



Video Practical Examination Resubmission Policy

Candidates who have unsuccessfully completed the Video Practical Examination (VPE) portion of the certification examination and have received a letter from the certification team indicating specific deficiencies in their practical examination performance may resubmit additional VPE performance videos.

New video authorization and patient consent forms must be submitted with the BOC Retake Application for the VPE resubmission. Videos should be in one of two formats – Quicktime or WMV.

The resubmitted video will relate in its entirety only to the candidate's performance with respect to each **unsuccessful task** identified in the deficiency letter. Upon receipt of a candidate's resubmission request, the new videos will be reviewed by a different set of VPE evaluators in order to assess candidate performance of the identified tasks, consistent with applicable BOC policies.

Candidates who wish to resubmit a VPE must submit an original video and three (3) copies within thirty (30) days of the date of the VPE deficiency letter issued by the certification team. The videos should contain **only** complete demonstrations of those tasks scored "U" in the deficiency letter.

Candidates have two (2) opportunities to resubmit unsuccessful VPEs, but must complete all required portions of the certification examination within three (3) years of the date of BOC candidate acceptance. If, after two (2) video resubmissions, BOC determines that the candidate's VPE performance of the identified deficient tasks is below the applicable certification standards, the candidate must submit an entirely new VPE, including the VPE administrative fee.

Candidates must include a \$150 fee for each resubmission.

A candidate may request an extension of the time in which to resubmit a VPE. This request, indicating the specific reason for the extension request, must be in writing, signed by the candidate, and received by the BOC at least ten (10) days prior to the resubmission deadline. Email and fax requests are preferable.

In the event a candidate fails to resubmit a VPE within thirty (30) days of the resubmission period, or fails to request a resubmission extension request at least ten (10) days prior to the resubmission deadline, a late fee of \$25 will be assessed every two (2) months until the new video submission is received.

Candidates must send their video resubmissions to:

Board of Certification/Accreditation (BOC)
Attention: VPE Coordinator
10451 Mill Run Circle
Suite 200
Owings Mills, Maryland 21117

Candidates will be notified, in writing, of the final decision within thirty (30) days, following the evaluators' review.