



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

TECHNICIAN

Book of Rules & Candidate Guide

Eligibility Requirements • Application Process • Exam Content





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

Technician Book of Rules & Candidate Guide

- **Certified Orthotic Technician**
- **Certified Prosthetic Technician**
- **Certified Prosthetic-Orthotic Technician**

Effective December 2017

This edition supersedes all previous editions.

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Table of Contents

Overview	3	Misconduct at the Examinations	12
What are Certified Technicians?.....	3	Dismissal Policies.....	12
Professional Credentials	4	Examination Results	12
Governance of ABC.....	4	Scoring Procedures.....	12
Proprietary Ownership of ABC Credentials.....	4	Examination Scoring	12
Code of Professional Responsibility	4	Hand Scoring	12
Timeline for Certification Process	5	Examination Appeals	13
Eligibility Requirements for Certification	6	Privileged Information.....	13
Education and Experience Requirements	6	Release of Information	13
Foreign Education.....	6	Data Compilation	13
Technician Experience.....	6	The ABC Technician Examination	14
Competency Attestation Form.....	6	General Description of the Examination.....	14
Extension of Credential (CTPO)	7	The Examination	14
Education and Experience Requirements	7	Examination Content.....	14
The Application Process	8	Scope of Practice	15
General Application Information.....	8	Initial Certification	15
Application Forms.....	8	Maintaining Certification	16
Submission of Application	8	Professional Conduct.....	16
Fees and Documentation Required.....	8	Mandatory Continuing Education (MCE).....	16
Application Deadline	8	Annual Renewal Fees.....	17
Notification of Application Decision	8	Appendix I	18
Statement of Non-Discrimination	8	Certified Technician Domain, Tasks, Knowledge and Skills	18
Applicant Ineligibility.....	8	Domain 1: Medical and O&P Terminology	18
Eligibility Period	9	Domain 2: Anatomy.....	18
Re-Examination	9	Domain 3: Biomechanics	18
Reapplying for Eligibility.....	9	Domain 4: Materials, Componentry and Design.....	18
Address Changes.....	9	Domain 5: Fabrication	19
Authority.....	9	Domain 6: Follow-up.....	19
Criminal History Disclosure.....	9	Domain 7: Facility Management.....	19
Special Accommodations.....	9	Domain 8: Professional Responsibility.....	20
Falsification.....	10	Knowledge Statements.....	20
Application Appeals	10	Skill Statements.....	20
Examination Policies and Information	11	Appendix II	21
Confirmation of Examination Dates/Locations(s)	11	Sample Orthotic Technician Exam Questions.....	21
Examination Admittance.....	11	Sample Prosthetic Technician Exam Questions	22
Cancellation/Refund Policies	11	Appendix III	24
Test Center Closings.....	11	Examination Question References and Recommended Reading List	24
Hazardous Weather	11		
Language.....	12		

Overview

FOUNDED IN 1948 as a not-for-profit organization, the American Board for Certification in Orthotics, Prosthetics and Pedorthics, Inc., commonly known as ABC, is a credentialing body established by the orthotic and prosthetic profession to identify those individuals who satisfy minimum qualifications to render essential public health services in these disciplines. ABC conducts examinations to test the competency of those persons engaged in lending support to the certified practitioner to assure that the workmanship and quality of devices provided as a part of orthotic/prosthetic patient care meet acceptable standards.

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

Technicians whose education and/or experience meet existing ABC requirements may sit for the ABC examinations, which are designed to evaluate knowledge of current orthotic/prosthetic technology and the ability to fabricate a variety of orthoses/prostheses. Those who successfully complete the examination process are awarded certification in orthotics, prosthetics or both. The awarding of these certificates recognizes that the individual has demonstrated a minimum level of competence.

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

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

What are Certified Technicians?

An ABC Certified Orthotic and/or Prosthetic Technician 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/or trained to provide support to the ABC Certified Orthotist and/or Prosthetist.

ABC Certified Orthotic Technician

An ABC Certified Orthotic Technician provides support to the ABC Certified Orthotist in providing care to patients with congenital and/or traumatic disabling conditions of the musculoskeletal structure of the body by fabricating braces known as orthoses. Skilled technicians fabricate orthoses and/or their components providing maximum fit, function, cosmesis and workmanship. These activities are performed under the guidance of and in consultation with the orthotist. He or she also performs repairs to and maintenance of orthoses. The certified orthotic technician is expected to keep abreast of all new fabricating techniques, must be familiar with the properties of pertinent materials and must be skilled in the use of appropriate equipment.

ABC Certified Prosthetic Technician

An ABC Certified Prosthetic Technician provides support to the ABC Certified Prosthetist in providing care to patients with partial or total absence of a limb by fabricating artificial limbs known as prostheses. Skilled technicians fabricate prostheses and/or their components providing maximum fit, function, cosmesis and workmanship. These activities are performed under the guidance of and in consultation with the prosthetist. He or she also performs repairs to and maintenance of prostheses. The certified prosthetic technician is expected to keep abreast of all new fabricating techniques, must be familiar with the properties of pertinent materials, and must be skilled in the use of appropriate equipment.

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

Professional Credentials

Technicians aspiring to become ABC Certified Orthotic Technicians or ABC Certified Prosthetic Technicians (CTO or CTP) 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. This in-depth examination is designed to cover the domains, tasks and skills of the professions.

Successful completion of the rigorous requirements and examinations is confirmation that you have the education, knowledge, experience and skills required of an ABC Certified Orthotic and/or Prosthetic Technician.

The credential of Certified Prosthetic-Orthotic Technician (CTPO) is conferred to technicians whose responsibilities conform to those of both orthotist and prosthetist and who successfully fulfill all of the requirements in both disciplines.

Governance of ABC

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

Proprietary Ownership of ABC Credentials

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

Code of Professional Responsibility

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

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

Timeline for Certification Process

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

Eligibility Requirements for Certification

Orthotic and prosthetic technicians may qualify to be examined upon completion of specific education and experience requirements established by ABC. The education and experience requirements are summarized in the chart on page 7.

Education and Experience Requirements

All applicants must have a high school diploma, GED or college degree. Certificates of formal technician education must have been acquired from an institution of higher learning that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Qualified experience must be documented on the Technician Competency Attestation form completed by the supervisor.

Documentation of the high school diploma, GED or college degree and certificates of formal technician education (if applicable) 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, www.wes.org. WES is a professional educational evaluation service that equates foreign education to those programs in the United States.

Technician Experience

All individuals must complete two years of technical experience, in the discipline(s) of application under the supervision of an ABC Certified Practitioner or ABC Certified Technician in the discipline sought. Experience cannot be gained concurrently in both disciplines. Qualified experience must be documented on the Technician Competency Attestation form completed by the supervisor.

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

Competency Attestation Form

The Technician Competency Attestation form verifies that the applicant has obtained the necessary knowledge and skills needed to perform the functions of an orthotic and/or prosthetic technician. The clinical experience required to become ABC certified as a technician 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 applying under Pathway 2 must include the attestation form verifying their knowledge and skills along with their application. The supervisor must be either an ABC Certified Practitioner or ABC Certified Technician in the discipline in which the applicant is applying.

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

Extension of Credential (CTPO)

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

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

Education and Experience Requirements

PATHWAY	EDUCATION	EXPERIENCE
1	High School Diploma or General Educational Development (GED) Certificate; plus a formal technician training certificate from a CAAHEP accredited program.	Not applicable
2	High School Diploma, GED, or college degree	Competency Attestation form documenting two years of technical experience in the discipline(s) of application, under the supervision of an ABC certified practitioner or technician.
3	Foreign Educated Applicants	Equivalent to Pathway 1 or 2, case by case

The Application Process

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

General Application Information

1. **Application Forms:** Applications are available on the ABC website at abcop.org or by calling 703-836-7114.

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

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

- Completed application form
- Copy of high school diploma, GED certificate or official college transcript *
- Official transcript* or certificate of completion from an approved technician education program (if applicable)

** Official transcripts may be mailed or emailed directly to ABC from the school or you may submit them with your application. A copy of the high school diploma or GED is not required if an official transcript is submitted. For those extending their credential, the previous file will be referenced should the applicant reapply within a period of seven years following the expiration of his or her original eligibility.*

- Competency Attestation form (if applicable)
- The non-refundable application fee
- The examination fee

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 the eligibility requirements
- Lack of required fees

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

8. Eligibility Period: Applicants for technician certification who have been evaluated and deemed to have satisfied all eligibility requirements are assigned a candidate status.

The candidate is granted a three-year eligibility period in which to take and pass the examination. The candidate will be granted no more than four attempts within eligibility to pass the examination.

9. Re-Examination: Any candidate who is unsuccessful at the examination may retake the examination provided the candidate is within his or her eligibility period and has not exhausted the allotted four attempts at the 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 notices and results. Individuals are responsible for informing ABC immediately in writing of any address changes.

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

13. Criminal History Disclosure: Applicants must disclose criminal history information if the applicant has been convicted by a court of competent jurisdiction or pleaded nolo contendere to a felony or any crime involving moral turpitude or is currently under indictment for such a crime. Applicants 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.

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 accommodation must submit a separate Application for Testing Accommodations with the application/registration form to provide adequate time to resolve any documentation issues or examination logistic 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 required documentation will be denied. The Testing Accommodation Policy and Application for Examination Accommodations are available from the ABC office.

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

- Rejection of the application
- Barring of the applicant from the exam
- Revocation of any existing ABC certification status of the applicant or supervisor
- Referral of the incident to the Professional Discipline Committee
- Any act of falsification shall be made a part of 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 to refute the original findings
- Be postmarked no later than 30 calendar days after the date on the notification letter

Appeals Decision:

Applicants submitting an appeal to the board of directors will receive notification of their 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 will receive an Authorization-To-Test (ATT) letter emailed and mailed from ABC that includes 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, candidates must arrive at the assigned location at least 30 minutes prior to the scheduled exam time, present their ATT letter and have their identity confirmed by photo ID. Candidates will be required to show one current, 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 by email or mail 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 the ABC, the contracted testing service and the candidate; or receiving a full refund of the examination fee. When administrative cancellation is required, refunds and rescheduling options will apply only to candidates scheduled to report to the affected center.

5. Hazardous Weather: If you are unable to travel to your testing center due to hazardous weather, you must notify ABC at 703-836-7114 or certification@abcop.org within three days after the examination date to be eligible for refund or rescheduling options. ABC will determine whether or not conditions warrant a full refund of examination fees. Neither ABC nor the contracted 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:** 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 exam candidates to engage in any of the following activities:

- Failing to observe any rules of conduct as outlined by the test proctor
- Copy in writing or otherwise record or transmit to others any examination questions or answers or other aspects of the nature or content of the examination
- Bring any answering agent of any nature (i.e., books, notes) to the examination site 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 a determination regarding future permission to take the exam, the candidate is entitled to request a review by written appeal, provided the written appeal is received by ABC within 30 days of dismissal. The written appeal must cite reasons refuting the decision for dismissal.

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

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

10. **Scoring Procedures:** Answer documents for all examinations are scored by the contract testing service.

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 contracted testing service, computes a passing score representing the minimum level of knowledge that must be demonstrated to pass the examination. All examinations are administered and scored by a computer-based system.

12. **Examination Appeals:** Candidates cannot appeal a failing score but 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 an appeal to the board of directors within 14 days. Candidates will be notified of the board's decision within 45 days of receipt of the request. The board of directors' decision is final.

13. **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.

14. **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 examinations results is not released to any third party, other than state licensure boards, if required. Additionally, candidates' test scores are not released by telephone.

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

The ABC Technician Examination

General Description of the Examination

Candidates are required to successfully pass the examination that is designed to evaluate knowledge and competencies in the fabrication of orthoses and/or prostheses. The examination and the passing score is 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 Examination

The examination is a three-hour, multiple-choice, computer-based examination consisting of 125 questions designed to measure the candidate's knowledge of orthotic or prosthetic fabrication techniques.

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 profession of orthotic and prosthetic fabrication using a process that includes interviews, surveys, observation and group discussions.

ABC conducted a *Practice Analysis of the Certified Technicians in the Disciplines of Orthotics and Prosthetics* that identified performance domains for technicians. Within each performance domain, several identified tasks provide the basis for questions in the examinations. The practice analysis also identified associated knowledge and skills related to fabrication of orthoses and prostheses. The domains, tasks, knowledge and skills are in Appendix I.

Scope of Practice

An ABC Certified Technician is an individual trained and qualified to assist an ABC credentialed individual by providing technical support. ABC Certified Technicians may not use their credentials as independent practitioners. The certified technician fabricates, repairs and maintains orthoses and/or prostheses.

The certified technician is proficient with current fabricating techniques, familiar with material properties and skilled in the use of appropriate equipment.

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

Initial Certification

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

amount.

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

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

Maintaining Certification

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

Professional Conduct

Technicians are required to abide by the *Code of Professional Responsibility* to maintain good standing. The Code was adopted to promote acceptable standards of moral and professional conduct. Certified technicians 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 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 Technician. Achieving recertification with ABC proves the certificant's dedication to the highest standards of clinical performance in orthotic and prosthetic 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.

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

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

Single Discipline Technicians—CTO or CTP

- A total of 30 credits must be earned during the 5-year cycle
- A minimum of 20 credits must be Category I Scientific
- A maximum of 10 credits may be Business and/or Category II Scientific
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 30 Category I Scientific credits

Dual Discipline Technicians—CTPO

- A total of 40 credits must be earned during the 5-year cycle
- A minimum of 30 credits must be Category I Scientific
- A maximum of 10 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 40 Category I Scientific credits

→ When extending a credential from CTO or CTP to CTPO, the certification date of the most recent credential will determine the 5-year continuing education cycle. For example, if the orthotic certification was awarded in 2009 and the prosthetic certification was awarded in 2012, the effective date for the 5-year cycle will be 2012.

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

Annual Renewal Fees

Certified individuals must pay annual renewal fees 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 Technician Domain, Tasks, Knowledge and Skills

Domain 1: Initiation of Treatment Plan

Tasks:

- Review physical assessment data provided by practitioner (e.g., height, weight, activity level, amputation level, diagnoses, measurements, prior orthosis/prosthesis usage) to determine technical requirements for the orthosis/prosthesis
- Consult with practitioner(s)/clinician(s) to confirm physical assessment data obtained (e.g., patient's condition/diagnosis, measurements, work order)
- Document technical treatment plan (including work order, layouts, componentry, serial numbers) using established record-keeping techniques

Domain 2: Biomechanics

Tasks:

- Determine fabrication requirements/technical criteria (e.g., static alignment of orthoses or prostheses)
- Verify function of orthosis and/or prosthesis (e.g., does it perform as required in all planes of motion)

Domain 3: Implementation of Treatment Plan

Tasks:

- Review range of motion requirements (e.g., varus/valgus, flexion, extension) of the individual to determine patient's orthotic/prosthetic technical needs
- Assist practitioner in procedure to obtain patient model (e.g., record measurements taken, hold body segment during casting) and demonstrate appropriate interaction with patients and caregivers
- Review assessment of fit of orthosis and/or prosthesis with regard to anatomical relationships to orthosis and/or prosthesis (e.g., trimlines, musculoskeletal anatomy, static/dynamic alignment) to make needed changes to initial treatment goals

Domain 4: Materials, Componentry and Design

Tasks:

- Evaluate orthosis and/or prosthesis for structural integrity (e.g., are the materials used in the fabrication appropriate in regards to characteristics and properties)
- Adhere to manufacturer's conditions of use and/or specifications (e.g., identification of the need for repairs or replacement, warranties)
- Consult with manufacturing professionals, as required (e.g., regarding componentry, design limitations, new materials)
- Align orthosis and/or prosthesis for accuracy in sagittal, transverse and coronal planes in order to provide maximum function prior to initial fitting
- Participate in the assessment to determine an orthotic/prosthetic treatment plan (e.g., orthosis/prosthesis design such as solid ankle versus posterior leaf spring [PLS], patella tendon bearing [PTB] versus total surface bearing)

- Identify materials and components to support treatment plan
- Determine orthosis/prosthesis design requirements (e.g., structural requirements, device specific functional requirements)
- Verify that materials, design and components are provided as specified in the treatment plan
- Select materials/techniques necessary to create a positive patient mold (e.g., fiberglass, plaster, scan)

Domain 5: Fabrication

Tasks:

- Consult with practitioners regarding fabrication requirements
- Modify patient model/image for fabrication
- Fabricate/assemble an orthosis and/or prosthesis to prepare for initial or diagnostic fitting and/or delivery
- Complete fabrication process after optimal fit and function of orthosis and/or prosthesis is achieved (e.g., convert test socket to definitive orthosis and/or prosthesis)
- Assess device for structural safety and ensure that manufacturers' guidelines have been followed prior to patient fitting/delivery (e.g., torque values, patient weight limits, manufacturers' guidelines)
- Verify and document final fabrication process (e.g., lamination materials, plastic thickness) using established record-keeping techniques

Domain 6: Follow-Up

Tasks:

- Modify/adjust orthosis and/or prosthesis, as necessary, to maintain optimal function
- Repair orthosis and/or prosthesis, as necessary
- Document modifications/adjustments/repairs

- Participate in the development of long-term service plan, and communicate information related to cleaning, lubrication and maintenance to practitioner, patient or caregiver

Domain 7: Facility Management

Tasks:

- Maintain a safe and professional environment (e.g., ABC Facility Accreditation Standards)
- Perform scheduled machines and equipment maintenance and calibration
- Document service of machines and equipment (e.g., maintenance logs)

Domain 8: Professional Responsibility

Tasks:

- Adhere to applicable local, state and federal laws and regulations (e.g., OSHA, FDA)
- Follow patient care guidelines and procedures (e.g., ABC's Code of Professional Responsibility, ABC Orthotic, Prosthetic and Pedorthic Scope of Practice, quality control program)

Knowledge Statements

Knowledge the Certified Technician should be able to demonstrate includes:

- Musculoskeletal anatomy, including upper limb, lower limb, spinal
- Anatomical landmarks (surface anatomy)
- Normal human locomotion
- Pathological gait
- Tissue characteristics/management
- Volumetric control
- Planes of motion
- Biomechanics

- Pathologies (e.g., muscular, neurologic, skeletal, vascular)
- Medical terminology
- Procedures to record data
- Policies and procedures regarding privileged information
- Material safety procedures and standards (e.g., OSHA, MSDS)
- Universal precautions, including sterile techniques and infection control
- Ethical standards regarding proper patient management, including ABC Code of Professional Responsibility
- Scope of practice related to orthotic/prosthetic credentials
- Boundaries of the scope of practice
- Orthotic/prosthetic design (e.g., trimlines)
- Orthotic/prosthetic fitting criteria
- Impression-taking techniques, materials, devices and equipment
- Rectification/modification procedures as they relate to specific orthotic/prosthetic designs
- Measurement tools and techniques
- Orthotic/prosthetic forms (e.g., assessment, orthometry, measurement, evaluation, outcomes)
- Materials science
- Componentry
- Alignment devices and techniques
- Hand and power tools
- Mechanics (e.g., levers and force systems)
- Care and maintenance of orthoses/prostheses
- Computer-aided design and manufacturing (CAD/CAM)
- Item warranty and warranty limitations

- Loss control (e.g., risk management, inventory control)
- The psychology of the disabled
- Federal and state rules, regulations and guidelines (e.g., FDA, ADA, HIPAA)
- ABC Facility Accreditation

Skill Statements

The Certified Technician should demonstrate the following skills:

- Identifying gross surface anatomy
- Interpretation of physical findings (e.g., recognizing skin pressures, dermatological conditions)
- Interpretation of orthotic/prosthetic gait/motion
- Impression-taking/measuring for orthoses/prostheses
- Using mechanical measuring devices
- Using computer-based measuring devices
- Patient model modification
- Delineating a tracing
- Orthotic/prosthetic fabrication
- Use of safety equipment
- Using hand and power tools
- Use of materials and components
- Use of alignment devices
- Aesthetic finishing
- Evaluating function of an orthosis/prosthesis
- Adjusting and modifying orthoses/prostheses
- Maintaining and repairing orthoses/prostheses
- Restoring optimal function of orthoses/prostheses
- Documenting

Appendix II

Sample Orthotic Technician Exam Questions

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

- Normal ambulation consists of:
 - 60% swing and 40% stance
 - 60% stance and 40% swing
 - 50% stance and 50% swing
 - 70% swing and 30% stance
- The anatomical landmark used to identify the ankle joint axis is the:
 - Distal tip of medial malleolus
 - Distal tip of lateral malleolus
 - Apex of the lateral malleolus
 - Apex of the talus
- Which of the following materials is the most brittle?
 - Polyethylene
 - Copolymer
 - Modified polyethylene
 - Polypropylene
- The trimlines of a posterior leaf spring ankle foot orthosis (AFO) should be:
 - Anterior to the malleoli
 - Through the apex of the malleoli
 - Posterior to the malleoli
 - Distal to the malleoli
- The muscle group that provides knee extension is called the:
 - Hamstrings
 - Pretibials
 - Peroneals
 - Quadriceps
- The bony landmark on the lateral aspect of the lower leg which is used as a reference for the height of an AFO is the:
 - Tibial plateau
 - Fibular head
 - Medial malleolus
 - Adductor tubercle
- Knee flexion occurs in which plane of motion:
 - Coronal
 - Transverse
 - Sagittal
 - Frontal
- The orthotic knee joint designed to increase the patient's knee stability by positioning the joint behind the weight line is the:
 - Posterior off-set
 - Bail lock
 - Dial lock
 - Polycentric

9. When correcting a metal AFO tracing, the vertical line that is created on the medial aspect of the tracing is the:

- A. Transverse line
- B. Frontal line
- C. Midsagittal line
- D. Midpoint line

10. Material safety data sheets should be:

- A. Available to all staff that come into contact with those materials
- B. Kept in a locked cabinet
- C. Only referred to after there has been an incident
- D. Provided to each patient along with their orthosis

Orthotic Answer Key:

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

Sample Prosthetic Technician Exam Questions

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

1. An amputation just above the wrist joint is called a:

- A. Long transradial
- B. Long transhumeral
- C. Short transradial
- D. Partial hand

2. A TSB socket design is used for transtibial patients. TSB stands for:

- A. Transtibial Socket Base
- B. Transtibial Socket Bearing
- C. Total Surface Bearing
- D. Total Socket Base

3. An amputation that removes part of the pelvis is called a:

- A. Forequarter
- B. Hip Disarticulation
- C. Transfemoral
- D. Hemipelvectomy

4. Moving a body segment away from the midline of the body is called:

- A. Abduction
- B. Adduction
- C. Flexion
- D. Extension

5. The prosthetic design that provides structural strength through its outer shell is called:

- A. Endoskeletal
- B. Exoskeletal
- C. Modular
- D. Reciprocal

6. Which of the following would NOT be a part of a bilateral transradial harness?

- A. Control attachment strap
- B. Cross point
- C. Inverted Y suspension strap
- D. Axilla loop

7. Material safety data sheets should be:

- A. Available to all staff that come into contact with those materials
- B. Kept in a locked cabinet
- C. Only referred to after there has been an incident
- D. Submitted with each Medicare claim

8. What is the BEST course of action when the technician discovers evidence of corrosion on an endoskeletal component while performing an unrelated adjustment on the prosthesis?

- A. Clean the component and check all attachment screws
- B. Inform the treating practitioner about the issue
- C. Note the corrosion in the patient's technical record
- D. Perform a stress test to determine if the prosthesis is structurally safe

9. The government body that regulates work place health and safety is:

- A. Occupational Safety and Health Administration (OSHA)
- B. Centers for Medicare and Medicaid Services (CMS)
- C. Food and Drug Administration (FDA)
- D. Centers for Disease Control and Prevention (CDC)

10. The residual limb length of a transfemoral patient is determined by which measurement?

- A. Ischial tuberosity to adductor tubercle
- B. Perineum to end of limb
- C. Perineum to adductor tubercle
- D. Ischial tuberosity to end of limb

Prosthetic Answer Key:

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

Appendix III

Examination Question References and Recommended Reading List

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

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