



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

# FITTER

## Book of Rules & Candidate Guide

Eligibility Requirements • Application Process • Exam Content







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

# Fitter Book of Rules & Candidate Guide

- **Certified Fitter-orthotics**
- **Certified Fitter-mastectomy**
- **Certified Fitter-therapeutic shoes**

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# Overview

**F**OUNDED IN 1948 as a not-for-profit organization, the American Board for Certification in Orthotics, Prosthetics & 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 orthotic, mastectomy and therapeutic shoe fittings who voluntarily apply for the examination process.

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.

Individuals whose education and experience meet existing ABC requirements may sit for the appropriate ABC exam, which is designed to evaluate knowledge of current orthotic, mastectomy and/or therapeutic shoe fitting technology and the ability to evaluate, measure, adjust and fit patients with a variety of devices. Those who successfully complete the examination process are awarded a discipline specific certificate. The awarding of this certificate 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, pedorthic, post-mastectomy and therapeutic shoe professionals, both nationally and internationally.

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

## What are Certified Fitters?

### ABC Certified Fitter-orthotics

An ABC Certified Fitter-orthotics 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 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 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, including halo cervical orthoses
- Pressure gradient garments
- Trusses

## ABC Certified Fitter-mastectomy

An ABC Certified Fitter-mastectomy 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 in the provision of breast prostheses and post-mastectomy services. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management.

## ABC Certified Fitter-therapeutic shoes

An ABC Certified Fitter-therapeutic shoes 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 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.

The *Orthotic, Prosthetic and Pedorthic Scope of Practice* is located on the ABC website at [abcop.org](http://abcop.org), or by calling the ABC office at 703-836-7114.

## Professional Credentials

Fitters aspiring to become ABC Certified Fitter-orthotics (CFo), Certified Fitter-mastectomy (CFm), or Certified Fitter-therapeutic shoes (CFts) 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 discipline-specific comprehensive written examination. These in-depth examinations are designed to cover the domains, tasks and skills of the professions.

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

## 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. The ABC *Code of Professional Responsibility* is available on the ABC website at [abcop.org](http://abcop.org), or by calling the ABC office at 703-836-7114.



# Eligibility Requirements for Certification

Orthotic, mastectomy and therapeutic shoe fitters may qualify to be examined upon completion of specific education and experience requirements established by ABC. The eligibility criteria for each program are listed below.

## Orthotic Fitter Eligibility Criteria

### Education

A high school diploma, GED or college degree plus an ABC-approved orthotic fitter education course. The approved programs are located on the ABC website at [abcop.org](http://abcop.org).

Applicants are required to identify and confirm completion of the course taken to satisfy the educational requirements. The course 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 orthotic course 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](http://wes.org). WES is a professional education evaluation service that equates foreign education to programs in the United States.

## Clinical Experience

### Pathway 1:

Applicants must have 1,000 hours of orthotic fitting experience.

### Pathway 2:

Applicants must have 500 hours of orthotic fitting experience.

Applicants who currently hold a nationally recognized certification in a related allied health profession (e.g., Medical Assistant, Athletic Trainer, Physical Therapist/PTA, Occupational Therapist/OTA) may apply under this pathway.

This experience must be in the fitting of certain orthotic devices, such as those described here:

- Cervical orthoses, except those used to treat an unstable cervical condition
- Prefabricated orthoses for the upper and lower extremities, except 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, including halo cervical orthoses
- Pressure gradient garments
- Trusses

## Guidelines for Orthotic Fitter Patient Care Experience

The patient care experience requirement serves as the clinical training portion of the orthotic fitter education.

It is optimal if the experience is fulfilled after completion of an ABC-approved orthotic fitter educational program; however, applicants can use patient care experience gained prior to the completion of their education program.

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

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

## Competency Attestation Form

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

## Orthotic Fitter Education and Experience Requirements

Pathway	Education	Experience
1	<p>A high school diploma, GED or college degree and</p> <p>Completion of an ABC approved orthotic fitter pre-certification education course</p>	<p>Completion of 1,000 hours of orthotic fitting patient care experience obtained either before or after completion of the education course and</p> <p>Competency Attestation form completed by a certified practitioner, a certified and/or licensed orthotic fitter or a professional referral source attesting for knowledge and skills</p>
2 (Specific to individuals certified or licensed in a related allied health profession)	<p>A high school diploma, GED or college degree and</p> <p>Completion of an ABC approved orthotic fitter pre-certification education course</p>	<p>Currently holds a nationally recognized certification or license in a related allied health profession. (e.g., Medical Assistant, Athletic Trainer, Physical Therapist/PTA, Occupational Therapist/OTA, etc.) and</p> <p>Completion of 500 hours of orthotic fitting patient care experience obtained either before or after completion of the education course and</p> <p>Competency Attestation form completed by a certified practitioner, a certified and/or licensed orthotic fitter or a professional referral source attesting for knowledge and skills</p>

All applicants must include the attestation form along with their application verifying their knowledge and skills. This 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. The Orthotic Fitter Competency Attestation form is available on the ABC website at [abcop.org](http://abcop.org), or by calling the ABC office at 703-836-7114.

## Mastectomy Fitter Eligibility Criteria

### Education

A high school diploma, GED, or college degree plus an ABC-approved mastectomy fitter education course. The approved programs are located on the ABC website at [abcop.org](http://abcop.org).

Applicants are required to identify and confirm completion of the course taken to satisfy the educational requirements. The course 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 mastectomy course 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](http://wes.org). WES is a professional education evaluation service that equates foreign education to programs in the United States.

## Clinical Experience

### Pathway 1:

Applicants must have 250 hours of mastectomy fitting experience.

### Pathway 2:

Applicants must have 125 hours of mastectomy fitting experience.

Applicants who 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) may apply under this pathway.

This 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.

## Guidelines for Mastectomy Fitter Patient Care Experience

The patient care experience requirement serves as the clinical training portion of the mastectomy fitter education.

It is optimal if the experience is fulfilled after completion of an ABC-approved mastectomy fitter educational program; however, applicants can use patient care experience gained prior to the completion of their education program.

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

## Mastectomy Fitter Education and Experience Requirements

Pathway	Education	Experience
1	<p>A high school diploma, GED or college degree and</p> <p>Completion of an ABC approved mastectomy fitter pre-certification education course</p>	<p>Completion of 250 hours of mastectomy fitting patient care experience obtained either before or after completion of the education course and</p> <p>Competency Attestation form completed by a certified practitioner, a certified and/or licensed mastectomy fitter or a professional referral source attesting for knowledge and skills</p>
2 (Specific to individuals certified or licensed in a related allied health profession)	<p>A high school diploma, GED or college degree and</p> <p>Completion of an ABC approved mastectomy fitter pre-certification education course</p>	<p>Currently holds a nationally recognized certification or license in a related allied health profession (e.g., RN, LPN, Medical Assistant, Certified Breast Care Nurse (CBCN), Oncology Certified Nurse (OCN), Certified Breast Patient Navigator, etc.) and</p> <p>Completion of 125 hours of mastectomy fitting patient care experience obtained either before or after completion of the education course and</p> <p>Competency Attestation form completed by a certified practitioner, a certified and/or licensed mastectomy fitter or a professional referral source attesting for knowledge and skills</p>

### Competency Attestation Form

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

All applicants must include the attestation form along with their application verifying their knowledge and skills. This 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. The Mastectomy Fitter Competency Attestation form is available on the ABC website at [abcop.org](http://abcop.org), or by calling the ABC office at 703-836-7114.

# Therapeutic Shoe Fitter Eligibility Criteria

## Education

A high school diploma, GED or college degree plus an ABC-approved therapeutic shoe fitter education course. The approved programs are located on the ABC website at [abcop.org](http://abcop.org).

Applicants are required to identify and confirm completion of the course taken to satisfy the educational requirements. The course 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 therapeutic shoe course 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](http://wes.org). WES is a professional education evaluation service that equates foreign education to programs in the United States.

## Clinical Experience

Applicants 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.

## Guidelines for 250 Hours of Therapeutic Shoe Fitter Patient Care Experience

The 250 hours of patient care experience requirement serves as the clinical training portion of the therapeutic shoe fitter education.

It is optimal if the 250 hour requirement is fulfilled after completion of an ABC-approved therapeutic shoe fitter educational program;

however, applicants can use patient care experience gained prior to the completion of their education program.

The intent of the 250 hours of patient care experience is to provide the student with practical application of the knowledge, skills and competencies gained during their educational program. This is most optimally achieved if the experience takes place within an organization that primarily provides therapeutic shoe patient care services. If an applicant's experience takes place in a setting that is not primarily engaged in therapeutic shoe patient care services, their experience will be evaluated on an individual basis to determine whether it meets the intent of the requirement.

## Competency Attestation Form

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

All applicants must include the attestation form along with their application verifying their knowledge and skills. This 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.) or a professional referral source. The Therapeutic Shoe Fitter Competency Attestation form is available on the ABC website at [abcop.org](http://abcop.org), or by calling the ABC office at 703-836-7114.

# Timeline for Certification Process

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

# 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.

## General Application Information

**1. Application Forms:** Individuals seeking certification may obtain an application and examination registration form from ABC. Applications are available on the ABC website, [abcop.org](http://abcop.org), or by calling the ABC office at 703-836-7114. All applications must be submitted on current forms.

**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)

- Completed application form
- Copy of a high school diploma, GED certificate, official college transcript\* or WES evaluation
- Copy of the certificate of completion from the approved discipline-specific fitter course(s)
- The discipline-specific Competency Attestation form
- The non-refundable application fee
- The examination fee

\* Official transcripts may be mailed or emailed directly to ABC from the school or included with your application.

### 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.

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

**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:** Applicants for fitter certification who have been evaluated and deemed to have satisfied all eligibility requirements are assigned a candidate status. 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 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 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. 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 a 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. Testing 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 Testing Accommodations with the application/registration form by the application deadline for their desired examination cycle. This is to provide adequate time to resolve any documentation and/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 Testing Accommodation Policy and Application for Testing Accommodations are available from the ABC office.



15. **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.

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 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. Confirmation of Examination Dates/ Location(s):** Candidates for the examination will receive an Authorization-To-Test (ATT) letter by mail and email from ABC, which provides an explanation of the test site selection process. 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 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. **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(s).

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 contract testing service for the registered examination cycle will result in a forfeiture of the examination fee(s). 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 fees.

**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 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 of their examination fee or rescheduling options. ABC will determine whether or not conditions warrant a full refund of examination fees. Neither ABC or 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. Language:** The examinations are offered in English only. No translators or translation devices will be allowed during the examination.

**7. 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

**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 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:** Preliminary results are provided at the conclusion of the examination. The contract testing service will email official score reports directly to candidates approximately four weeks following the examination. Score reports will also be mailed to the home address on the application by ABC.

**10. 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.

**11. Examination Scoring:** The passing score for the written 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 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.

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

13. **Examination Appeals:** Candidates may not appeal a failing score; however, you 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 Exam Team 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.

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 Fitter Examinations

## General Description of the Examinations

Candidates are required to successfully pass the examination that is designed to evaluate knowledge and clinical competencies in orthotic, mastectomy or therapeutic shoe fitting. The examinations and the passing scores are reviewed and revised 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, computer-based testing makes use of a computer instead of a traditional pen and paper examination. These examinations are offered bi-monthly at approximately 300 locations around the country.

## The Examinations

The orthotic fitter examination is a 3-hour, multiple-choice examination consisting of 150 items designed to assess the candidate's knowledge of patient and practice management. Knowledge assessed on the exam includes anatomy, biomechanics, disease processes, pathologies, fitting criteria, componentry, ethics and professionalism. Also included are general practice questions that a candidate should be familiar with, based on the practical experience gained from clinical experience hours.

The mastectomy fitter examination is a 3-hour multiple-choice, CBT examination consisting of 150 items designed to assess a candidate's knowledge of patient and practice management. Knowledge assessed on the exam includes anatomy, skin integrity, postural abnormalities, pathologies, post-mastectomy item selection, fitting criteria, ethics and professionalism. Also included are general practice questions that a candidate should be familiar with, based on the practical experience gained from clinical experience hours.

The therapeutic shoe fitter examination is a 2-hour, multiple-choice examination consisting of 100 items designed to assess a candidate's knowledge of patient and practice management. Knowledge assessed on the exam includes anatomy, biomechanics, diabetic signs and symptoms, shoe styles, fitting criteria, materials, ethics and professionalism. Also included are general practice questions that a candidate should be familiar with, based on the practical experience gained from clinical experience hours.

## 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.

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. The discipline-specific domains, tasks, knowledge and skills are listed in Appendix I, II and III.

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

ABC Subject Matter Experts are selected by ABC. The committee is generally represented

by practitioners, fitters 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, the contract testing service prepares the exams for administration.

## Examination Preparation

ABC has numerous resources available in Appendices I–IV and on the ABC website at [abcop.org](http://abcop.org) for candidates as they prepare to sit for their ABC Fitter Certification Exams. These include the Practice Analysis, Test Content Outlines and sample exam questions. ABC encourages candidates to review these documents in preparation for their examinations.

# Scope of Practice

## ABC Certified Fitter-orthotics

An ABC Certified Fitter-orthotics is a healthcare 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 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, including halo cervical orthoses
- Pressure gradient garments
- Trusses

## ABC Certified Fitter-mastectomy

An ABC Certified Fitter-mastectomy is a healthcare professional who is specifically educated and trained in the provision of breast prostheses and post-mastectomy services. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management.

## ABC Certified Fitter-therapeutic shoes

An ABC Certified Fitter-therapeutic shoes is a healthcare 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.

The *Orthotic, Prosthetic and Pedorthic Scope of Practice* is located on the ABC website at [abcop.org](http://abcop.org), or by calling the ABC office at 703-836-7114.

# Initial Certification

Fitters successfully completing the certification examination will receive a congratulatory letter, a certificate, a certification number, a lapel pin, the *ABC Guide to Maintaining Your Certification* and information regarding the use of the ABC credential and logo. Newly certified fitters will receive an invoice for that year's certification fees at a prorated amount.

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

A directory of all ABC credentialed individuals and organizations is maintained online at [abcop.org](http://abcop.org).



# Maintaining Certification

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

The purpose of recertification is to ensure that the individual is committed to professional development and demonstrates a current level of professional knowledge, skill and ability as a competent Certified Fitter. Achieving recertification with ABC proves the certificant's dedication to the highest standards of clinical performance in orthotic and mastectomy care.

The Board of Directors, as part of its standard operating procedures, reviews the 5-year recertification interval on a regular basis. As part of that review, other NCCA accredited allied health organizations are surveyed to establish the certification industry norm as well as identify certification trends.

## Professional Conduct

Fitters are required to abide by the *Code of Professional Responsibility* to maintain good standing. The *Code* was adopted to promote acceptable standards of ethical and professional conduct. Certified fitters 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 specially related to their ABC certification.**

### Certified Fitter-orthotics (CFo)

- A total of 50 credits must be earned during the 5-year cycle.
- A minimum of 34 credits must be Category I Scientific.
- A maximum of 16 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 34 Category I Scientific credits.

### Certified Fitter-mastectomy (CFm)

- A total of 10 credits must be earned during the 5-year cycle in either Category I or Category II.
- A maximum of 2 credits may be Business.

## Certified Fitter-therapeutic shoes (CFts):

- A total of 25 credits must be earned during the 5-year cycle.
- A minimum of 17 credits must be Category I Scientific.
- A maximum of 8 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 17 Category I Scientific credits.

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 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. Subsequent renewal notices will be sent automatically.

# Appendix I

## Certified Fitter-orthotics Domains, Tasks, Knowledge and Skills

### Domain 1: Patient Assessment

#### Tasks:

- Review patient's prescription/referral
- Take a patient history (e.g. previous device use, medical history, physical limitations, activity levels)
- Perform a clinical assessment based on prescription and diagnosis
- Communicate to patient and/or caregiver about the recommended treatment plan
- Consult with other healthcare professionals and caregivers about patient's condition
- Refer patient, if appropriate, to other healthcare professionals (e.g., orthotist, physician) for intervention beyond orthotic fitter scope of practice

### Domain 2: Formulation of the Treatment Plan

#### Tasks:

- Determine the appropriate device recommendation based on the prescription
- Formulate treatment goals and expected outcomes (e.g. reduce pain, provide support, increase function, prevent deformity)
- Consult with physician/referral source to modify, if necessary, the original prescription and/or treatment plan
- Identify material and device design to support anticipated outcome

- Develop a plan for patient needs, including patient education and follow-up (e.g. precautions, appropriate use, device hygiene)
- Inform patient or responsible parties of their financial responsibilities as they pertain to proposed treatment plan

### Domain 3: Implementation of Treatment Plan

#### Tasks:

- Inform patient, family and/or caregivers regarding orthotic treatment plan, including procedure, time involved and possible risks
- Select appropriate device required to implement treatment plan
- Take appropriate measurements and cross reference measurements to manufacturer's guidelines
- Consult manufacturer's device guidelines (e.g. recommended use, limitations, care, structural safety.) Assess fit and function of device in sagittal, transverse and coronal planes
- Ensure that device and components are fit and delivered as prescribed
- Instruct patient on manufacturer's warranty
- Educate patient and/or caregiver about the use of/maintenance of the orthosis (e.g., wearing schedules, donning/doffing, other instructions)
- Document treatment to verify delivery, use, care and precautions

### Domain 4: Follow-up Treatment Plan

#### Tasks:

- Determine patient's compliance (e.g., wearing schedule, proper usage and function, patient satisfaction)
- Reassess patient's functional level, skin condition, general health

- Determine need for changes to device by assessing fit
- Adjust device based on assessment and inform patient and/or caregiver of changes
- Evaluate results of modifications
- Inspect device for signs of material fatigue or excessive wear that may lead to product failure

## Domain 5: Practice Management

### Tasks:

- Consider requirements of federal compliance regulations for the delivery of device within the Orthotic Fitter Scope of Practice (e.g. Medicare, HIPAA, L-codes, documentation requirements)
- Consider requirements of state compliance regulations for the delivery of device within the Orthotic Fitter Scope of Practice (e.g. Medicaid, licensure)
- Utilize procedures for universal precautions and disposal of bio-hazardous materials

## Domain 6: Promotion of Competency and Enhancement of Professional Practice

### Tasks:

- Participate in continuing education and/or provide such education for other orthotic or healthcare professionals
- Participate in/with consumer organizations and non-governmental organizations to promote competency and enhancement of orthotic profession

## Knowledge and Skill Statements

### The Certified Fitter-orthotics should demonstrate the following knowledge:

- General musculoskeletal anatomy, including upper limb, lower limb, spinal
- Bony landmarks relating to gross musculoskeletal anatomy of upper limb, lower limb and spine
- Gross neuroanatomy (for example, major peripheral nerves of the upper and lower extremity)
- The circulatory system as it relates to prefabricated orthotic care
- Anatomical planes, planes of motion and normal range of motion (ROM)
- Human development and aging, including pediatric, adult and geriatric, as they relate to prefabricated orthotic care
- Medical terminology as it relates to prefabricated orthotic care
- Pathologies including cause and progression (for example, vascular neurologic, orthopedic)
- Tissue characteristics (for example, ulcers, pressure sores)
- Volumetric changes (for example, edema, weight gain/loss)
- Normal human locomotion
- Gait deviations
- Biomechanics (for example, actions of lever arms, application of force systems)
- Assessment techniques, including gait observation, weight bearing status, skin/tissue assessment, manual muscle testing (MMT), pain evaluation and volumetric assessment
- Measurement tools and techniques (for example, tape measurers, ML gauges, goniometers, Brannock device)

- The psychology of the disabled
- Orthotic forms (for example, assessment, measurement)
- When to refer the patient to other healthcare providers (e.g., when patient needs are beyond fitters' scope of practice, when patient's health condition(s) require attention by other health care professionals)
- Prefabricated orthotic design and fitting criteria of orthoses and compression garments (for example, anatomical/device relationships, device trimlines)
- Care and maintenance of prefabricated orthoses and compression garments
- Device warranties
- Available educational and resource materials (for example, fitting instructions, manufacturer's guidelines)
- Safety procedures and standards (for example, OSHA, MSDS)
- Hand and power tools
- Product design, composition and materials
- When to refer the patient to other healthcare providers
- When to modify the device based on reassessment of fit and function
- Referral documents
- Appropriate documentation procedures
- Policies and procedures regarding privileged information (for example, HIPAA)
- Roles and responsibilities associated with other healthcare professions
- Reimbursement protocols (for example, DMERC, HCFA)
- Universal precautions including sterile techniques and infection control

- Scope of Practice of the orthotic fitter
- Scope of Practice of other orthotic credentials
- Federal and state rules, regulations and guidelines (for example, FDA, ADA, licensure)

**The Certified Fitter-orthotics should demonstrate the following skills:**

- Interpreting referral documents (prescriptions and authorization for service)
- Interviewing patients
- Communicating with referral sources
- Taking patient history and performing physical assessment
- Patient assessment techniques (for example, measuring range of motion (ROM), determining muscle strength, body segment alignment)
- Interpretation of physical findings (for example, recognizing skin pressures, dermatological conditions, skeletal deformities)
- Managing patients relative to their diagnosis and condition as it pertains to prefabricated orthoses
- Measuring for prefabricated orthoses and compression garments including upper limb, lower limb and spinal
- Fitting, modifying and adjusting prefabricated orthoses and compression garments
- Evaluating fit and function of prefabricated orthoses and compression garments
- Determining outcomes as they relate to the treatment goal (for example, reduction of pain, immobilization, improved gait, improved function)
- Documentation (for example, patient records, billing documentation, incident reports)
- Selection of and/or use of materials and components as it relates to prefabricated orthotic treatment
- Use of safety equipment (for example, personal protective equipment)

- Safe use of hand and power tools (for example, bending irons, heat gun, drill, grinder)
- Restoring the optimal fit and function of prefabricated and orthoses compression garments
- Maintenance and repair of prefabricated orthoses and compression garments
- Solving patient's problems related to Activities of Daily Living (ADL) (for example, dressing, driving)

## Sample Orthotic Fitter Exam Questions

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

1. The bony landmark used to locate the anatomical hip joint axis is the:
  - A. Lesser trochanter
  - B. Greater trochanter
  - C. Adductor tubercle
  - D. Iliac crest
2. The gastrocnemius muscle has which of the following actions?
  - A. Knee flexion and ankle plantar flexion
  - B. Knee flexion and ankle dorsi flexion
  - C. Knee extension and ankle plantar flexion
  - D. Knee extension and ankle dorsi flexion
3. The normal gait cycle consists of:
  - A. 40% stance phase and 60% swing phase
  - B. 50% stance phase and 50% swing phase
  - C. 60% stance phase and 40% swing phase
  - D. 70% stance phase and 30% swing phase
4. Increased localized redness of the skin is referred to as:
  - A. Erythemia
  - B. Edema
  - C. Sclerosis
  - D. Psoriasis
5. The knee is which type of joint?
  - A. Ball and socket joint
  - B. Pivot joint
  - C. Saddle joint
  - D. Hinge joint

6. While seeing a patient with a neoprene hinged knee orthosis for follow up, you note that the medial joint is causing mild skin irritation. Which of the following is the BEST action to take?

- A. Tell the patient this is expected with this type of orthosis
- B. Contour the medial joint to create clearance
- C. Measure the patient for a new orthosis
- D. Add padding underneath the medial knee joint

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% of the usual and customary charge
- C. They may be responsible for 20% of the Medicare allowable charge
- D. They may be responsible for 80% of the Medicare allowable charge

8. A hyperextension TLSO uses a three point pressure system; the anterior sternal pad, the anterior pubic symphysis pad and the:

- A. Lateral rib pad
- B. Medial rib pad
- C. Posterior scapular pad
- D. Posterior lumbar pad

9. Universal precautions refers to:

- A. Understanding all of the safety rules for safe use of patient equipment
- B. Assuring that all patient information is in a secure location
- C. Avoiding contact with patients' body fluids by means of wearing exam gloves
- D. Taking precautions to not come into contact with the patients' orthosis

10. During a follow-up appointment the patient states that they have not been able to wear the orthosis because recently there has been increased swelling in their limb. The fitter should:

- A. Refer the patient back to their physician
- B. Measure the patient for a new orthosis
- C. Modify the orthosis to accommodate the swelling
- D. Tell the patient to discontinue use of the orthosis until the swelling resolves

### Orthotic Fitter Answer Key:

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

# Appendix II

## Certified Fitter-mastectomy Domains, Tasks, Knowledge and Skills

### Domain 1: Patient Assessment

#### Tasks:

- Review patient's prescription/referral
- Take a comprehensive patient history, including previous use of post-mastectomy items diagnosis, activities of daily living (ADL) and medical history
- Discuss patient's expectations and goals
- Perform a diagnosis-specific functional clinical examination that may include observation of chest wall, evaluation of range of motion, manual dexterity, skin integrity and shape/physical characteristics
- Consult with other healthcare professionals and caregivers about patient's condition
- Refer patient, if appropriate, to other healthcare professionals (e.g., therapist, physician) for intervention beyond mastectomy fitter's scope of practice

### Domain 2: Formulation of the Treatment Plan

#### Tasks:

- Use the assessment results to formulate a treatment plan, including goals and expected outcomes to increase patient comfort, enhance function, prevent deformity (for example, shoulder drop, spinal curvature) and/or improve balance, symmetry and appearance
- Consult with licensed healthcare prescriber to obtain supporting documentation and/or modify the original prescription, if necessary

- Document the medical necessity of the treatment plan
- Identify post-mastectomy items to support treatment plan
- Communicate to patient and/or caregiver about the recommended treatment plan and any optional plans
- Inform patient or responsible parties of their financial responsibilities as they pertain to proposed treatment plan

### Domain 3: Implementation of the Treatment Plan

#### Tasks:

- Discuss with patient, family and/or caregiver the treatment plan, including post-mastectomy items, benefits/possible risks and timeline for completion
- Select and prepare appropriate post-mastectomy items in order to implement treatment plan
- Consult manufacturers' guidelines and warranties (for example, recommended use, limitations, care)
- Assess post-mastectomy items for fit and comfort, and make any necessary adjustments
- Ensure that post-mastectomy items are fit and provided as prescribed
- Educate/counsel patient and/or caregiver about the use and care of the post-mastectomy items (e.g., wearing schedules, cleaning and other instructions)
- Advise the patient and/or caregivers about their rights and responsibilities
- Document treatment using established record-keeping techniques to verify implementation of treatment plan
- Develop/communicate follow-up plan to address any needed adjustments or modifications



## Domain 4: Follow-up

### Tasks:

- Obtain feedback from patient and/or caregiver about the results and overall satisfaction of the treatment plan (for example, tolerance, comfort, benefits, detriments, ability to don and doff, proper usage and function)
- Re-evaluate the patient through a follow-up functional clinical examination that may include review of changes to patient status, shape and physical characteristics
- Identify need for changes relative to initial treatment goals by assessing fit of post-mastectomy items
- Modify/adjust post-mastectomy items based on assessment and/or patient/caregiver feedback
- Educate patient and/or caregiver on proper use of post-mastectomy items relative to modifications/adjustments
- Document and update all findings and actions, and communicate as needed with appropriate healthcare professionals (e.g., referral sources, colleagues, supervisor)

## Domain 5: Practice Management

### Tasks:

- Comply with federal regulations for the delivery of items within the Mastectomy Fitter Scope of Practice (for example, CMS, OSHA, HIPAA)
- Adhere to state regulations for the delivery of items within the Mastectomy Fitter Scope of Practice (for example, Medicaid)
- Comply with policies and procedures regarding universal precautions, including sterile techniques and infection control
- Comply with requirements for documentation and document retention

## Domain 6: Promotion of Competency and Enhancement of Professional Practice

### Tasks:

- Participate in continuing education and/or provide such education for other healthcare professionals, patients, caregivers and the community
- Conduct or participate in product development, post-mastectomy care research, clinical trials and outcome studies
- Participate in the development, implementation and monitoring of public policy regarding post-mastectomy care (for example, provide testimony/information to legislative/regulatory bodies, serve on committees and regulatory agencies)
- Participate in/with consumer organizations and nongovernmental organizations in order to promote competency and enhancement of post-mastectomy profession

## Knowledge and Skill Statements

### The Certified Fitter-mastectomy should demonstrate the following knowledge:

- Musculoskeletal anatomy, including upper limb and spinal
- Neuroanatomy
- Anatomical landmarks
- Tissue characteristics/management
- Post-surgical edema
- Range of motion
- Pathologies related to post-mastectomy care
- Medical terminology
- Breast treatment options
- Lymphatic system
- Interviewing techniques
- Prescription/referral documents
- Documentation and document retention requirements
- Policies and procedures regarding confidential information (HIPAA)
- Roles and responsibilities associated with other healthcare professions
- Reimbursement protocols (e.g., CMS/third party payers)
- Material safety procedures and standards (e.g., OSHA, MSDS)
- Universal precautions, including sterile techniques and infection control
- Ethical standards regarding proper patient management
- Scope of Practice related to mastectomy fitter credential

- When to refer the patient to other healthcare providers/caregivers
- Post-mastectomy items
- Post-mastectomy item fitting criteria
- Examination techniques
- Measurement tools and techniques
- Care and maintenance of post-mastectomy items
- Item warranty
- Item manufacturer guidelines
- Inventory control and management
- Human development and aging
- Educational opportunities for patients, caregivers and providers
- Community resources and publication
- Federal and state rules, regulations and guidelines (e.g., CMS, FDA, ADA, State licensure)

### The Certified Fitter-mastectomy should demonstrate the following skills:

- Interviewing techniques
- Performing clinical examinations
- Interpretation of physical findings
- Developing a treatment plan
- Adapting treatment plan relative to the patient's functional needs (e.g., patient with stroke, cognitively impaired patients)
- Measuring and fitting post-mastectomy items
- Evaluating fit and function of post-mastectomy items
- Documentation

## Sample Mastectomy Fitter Exam Questions

*Following are sample questions that are similar to those you will find on the mastectomy fitter examination.*

- Another name for the breast bone is the:
  - Sternum
  - Clavicle
  - Sternal notch
  - Scapula
- Which of the following muscles supports the breast tissue?
  - Pectoralis
  - Deltoid
  - Rhomboid
  - Supraspinatous
- A patient exhibits a rounded shoulder syndrome, this is MOST likely caused by:
  - Poor posture due to low back pain
  - Congenital breast asymmetry
  - Scar tissue and adhesions at the surgery site
  - Increased edema secondary to radiation therapy
- The area of dark skin surrounding the nipple is referred to as:
  - Areola
  - Lobule
  - Adipose tissue
  - Lactiferous
- The shoulder is which type of joint?
  - Hinge joint
  - Pivot joint
  - Saddle joint
  - Ball and socket joint
- Which of the following would be MOST appropriate for a patient who is only 1 week post-op from a mastectomy?
  - Sports bra
  - Camisole with drain pouches
  - Bra with integrated breast form
  - Mastectomy bra with underwire
- A patient who only has Medicare funding asks about their financial responsibility related to the provision of a custom breast form. You should tell them that:
  - They will be responsible for 20% of the usual and customary charge
  - They will be responsible for 80% or the usual and customary charge
  - They may be responsible for 20% of the Medicare allowable charge
  - They may be responsible for 80% of the Medicare allowable charge
- A patient with limited shoulder range of motion (ROM) should be fit with:
  - Fiberfill form with camisole
  - Bra with integrated breast form
  - An oval shaped form
  - Front closure bra
- HIPAA regulations address:
  - Workplace safety and safe use of patient equipment
  - Prevention of the spread of infectious diseases
  - Standards for protection of healthcare information
  - Fair labor practices in a healthcare setting

10. During an initial follow-up appointment the patient states that they have not been able to wear the prosthesis because there has been increased redness and swelling at the incision site. The fitter should:

- A. Refer the patient back to their physician
- B. Measure the patient for a new bra and prosthesis
- C. Adjust the bra to accommodate the swelling
- D. Tell the patient to discontinue use of the prosthesis until the swelling resolves

### **Mastectomy Fitter Answer Key:**

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

# Appendix III

## Certified Fitter-therapeutic shoes Domains, Tasks, Knowledge and Skills

### Domain 1: Assessment

#### Tasks:

- Review patient's prescription/referral
- Take patient history (e.g., previous orthotic treatment, medical history, physical limitations, activity levels)
- Perform a diagnosis-specific clinical examination (e.g., musculoskeletal, skin integrity, protective sensation)
- Refer patient, if appropriate, to other healthcare professionals (e.g., physician, certified orthotist, certified pedorthist) for intervention beyond the certified fitter of therapeutic shoes scope of practice
- Document assessment using established record-keeping techniques

### Domain 2: Formulation of the Treatment Plan

#### Tasks:

- Evaluate assessment findings to determine a treatment plan
- Communicate to patient and/or caregiver about the recommended treatment and anticipated outcome(s)
- Identify appropriate shoe based on patient evaluation (e.g., last, closure, toe box, style)
- Identify appropriate insert based on patient evaluation (e.g., materials, coverings)

### Domain 3: Implementation of the Treatment Plan

#### Tasks:

- Communicate with patient and/or caregiver regarding potential risks/benefits, financial obligations and time involved in providing therapeutic shoes/inserts
- Select appropriate shoe based on patient assessment (e.g., last, closure, toe box, style)
- Select appropriate insert based on patient assessment (e.g., materials, coverings)
- Take appropriate measurements for therapeutic shoes/inserts
- Fit therapeutic shoes/inserts and assess fit/function
- Determine patient's ability to properly don/doff/fasten shoes
- Educate patient and/or caregiver about the use of/maintenance of the therapeutic shoes/inserts (e.g., wearing schedules, hygiene, foot inspection, manufacturer's warranty)
- Ensure that therapeutic shoes/inserts are delivered as prescribed
- Document treatment using established record-keeping techniques

### Domain 4: Follow-up Treatment Plan

#### Tasks:

- Obtain feedback from patient and/or caregiver regarding comfort and satisfaction with the therapeutic shoes/inserts
- Re-assess fit/function of therapeutic shoes/inserts

- Assess tolerance, compliance with wear schedule, ability to don/doff/fasten shoes and proper use of therapeutic shoes/inserts
- Re-assess patient's skin integrity and protective sensation
- Make adjustments to therapeutic shoe/insert based on assessment of patient's current status
- Document follow-up using established record-keeping techniques

## Domain 5: Practice Management

### Tasks:

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

## Domain 6: Promotion of Competency and Enhancement of Professional Practice

### Tasks:

- Maintain competence by participating in continuing education
- Participate in product development research, clinical trials and outcome studies
- Participate in the development, implementation and monitoring of public policy regarding the profession
- Promote public awareness of the profession

## Knowledge and Skill Statements

### The Certified Fitter-therapeutic shoes should demonstrate the following knowledge:

- Basic anatomy and physiology of the foot and ankle and their relation to proper shoe fitting
- Anatomical landmarks related to the foot and ankle
- Common foot pathologies related to the diabetic foot
- Signs, symptoms and risk factors associated with the diabetic foot
- Basic medical terminology for communication and documentation
- Interpreting prescription/referral documents
- Universal precautions
- When to refer patient to other healthcare providers

- Therapeutic shoe eligibility criteria (e.g., Medicare)
- Foot measurement tools
- Shoe components (e.g., toe box, heel counter, openings, vamp, last)
- Common materials used in therapeutic shoes/ inserts
- Therapeutic shoe/insert fitting criteria
- Tools to facilitate fit of therapeutic shoes/ inserts (e.g., heat gun, low temperature oven, shoe stretcher)
- Care/maintenance of therapeutic shoes/inserts
- Shoe/insert warranty and warranty limitations
- Knowledge of available patient education materials
- Material safety procedures and standards (e.g., OSHA, MSDS)
- Scope of Practice related to certified fitter of therapeutic shoes
- Federal, state and local documentation requirements
- Federal and state rules, regulations and guidelines
- Protected healthcare and confidential information (e.g., HIPAA)
- Professional ethical responsibilities (e.g., ABC *Code of Professional Responsibility*)

### **The Certified Fitter-therapeutic shoes should demonstrate the following skills:**

- Physical evaluation of the foot and ankle (e.g., skin integrity, sensation w/ monofilament)
- Interviewing techniques
- Communicating with patients, caregivers and referral sources
- Appropriate shoe/insert selection for the diabetic foot
- Weight-bearing assessment of therapeutic shoes/inserts
- Ambulatory assessment of therapeutic shoes/ inserts
- Assessing patient's ability to don/doff/fasten
- Clinical documentation
- Assessing patient's ability to comply with use and care instructions, (e.g., using interface when wearing shoes, checking skin for evidence of excessive pressure)

## Sample Therapeutic Shoe Fitter Exam Questions

*Following are sample questions that are similar to those you will find on the therapeutic shoe fitter examination.*

1. The distal portion of the fibula is called the:
  - A. Medial malleolus
  - B. Lateral malleolus
  - C. Medial condyle
  - D. Lateral condyle
2. The talocrual joint is the articulation between the distal tibia and fibula and the:
  - A. Talus
  - B. Calcaneus
  - C. Navicular
  - D. 1<sup>st</sup> metatarsal
3. The small bones in the foot that are embedded within the tendons just behind the great toe are:
  - A. 1<sup>st</sup> metarsals
  - B. 5<sup>th</sup> metatarsals
  - C. Accessory naviculars
  - D. Sesamoids
4. The articulation between the calcaneus and the talus creates the:
  - A. Talocrual joint
  - B. Midtarsal joint
  - C. Subtalar joint
  - D. Proximal interphalangeal joint
5. Which arch in the foot incorporates all five metatarsal bones?
  - A. Medial longitudinal arch
  - B. Lateral arch
  - C. Peroneal arch
  - D. Transverse arch
6. While seeing a patient for follow up, they state that they plan on discontinuing the use of their shoes. Which of the following is the BEST action to take?
  - A. Tell the patient that they must continue to wear the shoes.
  - B. Inform the referring physician about the patient's plans.
  - C. Inform the patient that they must check with their physical therapist before discontinuing use of the shoes.
  - 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 new shoes. 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 may be responsible for 20% of the Medicare allowable charge
  - D. They may be responsible for 80% of the Medicare allowable charge
8. The device that can measure the arch length of the foot is the:
  - A. Brannock device
  - B. Ritz stick
  - C. M/L gauge
  - D. Vernier caliper
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. A patient presents with a prescription for custom molded diabetic shoes. The fitter should:

- A. Refer the patient to a certified pedorthist or orthotist
- B. Cast the patient for the shoes
- C. Measure the patient and order shoes
- D. Tell the patient they need to request a new prescription for non-custom shoes

### **Therapeutic Shoe Fitter Answer Key:**

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

# Appendix IV

## Examination Question References and Recommended Reading List

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

### Orthotic Fitter

*Atlas of Orthoses and Assistive Devices. 3rd edition.* Edited by Bertram Goldberg and John Hsu. Mosby, 1997.

*Atlas of Orthotics: Biomechanical Principals and Application. 2nd edition.* Edited by William Bunch, et al. American Academy of Orthopaedic Surgeons, 1985.

Kendall, Florence, McCreary, Provance and Rogers. *Muscles: Testing and Function with Posture and Pain.* Williams and Wilkins, 2005.

Martini. *Fundamentals of Anatomy and Physiology.* Pearson/Benjamin Cummings, 2004.

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

Rose, Jessica and Gamble, James. *Human Walking.* Williams and Wilkins, 2005.

Sieg, Kay, and Sandra P. Adams. *Musculoskeletal Anatomy.* Mega Books, 1994.

### Mastectomy Fitter

*ABC Fitting Guide.* American Breast Care.

*After Breast Surgery Fitting Manual.* Jodee Inc.

*Amoena Fitting Guide.*

*Breast Surgery Fitting Manual.* Jodee Inc.

*HIPAA Regulation, Medicare Manual.* cms.hhs.gov/HIPPAGenInfo.

*Training Manual.* American Breast Care.

*Training Manual.* Trulife Healthcare.

*What You Need to Know About Breast Cancer.* National Cancer Institute.

### Therapeutic Shoe Fitter

*Atlas of Orthoses and Assistive Devices. 3rd edition.* Edited by Bertram Goldberg and John Hsu. Mosby, 1997.

*Atlas of Orthotics: Biomechanical Principals and Application. 2nd edition.* Edited by William Bunch, et al. American Academy of Orthopaedic Surgeons, 1985.

Bowker, John and Pfeifer, Michelle, Eds. *Levin and O'Neal's The Diabetic Foot.* Mosby, 1993.

Conti and McDermott. *The Diabetic Foot.* The American Orthopedic Foot and Ankle Society, 1995.

Decker, Wayne, and Albert, Stephen. *Contemporary Pedorthics.* Elton-Wolf, 2002.

Janisse, Dennis, Ed. *Introduction to Pedorthics.* Pedorthic Footwear Association and O.S.T., 2002.

Nawoczenski, Deborah. *Orthotics in Functional Rehabilitation of the Lower Extremity.* Saunders, 1997.

Rossi and Tennant. *Professional Shoe Fitting.* Pedorthic Footwear Association, 1993.

Wu, Kent. *Foot Orthoses: Principles and Clinical Applications.* Williams and Wilkins, 1990.

### All Fitter Programs

*The Code of Professional Responsibility.* American Board for Certification in Orthotics, Prosthetics & Pedorthics, Inc., 2010.

*Orthotics, Prosthetics and Pedorthics Scope of Practice.* American Board for Certification in Orthotics, Prosthetics & Pedorthics, Inc., 2010.





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