

# Certification Board of Nuclear Cardiology



## 2011 Testing Information and Policies

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## Contact Information

### Certification Board of Nuclear Cardiology (CBNC)

101 Lakeforest Boulevard, Suite 401  
Gaithersburg, MD 20877  
Tel: +240.631.8151 • Fax: +240.631.8152  
Email: [administration@cbnc.org](mailto:administration@cbnc.org) • Website: [www.cbnc.org](http://www.cbnc.org)

### Prometric Scheduling Contact Information

Online

[www.prometric.com/cbnc](http://www.prometric.com/cbnc)

Telephone

In the U.S. or Canada 1-800-371-1989

Outside the U.S., U.S. Territories and Canada visit  
[www.prometric.com/cbnc](http://www.prometric.com/cbnc) for the call center in your area

## 2011 Exams Important Dates

### Exams Testing Window (Certification & Recertification)

Tuesday, December 6 - Monday, December 12, 2011

### Withdrawal/Cancellation Deadline

Wednesday, November 23, 2011

### Cancellation of Scores Deadline

5 working days after your exam

### 2011 Scores to be Mailed (Anticipated)

Approximately 10 weeks following the Exam

### Diplomate Certificates Mailed

April 2012

## Exam Format

The format of the CBNC certification and recertification exams will be computer-based. CBNC has contracted with Prometric to host the exams in its test centers located throughout the U.S. and abroad. Candidates will be monitored by no less than one proctor for every twenty candidates at all times both in the testing center and in the locker area, using direct viewing of the areas, and/or video monitoring with or without audio.

The *certification* exam is comprised of 175 multiple choice questions and candidates have 4½ hours to complete the exam with a total appointment time of 5 hours allowing fifteen minutes for a pre-exam tutorial and fifteen minutes post-exam survey.

The *recertification* exam is comprised of up to 100 multiple choice questions and candidates have 3 hours to complete the exam with a total appointment time of 3 ½ hours allowing for the pre-exam tutorial and post-exam survey.

The exams are administered in English. Each question has four answer options, only one of which is the best or correct answer and many questions have images in grayscale or color; cine or static. It is strongly recommended that you take the time to review the pre-exam tutorial before going to the exam center. It can be found by clicking on the Tutorial link in the upper right hand corner of the CBNC website at [www.cbnc.org](http://www.cbnc.org).

## Exam Development

A national analysis of the practice of Nuclear Cardiology was conducted in 1995 in order to define the responsibilities, tasks and knowledge necessary for physicians to practice in the field. The data for the studies were collected from a cross section of specialists in the field. The data from this analysis was used to create the exam specification and to determine the content of the exam.

Other Practice Analyses were conducted in 2001 and 2006 to ensure that the content of the CBNC exam continues to reflect accurately current practice in Nuclear Cardiology. The analysis of the 2006 data was used to update the exam specifications and determine the content of the current exams. Review the Exam Content Outline at [http://www.cccvi.org/cbnc/content\\_141.cfm?navID=44](http://www.cccvi.org/cbnc/content_141.cfm?navID=44). An analysis of the practice of Nuclear Cardiology is conducted every five years to stay current with the technology and the next one will be conducted in 2011 for implementation in 2012.

The CBNC retains Knapp & Associates International, Inc. of Princeton, NJ, to provide assistance in the development of the exam. Knapp & Associates International is a research and development firm that serves certification bodies by planning, developing, and administering assessment procedures and programs designed to measure professional competence. The exam questions were developed by the CBNC Examination Committee, an expert panel of the CBNC, under the guidance of Knapp & Associates International, Inc. The exam question pool is updated on a regular basis to reflect current knowledge. Individual questions are modified or deleted based on statistical analysis of the exam.

## Change of Address &/or Name

If you moved since you submitted your application for the CBNC exam, it is imperative that you send a written SIGNED notification to CBNC advising of your new address and any other pertinent information (e.g. email; or office, home or mobile phone). This request may be faxed to 240-631-8152. Email request for change of address are not acceptable because the request must be signed for security and privacy reasons. CBNC is not responsible for lost communication when contact changes have not been conveyed to CBNC in a timely manner.

To change your name due to a legal name change, Candidates must submit copies of notarized documentation to CBNC no later than November 7, 2011. Please do not send originals. When submitting a name change, make sure that you have an unexpired, government issued ID that matches the requested name change. When appearing for the exam appointment, Candidates without appropriate ID will not be admitted to take the exam and will forfeit all fees.

## Scheduling Your Exam with Prometric

The CBNC exam is administered on Tuesday, December 6 through Monday, December 12, 2011. To obtain your preferred testing date, time and location you are encouraged to schedule your exam appointment with Prometric as soon as you receive notification of approval of your eligibility to sit for the exam. The CBNC and Prometric will send notification via email so it is imperative to enable your spam filter to allow email from the "cbnc.org" and "prometric.com" domains and/or check your Junk Mail folder often to ensure email from CBNC and Prometric have not been filtered.

The CBNC email notification of your approval to sit for the exam provides a link to the CBNC Testing Information and Policies booklet. You must acknowledge receipt of the CBNC Testing Information and Policies booklet and are encouraged to read it carefully and to save it for future reference. After you acknowledge receipt, you will be provided with your CBNC Eligibility number. You will need this Eligibility number to schedule your exam with Prometric.

Candidates should be aware that not all Prometric test centers will be open on the CBNC test dates, nor will all sites necessarily have availability during the testing days. For this reason, Candidates are encouraged to schedule early. Seats for the CBNC exams cannot be guaranteed by Prometric. Those who register early will have the best opportunity to secure their preferred date, time and location.

Scheduling Online with Prometric is faster and more efficient and can be done 24/7 after receiving the email notification of approval and your Eligibility number from CBNC. A valid email address is required to schedule online. Candidates who schedule online will receive an email confirmation of their appointment from Prometric with their Prometric Candidate number. This number is required to confirm, reschedule or cancel an appointment and differs from your CBNC Eligibility number.

To schedule online go to [www.prometric.com/cbnc](http://www.prometric.com/cbnc) and click on the "Start" button to begin the process. You will be asked for your CBNC Eligibility ID and your city or zip code to display a list of test centers in your local area. Select your preferred testing center and select "December 2011" to display the available dates at that center. Select a day during the testing window period of the CBNC Exam (December 6-11, 2011) and the available times will appear. If no times are listed then the site has no available seats and you will be required to select another date and/or site. After you complete the scheduling process you are encouraged to print the confirmation page which contains your Prometric Candidate number. Keep this confirmation in a safe place because you will need your Prometric Candidate number should you need to cancel or reschedule your exam. If you cancel or reschedule from 3 to 29 days prior to your scheduled exam, Prometric will charge a \$25 fee.

**Scheduling by telephone** is available Monday through Friday, 8am to 8pm ET by calling 1-800-371-1989 in the U.S., U.S. Territories and Canada. Candidates outside the U.S., U.S. Territories and Canada must contact the appropriate Prometric Regional Call Center (RRC) for their area. This information can be found at [www.prometric.com/cbnc](http://www.prometric.com/cbnc). Please have your CBNC Eligibility Identification Number available when you contact Prometric.

Candidates scheduling by phone will NOT receive written confirmation of their appointment so be sure to note the appointment details and Prometric Candidate number assigned to you. Put your Prometric Candidate number in a safe place. This number is required to confirm, reschedule or cancel an exam appointment and differs from your CBNC Eligibility number. If you cancel or reschedule from 3-29 days prior to your scheduled exam, Prometric will charge you a \$25 fee.

Contact the CBNC office if you experience ANY difficulty scheduling your exam appointment at a Prometric testing center. We may be able to help.

## Rescheduling

Exam appointments can be rescheduled if time slots are available. CBNC shares Prometric test centers with other organizations and seats fill up quickly so if you need to reschedule you are cautioned to do so as early as possible because seats cannot be guaranteed.

To reschedule an exam appointment you must have your Prometric confirmation number and you must reschedule at least 3 days prior to your appointment using the Reschedule option at [www.prometric.com/cbnc](http://www.prometric.com/cbnc) or by calling Prometric's Contact Center at 1-800-371-1989; both are available 24 hours a day, 7 days a week. Prometric will assess a \$25 rescheduling fee for appointments rescheduled between 3-29 days of exam.

## Cancelling

In the event you decide for any reason to withdraw from participation in the exam, you must cancel your appointment with Prometric and notify CBNC in writing with signature no later than November 23, 2011 to be eligible for a refund of \$850 (certification) or \$550 (recertification). All other fees are not refundable. To cancel an appointment, use the Reschedule option at [www.prometric.com/cbnc](http://www.prometric.com/cbnc) or call Prometric's Contact Center at 1-800-371-1989. Prometric will assess a \$25 cancellation fee for appointments cancelled between 3-29 days of your exam. Candidates who cancel their appointments with Prometric but do not request a refund in writing from CBNC by November 23, 2011 will forfeit all refunds and fees.

## No-Show

If you fail to cancel by November 23, 2011 or for any reason fail to appear at the exam site where you are registered to sit for the exam you will forfeit all fees paid and no refund will be provided. If you are deemed eligible to take the exam, but do not schedule an appointment by November 23, 2011 you are considered a "no-show Candidate" and forfeit all fees. If you arrive late you may not be permitted to sit for the exam; whether or not you will be allowed to sit is entirely at the discretion of the Prometric test center and will depend on whether the site has availability to accommodate a late-arriving Candidate. Should the late-arriving Candidate not be permitted to test, he/she will forfeit all fees paid and no refund will be provided. If you cancel or fail to appear for the exam you will be required to file a new application, pay applicable fees and meet applicable eligibility criteria if you wish to sit for future exams.

## Special Accommodations for Testing

Special accommodations for testing must be requested in writing at the time of application. CBNC will try to accommodate later requests but cannot guarantee accommodations. In all cases, special accommodations must be requested in advance of scheduling an exam appointment. CBNC will make reasonable efforts to accommodate eligible Candidates, who provide documented evidence of their disability, with auxiliary aids and services that do not fundamentally alter the measurement of the knowledge the assessment program is intended to test. You can find a CBNC Special Accommodations Request form at <http://www.cccvi.org/cbnc//media/PDFs/SpecialAccomForm.pdf>.

## Admission to the Testing Center

Candidates should arrive at the test site 30 minutes prior to the starting time of their scheduled exam. Ideally, candidates should scout the location of the site and parking availability prior to the exam day. Candidates arriving after the starting time of the exam may not be permitted to sit for the exam due to scheduling issues or other factors at the test site. Neither CBNC nor Prometric shall be liable for a Candidate's failure to arrive at the test site prior to the start time of the exam. Candidates are not entitled to a refund of the application fee resulting from the Candidate arriving after the start time of the exam.

## Identification Required

Candidates are required to present a form of unexpired, government-issued ID bearing a current photograph and signature at the test site in order to be allowed to take the exam. If your driver's license does not include a photograph, this is not an acceptable form of identification.

If you are testing outside of your country of citizenship, you must present a valid passport or some other form of government issued ID with a photograph and signature. If you are testing within your country of citizenship, you must present either a valid passport, driver's license, national ID or military ID which contains your photograph and signature.

The identification document must be in Latin characters and contain your photograph and signature. If you do not have a government issued ID with photograph and signature you must make special arrangements with CBNC PRIOR to the exam date.

The Prometric Test Center Administration will validate a Candidate's identification by verifying that the name, photograph and signature on the Candidates ID match the Prometric record. If the Test Center Administrator has any questions or concerns about the Candidate's identification they will contact the CBNC office for further instructions.

### **Lockers & Unscheduled Breaks**

After successfully checking in, the Test Center Administrator will provide you with a locker. All personal items brought to the Testing Center must be locked in the locker for test security purposes, please limit what you bring to the testing center. Personal belongings include, but are not limited to: keys, snacks, purses, wallets, all forms of cell phones, pagers, calculators, books, notes and any other electronic devices. Snacks or money to purchase snacks may be retrieved from the locker during breaks but other personal belongings are NOT permitted to be accessed during a break or anytime during your visit to the test center.

There are no scheduled breaks during the exam, but Candidates may take a break as needed to use the restroom or get a snack. Food and beverages are not allowed in the testing room. You are not permitted to leave the building during an unscheduled break. Notes may not be taken from the test room, nor may notes or any electronic devices be retrieved, reviewed or used during a break. Candidates will be required to sign in and out of the testing room and may be asked to provide photo ID upon re-entry. No additional testing time is added for unscheduled breaks.

### **Security On-Site**

Strict security measures are maintained throughout all phases of exam development and administration. Prometric and CBNC have implemented security measures that include a photo capture of each Candidate, a biometric scan of two fingers and a scan of each Candidate's government issued photo ID. The material will be recorded with a date and time stamp. Information collected will become part of the Candidate Identity Record and used only for the purposes of confirming identity. Candidates from certain countries whose laws prohibit biometric data capture will be exempt from fingerprinting. In these instances, the Candidate will undergo alternate identification review. Prometric and CBNC will at all times be in compliance with applicable laws relative to Identity Management Services.

Proctors will supervise the administration of the exam and Candidates may be video and/or audio taped, to maintain the strictest security throughout the testing period. Irregularities observed during the testing period or suspicion by the exam proctors during the testing period, including but not limited to, creating a disturbance, giving or receiving unauthorized information or aid to or from other Candidates, attempting to remove test materials or notes from the testing room, referencing electronic or written notes during a break or using any prohibited device, material or notes, may be sufficient cause to terminate a Candidate's participation in the exam administration, or to invalidate or cancel scores.

The CBNC reserves the right to investigate each incident of misconduct or irregularity that occurs during the exam administration or that may be evidenced by subsequent statistical analysis of testing materials. If it is determined that a Candidate engaged in any form of exam impropriety before or during the exam, the exam will not be scored. Furthermore, should any impropriety have been found, the Candidate will not be allowed to reapply until three (3) years have passed; a new application and Candidate fees will be required. If such instance occurs, no refund of any fees paid will be made.

The exam materials are the property of the Certification Board of Nuclear Cardiology (CBNC). Their contents are copyrighted under the laws of the U.S. Copying, reproducing or taking any action to reveal the contents of an exam in whole or in part is unlawful and may be grounds for disciplinary or legal action by the CBNC. Removal of any exam materials from the exam room by Candidates or unauthorized persons is prohibited and may be subject to disciplinary or legal action.

## Problems at the Testing Center

All Prometric workstations conform to CBNC Board approved specifications for the exam. If a Candidate has a problem with a workstation he/she may request a workstation change if needed, provided the testing center has availability.

Issues or problems arising during the administration of exam must be reported to Prometric Test Center Administrator at the time the exam is being administered and no later than prior to the Candidate departing the test center site. Candidates are advised to ask the Test Center Administrator for their name and the ticket number assigned to their reported issue or problem. Candidates are then required to notify CBNC of the problem with the exam within 48 hours of the scheduled exam time. This notification should include the ticket number assigned by the Test Center Administrator for the problem.

CBNC and Prometric will make all reasonable efforts to deliver the CBNC exam 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 Prometric or CBNC, Prometric will use reasonable efforts to reschedule the Candidate for the exam within the test window dates. If the Candidate can not be rescheduled within the test window dates, CBNC at its discretion may provide the affected Candidate with an opportunity to take the exam at the next scheduled exam date for a reduced or waived exam fee. This shall be the Candidate's sole remedy. In no circumstances will CBNC reduce its standards or overturn a Candidate's score as a means of correcting a problem in exam administration.

CBNC 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 exam, including delays in score reporting.

## After the Exam

### Cancellation of Scores

If, for any reason, a Candidate feels that he or she may not have performed as well as hoped on the exam and does not want his/her exam scored or reported, he or she may send a letter or FAX to CBNC requesting cancellation of his/her score. A Cancellation of Scores template letter can be found at <http://www.cccvi.org/cbnc//media/PDFs/scorecancellationform.pdf>. These written requests must be signed and be received within five (5) working days of taking the exam. After this time, a score cannot be cancelled and will be reported and recorded.

Cancelled scores will not be reported to the Candidate nor will a record of the exam results be kept by CBNC. No refunds will be given to Candidates requesting score cancellations. To retake the exam after a score cancellation, a new application and fee must be submitted and the Candidate must meet the eligibility requirements in effect at the time of application.

### Determination of Passing Score

The CBNC passing score is based on an expected level of knowledge; it is not related to the distribution of scores obtained during a particular exam administration (i.e., the CBNC exams are not "graded on a curve"). Thus, in any given year, a Candidate has the same chance of passing the exam whether the group taking the exam at that time tends to have high scores or low scores. In other words, each Candidate is measured against a standard of knowledge, not against the performance of the other individuals taking the exam. A series of articles on CBNC's website explains a variety of exam related processes in greater detail:

[http://www.cccvi.org/cbnc/content\\_126.cfm?navID=38](http://www.cccvi.org/cbnc/content_126.cfm?navID=38). Approximately ten (10) weeks following the administration of the exam, the CBNC will mail each Candidate his or her exam results. Results will not be available onsite at the test centers and RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE, BY FAX OR EMAIL by CBNC.

Each Candidate will receive a letter indicating the percentage of correct questions needed to pass the exam and the number of questions they answered correctly, and a diagnostic report showing performance in each content area. Successful Candidates will receive a press release to announce their Diplomate status with CBNC. For

security and exposure reasons, Candidates are not permitted to review specific questions. Physicians certified by CBNC as Diplomates will be listed on the CBNC website approximately 2 weeks after the exam scores have been mailed and will receive a certificate suitable for framing in early April.

Candidates who applied as Testamurs and who passed the CBNC exam, are required to provide CBNC with documentation of having passed the Cardiology, Nuclear Medicine or Radiology board exam and a copy of their current medical license (with expiration date) in order to be granted Diplomate status with CBNC. A copy of the letter from the certifying board or a print-out from the certifying board's website documenting board certified status will be accepted and can be faxed to CBNC at 240-631-8152. Once documentation of board certification is received, CBNC will grant Diplomate status and will mail the Candidate's certificate to the address of record and will add their name to the roster of Diplomates on our website under the Who's Certified link.

### **Request for Manual Scoring**

Candidates who were not successful in passing the exam may request that their exam be rescored manually to verify the electronically reported scores. This process involves a human review of scores to make certain that all score data were captured and that the questions and answers were correctly matched in the electronic scoring. Requests for manual scoring can be honored only up to four (4) months after the date published on the score report and should be directed to CBNC at our home office.

Manual score requests must be in writing and accompanied by a check or money order in the amount of \$45 (U.S. funds), made payable to the CBNC. The written request must include the Candidate's name, CBNC ID number, address and signature.

### **Appeal of Scores**

CBNC provides an appeal process for Candidates who experience problems related to the exam administration, or were exposed to testing conditions severe enough to cause a major disruption of the exam process. Appeals based solely on the belief that the Candidate should have passed; or that he/she prepared intensely and has practiced nuclear cardiology for years or for having missed passing by a number of points will not be considered by the Appeals Committee.

Exam response data will be retained by CBNC for six (6) months following an exam. If there are appeals by Candidates, those records will be retained until the appeal process is concluded.

All appeals shall be conducted in accordance with the appeals procedures adopted by the CBNC Board of Directors. Candidates who feel they have a legitimate reason to appeal their scores must contact CBNC to obtain a copy of the CBNC Due Process and Appeals policy.

### **Designation of Diplomate Status**

CBNC issues a certificate to successful Candidates who then may present themselves to the public as specialists in the field of Nuclear Cardiology. Successful Candidates may designate on letterhead, cards, websites, etc. that they are "Diplomates of the Certification Board of Nuclear Cardiology."

Acceptable terminology for CBNC Board Certified Diplomates is limited to:

Board Certified in Nuclear Cardiology

Board Certified, Certification Board of Nuclear Cardiology, and

Diplomate, Certification Board of Nuclear Cardiology

\* Note: The organization initials (CBNC) may be substituted for the full name. Advertising of "Board Qualified" or "Board Eligible" is prohibited.

The designation FASNC is issued by the American Society of Nuclear Cardiology (ASNC), not by the CBNC. Use of this designation based solely on passing the exam is prohibited. Contact ASNC for information on use of this designation.

Diplomates are not permitted to use the CBNC Logo as part of their designation. The CBNC Logo is trademarked and unauthorized use is unlawful and subject to disciplinary action and/or prosecution. Diplomates found to be out of compliance with allowable usage will be contacted in writing and asked to conform to CBNC's Policy on Designation. If the error is not corrected within a reasonable amount of time, (e.g., 30 days), the individual may be subject to disciplinary action according to CBNC policies.

## Exam Related Policies

### Nondiscrimination Policy

The CBNC does 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 CBNC Diplomates to maintain their certified status by applying for recertification at the appropriate time during their ten-year certification period. Diplomates are permitted to recertify in years 8, 9 or 10 of certification. CBNC will make a good faith effort to contact Diplomates regarding changes in policy and procedure and to provide application material to rectify; however, the onus is on Diplomates to maintain their certification status and to keep the CBNC office apprised of any address changes.

### Revocation of Certification

The CBNC Board of Directors may, at its discretion, revoke certification if the Diplomate fails to maintain moral, ethical or professional behavior satisfactory to the Board or engages in misconduct that adversely affects professional competence or integrity. 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 the complete CBNC policies, visit [www.cbnc.org](http://www.cbnc.org).

## Preparing for the Exam

To prepare for taking the exams, the following suggestions are offered:

**Review the Exam Content Outline** at [http://www.cccvi.org/cbnc/content\\_141.cfm?navID=44](http://www.cccvi.org/cbnc/content_141.cfm?navID=44). This outline provides a breakdown of the exam content areas with an approximate percentage of the total exam that is allotted to each area.

The References listed on CBNC's website at [http://www.cccvi.org/cbnc/content\\_125.cfm?navID=36](http://www.cccvi.org/cbnc/content_125.cfm?navID=36) with links to the publishers of each book or program may prove helpful in the review of the subject areas included in the exam. (Note: The listing of these references is intended for use as a study aid only. CBNC does not intend the list to imply endorsement of specific texts, nor are the questions on the exam taken directly from these texts.)

**Go through the CBNC Exam Preparation Tutorial**, available at no cost on CBNC's website ([www.cbnc.org](http://www.cbnc.org)). This demonstration tutorial replicates computer screens as Candidates will see them during the exam and allows Candidates to review buttons and graphics to prepare Candidates to navigate through the new electronic format. Candidates should NOT expect to be able to learn electronic exam navigation onsite at the exam, and should arrive having reviewed the tutorial previously. The tutorial is not a content review.

**Prometric has begun offering a "Test Drive"**, which allows Candidates to schedule a generic sample test at a Prometric testing center. For a fee of \$30, Candidates will be able to go through the scheduling and registration process, the check-in process and participate in a 15 minute sample test that introduces electronic testing utilities examinees will encounter during the exam. For first-time electronic testing Candidates, this can eliminate some of the unfamiliarity that causes stress during an actual exam. To sign up for a "test drive", go to <http://www.prometric.com/TestDrive/default.htm> and follow the instructions to schedule an appointment.