



American Board for Certification in Orthotics, Prosthetics & Pedorthics, Inc.
Serving the OP&P profession since 1948

PEDORTHIST

Book of Rules & Candidate Guide

Eligibility Requirements • Application Process • Exam Content





American Board for Certification in Orthotics, Prosthetics and Pedorthics, Inc.

Pedorthist Book of Rules & Candidate Guide

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OVERVIEW

FOUNDED IN 1948 as a not-for-profit organization, the American Board for Certification in Orthotics, Prosthetics and Pedorthics Inc., commonly known as ABC, is a credentialing body established by the orthotic and prosthetic profession to identify those individuals who satisfy minimum qualifications to render essential public health services in these disciplines. ABC conducts examinations to test the competency of those persons engaged in the practice of pedorthics who voluntarily apply for the examination process.

Pedorthic certification is awarded as an attestation of competency for the public, those who require pedorthic services and those in other health professions. The awarding of ABC certification provides the Certified Pedorthist with an appropriate and meaningful recognition of professional competence.

Individuals whose education and experience meet existing ABC requirements may sit for the ABC examination, which is designed to evaluate current pedorthic technology as well as the ability to evaluate, measure, fabricate, adjust and fit patients with a variety of pedorthic devices. Those who successfully complete the examination process are awarded certification in pedorthics. The awarding of this certification recognizes that the individual has demonstrated a minimum level of competence.

The ABC pedorthic certification program is accredited by the National Commission for Certifying Agencies (NCCA), an organization that establishes standards on examination validity, reliability and safeguards to the public for credentialing programs. ABC certification is recognized nationally by various state agencies and third-party payers for insurance reimbursements. ABC certification is considered the standard among orthotic, prosthetic and pedorthic professionals.

ABC certification also is highly regarded by physicians, physical and occupational therapists, patient support groups and other members of the rehabilitation community. ABC certification is nationally and internationally recognized.

Certified Pedorthists

An ABC Certified Pedorthist is a healthcare professional who has demonstrated their qualifications and competency through a thorough and detailed examination process. This individual has been specifically educated and trained to manage comprehensive pedorthic patient care. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management. An ABC Certified Pedorthist fits, fabricates, adjusts or modifies devices that reflect his or her education and training.

The profession of pedorthics is the provision of patient care and services by or under the direction and supervision of an ABC Certified Pedorthist to provide the application of a pedorthic device for the prevention or amelioration of painful and/or disabling conditions of the foot and ankle. A prescription is required for any pedorthic device, modification and/or prefabricated below the knee orthosis addressing a medical condition that originates at the ankle or below.

“Pedorthic devices” refer to therapeutic shoes, shoe modifications made for therapeutic purposes, below the ankle partial foot prostheses and foot orthoses. It also includes subtalar-control foot orthoses (SCFO) designed to manage the function of the anatomy by primarily controlling the range of motion of the subtalar joint. Excluding footwear, the proximal height of a custom pedorthic device does not extend beyond the junction of the

gastrocnemius and the Achilles tendon. Pedorthic devices do not include non-therapeutic inserts or footwear regardless of method of manufacture; unmodified, non-therapeutic over-the-counter shoes; or prefabricated foot care products. “Therapeutic” devices address a medical condition, diagnosed by a prescribing medical professional, while “non-therapeutic” devices do not address a medical condition.

The *Orthotic, Prosthetic and Pedorthic Scope of Practice* can be located on the ABC website at www.abcop.org or by calling the ABC office at 703-836-7114.

Professional Credentials

Pedorthists aspiring to become ABC Certified Pedorthists (C.Ped.) must successfully meet the board mandated prerequisites for credentialed individuals. These include submitting the appropriate documentation of education and training, as well as successfully passing the comprehensive written examination. This in-depth examination is designed to cover the domains, tasks and skills of the profession.

Successful completion of these rigorous requirements and examination is confirmation that you have the education, knowledge, experience and skills required of an ABC Certified Pedorthist.

Governance of ABC

The affairs of ABC are governed by the board of directors. Therefore, the board is responsible for the policies and procedures governing certification, and the board has the authority under its bylaws to modify the rules, regulations and policies as it deems appropriate. The board is composed of ABC Certified Orthotists, Prosthetists, Pedorthists and public representatives.

Proprietary Ownership of ABC Credentials

Certification is a privilege, not a right. The ABC board of directors maintains legal authority to award its certification credentials and may withhold, suspend or revoke any certification credential in accordance with the established policies, rules and regulations.

Code of Professional Responsibility

Upon approval for candidate status, candidates are subject to the ABC *Code of Professional Responsibility*. Adherence to the *Code* is required throughout the candidacy and continues once certification is granted.

Timeline for Certification Process

ACTIVITY	WINTER EXAM SESSION	SPRING EXAM SESSION	SUMMER EXAM SESSION	FALL EXAM SESSION
Application Deadline	December 1	March 1	June 1	September 1
Eligibility letters mailed	4 weeks after application deadline	4 weeks after application deadline	4 weeks after application deadline	4 weeks after application deadline
Written exam logistical information mailed by the testing agency	4 weeks prior to exam	4 weeks prior to exam	4 weeks prior to exam	4 weeks prior to exam
Written exam scores mailed	4-6 weeks post exam	4-6 weeks post exam	4-6 weeks post exam	4-6 weeks post exam
New certificant packages mailed	8 weeks post exam	8 weeks post exam	8 weeks post exam	8 weeks post exam

Note: Dates are approximate

Eligibility Requirements for Certification

Pedorthists may qualify to be examined upon completion of specific education and experience requirements established by ABC. The education and experience requirements are summarized below.

Education

Completion of a high school diploma, GED or college degree and a National Commission on Orthotic and Prosthetic Education (NCOPE) approved pedorthic pre-certification course. Applicants are required to identify and confirm completion of courses taken to satisfy the educational requirements. The course(s) must have been completed within five years of the application submission date. *Documentation of the high school diploma, GED or college degree and completion of the course must be included with the application.*

Clinical Experience

Applicants are required to obtain a minimum of 1,000 hours of pedorthic patient care experience.

Guidelines for 1,000 hours of Pedorthic Patient Care Experience

1. The 1,000 hours of patient care experience requirement serves as the clinical training portion of the pedorthist's education.
2. It is optimal if the 1,000 hour requirement is fulfilled after completion of an NCOPE-approved pedorthic educational program. However, candidates can use patient care experience gained prior to the completion of their education programs.
3. The intent of the 1,000 hours of patient care experience is to provide students with practical application of the knowledge, skills and competencies gained during their education programs. This is most

optimally achieved if the experience takes place within an organization that primarily provides pedorthic or pedorthic/orthotic patient care services. If a candidate's experience takes place in a setting that is not primarily engaged in pedorthic or orthotic patient care services, his or her experience will be evaluated on an individual basis to determine whether it meets the intent of the requirement.

4. If applicable, the 250 hours of patient care experience that one acquired to become a Certified Fitter-therapeutic shoes will count toward the pedorthic patient care experience. The remaining 750 must be in comprehensive pedorthics.

Additional Requirements

1. Documentation of the 1,000 hour work experience will be required through an experience verification form signed by the supervisor or employer.
2. The applicant is required to submit two letters of reference from pedorthic referral sources. Examples of accepted sources include, but are not limited to, therapists, orthopaedic surgeons, general physicians, nurse practitioners and psychiatrists. The letters must speak to the applicant's patient care experience and length of service.
3. In the event of self employment, the applicant will need to provide dates and a description of what type of facility or business the applicant worked in and the types of services the applicant provided. This description must demonstrate that the applicant has worked providing "pedorthic services" (providing diabetic shoes, custom foot orthoses and custom pedorthic devices).

Please note: In compliance with HIPAA, patient information is not disclosed.

The Application Process

All requirements must be satisfied prior to the application deadline. Individuals who have met the eligibility requirements may submit an application for approval as a candidate for certification. Applications will be considered for the next available examination session.

The process for applying is:

- 1) Submit the application and
- 2) Register for the examination

Applicants for pedorthic certification who have been evaluated and deemed to have satisfied all eligibility requirements are assigned a “candidate” status. The candidate is granted a three-year eligibility period in which to take and pass the examination.

General Application Information

1. Application Forms: Individuals seeking certification may obtain an application from ABC. Applications are available on the ABC website, www.abcop.org, or by calling the ABC office at 703-836-7114.

2. Submission of Application: Applications must be complete in all respects to be processed and approved. Incomplete applications will not be processed until all required documents and fees are submitted. Such processing delays will cause the applicant to be excluded from a desired examination date and location.

3. Fees and Documentation Required: (carefully read the application form for instructions and requirements)

- The non-refundable application fee
- Completed application form

→ Copy of a high school diploma, GED or college transcript*

→ Copy of the certificate of completion from the approved pedorthic course(s)

→ Experience verification form signed by the supervisor or employer

→ Two letters of reference from pedorthic referral sources

→ The examination fee

**Sealed, official transcripts may be mailed directly to ABC from the school or you may submit them with your application. Sealed transcripts must not be opened by the applicant.*

4. Application Deadline:

Winter session—December 1

Spring session—March 1

Summer session—June 1

Fall session—September 1

5. Acceptance of Applications and Examination Registrations:

Although every effort is made to accommodate all eligible candidates, ABC reserves the right to limit the number of registrants should space be restricted. Applications and registrations will be accepted on a first-come, first-served basis.

6. Application Decision: Applicants will be notified in writing of their eligibility decision approximately four weeks after the application deadline. Once approved, all logistical information, including a list of sites and an explanation of the test site selection process will be emailed to registered candidates by the testing service and mailed by ABC.

7. **Applicant Ineligibility:** An applicant will be determined ineligible for the following reasons:

- Insufficient documentation to assess eligibility
- Documentation provided does not meet eligibility requirements
- Lack of required fees

If it is determined that the information provided is inadequate to assess eligibility, the applicant will be notified and given a deadline to respond with necessary documentation. If documents are not received by the given deadline, the application will be denied. The application may be reconsidered during a later examination cycle. Information regarding the next examination cycle must be requested by the applicant. One subsequent application will be processed under the original fee. If the applicant is denied eligibility a second time, a new application and fee will be required.

8. **Eligibility Period:** The approved candidate will be granted a three-year eligibility period in which to take and pass the examination. The candidate will be granted no more than four attempts within their eligibility period to pass the examination.

9. **Re-Examination:** Any candidate who is unsuccessful at the examination may retake the examination provided the candidate is within his or her eligibility period and has not exhausted the allotted four attempts at the examination. To register for the next available examination, the candidate must request and submit the current registration form and fee.

10. **Reapplying for Eligibility:** Once the candidate has exhausted his or her eligibility period, he or she may reapply for eligibility by submitting a new application, subject to the prevailing Book of Rules, complete with supporting documentation and application fee.

11. **Address Changes:** The home and/or email address provided on the application will be used for mailing the letter of eligibility, examination confirmation and results. Individuals are responsible for informing ABC immediately in writing of any address changes.

12. **Authority:** ABC reserves the right to ask applicants to furnish such information or make such inquiries as may be deemed appropriate to identify the nature and extent of the applicant's education, experience, competency, moral character and reputation.

13. **Falsification:** Discovery that an applicant or experience verifying supervisor has falsified any information on the application shall lead to any or all of the following actions:

- Rejection of the application
- Barring the applicant from examination
- Revocation of any existing ABC certification status of the applicant or supervisor
- Reference of the incident to the Professional Discipline Committee
- Any act of falsification shall be made a part of that individual's permanent record.

14. **Cancellation/Refund Policies:** Any candidate who is unable to take an examination for which he or she has registered must notify ABC with a signed letter. Cancellations are effective the date they are received by ABC.

Receipt of notification at least 30 days prior to the examination entitles the candidate to a 100 percent refund. Any registered candidate who notifies ABC in writing in less than 30 days prior to the examination will forfeit the entire fee for that examination. The eligibility period will not be extended.

Extenuating circumstances may be considered. Such requests must be in writing, signed by the candidate, addressed to ABC and include the reasons for the request and supporting documentation. To register for the next available examination, the candidate must request and submit the current registration form and fee.

15. **Application Appeals:** Applicants whose applications have been denied by the Applications Review Committee on the basis that the applicant has failed to demonstrate the minimal eligibility requirements may appeal their denial. Applicants must submit appeals in writing to the ABC board of directors.

Appeals must:

→ Be in writing, signed by the applicant and sent to ABC by certified mail

→ State the specific reasons for appeal

→ Be accompanied by evidence or other pertinent information refuting original findings

→ Be postmarked no later than 30 calendar days after the date on the notification letter

Appeals Decision:

Applicants submitting an appeal to the board of directors will receive notification of the decision within 45 days of receipt of the request. The board of directors' decision is final.

Examination Policies and Information

1. **Statement of Non-Discrimination:** ABC does not discriminate among applicants on the basis of age, sex, race, religion, national origin, disability or marital status.

2. **Confirmation of Examination Dates/Location(s):** All registered candidates will be notified by mail by the contracted testing service with all logistical information including a list of sites and an explanation of the test site selection process.

3. **Authorization-to-Test Letter:** Candidates for the examination will receive an authorization-to-test letter from the contracted testing service. It is the responsibility of the applicant to adhere to the instructions on the letter to secure an examination date, time and location. To be admitted for testing for any examination, you must arrive at the assigned location at least 30 minutes prior to your scheduled exam time, present your authorization-to-test letter and have your identity confirmed by photo ID.

You will be required to show two current forms of identification, including one current, unexpired government-issued photo identification document with signature (e.g., driver's license or passport) and a second identification document with your signature (e.g., credit card or work ID). The name on both identification documents must match the name on the authorization-to-test letter. You will not be permitted to test without the required identification.

4. **Test Center Closings:** If a test center must be closed before a test date, all candidates for the affected center will be offered options that may include having their examinations rescheduled to an alternate date determined jointly by ABC, the contract testing service and the candidate; or receiving full refunds of examination fees. When an

administrative cancellation is required, refunds and rescheduling options will apply only to candidates scheduled to report to the affected center.

5. **Hazardous Weather:** If you are unable to travel to your testing center due to hazardous weather, you must notify ABC at (703) 836-7114 within three days after the examination date to be eligible for refund or rescheduling options. ABC will determine whether or not conditions warrant a full refund of examination fees. Neither ABC nor the contract testing service will make any reimbursements for any expenses (other than examination fees) incurred by candidates unable to reach their test centers due to hazardous weather.

6. **Special Accommodations:** It is the policy of ABC to administer certification examinations in a manner that does not discriminate against an otherwise qualified applicant. ABC offers reasonable and appropriate accommodations for the examinations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

Candidates requesting any accommodation must submit a separate Application for Examination Accommodations with the application/registration form to provide adequate time to resolve any documentation issues or examination logistical issues that may arise. ABC will review each request on an individual basis and make decisions relative to appropriate accommodations. Requests received without the full name of the applicant or the required documentation will be denied. The Special Accommodation Policy and Application for Examination Accommodations are available from the ABC office.

7. **Language:** The examinations are offered in English only. No translators or translation devices will be allowed during the examination.

8. **Misconduct at the Examinations:** It is improper for examination candidates to engage in any of the following activities:

- Failing to observe any rules of conduct as outlined by the test proctor
- Copy in writing or otherwise record or transmit to others any examination questions or answers or other aspects of the nature or content of the examination
- Bring any answering agent of any nature (i.e., books, notes) to the examination site or school grounds
- Remove from the test site any used scratch paper or notes taken during the exam
- Offer, assist or solicit assistance from other candidates, examiners or those responsible for the administration of the examination
- Engage in any other conduct or inappropriate behavior that is injurious to the integrity of the examination or to any of its participants

9. **Dismissal Policies:** Any candidate who is observed engaging in any of the above listed activities will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal and may be required to forfeit his or her current examination fees and a period of eligibility. Prior to determination regarding future permission to take the examination, the candidate is entitled to request a review by written appeal, provided the written

appeal is received by ABC within 30 days of dismissal. The written appeal must cite reasons refuting the decision for dismissal.

Following a review of the written appeal, the board of directors will make a determination regarding future permission to take the examination. The candidate will be notified of the board's decision within 45 days of receipt of the appeal. The board of director's decision is final.

10. **Examination Results:** The contract testing service will mail score reports directly to the candidates approximately four to six weeks following the examination. Score reports will be mailed to the home address on the application unless otherwise instructed, in writing, by the candidate.

11. **Scoring Procedures:** Answer documents for all examinations are scored by the contract testing service. Scores within five percent of the passing score are always re-verified as part of standard quality control procedures.

12. **Examination Scoring:** The passing score for the examination has been recommended by a geographically diverse panel of practicing Certified Pedorthists with both clinical and educational backgrounds individually selected by the board of directors. This panel, under the guidance of testing experts from the contract testing service, computes a passing score representing the minimum level of knowledge that must be demonstrated to pass the examination. All examinations are administered and scored by a computer-based system.

13. **Hand Scoring:** If a failing score is received, the results may be verified through hand scoring. However, the scoring methods used by ABC and the contract testing service are highly reliable and

accurate and rarely does hand scoring produce a change in a score. Written requests for hand scoring must be received within two weeks of receipt of the test scores and must include the fee in the form of a check or money order made payable to The American Board for Certification in Orthotics, Prosthetics and Pedorthics Inc. The fee for hand scoring the examination is \$75. Results of the hand scoring process are mailed approximately eight weeks after receipt.

14. **Examination Appeals:** Candidates may request a review of a specific item or questions presented on the examination, or may appeal a particular incident or circumstance in relation to an examination.

Review of Examination Question or Item:

All requests for review of items or questions appearing on an examination must be submitted in writing. All requests will be forwarded to ABC Professional Credentialing Committee or its designees for review. The written request for review must be:

- Completed by the candidate and submitted within 30 days following the examination date
- Accompanied by thorough clinical documentation to support the basis of the challenge

Review of Incident or Administrative Procedure:

Candidates may request a review of a specific incident or procedure relative to the examination process or administration if it is felt the incident or procedure impeded the candidate's opportunity for successful completion of the examination. The written request for review must be:

- Completed by the candidate and submitted within 14 days of the examination date
- Accompanied by necessary evidence or other pertinent information

Appeals Decision:

Candidates submitting a request for review to ABC shall receive notification of the results within 45 days of receipt. Should the candidate not be satisfied with the decision rendered, the candidate may submit a written appeal to the board of directors within 14 days. Candidates will be notified of the board's decision within 45 days of receipt of the request. The decision of the board is final.

15. **Privileged Information:** The nature, format, content and results of examinations administered by ABC are considered privileged information. Due to the importance of test security and item banking, neither test booklets nor answer keys will be disclosed or made available for review by candidates or any other unauthorized third party.

16. **Release of Information:** ABC is committed to protecting the confidentiality of candidates' records and has adopted policies to ensure their privacy. Information about candidates and their examination results is not released to any third party, other than state licensure boards, if required. Additionally, candidates' test scores are not released by telephone.

17. **Data Compilation:** ABC may develop and publish statistical data regarding the examinations providing the identities of the candidates are not divulged.

The ABC Pedorthic Examination

General Description of the Examination

Candidates are required to successfully pass the examination that is designed to evaluate knowledge and clinical competencies in pedorthics. The exam and passing score are reviewed and revised annually. This examination is generally offered in the winter, spring, summer and fall at approximately 250 locations around the country.

The examination is administered by computer-based testing (CBT). CBT is a method of administering tests in which the responses are electronically recorded. As the name implies, computer-based testing makes use of a computer instead of a traditional pen and paper examination.

The Examination

The examination is a three-hour, multiple-choice, CBT examination consisting of 165 items designed to measure the candidate's basic principles of pedorthic patient management and understanding of professional practice issues. Knowledge assessed on the examination includes anatomy, biomechanics, principles of gait, common foot pathologies, materials, prescription criteria, pedorthic techniques and practice management. Sample examination test items may be found in Appendix II.

Examination Content

The development of valid examinations begins with a practice analysis which gives a clear and concise definition of the knowledge, skills and abilities needed for competent job performance.

Experts have identified the critical job components in the profession of pedorthics using a process which includes interviews, surveys, observation and group discussions.

ABC conducted a *Practice Analysis of Certified Pedorthists* that identified performance domains for pedorthists. Within each performance domain, identified tasks provide the basis for questions in the examinations. The Practice Analysis also identified associated knowledge and skills related to the practice of pedorthics. The domains, tasks, knowledge and skills are in Appendix I.

Scope of Practice

The board of directors of the American Board for Certification in Orthotics, Prosthetics and Pedorthics Inc. (ABC) developed an *Orthotic, Prosthetic and Pedorthic Scope of Practice* for use by orthotic, prosthetic and pedorthic professionals, consumers, members of the rehabilitation team, healthcare decision makers and legislative and regulatory officials.

The *Orthotic, Prosthetic and Pedorthic Scope of Practice* defines several aspects of the orthotic, prosthetic and pedorthic professions, including the delineation of the scopes of practice and the specific responsibilities of ABC credentialed individuals.

An ABC Certified Pedorthist is a health care professional who is specifically educated and trained to manage comprehensive pedorthic patient care. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management. An ABC Certified Pedorthist fits, fabricates, adjusts or modifies devices which reflect his/her education and training.

The profession of pedorthics is the provision of patient care and services by or under the direction and supervision of an ABC Certified Pedorthist to provide the application of a pedorthic device for the prevention or amelioration of painful and/or

disabling conditions of the foot and ankle. A prescription is required for any pedorthic device, modification and/or prefabricated below the knee orthosis addressing a medical condition that originates at the ankle or below.

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The *Orthotic, Prosthetic and Pedorthic Scope of Practice* can be located on the ABC website at www.abcop.org or by calling the ABC office at 703-836-7114.

Initial Certification

Pedorthists successfully completing the certification examination will receive a congratulatory letter, a certificate, a certification number, a sleeve patch, the ABC *Guide to Maintaining Your Certification*, a copy of the *Code of Professional Responsibility* and information regarding the use of the ABC credential and logo. Newly Certified Pedorthists will receive an invoice for that year's certification fees at a prorated amount.

Certified Pedorthists in good standing will receive the *O&P Almanac*, *Mark of Merit* newsletter, and be listed in the ABC online directory.

A directory of all ABC credentialed individuals and organizations is published online and available at www.abcop.org.

Maintaining Certification

All certifees are required to maintain certification by remitting annual fees, participating in the Mandatory Continuing Education program and adhering to the *Code of Professional Responsibility*.

Professional Conduct

Pedorthists are required to abide by the *Code of Professional Responsibility* to maintain good standing. The *Code* was adopted to promote acceptable standards of moral and professional conduct. Certified Pedorthists must abide by the rules and policies of the board and must otherwise conduct themselves in a fashion that brings credit to the profession, including, if necessary, the exposure of illegal, improper and/or unethical conduct of others that can assist the board in maintaining the standards of the profession. Complaints alleging violations of the *Code* are referred to the Professional Discipline Committee for review.

Mandatory Continuing Education (MCE)

The following requirements have been established for maintaining continuing education. Please consult the *ABC Guide to Maintaining Your Certification* for additional information on this program.

ABC requires that you maintain your certification through appropriate learning activities relevant to your ABC credential. Although ABC will acknowledge content outside of your scope of practice, **you are required to earn the majority of your continuing education credits on content specifically related to your ABC certification.**

- A total of 55 credits must be earned during the 5-year cycle.
- A minimum 35 of the required credits must be Category I Scientific.

→ A maximum of 20 credits may be Business and/or Category II Scientific.

→ Business credits may be earned in either Category I or Category II, but **do not** count toward satisfying the 35 Category I Scientific credits.

Failure to Satisfy the Mandatory Continuing Education Requirements

Certified Pedorthists who fail to satisfy the continuing education requirement within the 5-year cycle will be required to complete penalty credits in addition to the number of credits they are deficient. These credits must be earned within the following calendar year. Of the 16 penalty credits, a minimum of 10 must be Category I Scientific.

Failure to comply with the mandatory continuing education requirements by the end of your 5-year MCE cycle will result in suspension for up to one year. During suspension, you are not permitted to use your certification title and number, you will not receive any complimentary publications, nor will you be included in the ABC online directory.

Failure to maintain your certification may also have a serious effect on your facility's accreditation. Only individuals with an active certification can provide direct patient care and/or supervise others in the provision of care. While on suspension, another appropriately certified individual in good standing must sign off on your patient records.

ABC will send you notification of the deficient credits and the impending suspension via certified letter. ABC imposes discipline specific penalty credits if you fail to meet the minimum credit requirements during your 5-year MCE cycle. These penalty credits are added to the number of credits you are delinquent and the total must be satisfied before suspension will be lifted. You must inform

ABC via certified letter within 30 days of your delinquency notification that you intend to earn the deficient and penalty credits within one calendar year. Failure to do so may result in immediate revocation of your certification.

The subsequent 5-year MCE cycle will commence as scheduled, shortening the subsequent cycle by the amount of time it takes you to satisfy the credits. The deficient and penalty credits you earn while on suspension will not be applied to your next 5-year cycle.

Annual Renewal Fees

Certified individuals must pay annual renewal fees to maintain their certification with ABC. Annual renewal notices are mailed in mid-September and are due December 1 each year. Newly certified professionals will receive a prorated invoice for the first year's certification fee.

Reinstatement of Credential

Once you've satisfied both the penalty and deficient credits, you must remit all delinquent and current year's annual renewal fees in order to regain all rights and benefits to your ABC certification title and number. Subscriptions to the complimentary publications will be renewed as well. You will receive a letter acknowledging your reinstatement along with a new time-limited certificate.

Revocation of Credential

In accordance with ABC's general policies regarding reinstatement, failure to be reinstated during the one-year suspension period will result in revocation of the delinquent certification. Notice of your revocation may be published in the *O&P Almanac* and provided to third party payers.

Reapplication

If your credential is revoked, you may reapply and become recertified upon successful completion of the appropriate re-entry examination. The educational and experiential requirements at the time of reapplication will be waived. Once recertified, you will be provided with a new certification number, certification date, and MCE expiration date.

Leave of Absence Policy

A request for a leave of absence from the profession for not more than two years can be approved by the Continuing Education Committee according to the following criteria:

- A leave of absence will not be granted for more than two years. If you wish to recertify after a leave of absence of more than two years, you must fulfill the ABC reinstatement requirements in effect at the time you return to direct patient care activities.
- During the leave of absence, you may not use your credential for the purpose of direct patient care or facility management. If you are found to be using your credential for either of these purposes, you will be subject to disciplinary action as set forth by the *Code of Professional Responsibility*.
- You must continue to pay annual renewal fees. Your name will appear in the online directory with the modifier (L) designating that you are on a leave of absence.
- Your 5-year MCE cycle will be extended by the equivalent length of time that you are on leave of absence.

It is your responsibility to notify ABC that you wish to reactivate your credential before the two years has expired.

Retired Pedorthist Status

Retired status is granted to those Certified Pedorthists who have retired from practice. The annual renewal fee is waived. The use of the retired credential is prohibited for purposes of professional remuneration or which would inure to the financial and business benefit of a facility. Retired pedorthists are not listed in the online directory. Individuals may continue to use their credential designated with an (RET) in circumstances in which the pedorthist is providing pedorthic care for a humanitarian purpose and on a charitable basis.

Reinstatement Policies

Past-Due Individuals

If you do not renew your certification in any given year you will no longer possess the credential and are not permitted to use the ABC credential or logo. Only credential holders in good standing will receive the *O&P Almanac*, *Mark of Merit* newsletter, and be listed in the ABC online directory.

Past-Due individuals are subject to the following policy on reinstatement:

- ➔ If you have not renewed your credential for a period of one to two years, you may reinstate your original certification by submitting the current year and all past year renewal fees. Please note all fees submitted will be applied to the oldest balance due.
- ➔ If you have not renewed your credential for a period of more than two years, you may reinstate your certification only by taking and passing the appropriate re-entry examination in addition to paying the current renewal fees. However, you will not need to meet the current educational and experiential requirements. The prevailing fees and available schedule date for examination will apply.

Upon passing the exam, you will receive a new certification number, certification date, and MCE expiration date.

Retired Pedorthists

If you have been granted Retired status and wish to reinstate your credential, you are subject to the following policies for reinstatement:

- ➔ To return to active practice before two years, you may reinstate your certification by sending a letter to ABC requesting to be returned to active Certified Pedorthist status. All previous and current renewal fees must be paid at the time of reinstatement.
- ➔ To return to active practice after two or more years, you may reinstate your certification only by taking and passing a re-entry examination and paying current renewal fees. However, you will not need to meet the current educational and experiential requirements. The prevailing fees and available schedule date for the examination will apply.

Upon passing the examination, they will receive a new certification number and will be subject to all requirements governing new certifees at the time.

Appendix I

Certified Pedorthist Domains, Tasks, Knowledge and Skills

Domain 1: Patient Assessment

Tasks:

- Review patient's prescription/referral in order to develop an appropriate diagnosis-specific assessment.
- Take a comprehensive patient history, including chief complaint, diagnosis, medical history (including allergies to materials), results of diagnostic evaluations, work history, vocational activities, demographics characteristics, family and/or caregiver dynamics, reimbursement status, patient compliance, patient expectations.
- Assess patient's previous and current use of pedorthic devices and/or footwear and other devices (e.g. lower limb orthoses/prostheses) using systematic assessment procedures to determine current status and the efficacy of previous pedorthic intervention.
- Assess the patient's feet for deformities and disorders by performing a biomechanical evaluation; and assess range of motion, alignment, muscle functioning/strength and gait to assist in the development of the pedorthic treatment plan.
- Evaluate the patient's skin integrity, level of protective sensation and circulatory status to establish the patient's limitations for footwear.
- Consult with primary and other healthcare providers and caregivers, when appropriate, about patient's condition in order to formulate a treatment plan.

→ Verify patient care by documenting history, ongoing care and follow-up, using established record-keeping techniques.

→ Refer patient, if appropriate, to other healthcare providers for intervention beyond pedorthic scope of practice.

Domain 2: Formulation of the Treatment Plan

Tasks:

- Evaluate the assessment findings to formulate a pedorthic treatment plan.
- Formulate treatment goals and expected pedorthic outcomes to prevent injury, reduce pain, increase comfort, provide stability, reduce risk of deformity, prevent disability and promote healing to enhance function and independence.
- Develop an appropriate pedorthic treatment plan using assessment data to provide optimal patient care, including education and follow-up.
- Identify design, materials and components to support treatment plan.
- Consult with physician/referral source/ appropriately licensed healthcare provider to modify, if necessary, the original prescription and/or treatment plan.
- Communicate with patient and/or caregiver about the recommended treatment plan and any optional plans, including disclosure of potential risks/benefits in pedorthic care.
- Document treatment plan using established record-keeping techniques.

- Ensure that patient or responsible parties are informed of their financial responsibilities pertaining to the proposed treatment plan (for example, insurance verification/authorization, deductibles, co-pays).

Domain 3: Implementation of the Treatment Plan

Tasks:

- Inform patient and/or caregiver of the pedorthic procedure, potential risks and time involved in the procedure.
- Select the appropriate footwear and/or pedorthic device(s) and materials consistent with the patient's condition to maximize the effectiveness of pedorthic treatment.
- Refer to manufacturer's specifications and other technical resources regarding components/materials.
- Measure/fit shoes using assessment data to maximize the effectiveness of pedorthic treatment.
- Measure/fit prescription and non-prescription compression garments and diabetic socks/hosiery using assessment data to maximize the effectiveness of pedorthic treatment.
- For custom-molded foot orthoses and/or partial foot prostheses, obtain a negative foot impression using appropriate casting or computer-assisted techniques to fabricate the device.
- For custom shoes, obtain a negative model of the patient's foot using appropriate casting or computer-assisted techniques to specify fabrication requirements.
- Prepare and modify patient model/image for fabrication.
- Fabricate foot orthoses, partial foot prostheses and/or custom-molded shoes using assessment data to implement the pedorthic treatment plan.

- Modify footwear, when required, to implement the pedorthic treatment plan.
- Assess device prior to patient fitting/delivery for structural safety and ensure that manufacturers' guidelines have been followed.
- Ensure that materials, design and components are provided as specified in the treatment plan.
- Conduct trial fittings of a pedorthic device(s), making adjustments as needed, to ensure proper fit and function of dispensed devices.
- Provide the patient and/or caregiver with oral and written instructions on the proper use and care of pedorthic device(s).
- Document treatment using established record-keeping techniques to verify implementation of treatment plan.
- Refer patient and/or caregiver to appropriate healthcare providers for necessary ancillary care.

Domain 4: Follow-up Treatment Plan

Tasks:

- Obtain feedback from patient and/or caregiver to evaluate outcome (e.g., wear schedule/tolerance, comfort, perceived benefits, perceived detriments, ability to don and doff, proper usage and function, overall patient satisfaction).
- Assess and document patient's function, efficacy of pedorthic device(s) and achievement of treatment goals.
- Assess patient's skin condition (e.g., integrity, sensation, color, temperature and volume) and note any changes.
- Assess fit of pedorthic device(s) with regard to anatomical relationships (for example, trimlines, strategic contact, static/dynamic assessment) to determine need for changes relative to initial treatment goals.

- Make or supervise modifications to pedorthic device(s) (for example, relieve pressure, change range of motion, alignment and/or components) and inform patient and/or caregiver of changes.
- Evaluate results of modifications and assess modified device(s) for structural integrity.
- Reassess patients and/or caregiver's goals and objectives to ensure proper use of pedorthic device(s) relative to modifications.
- Document all findings and pedorthic interventions and communicate, as necessary, with physicians, referral sources and other healthcare providers to ensure patient status is updated.
- Develop a long-term follow-up plan.

Domain 5: Practice Management

Tasks:

- Comply with universal precaution procedures, occupational safety and health rules, and disability accommodation guidelines to protect patients and employees.
- Plan, implement, evaluate and document policies and procedures in compliance with all applicable federal and state laws and regulations and professional and ethical guidelines (e.g., CMS, HIPAA, FDA, ADA, OSHA and ABC *Code of Professional Responsibility*).
- Develop, document and implement personnel policies and procedures (e.g., benefits, training, incentives, staff recognition and regular performance evaluations).
- Ensure an appropriate environment for patient care by maintaining adequate inventory, equipment and supplies to provide pedorthic services in a professional and timely manner.

- Develop, document, and implement a quality assurance plan in order to track deficiencies in current operations and improve overall pedorthic care by reviewing outcomes and addressing complaints from patients, payment sources and/or referral sources.
- Develop, document and implement procedures for patient care that comply with current medical and legal requirements.
- Develop and implement procedures for comprehensive documentation of patient care.
- Operate the pedorthic practice in accordance with sound business principles and governmental requirements.

Domain 6: Promotion of Competency and Enhancement of Professional Practice

Tasks:

- Participate in continuing education.
- Provide education for pedorthists and other health care providers (for example, podiatrists, physical therapists and orthopedists).
- Participate in education of pedorthic residents, students and trainees.
- Conduct and participate in evidence-based practice, clinical trials, outcome studies, product development and research.
- Participate in/with consumer organizations and nongovernmental organizations to promote competency, enhancement and awareness of the pedorthic profession.
- Promote a collaborative working relationship with other health care providers to enhance their understanding of the pedorthic scope of practice.

Knowledge Statements

The Certified Pedorthist should demonstrate the following knowledge:

- Musculoskeletal anatomy
- Basic neuroanatomy
- Basic neurophysiology
- Anatomical landmarks (surface anatomy)
- Basic kinesiology
- Basic pathokinesiology
- Normal human locomotion
- Gait training
- Pathological gait
- Tissue characteristics/management
- Volumetric control
- Planes of motion
- Biomechanics
- Pathomechanics
- Pathologies
- Basic pharmacology
- Medical terminology
- Pedorthic terminology
- Referral documents
- Data recording procedures
- Policies and procedures regarding privileged information
- Roles and responsibilities associated with other healthcare professions
- Reimbursement protocols
- Material safety procedures and standards (e.g., OSHA, MSDS)
- Universal precautions, including sterile techniques and infection control
- Ethical standards regarding proper patient management, including ABC *Code of Professional Responsibility*
- Scope of practice related to pedorthic credentials
- The extent and limitations of the scope of pedorthic practice (i.e., when to refer a patient to other healthcare providers/caregivers)
- Pedorthic design
- Shoe anatomy and construction
- Properties of various footwear styles, modifications and designs
- Specific points of shoe fit
- Normal and abnormal wear patterns of footwear and other pedorthic devices
- Therapeutic and protective characteristics and features of various types of hosiery
- Pedorthic fitting criteria
- Clinical examination techniques, (e.g., range of motion [ROM]), manual muscle tests, sensation, palpation)
- Impression-taking techniques, materials, devices and equipment
- Rectification/modification procedures as they relate to specific pedorthic designs
- Pedorthic measurement tools and techniques
- Pedorthic forms (e.g., assessment, orthometry, measurement, evaluation, outcomes)
- Properties of pedorthic materials
- Componentry
- Alignment devices and techniques
- Hand and power tools
- Mechanics (e.g., levers and force systems)
- Theory and application of intrinsic and extrinsic posting

- Internal and external shoe modifications and their purpose
- Computer-aided design and manufacturing (CAD/CAM)
- Item warranty and warranty limitations
- Loss control (e.g., risk management, inventory control)
- Professional liability insurance requirements
- Research methodology and literature
- Human development and aging, ranging from pediatric to geriatric, as they relate to pedorthic treatment
- Patient compliance issues
- The psychology of the disabled
- Patient educational materials
- Federal and state rules, regulations and guidelines (e.g., FDA, ADA, HIPAA)
- ABC Facility Accreditation Standards
- Analysis of normal gait/motion
- Analysis of pathological gait/motion
- Interpreting wear patterns
- Managing patients relative to their diagnosis or condition
- Impression-taking/measuring for pedorthic device(s)
- Using mechanical measuring devices
- Using electrical measuring devices
- Using computer-based measuring devices
- Patient delineation, rectification and/or modification of patient model
- Pedorthic fabrication
- Use of safety equipment
- Using hand and power tools
- Use of materials and components
- Use of alignment devices
- Aesthetic finishing
- Evaluating fit and function of pedorthic device(s)
- Adjusting and modifying pedorthic device(s)
- Maintaining and repairing pedorthic device(s)
- Restoring optimal fit and function of pedorthic device(s)
- Solving patient's problems related to ADL
- Documentation

Skill Statements

The Certified Pedorthist should demonstrate the following skills:

- Interpreting referral documents (e.g., prescriptions, orders)
- Interpreting radiological images
- Communicating with patient/family/caregiver
- Communicating with referral sources and appropriately licensed healthcare providers
- Performing physical examinations
- Identifying gross surface anatomy
- Interpretation of physical findings (e.g., recognizing skin pressures, dermatological conditions, osseous deformity)

Appendix II

Sample Pedorthic Examination

Following are sample questions which are similar to those you will find on the examination for pedorthics.

1. A patient has pain and callousing of the second metatarsal head. The physician has prescribed a metatarsal pad. Where should the pad be placed?
 - A. Under the metatarsal head
 - B. Between the second and third metatarsal heads
 - C. Proximal to the second metatarsal head
 - D. Distal to the second metatarsal head
2. A middle-aged woman is referred to your facility with a painful flexible flatfoot deformity. The prescription calls for custom orthoses to obtain subtalar neutral. The recommended impression technique utilizes:
 - A. The standing position
 - B. Semi-weight bearing position
 - C. A foot block
 - D. A Harris mat
3. Bivalve casting is used:
 - A. To make a plaster negative cast for custom shoe making
 - B. As an alternative to foam-art for making foot orthoses
 - C. To make a negative cast for foot orthoses
 - D. To make a positive model for foot orthoses
4. Achilles tendinitis may be treated effectively with the following:
 - A. Heel lift
 - B. UCBL orthoses
 - C. Rocker sole
 - D. Medial heel wedge
5. Metatarsal pads redistribute the weight from the metatarsal heads to the:
 - A. Calcaneus
 - B. Cuboid
 - C. Distal phalanges
 - D. Shafts
6. The range of motion at the ankle joint necessary to complete a normal gait is:
 - A. 5° dorsal flexion 10° plantar flexion
 - B. 8-10° dorsal flexion 20° plantar flexion
 - C. 20° dorsal flexion 20° plantar flexion
 - D. 20° dorsal flexion 50° plantar flexion
7. A realistic goal of pedorthic treatment for a diabetic patient would be:
 - A. Healing an acute neuropathic fracture
 - B. Healing a deep ulcer
 - C. Preventing plantar ulcers
 - D. Healing a sub-acute neuropathic fracture
8. Your patient has a heel that leans outward. How would you document this on your records?
 - A. Valgus
 - B. Varus
 - C. Adducted
 - D. Abducted

9. Under the Therapeutic Shoe Bill, a Medicare beneficiary is entitled to:
- A. 3 pairs of depth shoes and 3 pairs of multi-density inserts per fiscal year
 - B. 3 pairs of depth shoes and 1 pair of multi-density inserts per fiscal year
 - C. 1 pair of depth shoes and up to 3 pairs of multi-density inserts per calendar year
 - D. 1 pair of custom shoes and up to 3 pairs of multi-density inserts per calendar year
10. A patient is seen for follow-up. They were fit previously with diabetic shoes and multidensity inserts. You discover the patient has developed a small open ulcer under the left first metatarsal head. The MOST appropriate course of action would be to:
- A. Refer patient back to their referring physician
 - B. Add a layer of plastazote to both inserts
 - C. Add a medial arch cookie to the left insert
 - D. Fit patient with a new multi-density insert

Pedorthic Answer Key:

- 1. C
- 2. B
- 3. A
- 4. A
- 5. D
- 6. B
- 7. C
- 8. B
- 9. C
- 10. A

Appendix III

Examination Question References and Recommended Reading List

Examination development involves the use of many references and resources including, but not limited to:

Alexander, Ian. *The Foot: Examination and Diagnoses*. Churchill-Livingston, 1997.

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McMinn, Hutchings and Logan. *Foot and Ankle Anatomy*. 2nd edition. Mosby, 1996.

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Philps, J.W. *The Functional Foot Orthosis*. Churchill Livingstone, 1995.

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