



## **Assistive Technology Professional (ATP)**

### **Candidate Information Bulletin**

The ATP certification recognizes demonstrated competence in analyzing the needs of consumers with disabilities, assisting in the selection of appropriate assistive technology for the consumer's needs, and providing training in the use of the selected device(s).

This Candidate Information Bulletin includes information about certification criteria and RESNA's application policies and procedures.

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September 2017

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## **Purpose of the Certification**

The Assistive Technology Professional (ATP) certification recognizes demonstrated competence in analyzing the needs of consumers with disabilities, assisting in the selection of appropriate assistive technology for the consumer's needs, and providing training in the use of the selected device(s).

## **Candidate Profile**

An ATP candidate is one who:

- Assists the consumer in clarifying and prioritizing their goals
- Accounts for the consumer's possible future needs
- Interprets the results of various evaluations to determine how abilities relate to the use of assistive technology
- Assesses the environmental impact, both physical and social as related to the potential use of the assistive technology
- Evaluates the tasks, functional demands and resources within the environments
- Refers to and works with other professionals when appropriate

The Team Process is a critical element, since no one individual can meet all of the needs in assistive technology service delivery. Each role of the service provider requires extensive collaboration with other professionals, family members, and consumers.

ATP candidates may come from a broad range of assistive technology areas. The assistive technology specialty areas addressed by this certification include:

- Augmentative and Alternative Communication (AAC)
- Cognitive aids
- Computer access
- Electronic Aids to Daily Living (EADL)
- Sensory
- Seating and Mobility
- Recreation
- Environmental modification
- Accessible transportation (public and private)
- Technology for learning disabilities

## **Certification Criteria**

To be awarded the ATP certification, all candidates must satisfy the education and work experience eligibility requirements (listed on the following page) and pass a written exam that tests competency in the broad field of assistive technology practice.

## Eligibility Criteria: Education and Work Experience

To take the exam for ATP certification, candidates must satisfy both the Education and Work experience requirement. Depending on the candidate's Education level and type, assistive technology (AT) training may be required.

Education	AT Training	Work Experience
Master's Degree or higher in Special Education Master's Degree or higher in Rehab Science		1000 hours within the past 6 years
Bachelor's Degree in Special Education Bachelor's Degree in Rehab Science		1500 hours within the past 6 years
Bachelor's Degree in Non-Rehab Science	10 hours*	2000 hours within the past 6 years
Associate Degree Rehab Science		3000 hours within the past 6 years
Associate Degree Non-Rehab Science	20 hours*	4000 hours within the past 6 years
HS diploma or GED	30 hours*	6000 hours within the past 10 years

\*Candidates without a degree in Special Education or Rehab Science must complete either 10, 20, or 30 hours of Assistive Technology-related training as indicated in the table above. At least half of the hours must be fulfilled by Continuing Education Units (CEUs) awarded from recognized CEU providers, such as IACET-accredited organizations, professional associations (e.g. RESNA, APTA, ASHA, AOTA), academic institutions (i.e. University of Pittsburgh), or state licensing boards which preview courses for CEU approval. The balance of the hours may be fulfilled by other educational Continuing Education Credits (CECs) or documented education contact hours. This training must be completed within the same timeframe as your work experience requirement (the past 6 years or the past 10 years, depending on your "Degree" category).

Rehab Science, for the purposes of the program, is defined as one of the following: medicine, nursing, low vision rehabilitation, occupational therapy, physical therapy, speech-language pathology, audiology, vocational rehabilitation, engineering (biomedical, clinical, or rehabilitation), prosthetics & orthotics, recreation therapy, and rehabilitation technology (rehabilitation technology defined as an Associate degree curriculum for technicians focusing upon application of technologies to the needs of people with disabilities).

The work experience must consist of Assistive Technology services that are provided in-person to consumers and others related to or working with consumers. It may include, but is not limited to, the following activities:

1. Evaluations, assessments, and other direct-to-consumer/student services (needs assessment, physical / functional / sensory assessments, educational assessments, site assessments, simulations and product trials)
2. Fitting, adjustment and readjustment services (fine tuning of equipment to meet the consumer/student's needs and reflect changes in the consumer/student's status)
3. Implementation and training for consumers/caregivers or students/support personnel (training in use of AT or strategies to maximize function and interface with the environment(s) of use, instruction in use and/or maintenance)
4. Product development that involves direct consumer participation

The following services may **not** be applied towards the work experience requirement:

- Customer service, scheduling, information gathering and/or paperwork processing of assistive technology orders
- Billing, collections and/or claims processing of assistive technology products/services
- Professional development, didactic teaching or instructing providers/teachers on topics of assistive technology, which does not include consumer/student contact
- Research and/or development, which does not include consumer/student contact
- Telecommunication relay services

Only paid work may be applied towards the work experience requirement.

## Written exam

Certification candidates must pass a written exam based on assistive technology job knowledge and skills. The 200-question exam is four hours in length. Beginning July 1, 2016, the ATP exam began testing the content listed in the Exam Outline below. The passing cut-off score for ATP exams administered since July 1, 2016, is 73.5%.

### Exam Outline

“Assistive technology” may include—but is not limited to:

- AAC (Augmentative and alternative communication)
- Accessible transportation (public and private)
- ADL (aids to daily living / activities of daily living)
- Cognitive aids
- Computer access
- EADL (electronic aids to daily living)
- Environmental aids
- Learning and study aids
- Recreation and leisure
- Seating, positioning and mobility
- Sensory (e.g. hearing, vision, physical) aids and accommodations
- Vocational aids and accommodations

- I. ASSESSMENT OF NEED (approximately 30% to 32% of the exam)
  - A. Review the referral and consult with client and other team members as needed (e.g., caregivers, educational, family, medical professionals, therapeutic, vocational, and workplace, etc.) to determine client needs and expectations
  - B. Review relevant records and plans (e.g., caregivers, educational, family, medical professionals, therapeutic, vocational, and workplace, etc.)
  - C. Schedule the assessment to accommodate the client needs, learning style, impairments, environments, languages, and schedules
  - D. Assess environmental factors (e.g., behavioral, educational, personal assistance, physical, social, and support in the environments) pertaining to the use of the assistive technology
  - E. Collaborate as needed with team members to assess the client's current functional abilities, capacities and limitations (e.g., physical, communication, sensory, cognition)
  - F. Match abilities and limitations to the use of specific assistive technology. Assess functional capacities for future needs and anticipated transition
  - G. Refer clients, initiate requests for service/consultation, or make recommendations on the referral process for further support
  - H. Assist the client and other stakeholders in clarifying and prioritizing goals/needs
  - I. Assess the effectiveness of prior and existing assistive technology
  - J. Facilitate the decision making process of the team providing the assessment and implementation of assistive technology products and services
  - K. Present/explain findings and assessment outcomes and demonstrate/explain recommendations to the client and other team members in an accessible and appropriate format.
- II. DEVELOPMENT OF INTERVENTION STRATEGIES - ACTION PLAN (approximately 27% to 29% of the exam)
  - A. Define potential intervention strategies and services using an algorithmic method from lowest to highest levels of assistive technology
  - B. Identify product(s) which match technology features given the client's functional abilities, capacities and limitations, as well as goals, personal preferences, environmental factors, and applicable standards
  - C. Determine the appropriateness of commercially available, modified, and/or custom solutions
  - D. Compare technology being considered with client's current and/or previously used technology (including but not limited to what is readily available in the client's environment)
  - E. Conduct demonstrations, trials, and simulations (with basic training to devices/strategies).
  - F. Document measurable objectives as appropriate and conduct subsequent analyses of data to select possible technology solutions
  - G. Identify issues of integration crossing all impacted environments in which the client interacts (e.g., community, home, school, social, workplace, vocational)

(Continued on the next page)

- H. Seek and integrate client and team members' feedback during trial opportunity
- I. Identify or assist in determining training and support needs
- J. Identify measurable outcomes from trials to monitor progress toward achieving stated goals and milestones, including relevant data needed for determining progress and final solutions
- K. Assist clients in making final selections by explaining the relevant aspects (advantages and disadvantages) of different technology solutions, e.g., reasonable useful life, cost effectiveness, availability of support, and financial implications
- L. Document recommendations (e.g., sources of technology, related services, training, implementation and trials, costs, and follow-up)
- M. Identify and advise the client of the procurement process
- N. Submit recommendations for procurement of assistive technology solutions

### III. IMPLEMENTATION OF INTERVENTION (ONCE FUNDED) (approximately 23 to 25% of the exam)

- A. Review and confirm the implementation plan with client and team members
- B. Initiate and monitor the order process
- C. Verify product for safety, function, performance, and quality
- D. Prepare, install, fit and adjust the technology to client requirements
- E. Train the client and team members in device operation, adjustment, care, maintenance, and the troubleshooting process across all impacted environments in which the client interacts
- F. Provide information on device warranty, scheduled maintenance, and follow-up needs
- G. Verify the client's ability to use equipment consistent with their goals once training has been completed
- H. Provide or make recommendations regarding ongoing training or services to achieve goals
- I. Educate client and team members about changes which may necessitate follow-up to make adjustments or modifications
- J. Document the implementation process and progress, and communicate to interdisciplinary team members and other stakeholders
- K. Inform client and team members of their rights and responsibilities and applicable complaint processes

### IV. EVALUATION OF INTERVENTION (FOLLOW-UP) (approximately 15% of the exam)

- A. Document outcomes (both qualitative and quantitative) and communicate to interdisciplinary team members and other stakeholders
- B. Troubleshoot equipment failure and initiate repair and/or warranty process
- C. Modify intervention strategy, as requested or required, ensuring follow-up is in place to address changing client goals
- D. Develop (or maintain) a quality assurance plan to review achievement of client goals and the service delivery process

### V. PROFESSIONAL CONDUCT (approximately 3% of the exam)

- A. Maintain compliance to RESNA's 'Code of Ethics' and 'Standards of Practice'
- B. Participate in opportunities to advance the field of assistive technology (e.g., mentoring/supervision, education, research, industry affairs, advocacy, policy, and legislation, etc).

## Application Materials and Submittal

Candidates must submit the APT Certification Application found on RESNA's website with payment of the Application Fee.

The application includes the following forms, which must be completed:

Identification (pages 1 and 2)	On Pages 1 and 2, the candidate will provide his or her contact info, payment information, education type, and other information, and will select an exam scheduling window and the exam language.
Verification of Work Experience	On this form, the candidate describes his or her AT-related job responsibilities for a position. The candidate must complete this form for each job position used to satisfy the experience requirement.)
Good Moral Character Affirmation	On this form, candidates must disclose information about certain types of court convictions / judgments and disciplinary actions from employers, associations, and certification/licensing bodies. The candidate certifies that all information provided in the application is true, and the candidate agrees to comply with the RESNA Code of Ethics and Standards of Practice

The candidate must also complete one of the following, depending on his or her role in the employing company:

Employer Verification of Work Experience To be submitted by candidates whose supervisor will verify their work experience	After the candidate completes Section I of this form, the candidate's supervisor completes Section II to describe the candidate's job responsibilities. The candidate must complete this form for each job position used to satisfy the experience requirement.
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OR

Owner/Supervisor Verification of Work Experience To be submitted if <ul style="list-style-type: none"><li>• the candidate is the owner of the company; or</li><li>• the candidate is a supervisor, and no other management staff can verify his or her work experience</li></ul>	The candidate must submit three Owner/Supervisor Verification forms completed by references (from outside the candidate's current company) who can verify the candidate's work experience.
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Candidates must submit copies of their diploma or GED. If the candidate's eligibility criteria includes assistive technology related training, then the training documentation must be submitted with the application. This documentation must consist of copies of certificates of attendance, which include the course name, the attendee's name, the date of the course, the length of the course (in hours), and the signature of the instructor or sponsor.

Application materials and full payment of the \$500 application/exam fee must be received at RESNA by post mail, email, or fax, by the deadline indicated in the Exam Schedule.

Within three weeks of receiving a candidate's application materials, RESNA will notify the candidate as to whether he or she will be permitted to take the exam.

If an application is incomplete, RESNA will notify the candidate to request further information. The resulting delay might require the candidate to be placed in a later testing window.

## **Application Audits**

The RESNA Professional Standards Board randomly audits a percentage of exam applications to ensure the integrity of the application process.

## **Ineligible Application Status**

Candidates found ineligible will be notified in writing and will automatically have the application/exam fee amount minus the \$50 processing fee returned via the original method of payment. Late fees are nonrefundable.

## **Ineligible Application Appeal Process**

Any individual who is denied the opportunity to write an examination may appeal the decision. Appeals must be received by RESNA at least ten (10) working days before the opening of the pursued exam period window. An appeal after that time will not be processed.

The appeal must include the following:

1. A detailed written explanation of the nature of the problem;
2. Evidence or documentation to support the appeal. The burden of proof is borne by the applicant;
3. Payment of the Ineligible Appeal Processing Fee (This fee will be refunded in the appeal is decided in favor of the appellant.)

The RESNA Manager of Certification will review the appeal and attempt to validate the candidate's eligibility to take the exam. If the Manager of Certification deems the candidate eligible, the candidate will receive notification within 10 business days of RESNA's receiving the appeal.

If, within that timeframe, the Manager of Certification cannot determine eligibility to take the exam, the Professional Standards Board (PSB) will assemble a three-person Appeal panel to review the appeal. The panel members shall make a decision by a two-thirds vote, and the applicant shall be notified of their decision within 15 business days of RESNA's receiving the appeal.

In the event of an adverse decision, the candidate may appeal to the full PSB following the same procedures for the initial appeal. This appeal must be submitted within ten (10) business days of the candidate's receipt of the Appeal panel's decision. The PSB will review the appeal within 15 business days of RESNA's receiving the request for reconsideration of the appeal. At least four members of the PSB who were not on the Appeal panel must review the appeal, and a three-fourths vote is necessary to reverse the decision of the Appeals panel.



**Exam**

Exam Window	Testing Dates	Applications accepted between:	Applications accepted with additional \$50 Late Fee:
Winter	Jan. 1 - March 31	Sept 1 - Nov. 30	Dec. 1-Dec. 15
Spring	April 1 - June 30	Dec 1 - Feb. 28	March 1-March 15
Summer	Jul. 1 - Sept. 30	Mar 1 - May 31	June 1-June 15
Fall	Oct. 1 - Dec. 31	Jun 1 - Aug. 31	Sept. 1-Sept. 15

**Scheduling**

RESNA's schedule four exam windows: Winter,

Spring, Summer, and Fall.

Candidates who have satisfied the exam eligibility requirements will receive an Authorization-to-Test (ATT) notice via email. The ATT will provide instructions for contacting Prometric to schedule the exam appointment at one of Prometric's 600+ computer-based testing centers around the world. The candidate will choose a test center, and will then select an available appointment date within his or her exam period window.

To schedule, reschedule, or cancel an appointment, candidates must call Prometric at 800-467-9582 Monday-Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Test center information is available at [www.prometric.com/resna](http://www.prometric.com/resna).

Failure to schedule an exam appointment within the candidate's exam window will result in forfeiture of the application/exam fee. The candidate will then be subject to a \$100 re-exam fee to schedule the exam in the subsequent exam window. Candidates who fail to schedule an appointment in their original exam window or the subsequent exam window will be required to submit a new application with the full application/exam fee before they can take the exam.

**Exam Rescheduling**

A candidate may reschedule an exam appointment for a Prometric fee of \$25 if rescheduling is completed before the opening of the exam window. Once the exam window has opened, a \$100 reschedule fee will be required each time an appointment is rescheduled. Exam appointments are based on availability; payment of the reschedule fee does not guarantee availability. The fee is due at the time the candidate reschedules and is nonrefundable. Questions about the rescheduling fee should be directed to Prometric.

**Exam Cancellation with Refund**

If a candidate cancels his or her exam, he or she may qualify for a refund from RESNA, depending on how far in advance he or she canceled the exam.

- Candidates who withdraw from the exam on or before the exam window application deadline will receive a full refund of their exam fee, minus the RESNA \$50 cancellation fee.
- Candidates who withdraw from the exam after the exam window scheduling deadline but at least three business days before their exam appointment will receive a 50-percent refund of their exam fee, minus the RESNA \$50 cancellation fee.

After canceling the exam with Prometric, candidates must contact RESNA at [certification@resna.org](mailto:certification@resna.org) within 30 days of the end of the exam window in order to request a refund. Refunds received after this timeframe will not be processed.

## **Exam Cancellation without Refund**

Candidates who do not appear for their scheduled exam appointment, who arrive more than 15 minutes late for their appointment, who appear with improper ID or who cancel their appointment later than at least three business days before the scheduled exam (without a documented personal or medical emergency) will be considered a “no-show” candidate and will forfeit all fees.

Candidates who do not schedule an exam appointment with Prometric and who do not request a refund on or before the last day of the testing period are considered a “no-show candidate” and forfeit all fees.

## **Exam Cancellation due to Medical Emergency**

RESNA recognizes medical or personal emergencies may arise that prevent candidates from rescheduling or withdrawing from an exam appointment. RESNA considers a medical emergency to be an unplanned medical event that arises within 72 hours of the scheduled exam and prevents the candidate from taking the exam. A medical or personal emergency may apply to the candidate or to one of the candidate’s immediate family members as defined by the Family Medical Leave Act (FMLA). Medical events and personal emergencies that can be anticipated as occurring on or near the exam date in which candidates can schedule, reschedule, or cancel the exam, are not considered medical emergencies.

In the case of a medical or personal emergency, candidates may request a refund of the application/exam fees by contacting RESNA and submitting supporting documentation as to the nature of the medical or personal emergency. Late and optional fees are nonrefundable. Exams cannot be rescheduled to a future testing period.

Medical or personal emergency refund requests must be submitted in writing to RESNA within 30 days after the end of the exam period. Requests received after that time and/or without documentation will not be reviewed. Requests for refunds because of medical or personal emergencies that involve a missed appointment are reviewed on a case-by-case basis. Candidates will be notified by e-mail of the outcome of the request.

## **Application/Exam Fees**

ATP Application/Exam Fee .....	\$500
Late Registration Fee .....	\$50
Ineligible Appeal Processing Fee ...	\$50 (refunded if the appeal is decided in favor of the candidate)
ATP Retest fee .....	\$250 (if within one calendar year since last exam)
RESNA Rescheduling fee .....	\$100
RESNA Exam Cancellation fee.....	\$50 (for withdrawals after application is processed)
Prometric Cancellation Fee .....	\$25 (for canceling appointment at least 30 days before scheduled test date)

RESNA accepts payment in the form of check, money order, and credit card.

## **Special Exam Accommodations for Persons with Disabilities**

Applicants with special needs which comply with the Americans with Disabilities Act (in the United States) may request test accommodations, such as auxiliary aids and services, additional testing time, screen magnification, or alternative formats not fundamentally altering the measurement of the knowledge the assessment program is intended to test. The applicant must submit documented evidence of their disability, signed by a qualified healthcare professional, with the certification application.

## **Exam Administration**

Candidates must comply with Prometric's instructions and regulations for admittance into the test center and for conduct during the exam. Candidates should contact Prometric before the exam for information about Prometric's exam security measures, which include video surveillance and the denial of entry of electronic devices and other materials into the testing area. RESNA exams are closed-book. RESNA reserves the right to forfeit candidate test results due to misconduct reported by exam proctors.

Before beginning the exam, all candidates must agree to a Non-Disclosure Agreement. The exam is preceded by a 10-minute tutorial that provides instructions for navigating through the exam.

## **Exam Scoring and Reporting**

The exam passing cut-off score has been determined by RESNA in advance. (See "Written Exam" and "Exam Development" sections.) All candidates who take the exam must meet this standard in order to receive a passing score.

Preliminary pass/fail results are provided immediately following completion of the exam. Official notification of score status will be mailed from RESNA within three weeks of the exam date.

The Pass score report will indicate the candidate's overall percentage score for the exam. Candidates who fail the exam will receive a score report with their overall percentage exam along with diagnostic information about their performance in the five major content domains listed in the Exam Outline.

## **Awarding of Certification**

Candidates who pass the exam will receive an ATP certificate valid for two years.

## **Appeal of Exam Pass/Fail Status**

Any individual may appeal their examination pass/fail status. The appeal must be submitted to RESNA in writing within 14 days after the examination date; appeals received after this time will not be accepted. The appeal must include a detailed written explanation that specifically states the reason(s) for the appeal, and why the appeal should be granted. Failing the examination alone is not sufficient grounds for an appeal.

The Professional Standards Board (PSB) will assemble an Appeal panel of three PSB members who will review the appeal and the exam results and then issue a decision about the candidate's score. Within two months of receiving the appeal letter, RESNA will provide a response to the candidate regarding the outcome of the appeal.

## **Retesting**

There is not a limit on the number of times that candidates may apply for and take the examination. However, a 90-day waiting period is required prior to retesting. Updated application information and all applicable fees must be submitted each time reexamination is requested. Retake of the ATP exam must be completed within one year of the last sitting to receive a reduced price of \$250, after which the cost will be \$500.

## **Nondiscrimination Policy**

RESNA does not discriminate against any applicant on the basis of race, color, creed, age, sex, national origin, religion, disability, marital status, sexual orientation, parental status, or source of income. All applicants will be judged solely on published criteria as established by the Professional Standards Board (PSB).

## **Confidentiality Policy**

RESNA considers candidate application status and examination results confidential. RESNA will not disclose confidential information unless authorized in writing by the candidate or as required by law. Exam score results will be mailed to the applicant at the address provided on the application. Results are not released by phone, fax, or email.

On its website, RESNA maintains an online directory of current ATP certificants. Certification dates are published in connection with certificants' names. Published contact information includes company name, either home or work address, phone number, and email address. Also displayed is profile information that is submitted with the application, such as "primary professional setting". This information is available to members of the public who search the directory by name, state/province, or other search parameters. Certificants' contact information cannot be downloaded in mass off the website.

RESNA may provide names and physical mailing addresses of certified individuals for one-time use to third-party organizations whose message has been reviewed and pre-approved by RESNA.

## **Procedures for Test Development**

RESNA's Exam Development process is led by psychometric consultants and guided by assistive technology subject matter experts (SMEs). Decisions regarding the exam content and scoring are made by panels of subject matter experts and are based on data provided by practitioners from the field. In assembling exam development panels, RESNA carefully selected SMEs to reflect the diverse range of AT specialty areas, practice settings, and academic/educational backgrounds of ATPs in the field. The exam development process outlined below promotes the development of an exam that is valid, fair, and reliable.

### **Job Analysis Study**

Development of the current ATP exam was initiated in 2014 with a job analysis study facilitated by psychometric consultant, Knapp and Associates. A panel of SMEs identified the job tasks typically performed by assistive technology professionals with basic competence. The job task outline was then validated through a survey of practitioners. The resulting survey data yielded the test blueprint, which specifies how many exam questions are dedicated to each job task. Note: the job task listing is published as the "Exam Outline" on the RESNA website.

### **Task Analysis**

Facilitated by the Ohio State University's (OSU) Center for Education and Training on Employment CETE, a panel of SMEs analyzed the job tasks listed in the Exam Outline to identify the steps in performing these tasks, the knowledge and skills required to perform the tasks, potential mistakes that could result from performing the tasks incorrectly, etc. This detailed matrix would serve as a tool for the SMEs who later wrote the new exam questions, guiding the SMEs in crafting questions that would test relevant topics.

### **Item (Test Question) Writing**

Two separate panels of SMEs were assembled to write and vet a bank of test questions to represent the job tasks listed in the Exam Outline. During each of two workshops facilitated by OSU CETE, the SMEs were arranged into smaller groups to craft the questions, and then all the questions were reviewed and revised by the larger group.

### **Cut-Score Study**

After the test was assembled with the new questions in accordance with the blueprint, candidates piloted the new exam. Psychometricians from OSU CETE analyzed the statistical performance of each of the exam questions and then facilitated a cut-score study to determine the passing score for the exam. During the study, a panel of SMEs rated the difficulty level of each test question in respect to basic competency, and then the panelists' question ratings were aggregated and averaged to determine the recommended passing cut-off score. After reviewing the results of the study, RESNA's Professional Standards Board finalized the passing cut-off score.

## Recertification Policy (revised August 2016)

Initial certification, earned through the application and exam process, is valid for two years. Recertification is required to ensure that a commitment is made to keep knowledge and skills current through relevant work experience and ongoing education. The two-year cycle, which follows general guidelines for licensure renewal for related professions, promotes current knowledge and skills in the rapidly evolving field of assistive technology.

To renew a current certification for another two-year period, certificants must submit the Recertification Application with payment of the recertification fee to RESNA prior to the certification expiration date.

Re-certification requires documentation of two requirements:

- Relevant work experience,
- Demonstration of ongoing professional development through:
  - a.) earning continuing education units, or
  - b.) earning academic credit from an academic (higher education) institution

**Both** the work experience and the professional development requirements must be satisfied in order to be recertified.

### I. Relevant Work Experience

To meet the requirements for relevant work experience since certification, the applicant for recertification must document work experience of 0.25 FTE\* in assistive technology-related services during the just-ended certification period. (\*Full time work is defined as 36-40 hours per week.) Acceptable work experience is outlined below:

#### Work Experience Requirements for renewal

One or more of the following activities:

1. Evaluations, assessments, and other direct-to-consumer/student services for AT (needs assessment, physical/functional/sensory assessments, educational assessments, site assessments, simulations and product trials)
2. Fitting, adjustment and readjustment services for AT (fine tuning of equipment to meet the consumer/student's needs and reflect changes in the consumer/student's status)
3. AT implementation and individualized training for consumers/students and their caregivers or students/support personnel (training in use of AT or strategies to maximize function and interface with the environment(s) of use, instruction in use and/or maintenance)
4. Teaching and professional development in assistive technology (e.g., pre-professional or post-professional courses, seminars or workshops for consumers, families, clinicians, AT providers, support staff)
5. Management, supervision, mentorship, consulting for direct-to-consumer service providers or within an organization (e.g., professional societies, state AT programs, private companies) that supports AT practice, principles, advocacy, provision and/or reimbursement.
6. Product development, reimbursement strategies, management, consulting, government affairs for a manufacturer of AT products.
7. Consulting/advising related to AT and policy development, government affairs, advocacy, claims review.
8. Empirical or experiential research in the field of AT

#### Not applicable for renewal

The following services related to assistive technology are not applicable for inclusion in the total work experience hours. This list is not all inclusive. The applicant may appeal an adverse decision on work verification to the Professional Standards Board.

1. Customer service, scheduling, information gathering and/or paperwork processing of assistive technology orders
2. Billing, collections and/or claims processing of assistive technology products/services

(Continued on the next page)

## **II. Professional Development**

Certificants may demonstrate continued education by:

- completing 20 hours of AT-related training, to include in-person and/or online courses, seminars, and workshops, where in:

the 20 hours of training includes:

- 1.0 CEU (10 hours) minimum AND
- 10 CECs / contact hours or additional CEUs

OR

- Completing two AT-related academic credit hours at a recognized academic institution of higher education

### **Continuing Education Unit (CEU)**

CEUs will be accepted providing the course material is related to provision of assistive technology to persons with disabilities and the CEUs are awarded from a recognized CEU provider, for example, International Association of Continuing Education and Training (IACET) "accredited" or professional associations (e.g. RESNA, NRRTS, APTA, ASHA, AOTA) or an academic institution (e.g. University of Pittsburgh) or a state licensing board (which previews a course for CEU approval). The certificate of attendance must list the attendee's name, the name of the course, the dates of the course, and the speaker/sponsor signature. The certificate must also indicate the number of CEUs earned; otherwise the course will be counted as contact hours instead of CEUs.

### **Contact Hour**

Up to 10 contact hours (sometimes measured as CECs) are allowed for other AT-related training that isn't approved by IACET, a professional society, an academic institution, or a state licensing board. The certificate of attendance for a training session must include the attendee's name, the date(s) and length of the course (in hours), and the speaker/sponsor signature. A maximum of 3 hours of in-service product training per year will be accepted as contact hours; the "In-Service Training Form" found in the Recertification Application must be used to document AT-related in-service sessions.

### **Academic Credit**

Documentation of two academic credit hours earned over the two year recertification period will satisfy 100% of the professional development requirement. Course work/academic credit must be relevant to AT and acquired from a recognized academic institution of higher education. CEU and academic credits may also be combined to satisfy the professional development requirement. Course work for professional development plans for educators will be accepted from authorized institutions.

### **Instructing a Course**

Certificants may claim contact hours for presenting an AT-related course for the first time. To receive contact hour credit for presenting a course, the recertification candidate must submit a brochure or currently active web page which lists the course name, the presenter's name, the course date, and the course length; or a letter from the course/event organizer (other than the ATP or his/her employer) on corporate letterhead confirming the course name, presenter's name, the course date, and the course length.

(Continued on the next page)

### **III. Documentation and Application Submittal**

The Recertification Application should be used to document recertification activities. The application should be postmarked by or received at the RESNA office via fax or email by the certification expiration date (but no more than 60 days prior). A grace period of 30 days following the expiration date will be extended to complete missing documentation and allow review and approval by RESNA. Applications not approved within the grace period must follow the Reinstatement policy (see below).

Certificants will be given notice three months prior to the expiration date (and again two months prior and one month prior) to apply for recertification. If documentation is not received, or activities do not fulfill the requirements, certification will be terminated. It is the certificant's responsibility to submit the application and supporting continuing education documentation on time. Lack of receipt of notification via e-mail or regular mail is not sufficient excuse for late or no submission of complete Recertification Application, as the certificate and the public directory both list the effective dates for certification.

### **IV. Fee for Recertification**

A recertification fee of one hundred seventy-five dollars (\$175 USD) is payable for two-year recertification and is due at the time of application.

### **V. Inactive Status**

Certification may be placed on inactive status while the certification is still current and in good standing. Inactive status may be desirable to allowing certification to lapse due to extended medical or family leave, change of employment status or type of work, advanced studies, and more. Note: Individuals who hold more than one certification must submit payment of \$25 for each certification that they inactivate. For example, the total cost of Inactive Status for both the ATP and SMS certifications would be \$50.

Effective August 1, 2016, inactive status will be granted for a period of up to two years. Candidates for Inactive Status must submit the Inactive Status Request Form along with payment of the \$25 Inactive Status fee by the certification's expiration date. The certification designation may not be used in any form of communication while the certification is in Inactive Status.

An Inactive Status certification may be returned to Active Status by submitting the recertification application by the expiration of the two-year inactive period. If the certification is not reactivated by the end of the two-year inactive period, then the certification will automatically be placed into Expired Status.

Note: individuals who moved their certification into Inactive Status prior to August 1, 2016, may retain Inactive Status indefinitely under the terms of the previous Recertification Policy.

### **VI. Reinstatement of Expired Certification**

An expired certification may be reinstated up to two years following the certification expiration date. Certification reinstatement candidates must submit the reinstatement application along with payment of the Reinstatement fee of \$250. In addition to satisfying the ongoing professional development requirement for recertification, certification reinstatement candidates must also satisfy a CEU penalty of 0.25 CEUs for each 3-month period following the certification expiration date (up to 2.0 CEUs). The first three-month period begins immediately after the expiration date, so a 0.25 CEU penalty is assessed from the first day certification has lapsed. The certification designation may not be used in any communication until the applicant has received official notification that the certification is satisfactorily reinstated.

After the deadline for reinstatement has passed, certification can be reattained only by applying for initial certification as a new applicant and satisfying the current certification requirements at the time of application. Note: eligibility requirements and exam content are subject to change over time at the discretion of RESNA's Professional Standards Board.

### **Grace Period for Reinstating Certifications that Expired Prior to August 1, 2016 due to Inability to Meet Previous Recertification Work Experience Requirement**

For certifications that expired prior to August 1, 2016, RESNA will allow a one-year grace period for these individuals to reinstate their certification, ending August 1, 2017. The CEU penalty will be capped at 2.0 CEUs. During this timeframe, RESNA will extend a discounted reinstatement fee of \$175 instead of \$250.



## **Complaints Processing and Disciplinary Action**

The Professional Standards Board (PSB) maintains a Complaint Review Committee (CRC) that is responsible for investigating and subsequently taking action when it receives evidence that a certificant has engaged in conduct that undermines the integrity of the certification process and/or the credential.

Complaint forms are available on RESNA's website. RESNA will not accept complaints that are submitted anonymously.

The complaint review process may be initiated upon receipt of a complaint from:

- A consumer seeking or using services provided by a RESNA-certified service provider; or
- A professional, whether RESNA-certified or not, having had first-hand interaction with a RESNA-certified service provider about whom the complaint is submitted; or
- A member of RESNA boards, committees, staff, proctors or agents with reasonable evidence of a certificant's having committed acts or engaged in behaviors described in RESNA's Policy on Complaints Processing and Disciplinary Action.

Potential sanctions include private letter of concern, public letter of concern, probation, suspension of certification, and revocation of certification. Sanctions (with the exception of private letter of concern) are reported to the certificant's employer and may be shared with legitimately interested entities, including licensing and/or reimbursement authorities.

CRC decisions may be appealed to the PSB. In the event of an appeal, the PSB Chair will assemble a panel of three members to review the appeal and issue a decision.

The full policy, Complaints Processing and Disciplinary Action, is available on RESNA's website.

## **RESNA Code of Ethics and Standards of Practice**

Certification and recertification candidates must pledge to follow the RESNA Code of Ethics and the RESNA Standards of Practice in their work with assistive technology. A violation of the Codes and Standards may result in punitive action by RESNA's Professional Standards Board.

### **Code of Ethics**

RESNA is an interdisciplinary association for the advancement of rehabilitation and assistive technology. It adheres to and promotes the highest standards of ethical conduct. Its members and credentialed service providers:

- Hold paramount the welfare of persons served professionally.
- Practice only in their area(s) of competence and maintain high standards.
- Maintain the confidentiality of privileged information.
- Engage in no conduct that constitutes a conflict of interest or that adversely reflects on the association and, more broadly, on professional practice.
- Seek deserved and reasonable remuneration for services.
- Inform and educate the public on rehabilitation/assistive technology and its applications.
- Issue public statements in an objective and truthful manner.
- Comply with the laws and policies that guide professional practice.

## Standards of Practice

These Standards of Practice set forth fundamental concepts and rules considered essential to promote the highest ethical standards among individuals who evaluate, assess the need for, recommend, or provide assistive technology. In the discharge of their professional obligations the following principles and rules shall be observed:

1. Individuals shall keep paramount the welfare of those served professionally.
2. Individuals shall engage in only those services that are within the scope of their competence, their level of education, experience and training, and shall recognize the limitations imposed by the extent of their personal skills and knowledge in any professional area.
3. In making determinations as to what areas of practice are within their competency, assistive technology practitioners and suppliers shall observe all applicable licensure laws, consider the qualifications for certification or other credentials offered by recognized authorities in the primary professions which comprise the field of assistive technology, and abide by all relevant standards of practice and ethical principles, including RESNA's Code of Ethics.
4. Individuals shall not willfully misrepresent their credentials, competency, education, training and experience in both the field of assistive technology and the primary profession in which they are members. Individuals shall disclose their employer and the role they serve in the provision of assistive technology services and devices in all forms of communication, including advertising that refers to their certification in assistive technology.
5. Individuals shall inform consumers or their advocates of any employment affiliations, and financial or professional interests that may be perceived to bias recommendations. In some cases, individuals shall decline to provide services or supplies where the conflict of interest is such that it may fairly be concluded that such affiliation or interest is likely to impair professional judgments.
6. Individuals shall use available resources to meet the consumers' identified needs including referral to other professionals, practitioners or sources which may provide the needed product and/or service.
7. Individuals shall cooperate with members of other professions, where appropriate, in delivering services to consumers, and shall actively participate in the team process when the consumers' needs require such an approach.
8. Individuals shall offer an appropriate range of assistive technology services which may include assessment, evaluation, trial, simulation, recommendations, delivery, fitting, training, adjustments and/or modifications and promote full participation by the consumer in each phase of service.
9. Individuals shall verify consumer's needs by using direct assessment or evaluation procedures with the consumer.
10. Individuals shall inform the consumer about all device options and funding mechanisms available regardless of finances, in the development of recommendations for assistive technology strategies.
11. Individuals shall consider future and emerging needs when developing intervention strategies and fully inform the consumer of those needs.
12. Individuals shall provide technology that minimizes consumers' exposure to unreasonable risk. Individuals shall provide adjustments, instructions or necessary modifications that minimize risk.
13. Individuals shall fully inform consumers or their advocates about relevant aspects of the final recommendations for the provision of technology, including the financial implications, and shall not guarantee the results of any service or technology. Individuals may, however, make reasonable statements about the recommended intervention.
14. Individuals shall document, within the appropriate records, the technology evaluation, assessment, recommendations, services, or products provided and preserve confidentiality of those records, unless required by law, or unless the protection of the welfare of the person or the community requires otherwise.
15. Individuals shall endeavor, through ongoing professional development, including continuing education, to remain current on assistive technology relevant to their practice including accessibility, funding, legal or public issues, recommended practices and emerging technologies.
16. Individuals shall endeavor to institute procedures, on an ongoing basis, to evaluate, promote and enhance the quality of service delivered to consumers.
17. Individuals shall be truthful and accurate in public statements concerning their role in the provision of all assistive technology products and services.
18. Individuals shall not discriminate in the provision of services or supplies on the basis of impairment, diagnosis, disability, race, national origin, religion, creed, gender, age, or sexual orientation.
19. Individuals shall not charge for services not rendered, nor misrepresent services delivered or products dispensed for reimbursement or any other purpose.
20. Individuals shall not engage in fraud, dishonesty or misrepresentation of any kind, or forms of conduct or criminal activity that adversely reflects on the field of assistive technology, or the individual's ability to serve consumers professionally.
21. Individuals whose professional services are adversely affected by substance abuse or other health-related conditions shall seek professional advice, and where appropriate, voluntarily withdraw from practice.
22. Individuals shall respect the rights, knowledge, and skills of colleagues and others, accurately representing views, information, ideas, and other tangible and intangible assets including copyright, patent, trademark, design contributions, and findings.