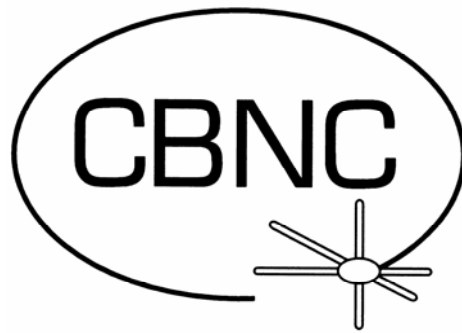


CBNC Certification Program



Testing Information and Policies

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ABOUT APCA™ AND CBNC

On December 31, 2015 the former Council for Certification in Cardiovascular Imaging (CCCVI) signed a merger agreement with The American Registry for Diagnostic Medical Sonography® (ARDMS®). On January 1, 2016, a new physician certification organization named the Alliance for Physician Certification and Advancement™ (APCA™) was created. APCA™ will exclusively serve the physician community and support its enduring commitment to continual learning and providing high-quality and compassionate patient care through certification.

The Certification Board of Nuclear Cardiology (CBNC) certification program was established in 1996 to develop and administer practice-related examinations in the field of Nuclear Cardiology and to award certification to those physicians who successfully complete the CBNC examination process. The objective of the CBNC certification program is to support optimal patient care and enhancement of the field through a certification program that promotes quality, professionalism and practice-based learning and improvement.

The Certification Board of Nuclear Cardiology (CBNC) and the Certification Board of Cardiovascular Computed Tomography (CBCCT) assessments are now a part of APCA™ family of certification alliances. Development and administration of these practice-related examination programs is conducted by Assessment Oversight Teams comprised of cardiovascular imaging physicians and associated cardiovascular imaging experts, such as physicists and radiopharmacists.

Individuals applying for the Certification Board of Nuclear Cardiology (CBNC) certification through the Alliance for Physician Certification and Advancement™ (APCA™), the successor organization to CBNC, in accordance with and subject to the APCA™ policies. APCA™ and CBNC's policies may be different from other exam programs. Candidates must follow CBNC examination policies as covered in the [Certification and Recertification Candidate Bulletins](#), [CBNC Certification Program Testing Information and Policies](#) and [APCA™ Compliance policies and procedures](#).

Contact Information

Certification Board of Nuclear Cardiology (CBNC)

1401 Rockville Pike, Suite 600, Rockville, MD 20852

Tel: +240.631.8151 • Fax: +240.631.8152

Email: administration@cbnc.org • Website: www.cccvi.org/cbnc

Prometric Scheduling Contact Information

Online: 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 for the call center in your area

2016 Examinations - Important Dates

Exams Testing Window (Certification & Recertification)

Friday, December 9 – Friday, December 16, 2016

Withdrawal/Cancellation Deadline

Wednesday, November 23, 2016

Cancellation of Scores Deadline

5 working days after your examination

2016 Scores to be Mailed (Anticipated)

Approximately 10 weeks following the Examination

Diplomate Certificates Mailed

April 2017

NOTE: Prometric offers more than 10 million examinations annually from hundreds of different organizations. The focus of test center personnel is to safeguard the integrity of the examination, not necessarily to assist candidates.

Therefore, if you experience any problems while at your testing center, call

CBNC staff at 240-631-8151. The office is open from 7:00 AM to 8:00 PM

Eastern on examination days and our focus is on you. Normal office hours are 8:30 AM to 5:00 PM Eastern, Monday – Friday.

Examination Format

The examination format is electronic and administered on computer workstations. Prometric hosts the examinations in its test centers located throughout the U.S. and abroad. Candidates will be monitored by proctors 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* examination is comprised of up to 175 multiple choice questions and candidates have 4½ hours to complete the examination with a total appointment time of 5 hours allowing fifteen minutes for a pre-examination tutorial and fifteen minutes post-examination survey.

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

The examinations are administered in English. Each question has four answer options, only one of which is the best or correct answer. Many questions have images in grayscale or color; cine or static. The workstation will include a workstation calculator which will be available for use during the examination. **Use of personal calculators is strictly prohibited during the examination.** It is strongly recommended that you take the time to review the pre-examination tutorial before going to the examination center. The Tutorial can be found under *About the Exams* menu option of the CBNC website at www.cccvi.org/cbnc.

Examination 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 examination specification and to determine the content of the examination.

An analysis of the practice of Nuclear Cardiology is conducted every five years to stay current with the technology. Other Practice Analyses were conducted in 2001, 2006 and 2011 to ensure that the content of the CBNC examination continues to reflect accurately current practice in Nuclear Cardiology. The analysis of the 2011 data was used to update the examination specifications and determine the content of the current examinations. Review the Exam Content Outline at http://www.cccvi.org/cbnc/content_141.cfm?navID=44.

The CBNC certification program retains test consultants to provide assistance in the development of the examinations. The consultants are psychometric specialists who serve certification bodies by planning, developing, and administering assessment procedures and programs designed to measure professional competence. The examination questions were developed by the CBNC Assessment Oversight Team, a panel of Subject Matter Experts, under the guidance of the consultants. The examination question pool is updated on a regular basis to reflect current knowledge. Individual questions are modified or deleted based on statistical analysis.

Change of Name, Address, Email

If you move or change your email, phone or name after submitting your application for the CBNC examination, it is imperative that you notify us. Change your contact information by either **login** to your CBNC online account or by creating a CBNC online account at www.cccvi.org/cbnc. Alternatively, scan your SIGNED request to change your contact information and include it as an attachment and email it to administration@cbnc.org or fax it to 240-631-8152. CBNC staff are 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, submit copies of notarized documentation and a SIGNED request to the CBNC office. If sending your request by email, scan your SIGNED request and notarized documentation and include as attachments and email to administration@cbnc.org. If sending by postal mail, please do not send originals. When making a name change, make sure that you have an unexpired, government issued ID with your signature that matches the requested name change. When appearing for the examination appointment, Candidates must have an ID that matches the name on the Prometric records. Candidates without appropriate ID will not be admitted to take the examination and will forfeit all fees.

Scheduling Your Examination with Prometric

The CBNC examinations will be administered between Friday, December 9 - Friday, December 16, 2016. To obtain your preferred testing date, time and location you are encouraged to schedule your examination appointment with Prometric as soon as you receive notification of approval of your eligibility to sit for the examination. The CBNC and Prometric will send notification via email so it is imperative to enable your spam filter to allow email from the "APCA.org" and "prometric.com" domains and/or check your Junk Mail folder often to ensure emails from CBNC and Prometric have not been filtered.

The CBNC email notification of your approval to sit for the examination provides a link to the *CBNC Certification Program Testing Information and Policies* booklet. You must acknowledge receipt of this document in order to be allowed to access your Eligibility ID number and you 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 ID number. You will need this Eligibility ID number to schedule your examination 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 examinations 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 ID 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 Confirmation number. This number is required to confirm, reschedule or cancel an appointment and differs from your CBNC Eligibility ID number.

To schedule online go to www.prometric.com/cbnc and click on the "Schedule" button to begin the process. You will be asked for your CBNC Eligibility ID number 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 2016" to display the available dates at that center. Select a day during the testing window period of the CBNC Examination (December 9- December 16, 2016) 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 page which contains your Prometric confirmation number. Keep this confirmation in a safe place because you will need your Prometric confirmation number should you need to cancel or reschedule your examination.

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. 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 confirmation number assigned to you. Put your Prometric confirmation number in a safe place. This number is required to confirm, reschedule or cancel an examination appointment and differs from your CBNC Eligibility number.

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

Rescheduling

Examination 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 examination appointment you must have your Prometric confirmation number and you must reschedule by using the Reschedule option at www.prometric.com/cbnc or by calling Prometric's Contact Center at 1-800-371-1989. **Prometric has revised their reschedule policy and fee structure with cost implications to Candidates.** Prometric will assess Candidates a \$25 rescheduling fee for appointments rescheduled less than thirty (30) days of their originally scheduled examination date. IN ADDITION, Candidates who reschedule less than five (5) days of their originally scheduled examination date will be assessed an ADDITIONAL fee of \$165 by CBNC.

Cancelling

In the event you decide for any reason to withdraw from participation in the examination, you must cancel your appointment with Prometric and notify CBNC in writing with signature no later than November 23, 2016 to be eligible for a refund of \$795 (certification) or \$525 (recertification). For those who received the \$50 multimodality discount, the refund will be less \$50. All other fees are not refundable. To cancel an appointment, use the Reschedule/Cancel option at www.prometric.com/cbnc or call Prometric's Contact Center at 1-800-371-1989. Prometric will assess a \$25 fee for appointments cancelled less than thirty (30) days of the examination. Candidates who cancel their appointments with Prometric but do not request a refund in writing with SIGNATURE from CBNC by November 23, 2016 will forfeit all refunds and fees.

No-Show

If you fail to cancel by November 23, 2016 or for any reason fail to appear at the examination site where you are registered to sit for the examination you will forfeit all fees paid and no refund will be provided. If you are deemed eligible to take the examination, but do not schedule an appointment by November 23, 2016 you are considered a "no-show Candidate" and forfeit all fees. If you arrive late you may not be permitted to sit for the examination; 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 examination you will be required to file a new application, pay applicable fees and meet applicable eligibility criteria if you wish to sit for future examinations.

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 examination 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/APCA Special Accommodations Request* form under the Resources/Forms & Templates menu option at www.cccvi.org/cbnc.

Admission to the Testing Center

Candidates should arrive at the test site 30 minutes prior to the starting time of their scheduled examination. Ideally, Candidates should scout the location of the site and parking availability prior to the examination day. Candidates arriving after the starting time of the examination may not be permitted to sit for the examination 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 examination. Candidates are not entitled to a refund of the application fee resulting from the Candidate arriving after the start time of the examination.

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 examination. 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 examination 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 & Prohibited Activities

After successfully checking in, the Test Center Administrator will provide you with a locker. Please limit what you bring to the testing center as you are prohibited from accessing any personal items except snacks at any time during administration of your examination, including the time you are on an unscheduled break. ALL personal belongings must be locked in the locker for test security purposes. Personal belongings include, but are not limited to: Purses, wallets, keys, books, notes, calculators, all forms of cell phones, pagers, and any other

electronic devices. Snacks may be retrieved from the locker but other personal belongings are NOT permitted to be accessed during your visit to the test center.

There are NO scheduled breaks during the examination. The examination consists of a single module of questions WITHOUT any scheduled breaks. Candidates may take an unscheduled break to quickly use the restroom or retrieve a snack from their locker. However, the clock on the examination will continue to run and no additional time will be added. Candidates are not permitted to leave the building once their examination has begun. **Notes and study materials may not be taken to and from the test room, nor may notes, study materials, books, cellphone or any other electronic devices be retrieved, reviewed or accessed at any time during administration of the examination, including the time you are permitted to use the restroom or retrieve a snack from your locker. Such action is a violation of testing policy and will result in disciplinary action according to [APCA Compliance policies and procedures](#).** Candidates will be required to sign in and out of the testing room and may be asked to provide photo ID upon re-entry.

Security On-Site

Strict security measures are maintained throughout all phases of examination development and administration. Prometric and the CBNC certification program under APCA 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. A wand scan will also be performed on each Candidate to scan for any items that are not permissible in the testing room. 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 fingerscanning. In these instances, the Candidate will undergo alternate identification review. Prometric and the CBNC certification program will at all times be in compliance with applicable laws relative to Identity Management Services.

Proctors will supervise the administration of the examination 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 examination 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 once the examination has begun or using any prohibited device, material or notes, may be sufficient cause to terminate a Candidate's participation in the examination administration, or to invalidate or cancel scores.

APCA reserves the right to investigate each incident of misconduct or irregularity that occurs during the CBNC examination administration or that may be evidenced by subsequent statistical analysis of testing material. Where CBNC certification program policies, including APCA Compliance policies and procedures, and Prometric policy are not in agreement, CBNC/APCA policy supersedes Prometric policy. All testing cubicles, check-in areas and locker facilities are videotaped and/or audio monitored. CBNC staff can request DVD recording of any of its test administrations. Candidates determined to have engaged in prohibited behavior, whether inadvertently or not, may be subject to the penalties outlined in the [APCA Compliance policies and procedures](#). Candidates are strongly encouraged to read and familiarize themselves with the applicable [Certification and Recertification Candidate Bulletins](#), [CBNC Certification Program Testing Information and Policies](#) and [APCA™ Compliance policies and procedures](#). Not all boards have the same policies and you will want to be cognizant of CBNC procedures and APCA policies because you are bound by them.

The examination materials are the property of the CBNC certification program. Their contents are copyrighted under the laws of the U.S. and copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful and may be grounds for disciplinary or legal action by the CBNC. Removal of any examination material from the examination room by Candidate or unauthorized persons is prohibited and may be subject to disciplinary action or legal action.

If You Encounter Problems at the Testing Center

All Prometric workstations conform to the CBNC certification program 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.

If an issue or problem arises during your examination administration which you believe may impact your performance, it must be reported to the Prometric Test Center Administrator (TCA) at the time your examination is being administered. Candidates are advised to ask the Test Center Administrator for their name and the ticket number assigned to their report issues or problems. Candidates are then required to notify CBNC, in writing, of the problem with the examination within 48 hours of their scheduled examination time. This notification should include the ticket number assigned by the TCA for the Candidate's problem, the TCA's name and be as detailed as possible. Email the information to administration@cbnc.org. **The CBNC certification program cannot address administrative or technical problems with Prometric if a complaint was not filed with the test center and with CBNC. APCA will not entertain appeals of Candidates who did not report issues as outlined above.**

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

Neither APCA or the CBNC certification program shall 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.

NOTE: Prometric offers more than 10 million examinations annually from hundreds of different organizations. The focus of test center personnel is to safeguard the integrity of the examination, not necessarily to assist Candidates. Therefore, if you experience any problems while at your testing center, call the CBNC staff at 240-631-8151. We staff the office from 7:00 AM to 8:00 PM (Eastern) on examination days and our focus is on you.

After the Examination

Cancellation of Scores

If, for any reason, a Candidate feels that he or she may not have performed as well as hoped on the examination and does not want his/her examination scored or reported, the Candidate must send a written and signed request to CBNC requesting cancellation of his/her score. A *Cancellation of Scores* template letter can be found under *Forms & Templates* menu option at www.cccvi.org/cbnc. Scan your SIGNED request, include as an attachment and email it to administration@cbnc.org or fax it 240-631-8152. This request must be received within five (5) working days of taking the examination. 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 examination results be kept by CBNC. No refunds will be given to Candidates requesting score cancellations. To retake the examination 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 examination administration (i.e., the CBNC examinations are not “graded on a curve”). Thus, in any given year, a Candidate has the same chance of passing the examination whether the group taking the examination 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 examination. A series of articles on CBNC’s website explains a variety of examination related processes in greater detail: http://www.cccvi.org/cbnc/content_126.cfm?navID=38.

Reporting of Scores

Approximately ten (10) weeks following the administration of the examination, the CBNC certification program will mail each Candidate his or her examination 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 whether s/he passed or failed along with a diagnostic report showing performance in each content area. Successful Candidates will receive a press release to announce their Diplomate status with CBNC (Testamurs will not receive this). 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 examination scores have been mailed and will receive a certificate suitable for framing in April.

Candidates who applied as Testamurs and who passed the CBNC examination, are required to provide the CBNC certification program with documentation of having passed the Cardiology, Nuclear Medicine or Radiology board examination and a copy of their current unconditional, unrestricted medical license (with expiration date) in order to be granted Diplomate status. (Non-U.S. Candidates are required to submit a copy of their diploma in their specialty and a copy of full medical licensure.) A copy of the letter from the certifying board or a print-out from the certifying board’s website documenting board certified status and full medical licensure can be emailed to administration@cbnc.org or faxed to 240-631-8152. Once documentation is received, Diplomate status will be granted and will be reflected accordingly on the CBNC website under the *Verify Certification* tab. The Diplomate’s certificate will be mailed to the address of record.

Request for Score Verification

Candidates who were not successful in passing the examination may request verification of their 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 score verification can be honored only up to four (4) months after the date published on the score report. The fee for score verification is \$75 and requests and payments can only be done online by *Login* to your existing CBNC online account.

Appeal of Scores

Candidates who fail the examination may appeal the score by following the APCA Due Process and Appeals policy. The appeal must be for reasons related to the examination administration (e.g. 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 nuclear cardiology for years or for having missed passing by a 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 Prometric testing center TCA and to the CBNC office as described above under *Problems at the Test Center* policy. Documentation to support your appeal must be submitted with your appeal request. Candidates who feel they have a legitimate reason to appeal their scores must contact staff to obtain a copy of the 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 examination 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.

Examination Related Policies

Nondiscrimination Policy

APCA™ and the CBNC 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 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 certification program staff 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. 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

APCA may, in its discretion, revoke CBNC certification 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](#).

Preparing for the Examination

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

- **Review the Exam Content Outline** at http://www.cccvi.org/cbnc/content_141.cfm?navID=44. This outline provides a breakdown of the examination content areas with an approximate percentage of the total examination that is allotted to each area.
- **See the References listed on CBNC's website** at 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 examination. (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 examination taken directly from these texts.)
- **Take the CBNC Exam Preparation Tutorial**, available at no cost on CBNC's website (www.cbnc.org). This demonstration tutorial replicates computer screens as Candidates will see them during the examination 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 examination navigation onsite at the examination, and should arrive having reviewed the tutorial previously. The tutorial is not a content review.
- **Prometric offers 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 examination. For first-time electronic testing Candidates, this can eliminate some of the unfamiliarity that causes stress during an actual examination. To sign up for a "test drive", go to <http://www.prometric.com/TestDrive/default.htm> and follow the instructions to schedule an appointment.

The CBNC certification program leadership and staff wish you all success in preparing for and sitting for your examination. Please CONTACT us if you experience problems at any time, whether in trying to schedule your appointment, during check in for your appointment or if that rare something happens during your examination.

Our focus is on YOU! Tel: +240-631-8151.

