



BOARD OF REGISTERED POLYSOMNOGRAPHIC TECHNOLOGISTS

# CPSGT<sup>®</sup>

Certified Polysomnographic Technician

CERTIFICATE EXAMINATION FOR POLYSOMNOGRAPHIC TECHNICIANS

## CPSGT Exam Application

*For New Candidates*

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**Board of Registered Polysomnographic**

**Technologists (BRPT)**

**4201 Wilson Blvd**

**Third Floor**

**Arlington, VA 22203**

**P: (800)935-8115**

**F: (703)940-7227**



# INSTRUCTIONS FOR COMPLETING THE CPSGT APPLICATION

## Read the CPSGT Candidate Handbook

All candidates for the CPSGT Exam are expected to have thoroughly read the CPSGT Exam Candidate Handbook. The Handbook has information necessary to submit an application and sit for the exam. Close review of the Candidate Handbook ensures candidates are aware of BRPT policies and help avoid unwanted penalties. In addition, the Handbook contains much useful information, including our policies and procedures.

## Approval or Rejection of Application

Applications are approved if they are free of errors and contain all necessary information, including documentation of eligibility criteria. Rejected applications are returned to the candidate via US Mail. Rejected applications include a cover letter explaining the necessary corrections. Rejected applications may be re-submitted, and the candidate is subject to an additional \$50 fee. An application may be rejected if it cannot be approved for any reason, including: being illegible or incomplete, missing required contact or personal information, missing eligibility documentation, name or verification signature is missing or unoriginal.

## Approval To Test

Approval to test is valid through the expiration date listed on the candidate's CPR/BLS card or up to a maximum of one year from the date of approval. Approvals to test are good for one sitting of the CPSGT exam.

**Candidates may sit for the CPSGT a maximum of 2 times.**

## CPR Certification

Candidates must hold valid CPR or BLS certification to test. Candidates must submit a copy of a valid CPR or BLS card with their application. CPR documentation must include the date earned, date it expires, information of the course provider including name of instructor. **Effective Immediately: Online earned CPR/BLS certifications are now acceptable providing that the course followed the most recent AHA Guidelines (or international equivalent).**

## Eligibility

### STAR Programs

The BRPT reviews education programs for exam eligibility and awards programs the STAR designation. Programs can receive STAR designation in one or more of the following categories: Self-Study, Focused, and Focused 2 education. See the Candidate Handbook for more details and descriptions of Self-Study, Focused, and Focused 2 STAR programs.

### Work Experience

Work Experience in polysomnography is required for Pathway #1 and is for candidates who are doing on-the-job training. Work experience can be paid or unpaid, full-time or part-time. Work experience is defined as a cumulative 416 hours, with no weekly minimum requirement. A verification signature is required.

### Secondary Education for Pathways 1 and 3

Acceptable Forms of Proof of Secondary Education Include:

- » Copy of High School, College or University diploma or transcript.
- » Certificate of GED or equivalent.

### Proof of Education Can Include

- » Certificates of completion for each course or module of an education program.
- » Certificate of completion for the entire education program.
- » An official transcript, certificate, or diploma from the education provider.

## Pathways

### Pathway #1: Clinical Experience

- » Have a minimum of 3 months clinical experience in polysomnography, with a cumulative total of 416 hours or more of clinical time prior to the exam. If you are submitting the ASTEP Self Study Modules, they must be the latest set of modules posted on the ASTEP website.
- » Complete a STAR-designated Self-Study education program within a 3-year period prior to the exam.
- » Provide proof of completion of the required STAR education.

### CPSGT Pathway 2: CAAHEP/CoARC Student

- » Graduate 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 electroneurodiagnostic or respiratory care program.
- » Or be within 2 months of graduation of the CAAHEP or CoARC polysomnography program. Pending graduates will have successfully complete required course work up to the time of the exam application and at the time of the exam, and be a student or graduate in good standing.
- » Submit certificate or official transcript in a sealed envelope showing graduation from the CAAHEP or CoARC program.
- » Or provide a letter from the Program Director stating that required coursework will be completed and nothing will interfere with graduation.



### **CPSGT Pathway 3: Focused Training**

- » Complete a STAR-designated Focused education program, OR both a STAR-designated Self-Study education program AND a STAR-designated Focused education program, within a 3-year period prior to the exam.
- » Provide proof of completion of the required STAR program(s).
- » Submit documentation of secondary education.

### **Experience**

#### **You are a New Candidate if:**

- » You have never taken the exam prior to this application
- » Your last exam date was 3 or more years ago

#### **You are a Re-Applying Candidate if:**

- » You took the exam less than 3 years ago
- »
- » **\*Candidates may sit for the CPSGT a maximum of 2 times.\***

### **Candidate Contact Info**

#### **Primary Contact Info (Required)**

Candidates must complete all fields in this section unless  
» otherwise noted. Failure to do so will result in the application being rejected.

This information, primarily your email address, is used by the BRPT to maintain contact with the Candidate while they are applying for the exam, and after they pass the exam and earn their credential. Candidates should provide their permanent address, phone, and email. Usually this is the home address or primary residence and personal phone number.

#### **ADA Accommodations (Optional)**

Candidates should complete this section ONLY if they qualify under the Americans with Disabilities Act. Candidates who request ADA Accommodations **MUST** include the ADA Request Form as well as all required supporting documentation listed in the Candidate Handbook. For more information on the Americans with Disabilities Act, refer to <http://www.ada.gov>



## Payment and Background Check Information

### Payment

The CPSGT Exam Fee is \$240 USD. The fee cannot be prorated. The fee must be paid by one credit/debit card, cashier's check, or money order.

Candidates whose applications have been rejected must submit an additional \$50 returned application fee. Only one fee is applied to the candidate per authorization regardless of how many errors were on the application. Candidates whose applications are rejected must submit this fee and will not be approved unless the fee is paid. If the candidate is paying with a credit/debit card, the fee is charged to the card provided along with the Exam Fee. Otherwise, an additional credit card, cashier's check or money order must be provided.

The BRPT Accepts VISA, MasterCard, American Express, Cashier's Checks and Money Orders. NO PERSONAL CHECKS!

»

»

### Background Check

Candidates **MUST** read and answer all questions in this section or the application will be rejected.

Candidates who answer **YES** to **ANY** question must submit the documentation outlined at the bottom of the page for **ANY AND ALL** incidences that apply.

A Narrative explaining the incident. The narrative must include:

- » A brief description of the event(s) that incurred a penalty
- » Where the incident occurred
- » The date the incident occurred
- » The outcome of the proceedings
- » The sentence/penalties/disciplinary actions invoked

Official Documentation to include all that apply:

- » Court Documents - particularly documentation showing that your sentence has been completed
- » Official Documents - documents from any credentialing/ administrative/legislative body that detail the incident and state that your obligations have been met
- » Receipts for payment of any fees
- » Proof that probation and/or parole has been completed
- » Proof that any classes or community service has been fulfilled.

If candidates cannot access these documents, they may submit the results of a private background check, the scope of which must cover the date of the incident/incidences. Alternatively, they may request a notarized letter from the clerk of the court stating that all legal and financial obligations have been met, or a similar letter from the credentialing/ professional agency stating that they are in good standing.

### Standards of Conduct

Candidates must carefully read the Standards of Conduct on this page. They must sign and date this page. By signing this page, the candidate agrees to abide by the BRPT's Standards of Conduct.



## Name and Eligibility

### Name

(Please write your name as it appears on your forms of identification.)

Salutation: ☐ Mr. ☐ Ms. ☐ Mrs.

Formal First Name \_\_\_\_\_ M.I. \_\_\_\_\_

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

## Contact Info

### Primary Information

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### Home Address

Street 1 \_\_\_\_\_

Street 2 \_\_\_\_\_

City \_\_\_\_\_ State/CAN Province \_\_\_\_\_

Zip/Postal \_\_\_\_\_ Province/Region \_\_\_\_\_

Country \_\_\_\_\_

### Secondary Contact Information - Optional

Phone \_\_\_\_\_

Business /Hospital /Lab \_\_\_\_\_

Street 1 \_\_\_\_\_

Street 2 \_\_\_\_\_

City \_\_\_\_\_ State/CAN Province \_\_\_\_\_

Zip/Postal \_\_\_\_\_ Province/Region \_\_\_\_\_

Country \_\_\_\_\_

## Candidate Type

New Candidates must be in original ink and must be mailed.

☒ **New Candidate**

## CPR Certification

**Proof of current BLS/CPR certification needed for all candidates**

☐ Please attach a copy of current live/skills BLS/CPR certification Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## Eligibility Pathway

**Choose the appropriate Eligibility Pathway and submit all required supporting documentation**

### ☒ CPSGT Pathway 1: Clinical Experience

☐ Have a minimum of 3 months clinical experience in polysomnography, with a cumulative total of 416 hours or more of clinical time prior to the exam. (Verification signature of experience needed on next page.)

☐ Proof of STAR Self-Study program

☐ Proof of Secondary Education

### BRPT-Only

Initial Receipt \_\_\_\_\_

Subsequent Receipt \_\_\_\_\_

ID# \_\_\_\_\_



☐ **CPSGT Pathway 2: CAAHEP/CoARC Student**

- ☐ Proof of graduation from the CAAHEP or CoARC program (copy of certificate or official transcript)  
☐ Verification signature of program attendance needed below

CAAHEP/CoARC Program Name \_\_\_\_\_

Graduation Date \_\_\_\_\_

☐ **CPSGT Pathway 3: Focused Training**

- ☐ Proof of completion of a STAR-designated Focused education program, OR both a STAR-designated Self-Study education program **AND** a STAR-designated Focused 2 program, within a 3-year period prior to the exam.  
☐ Proof of Secondary Education

**Experience**

**Verification of Experience or Program Attendance (Pathways 1 and 2 only):**

- ☐ Immediate Supervisor   ☐ Administrative Director   ☐ Medical Director   ☐ Human Resources Rep.  
☐ CAAHEP/CoARC Program Director

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Hours of experience that include polysomnography (Pathway 1) \_\_\_\_\_ Email \_\_\_\_\_

**Please Note: Original ink signatures ONLY. Page can NOT be copied or faxed.**

**ADA**

**Do you require ADA Accommodations?**

- ☐ Yes   ☐ No

**\*If checked "Yes", please submit required paperwork located at the end of the Candidate Handbook.**

**RST Credential**

**Do you currently hold the RST (Registered Sleep Technologist) credential?**

- ☐ Yes   ☐ No

**CPSGT and RPSGT Credentials**

**Do you have an active CPSGT or RPSGT credential?**

- ☐ Yes\*   ☐ No

**\* If Yes, you are not eligible for the CPSGT examination and should discontinue the application process. Candidates who apply to take the**

**examination for reasons other than certification are considered to be in violation of the BRPT Standards of Conduct and subject to disciplinary review.**



### Payment

- ☐ **The CPSGT Exam Fee is \$240 USD.** Candidates whose applications have been rejected and are re-submitting for approval are subject to an additional \$50 fee. Please see the Instructions and Candidate Handbook for more details.
- ☐ **\$100 No Show Fee**
- ☐ **\$50 Returned Application Fee**
- ☐ **\$150 Expedited Application Fee:** I wish to pay an additional \$150 to have my application reviewed with 1-3 business days. This fee is non-refundable and does not guarantee an approval to test. Approval to test is granted when an exam application is deemed complete.

### Payment Method

- ☐ Cashier's Check/Money Order *Please make cashier's checks/money orders out to the BRPT.*

### NO PERSONAL CHECKS!

### Credit / Debit Card

- ☐ Visa ☐ Amex ☐ Master Card

Card Number \_\_\_\_\_

Exp. \_\_\_\_\_ CVV Code \_\_\_\_\_ Billing Address \_\_\_\_\_

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

*The Examination Fee for the CPSGT Exam will be collected by The BRPT. By applying, the candidate authorizes The BRPT to charge their credit/debit card and receive any applicable fee(s).*



## Background Check

BRPT Credential Holders provides care that includes therapeutic contact with a variety of patients, including children and the elderly. This care may be of an intimate physical nature, and performed in settings which are isolated and under minimal supervision. BRPT Credential Holders is placed in a position of public trust. In order to protect the public, the BRPT may perform a criminal history background check and/or deny an application based on the commission of certain serious offenses.

Answers to the following questions are mandatory. Failure to respond to each question will result in the application being returned. Failure to provide accurate, true and correct information shall constitute grounds for rejection of your application, or revocation of the BRPT credential.

**Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense? Please include all misdemeanors and felonies, even if the court withheld adjudication so that you would not have a record of conviction. For the purposes of this question, driving under the influence and driving while impaired are not considered minor traffic offenses.**

☐ Yes ☐ No

Are you now or have you ever been a defendant in a civil litigation in which the basis of the complaint against you was alleged negligence, malpractice, lack of professional competence, or sexual misconduct?

☐ Yes ☐ No

Has any licensing, certifying, professional or disciplinary authority refused to issue a license or certification or ever revoked, annulled, cancelled, suspended, placed on probation or refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

☐ Yes ☐ No

Have you ever voluntarily surrendered a license or certificate in order to avoid disciplinary action by a licensing or certification authority?

☐ Yes ☐ No

Is there currently pending against you, in any state or jurisdiction, or with any licensing, certification agency or professional society, a complaint against your professional conduct or competence?

☐ Yes ☐ No

If you answered "YES" to any of the above questions, you must submit the following before your application will be considered complete. Failure to provide such documentation will result in your application being rejected.

**A complete written explanation of the circumstances surrounding the proceedings, including a narrative describing:**

- » Where the incident occurred
- » The date the incident occurred
- » The outcome of the proceedings
- » Any penalty/sentence associated with the incident

**Copies of court and other official documentation that all penalties and/or court-ordered obligations have been fulfilled.**

- » Court Documents - particularly documentation showing that your sentence has been completed
- » Official Documents - documents from any credentialing/administrative/legislative body that detail the incident and state that your obligations have been met

### Receipts for payment of any fees

- » Proof that probation and/or parole has been completed
- » Proof that any classes or community service has been fulfilled.
- » If candidates cannot access these documents, they may submit the results of a private background check, the scope of which must cover the date of the incident/incidences. Alternatively, they may request a notarized letter from the clerk of the court stating that all legal and financial obligations have been met, or a similar letter from the credentialing/professional agency stating that they are in good standing.

The more complete the information provided, the less time needed to review your eligibility status. Missing or incomplete information will delay the processing of your application. All information submitted in accordance with this section shall remain confidential, except that it may be disclosed to the BRPT staff, the Application Review Committee and BRPT legal counsel for processing, and, when necessary, the BRPT Board of Directors. If the BRPT deems necessary to perform a criminal background check, you will be notified to provide your consent and pay the fee of \$50. European Union residents are advised to check applicable criminal record restrictions as mandated by GDPR.



## Standards of Conduct

Please read, sign and date the statement below:

Supplemental information, including but not limited to, information relating to experience and education, may be required of the applicant prior to or after the examination date.

By signing this application, I authorize the BRPT to obtain background information necessary to verify the accuracy and completeness of my responses to all questions contained herein. Further, I grant my permission to and direct any employer or educational institution to provide the BRPT with any information in their possession related to my employment, education or both. The information the BRPT is requesting is necessary for us to process the application you are submitting. To learn more about our privacy policies, how we process your data, and your rights, please visit our Privacy Policy: <https://www.brpt.org/about/brpt-privacy-policy/>

I understand that the BRPT may audit candidate applications to verify experience, education or criminal history either prior to or after an examination is taken, or after the results are announced. I agree to cooperate with such audit and further understand that providing false information for verification of experience or education or having others do so is a violation of the BRPT Standards of Conduct and may result in disciplinary sanctions.

I hereby certify that I have read all portions of this application and believe myself to be in compliance with all admission policies related to the BRPT examination. The information I submit on this application and any documents I have enclosed are complete, true and correct to the best of my knowledge and belief. I agree to immediately inform the BRPT of all changes to the information included in this application while I am an applicant, and for as long as I am certified by the BRPT. I understand that if the information I have submitted is found to be incomplete or inaccurate, if false information is being provided, or if I fail to respond to authorized requests from the BRPT regarding additional information, I may be subject to disciplinary action, including but not limited to, rejection of my examination, loss of application fees, disciplinary sanctions, and/or suspension or revocation of my RPSGT credential.

I hereby attest that I am taking this examination solely for the purpose of certification. I further understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity, and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me.

I agree to be bound by the policies and procedures and Standards of Conduct promulgated by the BRPT. I understand and agree that my failure to abide by the BRPT's policies and procedures and Standards of Practice shall constitute grounds for rejection of my application or denial or revocation of my certification. By executing this application, I give the BRPT and its employees, agents and contractors permission to contact me by US mail, electronic mail, facsimile or through other media on matters which the BRPT believes may be of interest to me. I understand that at anytime I wish to not be listed in the BRPT online registry, or to continue to be included in the BRPT electronic mailing list, that I should send an email request stating such to [info@brpt.org](mailto:info@brpt.org) or fax/mail the request to the BRPT office.

Signature \_\_\_\_\_

Name and Date \_\_\_\_\_



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### 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.** Please note, the testing proctor at the testing center is not allowed to inform candidates of the requirements of the NDA statement. 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 policies current at the time of their application for the exam unless otherwise informed by BRPT. Eligibility for and or possession of the CPSGT 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 CPSGT 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 the following marks:

- BRPT
- RPSGT, CPSGT
- Registered Polysomnographic Technologist, Certified Polysomnographic Technician
- Board of Registered Polysomnographic Technologists.

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