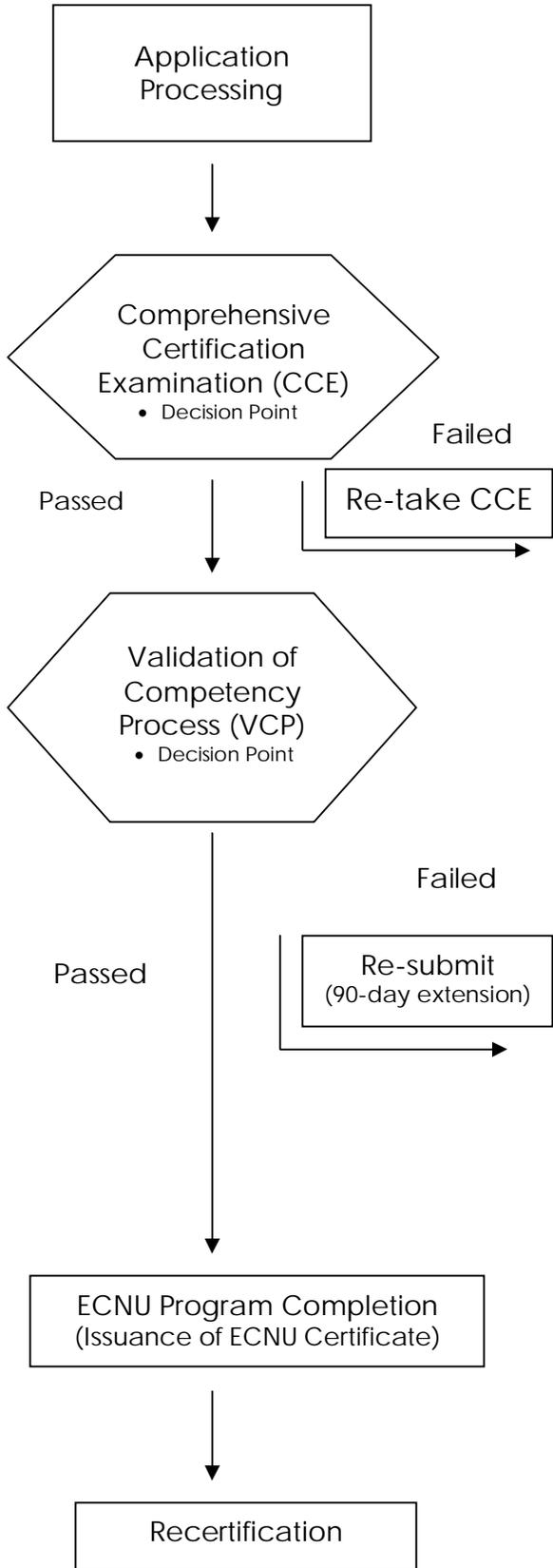




Endocrine Certification in Neck Ultrasound (ECNU) Program Certification/Recertification Process



- Applicant submits application; Certification Coordinator acknowledges receipt of application.
 - Certification Coordinator screens application based on eligibility requirements; checks for completeness of application and payment status; refers issues/questions regarding eligibility to the Certification Council; generates eligibility report for the Council.
 - Certification Coordinator sends eligibility file to Prometric™.
 - Certification Coordinator sends Authorization to Test (ATT) letter to accepted candidates, and denial letter to ineligible candidates.
- Note:
- Acceptance letter contains instructions on next steps (e.g., how to schedule for the exam, etc.).
 - Denial letter outlines the reason(s) why application was denied.
- Candidate registers for exam with Prometric™, following ACE's specified testing windows.
 - Prometric™ sends electronic confirmation to candidate.

- Eligible candidate takes the CCE via computer-based testing (CBT) at a Prometric™ site.
 - Candidate receives Notice of Completion at the testing site, after taking the CCE.
 - Prometric™ provides ACE a complete list of failing/passing candidates, and the final score reports for distribution.
- Note:
- Achieving a passing grade on the CCE will entitle the candidate to continue to the Validation of Competency Process (VCP).
 - If the candidate fails the CCE, he/she must retake and successfully pass the CCE prior to continuing to the VCP.

- Upon obtaining a passing grade on the CCE, the candidate enters into the one year (12-month) time period for the Validation of Competency Process (VCP).
- Note:
- The VCP is designed to assess the physician's demonstrated competency, activity, and level of skills to interpret and report complete diagnostic ultrasound examinations, and to perform and report UGFNA procedures.
- Candidate submits complete VCP Form and VCP package to the Certification Coordinator, including attestation of ultrasound procedures performed during the 12-month VCP period.

- Note:
- US studies performed prior to passing the CCE may be submitted provided that they meet the criteria for submission, and the studies submitted were conducted in a time frame not to exceed 12 months prior to passing the CCE.
 - The VCP Form includes an attestation that a minimum of 100 ultrasound studies (if supervised by an ECNU endocrinologist), and 125 ultrasound studies (if not supervised by an ECNU endocrinologist) were performed during the past 12 months.
 - Studies should be comprised of approximately 70% diagnostic and 30% UGFNA procedures to verify broad experience and proficiency.
- Certification Coordinator checks for completeness of requirements and submits to the Validation Panel for grading.
 - Validation Panel forwards completed VCP Score Card with candidate's final grade to the Certification Coordinator.
- Note:
- Candidate must receive a grade of 100% to pass the VCP. If a candidate fails the VCP, the rejected images will be returned and he/she will be asked to submit corrected images within 90 days.
 - If the candidate does not submit the images within 90 days, or still does not pass the VCP, a letter will be issued that invalidates the candidate's attempt to receive certification and ECNU designation will not be awarded. He/she must complete the entire VCP again, and must pay the VCP fees.

- Upon obtaining a passing grade on the VCP, Certification Coordinator sends formal notification and ECNU Certificate to successful candidates; candidate earns the ECNU designation that he/she can use after his/her name.
- Note:
- Certification is valid for 10 years.

- Recertification is mandated at 10-year intervals.
- Candidates for recertification must complete the following:
 - Perform a minimum of 70 diagnostic US examinations & 30 UGFNA procedures annually.
 - Provide written attestation to the total number of all diagnostic examinations and UGFNA procedures performed within the 12 months preceding the recertification process.
 - Present documentation verifying the completion of a minimum of 25 AMA PRA Category 1 Credits™ in ultrasound at each 5-year segment during the 10-year interval (equaling 50 CME credits or more during the 10-year cycle).
- Pass an online recertification examination.