



American Society of Anesthesia Technologists and Technicians

7044 South 13th St., Oak Creek, WI 53154-1429

Phone: 414-908-4942 • www.asatt.org • Fax: 414-768-8001

E-mail: certification@asatt.org

ASATT TECHNICIAN CERTIFICATION HANDBOOK



This handbook provides information that you will need to register for the Technician Certification Examination (Cer.A.T.), including eligibility requirements, examination policies, an examination content outline, and an examination application. Be sure to keep this handbook after you have registered for the examination; you may need to refer to it later.

CERTIFICATION

The purpose of certification is to promote anesthesia technicians through the certification of qualified technicians by:

1. Recognizing formally those individuals who meet the requirements and pass the Certification Examination.
2. Encouraging continued personal and professional growth in the practice as anesthesia technicians.
3. Providing a national standard of requisite knowledge required for certification; thereby assisting employers, the public, and members of the health professions in the assessment of an anesthesia technician.

TESTING AGENCY

The ASATT has contracted with Applied Measurement Professionals, Inc. (AMP) to assist in the development, administration, scoring, and analysis of its Certified Technician and Technologist Examination. AMP services include the reporting of scores to candidates who take the examination.

STATEMENT OF NONDISCRIMINATION

The ASATT and AMP do not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, or marital status.

ABOUT THE ASATT EXAMINATIONS

The ASATT conducts certification examinations for:

- Technicians
- Technologists

Each certification examination is designed to test a well-defined body of knowledge representative of professional practice in the discipline. Successful completion of a certification examination verifies broad-based knowledge in the discipline being tested. Certification examinations conducted by the ASATT are independent of each other. Each leads to a certification credential in a section of discipline defined by a role delineation study. The study involved surveying practitioners in the field to identify tasks that professionals routinely perform and consider important. Each edition of a certification examination is constructed in accordance with examination specifications that list content categories and tasks to be covered and assign numbers of test items and cognitive complexity to content categories. Specifications are developed to represent tasks that are performed in professional practice. The examinations are developed through a combined effort of qualified content experts and testing professionals. They review the test items to ensure that they are accurate in their content, relevant to practice, and representative of good testing procedures.

This handbook provides specific information related to the **Certified Technician**. Individuals who meet the eligibility requirements and who successfully pass the examination attain the designation Certified Anesthesia Technician (Cer.A.T.). To apply for this examination, complete the application included in this

handbook and provide a copy of your high school diploma and proof of two years' experience as an anesthesia technician and mail it to the address provided. This handbook and application can also be found on the ASATT Web site (www.asatt.org). Check ASATT's Web site for information.

ABOUT ASATT

The American Society of Anesthesia Technologists and Technicians (ASATT) is an international society. The mission of the ASATT is to establish a professional entity for the field of Anesthesia Technology that will positively affect health care and quality standards, by raising the standards of patient care and by providing a safe anesthetic environment.

The ASATT is recognized as the organization responsible for raising the standards for patient care AND level of Technologist/Technician competence in all areas of Anesthesia.

The community college network has endorsed a formal national education program for our specialty, based upon curriculum supplied by the ASATT.

A quality communications network for Technologist/Technicians, with common goals and aspirations, has been established to promote awareness of our discipline through the medical community.

The medical community recognizes the ASATT commitment to excellence through acceptance and support of our national credentialing program.

The ASATT Board of Directors is charged with governance of Certification Programs conducted by the ASATT. The ASATT Executive Director serves as an ex officio member of the Board.

Each professional section for which a Certification Program is in operation has a Test Writing Level Committee. These committees are chaired by a member representing the designation.

Members of Test Writing Committees serve as content experts, program resources, and consultants to the ASATT regarding program development, content and administration, including test development, test administration, and scoring and analysis of examinations.

ELIGIBILITY REQUIREMENTS

To be eligible, Technician candidates must fulfill the requirements in each of the following categories.

- A. Work Experience** – Have a minimum of two (2) years of full-time day shift work experience or twenty-four (24) hours a week as an anesthesia technician in a healthcare setting or with a provider of services to the healthcare industry, with the job duties dedicated to the anesthesia department. A signed letter from the current employer must be attached.
- B. Education** – Have a high school diploma or its equivalent (GED). An official copy or photocopy diploma/certificate must be attached to the application.

APPLYING FOR AN EXAMINATION

The ASATT examinations are administered via computer at approximately 170 AMP Assessment Centers geographically distributed throughout the United States. There are no application deadlines and candidates who meet the eligibility requirements for an examination may submit their applications and fees at any time. The following steps outline the application process:

1. The candidate completes and submits a paper application (included in this handbook or obtained from www.asatt.org) and appropriate fee when the eligibility requirements are satisfied. The ASATT reserves the right to verify information supplied by or on behalf of a candidate.
An application is considered complete only if all information requested is complete, legible and accurate; if the candidate is eligible for the examination; and if the appropriate fee accompanies the application. Required information includes: personal information, indication of eligibility for examination, indication of the applicable fee, and signature. If the examination fee indicated is for a member of the ASATT, then a membership number must also be provided. **APPLICATIONS THAT ARE INCOMPLETE WILL BE RETURNED, ALONG WITH ANY FEE SUBMITTED MINUS A \$50 PROCESSING FEE.**
2. The application is processed, and a confirmation notice of eligibility is sent to the candidate within approximately two weeks. If a confirmation notice is not received within three weeks, contact ASATT at **414-908-4942**. This confirmation of a candidate's eligibility and acceptance of the application is valid for 90 days. A candidate who fails to schedule an appointment and complete the examination within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for the examination.
3. The confirmation notice contains a toll-free telephone number for the candidate to call to schedule an appointment for examination. Be prepared to confirm a date and location for testing and to provide your Social Security number as your unique identification number.

The examinations are administered by appointment only Monday through Friday at 9:00 a.m. and 1:30 p.m. and one Saturday a month. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below:

If you call AMP by 3:00 p.m. C.S.T. on ...	Your examination may be scheduled as early as ...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

When you call to schedule an appointment for examination, you will be notified of the time to report to the center. Please make a note of it because you will NOT receive an admission ticket. You will only be allowed to take the examination for which you received a confirmation notice; no changes in examination type will be made at the assessment center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the assessment center.

Note: Examinations will not be offered on the following holidays:

- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving (and the following Friday)
- Christmas Eve
- Christmas Day
- Week between Christmas Day and New Year's Day

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

Wheelchair access is available at all established assessment centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

To request special accommodations, request and complete A **REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS** form and submit it with your application and fee at least 45 business days prior to your desired testing date. Please inform AMP of your need for special accommodations when calling to schedule your examination.

TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunications Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (CST) Monday-Friday at 913-895-4637.

This TDD phone option is for individuals equipped with compatible TDD machinery.

ASSESSMENT CENTER LOCATIONS

A current list of assessment centers can be viewed at www.goamp.com. Specific address information will be provided when a candidate schedules an examination appointment.

EXAMINATION FEES

Candidates must submit the appropriate fee with a complete examination application according to the following schedule. Payment may be made by credit card (Visa or MasterCard), company check, cashier's check, or money order made payable to ASATT. **Cash and personal checks are not acceptable.**

Examination Fee

Active Member of ASATT \$275
 Non-Member \$400

Rescheduling Fee - Contact ASATT

All \$100

Reapplication Fee

Active Member of ASATT \$175
 Non-Member \$275

A candidate who fails to reschedule an examination within two business days of the scheduled testing session, who wishes to reschedule a second time, who appears more than 15 minutes late for an examination and cannot be seated, or who fails to report for an examination appointment may reapply for examination by paying the rescheduling fee. A new application is not required. The examination must be rescheduled within 90 days of the date of the originally scheduled testing session.

A candidate who does not reschedule an examination within the 90-day period must reapply for examination by submitting a new application and full examination fee.

EXAMINATION APPOINTMENT CHANGES

1. A candidate may reschedule an appointment for examination **once** by calling AMP at 888-519-9901 **at least two business days** prior to the scheduled testing session. (See table below.)

If your examination is scheduled on . . .	Call AMP by 3:00 p.m. C.S.T. to change your appointment by . . .
Monday	previous Wednesday
Tuesday	previous Thursday
Wednesday	previous Friday
Thursday	previous Monday
Friday	previous Tuesday

2. A candidate who wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled testing session, or who wishes to reschedule a second time, may reapply for examination by paying the rescheduling fee to ASATT and calling AMP to schedule a new appointment for examination. A new application is not required. The examination must be rescheduled within 90 days of the date of the most recently scheduled testing session. A candidate who does not reschedule an examination within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.

3. A candidate who cancels his/her examination after confirmation of eligibility is received forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.

TEST CONTENT

The examination is based upon the Operating Room Environment and Anesthesia Specific Topics content areas. Each of the content areas is briefly described and followed by an outline of the topics included in the area.

DETAILED CONTENT OUTLINE FOR THE TECHNICIAN EXAMINATION

I. Operating Room Environment

A. Operating Room Tasks

1. Demonstrate an understanding of proper identification of patient, patient samples, and patient laboratory results
2. Demonstrate an understanding of the requirements of quality assurance related to anesthesia equipment and instrumentation
3. Demonstrate an understanding of rules and regulations for continuing education requirements
4. Demonstrate an understanding of procedures and provide assistance in the transport of patients
5. Describe safety procedures and principles (e.g., fire safety, infection control)
6. Describe basic principles for an electrically safe environment
7. Dispose of contaminated materials in accordance with infection control policy
8. Maintain quality control records for the anesthesia clinical laboratory
9. Provide assistance to other support staff while recognizing own practice limitations
10. Provide assistance with patient positioning and ensure the proper application of monitoring devices
11. Uphold rules concerning patient confidentiality and privacy

Number of Test Questions in Content Category IA: 10

B. Infection Control Techniques

1. Clean, sterilize and perform high-level disinfecting of all reusable items (excluding disassembly and reassembly)
2. Describe aseptic and sterile techniques for all anesthetic procedures:
 - a. arterial line insertion
 - b. central line insertion
 - c. Swan-Ganz line insertion
3. Differentiate between techniques of cleaning, high-level disinfecting, and sterilizing
4. Differentiate between the following types of sterilization – ethylene oxide, gamma radiation, glutaraldehyde, steam

Number of Test Questions in Content Category IB: 5

II. Anesthesia-Specific Topics

A. Basic Anatomy and Physiology

1. Identify normal physiologic and laboratory values associated with the administration of anesthesia
2. Recognize function of and understand basic anatomy:
 - a. musculoskeletal system (e.g., anatomic landmarks)
 - b. nervous system (e.g., autonomic nervous system, neuromuscular junction, spinal cord)
 - c. respiratory system (e.g., airway, distribution, gas exchange, perfusion, ventilation)
 - d. vascular system (e.g., blood vessels, heart, regional blood flow)

Number of Test Questions in Content Category IIA: 7

B. Types of Anesthesia

1. Differentiate between general, regional and monitored anesthesia care
2. Set up basic supplies and equipment appropriate to the anesthetic procedure

Number of Test Questions in Content Category IIB: 3

C. Airway Management Equipment

1. Describe airway management utilizing emergency intubation kits, fiberoptic bronchoscopes, light wands, LMAs, and emergency cricothyrotomy catheter sets and COPAs.
2. Describe devices and basic procedures for maintaining airways
3. Identify equipment/supplies:
 - a. airways:
 - (1) nasal
 - (2) oral

- b. endotracheal tubes:
 - (1) cuffed and uncuffed
 - (2) double lumen endobronchial tube
 - (3) flexibend
 - (4) RAE (nasal and oral)
 - (5) red rubber
 - (6) reinforced
 - (7) laser tube

4. Verify the presence of suction apparatus/equipment in each anesthetizing location
5. Verify the performance of suction apparatus/equipment in each anesthetizing location
6. Set up:
 - a. breathing circuits and masks
 - b. ET tubes
 - c. laryngoscope blades
 - d. self-inflating resuscitation bags
 - e. tracheal intubation
 - f. trans-tracheal jet ventilation devices

Number of Test Questions in Content Category IIC: 10

D. Anesthesia Machine and Gas Delivery

1. Attach PEEP and CPAP devices correctly
2. Attend equipment manufacturers' training programs regarding equipment usage and troubleshooting
3. Check anesthesia machines prior to induction following FDA preuse guidelines
4. Check for depletion of the soda lime in the CO₂ absorbers after each use
5. Demonstrate an understanding of the use of all anesthesia equipment and instrumentation
6. Disassemble and reassemble absorber for cleaning, disinfecting and sterilizing as appropriate
7. Dispose of exhausted CO₂ absorbent in the appropriate manner
8. Identify and properly handle respiratory and anesthetic gas cylinders
9. Identify and properly handle volatile anesthetic agents
10. Interpret manufacturer's specifications regarding maintenance, routine servicing, and calibration of anesthesia equipment
11. Replace soda lime CO₂ absorbers and perform breathing circuit leak test
12. Set up:
 - a. breathing circuits
 - b. O₂ transport and emergency ventilation systems

Number of Test Questions in Content Category IID: 15

E. Monitors and Ancillary Devices

1. Attend equipment manufacturers' training programs regarding equipment usage and troubleshooting
2. Demonstrate the ability to set up and calibrate all anesthesia equipment and instrumentation:
 - a. auto-transfusion reservoirs where blood collection is necessary
 - b. blood pressure monitors
 - c. blood warmers
 - d. infusion pumps
 - e. intra-operative EEG equipment
 - f. invasive lines utilizing sterile techniques
 - g. SVO2 Swan
 - h. transport monitor
 - i. temperature monitor
 - j. pressure transducers
 - k. transesophageal echocardiography
 - l. precordial stethoscope
 - m. ECG
 - n. dopplers
 - o. capnograph
 - p. pulse oximeter
3. Describe procedures for initiating non-invasive monitoring
4. Draw blood samples from indwelling line for laboratory tests under direct supervision
5. Identify equipment/supplies:
 - a. miscellaneous invasive catheters and kits:
 - (1) radial artery catheters
 - (2) Swan-Ganz
 - (3) vascular access kits
6. Provide assistance to care provider in the attachment of the arterial line to patient from transducer
7. Set-up IV and pressure lines for indwelling catheters:
 - a. arterial
 - b. central venous
 - c. left atrial
 - d. pulmonary artery
 - e. intracranial pressure (ICP)

Number of Test Questions in Content Category IIE: 25

F. Pharmacy

1. Identify and set up pre-mixed pharmaceutical solutions and infusion pumps
2. Identify pharmaceuticals in the supply cart

Number of Test Questions in Content Category IIF: 10

G. Intra-Operative Complications

1. Describe procedures for anesthetic emergencies (e.g., cardiac arrest, difficult airways, malignant hyperthermia).
2. Differentiate between reportable and nonreportable events:
 - a. devices
 - b. patients and staff

Number of Test Questions in Content Category IIG: 5

H. IV Therapy

1. Describe procedure for assisting in the establishment of vascular access
2. Identify equipment/supplies:
 - a. emergency infusion device
 - b. internal jugular kits
 - c. IV catheters
 - d. IV fluid/blood administration sets
 - e. percutaneous introducer
3. Provide assistance to care provider with the identification and check-out of blood products

Number of Test Questions in Content Category IIIH: 10

SUMMARY AND NUMBER OF QUESTIONS

I. Operating Room Environment No. of Questions

A. Operating Room Tasks	10
B. Infection Control Techniques	<u>5</u>
TOTAL: 15	

II. Anesthesia-Specific Topics

A. Basic Anatomy and Physiology	7
B. Types of Anesthesia.....	3
C. Airway Management Equipment	10
D. Anesthesia Machine and Gas Delivery...	15
E. Monitors and Ancillary Devices	25
F. Pharmacy.....	10
G. Intra-Operative Complications	5
H. IV Therapy.....	<u>10</u>
TOTAL: 85	

TOTAL NUMBER OF QUESTIONS ON EXAM: 100

PRE-TEST QUESTIONS

Although the examination consists of 100 questions that are counted toward your score, there will be an additional 20 “pre-test” questions that are used to collect statistical information regarding performance. These pre-test questions will NOT be used to compute your score. These additional questions may be used on future examinations, depending on your performance.

REVIEW REFERENCES

The ASATT recommends that review for the Examination focus on references and programs that cover the information summarized in the Content Outline. **It should not be inferred that test items in the examination are selected from any single reference or set of references or that study from the references listed guarantees a passing score on the examination.**

RECOMMENDED REFERENCE BOOKS

Following are publications that should be included in your study for the ASATT Certification examination:

1. Understanding Anesthesia Equipment, Construction, Care and Complications By Dorsch and Dorsch - 5th Edition (2008)
2. Clinical Anesthesia Handbook By Barash, Cullen and Stoelting – 5th Edition (2006)
3. Clinical Anesthesia By Morgan, Makhail, and Murray - 4th Edition

ON THE DAY OF YOUR TEST

On the day of your testing appointment, report to the assessment center no later than your scheduled testing time. Once you enter the AMP Assessment Center, look for the signs indicating AMP Assessment Center Check-In. **A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.**

A candidate who is not admitted due to late arrival has 90 days from the originally scheduled testing session to remit the rescheduling fee to ASATT and call AMP to schedule a new appointment for examination. A new application is not required. A candidate who does not reschedule an examination within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.

To gain admission to the assessment center, a candidate needs to present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate’s current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver’s license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student

ID cards, and any type of temporary identification are NOT acceptable.

Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the assessment center.

YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER.

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed onscreen to enter your Social Security number. Your photograph will be taken and will remain on-screen throughout your testing session. This photograph will also appear on your score report.

SECURITY

The ASATT and AMP maintain test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The assessment center is continuously monitored by audio and video surveillance equipment for security purposes.

PRACTICE TEST

Prior to attempting the examination, you will be given the opportunity to practice taking a test on computer. The time you use for this practice test is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

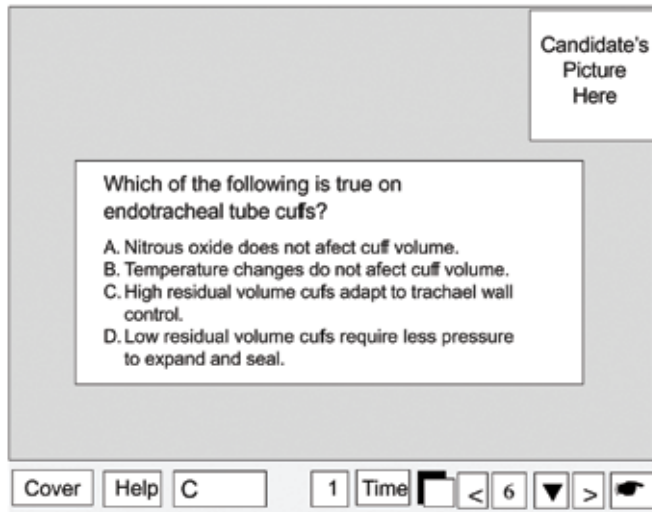
TIMED EXAMINATION

Following the practice test, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen.

The examination contains 120 test items.

Three hours are allotted to complete the examination. The following is a sample of what the computer screen will look like when candidates are taking the examination

The computer monitors the time you spend on the examination. The examination terminates at the three (3) hour mark. Clicking on the “Time” button in the lower right portion of the screen or selecting the TIME key reveals a digital clock that indicates the time remaining. The time feature may also be turned off during the examination.



Only one test item is presented at a time. The item number appears in the lower right portion of the screen. The entire test item appears on-screen (stem and four options labeled A, B, C and D). Select an answer by either entering the letter of the option (A, B, C or D) or clicking on the option using the mouse. The letter of the selected option appears in the window in the lower left portion of the screen. To change your answer, enter a different option by pressing the A, B, C or D key or by clicking on the option using the mouse. An answer may be changed multiple times.

To move to the next item, click on the forward arrow (>) in the lower right corner of the screen or select the NEXT key. This action allows the candidate to move forward through the examination item by item. To review an item or items, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A test item may be left unanswered for return later in the testing session. Items may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or press the NEXT key to advance to the next unanswered or bookmarked item on the examination. To identify all unanswered or bookmarked items, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of test items answered is reported.

Comments may be provided for any item by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. Be sure to answer each test item before ending the examination. **There is no penalty for guessing.**

INCLEMENT WEATHER OR EMERGENCY

In the event of inclement weather, other acts of God or unforeseen emergencies on the day of an examination, the ASATT and AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the assessment center personnel are able to open the assessment center.

Candidates may visit AMP's website at www.goamp.com (24 hours/day) prior to the examination to determine if AMP has been advised that any assessment centers are closed. Cancellation information is also reported to area radio and television stations. Every attempt is made to administer examinations as scheduled; however, should an examination be canceled at an assessment center, all scheduled candidates will receive notification following the examination regarding a rescheduled examination date or reapplication procedures.

In the event of a personal emergency on the day of examination, a candidate may request consideration of rescheduling the examination without additional fee by contacting the ASATT in writing within 30 days of the scheduled testing session. A description of the emergency and supporting documentation are required. Rescheduling without additional fee will be considered on a case-by-case basis.

RULES FOR EXAMINATION

1. No personal belongings (other than those required for medical or personal needs), books, calculators, slide rules, papers, dictionaries or other reference materials may be taken into the assessment center.
2. No electronic devices are permitted in the assessment center, including telephones or signaling devices, such as pagers and alarms.
3. No documents or memoranda of any kind are to be taken from the assessment center.
4. No questions concerning the content of the examination may be asked during the test. Read all on-screen instructions very carefully.
5. You must have the supervisor's permission to leave the room during the examination. You will not be allowed additional time to make up for time lost.
6. A candidate may be dismissed from the test for misconduct. Specific examples of misconduct follow.
 - The candidate's admission to the test is unauthorized. The candidate creates a disturbance, is abusive, or otherwise uncooperative.
 - The candidate gives or receives help or is suspected of doing so.
 - The candidate attempts to remove test materials or notes from the testing room.
 - The candidate attempts to take the test for someone else.
7. No hats/large coats may be worn in the examination room.

Violation of any of the above provisions results in dismissal from the testing session. The candidate's score on the examination is voided and examination fees are not refunded. Evidence of misconduct is reviewed by the Appeal Board of the ASATT to determine whether the candidate will be allowed to reapply for

examination. If re-examination is granted, a complete application and examination fee are required to reapply.

FAILING TO REPORT TO ASATT FOR AN EXAMINATION

A candidate who fails to report for an examination has 90 days from the originally scheduled testing session to remit the rescheduling fee to ASATT and call AMP to schedule a new appointment for examination. A new application is not required.

A candidate who does not reschedule an examination within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.

FOLLOWING THE EXAMINATION

After you finish the examination, you are asked to complete a short evaluation of your testing experience. Then, you are instructed to report to the testing supervisor to receive your score report.

Your score report will indicate a “pass” or “fail.” Additional detail is provided in the form of raw scores. A raw score is the number of items you answered correctly. Your pass/fail status is determined by your raw score. Even though the examination consists of 120 items, your score is based on 100 items. Twenty items are “pre-test” items and are not counted toward the total score.

IF YOU PASS THE EXAMINATION

If you pass the ASATT Examination, you are allowed to use the designation “Certified Anesthesia Technician” (Cer.A.T.).

The ASATT reserves the right to recognize publicly any candidate who has successfully completed an ASATT Certification Examination, thereby earning the certification credential. Recognition will be awarded so as not to embarrass any candidate who is unsuccessful in an attempt to achieve certification.

IF YOU DO NOT PASS THE EXAMINATION

If you do not pass the examination, a reapplication form is provided at the bottom of your score report. To schedule another examination, submit this reapplication form and the examination fee within 90 days following the failed examination. If a candidate applies for re-examination after 90 days following the failed examination, the full application and examination fee are required. There is no limit to the number of times an individual may take the ASATT Examinations.

SCORES CANCELED BY THE ASATT OR AMP

The ASATT and AMP are responsible for the integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. The ASATT and AMP are committed to rectifying such discrepancies as expeditiously as possible.

The ASATT may void examination results if, upon investigation, violation of its regulations is discovered.

CONFIDENTIALITY

Information about candidates for testing or renewal of certification and their test results are considered confidential; however, the ASATT reserves the right to use information supplied by or on behalf of a candidate in the conduct of research. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

DUPLICATE SCORE REPORT

Candidates may purchase additional copies of their score reports at a cost of \$25 per copy. Requests must be submitted to ASATT, in writing, within 12 months after the examination. The request must include the candidate’s name, Social Security number, address, telephone number, date of examination, and examination taken. Submit this information with the required fee payable to ASATT. Duplicate score reports will be mailed within approximately five business days after receipt of the request.

RENEWAL OF CERTIFICATION

Continuing Education is essential to enable Anesthesia Technologists and Technicians to ensure personal and professional development in the rapidly changing field of anesthesia technology. Therefore, to retain the Certified Anesthesia Technician designation, Anesthesia Technicians must document continuing education. Recertification is earned by accumulating 20 continuing education/contact hours by the end of the two-year recertification period.

Procedure

One continuing education/contact hour may be requested for each 50-60 minute lecture attended. The content of the lectures must be relevant to the Anesthesia Technician Content Outline. All submissions for educational programs fall into two Categories. Category I encompasses all education programs that are relevant to the Anesthesia Technician Content Outline. Category II submissions may include any of the following topics:

- Stress Management
- Interpersonal Disciplines
- Computer Programming
- Data Record Keeping
- Materials Management
- Marketing
- Assertiveness Training
- Finance & Budget Training
- Sales & Inventory Training
- Quality Assurance Training

Category II is not a mandatory category and for each recertification period only 5 CE/CHs may be earned from Category II.

The fee for recertification is \$70 per year for members of ASATT and \$200 for non-members. The International members fee is \$110 and \$225 for International non-members per certification period.

All documents and applicable fees must be submitted to the ASATT office and postmarked by December 31. All submissions after that December 31 date are considered delinquent and pay-

ments must include a late fee of \$75. Members and non-members alike, who are contacted because of incomplete documentation, will incur an additional \$50 fee to complete the processing of their packet.

If the Cer.A.T. has not submitted his/her documentation and fees by January 31st, he/she will forfeit his/her CERTIFIED STATUS.

APPEALS

A candidate who believes he/she was unjustly denied eligibility for examination, who challenges results of an examination, or who believes he/she was unjustly denied renewal of certification may request reconsideration of the decision by submitting a written appeal to the ASATT Appeal Board.

The candidate for certification or renewal of certification must provide convincing evidence that a severe disadvantage was afforded the candidate during processing of an application for examination or renewal of certification prior to or during administration of an examination. The appeal must be made within 45 days of receipt of a score report or any other official correspondence related to certification or renewal of certification from the ASATT.

The written appeal must also indicate the specific relief requested. The appealing candidate is required to submit a \$100 fee with the written appeal. The fee will be refunded to the candidate if deemed justified through action of the Appeal Board.

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E-mail: certification@asatt.org

CERTIFICATION TECHNICIAN EXAMINATION APPLICATION FORM

APPLICATION REQUIREMENTS: Certificates MUST be attached to this application.

- (1) EMPLOYMENT: Minimum of two (2) years of full-time day shift work experience or twenty-four (24) hours a week as an Anesthesia Technician in a healthcare setting and/or completion of an approved anesthesia technician program of study.
(2) EDUCATION: High School diploma or its equivalent (GED) Certificate
If the above information is not provided, your application will be returned less a \$100 processing fee.

Type or print all information clearly!

First Name: Middle Initial: Last Name:

Permanent Mailing Address:

City: State: Zip +4:

Home Phone: Business Phone: Social Security Number:

Employer/Affiliation: E-mail Address:

Your Title: Highest Educational Level: License or Certification:

Technician Experience Level: [] less than 2 years [] 2 to 4 years [] 5 to 7 years [] 8 to 10 years [] 11 to 13 years [] 14 or more

The following fee is enclosed: \$ ASATT Member Number:

APPLICATION FEES: Active Member of ASATT - \$275 / Non Members - \$400 (in U.S. Funds)
Outside U.S. Members - \$400 / Non Members - \$500 (in U.S. Funds)

REAPPLICATION FEES: Active Member of ASATT - \$175* / Non Members - \$275* (in U.S. Funds)
Outside U.S. Members - \$275* / Non Members - \$350* (in U.S. Funds)

(Institutional Membership does not constitute Active Membership) (*Applicable for 12 months from date of original testing.)

ASATT accepts: [] Mastercard [] Visa Amount:\$ Signature:

Account Number: Expiration Date:

Name & billing address exactly as listed on the card: Name:

Address:

City: State: Zip +4:

Make money order, cashier's check, hospital draft payable to ASATT.

Results of the Examination: Your score report will indicate a "pass or fail" and be provided after your computer test.

Refusal or Denial: An application will be refused, or denied if the applicant has:

- 1. Not met the employment or educational requirements (see top of form).
2. Attempted to obtain certification by deception or fraud.
3. Unauthorized possession and/or distribution of the ASATT examination.

Statement of Application: I certify that I have read all portions of this application. I believe that I comply with all admission policies and requirements for the ASATT Certification Examination. The information I have submitted is complete and correct to the best of my knowledge and belief. I understand that if the information that I have submitted is incomplete or inaccurate, my application may be rejected. I further understand that this is a national exam therefore the material covered may differ from the job responsibilities that a technician may have in any facility.

Signature: Date:

FOR OFFICE USE ONLY:

Employment letter attached: Fees enclosed:
Educational diploma/certificate: Card Used: [] Visa [] MasterCard
Notations: