



Board for Certification in Clinical Anaplastology

2009 Examination Policy & Procedures

Organizational Table of Contents:

General Legal Policies	2
Nondiscrimination Policy	
Candidates with Disabilities	
Application Process 2009	2-3
For Individuals Certified by Credentials Alone	
New Candidate Eligibility	
Fees	
Exam Cancellation Policy	
The Certification Examination	4-5
Format	
References to Study	
Examination Site Procedures	
Exam Security	
Scoring	
Notification of Exam Results	
Score Verification	
Scoring Appeals	
Retaking the Examination	
Exam Disciplinary Policy	6
Exam Misconduct	
Disciplinary Action in Response to Exam Misconduct	
Disclaimer	
Appeals to Disciplinary Action	
Exam Development	6-7
Test Item Development	
Cut Score Standard Setting	
Verification of Certification	7
Document Storage & Retention	7
Privacy	7
General Disclaimer	7

General Legal Policies

Nondiscrimination

The Board for Certification in Clinical Anaplastology and its Certification Program does not discriminate against an individual with respect to age, sex, color, race, religion, national origin, sexual preference, marital status or disability.

Candidates with Disabilities

The BCCA complies with the relevant provisions of the Americans with Disabilities Act (ADA). Special arrangements can be made for candidates with disabilities by submitting a letter requesting special arrangements with the completed application. If your need for special accommodations becomes evident after you have submitted your application, please contact the BCCA in writing as soon as the need arises. A current letter from a medical specialist knowledgeable of the candidate's disability stating the specific needs of the candidate must accompany the completed application and letter of request. *The BCCA reserves the right to make the final determination of appropriate accommodations.*

Exam Application Process for 2009

For Individuals Certified by Credentials Alone

The process of selecting individuals by credentials alone for BCCA certification, ended on June 30, 2006. This effort served to identify persons that would serve as Subject Matter Experts (SMEs) and would assist in the development and validation of a certification exam specific to the field of Anaplastology. These individuals received a certificate from the BCCA and are considered "Certified by Credentials Alone". Current certificants certified by credentials alone are required to sit for the certification exam within 2 years of its first offering in November, 2008 *in order to maintain certification in clinical anaplastology*. In addition to passing the exam, current CCAs must have renewed their BCCA certification by the payment of a yearly renewal fee. Certificants will not be eligible to register to take the examination until their renewal fee is paid.

Those who pass the exam will enter a five-year renewal cycle beginning on the date of the passed exam. They will need to meet all renewal requirements including payment of fees and meeting continuing competency requirements to maintain their certification as an "Active in Good Standing" Certified Clinical Anaplastologist. (See procedures for "Active in Good Standing" in the BCCA Certification Renewal Handbook).

Current CCAs may register for the following exams:

Baltimore, Maryland (Johns Hopkins University)

October 5, 2009

9:00 am – 12:00 pm

Exam Fee: \$250.00*

This exam will only be open to individuals certified through credentials alone.

Paris, France (Espace St. Martin Meeting Center)

November 12, 2009

9:00 am – 12:00 pm

Exam Fee: \$250.00* for individuals certified through credentials alone.

This exam will be open to individuals certified through credentials alone as well as to candidates who met certification eligibility requirements.

***NOTE:** the Examination Fee for Baltimore & Paris for CCAs who volunteered on the Cut-Score Panel in Atlanta, GA in 2008, will be at the 2008 rate of \$75.00. The reduced fee is being offered to these volunteers because they forfeited the opportunity to sit for the Atlanta exam. If this applies to you, please be sure to use the appropriate registration form (marked "served on cut score panel 2008").

Future Exams (TBA)

Future exams, including those in 2010, will either be offered in specific locations on specified dates, or possibly remotely, via computer-based testing centers. Exam fees are subject to change, based associated administrative costs.

Contact the BCCA Administrative office or visit our web site to register for the certification exam.

New Candidate Eligibility

*For complete eligibility criteria to sit for the exam, please refer to the **2009 Certification Exam Eligibility Requirements** as posted on the BCCA website (www.bcca-cca.org). All applicants are responsible for understanding the BCCA eligibility requirements prior to submitting their application.*

Applications are reviewed by BCCA Board members and staff to determine candidate eligibility. The Board makes all eligibility determinations. Candidates must use their legal name when completing the application. All candidates are required to have an email

address. Once a candidate's eligibility is approved he/she will be notified and at that time can register for the exam. Candidates have two (2) years from their application approval date to sit for the BCCA certification exam. Failure to sit for the exam within this time frame will require submission of a new application meeting all current fee and eligibility requirements.

Deadlines

Please refer to the BCCA website (www.bcca-cca.org) website for application deadlines for the various BCCA exams offered throughout the year. Generally, notification of your eligibility to sit for the exam will be received within 30 days of submitting your application. If eligibility is approved, a separate fee and registration for the BCCA Examination will be required.

Fees

All fees are used for the expenses of the BCCA in the continuing development and implementation of the certificate program in Clinical Anaplastology. Fees are non-refundable. Personal checks should be made payable to the BCCA. There will be a \$25.00 charge on returned checks. Fees are subject to change, Current fees for renewal and exam registration can be found on the BCCA website www.bcca.-ca.org.

#1 Eligibility Application Fee: *The fee for eligibility application is \$300.00 USD. This is a non-refundable fee that is to be included along with the application. Payment of this fee does not constitute acceptance of an application for eligibility. Eligibility requirements must be met prior to the application date. If you are notified that elements are missing from your application, you will have 1 year to complete it or meet required elements without paying an additional application fee. After this 1 year period, you will need to resubmit a new eligibility application and fee.*

If your eligibility application is approved, you will have a period of 2 years to sit for the BCCA exam. If this does not occur, you will be required to resubmit a new eligibility application and fee. Be aware that eligibility requirements are subject to change, thus you may need to meet the requirements at the time of reapplication.

#2 Exam Registration Fee: The examination fee is paid EACH time an eligible candidate takes the certification examination. The current fee is indicated on the exam registration form. It is paid only when your application for eligibility is approved. The examination fee is specified on a per exam basis due to variations in cost for the various testing venues. Please check our website for exam registration and the associated fees.

#3 Certification Renewal Fee : Each member in good standing of the BCCA must pay an annual renewal fee to maintain their certification status.

Exam Registration Form

This application can be found at www.bcca-cca.orgapplication.htm in PDF format and can be completed electronically. Complete the Exam Registration form in ink, PRINT legibly and complete all blanks on the application. If sending the form via the PDF format, be sure to print a hard copy of the application as well as save the file on your computer.

The address supplied on the Exam Registration Application will be used to mail letters of confirmation as well as test results, and certificates. Please list your name, as it appears on the forms of identification that you will provide to enter the exam. If your address changes before registration is verified OR before your scores are received, you must notify BCCA of the change. You must notify the BCCA by phone or fax if you did not receive a confirmation letter with a Unique Identifier Number within 4 weeks of the examination date. This letter MUST be presented at the exam site or you will not be permitted to take the examination.

THE BCCA CANNOT BE RESPONSIBLE FOR LOST APPLICATIONS. Your application will be returned if it is incomplete, illegible, or your application fee has not been paid.

Exam Cancellation Policy

Cancellations for any reason must be made in writing and confirmed with the BCCA at least 30 days in advance of the examination or the registration fee will be forfeited. To apply for an appeal for the fee to translate to the next testing, you must make your request in writing within 30 days following the missed test date. State your reasons for cancellation along with any documentation that will help us verify your circumstances. You will be contacted by mail regarding the status of your appeal for cancellation.

The Certification Examination

Format

Examination will be administered only in English. The examination is typically administered by a minimum of 2 proctors and will be in the form of a multiple page exam book along with an electronic scoring card. Special accommodations may be arranged according to the policy for Candidates with Disabilities. The examination consists of 100 questions in a multiple-choice format. Each question contains four answers from which the candidate must choose the best response.

Preparing for the Exam

The BCCA performed its first Job Task Analysis (JTA or Role Delineation) study in 2006 to identify the domains of practice, tasks performed, and knowledge required for safe and effective performance on the job as a clinical anaplastologist. These Domains, Tasks and Knowledge Statements formed the basis for question writing and examination construction. A more complete technical report regarding the JTA known as the *Candidate Examination Blueprint* is found on page _ of this Handbook, and available on the BCCA web site. The resulting Domains of the JTA are as follows:

<u>Domains for Exam Questions</u>	<u>% of Questions on Written Exam</u>
Domain 1: Assessment	17
Domain 2: Treatment Planning	12
Domain 3: Implementation	47
Domain 4: Delivery	10
Domain 5: Follow-up Care	6
Domain 6: Ethics and Professional Issues	8

Study Aids

The Examination Blueprint (or EBP) published by the BCCA may be used as a general guide to preparing for the exam. The EBP outlines the Domains, Tasks and Knowledge Statements which form the basis for examination construction. In addition, the BCCA has prepared a *Clinical Anaplastology Study Bibliography*, which lists of publications sources for certification exam items. Both the Candidate Examination Blueprint and the Study Bibliography are available on the BCCA web site.

The BCCA does not guarantee enhanced performance on the BCCA Certification Exam for those using any study materials.

Examination Site Procedures

The candidate should arrive at the exam site at least 30 minutes prior to the examination start time for check-in and orientation to the site and follow all procedures outlined in this section:

The BCCA issued confirmation letter with Unique ID Number and one additional form of photo identification will be required to enter the examination. The photo ID must be current, government issued identification with a recent color photograph, your name and signature. Examples of IDs include:

- Valid driver's license with a color photograph and signature
- Valid passport or military ID with a color photograph and signature
- City, county, or state-issued identification card with color photograph and signature.

A temporary ID, even if it includes a color photograph and signature is NOT acceptable.

Candidates must sign the roster in the space next to their name and enter their BCCA assigned Unique ID. Proctors will verify the picture ID, Signature and Unique ID. After verification the candidate will be given written instructions regarding protocol for the examination. Written instructions for the exam are the only items allowed in the testing area.

Taking the Examination

The exam has a 3-hour time limit. The time begins when the candidate starts the examination as directed by the proctors. Since there is no penalty for choosing an incorrect response, you should answer all test items. When you complete your examination you may raise your hand and deliver your completed test to the Proctor. This must be done with NO TALKING PLEASE. You may then exit the examination area and retrieve your belongings. Please do not linger at the examination site in consideration of other candidates.

The following items will NOT be permitted within the examination room. These items can be checked at the registration table where a proctor will protect them for you.

Cell phones

PDA's (personal digital assistants) Pagers

Radio or headset devices

Purses

Personal papers, books or any other printed materials other than those provided by the BCCA at the time of registration.

Briefcases

Food or drink

Hats (other than ceremonial or religious headwear)

Personal pencils or pens

Restroom breaks are permitted during the examination. The proctor will show candidates the location of the restrooms before the exam begins. Only one candidate may be out of the exam room at any given time. Restroom breaks must last no longer than 10 minutes. No other breaks (e.g., smoking) are allowed. The need for a break may be indicated by raising your hand and a proctor will escort you to the restroom area.

Exam Security

The certification exam is considered the intellectual property of the BCCA. Candidates will be observed during the exam. Proctors are instructed to ask anyone talking to anyone other than a proctor to exit the exam. Bringing any prohibited objects into the examination area will be construed as an act of misconduct, and the candidate will be asked to leave the examination area. Candidates are absolutely prohibited from recording, copying, reproducing or retransmitting exam content. Proctors are instructed to remove any candidate who is attempting to record or copy exam content from the examination area. Candidates who violate the security of the exam will be asked to leave the examination hall and will be subject to disciplinary action according to the BCCA Administrative Policies. Candidates are prohibited from discussing or otherwise disseminating to any other person, organization, or entity information about the BCCA exam questions.

Scoring

Test scores are based only on the total number of correct answers selected. Scores are reported as either a pass or fail. The pass/fail ("cut score") standard is determined on the entire test (*see Exam Development below*). Although there are several content areas within the test, these content areas are not independent measures.

Notification of Exam Results

An official score report will be provided within 60 days of taking the exam. This will be delivered to the candidate by regular mail using the address given at the time of Exam Registration.

If you pass the examination your official score report will contain a message informing you of your passing status. In addition, a certificate of BCCA certification will be provided (although this may be sent as a later mailing). If you fail the examination you will receive a scaled score indicating how you performed on the examination as a whole and raw scores indicating how you performed on the seven content areas that comprise the examination.

The BCCA continually monitors test administration for accuracy and reserves the right to modify your score report if errors are later discovered. The BCCA also reserves the right to withhold notification of examination results in the event of any irregularities in the individual candidate's application or subsequent testing administrative processes.

Score Verification

If a candidate receives a non-pass score and believes that an error may have occurred in the scoring of the examination, the candidate may request that her or his exam be rescored. This request must be in writing, accompanied by the \$50.00 fee, and must be postmarked within thirty (30) days of the postmark on the envelope containing the candidate's results. Please note that score verification is used only to verify that the scoring process accurately counted the candidate's responses.

Scoring Appeals

Challenges to test items may be submitted in writing to the BCCA offices. Such requests are to be forwarded to the Certification Committee. The Committee will examine the test item in question. Should the test item be found faulty, it will be removed from the item bank or reworded to reflect only one correct answer as determined by the Certification Committee.

Retaking the Examination

In the event that a fail score is obtained the candidate may retake the examination at the next possible opportunity. For each time the test is taken, an Exam Registration along with accompanying fee must be sent to the BCCA. If the examination is being retaken due to a previously documented and accepted cancellation 30 days prior to the exam, an Exam Registration Fee may not be required. However, such individuals are required to submit an Exam Registration Form and make appropriate notations as to why the fee is not enclosed.

Inactive Probationary Period/Status for Individuals Certified by Credentials Alone:

Individuals "Certified by Credentials Alone", who do not pass the exam will be placed on "Inactive Probationary Status". Such individuals will:

- no longer be considered "certified" by the BCCA and will not be permitted to use previously issued BCCA certificates as proof of certification.
- be required to sit again for the exam - by November 8, 2010. They will **not** be required to meet the eligibility requirements for new applicants.
- must pass the BCCA exam in order to reinstate "Active in Good Standing" status.
- must pay for any additional exam-related fees and expenses.

Once they pass the certification examination, they will be allowed to apply properly documented "Continuing Competency Credits" accrued during the "Inactive Probationary Period" to their 5-year renewal cycle.

Should the candidate fail the exam on their second attempt, they will be considered "Suspended". To recertify, they must meet eligibility requirements applicable at the time of reapplication and any other conditions outlined in the Certification Renewal Handbook that apply to "Suspended" certificants.

Exam Disciplinary Policy

Exam Misconduct

The following actions will be considered as misconduct and subject to penalization by the BCCA:

1. Falsifying information on the examination registration form
2. Failure to bring your unique identifier number to the examination site
3. Failure to verify your identity at the exam site
4. Failure to abide by the rules of the exam as reported to the BCCA by examination proctors, including:
 - o Talking during the exam
 - o Leaving the examination room at non designated times, unless permitted by a proctor
 - o Bringing any unauthorized items into the exam hall
 - o Removing any portion of the test or test information from the exam hall

See "Taking the Examination and "Exam Security" on what not to bring into the exam area and a discussion of rules of examination.

Disciplinary Action in Response to Exam Misconduct

The following actions may be taken by the BCCA if a candidate is shown to have violated the conduct policies regarding registration, verification, or examination:

1. Rejection of the application for eligibility
2. Rejection of the registration for examination
3. Refusal of entry into the examination
4. Ejection from examination hall
5. Failure of the examination
6. Forfeit of examination fee or eligibility application fees
7. Refer a complaint the BCCA Chair for review, determination, and sanction per the BCCA Administrative Procedures

Disclaimer

If a candidate is dismissed or leaves the exam hall, the BCCA Board may at its sole discretion: 1) offer the individual an opportunity to take the examination again at no additional fee; 2) offer the individual an opportunity to take the examination with the individual being responsible for any test related fees; or 3) refer the matter to the BCCA for review following the BCCA Administrative Procedures.

Appeals to Disciplinary Action

Appeals to disciplinary action for test misconduct resulting in any of the actions listed above, may be submitted in writing to the BCCA within 30 days of the examination date. The BCCA Chair handles such appeals per the BCCA Administrative Procedures.

An Appeals Board, separate from the BCCA Board is granted the authority to review and affirm or overrule the findings of the BCCA Board. The Appeals board notifies the candidate and the BCCA board within ninety (90) days after receipt of a request for an appeal is made.

Examination Development

Content

The content areas covered by the certification examination area are documented in the **BCCA Candidate Examination Blueprint**. This document can be found at www.bcca-cca.org in a .PDF format. You may also request the Candidate Examination Blueprint to be sent by mail by contacting BCCA Headquarters.

Examination questions (also known as Test Items) and the percentage of questions from different content areas (or Domains) are based on a periodic **Practice (Job/Task) Analysis Survey** of clinical anaplastologists and identified subject matter experts in the field. A report describing the most recent survey can be found at the BCCA website. The Practice Analysis is used to develop the "Examination Blueprint", which identifies content areas that may be included on the examination.

Both the Practice Analysis document as well as the Examination Blueprint are updated periodically to account for changes in practices and knowledge in the field, thus affecting the content of the examination over time.

Test Item Development

Test items used on certification examination are developed by the BCCA Certification Committee, whose members are *subject matter experts* (SME) who are certified clinical anaplastologists, as well as other clinical anaplastologists practicing in a variety of settings around the world. Items are edited extensively and reviewed by the committee to confirm the accuracy and relevance of the item based on current practices and as documented in medical literature. The performance of the test items is also monitored on an on-going basis.

Cut Score Standard Setting

A criterion-referenced standard is used for determining the pass/fail or "cut score" standard for each iteration of the exam. A panel of subject matter experts determines the level required to be judged "minimally competent" in the field through a 3 step process. First, SMEs are asked to take the specific exam being offered. Then they are asked to consider the skill level of the applicant relative to Eligibility Criteria developed by the BCCA. Finally, each test item is rated individually for the percentage of applicants likely to answer the question correctly. The passing score is set by averaging the individual ratings of the panel to determine the percentage of answers required to meet "minimally competent" standards.

Verification of Certification

The BCCA maintains a list of current certificants on its web site, which is accessible to the public. Generally, the web site is updated with the names of new certificants within 60 days of when the date score reports are mailed; however, the web site may not be considered a primary source of verification. Therefore, if you require written verification of certification, you may send a request in writing via the website, fax or e-mail to BCCA Headquarters. There is a fee of \$25.00 for this service.

Document Storage & Retention

All candidates to the BCCA program will have a separate folder dedicated to their documents (i.e. eligibility form and supporting materials, certification exams, electronic score cards). Documents may include physical as well as electronic files. Storage of these documents will generally be at BCCA Headquarters, although, parts or the whole of the documents (or photocopies thereof) of an individual's file may be distributed to appropriate committees of the BCCA as required. If such distribution of documents to BCCA committees occurs, it is understood that once the documents are no longer needed, they are to be returned to BCCA Headquarters.

Records pertaining to eligibility and exam registration will be kept for a period of 6 years following a pass score for the exam. Exam scores (in the form of a database file) as well the Unique ID database will be kept on record in perpetuity. Exam booklets and electronic score cards will be destroyed after a period of 3-6 months after the next administration of exam. Any records relating to misconduct, ethical violations, or disciplinary actions will become part of the permanent record of the individual. Records of any correspondence between individuals and BCCA Headquarters (or visa versa) will also be retained for a period of 6 years, unless deemed frivolous in nature.

Privacy

Each applicant's documents, including eligibility application materials as well as examination results are held as confidential material by the BCCA board unless otherwise required by applicable law or pursuant to legal advice. However, the Board retains the right to update a listing of certified individuals so that the interested parties may make informed choices about providers according to certification status. The listing will provide the following information: 1) Name of individual, 2) Date certified, 3) Date recertified, and 4) Active or Inactive status.

It is the policy of the BCCA to prohibit disclosure of an individual's application for eligibility, test scores, or any or all information specific to the individual without their written permission, or unless required to by law.

General Disclaimer

The BCCA assumes no responsibility for an act of God or man that is beyond its control and affects the administration, evaluation, or reporting of examination results. Continue to monitor www.bcca-cca.org for up-to-date policies and procedures.