Board of Certification/Accreditation (BOC)

Candidate Handbook

BOC Certified Orthotist
BOC Certified Prosthetist
BOC Certified Pedorthist
BOC Certified Orthotic Fitter
BOC Certified Mastectomy Fitter
BOC Certified Durable Medical Equipment Specialist

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Table of Contents

**Section 1: General Information** 4
- Introduction 4
- Mission 4
- Purpose of the BOC Certification Program 4
- Non-Discrimination Policy 4
- Testing Agency 4
- Educational Activities 4
- Certification Specializations 5
- Examination Development 5
- Eligibility for Candidacy 5
- Pre-Examination Requirements 5
- General Examination Information 7
- How Tests Are Scored 7
- Clinical Simulation Examination 7
- Video Practical Examination 7
- Application Procedures 7
- Forms and Fees 7
- Retake Application 7
- Application Error or Falsification 7
- Virtual Signature 8
- Liability Release 8
- Application Expiration 8
- Time Limit 8
- Loss of Eligibility 8
- VA Reimbursement for Testing Fees 8
- Services for Persons with Disabilities 8
- Refund Policy 8
- Change of Address or Name 8

**Section 2: Certification Examination & Results** 9
- Preparation for the BOC Examinations 9
- The AMP Testing Experience 9
- Test Center Locations 9
- AMP Test Scheduling 9
- Online Scheduling 9
Telephone Scheduling 9
Weather/Power Failure/Other Emergency 9
Test Center Admission 10
Security and Candidate Misconduct 10
Test Results and Score Reporting 10
Examination Appeals Process 11
Display of Certification 11

Section 3: Recertification 11
Code of Ethics 11
Continuing Education Requirements 11
Documenting Continuing Education Units (CEUs) 12
Verification of CEUs 12
Renewal Fees 13
Questions 13

BOC Forms on the Web

Orthotic Fitter Examination Application
Mastectomy Fitter Examination Application
DME Specialist Examination Application
Examination Payment Form
Orthotist Video Practical Examination Instructions
Prosthetist Video Practical Examination Instructions
VPE Patient Consent Form
VPE Candidate Authentication Form
Orthotist Detailed Content Outline
Prosthetist Detailed Content Outline
Pedorthist Detailed Content Outline
Orthotic Fitter Detailed Content Outline
Mastectomy Fitter Detailed Content Outline
DME Specialist Detailed Content Outline
Examination Appeal Request Form
Ethics Charge Statement
CE Submission Form

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SECTION 1: GENERAL INFORMATION

INTRODUCTION
This handbook contains information concerning BOC certification requirements for applicants and candidates. If you have a question about any item in this handbook, please email or call toll free (877.776.2200) with your question or concern. This handbook is not a contract; BOC reserves the right to change any item at its sole discretion at any time with notice.

MISSION
The Board of Certification/Accreditation (BOC) assures patients, physicians, professional organizations, the public-at-large, and government agencies and representatives of the competence, professionalism, and safe practice environments of BOC-certified professionals and BOC-accredited facilities.

BOC fulfills its mission through:

Certification: BOC certification programs conform to nationally-recognized standards developed by the National Commission for Certifying Agencies (NCCA), comporting to the Standards for Educational and Psychological Testing (1985) and the Uniform Guidelines on Employee Selection Procedures (1978). BOC’s orthotics and prosthetics certification programs have been recognized and accredited by NCCA since 1988, and have been reaccredited ever since.

Facility Accreditation: BOC facility accreditation, in accordance with Quality Standards and National Supplier Standards set by the Centers for Medicare and Medicaid Services (CMS), assures the public of the availability of comprehensive orthotic/prosthetic/pedorthic services, and DME/HME services, consistent with federal, state, and local laws and regulations. DMEPOS facility accreditation is provided under the authority granted to BOC as an Accrediting Organization (AO) recognized by CMS.

Code of Ethics: BOC’s Code of Ethics and Ethics Case Procedures state the rules for professional conduct and enforcement of its standards. The policies and procedures comport with BOC’s mission.

Continued Competency Assurance: To maintain certification(s), BOC requires that certificants earn Continuing Education Units (CEUs) from approved programs over a period of five years. The goal of the BOC certification renewal policy is to enhance continuing competence in the certified area. BOC defines continuing competence consistent with how the National Commission for Certifying Agencies (NCCA), the accrediting body for professional credentials, as demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual’s professional career.

PURPOSE OF THE BOC CERTIFICATION PROGRAM
BOC aims to promote the advancement and recognition of persons specializing in orthotics, prosthetics, pedorthics, and durable medical equipment by identifying those individuals who have voluntarily sought and obtained BOC certification. The geographic scope of all certification programs is in the United States.

NON-DISCRIMINATION POLICY
BOC does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, sexual orientation, or marital status.

TESTING AGENCY
Applied Measurement Professionals, Inc. (AMP) is the professional testing company contracted by BOC to assist in the development, administration, scoring, and analysis of BOC’s examinations.

EDUCATIONAL ACTIVITIES
BOC neither sponsors nor endorses any educational or training activities. The content delivered by these providers is their property and not of BOC. BOC accepts no responsibility or liability for the content and
accuracy of that material. In no event shall BOC be liable for any damages based on the information and material delivered by third party providers.

CERTIFICATION SPECIALIZATIONS
BOC certifies professionals in six categories: orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, and durable medical equipment. The appropriate designations for BOC certificants are: BOC Orthotist (BOCO), BOC Prosthetist (BOCP), BOC Pedorthist (BOCPD), BOC Certified Orthotic Fitter (COF), BOC Certified Mastectomy Fitter (CMF), and BOC Certified Durable Medical Equipment Specialist (CDME).

To become BOC certified, all candidates for each certification must pass a multiple choice examination (MCE). Candidates for certification in orthotics or prosthetics must also pass a clinical simulation examination (CSE) and a video practical examination (VPE).

EXAMINATION DEVELOPMENT
Every certification examination BOC offers is based upon a job task analysis -- a study that identifies the areas within the scope of practice. A scope of practice defines the procedures, actions, and processes that are permitted for the credentialed individual. Each job analysis includes an investigation of the important work behaviors required for successful performance and their importance to the practice. Every examination is built to specifications derived from analysis, thereby maximizing the evidence of the examinations’ validity. The examinations’ items are developed by committees of BOC-certified subject matter experts, who are trained in authoring test items by BOC’s testing vendor, AMP. The test items are then reviewed, accepted, and validated, the subject matter experts.

After every new job analysis the subject matter experts estimate the number of minimally competent professionals who will score an item correctly during a Modified Angoff Procedure. This procedure is a commonly used practice in credentialing assessments. These estimates are then averaged by BOC’s testing vendor, AMP. AMP assigns a confidence ranking around the average score. These data are placed in a table with implications for passing and failure. AMP recommends a passing score to the subject matter experts who may accept or reject it. The result is a passing or “cut score.” Subsequent forms’ cut scores vary among the forms of the same test, but are statistically calibrated to be of equal difficulty and content across all versions of the examination for the life of the job analysis.

ELIGIBILITY FOR CANDIDACY
BOC recognizes that an important body of knowledge forms the foundation for the competent performance of work in the broad field of orthotics, prosthetics, pedorthics, and durable medical equipment, and that knowledge and performance skills may be obtained in various ways.

To be accepted as a candidate for BOC certification, candidates must demonstrate their qualifications and experience in the certification category for which they apply. Requirements are specific to each category; all application forms are available online. Required documentation includes proof of completion of education prerequisites. To document education, please provide either verifiable information regarding when a degree was awarded or a certificate of completion of relevant courses, which includes course topic(s), provider(s), and completion date(s).

*Please note that BOC no longer accepts new applications for our Orthotist, Prosthetist, and Pedorthist certification programs. For more information, please see our fact sheet.

PRE-EXAMINATION REQUIREMENTS
The following are the qualifications and experience required to sit for the examination(s) in each specialization.

For Orthotic Fitter (COF) Certification:
• Successful completion of an approved entry-level education program within the past 5 years (e.g. O&P education, SAI, Viscent, Medical Careers Institute at Coordinated Health, Trulife/St.
Petersburg, CFS Allied Health, Kassel Group-ATi, Ossur, or Bauerfeind); AND

- A minimum of 1,000 hours of documented direct patient care under the supervision of an appropriately-qualified professional. If you have a question concerning who qualifies as a qualified professional, please email us for approval.

For Mastectomy Fitter (CMF) Certification:

- Successful completion of an approved entry-level education program within the past 5 years (e.g. Amoena, Trulife, O&P Education, American Breast Care, Nearly Me, Jodee, Kassel Group-ATi, BFRIN, or Anita); AND
- A minimum of 120 hours of documented direct patient care under the supervision of an appropriately-qualified professional. If you have a question concerning who qualifies as a qualified professional, please email us for approval.

For Durable Medical Equipment Specialist (CDME) Certification:

- A high school diploma or equivalent; AND
- A minimum of 500 hours of documented work in durable medical equipment.

GENERAL EXAMINATION INFORMATION

Pre-registration
BOC examinations are given at multiple sites throughout the United States. Multiple choice examinations are given as computer based exams, and available year-round every business day and some Saturdays. There are no deadlines for submitting applications. In some special occurrences, exams can be given as a paper and pencil proctored examination.

How Multiple Choice Tests are Scored
BOC test scores are statistically adjusted for minor fluctuations that may occur in the difficulty level of test questions within different versions of the examinations. This statistical adjustment results in what is known as “scaled scores.” These scores range from 0 to 99 but are not to be interpreted as the percent of test questions answered correctly. BOC examinations are not scored in what is commonly called a “bell curve” or standard deviation method, which compare how a particular group of candidates performs on the examination in relation to each other. The use of scaled scores recognizes that the test is valid – that it measures what it is intended to -- across all forms and over a number of years. The information shown in the score report is provided to aid in guiding your preparation should you decide to reapply for the examination. Moreover, subdomain scoring information is not used in making pass/fail decisions.

Multiple Choice Examination (for all candidates)
The multiple choice examination (MCE) assesses the knowledge base required for the profession. All candidates need to pass an MCE in order to achieve certification. The examinations include 15 unscored pre-test questions. See below for the amount of time given for each exam, as well as the number of questions.

- Orthotist and prosthetist candidates are given 3 hours to finish 150 questions.
- Orthotic fitter candidates are given 2 1/2 hours to finish 100 questions.
- Pedorthist and DME specialist candidates are given 2 hours to finish 100 questions.
- Mastectomy fitter candidates are given 2 hours to finish 60 questions.

Clinical Simulation Examination (for orthotist and prosthetist candidates)
The clinical simulation examination presents a number of realistic situations, or simulations, which provide opportunities to solve clinical problems. The information shown in the score report is provided to aid in guiding your preparation should you decide to reapply for the examination. Moreover, subdomain scoring information is not used in making pass/fail decisions. Please note that orthotist and prosthetist clinical simulation candidates are given 4 hours to finish 6 clinical tasks.

Video Practical Examination (for orthotist and prosthetist candidates)
The video practical examination (VPE), prepared at the candidate’s practice site, tests hands-on competencies
in core areas of practice through the performance of a wide range of procedures. A panel of three judges independently evaluates each video to assess a candidate’s technical fitting and patient education skills, and the candidate must receive a minimum of two passing grades per item tested.

All documents needed to successfully complete the VPE are available online under “Video Practical Examination Documents.”

To be eligible for certification, an applicant must provide the required documentation of education and residency and pass all the examinations.

APPLICATION PROCEDURES
Prerequisites Documentation
Documentation of all education prerequisites must be sent with the application.

Forms and Fees
To apply for BOC certification, please complete and submit the appropriate application online, together with payment in U.S. dollars. Please remember to submit the proof of education to BOC by email, fax (410.581.6228), or mail. Applications can also be submitted in hard copy with payment by credit card, by fax (410.581.6228) or by mail. Application and examination fees are specified on the current application form.

Retake Application
When submitting the Examination Payment Form, please remember there is a 90-day waiting period before retaking the test.

Application Error or Falsification
Should an applicant intentionally or inadvertently falsify any information on the application, BOC reserves the right to sanction that applicant. Sanctions may include:

1. rejection of the application;
2. barring of the applicant from the examination for a period of time to be determined by the Chief Credentialing Officer; and/or,
3. revocation of any existing certification status.

Virtual Signature
A candidate’s signature – virtual or true – on the certification application as well as other documents is the candidate’s confirmation that he or she has read all portions of the form and will abide by all rules, policies, and procedures that apply to his/her specialization, in particular, and to BOC policies in general.

Liability Release
Although BOC makes every effort to process all examination applications expeditiously, BOC recognizes that outside forces such as weather, site disruption, or temporary loss of electronic capacity may affect the ability to process an application. By completing and signing the official application forms, applicants release BOC from any and all liabilities for delay or other disruption in the handling of applications, testing dates, or other items associated with candidacy.

APPLICATION EXPIRATION
Time Limit
A candidate for certification must complete all required examinations within a consecutive three-year period which begins on the date of the application’s receipt. A candidate may retake an examination a total of five times within the three-year period.

Loss of Eligibility
Any candidate who does not pass all required examinations within the designated three-year period is eligible to reapply; however, the candidate must reapply for and retake the entire set of examinations under the current
requirements. In other words, if a candidate passes one test but does not complete the full testing program, the candidate must pass the test again when the candidate reapplies.

VA REIMBURSEMENT FOR TESTING FEES
BOC candidates who are veterans can seek reimbursement for testing fees by the Veterans Administration (VA). Qualified candidates should contact their local VA office for details.

SERVICES FOR PERSONS WITH DISABILITIES
BOC and our testing company comply with the Americans with Disabilities Act (ADA). A candidate who has a disability may request accommodations and arrangements to take the examination. Such requests must be in writing and accompany the application. Verification of disability and statement of assistance needed must be included. Documentation by a competent individual (e.g. physician or psychometrician) of the specific disability must be submitted with the application. All requests are evaluated on a case-by-case basis and are subject to approval. Test center personnel will be prepared to accommodate requested needs.

Please note that AMP is equipped with Telecommunications Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates who wish to take any examinations. TDD calling is available 7:30 AM to 4:00 PM ET, Monday through Friday at 913.895.4637. This TDD phone option is for individuals equipped with compatible TDD equipment. Wheelchair access is also available at all established Assessment Centers. Please advise AMP at the time of registration that wheelchair access is necessary.

REFUND POLICY
All application fees are non-refundable. Candidates have a two-day window during which they can cancel an examination. If a candidate must cancel an examination within 2 business days of the exam date or is absent, there will be a $50 administrative fee.

CHANGE OF ADDRESS OR NAME
If your address changes at any time during the examination process, please log in to your account and change your information or send written documentation (email or mail) to BOC’s office with any changes. Similarly, in the event of a name change, please submit a true copy of the appropriate legal document that notes the change of name.

SECTION 2: CERTIFICATION EXAMINATION AND RESULTS
PREPARATION FOR THE BOC EXAMINATIONS
BOC provides candidates with a Detailed Content Outline (DCO) on its website, containing the tasks involved and the domains of practice in each specialty. This Outline is derived from a Job Task Analysis, a careful description of tasks performed by professionals.

Suggested preparation for the examination includes, but is not be limited to:

1. the self-assessment examination (online practice exam);
2. the study of journal articles, textbooks, or other publications related to the detailed content outline;
3. continuing education programs and courses in orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, or durable medical equipment;
4. study partners, study groups, or examination preparation courses;
5. bibliographies of professional publications;
6. shadowing professionals; and/or,
7. being mentored by a professional.
THE AMP TESTING EXPERIENCE
Candidates can get an idea of the testing experience by viewing this short video.

TEST CENTER LOCATIONS
BOC examination locations are available at over 190 AMP testing locations located throughout the United States. A current listing of these locations, including addresses and driving directions, may be viewed on the AMP website by selecting “Candidates.”

A paper-and-pencil version of all computer-based examinations are available to candidates who are taking the examination outside of the United States at an AMP testing center.

AMP TEST SCHEDULING
Online:
You may choose an examination date at any time by using the AMP website. Select “Candidates” and follow the step-by-step instructions to choose your certification program and register for the examination.

By telephone:
You can also call AMP at 888.519.9901 to schedule an examination. This toll free number is answered from 6:00 AM to 9:00 PM ET, Monday through Thursday, 6:00 AM to 6:00 PM ET on Friday, and 7:30 AM to 4:00 PM ET on Saturday.

Please note that you must schedule your exam at least 48 hours prior to the examination date you would like to select.

WEATHER / POWER FAILURE / OTHER EMERGENCY
In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the testing location is able to open.

You may visit the AMP website prior to the examination to determine if AMP has been advised that any testing locations are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to the testing location is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons, the questions will be scrambled.

TEST CENTER ADMISSION
Candidates must bring two forms of identification along with their confirmation to gain admission to the test center. One form of identification must be a government issued identification bearing the photograph and signature of the candidate. Such legal identifications include state-issued driver’s licenses, government identity cards, and passports. Please note: credit cards, employment badges, student ID cards, or club membership cards are not acceptable as legal identification. The second form of identification must verify the signature and name. A signed credit card or membership card may meet this requirement.

All candidates should report to their assigned test center for registration and check-in at least 30 minutes before the examination is scheduled to begin. Candidates who arrive up to 15 minutes late may be admitted to the examination at the discretion of the test center supervisor, provided the computer-based testing has not begun, or, in the case of ADA-recognized applicants, test booklets have not yet been distributed. However, no candidate will be permitted to work beyond the time scheduled for completion of the examination. If you arrive more than 15 minutes after the scheduled testing time, you will not be admitted.
All materials needed to take the test will be provided. Please remember that there is a $50 administrative fee for any exams cancelled within two business days prior to the examination.

SECURITY AND CANDIDATE MISCONDUCT

Please note that the testing center is continuously monitored by audio and video surveillance equipment to ensure a secure testing environment. The following security procedures apply during the examination:

- No cameras, notes, tape recorders, or cell phones are allowed in the testing room. Possession of a cell phone or other electronic device is strictly prohibited and will result in dismissal from the examination.
- No calculators are allowed.
- No guests, visitors, or family members are allowed in the testing room or reception areas.

If you engage in any of the following during the examination, you may be dismissed, your scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or are otherwise uncooperative;
- display and/or use electronic communications equipment such as cellular phones;
- talk or participate in conversation with other candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else; and/or,
- are observed with personal belongings or are observed with notes, books, or other aids without it being noted on the roster.

The performance of all examinees is monitored and may be analyzed statistically to detect and verify invalid scores. Should an individual remove or attempt to remove examination material from the testing site, the individual will be prosecuted.

TEST RESULTS AND SCORE REPORTING

BOC offers instant scoring for all multiple choice examinations. Candidates receive their scores immediately following their examination and receive original examination scores in the mail three to four weeks after the examination. Results are sent from the testing vendor, AMP, by first class mail. Scores cannot be sent via email or relayed via telephone. Instant scoring is not available for candidates testing outside of the continental US. Scores are provided by AMP via USPS within eight weeks of completing the examination outside the continental US.

Neither BOC nor AMP will release an individual’s score to anyone except the candidate without the candidate’s written authorization. No scores will be given over the telephone. Individual scores will not be sent to employers, schools, or other individuals under any circumstances unless written permission is given.

EXAMINATION APPEALS PROCESS

Examination appeals consist of an appeal of substance and a score check. An appeal of substance deals with the nature, form, or content of a particular test item. A score check is a review of an examination’s results if a candidate believes the score was calculated incorrectly. There is a $25 fee for each challenge. Requests for appeal should contain specific reasons for appeal. Appeals are processed according to the Appeals Protocols. Please fax (410.753.8809) or email the completed form with fees.

DISPLAY OF CERTIFICATION

Once certification is earned, BOC certificants receive an embossed certificate suitable for framing, which lists their professional standing and the year of the award. BOC also provides certificants with lapel pins and ribbons for conferences/tradeshows. These items are sent within four weeks of the final test results. Certificants are encouraged to display their certificate prominently in their practices and to wear their pins appropriately.
SECTION 3: RECERTIFICATION

CODE OF ETHICS
All certificants receive a copy of the BOC Code of Ethics, along with BOC’s Ethics Case Procedures. Certificants are expected to carry out professional practices as outlined in the Code to maintain certification.

CONTINUING EDUCATION (CE) REQUIREMENTS
Since BOC is an independent certifying agency, it would be inappropriate and outside its mission to provide educational programs. Therefore, it is the responsibility of each certificant to locate and attend courses that will allow certificants to fulfill recertification requirements. BOC does not limit options or prescribe which type(s) of CE may be appropriate. The only constraint is that the program be relevant to the practice of orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, or durable medical equipment.

BOC recognizes CEUs in the following categories:
Category I: Continuing education programs pertaining broadly to scientific, professional, and/or technical aspects of practice of orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, and durable medical equipment
Category II: Continuing education programs associated with the management of practices of orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, or durable medical equipment or programs more generally concerned with the structure or regulation of health care.

CEU requirements take place on a five-year cycle. The current cycle runs from January 1, 2015, to December 31, 2019. If you were certified as of December 31, 2014, the following credit amounts are required to be completed and verified by the end of the current continuing education cycle:

<table>
<thead>
<tr>
<th>Certification Program</th>
<th>Total (min)</th>
<th>Category I (min)</th>
<th>Category II (max)</th>
<th>Carry-over Allowance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOCO®</td>
<td>75</td>
<td>60</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>BOCP®</td>
<td>75</td>
<td>60</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>BOCPD™</td>
<td>55</td>
<td>44</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>COF®</td>
<td>40</td>
<td>32</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>CMF</td>
<td>10</td>
<td>8</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CDME</td>
<td>10</td>
<td>8</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

*Certificants who earn more CEUs than they need may carry over a limited number of CEUs into the next cycle.

If you earn certification during the 2015-2019 cycle, you are not required to fulfill requirements for the entire five-year cycle. Please review the following table for requirements, which vary according to certification year:

<table>
<thead>
<tr>
<th>Certification Program</th>
<th>Before 2015</th>
<th>During 2015</th>
<th>During 2016</th>
<th>During 2017</th>
<th>During 2018</th>
<th>During 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOCO®</td>
<td>75</td>
<td>60</td>
<td>45</td>
<td>30</td>
<td>15</td>
<td>n/a</td>
</tr>
<tr>
<td>BOCP®</td>
<td>75</td>
<td>60</td>
<td>45</td>
<td>30</td>
<td>15</td>
<td>n/a</td>
</tr>
<tr>
<td>BOCPD™</td>
<td>55</td>
<td>44</td>
<td>33</td>
<td>22</td>
<td>11</td>
<td>n/a</td>
</tr>
<tr>
<td>COF®</td>
<td>40</td>
<td>32</td>
<td>24</td>
<td>16</td>
<td>8</td>
<td>n/a</td>
</tr>
<tr>
<td>CMF®</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>n/a</td>
</tr>
<tr>
<td>CDME</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Documentation of Continuing Education Units (CEUs)
You can submit your CEUs online through MyBOC, your personal BOC page. Once you have logged in to your account, scroll down to “CEUs” and press “Click here to add new CEUs.” Enter the course date, name, provider, and number of credits awarded in the provided fields.
Please keep records of the courses you have taken through the end of the current five-year CEU cycle, which ends December 31, 2019. All BOC certificants are subject to a random audit by BOC. For details on accepted forms of documentation, review pages four through six of our Recertification Policy.

If you prefer to send your CEUs to BOC, please use the CE Submission form to document your informal CE credits. CEUs may be submitted by email, fax (410.581.6228), or mail.

Examples of appropriate CE experience are:
1. Educational programs conducted by professional associations;
2. Manufacturer-sponsored programs related to new products and/or techniques;
3. Attendance at orthopedic grand rounds in a local hospital;
4. Presentation in your facility by an outside expert;
5. Article summaries (BOC will award 1 CEU per one-page, single-spaced summary of the an article);
6. Teaching of educational seminars (BOC recognizes three CEUs per hour of teaching a course. Certificants submit a detailed course outline along with references used to develop the course.)
7. Training videos, if approved by BOC.
8. Attendance at informal seminars will be considered if the following information is provided:
   - Name and title of presenter
   - Title of presentation
   - Date and time of meeting
   - Length of presentation, excluding meals
   - Description of subject matter discussed
   - Signature of presenter or representative printed program, if available

BOC reserves the right of final approval on all submitted CEUs.

Verification of CEUs
You are required to maintain a file of your current CEUs. Please submit proof of CEUs per attendance. CEUs are verified every five years for competency assurance compliance.

Please note that when you log in to your online account and enter CEUs yourself, those CEUs may be audited. It is important to keep documentation of those CEUs for at least one year after the CE cycle is over.

RENEWAL FEES
Annual renewal fees are due every year on or before December 31. Timely payment of renewal fees assures receipt of a current certificate and a listing in the current BOC Certificant & Facility Directory. Failure to pay annual renewal fees results in suspension of your certificate.

To be reinstated, back fees and a reinstatement fee of $100 must be paid. To continue to display expired certificates or badges is a violation of the BOC Code of Ethics and subject to disciplinary action. Failure to pay the annual renewal fee after being suspended for six months results in revocation of your certification. Once certification is revoked, one must reapply, retake the clinical simulation portion of exams and/or multiple choice exams, and provide proof of current active professional work in the field since revocation.

QUESTIONS
Please remember that the BOC website provides information to answer most of your questions. If you have any question concerning the contents of this handbook, please contact our office at your convenience.

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