

## Application Information & Instructions for BCB-PMD BCIA Policies & Procedures

### **General Information**

Board certification in Biofeedback for Pelvic Muscle Dysfunction is awarded upon successful completion of the following requirements:

1. Submission of the BCIA application and providing the necessary documentation.
2. Meeting all education/training requirements as outlined in this document.
3. Passing the written examination.
4. Payment of all fees.

You may practice independently with a state license/credential in one of BCIA's approved health care areas. If you do not carry such license/credential, you must work under supervision if working with a medical or psychological diagnosis.

### **Specific Instructions for Completing the Application**

Please provide all information as completely as possible. Remember to use the same address on all correspondence.

The following describes the Education/Training Requirements for certification. Provide a signature or separate letter for Items 1 through 5 on the application and enclose the necessary documentation. Clearly reference all documentation submitted by numbering each document accordingly. **“Regionally accredited academic institution” refers to an Accredited Institution of Postsecondary Education as determined by the American Council on Education.**

*Italics denotes special instructions for completing that particular portion of the application.*

#### **Item 1: Current BCIA Certification Number, if applicable.**

Please include your current certification number. This applies only to certificants carrying a current, valid BCIA certification in Biofeedback. Please contact BCIA if you have let this certification lapse.

#### **Item 2: Education - Highest Degree**

A bachelor degree or higher from a regionally accredited academic institution in a BCIA approved health care field is required. BCIA approved health care fields include: psychology, medicine, nursing, (including two-year registered nurses with a current license; not LVNs or LPNs), physical therapy, occupational therapy, and physician's assistant (with certification or license).

*Enter the educational institution, degree, date awarded and BCIA approved health care field for the highest degree received in a BCIA health care field. **Please request the institution send a sealed official copy of a transcript showing your highest degree directly to BCIA.** If you are currently BCIA certified in Biofeedback, please check with the office to see if this document is already on file.*

**Degrees earned outside of the United States will be accepted only if the documents have been translated and evaluated by an agency accredited by the National Association of Credential Evaluation Services (NACES).**

#### **Item 3: License/Credential for Independent Practice**

*Complete this section on the application and provide a copy of your license/credential issued by an agency in the state in which you practice. If your license has ever been suspended or revoked or is currently under review for any reason, explain in a separate letter marked “Item 3 B, 3C, or 3D” as appropriate.*

#### **Item 4: Human Anatomy/physiology**

This course work should be documented by your transcripts.

#### **Item 5: Didactic Biofeedback Education - 24 Hours**

Didactic education is outlined in detail in the Blueprint of Knowledge Statement and the contact hours are to be distributed as follows:

	<b>BCIA Blueprint Area</b>	<b>Hours Required</b>
I.	Applied Psychophysiology & Biofeedback	5
II.	Pelvic Floor Anatomy, Surface EMG Assessment, Treatment Planning & Ethics	5.5
III.	Clinical Disorders I – Bladder Dysfunction	4.5
IV.	Clinical Disorders II – Bowel Dysfunction	4.5
V.	Clinical Disorders III – Chronic Pelvic Pain	4.5
	<b>Total:</b>	<b>24 hours</b>

*Please submit copies of the certificate(s) of attendance from a BCIA accredited training program that verify the didactic training for each Blueprint area and the hours taught.*

*Clinicians who are currently BCIA certified in Biofeedback do not have to complete Section I of the blueprint. They must; however, show appropriate proof of didactic education in the other 4 content area and must complete the practicum.*

#### **Item 6: Practical Biofeedback Training and Mentoring Contact Hours**

Please see ***Guidelines & Policies for Pelvic Muscle Dysfunction Biofeedback Mentoring Candidates for BCIA Certification***. This information applies throughout the balance of the application. **\*Mentor's Information Form must be on file for each application to be valid.**

**Mentoring Contact Hours refers to the 22 hours of time spent to review 6A, 6B, and 6C.** At least two hours are to be direct face-to-face observation. *If you are using more than 1 mentor, you may have the first mentor mark the application to reflect actual time spent. The others may submit separate letters documenting the completion of the requirements OR you may have all mentors write letters to BCIA attesting completion of mentoring requirements using the same language as found on the application.*

#### **3-A: 12 Contact Hours to review 30 patient/client sessions**

The mentor and candidate are to spend 12 hours engaged in the review of a minimum of 30 patient/client sessions (sessions are 45 – 60 minutes). The candidate is required to take at least 5 patients through a full course of treatment, a minimum of 8 weeks. These contact hours may be done remotely via phone or email as agreed upon by the mentor and candidate.

#### **6B: 6 contact Hours – Supplemental mentoring**

Six mentoring contact hours are used to expand the candidate's scope of knowledge and training, and to evaluate the candidate's proficiency with providing patient education.

#### **6C: Practicum/Personal Training – 4 hours**

This requirement is documented by a certificate of attendance from a BCIA accredited training provider or by a mentor's signature provided on the application. \*Candidates who are certified in biofeedback are not required to complete the 1 hour practicum for neuromuscular relaxation.

*Provide your BCIA approved mentor's signature on the application or in a separate letter specifying that you completed the requirements for clinical training as outlined.*

**Agreement** - Without your signature, the application is invalid.

## **Further Information On The BCIA Program**

**Written Examination** Successful completion is required. The examination is offered in English only and is based on the Blueprint of Knowledge Statements. These statements incorporate the basic principles of pelvic muscle dysfunction biofeedback in the blueprint areas that a candidate should know and are included as part of the application packet as found on the website.

Written examinations are offered in the spring in conjunction with the AAPB Annual Meeting, in the fall at ISNR, and at other locations throughout the year. The three-hour examination consists of multiple-choice items. A passing score is determined by the Board.

Any concern which occurs during the written examination must be brought to the attention of the proctor immediately. Any issue not brought to the attention of the proctor should be reported in writing to BCIA within three days of the examination. Failure to do so may result in BCIA declining to take the issue into consideration.

If the candidate feels that an error was made in the scoring of the written examination, he/she may request a re-scoring of the examination. This request must be in writing and accompanied by a re-scoring fee of \$50.

1. **Seating for the Exam**  
Approved applicants must have filed a signed application, provided proof of their health care degree, and submitted the appropriate certification fees (\$195 - \$295). Individuals currently certified in Biofeedback pay a certification fee of \$195.
2. **Special Exams**  
BCIA policies allow qualified applicants to take exams locally at a time and place that is convenient. Written exams may be taken at a college or university testing center or through a proctoring service. Fees charged by the testing facility are the obligation of the applicant. The Request for Special Written Exams must be received two weeks prior to the requested seating. The fee for special exam is \$100 for the paper/pencil version or \$50 for the online version, in addition to the certification fees. Please submit an exam registration form with all necessary information completed.
3. **Cancellation**  
If an examination is canceled by the applicant, written notification must be received at least 14 days prior to the exam date or a cancellation fee of \$50 will apply.
4. **Examination Ethics Policy**  
Examination questions, answers and procedures are proprietary and confidential. Candidates must agree not to disclose or discuss examination contents with anyone unless authorized in writing by the BCIA Board of Directors. Failure to comply with this regulation is a violation of BCIA ethics.
5. **Notification of Results**  
Candidates are notified of exam results in writing within six weeks of testing. Results are not available by phone or e-mail. BCIA does not release examination results to third parties.

**Time Frame for Completing Certification Requirements** Once accepted, the application is valid for two years. If certification is not completed during that period, the candidate may request a two-year extension with payment of an application revalidation fee of \$100.

### **Withdrawal and Reapplication**

1. In the event a candidate withdraws an application after submission and payment of fees, BCIA, upon written request, will refund the fees less an administrative fee of \$75.

2. In the event that BCIA determines that the candidate has not met the education/training requirements, the application may be returned less the \$75 administrative fee.
3. If an application has been withdrawn, the individual may reapply by submitting a new application, meeting current requirements and paying applicable fees.

**Verification of Information** All information submitted by the applicant is subject to verification. Falsification of information by a candidate is grounds for automatic rejection of the application, forfeiture of all fees, and denial of future applications for certification.

**Recertification** is obtained by a) passing the written examination or b) by self-attest of 36 hours of accredited continuing education including 3 hours of professional standards or ethics, as specified by BCIA during the third year of certification and payment of a recertification fee of \$150. Ten percent of all recertification applications are audited. In this event, BCIA will request documentation of the continuing education. Recertification applications are available in the Certificants Only area of the website. Recertification notification is sent to all certificants during their last year of certification. Successful candidates for recertification are issued new certificates valid January 1 until December 31 three years later, thereby maintaining continuity of certification.

**Arbitration** Review within BCIA will be the final determination of all matters arising between the candidate and BCIA. However, if you believe grounds exist that would permit a court to overturn or modify BCIA's action, you may seek redress only through arbitration in Denver, CO. We suggest that you consult an attorney before invoking the arbitration procedure.

The applicant shall be liable for the cost of any arbitration or court proceedings, including reasonable attorney fees, that are expended by BCIA in the defense of any proceedings brought by the applicant where the applicant does or does not prevail.

**Certification Policies** BCIA policies/guidelines, fees, and deadlines are subject to change without notice. BCIA has the prerogative to establish and reverse policies, procedures, including fees and dates for certification and recertification as deemed appropriate without notice. It is the candidate's responsibility to stay current on any changes by maintaining regular contact with the BCIA Office.

**Fees** Fees may be paid in US funds by check, money order, or credit card. In order to protect you, please submit credit card information on a separate paper or you may call us and provide the information by phone.

**Certification Fees**

Filing Fees = \$245 if the applicant is a member of APTA, AOTA, SUNA, or AAPB.  
                   \$295 for non-affiliated professionals.  
                   \$195 to file an application, valid for 2 years, if you are currently BCIA certified in biofeedback.

Application Withdrawal Fee = \$75	Revalidation Fee = \$100
Recertification Fee = \$150	Replacement or Duplicate Certificate Fee = \$25

**Exam Fees**

Exam Cancellation Fee = \$50	Exam Retake Fee = \$100
Exam Re-scoring Fee = \$50	
Special Exam Fee = \$100 for paper pencil or \$50 for the online version	