

2017



Neuromuscular Electrical Stimulation Certification Handbook

NDC

Handbook Content

Introduction.....	3	16 million Americans have a swallowing disorder (2,400,000 are children)
Eligibility Criteria.....	4	
Exam Content and Outline.....	5	
Sample Test.....	6	Nearly 60,000 people die each year from complications associated with swallowing disorders.
Application to Test.....	7	
Acceptance to Test.....	8	
Exam Day and Post-Exam	9	
General Information.....	10	Only 39% of patients with dysphagia think it is treatable.

VISIT DysphagiaU.org for more information or to apply!

Questions about Certification?

Contact DU:

888-504-GoDU (4638)



Email us at info@DysphagiaU.org

What is NDC Certification?

The Neuromuscular Electrical Stimulation (NMES) for Dysphagia examination assesses the professional competence of therapist practitioners who perform the skills taught in an accredited NMES certificate course. The candidate should be able to display a complete understanding and proficiency with the application of knowledge and instruments. NDC Certification is the formal recognition of those skills, ethical values, and experience in the application of NMES for Dysphagia. It is demonstrated by achieving standards identified by the NMES for Dysphagia Commission to promote health outcomes. Certification assures the public a NMES provider has completed all eligibility criteria to earn a specific credential.

All NMES certified practitioners are required to abide by the NDC Standards of Conduct and policies and procedures.

This NDC Certification Handbook describes the important aspects of the certification process. It is designed to assist candidates in preparation for the examination. The handbook contains an overview of the examination, eligibility criteria, application procedures, Recertification information, and much more. Sample questions are provided to familiarize candidates with the types of questions appearing on the multiple-choice examination.

Why You Should Be Certified

Certification in NMES for Dysphagia can:

- Validate your specialized knowledge
- Increase your confidence in your abilities
- Contribute to your personal satisfaction
- Demonstrate your commitment to your specialty and your patients

Certification also may increase your professional opportunities, lead to salary increases or bonuses, and enhance your career mobility.

About Dysphagia University and its commissions

Dysphagia University (DU) is a not-for-profit entity incorporated in the United States for the purpose of validation of specialized skills using dysphagia treatment modalities, promoting patient safety and improving patient outcomes.

The Dysphagia University Board of Directors has developed bylaws, standing rules and goals, and works within a support role with its specialized commissions. The responsibility of a commission is to maintain a high degree of excellence as it manages and maintains national accreditation values and competencies set forth by the National Commission for Certifying Agencies (NCCA), in its certification program.

Accreditation

The National Commission for Certifying Agencies (NCCA) is an independent organization that has identified the essential components of a national certification program. All Dysphagia University examinations follow NCCA standards.



Questionmark.com and B-Virtual: Dysphagia University's Testing Partners

Questionmark and B-Virtual are trusted test development and delivery providers to organizations worldwide. They offer a user-friendly online testing process that allows you to test from a location convenient to you. Using technology, we are able to reduce your time and cost, and give you greater flexibility to achieve your credentials in NMES for Dysphagia. Learn more about how we deliver your exam by viewing the exam sections in this handbook.



NMES Certification Handbook

Eligibility Criteria—Initial NDC Certification

Any person who is not currently NDC® certified is an initial candidate, including candidates whose certification has lapsed. All eligibility criteria must be met at the time of application and examination. A passing score on the examination is required for an individual to earn the time-limited NDC credential. The NDC credential is valid for up to 3 years from the time it is awarded and is maintained throughout the practitioner's career by the maintenance of the NMES certification.

By meeting the standards below, candidates demonstrate that they have applied the highest level of ethical standards in their practice. The expectation is that these applicants can demonstrate advanced clinical and professional skills. Only applicants who achieve high standards of excellence, display professionalism, are committed to continuous advanced learning, and display clinical skills and characteristics that reflect achievements above and beyond the standard practice are approved to sit for the credentialing exam.

Candidates must have:

- ✦ Candidates must successfully complete a NMES for Dysphagia competency training program or its renewal, accredited through ICE/NCCA within five years prior to application. *To help ensure the health, welfare, and safety of the public, ICE created its accrediting body, the National Commission for Certifying Agencies (NCCA) and set the first standards for professional certification programs in the industry.*
- ✦ Candidates must pass competency trainings which include applications on the face and anterior portion of the neck and other placements shown to be effective in the treatment of Dysphagia.
- ✦ In order to avoid conflict of interest, the course may not be provided by a manufacturer or distributor of NMES for Dysphagia devices or electrodes.

In addition, the training must:

- Include a minimum of 10 hours of anatomy/physiology
- Include a minimum of 10 hours of theory, safety, and application
- Include two or more channel electrode placements
- Assess and document competency in application and theory
- Be an evidence based training to include instruction in current research in the use of NMES for Dysphagia.
- ✦ Candidates must have 250 hrs. treating w NMES-D within 1 year prior to the application
- ✦ Candidates must have 5 hours continuing education (live or online) within 1 year prior to the application, on the topic of dysphagia (by an approved ASHA and/or AOTA provider) (teaching or attending) not including the certificate course.
- ✦ Candidates must have 2 hrs. continuing education (live or online) within 1 year prior to the application on the topic of NMES for dysphagia (approved by a professional board or

provided by an approved provider of a professional board; can be a PT, OT or SLP modalities course) (teaching or attending)

- ✦ Candidates must have an active license or an international equivalent for 1 year prior to the application
- ✦ Candidates must be in good standing with professional boards
- ✦ Candidates must agree to abide by practice standards and code of conduct (ASHA, AOTA or similar)

Initial certification applicants must:

- Create an account and apply online at www.DysphagiaU.org.
- Enter information requested to meet eligibility criteria when prompted during the application process. Candidates must enter valid information and may be requested to attach documentation online.
- Submit full payment at the time of application.

Renewal of NDC Certification

Certification is valid for three years. By meeting the standards below, candidates demonstrate that they continue to apply the highest level of ethical standards in their practice. The expectation is that these renewing applicants demonstrate advanced clinical and professional skills. Only applicants who achieve high standards of excellence, display professionalism, are committed to continuous advanced learning, and display clinical skills and characteristics that reflect achievements above and beyond the standard practice are approved to renew.

- ✦ Good standing w/ professional boards.
- ✦ Agree to abide by practice standards and code of conduct (ASHA, AOTA or similar).
- ✦ 150 hours of treating with NMES-D within 3 years prior to renewal.
- ✦ 15 hours of continuing education within 3 years prior to renewal on the topic of dysphagia (by an approved ASHA and/or AOTA provider) (teaching or attending).
- ✦ 5 hours of continuing education within 3 years prior to renewal on the topic of NMES for dysphagia (approved by a professional board or provided by an approved provider of a professional board; can be a PT, OT or SLP modalities course) (teaching or attending).

NMES Certification Handbook

Exam Content

The NDC exam is based on the NDC Test Content Outline (Test Blueprint). The Test Content Outline is based on the results of a job analysis study of Neuromuscular Electrical Stimulation for Dysphagia practice completed in 2016. The NDC Test Content Outline is composed of seven major subject areas, each with a percentage assigned to it. Each major subject area is represented in every test with the appropriate percentage of items. However, not all content sub-areas are included on every form of the test.

The NDC Test consists of 135 multiple-choice items (a question or incomplete statement followed by four answers or completions). Of those, 130 items count toward the candidate's score and 5 are "pretest" or experimental items. Candidates do not know which items are scored and which are pretest.

Page 6 has a free, 15-item NDC Practice Test. Practice tests provide examples of the type of items that you can expect to find on an examination; they are not intended to be study guides or to replace other forms of test preparation. Additional for-purchase practice tests are also available at DysphagiaU.org.

Acceptable Providers/Approvers of CE Required for Initial Certification

The following is a list of acceptable providers and approvers of continuing education required for initial NDC certification. NDC contact hours must have been approved or provided by an accredited provider/approver of continuing education listed below.

List Coming Soon!

NDC TEST CONTENT OUTLINE (TEST BLUEPRINT)

I. Clinical Evaluation: 12%

- A. Analyze swallowing disorders
- B. Perform structured evaluation
- C. Reviews and analyzes findings of assessments

II. Diagnosis: 14%

- A. Analyze evaluation results and formulate a list of impairments
- B. Analyze evaluation results identifying other contributing factors
- C. Describe conditions that are indications
- D. Describe conditions that are not indicators
- E. Describe conditions that are contra indicators

III. Treatment Plan: 11%

- A. Formulate a treatment plan based on evaluation results
- B. Appropriate diet modifications, feeding strategies and exercises
- C. Create a frequency of treatment sessions
- D. Convey treatment approach through patient and family education
- D. Document medical necessity
- E. Treatment plan based on muscle physiology and kinesiology

IV. Electrotherapy Competence: 29%

- A. Describe the effects of electrical stimulation
- B. Observe precautions and contraindications
- C. Problem solves common equipment issues
- D. Problem solves common electrode issues
- E. Corrects common equipment issues
- F. Versed in the Evidence based literature
- G. Recognize the need to refer patient to other services
- H. Properly exercise a standard of care
- I. Basic theory of neuromuscular electrical stimulation

V. Combining Electrotherapy with Conventional Dysphagia Therapy: 21%

- A. Benefits and limitations of various electrotherapy protocols
- B. Select appropriate electrotherapy protocol
- C. Select appropriate electrode positions
- D. Apply electrodes in correct anatomical location
- E. Observe precautions and contraindications
- F. Effectively establish therapeutic intensity
- G. Adhere to safe and ethical protocols
- H. Appropriate exercises and bolus presentation
- I. appropriate exercises while NMES device is active
- J. document details of treatment progression
- K. Effectively communicate treatment progression

VI. Reassessment: 7%

- A. Modify stimulation parameters appropriately
- B. Modify treatment plan based on periodic reevaluation

VII. Professional Standard Ethics: 6%

- A. Comply with professional board requirements
- B. Insure patients are only treated by trained coworkers
- C. Comply with NMES device limitations

Sample Test

Practice tests provide examples of the type of items that you can expect to find on an examination; they are not intended to be study guides or to replace other forms of test preparation.

- Once the swallow has gone from voluntary to involuntary control:
 - The remainder of the swallow is primarily controlled reflexively
 - The risk of aspiration is diminished
 - Cricopharyngeal tone increases until the bolus passes through the UES
 - The hyoid and thyrohyoid will approximate
- The hyoglossus is primarily active during which function of the swallow?
 - Lip closure
 - Tongue base retraction
 - Pharyngeal constriction
 - UES opening
- A patient 2 weeks post-extubation presents with signs of penetration during the swallow. Which of the following is a likely key impairment?
 - Weakness of hyolaryngeal excursion muscles
 - Stiffness of the upper esophageal sphincter
 - Weakness of velopharyngeal musculature
 - Stiffness of hyolaryngeal protractors
- NMES is indicated for:
 - Decreasing pain
 - Muscle strengthening
 - Wound healing
 - Peripheral nerve lesions
- Decreased UES opening is noted on an MBS of a patient. Which of the following interventions may promote UES opening?
 - Shaker exercise
 - Head turn
 - Chin tuck
 - Double swallow
- Which of the following best characterizes ALS?
 - Primarily upper motor neuron involvement
 - Primarily lower motor neuron involvement
 - Mixed upper and lower motor neuron involvement
 - Primarily peripheral nerve involvement
- Which of the following physiological rationales is most responsible for promoting muscle strength and reverse atrophy during NMES therapy?
 - Promote decreased of sensory input and feedback to the patient
 - Promote reduction of adipose tissue in the anterior neck musculature
 - Promote Type I fiber recruitment and produce an asynchronous contraction
 - Promote Type II fiber recruitment and produce a synchronous contraction
- All of the following are components of evidence-based practice, *except* for:
 - Clinical expertise
 - Personal opinion or bias
 - Patient values and preferences
 - Best research evidence
- The "biting" sensation caused by poor electrode contact can be explained by:
 - Increasing current amplitude
 - Increasing current density
 - Increasing voltage
 - Increasing current frequency
- When using electrotherapy, resistance is measured in:
 - Millivolts (mV)
 - Milliamperes (mA)
 - Ohms (Ω)
 - Hertz (Hz)
- According to $I=V/R$, when resistance increases and voltage stays the same, intensity will:
 - Increase
 - Decrease
 - Stay the same
 - Match the resistance
- Which anatomical electrode placement is indicated in a patient presenting with a primary impairment of tongue weakness?
 - Between hyoid bone and mandible
 - Between TMJ and corner of the mouth
 - Over the thyrohyoid musculature
 - Over the anterior belly of the digastrics
- Which of the following electrode placements is most likely to provide optimal recruitment of the orbicularis oris muscle?
 - Placement over the ocular branch of the facial nerve
 - Placement over the mandibular branch of the facial nerve
 - Placement over the cephalic branch of the facial nerve
 - Placement over the buccal branch of the facial nerve
- The clinician is delivering NMES for the treatment of dysphagia using 25mA of current. All of the following are likely to responses except:
 - The patient will experience a maximum level contraction.
 - The patient will likely experience a submaximal contraction.
 - The patient will not be able to superimpose a functional swallow
 - The patient will report discomfort
- Based on FDA clearance, which of the following is considered an off-label application for NMES for dysphagia?
 - An application to muscles required for pharyngeal contraction
 - An application to muscles required for hyolaryngeal excursion
 - An application to stimulate tongue base retraction
 - An application to elicit stronger vocal quality

Answer Key

1A, 2B, 3A, 4B, 5A, 6A, 7D, 8B, 9B, 10C, 11B, 12D, 13D, 14B, 15D

STEP 1 ARE YOU ELIGIBLE?

Eligibility to take the NDC exam requires several steps. To take the NDC examination for initial certification, applicants must meet requirements as listed in the *Eligibility Criteria* section (Page 4).

STEP 2 APPLY TO TAKE THE EXAM

Once you have determined that you are eligible to take the certification exam, the next step is to apply for the NDC examination. Candidates must:

- ✦ Review this NMES For Dysphagia Handbook.
- ✦ Create an account on DysphagiaU.org, and then complete the exam application.
- ✦ Submit application with all requested eligibility requirement documentation.
- ✦ Complete and submit the exam application and pay using a major credit card (Visa, MasterCard), Check or E-Check.

The exam application is available in three versions; as an online form that can be completed on your computer, as a savable PDF that can be emailed, or as a paper application that can be printed and filled in by hand.

The candidate may track the application review process on their DU account. The eligibility window begins on the date of payment for the exam.

Have with questions regarding the application, fees, or eligibility? Please contact us at info@ndc.org.

Proof of Education

Acceptable forms of proof of education include a Certificate of completion for the entire NMES Certificate education program.

Applicants Acknowledgements

Agree to the NDC Standards of Conduct and policies and procedures. Exam candidates are required to sign a statement as part of the exam application process to acknowledge their understanding of and consequences for violations to the NDC Standards of Conduct and/or policies and procedures.

Special Testing Accommodations Due to Disability

NDC will provide reasonable accommodations for test candidates with disabilities that are covered under the Americans with Disabilities Act (ADA), as amended. To request special accommodations, submit the Special Accommodations Request Form (available at www.info@dysphagiau.org) by mail/fax within five business days of applying online. Dysphagia University uses information submitted as part of a request for Special Accommodations only to make a determination regarding the need for special accommodations. DU does not share this information.

Assess Your Learning Needs

Review the Test Content Outline (Test Blueprint *page 5*) to familiarize yourself with the content areas that will be on the test. Pay attention to how each content area is weighted, as the weight corresponds with the percentage of scored items on that topic. Identify which areas are your strengths and weaknesses, and focus your studies on your weaker areas.

Confirmation Your Application Has Been Received

NDC uses email as its official form of communication. Applicants must supply a valid email address. The approval to test and exam confirmation notices are sent to applicants via email. They contain important instructions for contacting Questionmark.com to schedule a testing appointment and for completing a testing session. The notices also identify the time period for which the test schedule and test window are valid.

Applicants who do not have a valid email address should contact the NDC Executive Office prior to application.

An approval *Exam Authorization Letter (EAL)* is generated by the NDC after an application is reviewed and approved for eligibility. The notice is emailed to the candidate and contains proof of acceptance, a statement showing payment of the exam fee, allowed timeframe for you to schedule your test, contact information to schedule a testing appointment with the test proctoring agency B-Virtual as well as any additional information that may be of importance to the exam candidate.

Application Approval

DU does not consider approval of an application until ALL the required documents and a complete application are received. If the application is incomplete or required documents are missing, DU will inform the candidate they will have up to 90 days to provide the missing information. Following the 90 days the application is void. The exam fee is refunded minus the \$50 application fee.

If an EAL, or request for additional information is not received within 5 business days after submission of an application, applicants should look in their junk/trash email folders before contacting the NDC office to investigate.

Fees

Application and examination fees are due at the time of scheduling.

The application fee of **\$50.00** is non-refundable. The examination fee of **\$300.00** is refundable should your application be denied or you do not attempt to schedule the exam within One year. Candidates must pay the fees in United States dollars. The exam fee is valid for six months from the date of payment and for only one examination session within those six months.

The fees, when completing the online or paper application form, require payment with a major credit card or e-check payment (direct from a checking account). The NDC accepts MasterCard and Visa. Credit cards are charged as soon as the secure credit card payment processing is complete. See the FEE SCHEDULE on page 7.

STEP 3 ACCEPTANCE

Change of Plans?

Authorization to Test

The candidate will receive their *Exam Authorization Letter (EAL)* via email, which will provide information on how to schedule or change a test appointment, including ID and password information.

Making a Test Appointment/Planning for Test Day

On receipt of the notification the candidate will follow prompts to complete these steps

1. Follow the provided link to B-Virtual.com and log in using the provided username and password.
2. Once completed, the candidate will be able to run a “system check” on their computer.
3. Scheduling is flexible. **Choose a date** and time.
4. Once scheduled, you’ll receive a confirmation email including your appointment details and a step by step guide of what you’ll need to complete.

Plan for a three-hour exam session time. There are no scheduled breaks during the test session.

You do not need to have computer experience to take a NDC Exam. Our proctoring partner, B-Virtual will assist you with technical issues that may arise. You will use the computer mouse to point and click on the desired answer for test items.

on the desired answer for test items.
You will use the computer mouse to point and click

Canceling/Rescheduling an Appointment

Candidates may cancel an **application** and receive a refund of the exam fee (\$300). To receive a refund, candidates must cancel their application with the NDC Executive Office within six months of the date of payment of the initial exam fee.

Exam fees that are still pending and not used for a testing session six months from the date of payment are forfeited by the candidate. The forfeited fees may not be refunded or applied toward another examination.

There is no fee to reschedule or cancel a scheduled exam. To cancel or reschedule, simply return to the link provided and click on the re-schedule tab, and choose a new day and time.

Failure to Test

If you fail to sign-in and take your exam on the scheduled date and time without notice, you will not be eligible for a refund. You may schedule a second attempt without a fee. To reschedule an exam after TWO no-shows, the candidate will be required to pay full registration and test and fees (\$350), however a new application will not be necessary if within that calendar year. After that calendar year, revert to Initial application process.

Extraordinary Circumstances

The NDC considers a refund or transfer of fees for no-show candidates if they make a request to NDC in writing within 20 days of the no-show date. The request must include an explanation and supporting documentation of the extraordinary circumstances that lead to the no-show status

Failure to Pass

The user has two attempts to pass the test. If the second attempt is unsuccessful, the candidate must wait six (6) months to reapply and take the test. The second attempt must be completed within the initial six-month window.

<i>FEE SCHEDULE</i>	<i>Cost</i>	<i>Refund</i>	<i>Time</i>
Application/ Exam fee	\$350	---	Expect response within 5 business days for application
Incomplete Application	---	\$300	After 90 days without receiving the requested additional information
Exam scheduled	\$0	----	Must take exam within 6 months of date of Exam Acceptance Letter
Exam Never scheduled	---	\$0	After 6 months' post Exam Acceptance Letter
Exam Reschedule	\$0	---	No limit in time between re-scheduled dates
Cancellation Refund	---	\$300	Applies to candidates that applied, but not scheduled an exam within six (6) months
Exam (fail) Retest Fee	\$50	---	Retests must wait 5 days in between tests. Max 1 retest.
Refund for No-show	---	\$0	See above for Extraordinary Circumstances

STEP 4 EXAM DAY

Login to the ONLINE Exam and Check In

- You should login to exam portal at your chosen exam start time. If you have any technical difficulty or any other problems preventing you from logging in at your scheduled exam time, please call B-Virtual technical support at 877-238-0245.
- Once logged in to the testing session the candidate will be joined by the proctor to verify your ID and the testing environment.
- Plan for a three-hour exam session time. There are no scheduled breaks during the test session.

What you'll need to have on exam day

- One form of photo ID (i.e. driver's license, passport, school ID, etc.) to show to your proctor
- Your proctor needs to verify that you are the person who is taking the test. They will check your photo ID to make sure the picture in the photo and the name on your ID is correct. We do not allow any non-photo IDs whatsoever.
- A reflective device such as a mirror or DVD to show your proctor what is in front of you.

General Information

- Written notes, published materials and other testing aids are strictly prohibited.
- You will need a working webcam, microphone and speakers. (many laptops have this equipment built-in)
- You may not access any notes or electronic devices during the exam, including cell phones.

STEP 5 POST EXAM

Score Reports

You will receive an official score report via email. You will NOT receive a score report by mail. Your score report will indicate PASS/FAIL, and illustrate your performance in each of the test subject areas. Your score report will not include the number or percentage of items answered correctly.

Retain your score report for future reference. Successful candidates will need the information to prepare for certification renewal. Failing candidates should use the information to identify areas where additional study may be needed before retesting.

GENERAL INFORMATION

NDC Standards of Conduct

Candidates are required to be professional, civil and respectful at all times while in the online test center. All exams are continuously monitored by video and audio recording. The Proctor is authorized to dismiss you from the test session for a violation of any of the testing regulations. If you are found to have violated any of the regulations during your exam, the Proctor is required to notify Dysphagia University. Questionmark.com alone or in conjunction with Dysphagia University shall then take any further action necessary to sanction your conduct, up to and including invalidation of your test score and/or pursuit of civil or criminal charges.

Retesting

There is no limit on the number of times a candidate may take an NDC examination. However, candidates who do not pass the examination after two attempts are required to wait a minimum of 6 months before retaking the examination and pay a \$50 re-test fee.

Confidentiality of Exam Content/Systems

- ✦ The computer-based test delivery system, tutorial, exam content, are the unpublished, confidential, and proprietary materials of QuestionMark and/or Dysphagia University.
- ✦ Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.
- ✦ ANY reproduction or disclosure will result in the immediate filing of civil and/or criminal charges against you and anyone directing or conspiring with you.
- ✦ B-Virtual will secure your computer during the exam, it cannot access your computer files without your knowledge. With permission from the test taker, proctors have the ability to view the screen and move the mouse and keyboard as if he or she were sitting next to the test taker. Once the test starts, the proctor will monitor everything but can no longer move the test taker's mouse and keyboard. During the entire process, a chat box is running on the test taker's computer, and they can see what permissions the proctor currently has at any time. The entire chat session log is saved, and there is a permanent record of what actions the proctor took while accessing the test taker's computer.

Confidentiality of NDC Examinations (Non-Disclosure)

Before the test session begins, candidates will be presented with the following Confidentiality Agreement regarding test content. This examination and the test questions contained herein are the exclusive property of Dysphagia University. This examination and the items (questions) contained herein are protected by copyright law. No part of this examination may be copied or reproduced in part or whole by any means, whatsoever, including memorization. Future discussion or disclosure of the contents of this examination orally, in writing, or by any other means is prohibited. Your participation in any irregularity occurring during this examination, such as giving or obtaining unauthorized aid, as evidenced by observation or subsequent analysis may result in termination of your participation, invalidation of the results of the examination, or other appropriate action.

Candidates who do not agree to the terms of the confidentiality agreement will have their test session terminated. Candidates whose test session is terminated will not receive a refund of test fees.

Applications

- NDC adheres to all deadline dates, as published in this NMES Certification Handbook and on the NDC web site.
- Incomplete applications will not be processed. Candidates whose applications are incomplete will not be permitted to test, or have their renewal processed.

Cancellation of Test Results

NDC reserves the right to cancel the score of any candidate who violates the Candidate Rules or to cancel scores resulting from any testing irregularity.

Nondiscrimination

Dysphagia University and the NDC Commission do not discriminate against candidates based on age, gender, ethnic origin, religion, race, disability, marital status, or sexual orientation.

Release of Information

Names of providers holding current NDC certifications shall be available to the public upon written request.

Confidential information that will not be released includes names of candidates for certification; names of nurses who fail the examination; and individual test scores. NDC will discuss an individual candidate's certification-related issues only with the candidate.

DU and NDC does not sell or rent email addresses of applicants.

Verification of Certification

DU provides a free, online service for immediate credential verification.

Review and Appeals Process

A review and appeals process is available to individuals seeking an amendment of a decision regarding eligibility for certification, failure of the examination, sanction or revocation of certification. Requests for review must be sent in writing to Mark Toof, Program Director of Dysphagia University, 77 Bay Bridge Rd, Gulf Breeze, FL, 32561,. NDC will provide a written response to the request for review. Candidates may appeal the decision of the review. Candidates may request a copy of the Dysphagia University appeal process.

RENEWAL OF NDC CERTIFICATION

- ❖ Certification renewal is due every three years.
- ❖ It is the candidate's responsibility to apply for renewal of certification by the required application deadline date as posted at www.DysphagiaU.org. Although NDC attempts to provide candidates with multiple renewal notices, failure to receive a renewal notice does not relieve the candidate of the responsibility to apply for renewal prior to the application deadline date.
- ❖ Those who do not renew their certification by the 3 year deadline may not continue to use the certification credential
- ❖ Those who do not renew their certification within the calendar year of its expiration, will be considered initial candidates, and must meet the eligibility criteria for initial certification should they apply to become certified in subsequent years.
- ❖ Can submit within 60 days of the expiration date. The term to continue from the end date of the prior term.

By meeting the standards below, candidates demonstrate that they continue to apply the highest level of ethical standards in their practice. The expectation is that these renewing applicants demonstrate advanced clinical and professional skills. Only applicants who achieve high standards of excellence, display professionalism, are committed to continuous advanced learning, and display clinical skills and characteristics that reflect achievements above and beyond the standard practice are approved to renew.

- ❖ Good standing w/ professional boards.
- ❖ Agree to abide by practice standards and code of conduct (ASHA, AOTA or similar).
- ❖ 150 hours treating w NMES-D within 3 years prior to renewal.
- ❖ 15 hours continuing education within 3 years prior to renewal on the topic of dysphagia (by an approved ASHA and/or AOTA provider) (teaching or attending).
- ❖ 5 hours continuing education within 3 years prior to renewal on the topic of NMES for dysphagia (approved by a professional board or provided by an approved provider of a professional board; can be a PT, OT or SLP modalities course) (teaching or attending).

Contact Dysphagia University at:

Email: info@dysphagiau.org

Phone: 888-504-GoDU (4638)



RECERTIFICATION			
	Cost	Refund	Time
Recertification Application	\$125	---	Can submit within 60 days prior to the expiration date. Term to continue from the end date of the prior term.
Late Recertification Application	\$75	---	From expiration to 60 days late.

