



Application for Recertification

Advanced Perioperative Transesophageal Echocardiography (RePTE®)

Certification Requirements and Online Certification Instructions

National Board of Echocardiography, Inc.®
1500 Sunday Drive, Suite 102 • Raleigh, NC 27607
Phone: 919-861-5582 • Email: info@echoboard.org
Website: www.echoboard.org

Contents

General Topics

| | |
|-------------------|---|
| Introduction..... | 3 |
| Eligibility | 3 |

Applying for Recertification

| | |
|---|---|
| Applying for Recertification..... | 4 |
| Board Certification Requirements and Documentation..... | 5 |
| Online Recertification Instructions..... | 6 |
| Sample Letter (Requirement 4) | 7 |

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.

Applying 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 9th, 10th, and 11th 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.echoboard.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/YY - MM/DD/YY.

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 9th, 10th, or 11th year surrounding 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 2003 Initial Examination Pass Date:

Action Year

Initial Examination Passed 2003

Eligible for Recertification Examination 2012 to 2022

Retake Initial Examination 2023 or later

NOTE – If lapsed applicants choose not to attempt the RePTE until their 19th year (9 years lapsed), they will need to take and pass the RePTE in both the 19th and 20th year to retain status for an additional 10 years.

Action Year

Initial Examination Passed 2003

Take Recertification Examination 2022

Retake Recertification Examination 2023

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 2007, the current certification or Testamur status is valid until June 30, 2017. The status will be extended until June 30, 2027, 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

| RE-CERTIFICATION REQUIREMENTS | REQUIRED DOCUMENTATION |
|--|--|
| <p>Requirement 1. Pass the RePTE®.</p> <p>Applicants must pass the RePTE®.</p> | |
| <p>Requirement 2. Diplomate of the NBE in PTE.</p> <p>Applicants must be currently Board Certified by the NBE in Perioperative Transesophageal Echocardiography.</p> | |
| <p>Requirement 3. Current License to Practice Medicine.</p> <p>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.)</p> | <p>Requirement 3.</p> <p>A copy of current medical license renewal certificate that shows the expiration date.</p> |
| <p>Requirement 4. Continued Maintenance of Skills in Echocardiography.</p> <p>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.</p> | <p>Requirement 4.</p> <p>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/YY - MM/DD/YY.</p> |
| <p>Requirement 5. Continuing Medical Education Specific to Echocardiography.</p> <p>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.</p> | <p>Requirement 5.</p> <p>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.</p> |

Online Recertification Instructions

Please read the following instructions carefully:

Please take a moment to review the appropriate handbook for detail instructions, pathways, and requirements before submitting documentation for certification.

Step 1) Sign in to your existing NBE account on www.echoboard.org.

Step 2) CERTIFICATION: On the top of the Browser, you will find a tab for [Certification](#). In the drop down menu you may choose the option to [Enroll for Certification](#).

Step 3) CHOOSE PROGRAM: Choose the program in which you would like to enroll to submit your Application for Certification.

Step 4) ENROLL: Enroll in the program. A confirmation will appear that will approve your enrollment.

Step 5) UPLOAD DOCUMENTS: On the right side of the browser, you will find the Documents Uploader. Please upload all required documentation to complete your application for certification.

Instructions to Upload Required Documents:

- For required documents which an applicant can supply themselves, the documents must be scanned into a **PDF file**. Click on “My Documents Uploader” on the right side of the screen. The applicant will choose the Program the documents pertain to and the Requirement they fulfill from the drop-down lists.

Although an applicant may upload a copy of the notarized letter, the original notarized document is required to be mailed to the National Board of Echocardiography to complete the requirement. The original notarized letter must be mailed to the address below:

National Board of Echocardiography
1500 Sunday Dr., Suite 102
Raleigh, NC 27607

This letter must be signed, dated, notarized, and typed on official letterhead. The notarized letter will not be accepted as only a scanned upload, and must be post mailed to complete this requirement. A scanned copy may be uploaded for this requirement to begin review; however, the application will not be complete until the original notarized letter is received by the National Board of Echocardiography. The Applicant may mail this OR the Program Director may mail this letter directly.

- The documents do not have to be uploaded in order. Please carefully review the appropriate handbooks to ensure completion of appropriate requirements.

How to Track Progress:

An applicant may track the progress of any submitted documentation by finding the [Certifications](#) tab, and clicking [Continue in your Program](#) out of the drop down menu.

The applicant may click the hyperlink ‘View Progress’ for the appropriate application.

Requirements will be listed as *Required*, *in Progress*, or *Complete*.

Once the documents have been reviewed, the status will change to ‘In Progress’ per each requirement. If requirements are missing, or further verification is required, notifications will be emailed to the email address on file.

Once an application is complete and the original notarized letter is received and reviewed by NBE staff, the status will be noted as ‘Complete’. This indicates the application is complete for Committee review at the next Certification Committee meeting. Please note that Certification Committee meetings are held twice a year. Applicants will receive notification of the decision of the committee within 12 months.

How to View Current Submitted Documentation:

An applicant may view previously submitted documents in the “My Documents Uploader”.

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.®
1500 Sunday Drive, Suite 102
Raleigh, NC 27607

RE: *Physician's Full Name*
 Physician's Date of Birth
 Physician's Social Security Number

To Whom It May Concern:

This letter confirms that Dr. _____ (*name*) _____ is a physician practicing in our hospital.

Our records indicate that _____ (*name*) _____ performed and interpreted the number of perioperative transesophageal echocardiograms per year as follows:

| (2014) | (2015) | (2016) |
|--------|--------|--------|
| 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.

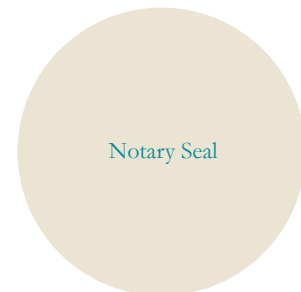
Sincerely,

John Doe

Name
Title
(Director of Cardiothoracic Anesthesiology, Cardiothoracic Surgery,
Medical Director of the Echocardiography Laboratory, President, CEO, etc.)

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 fiscal year, exact dates are required. For example: MM/DD/YY - MM/DD/YY.