



CSCT CERTIFICATION EXAM HANDGUIDE

Exam Procedures and Regulations

Updated August 2020

TABLE OF CONTENTS

1.	Introduction to CSCT and Mission Statement	Page 3
2.	Introduction to CSCT Certification	Page 4
3.	CSCT Certification Examination Eligibility	Page 5
4.	CSCT Certification Examination Application Procedure	Page 6
5.	Exam Dates, Fees and Application Deadlines	Page 7
6.	CSCT Exam Format and Structure	Page 8
7.	CSCT Certification Exam rewrite policy	Page 10
8.	Appeal Procedures	Page 11
9.	Examination Regulation	Page 12
10.	Confidentiality	Page 13

Welcome on behalf of the Canadian Society of Cardiology Technologists (CSCT), to the National Certification Examination process in Cardiology Technology. The CSCT Examination Hand Guide contains information regarding CSCT examination content, format, policies and procedures.

#1 Introduction to CSCT

The CSCT is a non-profit organization established to raise the standard of practice, level of competence and the quality of patient care in Canada. A self-governing body, the CSCT admits and revokes membership in the Society. All members must maintain and upgrade professional standards by participating in a Continuing Education Program. With technology advancing so rapidly, the CSCT is working to preserve and improve national professional standards and clinical competencies in the field of cardiac testing. Today we have over 2500 registered members in Canada. Members may be employed in the field of cardiology by assisting and performing duties in:

- (1) Electrocardiography
- (2) Exercise Tolerance Testing
- (3) Ambulatory Monitoring
- (4) Cardiac Implantable Device and Arrhythmia Clinic
- (5) Electrophysiology Lab

Vision

The Experts in Cardiology Technology

Mission Statement

As the certifying body, CSCT is dedicated to quality patient care by maintaining the highest standards in Cardiology Technology

Values

Accountability

Communication

Decisions made are for the betterment of CSCT

#2 Introduction to CSCT Certification

CSCT Certification is a designation earned by a candidate who can demonstrate proficiency of the competencies found in the 2014 CSCT National Occupational Competency Profile (NOCP). Candidates must demonstrate the knowledge and clinical skills necessary to provide excellence in patient care and safety. The competencies cover four essential areas of practice:

- Cardiac Procedures
- Patient Care
- Professional Standards
- Foundational Knowledge

There are 2 requirements to become a registered member with the CSCT:

1. Graduation from a CSCT approved and accredited cardiology technology college program
2. Successful completion of the CSCT National Certification Examination

Cardiology Technology post-secondary college programs in Canada must apply for and obtain accreditation. A condition of such accreditation is programs teach and assess clinical competencies found in the NOCP.

Your Provincial Association and the CSCT extend their best wishes to you, as you prepare to meet the challenges of your future profession in Cardiology Technology.

#3 CSCT Certification Examination Eligibility

Candidates must fully comply with one of the following eligibility requirements:

- (1) Successfully completed a CSCT approved and accredited Cardiology Technology Program.

For a list of programs currently approved, see www.csct.ca

*Note: Applications may be accepted prior to the exam deadline provided proof of successful program completion is made **NO LATER** than **1 month prior to the exam date**.*

Effective January 1, 2013, graduates from an approved Cardiology Technology program must attempt the CSCT exam within the next three (3) consecutive CSCT exam sittings after the graduation date.

Effective January 1, 2013, any rewrites of the CSCT certification exam must be made within 2 years of the first attempt.

- (2) Foreign Trained Cardiology Technologists/Physicians must provide proof of education/work experience in order to challenge the exam. Please contact the CSCT Education Director educationdirector@csct.ca for further information.
- (3) Reinstatement exam - please contact your provincial education coordinator.

#4 CSCT Certification Examination Application Procedure

All applications are to be submitted on the CSCT website and supporting documentation sent by email to examregistration@csct.ca by the date indicated on the CSCT website.

The exam application can be found at www.csct.ca under the Exam Candidate tab.

All communication (including results) will be via email. Successful candidates will receive their certificate via mail. Please ensure that your information is current, and check your emails regularly. Should your information change prior to challenging the CSCT certification exam, please email all changes to examregistration@csct.ca

- (1) Submit current CSCT National Certification Examination application online prior to deadline date (see Application Deadlines below or on the website at www.csct.ca)
- (2) Submit examination fee via PayPal through the CSCT website prior to deadline date.
- (3) Provide documentation of graduation (including the clinical portion) from an approved program in Cardiology Technology, according to CSCT guidelines. If a photocopy of certificate or diploma is not immediately available, written verification from the Program Head or Instructor must accompany your application is. Email these documents to examregistration@csct.ca

If any of the following occurs, the application will not be processed and you will be required to wait until the next exam available exam date:

- (a) Failure to meet the application/documentation deadline
- (b) Incomplete payment
- (c) Failure to submit eligibility documents

You will receive an email **no later than 3 weeks** after the supporting documentation deadline, confirming exam eligibility.

#5 Certification Examination Dates, Application Deadlines and Fees

Examination Dates

All CSCT Examinations are held towards the end of April and September. Please refer to the CSCT website for additional information.

Note: Depending on the demand for exams there may be two or three dates available for each sitting.

Application Deadlines

The deadline date for all CSCT examination applications is two months prior to the month of writing:

April exam deadline is approximately February 15th

September exam deadline is approximately July 15th

**Please check the CSCT website for accurate dates*

Examination Fees

National Certification Examination	\$600.00
Rewrite of National Certification Examination:	\$600.00
Foreign Trained Certification Examination:	\$600.00
Reinstatement Certification Examination:	\$600.00

Note: Examination fees are subject to change upon CSCT Board approval.

SPECIAL EXAM REQUIREMENTS – Candidates who have special requirements to sit a CSCT exam must provide notification, appropriate supporting documentation at the time of the online application. Arrangements to accommodate special needs will be forwarded to the CSCT Examination Committee and the candidate will be notified in writing of their decisions. *Special accommodations are subject to an additional fee as per Yardstick's discretion. The candidate will be invoiced for this fee prior to writing the exam.*

Please Note: All documentation for special requirements must be received at the time of application.

#6 CSCT EXAM FORMAT AND STRUCTURE

The CSCT National Certification Examination is based on the CSCT National Occupational Competency Profile (NOCP); refer to the 2014 Version found under the Exam Candidate tab at www.csct.ca. Question weighting for each of the Areas of the NOCP is identified in the Exam Blueprint.

Strong interpretation skills are required to be successful. Majority of questions are not geared to basic knowledge and not all course material will appear on the CSCT National Certification Exam as this is covered in your College Program and/or in the clinical training.

The Exam will be virtually proctored via ProctorU and will be presented in 2 parts. You will have 2 hours to complete part 1 and 2 hours to complete part 2. Once you submit part 1 you will have a 15 minute break. You will not be allowed to return to part 1 after the break.

Types of questions:

- Multiple Choice with 4 possible answers that are one (1) mark per question.
- Multiple Select which may have up to 8 possible choices. Correct choices will earn positive point values and incorrect choices will earn negative point values to produce the total point value earned for each of this question type. Only choose answers that you are confident are correct as choosing incorrect responses results in negative points and choosing all responses results in "0" or no points for the question. Candidates never receive less than 0 for any question. All Multiple Select Questions will be clearly marked "choose all that apply".
- Case Study questions have a scenario followed by a series of questions that test critical thinking skills. This form of questioning will make up 10-15% of the total exam questions.
- All questions that have a value of greater than 1 mark will be clearly indicated on the exam.

All questions pertaining to medications will list both the generic and brand name where applicable.

It is the candidate's responsibility to provide a current personal email address (not a college email address), check your email regularly including junk/spam folders and make sure your mailbox is not full. Any changes to your email or mailing address should be directed to examregistration@csct.ca

No electronic devices or ear plugs are allowed in the exam room. You will be allowed to have water in a clear/unmarked container.

A lock down browser with a list of abbreviations, simple calculator and PDF of full-size 12- lead ECG tracings will be available under the “i” icon on the exam platform. It is recommended that you open both of these tabs at the beginning of your exam and leave them open until you have completed the exam and are ready to submit your answers. There will be a magnifying glass option for the **rhythm strip questions only**; this is why they will not be included in the PDF with the 12-lead ECG tracings.

Visit the Exam Candidate tab at www.csct.ca for a link to a Tutorial and Practice Exam which will familiarize you with the examination software and types of questions. Note: You will need to **create** a username and password; this will be different from your username and password for the date of your Certification Exam sitting.

You will be receiving an email from Yardstick, CSCT’s exam delivery company, with a user name and password to be used the day of the exam and instructions on how to book your virtual exam sitting timeslot. Please ensure you complete all booking and preparation instructions provided by Yardstick carefully as failure to complete all steps may result in additional fees incurred by the candidate (Eg. Check internet speed/quality, ensure your computer is compatible with exam platform, webcam/microphone is fully functioning, etc).

The pass mark is 65%. Notification of pass/fail results will be emailed to candidates no later than 4 weeks following the exam sitting.

#7 CSCT Certification Exam Rewrite Policy (Effective March 2015)

Note: If any candidates' information has changed from previous applications the candidate must resend the documentation. (Eg. name change, home address, email address, etc.)

Exam Candidates are allowed a maximum of 4 (four) attempts (one initial and 3 re-writes) of the CSCT National Certification Examination.

After unsuccessfully sitting the CSCT National Certification Examination for the first time, the candidate has a total of 3 additional attempts, which must be made within two years of the first attempt.

Example:

First attempt April 2015: Candidate then must make any subsequent attempts by April 2017. (September 2015, April 2016, September 2016 and April 2017)

CSCT encourages candidates to complete additional theory review courses and/or clinical hours prior to the 4th and final attempt.

Candidates who are unsuccessful after the 4 attempts, or who do not successfully complete the exam within the two-year time frame do not meet the standards for membership. To re-qualify for CSCT National Certification Examination and registration with the CSCT, you must register and graduate from a CSCT approved Cardiology Technology Program as a new student.

#8 Examination Appeal Procedure for Disruptive or Technological Issues

Disruptive or Technological Issues during the examination circumstances may be appealed. Circumstances must be made verbally to the examination invigilator at the time of the examination and by email to the CSCT at examregistration@csct.ca within 48 hours of the examination date.

Exam review or hand re-scoring of the CSCT National Certification Examination is no longer available.

In November 2016, CSCT conducted a rigorous process to set the passing point for the National Certification Exam. A nationally representative group of newly certified and experienced subject matter experts conducted the modified-Angoff process under the guidance of a psychometrician. This process allowed CSCT to set a defensible passing point. Since the CSCT National Certification Exam is constructed based on best-practices and there is ample evidence to support the validity and reliability of the assessment, hand re-scoring is not available.

#9 CSCT Examination Regulations

NOTIFICATION OF EXAMINATION TIME - Candidates will receive a booking confirmation email from the exam delivery company, Yardstick, with a username and password to be used on the date of your exam. Please contact the Exam Administrator at examregistration@csct.ca if you have not received this information 2 weeks prior to the exam date(s).

WITHDRAWALS –From time of application to 5 weeks prior to the first scheduled exam date a candidate may withdraw without penalty. If the candidate withdraws within five weeks of the first scheduled exam date the penalty will be \$300.00. It is the candidate’s responsibility to reapply by the next appropriate deadline. Please contact the Exam Administrator at examregistration@csct.ca to process the withdrawal.

ALL WITHDRAWALS ARE FINAL.

NO SHOW – If a candidate does not attend the exam sitting, it will be deemed a failure and there will be no refund, unless extenuating circumstances apply.

EXTENUATING CIRCUMSTANCES – If the candidate is unable to attempt the examination due to any of the following, she/he may make a request for extenuating circumstances. If the request is approved, the exam fee, less \$300.00 administration fee, will be refunded.

- Illness of the candidate or immediate family member – medical certificate or physicians letter required
- Death in the immediate family – photocopy of death certificate or letter from attending physician or minister required
- Environmental alerts, accidents and provincial weather-related transport shutdowns that may occur, must be documented and proven.

The CSCT must be notified within 24 hours of the exam date at examregistration@csct.ca and written verification must follow within 2 (two) weeks.

CANDIDATES LATE FOR EXAMINATIONS – It is the candidate’s responsibility to sign in to their exam sitting at the appropriate timeslot.

CHEATING AND DISHONESTY – A candidate who is guilty of cheating or dishonesty will be penalized appropriately by the CSCT Examination Committee, pending on the severity of the act. The candidate may be disqualified from attempting to write the exam in the future.

#10 Confidentiality

On the day of your examination, when you are logging in to the CSCT National Certification Examination, you will be agreeing to the following statements. Please familiarize yourself with these statements.

- 1) I certify that I am the person whose name appears on the forms of identification that I presented prior to admission to the examination area.
- 2) I understand that all examination materials, including my answers are the exclusive property of CSCT.
- 3) I affirm that I have not and will not obtain or provide answers or information to or from any other candidate, person or organization.
- 4) I understand that the Exam is a confidential and secure test. I will not reproduce, record or disclose through memorization or any other means, including but not limited to postings on the internet, any exam question or answer, in whole or in part, in any form or by any means.
- 5) I understand and agree that disclosing any exam question or answer, in whole or in part to any other individual, organization, agency or other person, by any means, is illegal and CSCT has the right to declare my test scores null and void.
- 6) I understand that if I do not agree to these conditions, I will not be permitted to take the exam and I will forfeit the exam fee.
- 7) I understand that any violation of this Agreement may lead to the initiation of legal proceeding by CSCT against me.

I affirm that I have read and understand the CSCT Examination Confidentiality Agreement.