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Recertification Policy

For all BOC Certification Programs



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A. Introduction

The Board of Certification/Accreditation (BOC) sponsors and administers a rigorous, examination-based professional certification program, which encompasses the BOC Recertification Program. Individuals who are granted a BOC credential must demonstrate an ongoing professional commitment to the field of orthotics and prosthetics (O&P) and/or durable medical equipment (DME) by satisfying the requirements of this Program.

This policy explains the requirements that must be satisfied to maintain BOC certification, and provides related information, including the standards, guidelines and procedures of the Program. Each certificant must review, accept, and agree to the terms of this policy to maintain BOC certification. Inquiries or questions concerning this policy should be directed to the BOC Credentialing Manager.

B. Statement of Purposes

The goal of the BOC certification renewal policy is to enhance continuing competence in the certified area. BOC defines continuing competence consistent with how the National Commission for Certifying Agencies (NCCA), the accrediting body for professional credentials, as demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career.

The BOC Recertification Program supports the ongoing professional development of BOC certificants and the maintenance of BOC certification by:

- requiring reasonable and appropriate continuing educational and professional activities;
- enhancing the ongoing professional development of certificants;
- encouraging and recognizing individualized learning opportunities; and
- providing a standardized, objective and straightforward process for attaining and recording continuing educational and professional activities.

C. Recertification Time Interval

The BOC Recertification Program requires that certificants accrue the requisite number of Continuing Education Units (CEUs), within a five-year cycle. This cycle ensures that certificants demonstrate currency in job-related skills within an appropriate period and coincides with the five-year job analysis studies that BOC performs to assure the continued job-relatedness of certification examinations.

D. Recertification Requirements

It is the responsibility of the certificant to ensure that BOC has their current personal email and mailing address on file, if BOC needs to contact them. Keeping this information up to date helps ensure timely communication regarding certification status, requirements, or other important notices.

Consistent with the terms of this policy, BOC certificants must satisfy the following requirements to maintain certification:

1. **CEU Requirements.** Certificants must accrue the required number of CEUs designated for the particular BOC certification during each continuing education (CE) cycle, which is a five-year period. The number of CEUs required for each CE cycle differs for each BOC certification category, as follows:

- For the Orthotist, BOC-Certified (BOCO®) and Prosthetist, BOC-Certified (BOCP®) programs, a minimum of seventy-five (75) CEUs are required.
- For the BOC Pedorthist™ (BOCPD™) program, a minimum of fifty-five (55) CEUs are required.
- For the Certified Orthotic Fitter (COF®) program, a minimum of forty (40) CEUs are required.
- For the Certified Mastectomy Fitter (CMF®) program, a minimum of ten (10) CEUs are required.
- For the Certified Durable Medical Equipment Specialist (CDME®) program, a minimum of ten (10) CEUs are required.

Please see the BOC website or contact BOC for additional information concerning CEU requirements.

2. **BOC Code of Ethics and Policy Compliance.** Certificants must comply with the Code of Ethics, and other BOC policies, in order to maintain certification status.
3. **Annual Renewal Fee Requirements/Payment Options.** Certificants must submit full payment of all annual renewal fees, and other applicable fees if any, related to the Recertification Program each year by their certification expiration date to maintain certification and to remain in good standing. Please note that BOC retains the right to assess administrative and/or other fees related to the Recertification Program on an appropriate basis. Such fees must be paid in full in order to maintain active certification status.

E. Qualifying Activities/Approved Methods for Earning Continuing Education Units (CEUs)

Unless specifically otherwise permitted by this policy, all CE activities accepted and approved by the BOC Recertification Program for CEUs must be relevant to the practice of O&P and/or DME, and satisfy the requirements stated in this policy.

1. **Requirements for CE Activities.** To qualify for CEUs, the CE activity must be related to:
 - (a) treatment methods, technologies or devices;
 - (b) business or ethical issues related to maintaining a professional practice; or
 - (c) other subjects directly relevant to the practice of providing professional service to the patient population.

BOC reserves the sole and exclusive right to determine whether a CE activity is relevant to the practice of O&P and/or DME under the terms in this policy.

2. **Evaluation of CE Activities.** In order to determine whether a CE activity may qualify for CEUs, BOC will consider three aspects: the subject matter of the activity; the objectives of the activity; and the credentials of the sponsor, presenter, or author of the activity.
 - a. **Examples of Qualifying CE Activities.** While BOC does not expressly limit the types of activities that may qualify for CEUs, the following are examples of activities that typically qualify:
 - 1) Attending college- or university-sponsored continuing education courses;
 - 2) Attending seminars, workshops, conferences or other educational programs;
 - 3) Authoring publications in books or scholarly journals;

- 4) Acting as a speaker or presenter during professional presentation activities directly related to the field of orthotics and/or prosthetics;
- 5) Developing new and original learning programs, seminars or workshops;
- 6) Leadership and community service activities; and,
- 7) Independent study of professional or academic journals – receive 1 CEU for a 250-500 word summary of the publication.

3. **Documentation Required for Proof of CE Credit Hours Earned.** Unless otherwise permitted by this policy, certificants must maintain and provide to BOC the appropriate records documenting the number and the categories of CE credit hours sought with respect to a particular CE activity. Documentation required to demonstrate the CE credit hours sought with respect to a particular CE activity includes the following: (a) a true copy of a certificate, continuing education report, or similar document issued by the activity sponsor or a national certifying body, which indicates the number and the categories of credit hours the sponsor designates for the activity; (b) a true copy of an activity program or agenda published by a sponsor that indicates the times during which the activity was conducted; (c) a letter prepared and signed by a sponsor, presenter or other authorized representative of the activity that indicates the number and the categories of recommended CE credit hours related to participation in the activity. Additionally, for activities consisting of independent study of professional or educational publications, proof of the CE credit hours sought with respect to the activity may be demonstrated by documentation sufficient to provide proof of attendance or completion of the activity, as set forth in this Section below.

4. **Categories of Credit Hours.**

- a. **Scientific.** Scientific credit hours are earned through qualifying activities related to the clinical, professional and/or technical aspects of the practice of O&P and/or DME. A minimum of 50% of a certificant's total CE credit hours must be earned in scientific credit hours during a CE cycle.
- b. **Business.** Business credit hours are earned through qualifying activities related to the management of O&P and/or DME facilities, or, to health care regulation. A maximum of 50% of a certificant's total CE credit hours can be earned in business credit hours during a CE cycle.

5. **Documentation Required for Proof of Attendance or Completion.** Unless otherwise permitted by this policy, certificants must maintain and provide to BOC the appropriate records documenting their attendance, or completion of a CE activity. Documentation required to demonstrate attendance or completion of a CE activity includes the following: (a) a true copy of a certificate, continuing education report, activity program materials, or other documents distributed by the activity sponsor or a national certifying body, which specifically identifies the certificant as a participant in the activity; or, (b) a letter prepared and signed by an authorized representative of the program, sponsor, or presenter, attesting to the certificant's participation in the activity. Additionally, for activities consisting of independent study of professional or educational publications, proof of attendance or completion of the activity may be demonstrated by the following: a true copy of the publication, advertising literature referring to the publication, or other materials published by the author or publisher, which identifies the specific title, author and publisher of the publication; and, a written statement, prepared and signed by the certificant, which provides a two-hundred-fifty to five-hundred (250-500) word summary of the publication.

6. **Evaluation and Verification of Submitted Documentation.** BOC reserves the sole and exclusive right to:

- determine whether the documents submitted by the certificant satisfy the documentation requirements set forth in this policy; and

- verify the accuracy of the information contained in such documentation. To verify information provided by a certificant, BOC may contact any appropriate information source, including individuals or organizations referred to in the documentation submission.

F. General CE Guidelines

1. **CE Credit Applications.** Certificants are responsible for reporting CE activities to BOC. The CEU submission must include the following information and documentation: (a) the name of the program sponsor, author or presenter of the activity; (b) the date(s) on which the activity was conducted; (c) the name of the course, program or seminar; and (d) documentation sufficient to provide proof of attendance or completion of the activity, as well as proof of the CEUs earned with respect to the activity, as set forth in Section D. of this policy.

BOC has forms available for certificants to use. Forms may be submitted by email, mail, or fax. Certificants may submit CE submission forms upon completion of an activity or at the end of a CE cycle. Most certificants submit at the completion of an activity to avoid any chance of losing or misfiling information during a CE cycle.

In the event that the required documentation is unavailable for a specific activity, the certificant must submit a description of the content and subject matter of the activity, including a statement explaining how that activity satisfies the applicable activity requirements, as set forth in this policy.

2. **Documentation Issued by Providers of BOC Approved CE Courses.** For CE courses that have obtained registration under the BOC Approved Continuing Education (CE) Program, BOC shall accept course records issued and submitted by the course provider, in accordance with the terms of the BOC Approved CE Program policy. In such cases, the certificant is not required to submit a CEU submission form to properly report completion of the activity. For additional information, please refer to the BOC Approved CE Program policy or contact BOC.
3. **Granting CE Credit.** All activities submitted for consideration as CEUs are subject to review and approval by BOC. CEUs for each CE activity will be granted on a one-time basis only. In all cases, credit is granted only after the CE activity has been completed and documented. Credit is not granted for time spent at social functions or breaks.
4. **CE Credit Denial.** BOC reserves the sole and exclusive rights to evaluate all CE activities on an individual basis, and to grant or deny credits for those activities according to this policy and other BOC requirements, at its discretion. As part of such evaluation, BOC may consider the number of credits indicated for an activity or program by program providers. However, BOC reserves the sole and exclusive right to make all final determinations concerning the number of CEUs granted for each activity. The BOC certificant will be notified when CEUs are reduced or denied, including a statement indicating the basis for such action. BOC reserves the right to request additional information or clarification concerning a specific activity prior to final acceptance and granting of CEUs, or at a future time.
5. **Maintenance of Personal CEU Records.** Consistent with the terms of this policy, BOC certificants should maintain the required records and documentation related to each reported CE activity for at least twelve (12) months after the applicable CE cycle has ended. Such records should be stored in a safe and secure manner.

6. **Transfer of Excess Credit Hours**. Certificants in good standing who earn more than they need, within the 5-year CE cycle, may carry over limited CEUs into the next 5-year CE cycle. The number of excess CEUs that may be applied to the following CE cycle is limited to twenty percent (20%) of the total number of CEUs required for a given CE cycle. If excess CEUs are applied to the next CE cycle, BOC certificants must maintain all required documentation related to such activities, consistent with the terms of this policy.

G. Failure to Satisfy CE and Renewal Fee Requirements

BOC certificants who fail to satisfy applicable CE or annual renewal fee requirements within the deadlines set forth in this policy are subject to disciplinary actions. BOC's CEO or the CEO's designee has discretion to, and may, impose or waive any of the following disciplinary actions upon a showing of good and reasonable cause. Certificants may request waivers by submitting a request which the certificant must set forth in a written request submitted to BOC, in the form of an email, fax, or letter.

Suspension. A BOC certificant failing to satisfy applicable CE and/or renewal fee requirements will be placed on immediate suspension status for three (3) years, or until such time as the suspended certificant fulfills the applicable CE and/or renewal fee requirements.

- a. **Requirements During Suspension Term**. Suspension constitutes the temporary loss of active certification status. A suspended certificant must: (1) return all original or copied credential materials to BOC for the duration of the suspension period, including all past BOC certificates and pins; and, (2) immediately stop, and refrain from, any representations or statements which indicate that he or she is certified, or otherwise associated with BOC during the suspension period.
- b. **Reinstatement from Suspension to Active Certification Status**. In order to obtain reinstatement from suspension status, the certificant must submit: (1) documentation demonstrating that all past-due CEUs from previous CE cycles have been earned, pursuant to the terms of this policy; (2) documentation of all CEUs that are currently due as of the date(s) that the certificant submits the information and payments required for reinstatement, pursuant to the terms of this policy; (3) payment of annual renewal fees that are currently due as of the date(s) that the certificant submits the information and payments required for reinstatement; (4) payment of an administrative fee of one hundred dollars (\$100) for processing the reinstatement; and, (5) payment of all past-due annual renewal fees.

Upon reinstatement, BOC will issue an active certification status certificate to the certificant and will restore the certificant to BOC Directory listings on the BOC website and/or other BOC materials.

7. **Revocation**. A BOC certificant failing to satisfy applicable CE and/or renewal fee requirements for more than three (3) years (i.e. by the end of the three (3) year suspension period) will be placed on immediate revocation status.
 - a. **Consequences of Revocation/Reapplication Required**. Revocation constitutes the loss of certification. To return to active certified status, a revoked certificant must reapply for certification and satisfy the requirements for reapplication set forth in Section H of this policy. Upon revocation the certificant must: (1) return all original or copied credential materials to BOC, including all past BOC certificates and pins; and (2) immediately and permanently stop, and refrain from, making any representations or statements that he or she is certified, or otherwise associated with BOC.

8. **Prohibited Use of the BOC Credential.** A BOC certificant whose certification has been suspended or revoked may not represent himself or herself as: an active BOC certificant; certified by BOC; or otherwise associated with BOC. A suspended or revoked certificant may not use the BOC credential or certification mark until such time he or she receives notice from BOC that active certification status has been reinstated, consistent with the terms of this policy.

H. Reapplication Requirements

Unless indicated otherwise in this policy, an individual whose BOC certification has been revoked, or who is otherwise required to reapply for certification to regain active certification status, must satisfy the following reapplication requirements. Upon the satisfactory completion of the applicable reapplication requirements, BOC will issue an active certification status certificate.

1. **Active Practice Reinstatement.** Individuals reapplying for certification (applicants), who can provide BOC with sufficient evidence of consistent and active engagement in professional practice since the loss of active certification status, shall be required to complete the following applicable procedures in order to receive active certification status: (a) Applicants reapplying for Orthotist, BOC-Certified™ (BOCO®), Prosthetist, BOC-Certified (BOCP®), or BOC Pedorthist (BOCPD™) certifications must retake and successfully pass the relevant Video Practical Examination(s) (VPE), and provide payment of the corresponding VPE examination fee(s); (b) Applicants reapplying for the BOC-Certified Orthotic Fitter (COF®), BOC-Certified Mastectomy Fitter (CMF®), or BOC-Certified Durable Medical Equipment Specialist (CDME®) certifications must retake and successfully pass the relevant Multiple Choice Examination(s) (MCE), and provide payment of the corresponding MCE examination fee(s); (c) All such applicants must provide payment of an administrative fee of one hundred dollars (\$100).

BOC reserves the sole and exclusive right to approve or disapprove reapplication under the above procedures.

2. **Inactive Practice Reinstatement.** Applicants who fail to provide evidence deemed sufficient to indicate consistent and active engagement in professional practice must retake and successfully pass all certification examinations applicable to the certification category or categories for which reapplication is sought and provide payment of all corresponding application and examination fees.

I. Voluntary, Optional Changes in BOC Certification Status

1. **BOC Temporary Leave Status.** BOC Temporary Leave Status is available for certificants who do not intend to be active in the professional practice of O&P and/or DME for a temporary period of time.
 - a. **Eligibility.** A certificant in good standing may obtain BOC Temporary Leave Status when the certificant has: (1) elected for any reason to refrain from actively practicing in the profession for a temporary period of time; or (2) been called to active duty in the military and will be incapable of actively practicing during the time of service.
 - b. **Request Requirements.** To receive BOC Temporary Leave Status, certificants must submit a the Temporary Leave form to BOC stating: (1) the certificant's intention to refrain from active practice and the basis of the request; (2) the desired start date of the Temporary Leave Status; and (3) the anticipated length of the leave.

- c. Temporary Waiver of CE and Fee Requirements. During the period of Temporary Leave Status, a certificant is not required to meet CE requirements, or to pay annual renewal fees.
 - d. Recognition and Participation. The BOC Directory listing on the BOC website and/or other BOC materials may indicate the certificant's Temporary Leave Status.
 - e. Prohibited Use of the BOC Credential. During the period of Temporary Leave Status, a certificant may not represent himself or herself as: an active BOC certificant; certified by BOC; or otherwise associated with BOC. A certificant on Temporary Leave Status may not use the BOC credential or certification mark until such time as he or she completes the procedures required for reinstatement of active certification status and receives notice from BOC that active certification status has been reinstated, consistent with the terms of this policy.
 - f. Reinstatement to Active Certification Status Within Two (2) Years. A Temporary Leave Status certificant on leave for two (2) years or less must submit to BOC a written request and payment of a reinstatement fee of \$100 in order to obtain reinstatement to active certification status. Upon receipt of such request and payment, BOC will issue an active certification status certificate.
 - g. Reinstatement to Active Certification Status After Two (2) Years. A BOC Temporary Leave Status certificant on leave for more than two (2) years, who is an Orthotist, BOC-Certified (BOCO®) or Prosthetist, BOC-Certified (BOCP®) must submit a written request; provide payment of an administrative fee of \$100; retake and pass the Clinical Simulation Examination (CSE); and provide payment of the CSE examination fee. A BOC Temporary Leave Status certificant on leave for more than two (2) years, who is a BOC Pedorthist (BOCPD™), BOC-Certified Orthotic Fitter (COF®), BOC Certified Mastectomy Fitter (CMF®), or BOC-Certified Durable Medical Equipment Specialist (CDME®) must submit a written request; provide payment of an administrative fee of \$100; retake and pass the relevant Multiple Choice Examination (MCE); and provide payment of the MCE examination fee. Upon satisfactory completion of these applicable requirements, BOC will issue an active BOC certification status certificate.
 - h. Reinstatement to Active Certification Status After Three (3) Years. A BOC Temporary Leave Status certificant on leave for more than three (3) years must reapply for certification and satisfy the applicable reapplication requirements set forth in Section H of this policy. Upon satisfactory completion of the appropriate requirements, BOC will issue an active certification status certificate.
2. **BOC Retired Status.** BOC Retired Status allows certificants who are retired to remain within, and participate with, the BOC Certification Program. The Retired Status designation represents that the certificant is not engaged in professional practice and is not a credential for practice.
- a. Eligibility. A certificant in good standing, who wishes to voluntarily relinquish his or her certification due to retirement from practice, is eligible to receive BOC Retired Status. Retired Status is limited to qualified certificants who no longer engage in professional practice of O&P and/or DME.
 - b. Request Requirements. To receive BOC Retired Status, a certificant must submit a written request to BOC stating that he or she has retired from professional practice and is eligible for BOC Retired Status under the terms of this policy.
 - c. Temporary Waiver of CE and Fee Requirements. A BOC Retired Status certificant is not required to meet CE requirements, or to pay active certificant's annual renewal fees.

- d. Recognition and Participation. A BOC Retired Status certificant is eligible to participate in BOC activities and will continue to receive communications from BOC. Such certificants will be removed from active certificant records, including the BOC Directory and/or BOC website. BOC materials shall indicate the certificant's Retired Status.
 - e. Use of BOC Credential. A Retired Status certificant is permitted to represent himself or herself as a BOC Retired Status certificant. Upon approval of BOC Retired Status, the certificant must return all original or copied credential materials to BOC, including all past BOC certificates and pins that represent active certified status. The Retired Status certificant may not make any representations or statements that he or she is an active BOC certificant, unless the certificant has been reinstated to active certification status.
 - f. Reinstatement to Active Certification Status Within Two (2) Years. A Retired Status certificant who has been on Retired Status for two (2) years or less must submit to BOC a written request and payment of a \$100 reinstatement fee in order to obtain reinstatement to active certification status. Upon receipt of such request and payment, BOC will issue an active certification status certificate.
 - g. Reinstatement to Active Certification Status After Two (2) Years. A BOC Retired Status certificant who has been in Retired Status for more than two (2) years, and who is an Orthotist, BOC-Certified (BOCO®) or Prosthetist, BOC-Certified (BOCP®) must submit a written request; retake and pass the Clinical Simulation Examination (CSE); and provide payment of the CSE examination fee. A BOC Retired Status certificant who has been in Retired Status for more than two (2) years, and who is a BOC Pedorthist (BOCPD™), BOC-Certified Orthotic Fitter (COF®), BOC Certified Mastectomy Fitter (CMF®), or BOC-Certified Durable Medical Equipment Specialist (CDME®) must submit a written request; retake and pass the relevant Multiple Choice Examination (MCE); and provide payment of the MCE examination fee. Upon satisfactory completion of these applicable requirements, BOC will issue an active certification status certificate.
 - h. Reinstatement to Active Certification Status After Five (5) Years. A BOC Retired Status certificant who has been in Retired Status for more than five (5) years must: reapply for certification; retake and successfully pass all certification examinations for which reapplication is sought; and, provide payment of all corresponding application and examination fees. Upon satisfactory completion of these requirements, BOC will issue an active certification status certificate.
3. **Voluntary Relinquishment of the BOC Credential.** If not otherwise prohibited, a certificant in good standing may voluntarily relinquish his or her certification by submitting a written request to BOC, indicating acceptance of, and agreement to, the following terms. Such certificants will receive a designation of inactive certification status, and will be removed from active certificant records, including the BOC Directory listing on the BOC website.
- a. Prohibited Use of the Credential. A certificant who voluntarily relinquishes his or her certification may not represent himself or herself as: an active BOC certificant; certified by BOC; or otherwise associated with BOC. Such certificants may not use the BOC credential or certification mark until such time that he or she has his or her active certification reinstated. Upon relinquishment of certification, the former certificant must immediately return all original or copied credential materials to BOC, including all past BOC certificates and pins.
 - b. Reinstatement to Active Certification Status. If reinstatement to active status is requested prior to the time the active certification would have expired (i.e., within the BOC certification date that was in effect at the time the certification was relinquished), the former certificant may request that active

certificant status be reinstated by paying all applicable fees at the time of reinstatement. A former BOC certificant who wishes to reactivate BOC certification within one (1) year beyond the expiration date of active BOC certification must: submit to BOC a written request and a reinstatement fee of \$100. A former BOC certificant who has relinquished his or her certification for more than one (1) year beyond the expiration date of active BOC certification must reapply for certification and complete the applicable reapplication requirements set forth in Section H of this policy. Upon satisfactory completion of the applicable reapplication requirements, BOC will issue an active certification status certificate.