



**Recertification Examination  
of Special Competence in  
Advanced Perioperative  
Transesophageal Echocardiography  
(ReAPTE®)  
Application**

**Monday, July 17, 2017**

**Apply online at [www.echobords.org](http://www.echobords.org)**

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## ReAPTE<sup>®</sup> Examination Important Dates

**IMPORTANT! Application registration will end at 12:00 PM (Noon) EST on May 15, 2017.**

Early Registration Deadline.....	<b>Monday, March 20, 2017</b> before 12:00 PM (Noon) Eastern Standard Time \$595.00 USD	Deferment Request Deadline.....	<b>Monday, May 15, 2017</b> before 12:00 PM (Noon) Eastern Standard Time (\$200.00 additional non-refundable fee applies)
Late Registration Deadline .....	<b>Monday, May 15, 2017</b> before 12:00 PM (Noon) Eastern Standard Time \$795.00 USD (includes \$200.00 non-refundable late fee)	Examination Date.....	<b>Monday, July 17, 2017</b>
Withdrawal/Cancellation Deadline.....	<b>Monday, May 15, 2017</b> before 12:00 PM (Noon) Eastern Standard Time	Requests for Special Accommodations .....	<b>Friday, March 31, 2017</b>
		2017 Scores Emailed ( <i>Anticipated</i> ).....	<b>Approximately 10 weeks</b> following the examination
		Certificates Mailed ( <i>Anticipated</i> ).....	<b>Approximately 12 weeks</b> after score reports are released

**\*NEW\*** Examination Administration Grievance Policy – Within 3 days after the exam administration. See page 8 for more details.

# 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 peri-

operative 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 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

### ReAPTE®

Applicants for the ReAPTE® examination 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.)

AND

Applicants must have passed the Advanced PTEeXAM in 1998-2008 or RePTE 2007/2008.

**Non-North American Trained Physicians:** Non-North American trained physicians applying for the ReAPTE® examination must supply the following:

#### 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, OR
- An original Certificate of Good Standing, dated no more than 12 months prior to date application is received

All documentation must be supplied in English. If original documentation is not in English, a certified translation must be attached to each document. The examinee will be responsible for all costs associated with certified translation. Please allow yourself appropriate time if you need to obtain your medical license from a third party or if translation is necessary.

**NOTE: Only a copy of the Applicant's current and unrestricted license to practice medicine; completed application; and application fee are required in order to sit for the ReAPTE® examination. Documentation required to gain recertification can be submitted at any time.**

### Recertification

Diplomates who meet the criteria for recertification may apply at the time of application for the ReAPTE®. The application, checklist, and all documentation should be submitted with the application.

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 ReAPTE®. 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 ReAPTE®. 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 Certification Application Brochure.

# Application Details

## Application Fees and Deadlines

### Early Registration Period

Monday, March 20, 2017, before 12:00 PM (Noon) EST.  
\$595.00 USD

### Late Registration Period

Monday, May 15, 2017, before 12:00 PM (Noon) EST  
\$795.00 USD

*(includes \$200.00 non-refundable late fee)*

### Deferment Request Deadline

Monday, May 15, 2017, before 12:00 PM (Noon) EST  
*(additional \$200.00 non-refundable fee applies)*

### IMPORTANT!

Application registration will end at 12:00 PM (Noon) EST on  
Monday, May 15, 2017

## Submitting Applications

Please visit [www.echoboards.org](http://www.echoboards.org) to complete the online application. If you wish to pay by check or money order, please contact NBE at 919-861-5582 ext. 1259 or email [krussell@echoboards.org](mailto:krussell@echoboards.org)

### To contact our office:

Phone: (919) 861-5582

E-mail: [info@echoboards.org](mailto:info@echoboards.org)

Web site: [www.echoboards.org](http://www.echoboards.org)

## Confirmation of Receipt of Application

It is recommended that you submit your application as early as possible. Applications will be processed in the order that completed applications are received. We will make every effort to accommodate as many candidates as possible. Applications that are incomplete, unsigned, or do not include payment will not be processed.

The NBE will confirm the receipt of your application once complete via e-mail. Please allow six weeks after NBE has received your completed application before confirmation is received. A valid email address is required on the application for confirmation.

## Important

Please remember to write your name on the application in the SAME way as it appears on the unexpired, photo-bearing, signed, government-issued identification you will be using at the Prometric Testing Site. The name you provide on the application will be used to create the Scheduling Permit. Discrepancies in your first and last names will cause you to be denied admittance to the examination. Middle name(s) or initial(s) are not considered at the test center on exam day.

## Refund/Cancellation Policy

Candidates who wish to cancel their application for the 2017 examination **must** notify the NBE in **writing** either via fax or by email: [krussell@echoboards.org](mailto:krussell@echoboards.org). Cancellation options are as follows:

- Candidates registered during the early registration period who wish to cancel/withdraw their application will receive a refund of \$395.00 (the initial fee of \$595.00 minus a \$200.00 processing fee) if a written (via fax or email) request to cancel is received in office before 12:00 PM (Noon) EST on March 20, 2017.

### OR

- Candidates may defer their 2017 application fee to the 2018 examination registration, as a one-time courtesy. The deferment process is as follows:
  - Provide a **written** request to the NBE via mail, fax, or email before 12:00 PM (Noon) EST on May 15, 2017.
  - No requests after this date will be considered.
  - If an examination time and location has already been scheduled, cancel with Prometric.
  - Upon cancelling the examination with Prometric, the candidate **MUST** provide the NBE with a copy of the cancellation confirmation that Prometric will provide the candidate.
  - Complete the Deferment Request and Payment Form on the website ([www.echoboards.org](http://www.echoboards.org)) and fax or email to the NBE office before 12:00 PM (Noon) EST on May 15, 2017.
  - The administrative fee payment of \$200.00 is due at the time the deferment is requested. Deferment will not be processed until payment is made.
  - If \$200.00 fee is not received in the office before 12:00 PM (Noon) EST on May 15, 2017 the deferment will not take place. Candidates at this time will need to take the examination or forfeit all exam fees.

**Please Note:** Candidates that submit an application during the late registration period are **NOT** subject to a refund. Withdrawal or cancellation will result in forfeiture of **ALL** exam fees and deferment will result in an additional \$200.00 administrative fee.

### \*IMPORTANT\*

Candidates who wish to cancel their examination **AFTER** it has been scheduled with Prometric **MUST** personally contact Prometric to cancel via the website at [www.prometric.com](http://www.prometric.com). Requesting to cancel or withdraw with the NBE **DOES NOT** cancel your examination date with Prometric.

# Application Details (continued)

## Maintenance of Testamur or Diplomate Status:

- Testamurs and Diplomates of the NBE are required to take the ReAPTE 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 ReAPTE 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 they 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 ReAPTE in the compulsory timeframe, the individual must pass the ReAPTE and pay a \$200.00 reinstatement fee at the time of application. Additionally, Diplomates who do not take the ReAPTE 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.
- 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 2006 the current Testamur status is valid until June 30, 2016. The recertification status will be extended until June 30, 2026 regardless of which year the Recertification Examination is passed.
- 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 Year 2004  
Eligible for Recertification Examination 2014 to 2024  
Retake Initial Examination 2024 or later

**NOTE** – *If lapsed applicant chooses 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 Year 2004  
Takes Recertification Examination 2023  
Retake Recertification Examination 2024

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

# Examination Information

## Examination Date

Monday, July 17, 2017

## Prometric Testing Center Information

The examination will be administered at Prometric Testing Centers globally. All Prometric Testing Centers are setup similarly. This not only helps enhance security, but also provides uniformity for all candidates. Workstations at all Prometric test centers available to host the NBE examinations conform to Board-approved specifications.

Candidates are encouraged to submit applications early. Candidates will not be able to schedule their test until their application is complete and their Scheduling Permit has been received. Scheduling Permits will only be available online; they will not be faxed or emailed.

Please see page 8 for Policies and Procedures for the Computer-Based Examination.

## Determination of Passing Score

The passing score is based on an expected level of knowledge in echocardiography; therefore candidates are not measured against each other, but rather against the minimal level of knowledge established by the NBE.

All candidates will receive an emailed score report that indicates their score and the minimum score required to pass the examination. The score reports also list the examinee's performance on each of the main areas of the examination.

Total score and performance scores for each section of the examination will be reported only to the examinee. A list including candidates who pass the exam, year that exam was passed, city and state, along with board certification status will be posted on the NBE web site. The Society of Cardiovascular Anesthesiologist (SCA) and the American Society of Echocardiography (ASE) will be supplied the names of those who pass the exam.

A certificate will be mailed to those who pass the examination. The score reports are emailed approximately ten (10) weeks after the exam date. Certificates for passing the exam will be mailed approximately twelve (12) weeks after the score reports are received.

**RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE, VIA E-MAIL, or VIA FAX.**

## Frequently Asked Questions

Please visit our web site at [www.echoboard.org](http://www.echoboard.org) for answers to frequently asked questions and a content outline. Sample letters to document education and experience in the required format are also available to download.

## Notification of Change of Mailing Address or Email

Please notify the NBE immediately if your mailing and/or email address has changed since applying for the ReAPTE examination. Email is NBE's preferred method of communication; therefore, failure to do so will cause delay in receiving correspondence from the NBE. You may submit your change of address on our website at [www.echoboard.org](http://www.echoboard.org).

## Special Accommodations

NBE will provide, upon approved request, reasonable accommodations necessary to afford an individual with a documented disability an equal opportunity to participate in the ReAPTE<sup>®</sup> examination. To support a request for special accommodations, please provide an original letter signed by applicant and an evaluator, qualified psychologist, physician, or other health care professional who specializes in the stated disability. The documentation must:

- Be current (completed within the last five years)
- Clearly state the diagnosed disability or disabilities
- Describe the functional limitations resulting from the disability
- Describe the specific accommodations requested and the rationale for such accommodations
- Be typed or printed on official letterhead and signed by the evaluator qualified to make the diagnosis
- Include examples, when possible, of where special accommodations have been requested and granted. If no prior accommodations have been provided, the evaluator, psychologist, physician, or health care professional should include a detailed explanation as to why no accommodations were given in the past and why the accommodations are needed now.

The purpose of the documentation is to validate that the candidate is covered under the ADA as a disabled individual. Additional documentation may be required to support the request. All documentation submitted in support of a request for special accommodation will be kept confidential.

Requests for special accommodations must be received at NBE headquarters by Friday, March 31, 2017.

# Examination Information

## Examination Content Outline

- 1. Principles of Ultrasound**
  - A. Nature of Ultrasound: Compression and Rarefaction
  - B. Frequency, Wavelength, Tissue Propagation Velocity
  - C. Properties of Ultrasound Waves
  - D. Ultrasound/Tissue Interactions
- 2. Transducers**
  - A. Piezoelectric Effect
  - B. Crystal Thickening and Resonance
  - C. Damping
  - D. Sound Beam Formation
  - E. Focusing
  - F. Axial and Lateral Resolution
  - G. Arrays
- 3. Equipment, Infection Control, and Safety**
  - A. Clinical Dosimetry
  - B. Biological Effects of Ultrasound
  - C. Electrical and Mechanical Safety
  - D. Infection Control
  - E. Transesophageal Echocardiographic Probe Insertion and Manipulation
  - F. Contraindications to Transesophageal Echocardiography
  - G. Complications of Transesophageal Echocardiography
- 4. Imaging**
  - A. Instrumentation
  - B. Displays
  - C. Imaging Modalities
  - D. Signal Processing and Related Factors
- 5. Principles of Doppler Ultrasound**
  - A. Doppler Effect
  - B. Doppler Equation
  - C. Doppler Shift Frequencies and Influencing Factors
  - D. Nyquist Limit
  - E. Spectral Analysis and Display Characteristics
  - F. Pulsed-wave Doppler
  - G. Continuous-wave Doppler
  - H. Color flow Doppler
  - I. Color M-mode
- 6. Quantitative M-Mode and Two-Dimensional Echocardiography**
  - A. Edge Recognition
  - B. Temporal Resolution
  - C. Global Function
- 7. Quantitative Doppler**
  - A. Types of Velocity Measurements
  - B. Volumetric Measurements and Calculations
  - C. Valve Gradients and Areas
  - D. Estimation of Pressures in the Cardiac Chambers and Great Vessels
- 8. Valvular Spectral Doppler Profiles**
  - A. Tricuspid Valve and Right Ventricular Inflow
  - B. Pulmonic Valve and Right Ventricular Outflow
  - C. Mitral Valve and Left Ventricular Inflow
  - D. Aortic Valve and Left Ventricular Outflow
- 9. Cardiac Chamber Anatomy**
  - A. Imaging Planes
  - B. Cardiac Chambers and Walls
  - C. Cardiac Cycle and Relation of Events Relative to ECG
- 10. Global Ventricular Systolic Function and Pathology**
  - A. Assessment of Left Ventricular Systolic Function
  - B. Abnormal Left Ventricular Systolic Function
  - C. Assessment of Right Ventricular Function
  - D. Cardiomyopathies
- 11. Segmental Left Ventricular Systolic Function and Pathology**
  - A. Myocardial Segment Identification (17-Segment Model)
  - B. Coronary Artery Distribution and Flow
  - C. Normal and Abnormal Segmental Function
  - D. Left Ventricular Aneurysm
  - E. Left Ventricular Rupture
  - F. Ventricular Septal Defect Post Myocardial Infarction
  - G. Left Ventricular Pseudoaneurysm
- 12. Cardiac Valves – Anatomy and Pathology (Excludes Spectral Doppler)**
  - A. Tricuspid Valve
  - B. Pulmonic Valve
  - C. Mitral Valve
  - D. Aortic Valve and Root
  - E. Acquired Valve and Annular Diseases
- 13. Intracardiac Masses and Devices**
  - A. Intracardiac Masses
  - B. Devices and Foreign Material
- 14. Pericardium and Extracardiac Structures – Anatomy and Pathology**
  - A. Pericardium and Pericardial Space
  - B. Pulmonary Arteries
  - C. Pulmonary Veins
  - D. Vena Cavae and Systemic Veins
  - E. Coronary Arteries
    1. Anatomical position of coronary ostia
    2. Flow patterns
    3. Reimplantation buttons
  - F. Aorta and Great Vessels
  - G. Pleural Space and Lung
  - H. Other Structures
- 15. Assessment of Perioperative Events**
  - A. Causes of Cardiovascular Instability
  - B. Cardiopulmonary Bypass, including Minimally Invasive Management
  - C. Ventricular Assist Devices and Intra-aortic Balloon Pumps
  - D. Transplantation Surgery (Heart, Lung, Liver)
  - E. Assessment related to Coronary Surgery
  - F. Assessment related to Valve Surgery
  - G. Assessment related to Aortic Surgery (Aneurysm)
- 16. Congenital Heart Disease**
  - A. Identification of Morphologic Left and Right Structures
  - B. Assessment Post Surgical Repair
  - C. Atrial Septum
  - D. Ventricular Septum
  - E. Pulmonic Valve and Right Ventricular Outflow Tract Abnormalities
  - F. Aortic Valve and Left Ventricular Outflow Tract Abnormalities
  - G. Coronary Artery Anomalies
  - H. Patent Ductus Arteriosus
  - I. Coarctation of the Aorta
  - J. Ebstein's Anomaly
  - K. Persistent Left Superior Vena Cava
  - L. Tetralogy of Fallot
  - M. Transposition of the Great Arteries
  - N. Atrioventricular Septal Defect
  - O. Single Ventricular Procedures
  - P. Truncus Arteriosus
  - Q. Cor Triatriatum
- 17. Artifacts and Pitfalls**
  - A. Two-dimensional Imaging Artifacts
  - B. Doppler Artifacts and Errors in Measurement
  - C. Pitfalls (Normal Anatomy/Variants Mistaken for Pathology)
- 18. Related Diagnostic Modalities**
  - A. Epi-aortic Scanning
  - B. Epicardial Scanning
  - C. Contrast Echocardiography
  - D. Utility of TEE Relative to Other Diagnostic Modalities
- 19. Ventricular Diastolic Filling and Function**
  - A. Basic Principles
  - B. Echocardiographic Assessment of Left Ventricular Diastolic Function
  - C. Grading of Left Ventricular Diastolic Function
  - D. Estimates of Left Ventricular Diastolic Filling Pressures
  - E. Right Ventricular Diastolic Function
- 20. Transesophageal Echocardiography for Interventional/Hybrid Procedures**
  - A. Intracardiac and Extracardiac
  - B. Endovascular

## Reference Statement

NBE does not endorse or recommend any third-party review course or material. Any text in cardiovascular techniques and evaluation, cardiac patient care, and management may be used. Current standards and guidelines endorsed by professional societies are also appropriate.

# Computer-Based Examination Procedure and Policies

## Your Scheduling Permit

A Scheduling Permit with instructions for making an appointment at a Prometric test center will be available to you via email approximately two months prior to the examination. Submitting an incomplete application will prolong the scheduling permit process. You must print and bring your Scheduling Permit and an unexpired, government-issued form of identification (such as a driver's license or passport) that includes both your **photograph and signature** to the testing center on your examination day. If your identification contains your photograph and not your signature, you can use another form of unexpired identification that contains your signature, such as an employee identification card or a credit card, to supplement your photo-bearing, government-issued identification. The first and last names on your identification must exactly match the names on your permit. The only acceptable difference would be the presence of a middle name, middle initial, or suffix on one document and its absence on the other. Please contact NBE immediately at (919) 861-5582 if you have not received a Scheduling Permit 5 weeks prior to the test date or if the name on your permit is misspelled or differs from your name as it appears on your identification. **Name changes or corrections cannot be made within 7 business days of your scheduled testing appointment.**

Each Scheduling Permit contains a unique Candidate Identification Number (CIN) that you must enter into the computer to unlock your examination. Test center staff do not have access to this number. Keep the permit in a secure location until your test date. **If you do not bring your Scheduling Permit and acceptable identification to the test center, you will not be admitted to the test.**

## Scheduling Your Test

You must have your Scheduling Permit before you can contact Prometric to schedule a testing appointment. You should contact Prometric as soon as you receive the permit. Prometric schedules testing appointments on a first-come, first-served basis. The sooner you schedule your appointment, the more likely you will receive your preferred test time and location. **While the NBE tries to accommodate location preferences, preferred testing sites are NOT guaranteed and travel may be necessary.**

When you call to schedule your examination appointment, you will be asked to provide the program code, exam code, and scheduling number, which will be located at the top of the permit. Prometric will provide you with an appointment confirmation number, the test center location, and telephone number. Please call the test center for directions.

Confirm your testing center location one week before your appointment via Prometric's website or by contacting Prometric at the telephone number listed on your permit.

## Test Center and Testing Conditions

Prometric provides computer-based testing services for academic assessment, professional licensure, and certification. Prometric testing centers are set up similarly. This not only helps enhance security, but also provides the same standards for comfort and uniformity for all examinees. Prometric testing centers provide the resources necessary for secure administration of the examination, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

## Admission to the Test

You should arrive at the Prometric test center 30 minutes before your scheduled testing time on your testing date. If you arrive late, you may not be admitted. If you arrive more than 30 minutes after your scheduled testing time, you will not be admitted.

On arrival, you are required to sign in on the test center log and to present your Scheduling Permit plus one form of unexpired, government-issued identification (such as a driver's license or passport) that includes both your **photograph and signature**, after which, a digital photograph will be taken. All of your personal belongings, food, and beverages must be placed in a small, designated locker outside of the testing room. Pagers and cellular telephones must be turned off before placing them in the locker.

You will be provided with laminated writing surfaces and markers. You will be instructed to write your name and Candidate Identification Number (CIN) on one of the laminated writing surfaces provided. Your Scheduling Permit will be

retained at the Test Center Administrator's station. You may request access to the permit during the examination if it becomes necessary for you to rewrite the CIN on the laminated writing surface. Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. Laminated writing surfaces and markers issued are to be used for making notes and/or calculations during the testing session. They should only be used at your assigned testing station, and only after you have begun your examination by entering your CIN. You must enter your CIN to start the examination, which begins with a brief tutorial prior to the first test block. Depending upon the type of markers provided, you may also be provided an eraser. Otherwise, if you have filled the laminated writing surfaces and need additional space for making notes, you will need to notify test center staff and a replacement will be provided. Laminated writing surfaces must be returned to test center staff at the end of the testing session.

You will be asked to empty and turn your pockets inside out prior to entry into the testing room to confirm that you have no prohibited items. You will be asked to repeat this process prior to every entry into the testing room after a break.

## Testing Regulations and Rules of Conduct

Test center staff monitors all testing sessions for the examination. You must follow instructions of test center staff throughout the examination. Failure to do so may result in a determination of irregular behavior.

Test center staff are not authorized to answer questions from candidates regarding examination content, testing software, or scoring.

If staff observes you violating test administration rules or engaging in other forms of irregular behavior during the examination, the center staff will not necessarily tell you of the observation at the time of the examination. You may not bring any personal belongings in to the testing area. If you bring any personal belongings to the test center, you must store them in a designated locker outside the testing area. Personal items and their contents may be subject to inspection. Any materials that reasonably appear to be reproductions of any NBE examination materials will be confiscated. Making notes of any kind during the examination, except on the materials provided by the test center for this purpose is not permitted. Removal of those materials from the secure testing area is prohibited.

For your examination, you may bring cordless soft-foam earplugs into the testing room. However, they must be out of the packaging and ready for inspection by test staff during check-in. Earplugs must be left at the workstation during all breaks.

## Exam Administration

Occasionally issues arise in the creation, administration, and scoring of examinations. For example, power failures, hardware and software problems, human error, or weather problems may interfere with some part of the examination process or delay the reporting of scores. When such problems arise, NBE may provide the affected candidates with an opportunity to take the examination at the next scheduled examination date. This shall be the candidate's sole remedy. NBE shall not be liable to any candidate for inconvenience, expense, or other damage, including administration, scoring of an examination, or delays in score reporting. In no circumstance will NBE reduce its standards or overturn the candidate's score as a means of correcting a problem in examination administration. Issues or problems arising during the administration of the examination must be reported to Prometric test center staff by the candidate experiencing the issue or problem at the time the exam is being administered and prior to the candidate departing the test center site on the day the examination is scheduled.

In the rare event of a technical problem, testing software is designed to allow the test to restart at the point it was interrupted. In most cases, the test can be restarted at the point of interruption with no loss of testing time.

## \*NEW\* Examination Administration Grievance Policy

If you wish to file a grievance regarding the administration of your examination, you must complete and submit the Exam Grievance Submission Form (located at [www.echoboards.org](http://www.echoboards.org)) along with any appropriate and verifiable supporting documentation, if applicable. You will have three (3) business days after the exam administration in question to return the signed request to the NBE office via email ([krussell@echoboards.org](mailto:krussell@echoboards.org) and/or [info@echoboards.org](mailto:info@echoboards.org)) or by fax at 919-787-4916.



# Testing Centers

**ATTENTION** Candidates taking the ReASCE examination outside of the United States: For NBE to prepare, it is helpful to know at which testing location outside the U.S. candidates are planning to test. Please find the country where you plan to test and enter the Region Code and Location ID in the appropriate place on your application.

Location ID	Location City	Country	Region ID
6017	Calgary, AB	Canada	01
6014	Edmonton, AB	Canada	01
6032	Halifax, NS	Canada	01
5374	Hamilton, ON	Canada	01
5361	London, ON	Canada	01
6015	Mississauga, ON	Canada	01
6013	Ottawa, ON	Canada	01
6019	Ottawa, ON	Canada	01
5259	Pointe-Claire, QC	Canada	01
6016	Regina, SK	Canada	01
6063	Saskatoon, SK	Canada	01
6060	St. Johns, NL	Canada	01
5113	Toronto, ON	Canada	01
6002	Toronto, ON	Canada	01
6009	Vancouver, BC	Canada	01
6021	Winnipeg, MB	Canada	01
8238	Accra	Ghana	03
8282	Nairobi	Kenya	03
8221	Johannesburg	South Africa	03
8211	Kampala	Uganda	03
8815	Dhaka	Bangladesh	04
8591	Hong Kong	China	04
8914	Kathmandu	Nepal	04
8782	Islamabad	Pakistan	04
8781	Karachi	Pakistan	04
8783	Lahore	Pakistan	04
8473	Cebu City	Phillipines	04
8475	Manila	Phillipines	04
8479	Manila	Phillipines	04
8875	Singapore	Singapore	04
8426	Auckland	Australia	05
8411	Melbourne	Australia	05
8409	Perth	Australia	05
8405	Sydney	Australia	05
8240	Yerevan	Armenia	07
8181	Zagreb	Croatia	07
8294	Copenhagen	Denmark	07
8021	London	England (UK)	07
8101	London	England (UK)	07
8108	Manchester	England (UK)	07
8291	Paris	France	07
8033	Toulouse	France	07
8943	Berlin	Germany	07
8040	Frankfurt	Germany	07
8041	Hamburg	Germany	07
8175	Munich	Germany	07
8944	Thessaloniki	Greece	07
8044	Dublin	Ireland	07
8150	Tel Aviv	Israel	07
8140	Athens	Italy	07
8169	Milan	Italy	07
8128	Rome	Italy	07
8057	Riga	Latvia	07
8160	Amsterdam	Netherlands	07
8142	Lisbon	Portugal	07
8104	Edinburgh	Scotland	07
8105	Glasgow	Scotland	07
8144	Barcelona	Spain	07

**IMPORTANT:** While NBE tries to accommodate location preferences, selecting a testing center location ID during the application process **DOES NOT** guarantee the selected location will be available for scheduling. The below list of available test centers was provided on the date the application was created and is subject to change. Please visit [www.prometric.com](http://www.prometric.com) for a complete list of NBE approved Prometric testing locations.

Location ID	Location City	Country	Region ID
8162	Madrid	Spain	07
8165	Geneva	Switzerland	07
8703	Ankara	Turkey	07
8801	Jakarta	Indonesia	08
8902	Ahmedabad	India	09
8918	Bangalore	India	09
8935	Bangalore	India	09
8909	Chennai	India	09
8925	Chennai	India	09
8927	Gurgaon	India	09
8908	Hyderabad	India	09
8916	Hyderabad	India	09
8917	Hyderabad	India	09
8906	Kolkata	India	09
8921	Mumbai	India	09
8922	Mumbai	India	09
8605	Osaka	Japan	10
8623	Osaka	Japan	10
8601	Tokyo	Japan	10
8621	Tokyo	Japan	10
8693	Seoul Mapo-Gu	Republic of Korea	11
8694	Seoul Mapo-Gu	Republic of Korea	11
8303	Buenos Aires	Argentina	12
8340	Buenos Aires	Argentina	12
8314	La Paz	Bolivia	12
8365	Belo Horizonte	Brazil	12
8317	Brasilia	Brazil	12
8318	Curitiba	Brazil	12
8325	Recife	Brazil	12
8326	Rio De Janeiro	Brazil	12
8328	Sao Paulo	Brazil	12
8307	Santiago	Chile	12
8331	Bogota	Colombia	12
8305	San Jose	Costa Rica	12
8336	Santo Domingo	Dominican Republic	12
8344	Guatemala City	Guatemala	12
8355	Guadalajara	Mexico	12
8310	Mexico City	Mexico	12
8363	Monterrey	Mexico	12
8371	Monterrey	Mexico	12
8377	Lima	Peru	12
8306	Trincity	Trinidad	12
8385	Caracas	Venezuela	12
8710	Alexandria	Egypt	13
8708	Cairo	Egypt	13
8711	Cairo	Egypt	13
8745	Amman	Jordan	13
8714	Kuwait City	Kuwait	13
8715	Beirut	Lebanon	13
8716	Beirut	Lebanon	13
8764	Muscat	Oman	13
8296	Doha	Qatar	13
8137	Dubai	United Arab Emirates	13
8733	Dubai	United Arab Emirates	13
8465	Bangkok	Thailand	15
8581	Taipei	Taiwan	16
8582	Taipei	Taiwan	16