



American Board for Certification in Orthotics, Prosthetics & Pedorthics, Inc.
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ASSISTANT

Book of Rules & Candidate Guide

Eligibility Requirements • Application Process • Exam Content





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

Assistant Book of Rules & Candidate Guide

- **Certified Orthotic Assistant**
- **Certified Prosthetic Assistant**
- **Certified Prosthetic-Orthotic Assistant**

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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 the 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 lending support to the certified practitioner to assure that safe and effective orthotic/prosthetic patient care meets acceptable standards.

Assistant certification in orthotics and/or prosthetics is awarded as an attestation of competency for the public, those who require orthotic and/or prosthetic services and those in other health professions. The awarding of ABC certification provides the certified assistant with an appropriate and meaningful recognition of professional competence.

Assistants whose education and clinical training meet existing ABC requirements are eligible to take the certification exam. Individuals who successfully complete the exam will be awarded certification on the premise that they show competency in implementing a treatment plan and managing the total care of patients in need of orthotic and/or prosthetic interventions as directed by the supervising certified practitioner. The awarding of these certificates recognizes that the individual has demonstrated a minimum level of competence.

ABC certification is recognized by various state agencies and third-party payers for insurance reimbursements and is considered the standard among orthotic, prosthetic and pedorthic professionals, both nationally and internationally.

What are Certified Assistants?

An ABC Certified Orthotic and/or Prosthetic Assistant is a healthcare professional who has demonstrated their qualifications and competency through a thorough and detailed examination process. This individual has been specifically trained to manage comprehensive orthotic and/or prosthetic patient care under the supervision of an ABC Certified Orthotist and/or Prosthetist. The initial evaluation and formulation of the treatment plan is the responsibility of the supervising orthotist and/or prosthetist. The certified assistant may fabricate, repair and maintain orthoses and/or prostheses.

ABC Certified Orthotic Assistant

A certified orthotic assistant assists the certified orthotist with implementation of the established treatment plan, fabrication, fitting and follow up in the care of patients with impairment of human movement or musculoskeletal abnormalities that would impede their ability to participate in their social environment.

ABC Certified Prosthetic Assistant

A certified prosthetic assistant assists the certified prosthetist with implementation of the established treatment plan, fabrication, fitting and follow up in the care of patients with limb loss for purposes of restoring physiological function and/or cosmesis.

Professional Credentials

Assistants aspiring to become an ABC Certified Orthotic Assistant (COA) or an ABC Certified Prosthetic Assistant (CPA) must successfully meet the board-mandated prerequisites for credentialed individuals. These include submitting the appropriate documentation of education and clinical training, as well as successfully passing the discipline-specific comprehensive written examination. This in-depth examination is designed to cover the domains, tasks and skills of the professions.

Successful completion of the rigorous requirements and examination is confirmation that the individual has the education, knowledge, experience and skills required of an ABC Certified Orthotic and/or Prosthetic Assistant.

The credential of Certified Prosthetic Orthotic Assistant (CPOA) is conferred to assistants whose responsibilities conform to those of both orthotic and prosthetic assistants and who successfully fulfill all of the requirements in both disciplines.

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. The board has the authority under its bylaws to modify the rules, regulations and policies, as it deems appropriate. The board is comprised 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 will continue once certification is granted.

The ABC *Code of Professional Responsibility* is located on the ABC website at abcop.org or by calling ABC at 703-836-7114. A copy of the Code will be provided to candidates in their eligibility packets.

Timeline for Certification Process

Exam Session	Application Deadline	Eligibility letters mailed	Exam logistical information emailed by the testing agency	Exam scores emailed and mailed	New certificant packages mailed
JANUARY	November 1	4 weeks after receipt of application	4 weeks after receipt of application	4-6 weeks post exam	8 weeks post exam
MARCH	January 1	4 weeks after receipt of application	4 weeks after receipt of application	4-6 weeks post exam	8 weeks post exam
MAY	March 1	4 weeks after receipt of application	4 weeks after receipt of application	4-6 weeks post exam	8 weeks post exam
JULY	May 1	4 weeks after receipt of application	4 weeks after receipt of application	4-6 weeks post exam	8 weeks post exam
SEPTEMBER	July 1	4 weeks after receipt of application	4 weeks after receipt of application	4-6 weeks post exam	8 weeks post exam
NOVEMBER	September 1	4 weeks after receipt of application	4 weeks after receipt of application	4-6 weeks post exam	8 weeks post exam

Eligibility Requirements for Certification

Orthotic and prosthetic assistants may qualify to be examined upon completion of specific education and experience requirements established by ABC.

Qualified experience must be documented on the Assistant Competency Attestation form completed by the supervisor.

Education Requirements

All applicants must have a high school diploma, GED or college degree and complete three semester hours each of:

- Human Anatomy
- Medical Terminology
- General/Fundamental Physics

Each course must be from a regionally accredited institution of higher learning. Documentation of the high school diploma, GED or college degree must be included with the application.

Foreign Education

Individuals who have received their education in a foreign country must have their education evaluated by the World Education Services (WES), P.O. Box 5087, New York, NY 10274-5087, 212-966-6311, wes.org. WES is a professional education evaluation service that equates foreign education to programs in the United States.

Clinical Experience

All individuals must complete one year of clinical experience gained under the supervision of an ABC Certified Orthotist or Prosthetist in the discipline sought. For those seeking dual discipline certification, 18 months of clinical experience in both orthotics and prosthetics is required with a minimum of six months in each discipline. Qualified experience must be documented on the Assistant Competency Attestation form completed by the supervisor.

The supervisor will attest to the applicant's place of employment, length of employment and hours worked. Applicants seeking certification in both orthotics and prosthetics must qualify for both disciplines by satisfying the educational and experiential requirements outlined.

Competency Attestation Form

The Assistant Competency Attestation form verifies that the applicant has obtained the necessary knowledge and skills needed to perform the functions of an orthotic and/or prosthetic assistant. The clinical experience required to become ABC certified as an assistant is documented on the attestation form. If the applicant does not possess a particular knowledge or skill, the attester should work with the individual prior to completing the attestation form.

All applications must include the attestation form verifying their knowledge and skills along with their application. The supervisor must be either an ABC Certified Orthotist or Prosthetist in the discipline in which the applicant is applying.

The Assistant Competency Attestation form is available on the ABC website at abcop.org or by calling ABC at 703-836-7114.

Extension of Credential (CPOA)

Individuals seeking to extend their credential to CPOA (seeking certification in the second discipline) must meet the education and experience requirements in effect at the time of their application.

Additionally, applicants must be in good standing with the primary certification. Upon extension of the credential, the newly credentialed CPOA will receive a new certification, MCE effective and expiration date.

PATHWAY	EDUCATION	EXPERIENCE
1	<p>High School Diploma or GED Certificate or college degree and three semester hours each of:</p> <ul style="list-style-type: none"> • Human Anatomy • Medical Terminology • General/Fundamental Physics 	<p>Single Discipline: Competency Attestation form documenting one year of experience, under the supervision of an ABC Certified Orthotist or Prosthetist in the discipline of application</p> <p>Dual Discipline: Competency Attestation form documenting 18 months of clinical experience in both orthotics and prosthetics, with a minimum of six months in each discipline, under supervision of an ABC Certified Orthotist or Prosthetist.</p>
2	Foreign Educated Applicants	Same as Above

The Application Process

All requirements must be satisfied prior to the application deadline. Individuals who have met the eligibility requirements may submit an application approval as a candidate for certification.

General Application Information

1. Application Forms: Individuals seeking certification may obtain an application from ABC. Applications are available on the ABC website, abcop.org or by calling ABC 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 may cause the applicant to be excluded from a desired examination date and location.

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

- Completed application form
- Copy of high school diploma, GED certificate or official college transcript*
- Competency Attestation form
- The non-refundable application fee
- 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. A copy of the high school diploma or GED is not required if an official transcript is submitted. For those extending their credential, the previous file will be referenced should the applicant reapply within a period of seven years following the expiration of his or her original eligibility.*

4. Application Deadline:

January session–November 1

March session–January 1

May session–March 1

July session–May 1

September session–July 1

November session–September 1

5. Notification of Application Decision:

Applicants will be notified in writing of their eligibility decision approximately four weeks after receipt of their application.

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

Although every effort is made to accommodate all eligible candidates, ABC reserves the right to limit the number of registrants should space be restricted.

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

- Insufficient documentation to assess eligibility
- Documentation provided does not meet the 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:** Applicants for assistant 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. The candidate will be granted no more than four attempts within eligibility 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 exam. To register for the next available exam, the candidate must request and submit the current registration form and fees.

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 Candidate Guide, 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 notices 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 appropriate to identify the nature and extent of the applicant's education, experience, competency, moral character and reputation.

13. **Criminal History Disclosure:** Applicants must disclose criminal history information if the applicant has been convicted by a court of competent jurisdiction or pleaded nolo contendere to a felony or any crime involving moral turpitude or is currently under indictment for such crime. Applicants must submit a signed written statement or full explanation along with supporting documents to accompany the application. Examples of supporting documents may include, but are not limited to, official court documents, probation documents, police reports, etc.

14. **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).

Applicants requesting any accommodations 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 after the application deadline and/or without the additional required documentation will be denied. The Special Accommodation Policy and Application for Examination Accommodations are available from ABC.

15. **Falsification:** Discovery that an applicant or experience verifying supervisor has falsified any information on the application will result in any or all of the following actions:

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

16. **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 the 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. **Examination Registration:** All candidates will be notified by email by the contracted testing service with all logistical information, including a list of sites and an explanation of the test site selection process. Logistical information will also be mailed to the home address by ABC.

Candidates for the examination will receive an Authorization-to-Test (ATT) letter from the contracted testing service. It is the responsibility of the candidate to adhere to the instructions on the letter to secure an examination date, time and location.

2. **Examination Admittance:** To be admitted for testing for any examination, candidates must arrive at the assigned location at least 30 minutes prior to their scheduled exam time, present their ATT letter and have their identity confirmed by photo ID. Candidates will be required to show two current forms of identification, including one current, unexpired government-issued photo identification document with their signature (e.g., driver's license or passport) and a second identification document with their signature (e.g., credit card or work ID). The name on both identification documents must match the name on the ATT letter. **Candidates will not be permitted to test without the required identification. No exceptions will be made.**

3. **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. Candidates may also submit the Examination Cancellation Form included in his/her eligibility packet. Cancellations are effective the date they are received by ABC.

Cancellations received 31 days or more preceding the candidate's scheduled examination date will be eligible for a refund of the examination fee.

Cancellations received 30 days or less preceding the candidate's scheduled examination date will be subject to a cancellation fee. Therefore, cancellations should be carefully considered. Candidates should reference their ATT letter for a full explanation of the cancellation and/or rescheduling policy.

Candidates failing to schedule an appointment with the contracted testing service for the registered examination cycle will result in a forfeiture of the examination fee. 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.

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 contracted testing service and the candidate; or receiving a full refund of the examination fee. 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 candidates are unable to travel to a testing center due to hazardous weather, candidates must notify ABC at 703-836-7114 within three days after the examination date to be eligible for a refund or rescheduling options. ABC will determine whether or not conditions warrant a full refund of the examination fee. Neither ABC nor the contracted testing service will make any reimbursements for any expenses (other than the examination fee) incurred by candidates unable to reach their test centers due to hazardous weather.

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

7. **Misconduct at the Examination:** It is im-proper for exam 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
- 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

8. **Dismissal Policies:** Any candidate who is observed engaging in any of the above listed activities will be subject to dismissal from the exam, may be barred from future exams for a period ranging from one year to permanent dismissal, and may be required to forfeit his or her current exam fees and a period of eligibility. Prior to a determination regarding future permission to take the exam, 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 exam. The candidate will be notified of the board's decision within 45 days of receipt of the appeal. The board of directors' decision is final.

9. **Examination Results:** Candidates will receive a preliminary score report at the conclusion of the examination. The contracted testing service will email final score reports directly to the candidate approximately four to six weeks following the exam. In addition, official score reports will be mailed to the home address on the application by ABC.

10. **Scoring Procedures:** Answer documents for all examinations are scored by the contracted testing service. Any scoring anomalies are reviewed as part of standard quality control procedures.

11. **Examination Scoring:** The passing score for the examination has been recommended by a geographically diverse panel of practicing ABC certified individuals with both clinical and educational backgrounds selected by the board of directors. This panel, under the guidance of testing experts from the contracted 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.

12. **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 contracted 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 ABC. The fee for hand scoring the examination is \$75. Results of the hand scoring process are mailed approximately eight weeks after receipt.

13. **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 the 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 board of directors' decision is final.

14. **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.

15. **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.

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

The ABC Assistant Examination

General Description of the Examination

The examination is a three-hour multiple-choice examination consisting of 165 questions designed to evaluate a candidate's knowledge and clinical competencies in orthotics and/or prosthetics practice. The examination and the passing score are reviewed annually.

The examination is administered by computer-based testing (CBT), a method of administering tests in which the responses are electronically recorded. As the name implies, CBT makes use of a computer instead of a traditional pen and paper examination. The examination is offered bi-monthly at approximately 250 locations around the country.

Examination Content

The development of valid examinations begins with a practice analysis that gives a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. General knowledge assessed on the examination may include anatomy, kinesiology, componentry, materials and practice management.

Experts have identified the critical job components in the professions of orthotics and prosthetics using a process that includes interviews, surveys, observation and group discussions.

ABC conducted a *Practice Analysis of ABC Certified Assistants in the Disciplines of Orthotics and Prosthetics* that identified performance domains for assistants. Within each performance domain, several identified tasks provide the basis for questions in the examinations. The practice analysis also identified associated knowledge and skills related to delivery of orthotic and/or prosthetic care. The domains, tasks, knowledge and skills are in Appendix I.

Scope of Practice

An ABC Certified Assistant is an individual educated and trained to participate in comprehensive orthotic and/or prosthetic care while under the supervision of an ABC Certified Orthotist and/or Certified Prosthetist.

Certified assistants may perform orthotic and/or prosthetic procedures and related tasks in the management of patient care. The initial evaluation and formulation of the treatment plan is the responsibility of the supervising orthotist and/or prosthetist. The certified assistant may also fabricate, repair and maintain orthoses and/

or prostheses. Orthotic care may include, but is not limited to, orthosis design, fabrication, fitting and modification to treat a neuro-musculoskeletal disorder or acquired condition. Prosthetic care may include, but is not limited to, prosthesis design, fabrication, fitting and modification to treat limb loss for purposes of restoring physiological function and cosmesis. ABC Certified Assistants may not use their credentials as independent practitioners engaged in patient care.

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

Initial Certification

Assistants successfully completing the certification examination will receive a congratulatory letter, certificate, a certification number, a sleeve patch, the ABC *Guide to Maintaining Your Certification*, the *Orthotic, Prosthetic and Pedorthic Scope of Practice* and information regarding the proper use of the ABC credential and logo. Newly certified assistants will

receive an invoice for that year's certification fees at a prorated amount.

Certified assistants 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 at abcop.org.

Maintaining Certification

All certified assistants are required to maintain certification by remitting annual fees, complying with ABC continuing education requirements and adhering to the *Code of Professional Responsibility*.

Professional Conduct

Assistants 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 assistants 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.

Continuing Education

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

Single Discipline Assistants— COA or CPA

- A total of 50 credits must be earned during the 5-year cycle
- A minimum of 30 credits must be Category I Scientific
- A maximum of 20 credits may be Business and/or Category II Scientific
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 30 Category I Scientific credits

Dual Discipline Assistants— CPOA

- A total of 65 credits must be earned during the 5-year cycle
- A minimum of 45 credits must be Category I Scientific
- A maximum of 20 credits may be Business and/or Category II Scientific
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 45 Category I Scientific credits
- When extending your credential from COA or CPA to CPOA, the certification date of your most recent credential will determine your 5-year continuing education cycle. For example, if your orthotic certification was awarded in 2009 and your prosthetic certification was awarded in 2012, the effective date for your 5-year cycle will be 2012.

Continuing education records are updated regularly and accessible anytime on the ABC website by logging in to your MY ABC account.

Annual Renewal Fees

Certified individuals must pay annual renewal fees of \$125 to maintain their certification with ABC. Annual renewal notices are mailed in mid-September and due December 1 each year. Newly certified professionals will receive a prorated invoice for the first year's certification fee. Subsequent renewal notices will be sent automatically.

Appendix 1

Certified Assistant Domain, Tasks, Knowledge and Skills

Domain 1: Patient Assessment

Tasks

- Review patient's prescription/referral
- Review patient history and assessment findings (e.g., previous device use, medical history, physical limitations, activity levels, patient measurements)
- Consult with certified orthotist/certified prosthetist about patient's condition in order to understand the treatment plan (e.g., diagnosis, amputation level, orthotic or prosthetic requirements)
- Document assessment findings, as directed

Domain 2: Implementation of the Treatment Plan

Tasks

- Provide patient with preparatory care for orthotic/prosthetic treatment (e.g., shrinker, compression garment)
- Select appropriate materials/techniques in order to obtain a patient model/image
- Prepare patient for procedure required to initiate treatment plan (e.g., information about aspects of the procedure)
- Perform procedure (e.g., measure, take impression, delineate, scan, digitize)
- Select appropriate pre-fabricated orthosis based on patient measurements and the established treatment plan

- Comply with manufacturer's specifications regarding components/materials
- Prepare delineation/impression/template for modification/fabrication
- Rectify and prepare patient model/image for fabrication
- Fabricate/assemble/align orthosis/prosthesis in order to prepare for initial or diagnostic fitting
- Assess device for structural safety and ensure that manufacturers' guidelines have been followed prior to patient fitting (e.g., torque values, component weight limits)
- Assess alignment of orthosis/prosthesis for accuracy in sagittal, transverse and coronal planes in order to provide optimal function/comfort
- Ensure that materials, design and components are provided as specified in the treatment plan
- Complete fabrication process after achieving optimal fit and function of orthosis/prosthesis (e.g., convert diagnostic device to definitive orthosis/prosthesis)
- Re-assess orthosis/prosthesis for structural safety at time of delivery
- Educate patient and/or caregiver about the use and maintenance of the orthosis/prosthesis (e.g., wearing schedules, other instructions)
- Document treatment using established record-keeping techniques to verify compliance with treatment plan

Domain 3: Follow-up of the Treatment Plan

Tasks

- Obtain feedback from patient and/or caregiver to evaluate outcomes (e.g., wear schedule/tolerance, comfort, ability to don and doff, proper usage and function)
- Assess patient's general health, including physical status, skin condition and height and weight
- Assess patient's psychosocial status (e.g., family status, job or caregiver)
- Assess fit and function of orthosis/prosthesis to determine need for changes to meet goals of the established treatment plan
- Assess patient's achievement of planned treatment goals
- Inform certified orthotist/certified prosthetist of all findings that affect the treatment plan
- Adjust orthosis/prosthesis to meet goals of treatment plan
- Assess adjusted orthosis/prosthesis for structural safety
- Evaluate results of adjustments to orthosis/prosthesis, including static and dynamic assessment
- Educate patient to ensure continued proper use of adjusted orthosis/prosthesis
- Document all findings and actions related to follow-up using established record-keeping techniques

Domain 4: Practice Management

Tasks

- Comply with all applicable federal, state and local laws and regulations (e.g., CMS, HIPAA, FDA, ADA, OSHA, state licensure)
- Adhere to professional and ethical guidelines (e.g., *ABC Code of Professional Responsibility*)
- Comply with established documentation requirements related to patient billing and claims development
- Promote a safe and professional environment for patient care (e.g., universal precautions, ABC Facility Accreditation standards)

Domain 5: Promotion of Competency and Enhancement of Professional Practice

Tasks

- Maintain competence by participating in continuing education
- Participate in education of residents, students and staff
- Participate in product development research, clinical trials and outcome studies
- Participate in the development, implementation and monitoring of public policy regarding orthotics/prosthetics (e.g., provide testimony/information to legislative/regulatory bodies, serve on professional committees and regulatory agencies)
- Promote public awareness of the profession

Knowledge Statements

The certified assistant should demonstrate the following knowledge:

- General musculoskeletal anatomy, including upper limb, lower limb, spinal
- Basic neuroanatomy (e.g., major peripheral nerves of the upper and lower extremities)
- Anatomical landmarks (surface anatomy)
- Anatomical planes, planes of motion and normal joint range of motion
- Normal human locomotion
- Gait deviations
- Tissue characteristics/management
- Volumetric control (e.g., edema, weight gain/loss)
- Biomechanics (e.g., actions of lever arms, application of force system)
- Pathologies, including cause and progression (e.g., orthopedic, neurologic, vascular)
- Medical terminology
- Referral documents
- Policies and procedures regarding protected healthcare information
- Reimbursement protocols (e.g., CMS, Medicaid)
- 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*
- Scopes of practice related to orthotic/prosthetic credentials
- Boundaries of the Orthotic/Prosthetic Assistant scope of practice
- Orthotic/prosthetic design
- Orthotic/prosthetic fitting criteria
- Orthotic/prosthetic fabrication
- Clinical examination techniques
- Impression-taking techniques, materials, devices and equipment
- Rectification/modification procedures as they relate to specific orthotic/prosthetic designs
- Measurement tools and techniques
- Orthotic/prosthetic forms (e.g., assessment, orthometry, measurement, evaluation, outcomes)
- Materials science
- Componentry
- Alignment devices and techniques
- Hand and power tools
- Care and maintenance of orthoses/protheses
- Computer-aided design and manufacturing (CAD/CAM)
- Item warranty and warranty limitations
- Loss control (e.g., risk management, inventory control)
- Research and literature
- Human development and aging, ranging from pediatric to geriatric, as they relate to orthotic and prosthetic treatment
- The psychology of the disabled
- Patient educational materials
- Federal and state rules, regulations and guidelines (e.g., FDA, ADA, HIPAA)
- ABC Facility Accreditation Standards

Skill Statements

The certified assistant should demonstrate the following skills:

- Communicating with patient/family/caregiver
- Communicating with orthotists/prosthetists and other staff
- Identifying gross surface anatomy
- Interpretation of physical findings (e.g., recognizing skin pressures, dermatological conditions)
- Identifying normal and pathological gait/motion
- Impression-taking/measuring for orthoses/prostheses
- Use of mechanical measuring devices
- Use of electronic measuring devices
- Use of computer-based measuring devices
- Patient delineation, rectification and/or patient model modification
- Orthotic/prosthetic fabrication
- Use of safety equipment
- Use of hand and power tools
- Use of materials and components
- Use of alignment devices
- Aesthetic finishing
- Evaluating fit and function of an orthosis/prosthesis
- Adjusting and modifying orthoses/prostheses
- Maintaining and repairing orthoses/prostheses
- Documentation

Appendix II

Sample Orthotic Assistant Examination

Following are sample questions that are similar to those you will find on the orthotic assistant examination.

1. The distal portion of the fibula is referred to as the:
 - A. Medial malleolus
 - B. Lateral malleolus
 - C. Medial condyle
 - D. Lateral condyle
2. Weakness of which muscle is commonly referred to as foot drop?
 - A. Tibialis anterior
 - B. Tibialis posterior
 - C. Gastrocnemius
 - D. Peroneus longus
3. The measurement for a TLSO (anterior hyperextension orthosis) should be taken with the patient in what position?
 - A. Standing erect
 - B. Sitting erect
 - C. Lying prone
 - D. Lying supine
4. The trimlines of a ground reaction ankle foot orthosis (AFO) should be anterior to the malleoli to serve as
 - A. Dorsiflexion assist
 - B. Plantar flexion assist
 - C. Dorsiflexion stop
 - D. Plantar flexion stop
5. The primary cause of carpal tunnel syndrome is compression of which nerve?
 - A. Ulnar nerve
 - B. Radial nerve
 - C. Tibial nerve
 - D. Median nerve
6. While seeing a patient for follow up, they ask if they can discontinue use of their orthosis. Which of the following is the BEST action to take?
 - A. Tell the patient that they must continue to wear the orthosis.
 - B. Inform the treating practitioner about the patient's request.
 - C. Inform the patient that they must check with their physical therapist before discontinuing use of the orthosis.
 - D. Note the patient's statement in the chart and schedule them for another follow up appointment.
7. A patient who only has Medicare funding asks about their financial responsibility related to the provision of a new orthosis. You should tell them that:
 - A. They will be responsible for 20% of the usual and customary charge
 - B. They will be responsible for 80% or the usual and customary charge
 - C. They will be responsible for 20% of the Medicare allowable charge
 - D. They will be responsible for 80% of the Medicare allowable charge

8. The main functional purpose of a knee orthosis in the treatment of an injured anterior cruciate ligament is:
- A. Prevention of full knee extension
 - B. Prevention of full knee flexion
 - C. Prevention of all transverse plane motion
 - D. Prevention of all coronal plane motion
9. Universal precautions refers to:
- A. Understanding all of the safety rules for lab equipment
 - B. Assuring that all floor surfaces are clean and dry in the patient care area
 - C. Avoiding contact with patients' body fluids by means of wearing exam gloves
 - D. Taking precautions to not come into contact with the patients' clothing
10. Material Safety Data Sheets should be:
- A. Available to all staff that come into contact with those materials
 - B. Kept in a locked cabinet
 - C. Only referred to after there has been an incident
 - D. Submitted with each Medicare claim

Orthotic Answer Key:

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

Appendix III

Sample Prosthetic Assistant Examination

Following are sample questions that are similar to those you will find on the prosthetic assistant examination.

1. Another name for an ankle disarticulation amputation is:
 - A. Symes amputation
 - B. Chopart amputation
 - C. Transmetatarsal amputation
 - D. Lisfranc amputation
2. A PTB-SC transtibial socket design would be most appropriate for which of the following patients:
 - A. A patient with a mild knee flexion contracture
 - B. A patient with limited knee flexion range of motion
 - C. A patient with a very short transtibial amputation
 - D. A patient with a transtibial amputation just proximal to the malleoli
3. When the shoe fits too tightly on the prosthetic foot, which of the following problems may be a result?
 - A. Prosthesis will lean posteriorly
 - B. Patient will have the feeling of walking uphill
 - C. A medial whip is created
 - D. Shock absorption at initial contact is reduced
4. The anterior trimline of the Symes prosthesis usually extends to the level of the patellar tendon in order to:
 - A. Provide a long lever arm to distribute force
 - B. Achieve a better suspension
 - C. Decrease compression loads on the prosthesis
 - D. Improve the cosmetic appearance
5. Venous return of the blood to the heart is assisted by the:
 - A. Arterial blood pressure
 - B. Action of the skeletal muscles
 - C. Positive pressure in the heart
 - D. Contraction of the arterial walls
6. A unilateral transradial prosthetic patient complains that the axilla loop of his harness is uncomfortable. The most common reason for this complaint is that the cross point is:
 - A. Superior to C7
 - B. Inferior to C7
 - C. Too close to the amputated side
 - D. Too close to the sound side
7. Material Safety Data Sheets should be:
 - A. Available to all staff that come into contact with those materials
 - B. Kept in a locked cabinet
 - C. Only referred to after there has been an incident
 - D. Submitted with each Medicare claim

8. What is the best course of action when an existing patient asks to be referred to another prosthetic facility?
- A. Offer your services without charging them
 - B. Provide the patient with a list of certified practitioners
 - C. Contact the patient's physical therapist to discuss the patient's wishes
 - D. Offer to make the patient a new prosthesis
9. When the distal segment of a transfemoral prosthesis comes to a sudden stop as the knee extends during late swing, this is called:
- A. Terminal swing impact
 - B. Vaulting
 - C. Circumduction
 - D. Uneven step length
10. Patient records do not fulfill all of their purposes unless they:
- A. Include the patient's comprehensive medical history
 - B. Are detailed and include a description of all symptoms and treatments
 - C. Can be used for legal purposes
 - D. Are legible, maintained and up-to-date

Prosthetic Answer Key:

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

Appendix IV

Examination Question References and Recommended Reading List

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

Orthotics and Prosthetics

American Medical Association. *American Medical Association Handbook of First Aid and Emergency Care*. Random House Reference, 2009.

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Atlas of Amputations and Limb Deficiencies. 3rd edition. Edited by Douglas Smith, John Michael, John Bowker. American Academy of Orthopaedic Surgeons, 2004.

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Lovell and Winter's Pediatric Orthopaedics. 6th edition. Edited by Raymond T. Morrissy and Stuart I. Weinstein. Lippincott Williams & Wilkins, 2005.

Orthotics: Clinical Practice and Rehabilitation Technology. Edited by John B. Redford, John V. Basmajian and Paul Troutman. Churchill Livingstone, Inc., 1995.

Salter, Robert B. *Textbook of Disorders and Injuries of the Musculoskeletal System*. 3rd edition. Lippincott, Williams & Wilkins, 1993.



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

330 John Carlyle St, Suite 210 • Alexandria, VA 22314

Tel: (703) 836-7114 • Fax: (703) 836-0838

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