Examination of Special Competence in Critical Care Echocardiography (CCEeXAM®) Handbook

Tuesday, January 12, 2021
Apply online at www.echoboard.org
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CCEeXAM® Examination Important Dates

IMPORTANT!
Application registration will end at 12:00 PM (Noon) EST on Tuesday, December 1, 2020.

Early Registration Deadline .............. Tuesday, October 6, 2020 before 12:00 PM (Noon) Eastern Standard Time $995.00 USD
Late Registration Deadline ............... Tuesday, October 6, 2020 after 12:00 PM (Noon) Eastern Standard Time $1195.00 USD
(includes $200.00 non-refundable late fee)
Deferment Request Deadline............. Tuesday, December 15, 2020 before 12:00 PM (Noon) Eastern Standard Time ($200.00 additional non-refundable fee applies)
Examination Date .............................. January, 12, 2021
Requests for Special Accommodations ................................... Tuesday, December 1, 2020
Scores Emailed (Anticipated) .......... Approximately 10 weeks following the examination
Certificates Mailed (Anticipated) ...... Approximately 12 weeks after score reports are released

*NEW* Examination Administration Grievance Policy – Within 3 days after the exam administration. See page 7 for more details.

National Board of Echocardiography, Inc.* • 1500 Sunday Drive, Suite 102 • Raleigh, NC 27607
919-861-5582 • 833-270-1444 • Email: info@echoboards.org • Website: www.echoboards.org
National Board of Echocardiography, Inc.*

The National Board of Echocardiography, Inc.* (NBE) was formed in December 1996. The NBE is a not-for-profit corporation initially established to develop the ASCeXAM, and subsequently has responded to the following additional needs:

• develop and administer an examination in the field of Critical Care Echocardiography,
• recognize those physicians who successfully complete the Examination of Special Competence in Critical Care Echocardiography (CCEeXAM), and
• develop a board certification process that will publicly recognize Diplomates of the National Board of Echocardiography, Inc.*. Those physicians who have completed training programs or significant practice experience in critical care echocardiography, as specified in this application and have additionally passed the CCEeXAM or ASCeXAM* (see page 6).

The examination and board certification in critical care 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 critical care echocardiography.

The first examination in Critical Care Echocardiography was a collaborative effort between the National Board of Echocardiography, Inc.* and nine other societies. The first administration of the CCEeXAM was in January 2019. Physicians who successfully passed the exam were granted as having successfully completed the CCEeXAM with a status of Testamur.

CCEeXAM

Applicants for the CCEeXAM must hold a valid (unexpired) license to practice medicine (including training or temporary licenses) at the time of application or must currently be in an ACGME accredited training program and in good standing.

If you do not have a medical license, you must submit an original, notarized letter from the program director verifying this information. The letter must also be on appropriate letterhead and include the ACGME program number.

• See Sample Letter in FAQ's at www.echoboards.org

PLEASE NOTE that if you are in an ACGME accredited training program and you DO have a valid license to practice medicine (training license) you DO NOT need to submit the letter from your program director also. A copy of the valid license to practice medicine will suffice.

Non-North American Trained Physicians: Non-North American Trained Physicians applying for the CCEeXAM 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 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 translation is necessary.

NOTE: Only a copy of the Applicant’s current license to practice medicine or a letter from current program director, completed application, and application fee are required in order to sit for the CCEeXAM. Documentation for certification is not required when registering to take the CCEeXAM. Documentation required to gain certification can be submitted at any time.

Testamur Status

For licensed physicians not meeting the criteria for certification, the NBE will continue to allow access to the examination. This is to encourage physicians to test and demonstrate their knowledge of 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 echocardiography. Those who successfully pass the examination, but do not fulfill the necessary criteria for certification, will continue to be designated as “Testamur” of the National Board of Echocardiography.

Certification

Licensed physicians who meet the criteria for certification may apply for certification at any time. All required documentation needs to be uploaded to the NBE “My Uploader,” but is not required to register for the Critical Care Echocardiography examination (CCEeXAM).

The Certification Committee will meet to review applications for certification. Applicants will be notified in writing of the decision of the Committee. Review of application for certification will be contingent on successful completion of the Critical Care Echocardiography examination (CCEeXAM) or ASCeXAM* (see page 6). Applicants will receive notification of the decision of the Committee within the year.
Application Details

Application Fees and Deadlines

Early Registration Period
Tuesday, October 6, 2020, before 12:00 PM (Noon) EST
$995.00 USD

Late Registration Period
12:01 PM EST October 6th - 12:00 PM (Noon ) EST December 1st
$1195.00 USD
(includes $200.00 non-refundable late fee)

Deferment Request Deadline
Tuesday, December 15, 2020 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
Tuesday, December 1, 2020

Submitting Applications

Please visit 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

To contact our office:
Phone: (919) 861-5582
E-mail: info@echoboards.org
Web site: www.echoboards.org

Confirmation of Receipt of Application

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

The NBE will confirm receipt of your application once complete via e-mail. Please allow six (6) weeks after we have received your completed application before confirmation is received. A valid e-mail address is required on the application for confirmation.

Refund/Cancellation and Deferment Policy

Candidates who wish to cancel their application for the 2021 CCeXAM examination MUST notify NBE in writing via email at krussell@echoboards.org or info@echoboards.org.

The refund/cancellation process is as follows:

Candidates who wish to cancel/withdraw their application and receive a partial refund of $795.00 (the initial fee of $995.00 minus a $200.00 processing fee) MUST submit a written request to cancel/withdraw via email to krussell@echoboards.org before 12:00 PM (Noon) EST on Tuesday, October 6, 2020. Any requests received after this deadline will not be processed.

- Please Note: Candidates that apply during the late registration period (after 12:01 PM (Noon) EST on Tuesday, October 6, 2020) are NOT subject to a refund. Withdrawal or cancellation will result in forfeiture of ALL exam fees.

OR

Candidates may defer, for any reason, their 2021 CCeXAM application and fee paid to the 2022 examination registration, as a one-time courtesy (2022 ONLY), if requests and payments are received before 12:00 PM (Noon) EST on Tuesday, December 15, 2020 for an additional fee of $200.00.

Any requests received after this deadline, without medical documentation, will not be considered or processed.

The deferment process is as follows:

- A written request to defer MUST be received via email to krussell@echoboards.org before 12:00pm (Noon) EST on Tuesday, December 15, 2020.

- The completed Deferment Request and Payment Form MUST be returned by fax (919-787-4916) or email to krussell@echoboards.org on or before the deadline. The administrative fee payment of $200.00 is due at time the deferment is requested. Deferments will not be processed if the $200.00 fee is not received before 12:00 PM (Noon) EST on Tuesday, December 15, 2020. Candidates will need to take the examination or forfeit ALL exam fees.

*IMPORTANT*

If an examination location and time has been scheduled with Prometric, it is the applicant’s responsibility to cancel the appointment at www.prometric.com. Upon cancelling the appointment with Prometric it is asked that the candidate provide NBE with a copy of the cancellation confirmation that Prometric will email you. Requesting to cancel or withdraw with NBE DOES NOT cancel your examination appointment with Prometric.

IMPORTANT!

Please remember to enter 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.
Examination Information

Examination Date
Tuesday, January 12, 2021

Frequently Asked Questions

Please visit our website at www.echoboards.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 CCEeXAM. 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.echoboards.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 CCEeXAM. 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 example, 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 accommodations will be kept confidential.

Requests for special accommodation must be received at NBE headquarters before Tuesday, December 1, 2020.

Prometric Testing Center Information

The examination will be administered at Prometric Test Centers (PTCs) globally. All PTCs are set up 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 7 for Policies and Procedures for the Computer-Based Examination.

Determination of a 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 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 level of certification will be posted on the NBE web site. 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 EMAIL, or VIA FAX.

(continued on next page)
Examination Content Outline

01 Functional Anatomy
   01.A Left ventricle
      01.A.01 Systolic function (qualitative, quantitative)
      01.A.02 Diastolic function
      01.A.03 LV chamber quantification
      01.A.04 Masses/thrombi
      01.A.05 Cardiomyopathies
   01.B Right ventricle
      01.B.01 RV chamber quantification
      01.B.02 Function
      01.B.03 Estimated right heart pressure
   01.C Atria
      01.C.01 Chamber quantification
      01.C.02 Atrial septum
      01.C.03 Masses/thrombi
      01.C.04 Left atrial hemodynamics
   01.D Valvular disease
      01.D.01 Aortic
      01.D.02 Mitral
      01.D.03 Tricuspid
      01.D.04 Pulmonic
      01.D.05 Endocarditis
      01.D.06 Prosthetic valve disease/dysfunction
   01.E Pericardium
      01.E.01 Pericardial effusion
      01.E.02 Constrictive pericarditis
      01.E.03 Hematoma
   01.F Great vessels
      01.F.01 Aorta
      01.F.02 Pulmonary artery
      01.F.03 IVC and SVC
   01.G Devices and foreign bodies
      01.G.01 Catheters
      01.G.02 Pacing wires
      01.G.03 Cannulae
   01.H Intracardiac masses
      01.H.01 Left ventricle
      01.H.02 Right Ventricle
      01.H.03 Atria
   01.I Adult congenital
      01.I.01 Atrial septal defect
      01.I.02 Ventricular septal defect
      01.I.03 Bicuspid valve
      01.I.04 Patent foramen ovale
      01.I.05 Persistent left superior vena cava

02 Clinical Diagnosis and Management
   02.A Shock
      02.A.01 Obstructive
      02.A.02 Hypovolemic
      02.A.03 Distributive
      02.A.04 Cardiogenic
   02.B Volume assessment
      02.B.01 Fluid responsiveness
      02.B.02 Volume overload
   02.C Acute cardiovascular presentations
      02.C.01 Myocardial infarction
      02.C.02 Regional wall motion abnormalities
      02.C.03 Pulmonary embolism
      02.C.04 Aortic dissection
      02.C.05 Valvular heart disease
      02.C.06 Cardiomyopathy
      02.C.07 Congenital heart disease
   02.D Trauma
      02.D.01 Blunt
      02.D.02 Penetrating
   02.E Respiratory failure
      02.E.01 Cardiac versus pulmonary
      02.E.02 Adverse effects of mechanical ventilation
   02.F Cardiac arrest
      02.F.01 Etiology
      02.F.02 Classification
      02.F.03 Appropriate implementation

03 Technical Skills & Equipment Optimization
   03.A Physics
      03.A.01 2D ultrasonography
      03.A.02 Doppler ultrasonography
      03.A.03 M mode
      03.A.04 Enhanced cardiac ultrasound (contrast)
   03.B Artifacts
      03.B.01 Reverberations
      03.B.02 Side lobe
      03.B.03 Mirror image/refraction
      03.B.04 Acoustic shadowing
      03.B.05 Aliasing
      03.B.06 Electrical interference
   03.C Image Acquisition
      03.C.01 Probe position
      03.C.02 Probe manipulation
      03.C.03 Probe selection
      03.C.04 Indications
      03.C.05 Canonical views
      03.C.06 Image optimization
      03.C.07 Normal variants
      03.C.08 Patient positioning
      03.C.09 Cardiac versus abdominal presets

04 Integrated ultrasound imaging
   04.A Lung and pleural
      04.A.01 Postintubation assessment
      04.A.02 A line versus B line
      04.A.03 Pleural effusion
      04.A.04 ARDS
      04.A.05 Pneumonia with sepsis
      04.A.06 Pneumothorax
   04.B Vascular
      04.B.01 DVT
   04.C Abdominal
      04.C.01 Evaluation for free fluid

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.
Your Scheduling Permit

A Scheduling Permit with instructions for making an appointment at a Prometric test center will be available to you online no later than two months prior to the examination. 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 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 observe 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, or scoring of an examination, including 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 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.

Examination Administration

Grievance Policy

If you wish to file a grievance regarding the administration of your examination, you must submit, in writing via email (krussell@echoboards.org and/or info@echoboards.org), a detailed description of the grievance(s) that occurred. You will have three (3) business days after the exam administration in question to submit your complaint(s) along with any appropriate or verifiable supporting documentation to the NBE office via the email addresses listed above.
ATTENTION: Candidates taking the CCeXAM® 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.

### Testing Centers

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**Location ID**: Location in the order of the list. Location ID is the number that identifies your testing center. Location City: City in which the testing center is located. Country: Country in which the testing center is located. Region ID: Region code as defined in the table above.

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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 for a complete list of NBE approved Prometric testing locations.