



FITTER CANDIDATE GUIDE

Eligibility Requirements
Application Process
Exam Content

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Who We Are



ESTABLISHED 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 national certifying and accrediting body for the orthotic, prosthetic and pedorthic professions. ABC has become the quality standard in orthotic, prosthetic and pedorthic certification.

ABC certified individuals are considered leaders in the profession and provide the highest quality patient care, along with excellence in research and device design. ABC certified individuals must meet stringent educational standards, clinical training and a complete assessment of competency.

ABC conducts examinations to test the competency of those persons engaged in the practice of orthotic, mastectomy and therapeutic shoe fittings who voluntarily apply for the examination process.

MISSION AND VISION

ABC is the comprehensive credentialing organization whose mission is to establish and advocate for the highest patient care and organizational standards in the provision of safe and effective orthotic, prosthetic and pedorthic services.

ABC fulfills this mission by:

- Measuring patient care provider's knowledge and skills through rigorous credentialing programs
- Establishing standards of organizational performance through facility accreditation

- Mandating professional continuing education to maintain competency
- Administering a professional discipline program
- Communicating the value and importance of ABC credentials

ABC's activities are guided by the following vision statement:

Setting Standards, Improving Outcomes, Changing Lives

RECOGNITION

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. ABC certification is also highly regarded by orthopaedic surgeons, physical and occupational therapists, amputee support groups and other members of the rehabilitation community.

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 comprised of ABC Certified Orthotists, Prosthetists, Pedorthists and public representatives.

Certified Fitters

ABC CERTIFICATIONS in orthotic, mastectomy and therapeutic shoe fittings are awarded as attestations of competency for the public, those who require orthotic, mastectomy or therapeutic shoe fitting services and those in other health professions.

The awarding of ABC certification provides the certified fitter with an appropriate and meaningful recognition of professional competence.

PROFESSIONAL CREDENTIALS

Completion of our rigorous requirements and examinations is confirmation that you have the education, knowledge, experience and skills required of an ABC Certified Fitter. ABC awards the following fitter credentials: Certified Fitter-orthotics (CFo), Certified Fitter-mastectomy (CFm) and Certified Fitter-therapeutic shoes (CFts).

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.

Scope of Practice

CERTIFIED FITTER-ORTHOTICS

According to the *Orthotic, Prosthetic, and Pedorthic Scope of Practice*, an ABC certified fitter-orthotics is a health care professional who is specifically educated and trained in the provision of certain orthoses. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management. An ABC certified fitter-orthotics is competent to practice orthotics within a scope of practice that is specific to fitting certain custom fitted, prefabricated and off-the-shelf orthoses as described below:

- Cervical orthoses, except those used to treat an unstable cervical condition
- Prefabricated orthoses for the upper and lower extremities, except for the following:
 - those used in the initial and/or acute treatment of long bone fractures and dislocations
 - therapeutic (diabetic) shoes/inserts and functional electrical stimulation orthoses (e.g. myo-orthosis, neuroprosthesis)
- Prefabricated spinal orthoses, except those used in the treatment of scoliosis or unstable spinal conditions, or halo cervical orthoses
- Pressure gradient garments
- Trusses

CERTIFIED FITTER- MASTECTOMY

According to the *Orthotic, Prosthetic, and Pedorthic Scope of Practice*, an ABC certified fitter-mastectomy is a health care professional who is specifically educated and trained in the provision of breast prostheses and post-mastectomy items and services. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management.

CERTIFIED FITTER- THERAPEUTIC SHOES

According to the *Orthotic, Prosthetic, and Pedorthic Scope of Practice*, an ABC certified fitter-therapeutic shoes is a health care professional who is specifically educated and trained to provide non-custom therapeutic shoes and non-custom multi-density inserts. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management.

Code of Professional Responsibility

ABC ESTABLISHED the Professional Ethics Program to promote and maintain the highest standards of patient care and ethical behavior.

The *ABC Code of Professional Responsibility* is recognized throughout the profession as embodying the principles which govern the professional, ethical and moral integrity of individuals and organizations engaged in the delivery of orthotic, prosthetic and pedorthic care.

The fundamental objectives of the Professional Ethics Committee are to enforce the Code. The committee ensures that any person, facility or organization who may apply, has applied, or has been awarded any of the certifications or accreditations offered by ABC are practicing in accordance with professional and community standards. The Code and the committee serve to protect the public against unprofessional and unethical conduct by credential holders.

You are expected to abide by the Code as an ABC exam applicant and candidate, and as a credentialed individual.

Certification Eligibility Requirements

ORTHOTIC FITTER ELIGIBILITY CRITERIA

EDUCATION REQUIREMENTS

You must have a high school diploma, GED certificate or college degree and complete an **ABC approved orthotic fitter pre-certification education course**.

CLINICAL EXPERIENCE

There are two experience pathways for eligibility.

- Pathway 1—You must have 1,000 hours of orthotic fitting experience
- Pathway 2—You must have 500 hours of orthotic fitting experience. You may apply under this pathway if you currently hold a nationally recognized certification in a related allied health profession (e.g., Medical Assistant, Athletic Trainer, Physical Therapist/PTA, Occupational Therapist/OTA).

Your experience must be in the fitting of certain orthotic devices as outlined in the **Scope of Practice** of an ABC Certified Fitter-orthotics.

EXPERIENCE GUIDELINES

The patient care experience requirement serves as the clinical training portion of the orthotic fitter education. It is optimal if your experience is fulfilled after completion of an ABC-approved orthotic fitter educational program; however, you can use patient care experience gained prior to the completion of your education program.

The intent of the patient care experience is to provide you with practical application of the knowledge, skills and competencies gained during your educational program. This is most optimally achieved if the experience takes place within an organization that primarily provides orthotic patient care services. If your experience takes place in a setting that is not primarily engaged in orthotic patient care services, your experience will be evaluated on an individual basis to determine whether it meets the intent of the requirement.

We encourage you to use the **Orthotic Fitter Exam Candidate Self-Assessment Checklist** as a tool to guide you through your work experience and to make sure that you are getting the type and amount of experience in each area that the profession expects.

MASTECTOMY FITTER ELIGIBILITY CRITERIA

EDUCATION REQUIREMENTS

You must have a high school diploma, GED certificate or college degree and complete an **ABC approved mastectomy fitter pre-certification education course**.

CLINICAL EXPERIENCE

There are two experience pathways for eligibility.

- Pathway 1—You must have 250 hours of mastectomy fitting experience
- Pathway 2—You must have 125 hours of mastectomy fitting experience. You may apply under this pathway if you currently hold a nationally recognized certification in a related allied health profession (e.g., RN, LPN, Medical Assistant, Certified Breast Care Nurse (BCN), Oncology Certified Nurse (OCN), Certified Breast Patient Navigator)

Your experience must be in providing direct patient care specific to fitting breast prostheses and mastectomy items and services with these duties as a central responsibility.

EXPERIENCE GUIDELINES

The patient care experience requirement serves as the clinical training portion of the mastectomy fitter education. It is optimal if your experience is fulfilled after completion of an ABC-approved mastectomy fitter educational program; however, you can use patient care experience gained prior to the completion of your education program.

The intent of the patient care experience is to provide you with practical application of the knowledge, skills and competencies gained during your educational program. This is most optimally achieved if your experience takes place within an organization that primarily provides mastectomy patient care services.

If your experience takes place in a setting that is not primarily engaged in mastectomy patient care services, your experience will be evaluated on an individual basis to determine whether it meets the intent of the requirement.

We encourage you to use the ***Mastectomy Fitter Exam Candidate Self-Assessment Checklist*** as a tool to guide you through your work experience and to make sure that you are getting the type and amount of experience in each area that the profession expects.

THERAPEUTIC SHOE FITTER ELIGIBILITY CRITERIA

EDUCATION REQUIREMENTS

You must have a high school diploma, GED certificate or college degree and complete an ABC approved therapeutic shoe fitter pre-certification education course.

CLINICAL EXPERIENCE

You must have 250 hours of therapeutic shoe fitting experience. This experience must be in providing direct patient care specific to non-custom therapeutic shoes and non-custom diabetic multi-density inserts.

EXPERIENCE GUIDELINES

The patient care experience requirement serves as the clinical training portion of the therapeutic shoe fitter education. It is optimal if your experience is fulfilled after completion of an ABC-approved therapeutic shoe fitter educational program; however, you can use patient care experience gained prior to the completion of your education program.

The intent of the patient care experience is to provide you with practical application of the knowledge, skills and competencies gained during your educational program. This is most optimally achieved if your experience takes place within an organization that primarily provides therapeutic shoe patient care services. If your experience takes place in a setting that is not primarily engaged in therapeutic shoe patient care services, your experience will be evaluated on an individual basis to determine whether it meets the intent of the requirement.

FOREIGN EDUCATION

If you have received your education in a foreign country, you must have your education evaluated by the **World Education Services (WES)**. WES is a professional education evaluation service that equates foreign education to programs in the United States.

Application Process

SUBMISSION OF APPLICATION

All requirements must be met by the application deadline for your desired exam session. Applications must be submitted at **ABCop.org** and must be completed in all respects.

FEES

Payment is required when you apply. ABC accepts electronic payments in the form of a credit card or Automated Clearing House (ACH). The fees are as follows:

- The non-refundable application fee
- The examination fee

Documentation

EDUCATION

You will be required to submit a copy of your high school diploma, GED certificate, and/or official transcripts with your application. These documents be uploaded to the online application dashboard or can be mailed or emailed directly to ABC from you or the school. If you are extending your credential, your previous file will be referenced if you reapply within a period of seven years following the expiration of your original eligibility period.

FITTER EDUCATION

You will be required to submit a copy your certificate of completion from the ABC approved fitter pre-certification education course with your application. This may be uploaded to the online application dashboard or can be mailed or emailed directly to ABC.

COMPETENCY ATTESTATION FORM

You will be required to submit the discipline-specific *Fitter Competency Attestation* form, which verifies that you have obtained the necessary knowledge and skills needed to perform the functions of a fitter.

The clinical experience required to become eligible to become ABC certified as a fitter is documented on the attestation form. If you do not possess a particular knowledge or skill, your attester/supervisor should work with you prior to completing the attestation form.

ATTESTER/SUPERVISOR REQUIREMENTS

ORTHOTIC FITTER

The ***Orthotic Fitter Competency Attestation*** form must be completed and signed by one of the following: a certified practitioner, a certified and/or licensed orthotic fitter or a professional referral source. A professional referral source is defined as an appropriately licensed healthcare provider who is a referral source and is familiar with your professional knowledge and skills.

MASTECTOMY FITTER

The ***Mastectomy Fitter Competency Attestation*** form must be completed and signed by one of the following: a certified practitioner, a certified and/or licensed mastectomy fitter or a professional referral source. A professional referral source is defined as an appropriately licensed healthcare provider who is a referral source and is familiar with your professional knowledge and skills.

THERAPEUTIC SHOE FITTER

The ***Therapeutic Shoe Fitter Competency Attestation*** form must be completed and signed by one of the following: an ABC Certified Prosthetist Orthotist (CPO), an ABC Certified Orthotist (CO), an ABC Certified Pedorthist (C.Ped.), an ABC Certified Fitter-therapeutic shoes (CFts), or a professional referral source. A professional referral source is defined as an appropriately licensed healthcare prescriber who is a referral source and is familiar with your professional knowledge and skills.

TESTING ACCOMMODATIONS

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

If you require any accommodations, you must submit your requests by the application deadline of your desired exam session to provide adequate time to resolve any documentation or exam logistical issues that may arise. ABC will review each request on an individual basis and make decisions relative to appropriate accommodations based on specific guidelines.

The ***Testing Accommodations Policy*** and the ***Testing Accommodations Application*** should be referenced for additional specific information.

CRIMINAL HISTORY DISCLOSURE

Health care providers are placed in a position of trust with their patients. Often these providers have unsupervised, physical contact with their patients. You must disclose criminal history information if you have been convicted by a court of competent jurisdiction, pleaded nolo contendere to a felony or any crime involving moral turpitude, or is currently under indictment for such a crime.

You must submit a signed written statement

and 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.

AUTHORITY

ABC reserves the right to ask you to furnish such information or make such inquiries as may be deemed appropriate to identify the nature and extent of your education, experience, competency, moral character and reputation.

NOTIFICATION OF APPLICATION DECISION

You will be notified in writing of your application approval or denial approximately four weeks after receipt of your application.

ADDRESS CHANGES

The home and/or email address provided on the application will be used for mailing your letter of eligibility, registration information, exam confirmation and results. You are responsible for updating your information immediately on your **My ABC** account.

ELIGIBILITY PERIOD

You will be assigned an *Exam Candidate* status when your application has been reviewed and approved by the Applications Review Committee. You will be granted a three-year eligibility period in which to take and pass the examination. You will be granted no more than four attempts at the exam within your eligibility period.

FALSIFICATION

Discovery that you have falsified *any* information on your application, shall lead to any or all of the following actions:

- Rejection of your application
- Barring you from the exam(s)
- Revocation of any existing ABC certification or status
- Reference of the incident to the Professional Ethics Committee
- Any act of falsification shall be made a part of your permanent record.

APPLICANT INELIGIBILITY

You can be determined ineligible for any of following reasons:

- Insufficient documentation to assess eligibility
- Documentation provided does not meet eligibility requirements
- Lack of required fees
- Failure to meet posted deadlines for documentation and/or residency requirements

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

APPLICATION APPEALS

If you have been denied by the Applications Review Committee, on the basis that you have failed to demonstrate the minimal eligibility requirements, you may appeal their denial. You must submit your appeal in writing to the ABC Board of Directors.

Appeals must:

- Be in writing, signed by the applicant and sent to ABC by mail or email.
- State the specific reasons for appeal
- Be accompanied by evidence or other pertinent information refuting original findings
- Be sent no later than 30 calendar days after the date on the notification letter

APPEALS DECISION

You will receive notification of the decision within 45 days of receipt of the request. The Board of Directors' decision is final.

STATEMENT OF NON-DISCRIMINATION

ABC does not discriminate on the basis of age, sex, race, religion, national origin, disability or marital status.

RE-EXAMINATION

If you fail to obtain a passing score on your exam, you may apply to retake the exam during the next available session on the [ABC website](#). You must be within your current eligibility period and have not exhausted your allotted four attempts at the exam.

REAPPLYING FOR ELIGIBILITY

If you have exhausted your eligibility period, you may reapply for eligibility by submitting a new application, subject to the prevailing Candidate Guide, complete with supporting documentation and fees.

Exam Policies and Information

CONFIRMATION OF EXAM DATES/LOCATIONS

You will receive an Authorization-to-Test (ATT) letter by email and mail from ABC, which provides an explanation of the test site selection process. It is your responsibility to adhere to the instructions in the letter to secure an exam date, time and location.

EXAM ADMITTANCE

You must arrive at the assigned location at least 30 minutes prior to your scheduled exam time and have your identity confirmed by a valid photo ID. If you are late, you will not be able to test. **No exceptions will be made.**

You will be required to show one current form of identification, which must be an unexpired government-issued photo identification document with signature (e.g., driver's license or passport). The name on the identification document must match the name on the ATT letter. You will not be permitted to test without the required identification. **No exceptions will be made.**

CANCELLATION/REFUND POLICIES

ABC understands that circumstances may occur that may cause you to have to cancel your upcoming exam. If you are unable to take an upcoming exam that you registered for, you must notify ABC. Cancellations are effective the date it is received.

Cancellations received 31 days or more preceding your scheduled examination date will be eligible for a refund or deferral of your exam fee(s).

There will be a cancellation fee if we are notified less than 30 days prior to your scheduled exam.

If you fail to schedule an appointment with our testing service for your registered exam session, you will forfeit the exam fee(s). The eligibility period will not be extended.

Cancellations should be carefully considered. Please reference your ATT letter for a full explanation of our testing service's cancellation and/or rescheduling policy.

TEST CENTER CLOSINGS

If a test center must be closed before your test date, you will be notified by ABC's testing service and offered options that may include having your exam rescheduled to an alternate date determined jointly by ABC and our testing service, receiving full refunds of exam fees or deferment of your exam to the next exam session.

When an administrative cancellation is required, refunds and rescheduling options will apply only to those that are scheduled to report to the affected center.

HAZARDOUS WEATHER

If you are unable to travel to your testing center due to hazardous weather, you must notify ABC immediately at 703-836-7114 or at certification@abcop.org to be eligible for a refund or rescheduling options.

ABC will determine whether or not conditions warrant a full refund of exam fees. ABC or our testing service will not make reimbursements for any expenses (other than exam fees) incurred due to hazardous weather.

MISCONDUCT AT THE EXAM

It is improper for you 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 exam questions or answers or other aspects of the nature or content of the exam
- Bring any answering agent of any nature (i.e., books, notes) to the exam 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 exam
- Engage in any other conduct or inappropriate behavior that is injurious to the integrity of the exam or to any of its participants

DISMISSAL POLICIES

If you are observed engaging in any of the above listed activities, you 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 your current exam fees and a period of eligibility.

DISMISSAL APPEALS

Prior to determination regarding future permission to take the examination, you are 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. You will be notified of the board's decision within 45 days of receipt of the appeal. The board of directors' decision is final.

LANGUAGE

The exam is offered in English only. No translators or translation devices will be allowed during the examination

CONFIDENTIALITY OF CANDIDATE INFORMATION

ABC is committed to protecting the confidentiality of your records and has adopted policies to ensure your privacy. Information about you and your exam result are not released to any third party, other than state licensure boards, if required. Additionally, your test score is not released by telephone.

DATA COMPILATION

ABC may develop and publish statistical data regarding the exams providing your identity is not divulged.

Exam Scoring and Reporting

EXAM RESULTS

Your exam results will be displayed immediately upon completion of your exam. ABC's testing service will email official score reports directly to you to the email provided at the site within 24 hours of completion.

RELEASE OF EXAM 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 questions nor answer keys will be disclosed or made available for review by candidates or any other unauthorized third party.

SCORING PROCEDURES

All scoring procedures and responses to exam questions are conducted, verified and stored by ABC's testing service.

The passing score for the exam has been recommended by a geographically diverse panel of practicing certified practitioners with both clinical and educational backgrounds individually selected by the board of directors. This panel, under the guidance of testing experts from ABC's testing service, computes a passing score representing the minimum level of knowledge that must be demonstrated to pass the exam. All exams are administered and scored by a computer-based system.

EXAM APPEALS

You may not appeal a failing score, however may request a hand score of your exam or may appeal a particular incident or circumstance in relation to the exam.

HAND SCORING

If you did not pass exam, you may request a hand score. However, it is strongly discouraged as extensive and rigorous quality control procedures are employed to ensure the accuracy of results and in all previous score challenges there is no record of a score discrepancy being detected. The fee for hand scoring your exam is \$50.

Exams are computer-based and electronically scored. An exam rescore is limited to verifying that the responses as scored were made by the examinee and were correctly reported. The hand score service is not a review of the exam content, what the correct answer should be, the acceptability of testing conditions or a reconsideration of the passing standard.

REVIEW OF INCIDENT OR ADMINISTRATIVE PROCEDURE

You may request a review of a specific incident or procedure relative to the exam process or administration procedure if it is felt the incident or procedure impeded your opportunity for successful completion of your exam.

The following actions must be taken prior to submitting a written request for review:

- File a *Center Procedure Report* with the Test Center Administrator (TCA) at Prometric before leaving the testing center.

- Contact Prometric by email or phone within 24 hours after the incident occurred and provide the case summary or ticket number, if applicable.

The written request for review must be:

- Submitted within 5 days of the exam date
- Accompanied by a description of the incident or administrative procedure including any relevant evidence or other pertinent information
- Accompanied by the Prometric case summary or ticket number, if applicable

APPEALS DECISION

You receive notification of the results within 30 days of receipt. Should you not be satisfied with the decision rendered, you may submit a written appeal to the board of directors within 14 days. You will be notified of the board's decision within 30 days of receipt of the request. The board of directors' decision is final.

The Exams

ACH EXAM IS DESIGNED to evaluate knowledge and clinical competencies in orthotic, mastectomy or therapeutic shoe fitting. The exam and the passing score are reviewed and revised annually.

EXAM DESCRIPTIONS

ORTHOTIC FITTER

A three-hour, multiple-choice exam consisting of 125 items designed to measure your knowledge of orthotic fitting. Knowledge assessed on the exam includes basic anatomy, prefabricated orthotic devices, fitting criteria of such devices, ethics and professionalism.

MASTECTOMY FITTER

A three-hour, multiple-choice exam consisting of 150 items designed to measure your knowledge of mastectomy fitting. Knowledge assessed on the exam includes patient assessment, formulation and implementation of a treatment plan, follow-up care, practice management, ethics and professionalism.

THERAPEUTIC SHOE FITTER

A two-hour, multiple-choice exam consisting of 100 items designed to measure your knowledge of therapeutic shoe fitting. Knowledge assessed on the exam includes patient assessment, shoe fitting techniques, follow-up care, ethics and professionalism.

EXAM FORMAT

The exam 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.

EXAM AVAILABILITY

The exam is offered bi-monthly at approximately 350 locations around the country. Exam sessions, deadlines and locations are listed at ABCop.org.

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

ABC conducted Practice Analysis studies that identified performance domains for each fitter discipline. Within each performance domain, several identified tasks provide the basis for questions in the examinations. The Practice Analyses also identified associated knowledge and skills.

CHECK OUT THE DISCIPLINE SPECIFIC PRACTICE ANALYSES':

Practice Analysis of ABC Certified Orthotic Fitters

Practice Analysis of ABC Certified Mastectomy Fitters

Practice Analysis of ABC Certified Therapeutic Shoe Fitters

EXAM DEVELOPMENT

ABC seeks to replenish the ABC exam item bank on a regular basis with questions written by practitioners from the field. Item development activities are conducted as needed to ensure that an adequate supply of new questions are available for the ABC exams.

ABC Subject Matter Experts are selected by ABC. The committee is generally represented by practitioners and educators who are drawn from a diverse range of practice settings and geographical locations.

The Subject Matter Experts pay particular attention to exam security expectations, item validation and sensitivity/bias review procedures, the content category classification system for ABC and the use and interpretation of item analysis data. After reviewing the first draft, time is devoted to any final item replacements and preparation of second drafts of the exams.

An additional round of psychometric and grammatical editing occurs, and then final drafts of each exam are sent for review and approval by a subcommittee. At the conclusion of these review activities by the subcommittee, ABC's testing service prepares the exams for administration

EXAM PREPARATION

There are numerous resources available on the ABC website at ABCop.org as you prepare to sit for your ABC Orthotic, Mastectomy or Therapeutic Shoe Fitter Certification Exam. These include the *Practice Analysis*, *Test Content Outline*, *Self-Assessment Checklist* and sample exam questions. We encourage you to review these documents in preparation for your exams.

Initial Certification

AFTER COMPLETING the certification exam, you will receive a congratulatory letter, a certificate, a certification number, a lapel pin, an email to claim your digital badge, the ABC *Guide to Maintaining Your Certification* and information regarding the proper use of the ABC credential and logo. You will also receive an invoice for the current year's certification fees at a prorated amount.

Certified fitters 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 maintained online and available at ABCop.org.

Maintaining Certification

YOU ARE REQUIRED to maintain certification by remitting annual fees, participating in ABC's Recertification Program and adhere to the *Code of Professional Responsibility*. Your certification will be renewed at the end of a five-year cycle after the minimum number of required credits have been earned; requirements can be found in the *Guide to Maintaining Your Certification*.

*Setting Standards, Improving Outcomes,
Changing Lives.*