



# Certification Candidate Handbook

- ✓ Program Overview
- ✓ Policies & Procedures
- ✓ Exam Application

**2025**

**Testing Windows\***

November 1-15, 2025

**Application Deadline**

October 17, 2025

**Late Registration Deadline**

October 24, 2025

**2026**

May 1-15, 2026

November 1-15, 2026

April 17, 2026

October 16, 2025

April 24, 2026

October 23, 2026

*\*CABT: This exam is proctored online and can be applied for and taken at any time within six months of purchase.*

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## **ACI Objective**

ACI's objective is to be the trusted source for quality professional development and credentials for healthcare technology-oriented professionals, industry, and healthcare delivery.

## **ACI Statement of Fairness**

The ACI adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the credentialing programs, ACI shall not discriminate or deny opportunity to anyone on the grounds of gender, age, religion, national or ethnic origin, marital status, veteran status, sexual orientation, or disability.

## **Impartiality**

ACI understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

## **Code of Conduct**

The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all ACI applicants, certificants, and candidates. The Code also serves as a professional resource for healthcare technology practitioners, as well as for those served by ACI certificants and candidates in the case of a possible ethical violation.

All ACI applicants, candidates, and certificants must agree to comply with the ACI Code of Conduct as outlined below:

1. I will conduct my professional activities with honesty and integrity.
2. I will uphold my professional conduct to the highest ethical standards.
3. I will represent my certifications and qualifications honestly and provide only those services for which I am qualified to perform.
4. I will maintain and improve my professional knowledge and competence through regular self-assessments, continuing practice, continuing education or training.
5. I will act in a manner free of bias and discrimination against clients, colleagues, or customers.
6. I will maintain the privacy of individuals and confidentiality of information obtained in the course of my duties unless disclosure is required by legal authority.
7. I will obey all applicable laws, regulations, and codes.
8. I will follow all certification policies, procedures, guidelines, and requirements of the ACI.
9. I will not use the certificate in a misleading manner.
10. I will discontinue use of the certificate and certification marks upon suspension, revocation, or withdrawal by decision of the certified body.

## **ACI Certifications and Scope**

### **Types of Certifications**

The AAMI Certifications Institute (ACI) maintains several certifications including:

- certified associate in biomedical technology (CABT)
- certified biomedical equipment technicians (CBET®)
- certified radiology equipment specialists (CRES®)
- certified healthcare technology managers (CHTM)
- certified industrial sterilization specialists (CISS)

Each certification requires a separate, complete application and a separate examination. Applicants may test in only one discipline per testing window, except for CISS. Candidates for CISS may take the core and specialty exams in one testing window.

AAMI membership is not a prerequisite for certification. Exams are offered in English only.

### **Scope of Certification**

The ACI certification programs recognize healthcare technology management professionals whose practice reflects a high degree of knowledge about medical devices and clinical practice as well as skill in implementing electro-mechanical talent in the repair and maintenance of devices used in the delivery of healthcare. Achieving ACI certification indicates that certification candidates have demonstrated a broad knowledge skill-set in the specific certification area.

#### **Certified Associate in Biomedical Technology (CABT)**

A certified associate in biomedical technology is an individual who is planning to enter the HTM field and looking to earn an entry level certification to kick-start their career.

In a work setting, this professional will be responsible for:

- scheduled technology maintenance
- supporting senior technicians
- incoming/routine inspections on new equipment
- minor troubleshooting.

Characteristics of a CABT include, but are not limited to:

- strong communication skills
- problem solving abilities
- resourcefulness
- strong time management skills
- technology acumen
- highly motivated and resilience

*The CABT certification is non-renewable and is active for five years. If an individual wishes to maintain the designation, they will need to take and pass the exam again. At the five-year expiration date, the candidate will have the necessary experience to sit for the CBET or CRES exam.*

### **Certified Biomedical Equipment Technician (CBET)**

Healthcare technology management professionals that desire a CBET certification are expected to have experience in a wide range of electromechanical devices, computers, networks and software used in the delivery of healthcare.

Generally, candidates desiring for this certification may work for medical device manufacturers, hospitals, clinics, home healthcare providers, medical device repair companies, regulatory bodies/agencies, and software manufacturers – such as EMR or device integration providers.

CBET candidates typically perform some of the following duties on a daily basis:

- Test and calibrate medical devices (preventive maintenance)
- Troubleshoot medical devices in a clinical setting and/or bench/depot setting (corrective maintenance)
- Manufacture software, parts or devices for use in patient care
- Ensure compliance with all regulatory processes necessary (i.e. CMS, FDA GMP, etc.)
- Manage medical software/hardware systems (i.e. PACS Administrator, Integration Specialist, Alarm Management, RTLS Systems, etc.)
- Perform corrective and preventive maintenance on steam systems
- Educate the proper use, care and maintenance of medical devices
- Review technical manuals
- Document any and all maintenance and repairs and maintain records of maintenance activities
- Troubleshoot medical device networks

### **Certified Radiology Equipment Specialist (CRES)**

Healthcare technology management professionals that desire a CRES certification are expected to have experience in a wide range of medical imaging modalities, electromechanical devices, computers, networks and software used in the delivery of healthcare.

Generally, candidates desiring for this certification may work for medical device manufacturers, hospitals, clinics, medical device repair companies, regulatory bodies/agencies, and software manufacturers – such as EMR or device integration providers.

CRES candidates typically perform some of the following duties on a daily basis:

- Test and calibrate medical devices (preventive maintenance)
- Troubleshoot medical devices in a clinical setting and/or bench/depot setting (corrective maintenance)
- Manufacture software, parts or devices for use in patient care especially imaging systems
- Ensure compliance with all regulatory processes necessary (i.e. CMS, FDA GMP, etc.)
- Manage medical software/hardware systems (i.e. PACS Administrator, Integration Specialist, etc.)
- Educate the proper use, care and maintenance of medical devices
- Review technical manuals
- Document any and all maintenance and repairs and maintain records of maintenance activities
- Troubleshoot medical device networks

### **Certified Healthcare Technology Manager (CHTM)**

The healthcare technology manager is a person responsible for planning and directing activities of other healthcare technology management professionals, monitoring their work, and taking corrective actions when necessary.

This HTM certification covers two major areas in healthcare technology management:

- the management of healthcare technology operations
- the management of personnel

The functions of the manager are to include the participation in the “leadership” of the business enterprise. The manager is also expected to have the skills and understanding needed to perform strategic, business, and change management as well as employee relations.

### **Certified Industrial Sterilization Specialist (CISS)**

An industrial sterilization specialist is a person who understands the principles of sterilization process development, validation, control, and management as part of the manufacture of healthcare products.

CISS has expertise in:

- the science of sterilization (including but not limited to microbiology, physics, and chemistry)
- knowledge of sterilization processing
- quality management systems
- risk management and regulatory requirements

The CISS program is a two-test process including a:

- Sterilization core exam including 75 multiple-choice questions
- A choice of one of the following 50 question specialty exams listed below:
  - Ethylene Oxide
  - Moist Heat
  - Radiation

## Candidate Eligibility

### **CABT Eligibility**

Individuals interested in earning the CABT designation must be a minimum junior in high school to sit for the exam. **The CABT exam is monitored online and must be taken within six months of purchase.**

### **CBET and CRES Eligibility**

#### **Full Certification**

Full status applicants for the Certified Biomedical Equipment Technician (CBET) or Certified Radiology Equipment Specialist (CRES), applicants must meet **ONE** of the following minimum eligibility requirements before of the application deadline:

1. Associate degree or higher in an electronics, technology or science program and two years' full-time BMET work experience
2. Completion of a U.S. military biomedical equipment technology program and two years' full-time BMET work experience
3. Four years' full-time BMET work experience.

**\*CRES Applicants for full certification:** At least 40 percent of work experience over the last two years or 25 percent over the last five years must be in the designated specialty area.

#### **Candidate Status**

Applicants desiring full certification, but do not yet meet the eligibility requirements (as listed above), may apply through candidate status. Successful candidates are given five years to meet the minimum eligibility requirements and be awarded full certification. To test as a candidate for any of the certifications, an applicant must meet **ONE** of the following minimum eligibility requirements as of the application deadline:

1. Associate degree or higher in an electronics, technology or science program
2. Completion of a U.S. military biomedical equipment technology program
3. Two years of full-time BMET work experience.

*IMPORTANT: If claiming eligibility based in full or in part on an associate or bachelor's degree, a copy of the diploma **MUST** be included with the application and fees. A copy of the diploma is required for individuals applying under the completion of a U.S. military biomedical program. Official college transcripts may be requested at the discretion of the application reviewer but required from international applicants. NOTE: A bachelor's degree does not replace work experience requirements.*

### **CHTM Eligibility**

Individuals interested in pursuing the CHTM designation must meet one of the following paths to be eligible for the program.

<b>Path 1</b>	A current certification as a clinical engineer (CCE), biomedical equipment technician (CBET), radiology equipment specialist (CRES), or a laboratory equipment specialist (CLES) with at least three (3) years of work experience as an HTM supervisor or manager in the last five (5) years. If the individual does not have the title of supervisor or manager,
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	he/she would have to confirm that he/she performs management duties either through self or third-party attestation.
<b>Path 2</b>	Successful completion of the Department of Defense’s biomedical equipment maintenance technician (DOD BMET) training program with at least three years of work experience, military or civilian, as an HTM supervisor or manager in the last five years. If the individual does not have the title of supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third-party attestation.
<b>Path 3</b>	An associate’s degree in biomedical technology, related healthcare discipline, information technology or business with at least three years of work experience as an HTM supervisor or manager in the last five years. If the individual does not have the title of HTM supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third-party attestation.
<b>Path 4</b>	A bachelor’s degree or higher in biomedical technology, engineering, related healthcare discipline, information technology or business with at least two years as an HTM manager within the last five years. If the individual does not have the title of supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third-party attestation.
<b>Path 5</b>	Work experience with or without a degree not related to biomedical technology, related healthcare discipline, information technology, or business management. Seven years of work experience in the HTM field with three years of management experience in the last five years. If the individual does not have the title of supervisor or manager, he/she would have to confirm that he/she performs management duties either through self or third-party attestation.

**APPROVED DISCIPLINES**

The following list of engineering, healthcare, and business disciplines is a preliminary list. Please contact the ACI office if you have a degree that is not listed.

*Accounting, Anesthesia and Surgical Services, Bioengineering, Biomedical Engineering, Business Administration, Business Management, Clinical Engineering, Computer Engineering and Computer Science, Customer Service Management, Dentistry and Dental Hygiene, Electrical and Electronics Engineering, Finance, Healthcare Administration, Healthcare Engineering Technology, Healthcare Engineering Technology Management, Healthcare Information Technology, Hospital Administration, Human Factors Engineering, Imaging Services, Informatics, Mechanical Engineering, Medical Laboratory Technology, Medicine, Nursing, Oncology and Nuclear Medicine Technologist, Operations Management, Pharmaceutical Services, Physical Therapy, Product Design Engineering, Public Health Administration, Respiratory Services, Software Engineering, Technical Writing.*

**CISS Eligibility**

Candidates must meet one of the following options to be eligible to sit for the CISS exams:

- 1) Bachelor's degree (BS or BA in science or engineering field) AND 3 years of full-time, post baccalaureate work experience within the past 5 years in the appropriate exam specialty area.
- 2) Bachelor's degree (BS or BA) with 20 semester hours or 30 quarter hours of course work in microbiology or related field AND 3 years of full-time, post baccalaureate work experience within the past 5 years in the appropriate exam specialty area.

- 3) High school graduate with 20 academic credits awarded for participation in workshops sponsored by AAMI or other appropriate organizations in the sterilization area AND 7 years of full-time work experience within the past 10 years in the appropriate exam specialty area.

Individuals can take the core and specialty exam in the same testing window.

#### Work Experience

The candidate must have experience relevant to the area in which certification is being sought. Relevant experience is experience in which a majority of the candidate's duties are in the area in which he/she is seeking certification. This experience must contribute to the candidate's ability to perform the effective operation and/or validation of a sterilization process. Please submit as many references as needed to document the amount of time required under your preferred eligibility path. If experience from more than one employer is needed, references from former direct supervisors may be submitted in conjunction with the reference from your current supervisor.

#### APPROVED DISCIPLINES

The following list of engineering and healthcare disciplines are illustrative of the disciplines acceptable for candidacy. Please contact the ACI if you have a degree that is not listed.

*Biology, Microbiology, Chemistry, Physics, Engineering, Environmental Engineering, Chemical Engineering, Nuclear Science, Biomedical Engineering, Industrial Engineering, Packaging, Environmental Engineering, Biomedical Technology, Medicine, or other appropriate discipline*

## **Application Process**

The candidate must create an AAMI account, submit the completed application form, register for a testing window, and pay the appropriate fees by the posted deadline for the exam window. Exams are delivered through computer-based testing at testing centers worldwide during the two testing windows, May 1-15 and November 1-15, except for the CABT exam, which is available year-round.

The application must be completed electronically through the AAMI store at:  
<https://store.aami.org/s/store#/store/browse/cat/a0s4U00000PJk9iQAD/tiles>  
Please log in to your AAMI account before creating the application.

### **Application Fees**

The application and registration fees are intended only for the exam window for which the applicant has completed the application. Applicants who do not schedule their appointments within the designated time frame or fail to show up will forfeit the registration fee. The exam fee cannot be used for a subsequent examination.

The CABT exam must be taken within six months of purchase. After this time, all exam fees will be forfeited.

### **Application Review**

Applications are reviewed to verify information and documentation to determine eligibility and will be kept confidential. Candidates will not be discriminated against based on race, religion, creed, age, gender or national origin or ancestry.

Candidates who meet the eligibility requirements will receive an email confirmation of their acceptance into the program, within 3-5 business days, including instructions on how they can register for a specific exam site and time to take the test. **Exams must be scheduled at least 24 hours in advance**

Candidates who do not meet the eligibility requirements will receive an email indicating they are not eligible to take the exam(s). If the application is incomplete, the candidate will receive an e-mail explaining what is missing and **will have five business days** to respond. If the candidate does not respond, the application will be denied, and the application fee will be refunded minus the application fee. The application may be denied for reasons such as:

- Application is not complete
- Application questions were not answered correctly
- Proper documentation is not submitted
- Failure to demonstrate eligibility in academic, work experience, or specialized training
- Falsification of any information on the exam application

### **Cancellation Policy**

Cancellations of exam applications are accepted no later than five business days before the examination's starting date for which the applicant has applied. The starting date for May is May 1st; for November, it is November 1st. Cancellations must be in writing to [aci@aami.org](mailto:aci@aami.org).

A refund of the paid fee minus \$100 is applicable for cancellations.

### **Rescheduling an Exam**

All ACI exam candidates are allowed to reschedule their exam appointments once. Rescheduling can be done up to five business days before the scheduled appointment. Cancellation of appointments or reschedules within the five business days will require additional fees. These rules apply to all ACI exams, including those proctored online.

Exam appointment reschedules can only be done by the candidate directly in their WebAssessor account. ACI staff cannot reschedule on behalf of the candidate.

### **Failure to Appear or Schedule**

If a candidate does not schedule or appear for the ACI exam, whether at a testing center or online proctored, they will forfeit all fees. If the candidate decides to take the exam, they will need to reapply and pay again for a subsequent exam window.

### **Eligibility Appeals**

Candidates will be notified via email of their status in the certification program. If a candidate fails to meet the eligibility requirements for the exam, the candidate has 30 days to appeal the decision. The candidate must submit his or her request in writing to the ACI staff. The request will then be sent to the ACI Board for review.

### **Accommodation**

ACI complies with the provisions of the Americans with Disabilities Act and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e. et. seq.) in accommodating disabled candidates who need special arrangements. **The request must be submitted in writing with supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and explanation of exam aids or modifications needed a minimum of 60 days before the testing window.** Please contact the ACI, at [aci@aami.org](mailto:aci@aami.org), if the candidate has any questions concerning ADA arrangements.

### **Scheduling a computer-based Exam**

After the application has been approved, and the exam registration fee has been paid, the candidate will receive an e-mail including their contact ID and a voucher code and instructions on how to schedule their exam at a testing center. **Exams must be scheduled at least 24 hours in advance.**

### **Preparing for the Exam**

All certification programs are self-study. Education courses are not required to sit for any of the ACI's certification exams. AAMI does offer CBET and CHTM study courses. Visit AAMI's website for more training opportunities.

### **Exam Content Outlines**

Exam content outlines are available for every exam. Candidates can find the outlines at the back of this handbook. The content outline provides information such as the number and type of questions; how long the candidate will have to complete the exam; what materials the candidate may bring to the exam; and percentage of questions per category.

### **References**

References for each exam are listed at the back of this handbook.

## **Exam Day**

### Candidate Check-in:

**Computer-based testing** candidates are required to provide the exam proctor with two (2) forms of identification (one must be a photo government issued ID). Secondary identification would be a credit card, bank debit card, or employee identification card. NOTE: In the United States a Social Security card is “not” an acceptable form of identification. **Candidates should also bring their confirmation email** that contains the exam launch code with them on testing day in order to begin the test. The confirmation email will include the test date, time, testing center location and exam the candidate is taking. If the candidate loses or does not receive his/her confirmation email after scheduling the exam, please contact the ACI at 703-525-4890.

The candidate must arrive at the exam location at least 15 minutes prior to the exam starting time. Late arrivals will not be admitted to the room and will be considered “no shows” and lose all exam fees paid.

**Online proctored** exams for CABT have a set of rules and requirements (Appendix A) that test takers must abide by that address the test environment, the computer/devices used, the tester's behavior, and consequences of rule violations. **All testers MUST have an active camera during the exam session.**

### Policies During Exam Administration (computer-based exams and online proctored exams)

The following list is the policies that will be maintained during the testing session:

- Candidates are admitted only to their assigned test center at their assigned time.
- No guests are permitted in the exam room.
- No reference material, books, papers, translation aids, personal items are allowed in the exam room.
- No electronic devices, such as pager, cell phone or “smart “watches, any device with internet access or camera, or google glasses are allowed in exam room.
- No weapons may be brought into the exam room.
- No test materials, documents, memos of any sort are allowed to be taken from the exam room.
- Candidates are not allowed to communicate with others test takers. Proctors are authorized to maintain secure and proper test administration.
- Candidates will be given the opportunity to write comments about exam items during the exam.
- Candidates are provided scratch paper and a pencil during the exam.
- Breaks are not allowed during the exam.
- Food and beverages are not allowed in the exam room.
- Candidates may not copy in writing, transmit or record exam questions and/or answers of any exam material.

### **Policies After Completing the Exam**

A candidate who completes the exam may leave the testing room after turning in all related exam materials. Please try to do this as quietly as possible so that those still working on the exam will not be disturbed. The administrator will make sure that the candidate returns all materials.

### **Inclement Weather/Extraordinary Circumstances**

If a candidate is unable to arrive at the designated exam site because of inclement weather, terrorist acts, natural disasters, or other unforeseen emergencies beyond the control of the candidate as determined by

ACI, the candidate will be allowed to take the next regularly scheduled exam without being charged the retesting fee. Alert [aci@aami.org](mailto:aci@aami.org) of your incident as soon as possible.

If for any reason the exam is unable to be administered, then the exam will be rescheduled within a reasonable period of time. Candidates may take the exam at the next testing window without any additional cost. Candidates are responsible for their own associated expenses.

### **Security**

No spouses, children, parents, friends, or other outside parties are permitted near the testing room. Upon completion of the exam, candidates must leave the testing area immediately.

Any candidate who gives or receives help before or during the exam will be asked to leave and his/her exam will not be scored. Exam fees will not be refunded, and the candidate may be prohibited from taking ACI exams for a specified period.

The performance of all candidates is monitored and may be analyzed to detect fraud. At any time after the exam administration should there be a question about score validity or the identity of an exam candidate, the ACI staff will investigate and determine whether it is appropriate to void the exam score. The ACI Board maintains and adheres to a security policy which is available to board members and staff for the administration of exams and maintaining the certification program.

### **Scoring and Results**

#### **Scoring Process**

Exams are scored making every effort to ensure that the score is reported within a reasonable time period and that the score accurately reflects the points received by the candidate. This may involve hand scoring exams to verify results and/or reviewing candidate comments. Candidates are encouraged to write comments in the comment section of the exam.

Comments can be related to a specific question; the administration of the exam; or the exam site conditions. Comments that would affect whether a candidate passes or fails an exam will be reviewed before the exam is scored. All other comments are reviewed by the ACI Board at their regularly scheduled meetings.

#### **Notification of Results**

Preliminary results will be reported immediately following the completion of the exam and within 24 hours of completing their exam via email. Results will be reported as “pass” or “fail.” If the exam is using a new test form, results will be delayed up to sixty days after the testing window closes for exam committees to review and confirm passing score.

Candidates who pass an exam and achieve a certification will be notified of their passing status within 45 days of the completion of the testing window the candidate tested in. They will receive an official ACI certificate **Beginning in 2025, ACI will only distribute certificates electronically and will no longer distribute wallet cards. Please note: Individuals are not certified until they receive official results (certificate) from ACI. Preliminary results do not determine certification status.**

Candidates who fail an exam will be provided with diagnostic information. The “analysis of performance” identifies the knowledge areas in which the candidate’s performance is deficient and is intended to help the candidate become better prepared before sitting for the exam again.

*Please note: When new exam forms are added to the program, results will be delayed up to 60 days for ACI exam committees to review.*

#### Exam Results Appeal

Candidates may request a verification of their score which may involve hand scoring and/or a review by the ACI Board. Any scoring alteration found as a consequence of an appeal of exam results will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal. All requests should be made in writing **within 30 days** of receiving exam results to ACI and can be emailed to [aci@aami.org](mailto:aci@aami.org).

#### Appeal of Exam Administration

Testing conditions should be such that each candidate has an equal opportunity to be successful. Test sites should be comfortable, accessible, well-lit and free of distracting noise. Proctors should provide clear and uniform instructions and monitor testing conditions throughout the entire session. If conditions of the exam administration do not meet these standards, notify ACI as soon as possible. Any special considerations made for testing conditions that are deemed unacceptable as a consequence of an appeal will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal.

#### **Retaking the Exam**

No retake exam may be scheduled by anyone in the exam process until the candidate has been officially notified of the results of his/her previously taken exam. Candidates must wait at least 60 days to retake an exam. There is no refund for failed exams. A candidate will be allowed to take the exam no more than three times within a two-year period. If unsuccessful on the third attempt, the candidate must wait one year before he/she will be allowed to re-apply to the program and take the exam.

#### **Change of Contact Information**

It is the certified professional’s responsibility to ensure that AAMI has their most current contact information including mailing address, phone number and email address. Recertification payments and CEUs are due by December 31 of their expiration year. Failure to notify AAMI of a change of address or email address may result in a loss of certification.

## **Use of Certification Marks and Designations**

#### **Introduction**

After receiving notification of earning an ACI designation, the credential(s) granted may be used only as long as the individual’s ACI certification remains valid and in good standing.

Individuals may not use the credential(s) until they have received specific written notification that they have successfully completed all requirements, including passing the required exam(s). Certificants must comply with all recertification requirements to maintain use of the credential(s).

The use and/or display of the official ACI acronyms or designation names, except as permitted by this policy, is prohibited. Individuals who fail to maintain ACI certification policies, recertification policies or whose ACI certification is suspended or revoked must immediately discontinue use of the certification mark(s) and must return any certificates or renewal cards issued by the certification body. They are also prohibited from stating or implying that they hold the ACI certification.

### **Acceptable Use**

Individuals who have earned the credential(s) may identify themselves as an “ACI Certified Professional.”

The name and official acronym may be used only as long as the individual’s certification is valid and in good standing. ACI certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation and is subject to compliance with the policies and procedures of the ACI Board. Certified individuals may not make misleading, deceptive, or confusing statements regarding their ACI certification status.

### **Certificate**

Beginning in 2025, each certificant will receive a digital certificate for each credential granted. Each certificate will include, at a minimum, the following information:

- Name of the credential
- Name of the certified individual
- Unique certification number (contact ID)
- Signature of the ACI Board Chair and signature of the ACI staff
- Reference to the scope and limitations of the certification, including that the individual has met all of the requirements of the designated certification program.
- Effective date
- Expiration date
- Disclaimer stating that the ACI retains sole ownership of the certificate

Individuals who renew their certification (recertify) will receive a certificate with a new expiration date.

## **Maintaining Your Certification**

### **Rationale**

ACI's goals for recertification are to ensure that ACI certified professionals remain current with best practices, broaden their understanding of the industry, and continue to be recognized as the leading providers of healthcare technology management. Given the moderate rate of change for the HTM field, including the standards upon which it relies, the ACI Board believes a three-year recertification cycle is appropriate.

### **Introduction**

In a profession that regularly undergoes change; the importance of certification is growing rapidly. The purpose of this program is to ensure that those who are actively certified maintain a level of professional knowledge and skill, that is consistent with the standards according to which certification was initially conferred.

Certification is only as valuable as the standard it represents, if the standard is maintained. Recertification programs are extremely important because they require holders of the credential to present evidence that they are maintaining the established standard. This, in turn, enables certification to retain meaning and value for every individual who achieves it, particularly as the years pass after the credential is issued. Recognizing this, ACI adopted the evidence of requiring continuing education units which was implemented by ACI's predecessor, the ICC, effective January 1, 1992.

**Recertification Policy**

As of January 1, 2017, to maintain an ACI certification, a certified professional must accumulate a minimum of 30 Continuing Education Units (CEU) over a three-year-period and submit a continuing practice journal with the applicable fees. CEUs can be accumulated through a wide range of professional activities, including attending educational meetings, classes, and seminars, leadership roles, presenting, teaching or developing educational content, and continual work in the HTM field as a few examples.

ACI's recertification program is flexible to accommodate the diverse learning styles and approaches to professional involvement. At least 30 CEUs must be accumulated in activities directly related to the HTM or sterilization field during the three-year cycle. The structure includes continuing practice activities for the following major categories:

Category I	Earn an additional HTM-related certification
Category II	Leadership roles
Category III	Development of educational content
Category IV	Professional development
Category V	College or university courses
Category VI	Work experience

The complete recertification breakdown can be found at the end of this handbook.

**Recertification Cycle Beginning January 2020**

The journal is to be used to record professional activities achieved throughout the three-year cycle. Initial certification covers the remaining year of original certification as well as the first three-year cycle and expires December 31 of that third full year (i.e. If a certification is earned on May 10, 2020, the journal and renewal payment won't be due until December 31, 2023). In the year your certification is to expire (i.e. 2023) you will receive a notice reminding you that by December 31 your renewal fee and CEUs are due, which will extend certification through the next three-year cycle (i.e., 2024, 2025, 2026). Thereafter, renewal fees and CEUs are due December 31 every three years.

**Recertification Procedures**

Certified professionals holding CBET, CRES, CHTM, and CISS designations are **required to submit documentation for all activities** they are submitting for their renewal. Acceptable documentation is considered but not limited to certificates, transcripts, letters from class sponsors or badges or onsite programs for conference attendance.

Before the certification renewal deadline, applicants must log into their AAMI account/My Active CEU Journal and submit their 30 hours of continuing education. Once the certificant enters all 30 CEUs, they will have the option to submit payment. Successful submission of the education and payment of renewal will result in the certification being extended for an additional three years. The renewed certification

expiration date will be visible in the Certification Directory starting January 1 after the completion of the renewal process. Certification renewals are subject to random audits. See CEU Audits later in this handbook.

When the CEUs do not meet the minimum required for approval, the certification holder will be asked to update their CEUs by the reviewer. If the certification holder does not comply with the requirements, he/she will be notified by ACI that the renewal was denied.

The CABT designation is NOT renewable through the normal recertification process. To renew, the exam must be retaken and passed.

#### Late Renewal Submittal and Reactivation

A \$ 100.00- reactivation fee applies if materials are submitted after the renewal due date. This fee should be paid along with the current renewal fees, CEUs and must be submitted for the current triennial period. Failure to pay the reactivation fee will result in the certification remaining in an inactive status, even if the renewal fees and Journal have been submitted.

Certified professionals must immediately inform ACI of matters that affect his/her capability to continue to fulfill the certification requirements.

#### A. Certified on or after January 1, 1992

Individuals certified in an ACI program on or after January 1, 1992 are required to submit their continuing practice journals and recertification fees by December 31 of their certification expiration year. Certified candidates will be allowed a 90-day grace period after the date of certification expiration date but will be considered inactive during that time. At the end of the 90 days, if the journal and the fees, including the reactivation fee, have not been received, the certification will be revoked. Once certification has been revoked, it will be necessary to take the certification examination again to regain certification.

#### B. Certified on or before December 31, 1991

Individuals certified on or before December 31, 1991 who choose not to submit the required continuing education and renewal payments to renew their certification will be given the designation of CBET-I, CRES-I and CLES-I to show that their certification is inactive and that they are not maintaining the continuing education requirements. These individuals will not be listed in the directory of active certified individuals.

#### C. CCE Certificate Holders

Individuals certified in the U.S. CE program under the ICC/USCC on or before January 1, 1992 are not required to renew their certification, and will not have their certification revoked if they do not comply with the renewal requirements of submitting a Journal. However, their certification will be considered inactive. If the CE certification is ever revoked or lost, there currently is no means of regaining the certification under the ACI.

#### D. Multiple Certifications

If certified in more than one discipline (CBET, CRES, CLES, CHTM, CCE, CQSM, CISS), certificants will be charged an additional fee for each certification every three years for each certification beyond the primary one to maintain active status in each certification.

**Thirty continuing education hours are required for each three-year period, regardless of the number of certifications earned.**

### E. Military Active Duty

Individuals who are deployed, while US military forces are involved in hostile activities, will be handled on a case-by-case basis. The certificant is to contact the ACI to inform them of the military status and the proposed duration and should present a copy of his/her military assignment.

The general policy is a person who will be on active duty within 60 days of date of the actual deadline for their renewal will have their recertification deadline postponed until 180 days after discharge from their active duty or return to their standard responsibilities. If the certificant will not be performing his military assignment in the HTM field, the certification(s) should be placed on leave of absence until the certificant is released from his/her assignment and back to working in the field. ACI would then work with the certificant to determine what information is needed to continue to keep the certification active.

The information above only applies to those either deployed to an assignment or called to active duty while the country's military forces are on alert, and they need to provide the ACI with a copy of their military assignment. Those certified and on standard military assignments in the HTM field are expected to follow all recertification policies and procedures.

### **CEU Audits**

At the end of each CEU cycle, random CEU audits consisting of up to ten percent of all certified individuals within the cycle will be conducted. The ACI Board may add additional certified individuals, at their discretion, to the randomly chosen list of certified individuals to investigate claims or suspicion of impropriety.

Individuals chosen to participate in the CEU audit will be notified that their renewal submission is being audited to ensure compliance with the recertification policies. Individuals will be notified of their status upon completion of the audit and will be notified of any deficiencies that they may have. Individuals will have an opportunity to resolve any issues by submitting additional hours or further documentation to prove attendance in an event.

Status letters from ACI will be emailed on a weekly basis. There are two possible CB responses:

- The individual is in compliance and no action is required. Status letter will be mailed regular mail.
- The individual is not in compliance and will be given 45 days from the date of their status letter to take corrective action.

For those people who do not respond to the corrective action email, second notices will be mailed requiring a signature. These individuals will have an additional 15 days to respond to the request. There are two possible ACI Board responses after the second letter is sent. They are:

- Documentation is received, and the individual is in compliance and no further action is required.
- Documentation is received and the individual is not in compliance and will be given 30 days from the date of their letter to take corrective action.

For those individuals who don't respond to the corrective action letter/email, their certifications will be revoked on *March 31 of the year following their deadline*. This letter will be mailed and emailed requiring a signature receipt to the individual. These individuals will need to retake all exams, at full price, in order to become certified again. Renewal fees are non-refundable.

### CEU Audit Reinstatement Policy

Any person who was audited but did not respond to the corrective action letter but submits information prior to *March 31 following the certification deadline* can be reinstated to the program. This late submittal needs to be complete and has no deficiencies to be accepted. A late submittal fee will be required for processing. If there are deficiencies in the submission and the individual ends up with less than the required CEUs for certification renewal, they will lose their certifications. These individuals will need to successfully retake all exams, at full price, to become certified again. This letter will be mailed requiring a signature receipt.

### **Changing Scope of Certification**

If a certificant is no longer able to meet the requirements of the certification, the certified person must inform ACI, without delay, of matters that can affect the capability of the certified person to continue to fulfil the certification requirements.

### **Suspension/Leave of Absence Status**

A certificant may apply for a suspension of their certification for one of the two following reasons:

- Health reasons
- Military deployment

Candidates must submit the application and the following documentation with request.

- Doctor or deployment orders
- All CEUs, including documentation, are earned to that point in their recertification cycle.

If a suspension is granted, it may not extend beyond two years. The certificant's certification will be marked as inactive during the suspension.

When the candidate is ready to return to active status, the certificant will be required to submit the necessary CEUs to complete their cycle and submit their renewal fee. Once the fee and necessary CEUs are submitted and approved, the certificant's certification will be returned to active status. The certification cycle may be adjusted depending on the return of the suspension.

### **Retired Status**

Retired status may be granted in accordance with ACI Board requirements to individuals who are retired from employment in the HTM profession and do not meet the requirements for emeritus status. Individuals who qualify for retired status will be required to submit a \$25 renewal fee to maintain the status.

Individuals under the retired status may not work in the field in any capacity. They will be listed in the directory with a "-R" after their designation. If it is determined that the person is still working in the field, they will lose the designation and will need to retest to earn the designation again.

### **Emeritus Status**

Purpose: To recognize a demonstrated effort through continuing practice, in order to reach new levels of knowledge in the HTM field.

Qualifications for Emeritus Status: Eligible candidates must submit the status change request form and meet one of the following requirements:

- Retired from employment in the HTM profession, whose number of years certified, when added to their years of work experience in the HTM field, is greater or equal to 30 years; or;
- Retired from employment in the HTM field and held at least 15 years of continuous years of active certification status.

Individuals earning the Emeritus status will no longer be required to submit CEUs or a recertification fee, and they will be listed in the on-line registry as "Emeritus".

### **Complaints of Disciplinary Violation**

The ACI Board chair, vice-chair and one other ACI Board member will be responsible for implementing disciplinary policies and procedures as established by the ACI Board. Grounds for disciplinary action shall include, but are not limited to the following:

- Evidence of falsification of information provided on documents submitted to the ACI or its agents.
- Cheating on certification exams or audits.
- Evidence of non-compliance with the Code of Conduct.
- Evidence of improper use of the ACI certification status, logos and/or acronyms.
- Violation of established ACI certification policies, rules and requirements.
- Conviction of a felony or other crime of moral turpitude under federal or state law.
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved certification from ACI.

The ACI Board will establish procedures to fairly and consistently address alleged violations. Disciplinary procedures are designed to ensure that valid and actionable complaints are investigated and considered, and that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint.

All complaints will first be reviewed by the ACI staff who will then report the complaint to the ACI Chair. If the complaint can be verified and resolved without further documentation or investigation, staff will notify the Board chair and the complaint will be closed.

If the complaint requires additional information, the complainant will be required to submit a signed ACI complaint form with supporting documents within 30 days of request for further actions to be considered. Upon receipt and review of the complaint form and supporting documentation, the ACI staff may inform, in writing, the accused and/or complainant of the official opening of an investigation.

ACI staff will acknowledge receipt of complaint form and supporting documentation. The accused will have the opportunity to respond to the complaint made against him/her within 30 days of notification of the investigation.

Following the investigation, the ACI Chair will inform the complainant of the decision in writing. The complainant will be notified in writing that a decision was reached. If disciplinary action is imposed, the complainant may submit an appeal of the decision to the full ACI Board. This appeal must be submitted in writing to the ACI Chair. A signed appeal must be submitted in writing within 60 days from receipt of the written notification that a disciplinary action is imposed and must clearly state the grounds for appeal

Below are two possible decisions that the ACI board may make about a complaint.

#### Withdrawal/Revocation

When a complaint is received by ACI which upon investigation by the policies and processes laid out appears to be due to negligence or intentional malpractice or violation of the code of conduct, the ACI Board may withdraw certification. In the event of withdrawal, the certified professional must refrain from further use of all references to certified status.

#### Suspension

When a complaint is received by ACI which upon investigation by the policies and processes laid out appears to be due to accidental causes, unintentional negligence or oversight, the ACI Board may suspend the certificant's certification for a specific period. The ACI Board may establish monitoring procedures during the suspension which the certificant must conform to. During the time of suspension, the certificant must refrain from further promotion of his or her certification. If the certificant does not remedy the conditions of the suspension, the certificant's certification may be withdrawn.

#### Appeals

In addition to appeals of disciplinary action, an individual or certificant who was denied certification or had his/her certification revoked may file an appeal within 60 days of receipt of notice of the action taken that is eligible for appeal.

#### Filing of Appeal

The appeal shall state the nature of the objection, including the details, and the specific remedial action that the appellant is requesting. Upon the filing of a properly executed appeal, the original action will be suspended until final action is taken on the appeal.

ACI staff makes an initial determination of whether the appeal has been properly filed and includes all needed documentation and rationale. Appellants will be notified within 60 days of ACI's receipt whether the appeal has been filed properly for an appealable action.

#### Appeals Body

The ACI Board is the appeals body that hears appeals. The full ACI Board is the final body to hear an appeal and there are no further appeals once the full ACI Board has acted. The ACI Board ruling is final.

#### Fee

The fee for an appeal with the ACI Board is \$750 (U.S.D.) payable by the individual filing the appeal. The fee for a subsequent appeal to the full ACI Board is an additional \$1,000 (U.S.D.). Fees are payable with the filing of the appeal. An appellant may request that ACI to reduce these fees and must provide a rationale for this request (e.g., demonstrable financial hardship). The decision to reduce any appeal fee will be made by the ACI Board Chair after review of the request and rationale.

#### ACI Board Consideration of the Appeal

The ACI Board reviews all properly filed and documented appeals to determine if significant evidence exists of a substantive error or omission in the certification process or outcome. Decisions require a (2/3) two-thirds vote by committee members. When the ACI Board reaches a decision, the appellant will be notified in writing within 60 days of such decision being made. The appellant may request a hearing on the appeal but is responsible for paying all administrative expenses of the ACI associated with such a

hearing (including but not limited to travel expenses of the ACI Board, if the appellant wishes to have a hearing in person).

**Complaint Form**

Certificants or other individuals within the industry can request a complaint form by contacting ACI at [aci@aami.org](mailto:aci@aami.org).

## Certified Associate in Biomedical Technology Content Outline

### Anatomy & Physiology

1. Understand the basic functions and interactions of the physiological systems (e.g., Respiratory, Nervous, Circulatory)
2. Identify the basic function of the major organs (e.g., Heart, Lungs, Kidneys, Brain, Skin, Blood)

### Medical Devices as Related to Patient Care

1. Understand the purpose and basic function of diagnostic medical equipment (e.g. otoscope, ophthalmoscope, thermometer, scales, centrifuges, bladder scanners, EKG cart, microscopes)
2. Understand the purpose and basic function of patient monitoring equipment (e.g., non-invasive blood pressure, pulse oximetry, telemetry, EtCO<sub>2</sub>, ECG)
3. Understand the purpose and basic function of therapeutic medical equipment (e.g., infusion pumps, suction pumps, syringe pumps, PCA pumps, physical therapy equipment, defibrillator, patient warming and cooling)
4. Understand the proper use of hand tools (e.g., graduated cylinder, stopwatch, Allen and torque wrenches, channel locks, needle-nose pliers, diagonal cutters, wire stripper, vice grips)
5. Understand the proper use of biomed test equipment (e.g., multimeter, electrical safety analyzer, patient simulator, tachometer, scale)

### Safety in Healthcare

1. Understand safety concepts and symbolism (e.g., lock out tag out (LOTO), safety data sheets (SDS), color coding for gases, signage)
2. Identify potential safety hazards (e.g., environmental, electrical (micro- and macro-shock), chemical)
3. Follow universal precautions and infection control procedures
4. Understand the safety risks when working with various medical equipment (e.g., imaging devices, defibrillator, lab equipment, PPE)

### Fundamentals of Electricity and Electronics

1. Understand Ohm's Law and how it applies to electrical safety and testing

2. Understand basic concepts of electricity and symbols (e.g., fuses, circuit breakers, capacitors, batteries, transformers)
3. Understand direct and alternating current principles
4. Understand basic electronics terminology (e.g., electrostatic discharge (ESD), wiring, color-code wire standards, ground, voltage, current, resistance, LED)
5. Interpret basic operation of a simple circuit (e.g., power supply, switch, load)
6. Identify open and short circuits within a simple circuit

### Reasoning and Problem Solving

1. Perform unit conversions and unit readings within the metric system (e.g., visual measurement, wave forms, tolerance)
2. Read and interpret visual representations of information (e.g., graphs, tables)
3. Use provided information and resources to determine next steps (e.g., flowchart, process of elimination, service manual)

### Healthcare Information Technology

1. Use basic computer and smart-phone applications (hardware and software)
2. Understand basic concepts of computer architecture and systems/schema (e.g., RAM, hard-drive, solid-state drive, CPU, GPU, power supply, printers (local and network))
3. Understand computer connectors (e.g., video output, USB-types, network cables)
4. Understand basics of local and wireless networks (e.g., LAN, WAN, Bluetooth, Radio Frequency Identification (RFID), data closet, server rack, VPN, VLAN)
5. Understand basic HIPAA regulations as they apply to device integration and electronic medical record (EMR)
6. Understand the importance of network security (e.g., firewalls, phishing, patches, passwords)

*The CABT exam is a two-hour closed book exam consisting of 100 multiple choice questions.*

*Candidates can bring a simple calculator to the exam. Cell phones, iPads or other electronic devices that have internet capabilities or cameras are not allowed into the testing room.*

**Certified Biomedical Equipment Technician Content  
Outline - NEW CONTENT OUTLINE 6-2025**

**Anatomy & Physiology – Approximately 7%**

- Understand the functions and basic abnormal functions of the physiological systems (including, Circulatory, Respiratory, Gastrointestinal, Nervous, Musculoskeletal, Endocrine).
- Identify major components and the major functions of the primary organs (including, Heart, Lungs, Brain, Skin).
- Understand basic medical terminology.

**Public (employee, patient, visitor) Safety in the  
Healthcare Facility – Approximately 10%**

- Understand electrical safety requirements (NFPA99 and IEC60601) for the use of medical equipment (for example, micro and macro shock, power cord color coding, GFCI, electrical safety limits).
- Understand the use of safety data sheets, identify standard hazard symbolism and signage (for example, laser, MRI, ionizing radiation, patient precautions).
- Understand universal precautions, determine appropriate infection control procedures and proper use of PPE.
- Understand the role and function of CMS, and the organizations having authority to accredit on behalf of CMS.
- Understand the ANSI/AAMI standards including EQ56 (medical equipment programs), EQ89 (scheduled maintenance and performance), EQ93 (medical equipment vocabulary), and EQ103 (AEM)
- Understand how to efficiently navigate and utilize the CMMS to document maintenance activities, track equipment history, and generate reports for compliance and performance analysis.

**Fundamentals of Electricity & Electronics –  
Approximately 6%**

- Apply foundational electronic theories as they apply to voltage, resistance, current, power (Ohm's law), active and passive devices, including the use of schematics to troubleshoot.
- Understand the purpose and usage of various power conditioning, distribution, and storage

systems (including LIM, Transformers, Batteries, UPS).

**Healthcare Technology and Function –  
Approximately 30%**

- Understand physiological concepts as applicable to healthcare technology (for example, Korotkoff sounds, Einthoven's triangle, QRS, dirotic notch).
- Understand normal function, use, and underlying technology of test equipment (for example, electrical safety analyzer, defibrillator analyzer, electro surgical analyzer, physiologic simulators, DVM, meters).
- Understand physiological measurements and their applications (for example, mmHg, PSI, Bar, Fahrenheit, cm H2o, lumens, joules).
- Understanding the normal function of monitoring systems (for example, fetal monitor, telemetry, physiological monitor, vital signs)
- Understand normal function and underlying technology of monitoring parameters (for example, EtCO2, ECG, EEG, NIBP, IBP, oximetry, TOCO, FHR, respiration, temperature).
- Understand normal function and underlying technology of diagnostic equipment (for example, otoscope, ophthalmoscope, scales, stress test, audiometer, ECG, spirometer, ultrasound).
- Understand normal function and underlying technology of infusion equipment (including, feeding pumps, LVP, syringe pumps, PCA, injectors).
- Understand normal function and underlying technology of therapeutic equipment (for example, neonatal/pediatric equipment, patient temperature management equipment, aspiration equipment, SCD, physical therapy equipment).
- Understand normal function and underlying technology of perioperative equipment (for example, ESUs, video integration equipment, tourniquets, sterilization equipment, fluid warmer, tables, lights, surgical microscopes).
- Understand normal function and underlying technology of life support equipment (for example, defibrillators, anesthesia machines, ventilators, balloon pumps, external pacemakers).

- Understand normal function of laboratory equipment (for example, centrifuges, incubators, rockers, refrigerators, freezers, microscopes, water baths, analyzers, cryostats, microtomes).

**Healthcare Technology Problem Solving – Approximately 30%**

- Identify and resolve fault conditions of modules/subsystems including power supplies.
- Prioritize repairs of medical devices based on level of risk, urgency, and potential downtime.
- Differentiate between a device error and a use error to determine appropriate action.
- Provide education to staff on proper use of equipment and can effectively communicate verbally and in writing with, including but not limited to, clinicians, other hospital personnel, and manufacturers about technical issues and projects (in-service or cross-training).
- Differentiate between an issue with a localized monitoring device on a network and a system-wide problem.
- Identify the fault conditions and apply appropriate corrective action for monitoring systems (for example, fetal monitor, telemetry, physiological monitor, vital signs).
- Identify the fault conditions and apply appropriate corrective action for diagnostic equipment (for example, otoscope, ophthalmoscope, scales, stress test, audiometer, ECG, spirometer).
- Identify the fault conditions and apply appropriate corrective action for infusion equipment (including, feeding pumps, LVP, syringe pumps, PCA, injectors).
- Identify the fault conditions and apply appropriate corrective action for therapeutic equipment (for example, neonatal/pediatric equipment, patient temperature management equipment, aspiration equipment, SCD, physical therapy equipment).
- Identify the fault conditions and apply appropriate corrective action for perioperative equipment (for example, ESUs, video integration equipment, tourniquets, sterilization equipment, fluid warmer, tables, lights, surgical microscopes).
- Identify the fault conditions and apply appropriate corrective action for laboratory equipment (for example, centrifuges, incubators,

rockers, refrigerators, freezers, microscopes, water baths, analyzers, cryostats, microtomes).

**Healthcare Information Technology – Approximately 17%**

- Understand and apply protective standards and regulations for protected data (for example, Health Insurance Portability and Accountability Act [HIPAA], NIST framework, HITRUST, HHS Cyber security performance goals)
- Troubleshoot system hardware (for example, power supplies, peripherals, hard drives, cables, connectors)
- Troubleshoot, update, and patch system software (for example, Windows, Office, Linux, Unix)
- Troubleshoot wired and wireless networks and networking components (for example, routers, switches, access points, access point controllers, KVMs, cables, virtual servers, LAN, WAN, cloud computing) using diagnostic tools or process (for example, cable tracers, PING, networking commands).
- Understand and troubleshoot the integration of medical devices direct to EMR or by use of middleware.
- Understand basic system identifiers and terminology (for example, IP, MAC).

The CBET exam is a three-hour closed book exam consisting of 165 multiple choice questions.

Candidates can bring a simple calculator to the exam. Cell phones, iPads or other electronic devices that have internet capabilities or cameras are not allowed into the testing room.

Candidate performance on the exam is evaluated using a criterion-referenced method. This is a method where candidates are evaluated against a predetermined standard (cut score) rather than relative to each other. Your peers, the ACI Board, and its committees set this standard by evaluating the difficulty of each test question against the expectations for what an entry level professional should know and be able to do. They use a common method for evaluating items and determining the passing standard (modified Angoff method).

**Certified Radiology Equipment Specialist**  
**Content Outline - NEW CONTENT OUTLINE 6-2025**

**Anatomy & Physiology – Approximately 7%**

- Identify the characteristics and functions of organs (e.g. Heart, Lungs, Liver, Brain).
- Identify the characteristics and functions of physiological systems (e.g. Gastrointestinal, Circulatory, Musculoskeletal, endocrine).
- Understand the relationship between anatomy, technique, and positioning to be used across all imaging modalities.
- Understand basic medical terminology correctly.

**Public (employee, patient, visitor) Safety in the Healthcare Facility – Approximately 8%**

- Understand electrical and mechanical safety protocols to ensure patient, visitor, and staff safety.
- Understand the hazards of the magnetic environment associated with the MRI and electromagnetic interference associated with imaging equipment
- Understand policies, procedures and physical activities that can help reduce the impact of radiation on patients, staff, and visitors.
- Understand regulations, applicable standards, and documentation requirements of relevant accrediting organizations (for example, TJC, CMS, OSHA, FDA/BRH, MQSA, ACR, ANSI/AAMI Standards).
- Understand how to efficiently navigate and utilize the CMMS to document maintenance activities, track equipment history, recalls, and generate reports for compliance and performance analysis.

**Fundamentals of Electricity & Electronics – Approximately 10%**

- Understand and apply foundational electronic theories as they apply to voltage, resistance, current, and power.
- Understand fundamental theories of electronic components in a circuit.
- Understand facility power distribution (for example, 3-phase, 480 VAC).
- Understand battery-powered systems (for example, ultrasound, portable x-ray systems).

- Understand imaging system power distribution (for example, UPS, line conditioning, internal system power distribution).

**Healthcare Technology and Function – Approximately 25%**

- Describe the functions of imaging system components (for example, x-ray tubes & generators, digital detectors, ultrasound probes, Gamma cameras).
- Identify systems and subsystems, their function, and how they are connected (including x-ray machines and ultrasound machines).
- Identify and apply preventive and corrective maintenance procedures in accordance with regulatory standards.
- Understand and use applicable positional terminology.
- Understand normal function, use, and underlying technology of test equipment (for example, digital voltmeter, electrical safety analyzer, dosimeter).

**Healthcare Technology Problem Solving – Approximately 25%**

- Prioritize repairs of medical devices based on the level of risk.
- Evaluate resources, including schematic diagrams, manuals, diagnostics software and test equipment, to troubleshoot faulty imaging equipment.
- Understand how to troubleshoot and repair imaging systems (i.e. Radiological, Fluoroscopy, Mammography and Diagnostic ultrasound systems).
- Differentiate between a device error and a use error (including user training, applications) to determine appropriate action.
- Can effectively communicate verbally and in writing with, including but not limited to, clinicians, other hospital personnel, and manufacturers about technical issues and projects

**Healthcare Information Technology – Approximately 25%**

- Understand the principles of system and network security and actions necessary for regulatory compliance.

- Understand the fundamentals of hardware and software configuration as it applies to imaging systems, networking, communications, and healthcare information systems (for example, PACS, DICOM, Worklist).
- Identify and troubleshoot computer hardware and networking components (wired and wireless) with use of appropriate diagnostic tools (for example, cable tracers, PING, DICOM echo).
- Understand the interrelatedness of computer applications.

The CRES exam is a three-hour closed book exam consisting of 165 multiple choice questions.

Candidates can bring a simple calculator to the exam. Cell phones, iPads or other electronic devices that have internet capabilities or cameras are not allowed into the testing room.

Candidate performance on the exam is evaluated using a criterion-referenced method. This is a method where candidates are evaluated against a predetermined standard (cut score) rather than relative to each other. Your peers, the ACI Board, and its committees set this standard by evaluating the difficulty of each test question against the expectations for what an entry level professional should know and be able to do. They use a common method for evaluating items and determining the passing standard (modified Angoff method).

## Certified Healthcare Technology Manager Content Outline

### Financial Management – Approximately 20%

- 3 – Recall Questions
- 13 – Application Questions
- 3 – Analysis Questions

#### A. Manage financial planning for HTM resources of the organization

1. Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
2. Develop business justifications and return on investment (ROI)

#### B. Develop and manage HTM annual budgets

1. Manage HTM department revenue and expense general ledger (e.g., supplies, payroll, parts, consumables, contracts, training)
2. Analyze and explain financial statements, business activity reports, financial forecasts

#### C. Manage and advise procurement activities

1. Assist in determining life expectancy for medical equipment and systems (i.e., capital planning)
2. Assure compliance with organizational policies and procedures and generally accepted accounting principles [GAAP] (e.g., accounts payable, accounts receivable)

#### 3. Evaluate and manage vendor service and support contracts

- a. Cost
- b. Compliance
- c. Terms and conditions

#### 4. Review sourcing options for parts, service, training, and test equipment/tools.

#### 5. Advise management on actions regarding the fair market value of purchase, lease, or asset recovery value of disposed healthcare technology.

### Risk Management – Approximately 16%

- 2 – Recall Questions
- 8 – Application Questions
- 2 – Analysis Questions

A. Identify and evaluate key risks associated with the use of healthcare technology (e.g., patient safety, operations, financial impact, emergency preparedness, regulatory).

B. Recommend processes, procedures, or policies to control or mitigate risk.

C. Apply risk-assessment models or methodologies (e.g., root cause analysis [RCA], incident investigations, Failure Modes and Effects Analysis [FMEA])

D. Produce reports that outline findings, explain risk positions, or recommend changes (e.g., Safe Medical Devices Act of 1990 [SMDA], Sentinel Event alerts).

E. Assure integrity of data collection, data storage, and data security associated with healthcare technology (e.g., PACS, EMR, networked devices, etc.).

F. Support the evaluation and mitigation risk of networked/integrated devices (e.g., cybersecurity, physical security, patching, hardening of systems, Wireless Medical Telemetry Service [WMTS], network segmentation)

G. Manage recalls, hazards, and safety advisories in use in healthcare technology.

### Operations Management – Approximately 40%

- 11 – Recall Questions
- 11 – Application Questions
- 24 – Analysis Questions

A. Manage activities directly related to providing HTM services (e.g., work orders, project management, customer satisfaction)

B. Ensure appropriate documentation in CMMS regardless of equipment ownership (e.g., asset inventory information, parts, work orders, service history, recalls and end-of-life).

C. Coordinate the internal and external activities of service providers (e.g., planning acquisition, contracting, installation, training, sustainment/lifecycle management).

D. Review performance data to measure productivity and goal achievement (e.g., financials, activity reports, KPIs, staffing, competencies, cost reduction, program improvement).

E. Develop departmental and/or team policies and procedures, goals, and objectives:

1. Maintain departmental policies and procedures (e.g., MEMP, SOPs, EOC manual).
2. Measure and report goals and objectives (e.g., KPIs, EOC metrics, compliance).
3. Determine departmental staffing and scheduling requirements.
4. Report performance to appropriate committees/stakeholders (e.g., EOC, patient safety, risk management, performance improvement, radiation safety, infection control, cost of service ratio [COSR], benchmarking).

F. Comply with federal, state, and local regulatory requirements, accreditation requirements, and deemed status organizations (e.g., CMS, FDA, FCC, HIPAA, NRC).

G. Ensure resources are available to complete departmental activities (e.g., PPE, tools, test equipment, supplies, technical information, and training).

H. Participate in capital planning to evaluate healthcare technology requests

1. Assess project feasibility and requirements (e.g., space, site prep, power, network)
2. Evaluate sustainability and service strategy (e.g., parts, training, service manuals, life expectancy, Maude reports)
3. Advocate for standardization
4. Support oversight of cyber-security and vulnerability (e.g., operating system life expectancy, network security, antivirus, patching)

I. Engage in project management activities (e.g., create/review project plans, coordinate project activities, engage with stakeholders, implement sustainment plan, participate in construction planning meetings)

J. Lead departmental and/or team meetings and communications.

K. Communicate with department leaders, vendors, and stakeholders, encouraging cooperation, identifying

issues, and resolving problems (e.g., scheduled meetings, rounding, daily huddles)

L. Collaborate with stakeholders (e.g., IT, nursing, vendors, informatics, technicians, senior leadership, facilities)

1. Consult with users, management, vendors, and technicians to assess healthcare technology needs and requirements.
2. Collaborate with other departments on utility maintenance and interruption (e.g., network, telecom, electrical, plumbing, mechanical systems, change management, downtime procedures).
3. Maintain device and systems interoperability

M. Ensure electronic data management of computerized healthcare technology assets occurs (e.g., backups, security, patching, updates)

### **Education & Training – Approximately 11%**

4 – Recall

7 – Application

0 – Analysis

A. Analyze training needs based on cost, ROI, operations, technical requirements, competency, customer requirements, resources, asset inventory, etc.

B. Evaluate the effectiveness of training programs (e.g., cost, failure rates, total time to repair, staff competencies/skill set, user satisfaction).

C. Manage training and professional development for staff members.

1. Safety
2. Soft skills
3. Technical skills
4. Regulatory requirements/code compliance
5. Internal department and facility policies and procedures
6. Orientation and initial training (e.g., assign mentor, SOP, facility and shop)

D. Facilitate operator training to address failure trending and use error

E. Collaborate with user departments and facilitate operator training to address staff and inventory changes

(e.g., database management, new equipment, new clinical applications, new employees/staff)

F. Collaborate with non-clinical departments (e.g., infection prevention, facilities management, materials management, IT).

G. Assure availability of training manuals (e.g., service manuals, operations manuals, training media, and other educational materials).

### **Human Resources – Approximately 13%**

3 – Recall

9 – Application

0 – Analysis

A. Lead job description development, employee selection, retention, and termination process.

B. Conduct performance evaluations of departmental and/or team staff.

1. Evaluate staff performance to determine appropriate compensation
2. Evaluate staff observance of organizational values
3. Evaluate staff engagement
4. Develop performance development plans
5. Provide appropriate recommendations to human resources

C. Perform personnel management activities.

1. Write and communicate periodic evaluations
2. Document improvement opportunities
3. Set employee goals
4. Provide coaching/mentoring
5. Deliver recognition
6. Manage employee conflict
7. Facilitate change
8. Participate in personnel-related hearings and investigations on behalf of the organization
9. Ensure competency of HTM department staff

D. Ensure department and team practices comply with federal, state, and local labor laws (e.g., ADA, EEOC, FMLA, and NLRA).

E. Ensure a safe work environment (e.g., OSHA compliance, PPE utilization)

The CHTM exam is a two-hour closed book exam consisting of 100 multiple choice questions.

Candidates can bring a simple calculator to the exam. Cell phones, iPads or other electronic devices that have internet capabilities or cameras are not allowed into the testing room.

Candidate performance on the exam is evaluated using a criterion-referenced method. This is a method where candidates are evaluated against a predetermined standard (cut score) rather than relative to each other. Your peers, the ACI Board, and its committees set this standard by evaluating the difficulty of each test question against the expectations for what an entry-level professional should know and be able to do. They use a common method for evaluating items and determining the passing standard (modified Angoff method).

## Certified Industrial Sterilization Specialist Core Exam Content Outline

### Quality Management Systems – Approximately 11%

- A. Adhere to compliance regulations
- B. Assemble sterilization data to support regulatory requirements
- C. Audit sterilization providers
- D. Establish procedures for incoming sterilization supplies (e.g. gas, dosimeters, biological indicators, chemical indicators)
- E. Interface with contract organizations (e.g. laboratories, sterilizers)
- F. Interface with internal departments (e.g. R&D, regulatory, packaging)
- G. Interpret regulatory requirements
- H. Perform GAP analyses to reflect changes in regulatory requirements and standards
- I. Process technical agreements
- J. Support regulatory inspections
- K. Update internal documents to reflect changes in regulatory requirements and standards
- L. Write technical rationales

### Sterilization Agent, Process, and Equipment Characterizations – Approximately 10%

- A. Assess the adequacy of the calibration program for sterilization equipment
- B. Assess the adequacy of the preventive maintenance program for sterilization equipment
- C. Select the proper sterilization agent for the target device
- D. Ensure the microbiologic methods are appropriate
- E. Identify the equipment to be used in the process
- F. Perform process characterization
- G. Adhere to safety requirements

### Product and Process Definition – Approximately 25%

- A. Ensure assessment of the sterilization process for impact on product safety, functionality, quality, and performance
- B. Identify the steps of sterilization
- C. Assess the adequacy of manufacturing environmental controls
- D. Assist in the design of products/packaging for sterilization
- E. Design sterilization processes
- F. Determine the microbiological qualification method
- G. Develop Process Challenge Devices (PCDs)

- H. Establish a load configuration
- I. Establish parameters of the sterilization process
- J. Establish product groups
- K. Establish the rationale for the product sterility assurance level
- L. Establish tolerances of the sterilization process
- M. Interpret bioburden data
- N. Qualify microbiological effectiveness of the process (radiation)
- O. Select biological indicators
- P. Select the correct sterilization process for the product

### Validation – Approximately 25%

- A. Analyze validation results
- B. Determine the locations of routine process monitors (e.g. biological indicators, dosimeters, chemical indicators)
- C. Determine the placement of validation process monitors
- D. Develop sterilization procedures for validation
- E. Ensure equipment is calibrated prior to use
- F. Establish a validation process
- G. Ensure the microbiologic methods are validated
- H. Establish acceptance criteria for validation
- I. Perform sterilization validation
- J. Qualify microbiological effectiveness of the process (non-radiation)
- K. Assess that the process does not adversely affect the product functionality
- L. Qualify the equipment
- M. Qualify the process is reproducible
- N. Review sterilization residuals for adverse levels
- O. Review validation data
- P. Write sterilization validation protocols
- Q. Write validation reports

### Routine Monitoring, Control and Product Release – Approximately 15%

- A. Develop a sterilization procedure that can be followed by sterilization personnel
- B. Ensure equipment is calibrated prior to use
- C. Ensure processed and non-processed product segregation
- D. Ensure sterilization procedures are followed
- E. Establish acceptance criteria for routine sterilization process
- F. Interpret environmental data
- G. Investigate microbiology issues
- H. Assess the impact of process non-conformance

- I. Review routine process records
- J. Troubleshoot process anomalies

**Maintaining Process Effectiveness – Approximately 14%**

- A. Assess change to process
- B. Assess change to product/package
- C. Assess process equivalence
- D. Document rationale for product adoption
- E. Establish requalification criteria
- F. Evaluate sterilization process anomalies (e.g. residuals, wet packs, blown-seals)
- G. Investigate product complaints (e.g. sterility, functionality)
- H. Perform periodic process requalification
- I. Perform periodic process review
- J. Recognize opportunities to optimize the process

The CISS Core exam is a two-hour closed book exam consisting of 75 multiple choice questions.

Candidates will be allowed to bring a scientific, non-printing calculator to use during the exam. Cell phones, iPads or other electronic devices that have internet capabilities or cameras are not allowed into the testing room.

Candidate performance on the exam is evaluated using a criterion-referenced method. This is a method where candidates are evaluated against a predetermined standard (cut score) rather than relative to each other. Your peers, the ACI Board, and its committees set this standard by evaluating the difficulty of each test question against the expectations for what an entry-level professional should know and be able to do. They use a common method for evaluating items and determining the passing standard (modified Angoff method).

## Certified Industrial Sterilization Specialist Specialty Exam Content Outline

*Each specialty has the same content outline, but the candidate should relate the content to the specialty they are taking.*

### **Sterilization Agent, Process, and Equipment Characterizations – Approximately 10%**

- A. Assess the adequacy of the calibration program for sterilization equipment
- B. Assess the adequacy of the preventive maintenance program for sterilization equipment
- C. Select the proper sterilization agent for the target device
- D. Ensure the microbiologic methods are appropriate
- E. Identify the equipment to be used in the process
- F. Perform process characterization
- G. Adhere to safety requirements

### **Product and Process Definition – Approximately 24%**

- A. Ensure assessment of the sterilization process for impact on product safety, functionality, quality, and performance
- B. Identify the steps of sterilization
- C. Assess the adequacy of manufacturing environmental controls
- D. Assist in the design of products/packaging for sterilization
- E. Design sterilization processes
- F. Determine the microbiological qualification method
- G. Develop Process Challenge Devices (PCDs)
- H. Establish a load configuration
- I. Establish parameters of the sterilization process
- J. Establish product groups
- K. Establish the rationale for the product sterility assurance level
- L. Establish tolerances of the sterilization process
- M. Interpret bioburden data
- N. Qualify microbiological effectiveness of the process (radiation)
- O. Select biological indicators
- P. Select the correct sterilization process for the product

### **Validation – Approximately 26%**

- A. Analyze validation results
- B. Determine the locations of routine process monitors (e.g. biological indicators, dosimeters, chemical indicators)

- C. Determine the placement of validation process monitors
- D. Develop sterilization procedures for validation
- E. Ensure equipment is calibrated prior to use
- F. Establish a validation process
- G. Ensure the microbiologic methods are validated
- H. Establish acceptance criteria for validation
- I. Perform sterilization validation
- J. Qualify microbiological effectiveness of the process (non-radiation)
- K. Assess that the process does not adversely affect the product functionality
- L. Qualify the equipment
- M. Qualify the process is reproducible
- N. Review sterilization residuals for adverse levels
- O. Review validation data
- P. Write sterilization validation protocols
- Q. Write validation reports

### **Routine Monitoring, Control and Product Release – Approximately 20%**

- A. Develop a sterilization procedure that can be followed by sterilization personnel
- B. Ensure equipment is calibrated prior to use
- C. Ensure processed and non-processed product segregation
- D. Ensure sterilization procedures are followed
- E. Establish acceptance criteria for routine sterilization process
- F. Interpret environmental data
- G. Investigate microbiology issues
- H. Assess the impact of process non-conformance
- I. Review routine process records
- J. Troubleshoot process anomalies

**Maintaining Process Effectiveness – Approximately 20%**

- A. Assess change to process
- B. Assess change to product/package
- C. Assess process equivalence
- D. Document rationale for product adoption
- E. Establish requalification criteria
- F. Evaluate sterilization process anomalies (e.g. residuals, wet packs, blown-seals)
- G. Investigate product complaints (e.g. sterility, functionality)
- H. Perform periodic process requalification
- I. Perform periodic process review
- J. Recognize opportunities to optimize the process

The CISS Specialty exams are a one-hour closed book exam consisting of 50 multiple choice questions.

Candidates will be allowed to bring a scientific, non-printing calculator to use during the exam. Cell phones, iPads or other electronic devices that have internet capabilities or cameras are not allowed into the testing room.

Candidate performance on the exam is evaluated using a criterion-referenced method. This is a method where candidates are evaluated against a predetermined standard (cut score) rather than relative to each other. Your peers, the ACI Board, and its committees set this standard by evaluating the difficulty of each test question against the expectations for what an entry-level professional should know and be able to do. They use a common method for evaluating items and determining the passing standard (modified Angoff method).

## **Exam Resources**

The following is not intended to be a complete listing of every source available, nor should applicants feel they must purchase and study every item on this list. Most texts in a particular category are redundant. The list is purposely long to increase the probability that everyone will have access to at least some of the sources listed. Other generally accepted texts may be of equal value in preparation for the examinations.

## **CABT References**

### **AAMI Study Courses and Products:**

AAMI: *Core Competencies for The Biomedical Equipment Technician (BMET) A Guide for Curriculum Development in Academic Institutions* (ISBN 1-57020-497-7)

AAMI: BMET101 Course (eLearning): Registration available at [www.aami.org/store](http://www.aami.org/store).

## **CBET and CRES References**

### **AAMI Study Courses and Products:**

CBET Study Course (Online): 8-session online training held in April and October. Registration for future sessions at [www.aami.org/store](http://www.aami.org/store).

CBET Study Course (eLearning): Self-paced online course that covers each of the 6 topic areas of the CBET exam with multiple post-module practice exams, including a 165-question final practice exam. Can be purchased at [www.aami.org/store](http://www.aami.org/store).

CBET Smart Practice: CBET & CRES study guide that is delivered on an adaptive learning platform built based on cognitive science and proven to reduce study time and increase retention. Interested testers can purchase this at [www.aami.org/store](http://www.aami.org/store).

## **Anatomy, Physiology, and Medical Terminology**

Hole, John W. Jr.: *Essentials of Human Anatomy & Physiology*, (ISBN: 0697267695 ISBN-13: 9780697267696) McGraw-Hill Higher Education

Martini, Frederick and Bartholomew, Edwin: *Structure & Function of the Human Body*, Prentice Hall, Upper Saddle River, NJ, 1999.

Patton, Kevin T. and Thibodeau, Gary A.: *Anthony's Textbook of Anatomy & Physiology*, Mosby Yearbook Co., St. Louis, MO (ISBN: 0-323-01630-8) 17<sup>th</sup> Edition, 2002.

Stedman, Thomas: *Stedman's Medical Dictionary*, Lippicott, Williams & Wilkins, NY (ISBN: 0-7817-4494-6) 27<sup>th</sup> Edition, 2002.

Tortora, Gerard J. and Grabowski, Sandra Reynolds: *Principles of Anatomy and Physiology*, Wiley Publishing (ISBN: 0-471-41501-4) 10<sup>th</sup> Edition, 2002.

## **Safety and Regulatory-Public and Patient Safety in the Health Care Facility**

ANSI: American National Standards Institute  
<http://webstore.ansi.org/ansidocstore/default.asp>

Code of Federal Regulations, Title 21, Subchapter J.  
<http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfCFR/CFRSearch.cfm>

Comprehensive Accreditation Manual of Hospitals: The Joint Commission  
<http://www.jointcommission.org/>

MQSA: Mammography Quality Standards Act  
<http://www.fda.gov/cdrh/mammography/>

NCRP (Report 99, 102): National Council on Radiation Protection and Measurements  
<http://www.ncrponline.org/>

NEMA Standards (Publication No. XR 8, XR9, XR11, XR12): National Electrical Manufacturers Association <http://nema.org/>

NFPA (70, 99, 101): National Fire Protection Association <http://www.nfpa.org/>

OSHA: Occupational Safety & Health Administration <http://www.osha.gov/>

### **Electronics and Devices**

Beyda, William J.: *Data Communications, from Basics to Broadband*, Prentice-Hall, Englewood Cliffs, NJ (ISBN: 0-1309-6139-6) 3<sup>rd</sup> Edition, 2000.

Floyd, Thomas L.: *Digital Fundamentals*, Prentice Hall, Englewood Cliffs, NJ (ISBN: 0-1308-08540-4) 7<sup>th</sup> Edition, 2000.

Floyd, Thomas L.: *Electronic Devices*, Prentice Hall, Englewood Cliffs, NJ (ISBN: 0-1364-3138-3) 5<sup>th</sup> Edition, 1999.

Grob, Bernard and Schultz, Mitchel: *Basic Electronics*, Macmillan/McGraw-Hill, Westerville, OH (ISBN: 0-0782-7124-X) 9<sup>th</sup> Edition, 2003.

Malvino, Albert Paul, PhD: *Electronic Principles*, McGraw-Hill Book Co., New York, NY (ISBN: 0-0280-2833-3) 6<sup>th</sup> Edition, 1999.

Paynter, Robert T.: *Introductory Electronic Devices and Circuits*, Prentice Hall, Englewood Cliffs, NJ (ISBN: 0-1392-7203-8) 5<sup>th</sup> Edition, 2000.

Williams, Joseph: *An Introduction to Computing Infrastructure: Hardware and Opening Systems*, Que Education and Training (ISBN: 1-5757-6355-9) 1997.

### **Biomedical Instrumentation (General)**

AAMI, *A Practicum for Healthcare Technology Management*, (ISBN: 1-57020-589-2), 2015

Atles, Leslie, R., Segalewitz, Scott, Marquette *Electronics: Affinity Reference Guide for Biomedical Technician*, Dubuque, Iowa Kendall/Hunt Pub. ©1995 (ISBN: 0787200654 9780787200657 0787243272 9780787243272)

Carr, Joseph J. and Brown, John M.: *Introduction to Biomedical Equipment Technology*, John Wiley & Sons, Inc., NY (ISBN: 0-1301-0492-2) 4<sup>th</sup> Edition, 2001.

Chan, Anthony: *Biomedical Device Technology: Principles and Design*, Charles C Thomas Publisher, Ltd., Springfield, IL (ISBN: 978-0-398-07699) 2008.

Christe, Barbara: *Introduction to Biomedical Instrumentation: The Technology of Patient Care*, Cambridge University Press, New York (ISBN: 978-0-521-5152-2) 2009.

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Khandpur, Raghbir: *Biomedical Instrumentation: Technology and Applications*, McGraw-Hill, New York (ISBN: 0-07-144784-9) 2005.

MacIntyre, Neil R. and Branson, Richard D.: *Mechanical Ventilation*, W.B. Saunders Company (ISBN: 0-7216-7361-9) 1<sup>st</sup> Edition, 2001.

Robbins, Allan and Miller, Wilhelm: *Circuit Analysis: Theory and Practice*, Thomson Delmar Learning, New York, 2<sup>nd</sup> edition, 2006.

Street, Laurence: *Introduction to Biomedical Engineering Technology*, CRC Press, Boca Raton, FL, 2008.

### **Health Care Information Technology**

Arnold, Steven: *Guide to the Wireless Medical Practice*. Himss (ISBN: 0-9777903-8-X) 2008.

Benson, Tim: *Principles of Health Interoperability HL7 & SNOMED: Health Informatics Series* (ISBN: 978-1-84882-802-5) 2010.

ECRI Institute: *Medical Technology for the IT Professional* (ISBN: 978-0-9819241-1-3).  
Bonaventure, Oliver: *Computer Networking: Principles, Protocols and Practice* (ISBN-13: 9781365185830) 2016.

Chan, Anthony Y.K.: *Biomedical Device Technology: Principles and Design*, Thomas Publisher, Limited, Charles C. (ISBN: 0398077002) 2008.

Zouridakis, George and Moore, James E.: *Biomedical Technology and Devices* (ISBN: 9781439859599) 2<sup>nd</sup> Edition, 2013.

## **Radiology**

Bushong, Stewart: *Radiologic Science for Technologists: Physics, Biology, and Protection*, Mosby Yearbook Co., St. Louis, MO (ISBN-13: 9780323353779) 11<sup>th</sup> Edition, 2017.  
Callaway, W. J.: *Mosby's Comprehensive Review of Radiography: The Complete Study Guide and Planner*, Elsevier Science (ISBN-10: 0323354238) 7<sup>th</sup> Edition, 2017.

Papp, J.: *Quality Management in the Imaging Sciences*, Elsevier Science (ISBN-13: 978-0323261999) 5<sup>th</sup> Edition, 2015.

Saia, D. A.: *Appleton & Lange's Review for the Radiography Examination*, McGraw Hill (ISBN-10: 0071387684) 5<sup>th</sup> Edition, 2003.

## **CHTM References**

CHTM Study Course (Online): 4-session online training held in April and October. Registration for future sessions at [www.aami.org/store](http://www.aami.org/store).

AAMI, *A Practicum for Healthcare Technology Management*, (ISBN: 1-57020-589-2), 2015

Carr, Joseph and Brown, John: *Introduction to Biomedical Equipment Technology*, (ISBN-13: 9780130104922) Prentice Hall, 4th Edition, 2001

Dyro, Joseph: *Clinical Engineering Handbook - Biomedical Engineering* (ISBN-10:012226570X) 1st Edition, 2004

Frize, Monique: *Health Care Engineering Part I: Clinical Engineering and Technology Management - Synthesis Lectures on Biomedical Engineering* (ISBN: 1608453669) 2013

Stiefel, Robert: *Medical Equipment Management Manual* (ISBN: 1-57020-350-4) RHS Biomedical Engineering Consulting, LLC, 2009

Taktak, Azzam, Ganney, Paul, Long, David, and White, Paul: *Clinical Engineering: A Handbook for Clinical and Biomedical Engineers* (ISBN-10: 0123969611) 1st Edition, 2014

Wang, Binseng: *Medical Equipment Maintenance: Management and Oversight* (Synthesis Lectures on Biomedical Engineering) 2012 Articles

Baretich, Matthew: *The Value of Certification. Biomedical Instrumentation & Technology*, Jan 2012, Vol. 46, No. 1, pp. 68-71.  
Braeutigam, David: *Dollars and 'Sense': Get a Handle on Managing Service Costs Biomedical Instrumentation & Technology*, Sep 2010, Vol. 44, No. 5, pp. 395-396.

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Cohen, Theodore: *AAMI's Benchmarking Solution: Analysis of Cost of Service Ratio and Other Metrics Biomedical Instrumentation & Technology*, Jul 2010, Vol. 44, No. 4, pp. 346-349.

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Janssen, Martin and Schrenker, Rick: *Guidelines From 80001 Maintaining a Medical IT Network Biomedical Instrumentation & Technology*, Jul 2011, Vol. 45, No. 4, pp. 295-29

Papa, Mike: *Responsibility Agreements Ensure Accountability Under 80001 Biomedical Instrumentation & Technology Managing Medical Devices on the IT Network*, Sep 2011, Vol. 45, No. s2, pp. 33-35.

Cooper, Todd and Eagles, Sherman: *80001: New Era Dawns for Medical Devices Biomedical Instrumentation & Technology*, Jan 2011, Vol. 45, No. 1, pp. 16-25.

Grimes, Stephen: *Using 80001 to Manage Medical Devices on the IT Network Biomedical Instrumentation & Technology Managing Medical Devices on the IT Network*, Sep 2011, Vol. 45, No. s2, pp. 23-26.

Cooper, Todd and Fuchs, Ken: *Technology Risk Assessment in Healthcare Facilities Biomedical Instrumentation & Technology*, May 2013, Vol. 47, No. 3, pp. 202-207.

Delvecchio, Karen: *Step-by-Step Risk Management for Medical IT Networks Biomedical Instrumentation & Technology Managing Medical Devices on the IT Network*, Sep 2011, Vol. 45, No. s2, pp. 37-43.

Swim, Richard: *Keeping Data Secure: Protected Health Information and Medical Equipment*

*Biomedical Instrumentation & Technology*, Jul 2012, Vol. 46, No. 4, pp. 278-280.

Swim, Richard: *Understanding the Wireless Spectrum in a Healthcare Facility Biomedical Instrumentation & Technology*, May 2013, Vol. 47, No. 3, pp. 212-214.

Hayhurst, Chris: *Is Your Patient Data Secure? Biomedical Instrumentation & Technology*, May 2014, Vol. 48, No. 3, pp. 166-173.

Holden, William: *Bridging the Culture Gap Between Healthcare IT and Medical Device Development Biomedical Instrumentation & Technology Connecting the Dots*, Sep 2014, Vol. 48, No. s2, pp. 22-28.

Krenc, Tina: *Risk Management: It's Not Just FMEA Biomedical Instrumentation & Technology*, May 2010, Vol. 44, No. 3, pp. 242-244.

Ridgway, Malcom: *Analyzing Planned Maintenance (PM) Inspection Data by Failure Mode and Effect Analysis Methodology Biomedical Instrumentation & Technology*, May 2003, Vol. 37, No. 3, pp. 167-179.

Hall, Andrea: *Manage Contractors Like Employees to Ensure JCAHO Compliance Biomedical Instrumentation & Technology*, Mar 2006, Vol. 40, No. 2, pp. 128-129.

## Links

### **U.S. Department of Labor (DOL)**

[Americans with Disabilities Act](#)

[Disability Resources](#)

[Family and Medical Leave](#)

[Family and Medical Leave Act](#)

[Wage and Hour Division](#)

### **U.S. Food and Drug Administration (FDA)**

[Safe Medical Devices Act Family](#)

[FDA 21 CFR 800 and 1000 series](#)

## **Various Links**

[AHA Healthcare Data Viewer](#)  
[American National Standards Institute ANSI](#)  
[CMS Categorical Waiver for Power Strips Use in Patient Care Areas](#)  
[CMS Medical Equipment Standards](#)  
[Code of Federal regulations CCPA 29CFR 870](#)  
[HIPAA](#)  
[IEC](#)  
[MQSA Mammography Quality Standards Act](#)  
[MRI Facility Design Guide](#)  
[NFPA 70, 99, 101](#)  
[NLRB: Rights We Protect](#)  
[OSHA](#)  
[U.S.EEOC](#)

## **CISS References**

ISO 10993-7  
ISO 11135  
ISO 11137-1,-2,-3  
ISO 11138-1, -2 (for EO), -3 for moist heat  
ISO 11139  
ISO 11607-1,-2  
ISO 11737-1,-2  
ISO 17665-1,-2,-3 for moist heat  
ISO 14161  
ISO 14937  
TIR 14, 15, 16, 17, 28, 39, 52, 56, 67

### **For the Moist Heat Specialty exam:**

PDA TR 1, PDA TR 48, TIR 12

### **For the Radiation Specialty exam:**

TIR 29, 33, 35, 37, 40

## **Study Guides and Review Courses**

It is considered a conflict of interest for any certifying organization or commission to help individuals attain certification that it issues. ACI does not sponsor or endorse any refresher

course, study guides, or study materials of any kind. Consider contacting a local BMET society or ask colleagues about organizing study groups or arranging review courses.

AAMI does offer study courses for all of our certifications which are available to all certification candidates.

## Certification Exam Pricing

	Member Fee	Non-member Fee
<b>Exam Fees</b>		
CABT Exam Fee	<b>\$210</b>	<b>\$260</b>
CABT Retake Fee	<b>\$185</b>	<b>\$235</b>
CBET & CRES Exam Fee	<b>\$395</b> <b>(\$100 is non-refundable)</b>	<b>\$445</b> <b>(\$100 is non-refundable)</b>
CBET & CRES Retake Fee <b>(non-refundable)</b>	<b>\$345</b>	<b>\$395</b>
CHTM Exam Fee	<b>\$475</b> <b>(\$100 is non-refundable)</b>	<b>\$550</b> <b>(\$100 is non-refundable)</b>
CHTM Retake Fee <b>(non-refundable)</b>	<b>\$420</b>	<b>\$500</b>
CISS Exam Fee – Core	<b>\$315</b> <b>(\$100 is non-refundable)</b>	<b>\$365</b> <b>(\$100 is non-refundable)</b>
CISS Exam Fee – Specialty <b>(each)</b>	<b>\$315</b>	<b>\$365</b>
CISS Retake Fees <b>(non-refundable)</b>	<b>\$265</b>	<b>\$315</b>
Late Registration Fee <b>(non-refundable)</b>	<b>\$50 additional</b>	<b>\$50 additional</b>
Rescheduling Fee (outside of 5 business days)	<b>\$50</b>	<b>\$50</b>
Rescheduling Fee (inside of 5 business days)	<b>Forfeit all exam fees</b>	<b>Forfeit all exam fees</b>
No Show Fee	<b>Forfeit all exam fees</b>	<b>Forfeit all exam fees</b>
<b>Recertification</b>		
Recertification Fees (non-refundable)	<b>\$100</b>	<b>\$150</b>
Additional Fee for multiple certification	<b>\$50 (per additional certification)</b>	<b>\$75 (per additional certification)</b>
Reactivation Fee (received after December 31)	<b>\$100</b>	<b>\$100</b>
<b>Miscellaneous</b>		
Upgrade Fee	<b>\$25</b>	<b>\$25</b>
New Certificate	<b>\$25</b>	<b>\$25</b>

**ACI RECERTIFICATION CATEGORIES**

(related to current content outline for designation held by certificant)

**Category I: Earn an additional HTM-related certification (maximum CEUs allowed in this category is 15)**

HTM related certifications including ACI certification programs (CBET, CHTM, CISS), and CCE	5 CEUs/certification
Healthcare-related Certifications (such as CHSP, CQSP, CMLT, dialysis certifications)	2 CEUs/certification
Technology-related Certification (such as A+, NET+, S+, MSCE, CET)	2 CEUs/certification
Business Certifications (such as CPM)	2 CEUs/certification

**Category II: Leadership roles (maximum CEUs allowed in this category is 15)**

Paid or volunteer positions on HTM-related and healthcare committees, workgroups, or appointments (outside your position description) such as the following:	30+ hours per year: 4 CEUs
ACI Certification Board	Less than 30 hours per year: 2 CEUs
ACI Exam Committees (non-item writing committees)	
HTM Society Role	
Hospital Committee	
Hospital/healthcare association roles (such as AHA, ACHE)	
Engineering or technical association roles (such as ASHE, HIMSS, ASCP)	
Volunteer activities (missions)	

**Category III: Development of educational content (maximum CEUs allowed in this category is 15)**

Write Items for ACI	5 items = 1 CEU
Write an opinion based article -published (minimum of 500+ words)	1 CEU
Write a peer-reviewed published article (minimum of 1,200-1,500 words)	3 CEUs
Write a published technical article (minimum of 1,200-1,500 words)	3 CEUs
Write book	1 chapter = 3 CEUs

**Category IV: Professional Development (minimum CEUs needed in this category is 15 – No Maximum)**

Attending education class (such as AAMI course)	1 CEU / hour of attendance
Attending an in-service, vendor presentation or vendor school	1 CEU / hour of attendance
Attending a webinar (live or recorded)	1 CEU / hour of attendance
HTM Related Podcast (ex, Bearded Biomed) Proof of attendance is required	1 CEU / hour of attendance
HTM Conferences (seminars/sessions)	1 CEU / hour of attendance
Presenting a webinar	2 CEU / hour of presentation
Teaching an education class/seminar	2 CEU / hour of teaching
Presenting a technical paper	2 CEU / hour of presentation
Courses indirectly related to HTM field (such as communication, management, accounting)	0.5 CEU / hour of attendance

**Category V: College or university courses (maximum CEUs allowed in this category is 15)**

Courses must be directly related to obtaining an accredited degree (AA, BS, MBA, PHD, etc) and directly related to the HTM profession (included on the exam content outlines) to receive credit. Students must receive a grade of "C" or above and must supply a copy of their transcript as proof of attendance to submit college course.

Attending a course	1 CEU for 10 hours of class time
Teaching a course	3 CEU for 10 hours of teaching time

**Category VI: Work experience (maximum CEUs allowed in this category is 6)**

Full-time employment (working in the HTM field)	1.5 CEU per year
Part-time employment/Military Reserve Duty (working in the HTM field)	0.5 CEUs per year

## Appendix A: Online Proctoring Conditions & Requirements

Candidates participating in an online proctored exam must have a functioning camera linked to their computer that can track them during the duration of the exam. Participants must show photo ID prior to the start of the exam to verify identity.

Below are a list of condition violation actions that will be strongly enforced during online proctored exams:

Condition	Condition Violation Actions		
	Pause & Send Warning	Terminate	No Action
Test taker left area		X	
Camera out of position	1 Warning followed by Termination		
Audio problem	1 Warning followed by Termination		
Camera out of focus	1 Warning followed by Termination		
Talking non-test related			X
Poor lighting	1 Warning followed by Termination		
Unauthorized test aid	1 Warning followed by Termination		
Invalid keystroke	1 Warning followed by Termination		
Video signal problem		X	
Multiple people in view	1 Warning followed by Termination		
Inappropriate environment	1 Warning prior to start		
Reading exam aloud	1 Warning followed by Termination		
Talking about the exam	1 Warning followed by Termination		
Glasses (Reading glasses only)			X
Pan the room	1 Warning followed by Termination		
Test item theft		X	
Leaning out of view	1 Warning followed by Termination		
Cell phone being used		X	
Using camera on cell phone to take picture		X	
Wearing headphones	1 Warning prior to start		