Application for Recertification

Advanced Perioperative Transesophageal Echocardiography (RePTE®)

Certification Requirements and Online Certification Instructions

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Please check our website at www.echoboards.org for future application deadlines.

Introduction

National Board of Echocardiography, Inc.®

The National Board of Echocardiography, Inc.® (NBE) was formed in December 1998. The NBE is a not-for-profit corporation established to:

- develop and administer examinations in the field of Perioperative Transesophageal Echocardiography,
- recognize those physicians who successfully complete the Examination of Special Competence in Advanced Perioperative Transesophageal Echocardiography (Advanced PTEeXAM), and
- develop a board certification process that will publicly recognize as Diplomates of the National Board of Echocardiography, Inc.® those physicians who have completed training programs or significant practice experience in the perioperative care of surgical patients with cardiovascular disease and in advanced perioperative transesophageal echocardiography (TEE), as specified in this application, and have additionally passed the Advanced PTEeXAM.

The examination and board certification in advanced perioperative transesophageal echocardiography is not intended to restrict the practice of echocardiography. The process is undertaken, rather, in the belief that the public desires an indication from the profession regarding those who have made the effort to optimize their skill in the performance and interpretation of cardiac ultrasound.

The first examination in perioperative transesophageal echocardiography was given under the auspices of the Society of Cardiovascular Anesthesiologists (SCA) as a field test in 1997. An examination of perioperative transesophageal echocardiography was given in 1998, again under the SCA, and annually since then under the NBE. Physicians who successfully passed the exam were certified as having successfully completed the perioperative transesophageal echocardiography examination. Board certification was not granted since applicants were not requested to supply information regarding successful completion of training dedicated to the perioperative care of surgical patients with cardiovascular disease nor completion of special training in perioperative transesophageal echocardiography. With a mature and well-tested examination, a well-defined body of knowledge, published training guidelines, and published continuing quality improvement guidelines, the NBE began offering board certification in 2004.

The title of "Diplomate" was designated for physicians who were certified in echocardiography. Certification is valid for ten (10) years from the year that the Examination of Special Competence is passed.

The NBE has developed a Recertification Examination that is similar in format to the Examination of Special Competence in Advanced Perioperative Transesophageal Echocardiography (Advanced PTEeXAM), but is designed specifically for those who have previously passed the Advanced PTEeXAM. The purpose of the Recertification Examination is to allow practitioners to renew their board certification in perioperative transesophageal echocardiography and thereby promote continued excellence in the application of cardiac ultrasound in the perioperative setting.

Eligibility

Recertification

Diplomates who meet the criteria for recertification may apply at the time of application for the RePTE®.

The Certification Committee will meet to review applications for recertification. Applicants will be notified in writing of the decision of the Committee. Review of applications for recertification will be contingent on successful completion of the RePTE®. Applicants will receive notification of the decision of the Committee within the year.

Testamur Status

Testamurs of the Advanced PTEeXAM will be able to take RePTE®. This is to encourage physicians to test and demonstrate their knowledge of perioperative transesophageal echocardiography based on an objective standard and to allow the medical community the opportunity to recognize individuals who elect to participate in and successfully complete a comprehensive examination in perioperative transesophageal echocardiography. Those who successfully pass the examination will continue to be designated as testamur of the National Board of Echocardiography, Inc.® Testamurs who wish to apply for initial Certification in Advanced Perioperative Transesophageal Echocardiography must use the Application for Board Certification in Advanced Perioperative Transesophageal Echocardiography, which may be found in the Advanced PTEeXAM Application Brochure.

Apply for Recertification

Who May Apply?

Diplomates who meet the criteria for recertification may apply at the time of application for the RePTE® examination.

The Certification Committee will meet to review applications for recertification. Applicants will be notified in writing of the decision of the Committee. Review of applications for recertification will be contingent on successful completion of the RePTE®. Applicants will receive notification of the decision of the Committee within the year.

Testamurs and Diplomates of the Advanced PTEeXAM may take the RePTE® exam in their 8th, 9th, and 10th years surrounding their 10-year expiration date. Recertification is effective as of the expiration date of the Advanced PTEeXAM (initial test). Applicants have 10 years to apply for recertification through the recertification requirements.

The Purposes of Recertification

- establish the domain of the practice of perioperative transesophageal echocardiography for the purpose of board certification,
- assess the level of knowledge demonstrated by a licensed physician practitioner of perioperative transesophageal echocardiography in a valid manner,
- enhance the quality of perioperative transesophageal echocardiography and individual professional growth in perioperative transesophageal echocardiography,
- formally recognize individuals who satisfy the requirements set by the NBE, and
- serve the public by encouraging quality patient care in the practice of perioperative transesophageal echocardiography.

NOTE: Incomplete applications will not be reviewed by the Certification Committee. If items of documentation are missing, applicants will be notified. Applications will be considered as received on the date that all documentation has been received.

Board Recertification Documentation and Instructions

The National Board of Echocardiography, Inc.® reserves the right to audit stated clinical experience and continued provision of services in perioperative transesophageal echocardiography for the sake of eligibility for board certification.

Letters Documenting Training and/or Level of Service

Letters documenting training and/or level of service from Residency Program Director; the Fellowship Training Director; Director of Cardiothoracic Anesthesiology, Cardiothoracic Surgery, or Cardiology; Chairs of Anesthesiology, Medicine, or Surgery; or the Medical Director of the Echocardiography Laboratory MUST be typed on appropriate letterhead, MUST be the original notarized letter (no copies), and MUST contain EXACT numbers of studies performed and interpreted. Applicants with letters not meeting these criteria will not be reviewed. **Committee decisions will be determined using the numbers provided in this letter.** A sample letter is available on page 7 and on our web site: www.echoboards.org

If applicant is in private practice, the letter documenting level of service must be on appropriate letterhead and should be written by the CEO or President of the practice. If the applicant is the CEO or President of the practice, the letter should be written by the Business Manager. Letters signed by the applicant will not be reviewed by the Certification Committee.

Note: The numbers provided must be in parallel, consecutive years but need not be calendar years. The end of the most recent year for which credit is requested must fall within the 12 months prior to the receipt of the complete application. If using a fiscal year, exact dates are required. For example: MM/DD/YYYY - MM/DD/YYYY.

Review of Documentation for Recertification

Since board recertification is dependent on passing the RePTE®, applications for board certification are reviewed after the examination has been satisfactorily completed.

Due to the expected volume of applications and complexity of the process, review of the applications may take up to one year.

Maintenance of Testamur or Diplomate Status

- Testamurs and Diplomates of the NBE are required to take the RePTE® examination in either their 8th, 9th, or 10th year surround-ing their 10-year anniversary date to maintain their status with the NBE. Individuals who allow their status to lapse will have their names removed from the NBE's online Testamur/Diplomate listing page.
- If a Diplomate does take and pass the RePTE® examination in the compulsory timeframe but does not submit the required documentation for recertification, the candidate is eligible to apply for recertification at any time before the expiration of their Testamur status; however, when they do apply for recertification he or she will have to pay a $200.00 reinstatement fee along with the recertification requirements. Once their application for recertification is approved, their status will be changed from Testamur to Diplomate of the level in which they were approved.
- If a Testamur/Diplomate does NOT take and pass the RePTE® examination in the compulsory timeframe, the individual must pass the RePTE and pay a $200.00 reinstatement fee at the time of application. Additionally, Diplomates who do not take the RePTE® in the required 3-year period must meet the initial certification requirements and the CME requirements for recertification along with the $200.00 reinstatement fee.

If Testamur or Diplomate status has lapsed more than 9 years, applicants must take the Advanced PTEeXAM.

Example for 2004 Initial Examination Pass Date:

Action Year
Initial Examination Passed 2004
Eligible for Recertification Examination 2021 to 2023
Retake Initial Examination 2024 or later

KEY POINT –*At any point after their certification has lapsed, applicants may attempt the initial Advanced PTEeXAM and receive certification for 10 years from the year the most recent exam was passed.*

Effective Date of Board Recertification

Diplomates of the NBE who pass the Recertification Examination and meet the requirements for recertification will be certified for an additional ten (10) years from the expiration date of their current certification. Testamurs who pass the Recertification examination will retain their status for an additional ten (10) years; e.g., if the Advanced PTEeXAM was passed in 2013, the current certification or Testamur status is valid until December 31, 2023. The status will be extended until December 31, 2033, regardless of which year the Recertification Examination was passed.

Non-North American Trained Physicians

Current License to Practice Medicine.

If your medical license does not have an expiration date, you are required to supply ONE of the following:

- An original letter from the Medical Council stating your license is permanent
- An original Certificate of Good Standing, dated no more than 12 months prior to date application is received.

Non-North American trained physicians must have had the equivalent of each of the applicable requirements. Applications will be reviewed on a case-by-case basis to determine the eligibility of the applicant for Recertification. All documentation must be supplied in English. If original documentation is not in English, a certified translation must be attached to each document.

Board Recertification Requirements

RECERTIFICATION REQUIREMENTS	REQUIRED DOCUMENTATION
Requirement 1. Pass the RePTE®. Applicants must pass the RePTE®.	
Requirement 2. Diplomate of the NBE in PTE. Applicants must be currently Board Certified by the NBE in Perioperative Transesophageal Echocardiography.	
Requirement 3. Current License to Practice Medicine. Applicants who wish to apply for certification must hold a valid, unrestricted license to practice medicine at the time of application. (Geographical restrictions may be accepted and are subject to approval. Medical restrictions or restrictions to the scope of practice will not be accepted for purposes of eligibility for certification.)	**Requirement 3.** A copy of current medical license renewal certificate that shows the expiration date.
Requirement 4. Continued Maintenance of Skills in Echocardiography. Applicants must have performed and interpreted at least 50 perioperative transesophageal echocardiograms per year in two (2) of the three (3) years immediately preceding this application.	**Requirement 4.** A notarized letter typed on appropriate letterhead verifying the number of perioperative transesophageal studies performed and interpreted per year for each of the two (2) or three (3) years preceding this application as appropriate (see Letters Documenting Level of Service: page 4 and see Sample Letter: page 7). If using a fiscal year, exact dates are required. For example: MM/DD/YYYY - MM/DD/YYYY.
Requirement 5. Continuing Medical Education Specific to Echocardiography. Applicants must have at least 15 hours of AMA category 1 continuing medical education devoted to echocardiography obtained during the three (3) years immediately preceding this application.	**Requirement 5.** A copy of certificate(s) or documentation from the institution providing CME credits documenting 15 hours of AMA category 1 CME devoted to echocardiography. For meetings not entirely devoted to echocardiography, applicants must indicate on the copy of the certificate how many hours were devoted to echocardiography.

Online Recertification Instructions

Instructions to Create a New Application:

Please log in to your account, using your **eight(8) digit NBE ID number** including leading zeroes. If you are unable to recall your account information, please **do not** create a new account and reach out to us via info@echoboards.org for your account log in and password. If there have been any additional changes to your account, such as email address please also clarify these additional changes. Once you can log in to your account, you will need to:

1. Select "Certification application" from the top right of the screen within your dashboard.
2. A box will drop down that lists all certification application types.
3. Please select the appropriate certification where you will need to upload your documents.
4. Upon selecting your certification application type, you will click blue button to create a "Create a New Application".
5. You will need to answer a few demographic questions and upload the required documents in PDF format.
6. Once you have uploaded all documents. You will attest that all uploaded documents are true and accurate, and then select the blue submit button on the "Application Summary" tab. Upon submission of your application to the NBE, you will receive an email stating that we have received your documents and that they will be reviewed in the order in which they have been received.
7. From the time in which we receive your documents to the time in which we will review them, this can take about **two weeks to a month.**
8. Upon the completion of reviewing your application you will receive one of two notifications:
    a. A notification asking for more information/documentation and notes that outline what is needed. These notes will be found within your application on your account dashboard.
    b. A notification that indicates your application has been moved into stage two review or into the upcoming review by the certification committee.
9. Once the certification committee has completed their review, then additional communication will be made via email indicating the status of your application and will also be reflected on your account dashboard, and NBE Physicians verification (Only for approved applicants. All other will not be reflected on the verification website).
10. If your application is approved, you will find a printable certificate available to you on your account dashboard. Since we have gone paperless, we will not be printing the certificate for you. If you wish to have a hardcopy of your certificate you can print it yourself or take the PDF version of the certificate to a location that can print it for you (FedEx, Staples, etc.)


The
National Board of Echocardiography
Incorporated 1996
attests that
Jane Doe, MD
has successfully met the requirements of this Board, and is certified as a Diplomate in
Advanced Perioperative Transesophageal Echocardiography
Christopher Troianos, MD
President
Roberto M. Lang, MD
President-Elect
Allan Klein, MD
Secretary/Treasurer
Marcus F. Stoddard, MD
Immediate Past President
Certificate No.: 2013-00000002
Valid Until: 12/31/2033

Sample Letter

Letters must be submitted in this format.

ABC Hospital

123 Main Street • New York, NY 54321 • (212) 123-5432

Date

National Board of Echocardiography, Inc.®
3915 Beryl Rd. Suite 130
Raleigh, NC 27607-5609

RE: *Applicant's Full Name*
Applicant's Date of Birth

To Whom It May Concern:

This letter confirms that Dr. __*(Applicant's name)*__ is a physician practicing in our hospital.

Our records indicate that Dr. __*(Applicant's name)*__ performed and interpreted the number of perioperative transesophageal echocardiograms per year as follows:

(2020)	(2021)	(2022)
Year 1	Year 2	Year 3
###	###	###

I certify that the number of studies provided above are exact numbers and are not rounded and/or estimates.

Sincerely,

(Original signature required)
Typed name
Title (Director of Cardiothoracic Anesthesiology, Cardiothoracic Surgery, Medical Director of the Echocardiography Laboratory, President, CEO, etc.)

Notary Seal

Sworn and subscribed to before me on *(date)*:_____

_____
Signature of Notary Public

NOTE: The EXACT number of studies performed and interpreted MUST be provided. Committee decisions will be determined using the numbers provided in this letter. Applications containing approximated and/or rounded numbers will no longer be reviewed by the Certification Committee. Letters MUST be typed on appropriate letterhead and MUST be notarized.

NOTE: The numbers provided must be in parallel, consecutive years but need not be calendar years. The end of the most recent year for which credit is requested must fall within 12 months prior to the receipt of the complete application. If using a iscal year, exact dates are required. For example: MM/DD/YYYY - MM/DD/YYYY.

RePTE COVID-19 Temporary Requirements

In view of the disruption of global healthcare due to the coronavirus pandemic and its adverse effect on many postgraduate training programs, the National Board of Echocardiography is a offering temporary extended pathway to complete to achieve board recertification in Advanced Perioperative Transesophageal Echocardiography. These options are available to candidates who are applying for recertification during 2020 or 2021. This policy will expire 12/31/2024.

RECERTIFICATION REQUIREMENTS	REQUIRED DOCUMENTATION
Requirement 1. Pass the RePTE®. Applicants must pass the RePTE®.	
Requirement 2. Diplomate of the NBE in PTE. Applicants must be currently Board Certified by the NBE in Perioperative Transesophageal Echocardiography.	
Requirement 3. Current License to Practice Medicine. Applicants who wish to apply for certification must hold a valid, unrestricted license to practice medicine at the time of application. (Geographical restrictions may be accepted and are subject to approval. Medical restrictions or restrictions to the scope of practice will not be accepted for purposes of eligibility for certification.)	**Requirement 3.** A copy of current medical license renewal certificate that shows the expiration date.
Requirement 4. Temporary Continued Maintenance of Skills in Echocardiography (Only to be used if applicant could not obtain the required numbers for certification due to the 2020 COVID 19 crisis.) Applicants must have performed and interpreted at least 50 perioperative transesophageal echocardiograms per year in two (2) of the four (4) years immediately preceding this application.	**Requirement 4.** A notarized letter typed on appropriate letterhead verifying the number of perioperative transesophageal studies performed and interpreted per year for each of the two (2) or four (4) years preceding this application as appropriate (see Letters Documenting Level of Service: page 4 and see Sample Letter: page 7). If using a fiscal year, exact dates are required. For example: MM/DD/YYYY - MM/DD/YYYY.
Requirement 5. Temporary Continuing Medical Education Specific to Echocardiography. (Only to be used if applicant could not obtain the required numbers for certification due to the 2020 COVID 19 crisis.) Continuing Medical Education Specific to Echocardiography Applicants must have at least 15 hours of AMA category 1 continuing medical education devoted to echocardiography obtained during the four (4) years immediately preceding this application.	**Requirement 5.** A copy of certificate(s) or documentation from the institution providing CME credits documenting 15 hours of AMA category 1 CME devoted to echocardiography. For meetings not entirely devoted to echocardiography, applicants must indicate on the copy of the certificate how many hours were devoted to echocardiography.