



APCATM
Alliance for Physician
Certification & Advancement

Testing Information and Policies for the Certification Board of Cardiovascular Computed Tomography



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About CBCCT™ and APCA™

The Certification Board of Cardiovascular Computed Tomography™ (CBCCT™) certification program was established in 2007 with the goal of improving patient care. The CBCCT provides certification in cardiovascular CT for physicians to document their skills and knowledge in the field. To date more than 2,500 cardiologists, nuclear medicine specialists and radiologists in 45 countries have become certified in cardiovascular CT through the CBCCT certification program.

The Alliance for Physician Certification & Advancement™ (APCA™) is part of the Inteleos™ family of Councils that also includes ARDMS. Spun out of ARDMS in 2016 to meet the exclusive needs of physicians, the APCA Council represents 21,000+ physicians dedicated to continual learning and providing high-quality and compassionate patient care through certification. APCA joins ARDMS in furthering its long-standing mission of raising the global standards of excellence in healthcare and patient safety and CBCCT is proud to be a member of the APCA family of certification programs.

The APCA Council, led by physician volunteers, supports the following certifications for physicians:

- CBCCT™ – Certification Board of Cardiovascular Computed Tomography™
- CBNC™ – Certification Board of Nuclear Cardiology™
- RPVI – Registered Physician in Vascular Interpretation
- RMSK – Registered in Musculoskeletal Sonography
- Latin American Certificate Program
- Point-of-Care (POC) Ultrasound Program (early 2017)
- RPVI-China – Registered Physician in Vascular Interpretation-China

CBCCT Contact Information

Certification Board of Cardiovascular Computed Tomography (CBCCT)

Alliance for Physician Certification & Advancement (APCA)

1401 Rockville Pike, Suite 600, Rockville, MD 20852

Tel: 240-631-8151 • Fax: 301-424-0875

Website: www.CBCCT.org • Email: CBCCT@apca.org

Pearson VUE Scheduling Contact Information

(AFTER eligibility approval)

Online: www.pearsonvue.com/apca

Telephone: 1-877-258-9220*

*North American Candidates

If outside of North America, visit www.pearsonvue.com/apca/contact for regional phone numbers

Change of Name, Address and/or Email

Any Candidates who change their name and/or address must notify CBCCT staff immediately to eliminate potential complications with Pearson VUE examination entry.

For your security, address changes, email changes and middle name changes can only be made by logging in to your [CBCCT](#) account.

To change your first or last name, you must submit a [Name Change Request Form](#) and provide legal documentation to verify the name change to CBCCT@apca.org or fax to 301-424-0875.

Scheduling Your Examination with Pearson VUE

Approximately 24 hours after your eligibility has been approved, you will receive an Examination Confirmation Letter (ECL) email from CBCCT. Your ECL will include your examination Certification Number, links to the [Examination Scheduling and Cancellation Guideline](#) or [ADA Examination Scheduling and Cancellation Guideline](#) and [CBCCT Tutorial](#). To schedule your examination appointment, you will need to create an account with Pearson VUE, or log-in to your existing Pearson VUE account. **Candidates who have been approved for special accommodations will be required to call the Pearson VUE Special Accommodations Scheduling Department at 1-800-466-0450 to schedule or reschedule your appointment.** When creating an account, you will be asked to provide your examination Certification Number which you received in the Examination Confirmation Letter (ECL) email from CBCCT.

You can schedule online at www.pearsonvue.com/apca. North American Candidates may also call 1-877-258-9220. CBCCT is a member of the Alliance for Physician Certification & Advancement (APCA) family of examinations; therefore in order to schedule your CBCCT examination appointment, you must go to the [APCA](#) page on the Pearson VUE website.

Scheduling Online with Pearson VUE is faster and more efficient and can be done by creating an account with Pearson VUE or logging in to your existing Pearson VUE account and selecting a testing center and date. Please note, the dates and times available are in real time.

Scheduling by telephone is available Monday through Friday, 8am to 8pm ET by calling 1-877-258-9220. Please have your examination Certification Number available when you contact Pearson VUE. This number will be on your Examination Confirmation Letter (ECL) email from CBCCT.

Once you have scheduled your examination, an Appointment Confirmation Letter will be emailed to you from Pearson VUE, verifying that your appointment was successfully scheduled.

Notice to International Candidates: when scheduling an examination appointment outside North America, an International Fee is usually assessed by Pearson VUE; however for CBCCT Candidates, this fee should be \$0. If an amount over \$0 is applied, please contact CBCCT staff to assist you. If you reside outside of North America, and would like to contact a testing center, visit www.pearsonvue.com/apca/contact for regional phone numbers.

Rescheduling

If you must reschedule your appointment with Pearson VUE, you must do so within a minimum of 96 business hours prior to the scheduled appointment time. You will be provided with an emailed confirmation notice indicating the new date and time for your examination. If you do not receive a confirmation email from Pearson VUE, your examination appointment has not been rescheduled and you will need to contact Pearson VUE again at 1-877-258-9220.

NOTE: *Your entire examination fee will be forfeited if:*

- *Your written cancellation request is received too late*
- *You never schedule your examination*
- *You do not keep your scheduled examination appointment*
- *You show up late and the center is unable to accommodate you*

Cancelling

In the event you decide for any reason to withdraw from participation in the examination, you must cancel your appointment with Pearson VUE. To cancel an examination appointment, you must contact Pearson VUE by visiting the [Pearson VUE/APCA website](#) or by calling Pearson VUE at 1-877-258-9220. You must cancel the scheduled appointment no later than 96 business hours prior to the scheduled examination appointment time. Once you have done this, you will receive a cancellation email from Pearson VUE.

To request a partial refund from CBCCT, you must submit a SIGNED cancellation/partial refund request via email, CBCCT@apca.org, or by fax to 301-424-0875 no later than Friday, September 8, 2017. If applicable, please include your Pearson VUE cancellation email with your request. Be advised, it may take up to 24 hours for your Pearson VUE cancellation to appear in our system.

CBCCT will issue you a refund in the amount of \$750 or \$525 (Cert/Recert) less \$50 if multi-modality discount was claimed once appropriate documentation have been received. The entire examination fee and seat are forfeited if we receive your cancellation request after the deadline. No refund will be possible after the withdrawal deadline date, or if you never schedule your examination or you do not keep your scheduled examination appointment.

After cancelling, in order to sit for a future CBCCT examination, you will need to make an application in the year you wish to sit and meet all eligibility requirements in place at that time.

No-Show

If you fail to take your examination on your scheduled date and time, you will be marked as a “No Show” and forfeit all associated fees. If you are deemed eligible to take the examination, but do not schedule an appointment and sit for your examination by the end of the examination window, you will forfeit all associated fees. If you show up late and the testing center is not able to accommodate you, you forfeit all examination fees.

Candidates who are unable to take their examination due to extraordinary circumstances (i.e., illness) can submit an appeal to appeals@apca.org. Due to the limited availability of seats for rescheduling within the CBCCT examination window, Candidates are urged to submit their appeal as soon as possible. Appeals are considered on a case by case basis. (See Examination Appeal on page 8 of this document.)

Special Accommodations for Testing

If you need special accommodations, please select "Yes" for “Special Accommodations” in the application and submit the following along with your completed application:

- I. An original copy of a letter dated within the past five years and typed on official letterhead from a qualified physician or health care provider who specializes in the disability. This letter must document the disability and its severity, describe the Candidate's limitation due to the disability and state exactly what accommodations are recommended. The letter must contain an original signature and the physician's or provider's credentials.

2. An original copy of a comprehensive medical evaluation/report of the diagnosed disability from the physician or health care provider, dated within the past five years.
3. A completed Americans with Disabilities Act [ADA Special Accommodations Questionnaire](#), which must be submitted each time you apply for an examination.

Admission to the Testing Center

CBCCT and its test vendor, Pearson VUE, reserve the right to refuse admission to Candidates who cannot present the proper identification, verify their eligibility to test, or to Candidates who arrive more than 15 minutes after the scheduled examination appointment time. If Candidates are refused admission or fail to appear at a test center, the Candidates will not receive a refund of the examination fee or processing fee, nor will they receive credit towards fees for future examinations.

Remember: You **MUST** arrive and register at least 30 minutes before the examination begins. If you have any questions regarding admission to the testing center, contact CBCCT staff at 240-631-8151.

Identification Required

- At the test center, you must present a non-expired, government-issued, photo ID with your signature. A list of accepted IDs can be found [here](#).
- The first and last name on the application must **EXACTLY MATCH** the first and last name on one current, valid signature ID.
- Failure to present one acceptable ID will prevent your admission to the test center. If this happens, you will be marked absent and you will forfeit the entire examination fee and seat.
- Government Issued: Local language ID (not in Roman characters) – accepted only if issued from the country in which the Candidate is testing.

Test Center Admission – What to Expect

Admission to a Pearson VUE test center varies depending on the type of facility. The following are some general guidelines as to what to expect:

Identity Verification: Palm vein scan, digital signature and photo in most centers. Some centers do not utilize the palm vein scan.

Personal Items: No personal items, including but not limited to, mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, calculators, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, books, and/or notes, pens or pencils are allowed in the testing room. You must store all personal items in a secure area designated by the Test Administrators (TAs) and you may not access any of these during a break. [Note: there are no scheduled breaks during the examination but you may take a restroom break as needed. The clock on your examination will not stop during this time.]

Eyeglasses and Jewelry: New and tiny electronic devices that have the ability to record, photograph or transmit examination questions are becoming more prevalent. The TA will visually inspect, but will not handle eyeglasses.

Erasable Note Boards: Candidates are provided a blank, erasable note board to assist them during the examination. Once the board is filled, test takers may request another clean board. Note that studying **IS NOT** allowed in the test center.

Testing Room

The TA will log you into your assigned workstation. You will verify that you are taking the intended examination that you are registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by the TA. Once you have entered the testing room, you may not communicate with other Candidates.

Test Center Security

Test Room Monitoring: A digital video recording system monitors the test delivery work area from above.

Examination Details: Note that you may not remove copies of the examination questions or answers from the testing center and you may not share or discuss with anyone all or any of the examination questions or answers you saw or viewed during the taking of the examination. Not abiding by this rule will be considered cheating and appropriate action will be taken.

Proctor: A live proctor visually monitors test takers during the examination to prevent and report misconduct.

The Examination

Non-Disclosure Agreement (NDA): Before your examination begins, you will be presented with an NDA. You must read, acknowledge, and agree to the terms and conditions within 5 minutes or your test session will immediately end.

Exam Tutorial: **There is NO TUTORIAL during the examination appointment.** Candidates are strongly advised to view the CBCCT Tutorial in advance of their examination appointment. This tutorial informs Candidates of how to proceed through the examination and how to access the questions and any media (“exhibits”) associated with the questions. The tutorial can be accessed at CBCCTtutorial.org.

Break Policy: There are no scheduled breaks during the examination. If an unscheduled break is taken during the examination, the examination time will not stop. You must leave the examination room for all breaks but you are not permitted to leave the building. The TA will set your workstation to the break mode, and you must take your ID with you when you leave the room. The TA will check your ID before escorting you back to your seat.

Disturbances: Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other Candidates is prohibited during the test. If you experience any problems or distractions, you must raise your hand, and the TA will assist you.

Questions or Concerns: If you have questions and/or concerns, raise your hand, and the TA will assist you. The TA cannot answer questions related to the examination content. If you have a concern about an examination question or image, make a note of the item (question) number, if available, in order for the item to be reviewed.

Examination Survey: Following your examination, you will be asked to participate in an optional on-screen evaluation.

Examination Completion: After you have completed your examination, you must raise your hand and a TA will come to your workstation and verify that your test session has ended properly.

If You Encounter Problems at the Testing Center

All Pearson VUE workstations conform to approved specifications for the examination. If a Candidate has a problem with a workstation he/she may request a workstation change if needed, provided the testing center has availability. Headphones are provided at each workstation and earplugs are available upon request.

If an issue or problem arises during your examination administration which you believe may impact your performance, it must be reported to the Pearson VUE TA at the time your examination is being administered. Candidates are advised to ask the TA for their name and the incident report number assigned to their issue or problem. Candidates are then required to notify CBCCT, in writing, of the problem with the examination within five (5) days of their scheduled examination time. This notification should include the ticket number assigned by the TA, the TA's name and be as detailed as possible. Email the information to CBCCT@apca.org. **Staff cannot address administrative or technical problems with Pearson VUE if a complaint was not filed with the test center and with CBCCT. CBCCT will not entertain appeals of Candidates who did not report issues as outlined above.**

APCA, on behalf of the CBCCT program, and Pearson VUE will make all reasonable efforts to deliver the CBCCT examination on the date and time scheduled. If the test cannot be delivered at the date and time scheduled, due to a test center or workstation failure, power failure, hardware and/or software problems, weather or a force majeure condition which arises from events or circumstances beyond the reasonable control of Pearson VUE or APCA, Pearson VUE will use reasonable efforts to reschedule the Candidate for the examination within the Candidate's eligibility period and during CBCCT's examination window. This shall be the Candidate's sole remedy. Under no circumstances will the certification program standards be reduced or a Candidate's score overturned as a means of correcting a problem in examination administration.

APCA, on behalf of the CBCCT program, shall not be liable to any Candidate for inconvenience, expense, or other damage, including consequential, incidental, special, or exemplary damages, caused by any problems in the creation, administration, or scoring of an examination, including delays in score reporting.

After the Examination

Examination Security is vital to our mission. Without it, the value of your CBCCT credential is weakened. As a result, we take security and your Non-Disclosure Agreement seriously, so visit the [APCA website](#) to find out what you may and may not discuss about the CBCCT examination after you take it — and what the consequences of cheating may be.

If you have questions regarding examination security, please email your questions to ExamSecurity@apca.org, or contact the APCA office at 1-800-943-1709 and ask to speak with a Compliance representative.

Determination of Passing Score

The primary test result is a PASS or FAIL decision. In addition, you will receive a scaled score, ranging from 300 to 700. A scaled score of 555 is required to pass the CBCCT examination. The scaled score is not a percentage of correct answers, nor is it built on a "curve" where a certain percentage of scores would pass and a certain percentage would fail.

You will also receive a Diagnostic Report indicating how well you performed within each domain of the examination. Be aware that some questions on the examination are being pretested and will not be scored.

Reporting of Scores

Examination scores will be mailed approximately 10 weeks after the close of the administration of the examination (i.e., the examination window). Newly certified Diplomates will be listed on the online roster of CBCCT Diplomates approximately 2 weeks after the results are mailed.

Under no circumstance will CBCCT or other APCA staff provide results information over the phone or by email.

Request for Score Verification

Candidates who were not successful in passing the examination may request verification of their scores for \$35 USD. Score verification ensures that the computer counted the correct and incorrect answers appropriately, but it does not review the questions and answers.

Score Verification requests and payments can be made online by logging in to your CBCCT online account. Verification of score requests can be honored within 60 days of the date on your results letter for the examination in question.

When deciding whether to have your score verified, please consider that CBCCT examinations are scored electronically with a high degree of accuracy, and it is unlikely that verification will alter your original score.

Examination Appeal

- **Failure to Pass the Examination:** Candidates who fail the examination may appeal the score by following the [APCA Appeals Policy](#). The appeal must be for reasons related to the examination administration (i.e., exposed to testing conditions severe enough to cause a major disruption of the examination process). Appeals based solely on the belief that the Candidate should have passed, or that he/she prepared intensely and has practiced for years or for having missed passing by "X" number of points will not be considered. In order to consider an appeal based on examination administration or a disruption in the examination process, the incident(s) must have been reported to the Pearson VUE testing center TA and to the CBCCT/APCA office as described above under *If you Encounter Problems at the Test Center* policy above. Documentation to support your appeal must be submitted with your appeal request to appeals@apca.org no later than five (5) days after your examination appointment.
- **No-Show:** Candidates who do not attend their scheduled examination appointment may appeal if they can verify their inability to have taken their examination based on extraordinary circumstances such as the death of an immediate family member or an unexpected illness (see [APCA Appeals Policy](#)). Appeals must be submitted to appeals@apca.org no later than 30 days after the scheduled examination and must include any applicable supporting documentation. All appeals submitted are reviewed on a case-by-case basis.

Examination Related Policies

Nondiscrimination Policy

APCA and the CBCCT certification program do not discriminate against any person on the basis of age, gender, sexual orientation, race, religion, national origin, medical condition, physical disability, or marital status.

Maintenance of Certification

It is the responsibility of CBCCT Diplomates to maintain their certification by participating in the recertification program at the appropriate time during their ten-year certification period. CBCCT Diplomates are permitted to recertify in years 8, 9 or 10 of their certification period.

CBCCT program staff will make a good faith effort to contact Diplomates regarding changes in policy and procedure and to provide application material when applicable; however, the onus is on the Diplomate to maintain their certification status.

Keeping the office apprised of changes in contact information is crucial to our being able to inform Diplomates of changes that may affect their status.

Revocation of Certification

A CBCCT certification may be revoked for failure to satisfy maintenance of certification requirements and/or violations of the [APCA Compliance Policies](#). This includes, but is not limited to, the Diplomate losing his/her license to practice medicine either through suspension or termination or conviction of a felony or other serious crime. For details, consult the [APCA Compliance Policies](#).

Other Compliance Policies

The CBCCT examination program is supported by the APCA Compliance Department and CBCCT Candidates and Diplomates are subject to these policies. The Compliance Department is responsible for

- Investigating suspected violations of [APCA Compliance Policies](#)
- Answering compliance-related questions
- Providing reasonable testing accommodations in compliance with the [Americans with Disabilities Act \(ADA\) and Applicant's requests](#)

Be sure to review the information on these web pages.