TASK E: Desensitization techniques 1-3%

TASK F: Compliance 1-3%

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 lab 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 read-

ings, is key to successful preparation for the exam.

All questions on the RPSGT exam related to scoring are referenced to the AASM Manual for the Scoring of Sleep and Related Events, Version 2. In addition to the specific scoring rules, the AASM manual contains a wealth of information that is useful and important knowledge for all RPSGT candidates.

Sample Questions

The following sample questions demonstrate the format of exam items. Their content and degree of difficulty do not necessarily reflect the items on the current exam. The correct answers are shown in the Answer Key on page xx.

- The distance from pre-auricular crease to pre-auricular crease is 35 cm. What is the distance in cm between C3 and C4?
 - 3.5
 - 7
 - 14
 - 28
- According to **RECOMMENDED** guidelines, portable monitoring devices must include:
 - Actigraphy.
 - Blood oxygenation.
 - ECG.
 - One channel of EEG.
- Which arrhythmia would require activation of the Emergency Response System?
 - Bradycardia
 - Ventricular fibrillation
 - Sinus tachycardia
 - Premature ventricular contraction
- What is the **RECOMMENDED MINIMUM** age for use of pediatric sleep scoring rules?
 - 2 months post-term
 - 6 months post-term
 - 1 year
 - 2 years
- The formula for calculating a PLM index is:
 - Minutes of sleep / total PLMs x 100.
 - Minutes of sleep / total PLMs x 60.
 - Total sleep time x 100 / total PLMs.
 - Total PLMs x 60/ Total sleep time.
- According to **RECOMMENDED ADULT** titration guidelines, CPAP should be increased after observing at least:
 - 2 obstructive apneas.
 - 3 RERAs.
 - 5 hypopneas.
 - 5 minutes of unambiguous snoring
- Which PAP interface is the **BEST** option for a patient with a nasal obstruction?
 - Nasal pillows
 - Nasal
 - Oronasal
 - Nasal with chin strap
- The most important parameter to review in a PAP compliance download report is:
 - Sleep stage detail.
 - Percent of ramp time usage.
 - Time interval between sleep periods.
 - Total leak.

Online Practice Exam and RPSGT Study Guide

The BRPT offers for sale a comprehensive RPSGT Study Guide and an online Practice Exam that simulates the computer based testing environment, the exam format, and highlights examination subject areas. Both are available for purchase at www.brpt.org.

RPSGT Primary References

The following references can help with preparation for the RPSGT exam. The list is not all inclusive and inclusion does not constitute endorsement by BRPT or any officers or representatives of BRPT. There are many good textbooks and references available, along with practice tests, study guides, and board prep courses. Candidates should choose study options based on their educational needs and learning preferences. Study materials should be current and the most recent versions or editions. As a general guideline, candidates should consider using one or two basic sleep technology textbooks for their studies, the International Classification of Sleep Disorders, as well as the AASM scoring manual, standards and guidelines.

American Academy of Sleep Medicine (2012). **The AASM Manual for the Scoring of Sleep and Associated Events, Rules Terminology and Technical Specifications, Version 2.2** (both adult and pediatric guidelines).

American Academy of Sleep Medicine. **International Classification of Sleep Disorders: Diagnostic and Coding Manual.**

American Academy of Sleep Medicine (AASM) **Practice Parameters and Clinical Guidelines.** The current professional standards and guidelines are available at no charge at www.aasmnet.org including:

- » AASM Clinical Guideline for the Manual Titration of Positive Airway Pressure in Patients with Obstructive Sleep Apnea
- » AASM Practice Parameters for the Indications for Polysomnography and Related Procedures
- » AASM Practice Parameters for Clinical Use of the Multiple Sleep Latency Test and the Maintenance of Wakefulness Test
- » AASM Clinical Guidelines for the Use of Unattended Portable Monitors in the Diagnosis of Obstructive Sleep Apnea in Adult Patients
- » AASM Obstructive Sleep Apnea Devices for Out-Of-Center (OOC) Testing: Technology Evaluation

Numerous sleep technology and medicine text books are available for candidates such as:

- » **Fundamentals of Sleep Medicine**, R. Berry
- » **Fundamentals of Sleep Technology, 2nd Edition.** T. Lee-Chiong
- » **Principles and Practice of Sleep Medicine, 5th Edition.** Kryger, Roth, and Dement
- » **Sleep Disorders Medicine, 3rd Edition.** S. Chokroverty
- » **EEG Primer: Basic Principles of Digital and Analog EEG, 3rd Edition.** Fisch and Spehlmann

Abbreviations

Abbreviations may be used in exam items. Candidates should familiarize themselves with these common abbreviations:

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 ₂ O	Centimeters of Water Pressure
CNS	Central Nervous System
CO ₂	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
EtCO ₂	End-Tidal CO ₂
FIO ₂	Fractional Inspired Oxygen
GERD	Gastroesophageal Reflux Disorder
HFF	High Frequency Filter
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 ₂	Oxygen
PAC	Premature Atrial Contraction
PAP	Positive Airway Pressure
PCO ₂	Partial Pressure of Carbon Dioxide
PaCO ₂	Partial Pressure of CO ₂ 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 ₂	Oxyhemoglobin Saturation
TC	Time Constant
TST	Total Sleep Time
TRT	Total Recording 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 minimally acceptable knowledge in the duties performed by a Registered Polysomnographic Technologist. 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 RPSGT exam. The technique used to establish the cut score for the most recent exam blueprint was the Modified Bookmark Method of standard setting (Lewis, Mitzel, Green, and Patz, 1999). Psychometricians and experts from Pearson VUE provided leadership for the passing point determination and the required materials, instructions, and analysis for a legally defensible passing standard. The BRPT Board of Directors was 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 RPSGT. The standard setting process uses

a committee of RPSGT 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 field of Polysomnographic Technology and have knowledge about the professional activities of Registered Polysomnographic Technologists. 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 Bookmark Method

In the Modified Bookmark method, SMEs receive an ordered booklet in which items are sequenced by difficulty from easiest to hardest. SMEs review the items beginning with the easiest and decide if two out of three minimally competent candidates would be able to answer the question correctly. The assumption is that the easy items at the beginning of the sequence will be marked “Yes” and there will be a transition period to the more difficult items marked as “No.” The SMEs are asked to place a bookmark within the transition period where the majority of responses change from “Yes” to “No.” The

items prior to the bookmark represent the content that the minimally competent candidate is expected to master. After several rounds of bookmarking and discussion guided by the Pearson VUE experts, the final round of bookmark ratings becomes the basis for determining the final passing standard recommendation.

The average bookmark rating across all judges was calculated along with the standard error of the mean (SEM) associated with the calculation of the mean. The variations in judge’s ratings were used to build a confidence interval around the group-recommended cut-off point in order to determine a statistically valid cut score. The passing standard, given on a logit scale, was converted to raw and scaled scores, and represents the average ability level of a minimally competent candidate as derived from the pooled judgments of content experts. A logit is a unit of measure used to report relative differences between estimates of candidate ability and item difficulty. Logits put candidate ability and item difficulty on the same measurement scale.

Equating

To ensure the integrity and security of the test, every form of the RPSGT examination consists of a unique combination of items. Thus no two versions of the RPSGT 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 RPSGT 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 RPSGT examination. Equating is a statistical process that adjusts the minimum passing score for each form of the RPSGT 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

Answer Key

SAMPLE QUESTIONS ANSWER KEY

Item	Correct Answer	Domain	Task
1.	c.	1	C.i
2.	b.	1	E.v
3.	b.	1	G.v
4.	a.	2	A.i
5.	d.	2	B.i
6.	a.	3	B.i
7.	c.	3	B.iv.b
8.	d.	4	F

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 RPSGT examination consists of 175 multiple choice items. Of these, 150 items count toward the candidates' scores and 25 are pretest items that are not scored. 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 RPSGT 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 on the [BRPT website](#). 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 RPSGT exam, however, BRPT strongly encourages RPSGT 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. 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.

RPSGT 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 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 Award Group. Candidates can request a new or replacement certificate by completing the Replacement Certificate Request Form available at www.brpt.org. Candidates must pay a \$25 fee in order for the request to be processed.

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 on the part of BRPT or Pearson Vue, the replacement certificate is issued at no charge.

Address Updates

Candidates are responsible for notifying BRPT of a change in their 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 profile. They are responsible for periodically reviewing and updating their online 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

Credential 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. Recertification is required every five years in order to maintain the RPSGT 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 RPSGT 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. Effective September 1st, 2015, the BRPT introduced increased Recertification fees. Please refer to the Recertification Guidelines for more information, www.brpt.org.

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 RPSGT 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. The form may also be obtained by calling or writing the BRPT Executive Office.

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.

Standards of Conduct for Registered Polysomnographic Technologists

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. BRPT is an independent organization, governed by a Board of Directors (the “Board”) that includes a diverse group of experts in sleep

technology.

For the purposes of these Standards of Conduct (the “Standards”), the term “Committee” shall mean the BRPT Professional Discipline Committee. The term “Profession” shall mean the field of sleep technology. “RPSGT Certificant” shall mean any person who has been awarded or has applied for the Registered Polysomnographic Technologist certification by BRPT.

BRPT seeks to encourage, establish and maintain the highest standards, traditions and principles of sleep technologists. RPSGT Applicants/Certificants should recognize their responsibilities, not only to their patients, but also to society, to other health care professionals and to themselves. RPSGT Applicants/Certificants are responsible for maintaining and promoting ethical practice. All RPSGT Applicants/Certificants shall abide by BRPT’s Standards, Rules and Procedures Regarding Ethical and Professional Review Complaints (“Rules and Procedures”), 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 an RPSGT Certificant’s certification, or declaring an RPSGT Certificant 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. All RPSGT Applicants/Certificants shall provide competent services and shall use all efforts to meet patient’s sleep technology 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 the Rules and Procedures. The RPSGT 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 Rules 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 the Rules and Procedures. Each RPSGT 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 RPSGT Certificant relating to the practice of sleep

technology.

1.3 Disclosure of Other Agency Actions

Each RPSGT 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 technology licenses, certifications or the like ("Other Agencies"). Each RPSGT Certificant must make such disclosure within thirty (30) days from the date of action by any Other Agency. Each RPSGT 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 RPSGT Applicant/ 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 RPSGT Applicants/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 all RPSGT Applicants/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 RPSGT 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 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 other relevant factors. The RPSGT Certificant shall never place his/her own financial interest above the welfare of the patient. The RPSGT Certificant shall not engage in false, misleading or deceptive actions in relation to the ultimate cost of the services undertaken or furnished. The RPSGT

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

RPSGT Applicants/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 RPSGT 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 services.

2.5 Compliance with Laws and Regulations

RPSGT Applicants/Certificants shall provide evaluation and therapeutic intervention in accordance with the laws and regulations of the jurisdictions in which they practice.

2.6 Reporting

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

2.7 Delegation of Responsibility

The RPSGT 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 technology care performed by supporting personnel rests with the delegating RPSGT Certificant. Adequate supervision is required to make certain the patient receives the necessary and appropriate care.

2.8 Public Communication

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

2.11 Sexual Relations with Key Third Parties Prohibited

The RPSGT 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 RPSGT 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 RPSGT 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 former employers; disparaging former employees; and misrepresenting one's capacity as a provider of services.

3.2 Solicitation

The RPSGT 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 RPSGT 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 RPSGT Certificant shall maintain the security and prevent the disclosure of RPSGT credentialing examinations and their content.

IV. PATIENT CARE BY OTHER HEALTHCARE PROFESSIONALS

4.1 Concern About Care by Other Healthcare Professionals

The RPSGT 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 RPSGT Certificant must immediately notify appropriate facility management and/or authorities.

V. CREDENTIAL

5.1 Use of Credential

The RPSGT 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
- » RPSGT
- » Registered Polysomnographic Technologist
- » Board of Registered Polysomnographic Technologists

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 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.

The BRPT'S Position on Education

Sleep medicine is a recognized medical subspecialty comprised of multiple, diverse medical disciplines and encompasses a distinct set of knowledge, skills and abili-

ties. Polysomnography is the measurement of sleep and physiological parameters during sleep for the evaluation of sleep disorders.

Technologists who conduct polysomnographic studies are trained in:

- » Neurophysiology of sleep and wakefulness;
- » Cardiorespiratory anatomy and physiology;
- » Pathophysiology of sleep disorders and related comorbidities;
- » Instrumentation and methodologies required for accurate collection and analysis of sleep data;
- » The recognition of patient and emergency situations; and,
- » The initiation and monitoring of treatment intervention.

Polysomnographic evaluation of sleep includes the collection and scoring/analysis of physiologic sleep data and the use of appropriate therapeutic interventions such as positive airway pressure and supplemental oxygen. Personnel trained to perform polysomnographic testing come from various allied health fields including sleep technology, respiratory care, neurodiagnostic technology and nursing.

The Board of Registered Polysomnographic Technologists (BRPT) supports:

- » The promotion of polysomnographic (sleep) technology as a recognized allied health profession.
- » The establishment of high educational standards and professionalism through training, achieving and sustaining certification, and life-long learning.
- » Ensuring an adequate supply of well-trained technologists to meet the current and projected needs of the sleep medicine field.

The BRPT's Registered Polysomnographic Technologist (RPSGT) credential was first awarded in 1979 and is recognized internationally as the "gold standard" in sleep technology. The credential distinguishes those technologists who have received training in sleep medicine and subsequently passed the RPSGT examination. Accepted education and training avenues include formal polysomnography training programs, programs that provide comprehensive polysomnographic technology education in conjunction with another allied health program (such as Respiratory Therapy or Neurodiagnostics) or practical work experience under the direction of a qualified sleep specialist paired with core education requirements.

In March 2010 the BRPT launched the Certified Polysomnographic Technician (CPSGT) examination, intended for individuals new to a career in sleep. Like the RPSGT

credential, the CPSGT is awarded based on education, training, and successful completion of the CPSGT examination. The CPSGT credential is valid for up to three years, cannot be renewed, and requires the holder to earn 10 continuing education credits each year in which the certification is held. CPSGTs are expected to work consistently toward earning the RPSGT credential.

Additionally, the BRPT offers a Clinical Sleep Educator (CSE) certificate program, which awards qualifying participants with an assessment-based certificate as a Clinical Sleep Educator.

The BRPT Board of Directors' priorities in the administration and management of the RPSGT and CPSGT certification programs are to ensure long-term viability of the programs through current, statistically valid and fair exams that are respected among stakeholders through rigorous eligibility requirements. These priorities have been integrated into the BRPT strategic plan and are the cornerstones of the organization. The RPSGT credential is accredited by the National Commission for Certifying Agencies (NCCA), considered the gold standard in credential certification.

The BRPT provides, as public information, an exam blueprint and list of primary reference materials for both the RPSGT and the CPSGT exams. The exam blueprint is developed based on the results of a job task analysis, conducted periodically to assure that the exam content reflects the current responsibilities of a working sleep technician or technologist as well as the knowledge, skills, and abilities required to perform those responsibilities. The most recent job task analysis was conducted in 2012 and included a comprehensive survey of working sleep technologists and technicians. RPSGT and CPSGT exams are built against the current exam blueprints.

The BRPT is committed to facilitating appropriate preparation of candidates for the RPSGT and CPSGT exams. BRPT provides examination preparatory materials, including candidate handbooks for both exams, a study guide for the RPSGT exam and online RPSGT practice exams. It operates within the guidelines established by the organizational accrediting body, the National Commission for Certifying Agencies. As a credentialing body, BRPT's mission is to create educational materials to assist candidates and to promote life-long learning by its credential holders. The education materials and offerings created by BRPT are not exclusively required for exam eligibility or recertification. Instead, BRPT accepts and supports educational opportunities available to candidates and credential holders from all reputable sources.

The BRPT does not accredit educational programs. The BRPT does, however, recognize those stand-alone polysomnography programs and polysomnography add-

on programs that are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and polysomnography add-on programs accredited by the Commission on Accreditation for Respiratory Care (CoARC). A list of these accredited polysomnography and polysomnography add-on programs can be found at www.caahep.org, www.coarc.com and on the BRPT website, www.brpt.org. Through the BRPT's Sleep Technology Approved Resource (STAR) Program, alternative education programs are reviewed and approved exclusively for exam eligibility; these programs receive the STAR designation specific to their educational format. The STAR designation does not apply to CAAHEP or CoARC accredited education programs, but to education programs that are alternatives to the CAAHEP or CoARC accredited education. BRPT strongly encourages its STAR programs to seek CAAHEP or CoARC accreditation, the highest standard for polysomnography technology education. More information on the STAR program can be found at www.brpt.org.

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 Comprehensive Registry Examination for Polysomnographic Technologists. 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) _____

Applicant's signature _____ Date _____

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)

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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