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**Effective January 2020**

This edition supersedes all previous editions

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Who We Are

ESTABLISHED IN 1948 as a not-for profit organization, the American Board for Certification in Orthotics, Prosthetics and Pedorthics, commonly known as ABC, is a national certifying and accrediting body for the orthotic, prosthetic and pedorthic professions. ABC has become the quality standard in orthotic, prosthetic and pedorthic certification.

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

ABC conducts examinations to test the competency of those persons engaged in the practice of pedorthic services who voluntarily apply for the examination process.

MISSION AND VISION

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

ABC fulfills this mission by:

• Measuring patient care provider’s knowledge and skills through rigorous credentialing programs
• Establishing standards of organizational performance through facility accreditation
• Mandating professional continuing education to maintain competency
• Administering a professional discipline program

• Communicating the value and importance of ABC credentials.

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

Setting Standards, Improving Outcomes, Changing Lives

ACCREDITATION AND RECOGNITION

The ABC practitioner certification programs are accredited by the National Commission for Certifying Agencies (NCCA), an organization that establishes standards on exam validity, reliability and safeguards to the public for credentialing programs.

ABC certification is recognized by various state agencies and third party payers for insurance reimbursements and is considered the standard among orthotic, prosthetic and pedorthic professionals, both nationally and internationally. ABC certification is also highly regarded by orthopaedic surgeons, physical and occupational therapists, amputee support groups and other members of the rehabilitation community.

GOVERNANCE OF ABC

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

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

Professional Credentials

Completion of our rigorous requirements and exam is confirmation that you have the education, knowledge, experience and skills required of an ABC Certified Pedorthist (C.Ped.).

Proprietary Ownership of ABC Credentials

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

Scope of Practice

According to the *Orthotic, Prosthetic, and Pedorthic Scope of Practice*, an ABC certified pedorthist is a health care professional who is specifically educated and trained to manage comprehensive pedorthic patient care. This includes patient assessment, formulation of a treatment plan, implementation of the treatment plan, follow-up and practice management. An ABC Certified Pedorthist fits, fabricates, adjusts or modifies devices that reflect his/her education and training.

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

Pedorthic devices means therapeutic shoes, shoe modifications made for therapeutic purposes, partial foot prostheses for transmetatarsal and more distal amputations and foot orthoses. It also includes subtalar-control foot orthoses (SCFO) designed to manage the function of the anatomy by primarily controlling the range of motion of the subtalar joint. Excluding footwear, the proximal height of a custom pedorthic device does not extend beyond the junction of the gastrocnemius and the Achilles tendon.

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

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

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

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

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

Certification Eligibility Requirements

YOU MAY QUALIFY TO BE examined upon completion of specific education and experience requirements established by ABC.

EDUCATION REQUIREMENTS

You must have a high school diploma, GED certificate or college degree and complete a National Commission on Orthotic and Prosthetic Education (NCOPE) approved pedorthic pre-certification education course.

FOREIGN EDUCATION

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

PEDORTHIC EXPERIENCE

You must complete 1,000 hours of supervised pedorthic patient care experience, which is obtained after completion of your pedorthic pre-certification education course. Any experience with initial patient evaluations and the final fitting/deliveries related to a custom pedorthic device must be done under Direct Supervision.

Direct Supervision is outlined in detail in the Orthotic, Prosthetic and Pedorthic Scope of Practice.
ABC encourages you to use the Pedorthic Exam Candidate Self-Assessment Checklist to guide you through your work experience and ensure that you are getting the type and amount of experience in each area that the profession expects.

Application Process

SUBMISSION OF APPLICATION

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

FEES

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

- The non-refundable application fee
- The exam fee

Documentation

EDUCATION

A copy of your high school diploma, GED certificate and/or official transcript is required when you submit your application. You can upload your documents to the online application dashboard or you, or your school, can mail or email it directly to ABC. If you are extending your credential, your previous file will be referenced if you apply within seven years following the expiration of your original eligibility period.

PEDORTHIC EDUCATION

You must also submit a copy your certificate of completion from your NCOPE approved pedorthic pre-certification education course with your application. This can be uploaded via the online application dashboard or you can mail or email it directly to ABC.

COMPETENCY ATTESTATION FORM

You must also submit a Pedorthist Competency Attestation form verifying that you have obtained the necessary knowledge and skills needed to perform the functions of a pedorthist. The clinical experience required to meet the eligibility requirements are documented in the attestation form. If you are lacking a particular knowledge or skill, your attester/supervisor should work with you to gain that knowledge prior to completing the attestation form.
The *Pedorthist Competency Attestation* form must be completed and signed by either an ABC Certified Prosthetist Orthotist (CPO), an ABC Certified Orthotist (CO), an ABC Certified Pedorthist (C.Ped.) or a pedorthic referral source. A pedorthic referral source is defined as any appropriately licensed healthcare prescriber who is familiar with your professional knowledge and skills.

**TESTING ACCOMMODATIONS**

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

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

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

**CRIMINAL HISTORY DISCLOSURE**

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

You must submit a signed written statement and full explanation along with supporting documents to accompany your application. Examples of supporting documents may include, but are not limited to, official court documents, probation documents, police reports, etc.

**AUTHORITY**

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

**NOTIFICATION OF APPLICATION DECISION**

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

The home and/or email address provided on the application will be used for mailing your letter of eligibility, registration information, exam confirmation and results. You are responsible for ensuring that your information in your My ABC account is up to date.

ELIGIBILITY PERIOD

You will be assigned the status of Exam Candidate when your application has been reviewed and approved by the Applications Review Committee. You will then be granted a three-year eligibility period in which to take and pass your exams. ABC grants you no more than four attempts to pass each exam within your eligibility period.

FALSIFICATION

If ABC learns that you have falsified any information on your application, you could face any or all of the following actions:
• Rejection of your application
• Barring you from the exam(s)
• Revocation of any existing ABC certification or status
• Referring of the incident to the Professional Ethics Committee
• Any act of falsification shall be made a part of your permanent record

APPLICANT INELIGIBILITY

You can be determined ineligible for any of the following reasons:
• Insufficient documentation to assess your eligibility
• Documentation provided does not meet eligibility requirements
• Lack of required fees
• Failure to meet posted deadlines for documentation and/or residency requirements

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

APPLICATION APPEALS

If you have been denied Candidate status by the Applications Review Committee, based on failure to demonstrate the minimal eligibility requirements, you may appeal the denial. Your appeal must be submitted in writing to the ABC Board of Directors.

Your Appeal must:
• Be in writing, contain your signature and sent via mail or email to ABC
• State the specific reasons for your appeal
• Include evidence or other pertinent information refuting ABC’s original findings
• Be sent no later than 30 calendar days after the date of the notification letter

APPEALS DECISION

You will receive notification of the decision within 45 days of receipt of the request. The Board of Directors’ decision is final.
STATEMENT OF NON-DISCRIMINATION

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

RE-EXAMINATION

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

REAPPLYING FOR ELIGIBILITY

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

EXAM ADMITTANCE

You must arrive at your assigned testing location at least 30 minutes prior to your scheduled exam time and present your valid photo ID. If you are late, you will not be able to test. No exceptions will be made.

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

CANCELLATION/REFUND POLICIES

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

Cancellations received 31 days or more prior to your scheduled exam date will be eligible for a refund or deferral of your exam fee.

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

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

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

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

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

HAZARDOUS WEATHER

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

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

MISCONDUCT AT THE EXAM

It is improper for you to engage in any of the following activities:

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

DISMISSAL POLICIES

If you are observed engaging in any of the above activities, you will be dismissed from the exam, may be barred from future exams for a period ranging from one year to permanent dismissal and may be required to forfeit your current exam fees and period of eligibility.

DISMISSAL APPEALS

Prior to determining permission for you to take the exam in the future, you are entitled to request a review by submitting a written appeal, provided the appeal is received by ABC within 30 days of your dismissal. The written appeal must cite any and all reasons refuting the dismissal decision.

Following a review of your written appeal, the board of directors will make a determination regarding future permission to take the exam. You will be notified in writing of the board’s decision within 45 days of receipt of the appeal. The Board of Directors’ decision is final.
LANGUAGE

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

CONFIDENTIALITY OF CANDIDATE INFORMATION

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

DATA COMPILATION

ABC may develop and publish statistical data regarding the exams; however, your identity will never be divulged.

Exam Scoring and Reporting

EXAM RESULTS

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

RELEASE OF EXAM INFORMATION

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

SCORING PROCEDURES

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

The passing score for the exam has been recommended by a geographically diverse panel of practicing certified practitioners with both clinical and educational backgrounds individually selected by the Board of Directors. This panel, under the guidance of testing experts from ABC’s testing service, computes a passing score representing the minimum level of knowledge that must be demonstrated to pass the exam. All exams are administered and scored by a computer-based system.
EXAM APPEALS
You may not appeal a failing score, however may request a hand score of your exam, review of a specific item or questions presented on the exam or may appeal a particular incident or circumstance in relation to the exam.

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

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

REVIEW OF INCIDENT OR ADMINISTRATIVE PROCEDURE
You may request a review of a specific incident or procedure relative to the exam process or administration procedure if it is feel that the incident or procedure impeded your opportunity for successful completion of your exam.

The following actions must be taken prior to submitting a written request for review:
• File a Center Procedure Report with the Test Center Administrator (TCA) at Prometric before leaving the testing center
• Contact Prometric by email or phone within 24 hours after the incident occurred and provide the case summary or ticket number, if applicable

The written request for review must be:
• Submitted within 5 days of the exam date
• Accompanied by a description of the incident or administrative procedure including any relevant evidence or other pertinent information

APPEALS DECISION
You will receive notification of the decision within 30 days of receipt. Should you not be satisfied with the decision rendered, you may submit a written appeal to the Board of Directors within 14 days. You will be notified of the board’s decision within 30 days of receipt of your request. The Board of Directors’ decision is final.
The Exam

The Exam is designed to evaluate your knowledge and clinical competencies in pedorthics. The exam and the passing score are reviewed and revised annually.

EXAM DESCRIPTION

The three-hour, multiple-choice exam consists of 165 items designed to measure your knowledge of pedorthics. Knowledge assessed on the exam includes pedorthic assessment, implementation, practice management, ethics and professionalism.

EXAM FORMAT

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

EXAM AVAILABILITY

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

EXAM CONTENT

The development of valid exams begins with a practice analysis, which gives a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. Experts have identified the critical job components in the pedorthic profession using a process that includes interviews, surveys, observation and group discussions.

ABC conducted a Practice Analysis of Certified Pedorthists that identified performance domains for pedorthists. Within each performance domain, several identified tasks provide the basis for questions included in the exam. The practice analysis also identified associated knowledge and skills related to the practice of pedorthics.

EXAM DEVELOPMENT

ABC seeks to replenish the ABC exam item bank on a regular basis with questions written by active practitioners. 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 exam committee is generally represented by practitioners and educators who are drawn from a diverse range of practice settings and geographical locations.

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

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

There are numerous resources available at [ABCop.org](http://ABCop.org) as you prepare to sit for your ABC Pedorthist Certification Exam. These include the Practice Analysis, Test Content Outline, Self-Assessment Checklist and sample exam questions. We encourage you to review these documents in preparation for your exams.

Initial Certification

After completing the certification exams, you will receive a congratulatory letter, a certificate, a certification number, a lapel pin, an email to claim your digital badge, the ABC Guide to Maintaining Your Certification and information regarding the proper use of the ABC credential and logo. You will also receive a prorated invoice for the current year’s certification fees.

Certified pedorthists in good standing will receive the O&P Almanac, Mark of Merit newsletter and be listed in the ABC online directory. A directory of all ABC credentialed individuals and organizations is maintained online and available at [ABCop.org](http://ABCop.org).

Maintaining Certification

You are required to maintain certification by remitting annual fees, participating in ABC’s Recertification Program and adherence to the Code of Professional Responsibility. Your certification will be renewed at the end of a five-year cycle after the minimum number of required credits have been earned; the requirements are outlined in the Guide to Maintaining Your Certification.