



# Pelvic Muscle Dysfunction Biofeedback Application Information & Instructions

## BCIA Policies & Procedures for Candidates Applying For Entry Level Certification

### General Information

Pelvic Muscle Dysfunction Biofeedback certification 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 must currently be licensed/credentialed at the state or national level to practice in a health care profession such as medicine, nursing, psychology, occupational or physical therapy.

### 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 signatures on the application and enclose the necessary documentation. All signatures submitted must be original. 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 denote special instructions for completing that particular portion of the application.*

#### **Item 1: BCIA Certification.**

Please include your current certification number. This applies *only* to certificants carrying a current, valid BCIA Certification in General 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. A sealed original transcript must come to BCIA directly from the institution documenting your highest degree. If you are currently BCIA certified, you may check with the office to see if you already have this original documentation on file.*

**Item 3: License/Credential**

All candidates must submit a copy of their current, valid license/credential issued at the state or national level in a BCIA accepted health care field. (See Item 2 for a complete list of health care fields.) If you have ever been disciplined or your license/credential has been revoked by a disciplinary agency, please check the box marked Yes and attach a letter of explanation marked "Item 3".

**Item 4: Human Anatomy or Human Physiology Course**

A comprehensive course in human anatomy, human biology or human physiology from a BCIA accredited program or regionally accredited academic institution for a three semester hour course, or its equivalent, fulfills this requirement. Appropriate courses are also available through distance education. A course in physiological psychology *does not* meet this requirement. This course must include the organization of the human body and the following systems: 1) Integumentary, 2) Skeletal, 3) Muscular, 4) Nervous, 5) Special Senses, 6) Circulatory, 7) Respiratory, 8) Digestive, 9) Urinary, 10) Endocrine, 11) Reproductive.

Provide a transcript from an accredited college or university OR proof of successful completion of a course from a BCIA accredited training program. Mark "Item 4". (Note: If the course title is different from the above, submit documentation from the university or instructor that the requirements listed above were taught.) If you are currently BCIA certified, you may check with the office to ensure that this documentation is on file.

**Item 5. Didactic Education/Training:** Submit academic transcript or a certificate of successful completion from a BCIA accredited program that documents coverage of the blueprint for Pelvic Muscle Dysfunction Biofeedback as follows:

BCIA Certified Clinician	Non-Certified Clinician
<b>Not required for BCIA Certificants</b>	<b>Section I: Applied Psychophysiology &amp; Biofeedback- 5 Hrs</b>
<b>Section II:</b> Pelvic Floor Anatomy, Surface EMG Assessment of Pelvic Floor Musculature, Clinical Practice Procedures – 5.5 Hrs	<b>Section II:</b> Pelvic Floor Anatomy, Surface EMG Assessment of Pelvic Floor Musculature, Clinical Practice Procedures – 5.5 Hrs
<b>Section III:</b> Clinical Disorders I: Bladder Dysfunction – 4.5 Hrs	<b>Section III:</b> Clinical Disorders I: Bladder Dysfunction – 4.5 Hrs
<b>Section IV:</b> Clinical Disorders II: Bowel Dysfunction – 4.5 h	<b>Section IV:</b> Clinical Disorders II: Bowel Dysfunction – 4.5 hrs
<b>Section V:</b> Clinical Disorders III: Chronic Pelvic Pain Syndromes – 4.5 hrs	<b>Section V:</b> Clinical Disorders III: Chronic Pelvic Pain Syndromes – 4.5 hrs

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

**Item 6. Mentored Biofeedback Training:** Submit original signatures documenting the successful completion for all required areas of training. Mentoring should be provided by a BCIA-PMDB certified clinician. Mentoring as listed below may be done remotely via e-mail and telephone except for practicum/personal training hours. BCIA recognizes that at times, it is not possible to locate a BCIA-PMDB certified practitioner to provide this training. In these cases, the credentials, education and experience of such an individual may be reviewed by BCIA to determine if this person has the appropriate background to provide proper training for our candidates. Please contact BCIA to inquire about setting up a special review.

**Item 6a. 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 to equal 45 – 60 minutes). The candidate is required to take at least five patients through a full course of treatment. These hours may be done remotely via phone or email as agreed upon by the mentor and candidate.

Patients are to have one of the following diagnoses: fecal incontinence, constipation with pelvic floor dyssynergia (anismus), vulvodynia, levator ani syndrome, overactive bladder syndrome/detrusor overactivity, stress urinary incontinence, urge urinary incontinence, urinary hesitancy. Additionally, candidates are required to treat at least one patient within each of the following categories:

1. Storage disorders (uptraining): urinary incontinence, fecal incontinence.
2. Emptying disorders (downtraining): constipation related to pelvic floor dyssynergia, urinary hesitancy or frequency related to bladder sphincter dyssynergia.

Each session will include appropriately selected modalities of patient education, initial and follow-up surface EMG pelvic floor muscle assessments, diary review, urge suppression training, neuromuscular reeducation, therapeutic exercise, relaxation training, toileting behaviors, and prescription of a home training program with or without training devices.

The candidate will submit to their mentor all EMG pelvic floor muscle assessment data, progress notes, and discharge summaries for a minimum of five patients with the diagnoses listed under patient contact.

**Item 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.

The mentor will assess the extent of the candidate's exposure to and experience treating a wide variety of patient populations appropriate for biofeedback assisted behavioral interventions. It is expected that candidates be familiar with and be able to treat patients with appropriate bowel and bladder disorders, as well as selected chronic pelvic pain syndromes. Based on the candidate's needs, the mentor will assign additional tasks to supplement and broaden the candidate's knowledge and experience base. The following methods may be used to provide the additional educational experience and to assess the candidate's patient education skills:

1. Case study review with the mentor.
2. Case study presentations offered at national or regional conferences such as AAPB, SUNA, APTA, etc. (Documentation to be submitted to candidate's mentor.)
3. Shadowing an experienced clinician in his/her setting and reporting the experience to mentor (observation of treatments, urodynamic and anorectal studies, surgeries, etc.).
4. Completing a literature search and report on a specific elimination or chronic pelvic pain disorder.
5. Role playing with the candidate being a therapist: teaching patients about biofeedback, surface EMG pelvic floor muscle assessment, normal and abnormal bowel and bladder function and pain mechanisms.

When using case discussions or presentations for this additional experience, the cases should not be those used to fulfill the 30 sessions of direct patient care.

In addition, candidates must demonstrate to their mentor an ability to simply explain to patients: pelvic floor muscle anatomy, normal and abnormal bowel and bladder function; general biofeedback; specific pelvic floor muscle EMG biofeedback; and pain mechanisms.

**6c. Practicum/Personal Training 4 hours** (This may be documented by a certificate of attendance from a BCIA accredited training provider or by the signatures provided on the application.) *\*BCIA certified clinicians are not required to complete the 1 hour practicum for neuromuscular relaxation.* The candidate will both perform and undergo a surface EMG pelvic floor muscle assessment, surface EMG pelvic floor biofeedback training, and a relaxation exercise either in a certification training workshop or under the direct observation of their mentor.

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

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

### **Written Examination**

Successful completion of the written examination is required. The examination is offered in English and is based on the Blueprint of Knowledge Statements. These statements incorporate the basic principles of biofeedback assisted behavioral interventions in the blueprint areas that a candidate should know and are included as part of the application packet.

Written examinations are offered in the spring in conjunction with the annual AAPB Meeting, at several other scheduled locations, and by Special Exam (see item 2 below). The examination consists of multiple-choice items, with only 1 correct answer. The number of questions from a specific topic area is directly related to the number of hours for this section of the blueprint. A passing score is determined by the Board.

Any concern that occurs during the written examination must be brought to the attention of the head 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 rescoring of the examination. This request must be in writing and accompanied by a rescoring fee.

#### 1. Seating for the Exam

Approved applicants must have filed a signed application, provided proof of their health care degree and licensure, and submitted the certification fees

#### 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 \$150 in addition to the certification fees. A form for these exams is included in this packet.

#### 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 completed and accepted, the approved application is valid for two years from the next scheduled exam. If certification is not completed during that period, the candidate may request a two- year extension with payment of an application revalidation fee of \$50.

## 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 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 withdrawal of application, forfeiture of all fees and denial of future applications.

## Recertification

Recertification is obtained by: a) passing the written examination or b) by self attest of 36 hours of continuing education, as specified by BCIA during the third year of certification and payment of a recertification fee. Ten percent of all recertificants are audited. In this event, BCIA will request documentation of the 36 hours of continuing education. Recertification applications are available upon request from BCIA. Recertification materials are also 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.

### **Certification Fees**

BCIA Certified Clinicians: \$195

Members of SUNA, APTA, OTA, AAPB, WOCN: \$245

Non-affiliated professionals: \$295

Application Withdrawal Fee: \$75

Revalidation Fee: \$50 for an additional two years

Recertification Fee: \$150

### **Exam Fees**

Exam Cancellation Fee: \$50

Exam Retake Fee: \$100

Exam Re-scoring Fee: \$50

Special Exam Fee: \$150