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Board of Certification/Accreditation (BOC)

Candidate Handbook

BOC Certified Orthotic Fitter
BOC Certified Mastectomy Fitter
BOC Certified Durable Medical Equipment Specialist

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BOC Forms on the Web

[Orthotic Fitter Examination Application](#)
[Mastectomy Fitter Examination Application](#)
[DME Specialist Examination Application](#)
[Examination Payment Form](#)
[Orthotic Fitter Detailed Content Outline](#)
[Mastectomy Fitter Detailed Content Outline](#)
[DME Specialist Detailed Content Outline](#)
[Examination Appeal Request Form](#)
[Ethics Charge Statement](#)
[CE Submission Form](#)

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SECTION 1: GENERAL INFORMATION

INTRODUCTION

This handbook contains information concerning BOC certification requirements for applicants and candidates. If you have a question about any item in this handbook, please [email](#) or call toll free (877.776.2200) with your question or concern. This handbook is not a contract; BOC reserves the right to change any item at its sole discretion at any time with notice.

MISSION

The Board of Certification/Accreditation (BOC) assures patients, physicians, professional organizations, the public-at-large, and government agencies and representatives of the competence, professionalism, and safe practice environments of BOC-certified professionals and BOC-accredited facilities.

BOC fulfills its mission through:

Certification: BOC certification programs conform to nationally-recognized standards developed by the National Commission for Certifying Agencies (NCCA), comporting to the Standards for Educational and Psychological Testing (1985) and the Uniform Guidelines on Employee Selection Procedures (1978). BOC's fitter certification programs are recognized and accredited by NCCA.

Facility Accreditation: BOC facility accreditation, in accordance with Quality Standards and National Supplier Standards set by the Centers for Medicare and Medicaid Services (CMS), assures the public of the availability of comprehensive orthotic/prosthetic/pedorthic services, and DME/HME services, consistent with federal, state, and local laws and regulations. DMEPOS facility accreditation is provided under the authority granted to BOC as an Accrediting Organization (AO) recognized by CMS.

Code of Ethics: BOC's [Code of Ethics](#) and [Ethics Case Procedures](#) state the rules for professional conduct and enforcement of its standards. The policies and procedures comport with BOC's mission.

Continued Competency Assurance: To maintain certification(s), BOC requires that certificants earn Continuing Education Units (CEUs) from approved programs over a period of five years. The goal of the BOC certification renewal policy is to enhance continuing competence in the certified area. BOC defines continuing competence consistent with how the NCCA, the accrediting body for professional credentials, as demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career.

PURPOSE OF THE BOC CERTIFICATION PROGRAM

BOC aims to promote the advancement and recognition of persons specializing in orthotics, prosthetics, pedorthics, and durable medical equipment by identifying those individuals who have voluntarily sought and obtained BOC certification. The geographic scope of all certification programs is in the United States.

NON-DISCRIMINATION POLICY

BOC does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, sexual orientation, or marital status.

TESTING AGENCY

PSI Services (PSI) is the professional testing company contracted by BOC to assist in the development, administration, scoring, and analysis of BOC's examinations.

EDUCATIONAL ACTIVITIES

BOC neither sponsors nor endorses any educational or training activities. The content delivered by these providers is their property and not of BOC. BOC accepts no responsibility or liability for the content and accuracy of that material. In no event shall BOC be liable for any damages based on the information and material delivered by third party providers.

CERTIFICATION SPECIALIZATIONS

BOC certifies professionals in six categories: orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, and durable medical equipment. The appropriate designations for BOC certificants are: BOC Orthotist (BOCO®), BOC Prosthetist (BOCP®), BOC Pedorthist (BOCPD™), BOC Certified Orthotic Fitter (COF®), BOC Certified Mastectomy Fitter (CMF®), and BOC Certified Durable Medical Equipment Specialist (CDME®).

To become BOC certified, all candidates for each certification must pass a multiple choice examination (MCE). Candidates for certification in orthotics or prosthetics must also pass a clinical simulation examination (CSE) and a video practical examination (VPE).

EXAMINATION DEVELOPMENT

Every certification examination BOC offers is based upon a job task analysis (JTA) -- a study that identifies the areas within the scope of practice. A scope of practice defines the procedures, actions, and processes that are permitted for the credentialed individual. Each JTA includes an investigation of the important work behaviors required for successful performance and their importance to the practice. Every examination is built to specifications derived from analysis, thereby maximizing the evidence of the examinations' validity. The examinations' items are developed by committees of BOC-certified subject matter experts, who are trained in authoring test items by BOC's testing vendor, PSI. The test items are then reviewed, accepted, and validated, the subject matter experts (SMEs).

After every new JTA, SMEs estimate the number of minimally competent professionals who will score an item correctly during a Modified Angoff Procedure. This procedure is a commonly used practice in credentialing assessments. These estimates are then averaged by BOC's testing vendor, PSI. PSI assigns a confidence ranking around the average score. The data is placed in a table with implications for passing and failure. PSI recommends a passing score to the SMEs who accept or reject it. The result is a passing or "cut score." Subsequent forms' cut scores vary among the forms of the same test, but are statistically calibrated to be of equal difficulty and content across all versions of the examination for the life of the JTA.

ELIGIBILITY FOR CANDIDACY

BOC recognizes that an important body of knowledge forms the foundation for the competent performance of work in the broad field of orthotics, prosthetics, pedorthics, and durable medical equipment, and that knowledge and performance skills may be obtained in various ways.

To be accepted as a candidate for BOC certification, candidates must demonstrate their qualifications and experience in the certification category for which they apply. Requirements are specific to each category; all application forms are available [online](#). Required documentation includes proof of completion of education prerequisites, in the form of a certificate of completion of relevant courses, which includes course topic(s), provider(s), and completion date(s).

Please note that BOC no longer accepts new applications for our Orthotist, Prosthetist, and Pedorthist certification programs. For more information, please see our [fact sheet](#).

PRE-EXAMINATION REQUIREMENTS

The following are the qualifications and experience required to sit for the examination(s) in each specialization.

For Orthotic Fitter (COF®) Certification:

- Successful completion of an entry-level education program within the past 5 years (e.g. Bauerfeind, Breg, CFS Allied Health, Kassel Group-ATi, Medical Careers Institute at Coordinated Health, O&P Education, Ossur, or Trulife/St. Petersburg); AND
- A minimum of 1,000 hours of documented direct patient care under the supervision of an appropriately-qualified professional (another fitter, or professional that has the orthotic fitter scope within their own scope of practice). If you have a question concerning who qualifies as a qualified

professional, please [email](#) us for approval.

For Mastectomy Fitter (CMF®) Certification:

- Successful completion of an entry-level education program within the past 5 years (e.g. American Breast Care, Amoena, BFRIN, Jodee, Nearly Me, O&P Education, or Trulife); AND
- A minimum of 120 hours of documented direct patient care under the supervision of an appropriately-qualified professional (another fitter, or professional that has the orthotic fitter scope within their own scope of practice). If you have a question concerning who qualifies as a qualified professional, please [email](#) us for approval.

For Durable Medical Equipment Specialist (CDME®) Certification:

- A high school diploma or equivalent; AND
- A minimum of 500 hours of documented work in durable medical equipment.

GENERAL EXAMINATION INFORMATION

Pre-registration

BOC examinations are given at multiple sites throughout the United States or via in home/office Live Remote Proctoring (LRP). Multiple choice examinations are given as computer based exams, and available year-round every business day and some Saturdays. There are no deadlines for submitting applications. In some special occurrences, exams can be given as a paper and pencil proctored examination.

How Multiple-Choice Tests are Scored

BOC test scores are statistically adjusted for minor fluctuations that may occur in the difficulty level of test questions within different versions of the examinations. This statistical adjustment results in what is known as “scaled scores.” These scores range from 0 to 99 but are not to be interpreted as the percent of test questions answered correctly. BOC examinations are not scored in what is commonly called a “bell curve” or standard deviation method, which compare how a particular group of candidates performs on the examination in relation to each other. The use of scaled scores recognizes that the test is valid – that it measures what it is intended to -- across all forms and over a number of years. The information shown in the score report is provided to aid in guiding your preparation should you decide to reapply for the examination. Moreover, subdomain scoring information is not used in making pass/fail decisions.

Multiple Choice Examination (for all candidates)

The multiple-choice examination (MCE) assesses the knowledge base required for the profession. All candidates need to pass an MCE to achieve certification. The examinations include 15 unscored pretest questions. See below for the amount of time given for each exam, as well as the total number of questions.

- Orthotist and prosthetist candidates are given 3 hours to finish 165 questions.
- Orthotic fitter candidates are given 2 1/2 hours to finish 115 questions.
- Pedorthist candidates are given 2 hours to finish 110 questions.
- DME specialist candidates are given 2 hours to finish 115 questions.
- Mastectomy fitter candidates are given 2 ½ hours to finish 115 questions.

Clinical Simulation Examination (for orthotist and prosthetist candidates)

The clinical simulation examination presents a number of realistic situations, or simulations, which provide opportunities to solve clinical problems. The information shown in the score report is provided to aid in guiding your preparation should you decide to reapply for the examination. Moreover, subdomain scoring information is not used in making pass/fail decisions. Please note that orthotist and prosthetist clinical simulation candidates are given 4 hours to finish 8 clinical tasks (7 scored and 1 unscored pretest question).

Video Practical Examination (for orthotist and prosthetist candidates)

The video practical examination (VPE), prepared at the candidate’s practice site, tests hands-on competencies in core areas of practice through the performance of a wide range of procedures. A panel of three judges

independently evaluates each video to assess a candidate's technical fitting and patient education skills, and the candidate must receive a minimum of two passing grades per item tested.

APPLICATION PROCEDURES

Prerequisites Documentation

Documentation of all education prerequisites must be sent with the application.

Forms and Fees

To apply for BOC certification, please complete and submit the appropriate application [online](#), together with payment in U.S. dollars. Please remember to submit the proof of education to BOC by [email](#), fax (410.581.6228), or mail. [Applications](#) can also be submitted in hard copy with payment by credit card, by fax (410.581.6228) or by mail. Application and examination fees are specified on the current application form.

Retake Application

When submitting the [Examination Payment Form](#), please remember there is a 90-day waiting period before retaking the test.

Application Error or Falsification

Should an applicant intentionally or inadvertently falsify any information on the application, BOC reserves the right to sanction that applicant. Sanctions may include:

1. rejection of the application;
2. barring of the applicant from the examination for a period of time to be determined by the Credentialing Director; and/or,
3. revocation of any existing certification status.

Virtual Signature

A candidate's signature – virtual or true – on the certification application as well as other documents is the candidate's confirmation that he or she has read all portions of the form and will abide by all rules, policies, and procedures that apply to his/her specialization, in particular, and to BOC policies in general.

Liability Release

Although BOC makes every effort to process all examination applications expeditiously, BOC recognizes that outside forces such as weather, site disruption, or temporary loss of electronic capacity may affect the ability to process an application. By completing and signing the official application forms, applicants release BOC from any and all liabilities for delay or other disruption in the handling of applications, testing dates, or other items associated with candidacy.

APPLICATION EXPIRATION

Time Limit

A candidate for certification must complete all required examinations within a consecutive three-year period which begins on the date of the application's receipt. A candidate may retake an examination a total of five times within the three-year period.

Loss of Eligibility

Any candidate who does not pass all required examinations within the designated three-year period is eligible to reapply; however, the candidate must reapply for and retake the entire set of examinations under the current requirements. In other words, if a candidate passes one test but does not complete the full testing program, the candidate must pass the test again when the candidate reapplies.

VA REIMBURSEMENT FOR TESTING FEES

BOC candidates who are veterans can seek reimbursement for testing fees by the Veterans Administration (VA). Qualified candidates should contact their local VA office for details.

SERVICES FOR PERSONS WITH DISABILITIES

BOC and our testing company comply with the Americans with Disabilities Act (ADA). A candidate who has a disability may request accommodations and arrangements to take the examination. Such requests must be in writing and accompany the application. Verification of disability and statement of assistance needed must be included. Documentation by a competent individual (e.g. physician or psychologist) of the specific disability must be submitted with the application. All requests are evaluated on a case-by-case basis and are subject to approval. Test center personnel will be prepared to accommodate requested needs.

Wheelchair access is also available at all established Assessment Centers. Please advise PSI at the time of registration that wheelchair access is necessary.

REFUND POLICY

All application fees are non-refundable. Candidates may reschedule their exam appointment ONCE at no charge by calling PSI at 888.519.9901 at least 2 business days prior to the scheduled appointment. If a candidate fails to reschedule an examination at least 2 business days prior to the exam date or is absent, there will be a \$50 administrative fee.

CHANGE OF ADDRESS OR NAME

If your address changes at any time during the examination process, please log in to your [account](#) and change your information or send written documentation ([email](#) or mail) to BOC's office with any changes. Similarly, in the event of a name change, please submit a true copy of the appropriate legal document that notes the change of name.

SECTION 2: CERTIFICATION EXAMINATION AND RESULTS

PREPARATION FOR THE BOC EXAMINATIONS

BOC provides candidates with a Detailed Content Outline ([DCO](#)) on its website, containing the tasks involved and the domains of practice in each specialty. This outline is derived from a Job Task Analysis, a careful description of tasks performed by professionals.

Suggested preparation for the examination includes, but is not be limited to:

1. the [self-assessment examination](#) (online practice exam);
2. the study of journal articles, textbooks, or other publications related to the DCO;
3. continuing education programs and courses in orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, or durable medical equipment;
4. study partners, study groups, or examination preparation courses;
5. bibliographies of professional publications;
6. shadowing professionals; and/or,
7. being mentored by a professional.

THE PSI TESTING EXPERIENCE

Candidates can get an idea of the testing experience by viewing this short [video](#).

TEST CENTER LOCATIONS

BOC examination locations are available at approximately 300 PSI testing locations located throughout the United States. A current listing of these locations, including addresses and driving directions, may be viewed on the [PSI website](#) by selecting "Test Takers."

Computer-based examinations are also available to candidates who are taking the examination outside of the United States at a PSI testing center. International candidates may visit the PSI website for a listing of testing locations worldwide or contact AMPIntlExamServices@goAMP.com for scheduling.

PSI TEST SCHEDULING

Online:

You may choose an examination date at any time by using the [PSI website](#). Select “Test Takers” and follow the step-by-step instructions to choose your certification program and register for the examination.

By telephone:

You can also call PSI at 913.895.4600 to schedule an examination. This toll-free number is answered from 9:00 AM to 10:00 PM ET, Monday through Thursday, 8:00 AM to 8:00 PM ET on Friday, and 9:30 AM to 6:00 PM ET on Saturday.

Please note that you must schedule your exam at least 48 hours prior to your preferred examination date.

WEATHER / POWER FAILURE / OTHER EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the testing location is able to open.

You may visit the [PSI website](#) prior to the examination to determine if PSI has been advised that any testing locations are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to the testing location is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons, the questions will be scrambled.

TEST CENTER ADMISSION

Candidates must bring two forms of identification along with their confirmation to gain admission to the test center. One form of identification must be a government issued identification bearing the photograph and signature of the candidate. Such legal identifications include state-issued driver’s licenses, government identity cards, and passports. Please note: credit cards, employment badges, student ID cards, or club membership cards are **not** acceptable as legal identification. The second form of identification must verify the signature and name. A signed credit card or membership card may meet this requirement.

If the name on your application differs from the name on your identification, you must bring proof of this name change (e.g., marriage license, divorce decree or court order) to the testing facility and sign a roster to verify your identify and gain admission to the examination. If your application name and identification name do not match and you do not have this proof, you will not be permitted to take the examination and will need to contact the BOC office to reschedule.

All candidates should report to their assigned test center for registration and check-in at least 30 minutes before the examination is scheduled to begin. Candidates who arrive up to 15 minutes late may be admitted to the examination at the discretion of the test center supervisor. However, no candidate will be permitted to work beyond the time scheduled for completion of the examination. If you arrive more than 15 minutes after the scheduled testing time, you will not be admitted.

All materials needed to take the test will be provided. Please remember that there is a \$50 administrative fee for any exams cancelled within two business days prior to the examination.

SECURITY AND CANDIDATE MISCONDUCT IN TEST CENTER LOCATIONS

Please note that the testing center is continuously monitored by audio and video surveillance equipment to

ensure a secure testing environment. The following security procedures apply during the examination:

- No cameras, notes, tape recorders, or cell phones are allowed in the testing room. Possession of a cell phone or other electronic device is strictly prohibited and will result in dismissal from the examination.
- No calculators are allowed.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

If you engage in any of the following during the examination, you may be dismissed, your scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or are otherwise uncooperative;
- display and/or use electronic communications equipment such as cellular phones;
- talk or participate in conversation with other candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else; and/or,
- are observed with personal belongings or are observed with notes, books, or other aids without it being noted on the roster.

The performance of all examinees is monitored and may be analyzed statistically to detect and verify invalid scores. Should an individual remove or attempt to remove examination material from the testing site, the individual will be prosecuted. Please note that candidates are not permitted to divulge information about examination content at any time.

LIVE REMOTE PROCTORING EXAM OPTION

BOC candidates may choose to complete their exam in the privacy of their own home/office via Live Remote Proctor (LRP)

Through a publicly available website, PSI shall make available software to BOC candidates upon execution of a click through license. The PSI secure browser is required for candidates to take a LRP exam and must be downloaded prior to the start of the exam process. PSI will provide qualified proctors to remotely monitor test administrations to properly verify and register candidates.

Proctors will verify candidate identity using the established online single sign-on system (SSO) and/or through inspection of at least one form of government-issued identification. If there is any doubt as to an individual's identity, the Candidate will be turned away from the test.

Candidates will complete a compatibility check which checks both audio and video, along with a system check. Upon Candidate verification, the PSI proctor will establish a secure testing environment by working with the Candidate to conduct a scan of the surroundings, scan for prohibited electronic devices, and reference materials. Upon completion of the check-in process the PSI proctor will launch the exam in a secure lock down browser.

The PSI proctor will remotely monitor the Candidate during the live online exam via a mechanism to view Candidate activity with the ability to stop or pause an examination if the Candidate breaks any of the test rules agreed to prior to starting the test or communicated via type chat.

- a) Should a Candidate be found in possession of prohibited materials or attempting to fraudulently test for another individual, Candidate will be dismissed immediately from the test and PSI will send a report to BOC.

TEST RESULTS AND SCORE REPORTING

BOC offers instant scoring for all multiple-choice examinations; candidates receive their scores immediately following their examination. Scores cannot be sent via email or relayed via telephone. Instant scoring is not available for candidates testing outside of the continental United States. Instead, scores are sent by PSI via USPS within two business days of completing the examination.

Neither BOC nor PSI will release an individual's score to anyone except the candidate without the candidate's written authorization. No scores will be given over the telephone. Individual scores will not be sent to employers, schools, or other individuals under any circumstances unless written permission is given.

EXAMINATION APPEALS PROCESS

Examination appeals consist of an appeal of substance and a score check. An appeal of substance deals with the nature, form, or content of a particular test item. A score check is a review of an examination's results if a candidate believes the score was calculated incorrectly. Appeals are processed according to the [Appeals Procedures](#) and there is a \$25 fee for each challenge. Appeal requests should contain specific reasons for appeal. Please fax (410.753.8801) or [email](#) the [completed form](#) with fees.

DISPLAY OF CERTIFICATION

Once certification is earned, BOC certificants receive an embossed certificate suitable for framing, which lists their professional standing and the year of the award. BOC also provides certificants with patches and ribbons for conferences/tradeshows. These items are sent within six weeks of the final test results. Certificants are encouraged to display their certificate prominently in their practices and to wear their pins appropriately.

SECTION 3: RECERTIFICATION

CODE OF ETHICS

All certificants receive a copy of the [BOC Code of Ethics](#), along with [BOC's Ethics Case Procedures](#). Certificants are expected to carry out professional practices as outlined in the Code to maintain certification.

CONTINUING EDUCATION (CE) REQUIREMENTS

Since BOC is an independent certifying agency, it would be inappropriate and outside its mission to provide educational programs. Therefore, it is the responsibility of each certificant to locate and attend courses that will allow certificants to fulfill recertification requirements. BOC does not limit options or prescribe which type(s) of CE program may be appropriate. The only constraint is that the program be relevant to the practice of orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, or durable medical equipment.

BOC recognizes CEUs in the following categories:

Scientific: programs pertaining broadly to clinical, professional, and/or technical aspects of practice of orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, and durable medical equipment

Business: programs associated with the practice management of orthotics, prosthetics, pedorthics, orthotic fitting, mastectomy fitting, or durable medical equipment or programs more generally concerned with the structure or regulation of health care.

CEU requirements take place on a five-year cycle. The current cycle runs from January 1, 2020, to December 31, 2024. If you were certified as of December 31, 2019, the following credit amounts are required to be completed and verified by the end of the current CE cycle:

Certification Program	Total (min)	Scientific (min)	Business (max)	Carry-over Allowance*
BOCO®	75	60	15	15
BOCP®	75	60	15	15
BOCPD™	55	44	11	11
COF®	40	32	8	8
CMF	10	8	2	2
CDME	10	8	2	2

*Certificants who earn more CEUs than they need will carry over a limited number of CEUs into the next cycle.

If you earn certification during the 2020-2024 cycle, you are not required to fulfill requirements for the entire five-year cycle. Please review the following table for requirements, which vary according to certification year:

Certification Program	Before 2020	During 2020	During 2021	During 2022	During 2023	During 2024
BOCO®	75	60	45	30	15	n/a
BOCP®	75	60	45	30	15	n/a
BOCPD™	55	44	33	22	11	n/a
COF®	40	32	24	16	8	n/a
CMF®	10	8	6	4	2	n/a
CDME	10	8	6	4	2	n/a

Documentation of Continuing Education Units (CEUs)

You can submit your CEUs online through [MyBOC](#), your personal BOC page. Once you have logged in to your account, scroll down to “CEUs” and press “Click here to add new CEUs.” Enter the course date, name, provider, and number of credits awarded in the provided fields.

Please keep records of the courses you have taken through the end of the current five-year CE cycle, which ends December 31, 2024. All BOC certificants are subject to a random audit by BOC. For details on accepted forms of documentation, review pages four through six of our [Recertification Policy](#).

If you prefer to send your CEUs to BOC, please use the [CE Submission form](#) to document your informal CE credits. CEUs may be submitted by [email](#), fax (410.581.6228), or mail.

Examples of appropriate CE programs are:

1. Educational programs conducted by professional associations;
2. Manufacturer-sponsored programs related to new products and/or techniques;
3. Attendance at orthopedic grand rounds in a local hospital;
4. Presentation in your facility by an outside expert;
5. Article summaries (BOC will award 1 CEU per one-page, single-spaced summary of an article);
6. Teaching educational seminars (BOC recognizes three CEUs per hour of teaching a course; certificants submit a detailed course outline along with references used to develop the course);
7. Training videos, if approved by BOC;
8. Attendance at informal seminars will be considered if the following information is provided:
 - Name and title of presenter
 - Title of presentation
 - Date and time of meeting
 - Length of presentation, excluding meals
 - Description of subject matter discussed
 - Signature of presenter or representative printed program, if available.

BOC reserves the right of final approval on all submitted CEUs.

Verification of CEUs

You are required to maintain a file of your current CEUs. Please submit proof of CEUs per attendance. CEUs are verified every five years for competency assurance compliance.

Please note that when you log in to your online account and enter CEUs yourself, those CEUs may be audited. It is important to keep documentation of those CEUs for at least one year after the CE cycle is over.

RENEWAL FEES

Annual renewal fees are due every year on or before December 31. Timely payment of renewal fees assures receipt of a current certificate and a listing in the current online [BOC Directory](#). Failure to pay annual renewal fees results in suspension of your certification.

To be reinstated, back fees and a reinstatement fee of \$100 must be paid. Continuing to display expired certificates or badges is a violation of the [BOC Code of Ethics](#) and subject to disciplinary action. Failure to pay the annual renewal fee after being suspended for 3 years results in revocation of your certification. Once certification is revoked, one must reapply, retake the clinical simulation and/or multiple choice portion of exams, and provide proof of current active professional work in the field since revocation.

QUESTIONS

Please remember that the BOC [website](#) provides information to answer most of your questions. If you have any question concerning the contents of this handbook, please contact our office at your convenience.

BOC

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