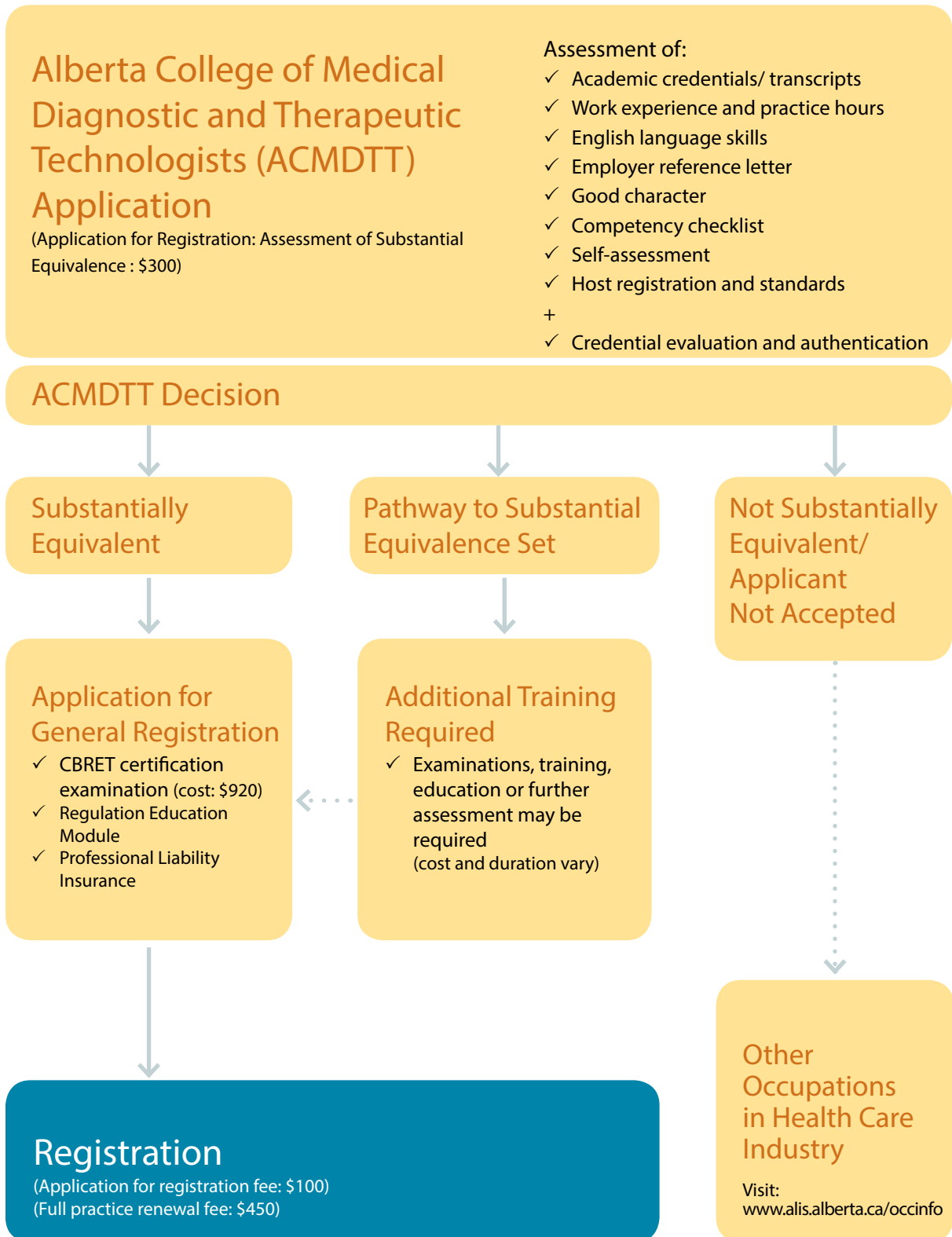


Electroneurophysiology Technologist

Registration Process



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Description of Occupation

Electroneurophysiology technologists record and evaluate the electrical activity of the brain and nerves to help doctors diagnose diseases, injuries and abnormalities. These technologists may also explain the procedures to patients, obtain medical history, apply electrodes to the body, operate neurodiagnostic testing equipment, care and help patients during testing, prepare the results of the tests, maintain equipment and communicate with other health care professionals.

In Alberta, electroneurophysiology technologists can work in hospitals, clinics, research labs or in specialized centres.

Obtaining Registration in Alberta

To practice in Alberta, electroneurophysiology technologists must register with the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT). Please refer to the [flow diagram](#) which documents the registration process and the [Information Guide for Internationally Trained MRT and ENP Practitioners](#) available on the ACMDTT website.

Internationally educated electroneurophysiology technologists can and should begin the assessment process before they arrive in Alberta. You will need to:

- Submit a completed Application for Registration: Assessment for Substantial Equivalence;
- Pay the application fee; and
- Begin the credential evaluation and authentication process.

It is not necessary to have all the required documents when you first apply to the ACMDTT. You may submit documents to the ACMDTT as you receive them or as you complete requirements. However, please note that your file will not be assessed by the ACMDTT Registration Committee until all documents have been received.

The assessment process can take from six (6) months to two (2) years or more to complete, depending on documentation submission and specific testing or education that may be required.

Contact information, links to forms and other resources are at the end of this document.

Residency Requirement

There is no residency requirement to register with the ACMDTT.

Application and Registration Requirements in Alberta

Internationally educated electroneurophysiology technologists must meet the following registration requirements:

1. Academic Credentials

A certificate, diploma or degree from an electroneurophysiology technologist program is required. Evidence of a combination of education, experience and practice which demonstrate the competence required for registration to practice the profession may also be accepted. Please provide the ACMDTT with the following:

- a) Copy of your degree/diploma/certificate;
- b) Original or notarized copy of your academic transcripts;
- c) Program course descriptions; and
- d) Information about the grading system of your program.

2. Credential Evaluation and Authentication

You will need to apply for a credential evaluation and authentication which will enable the assessment of your education compared to educational credentials in Canada. This assessment can take up to three (3) months, so it is recommended that you apply for this as soon as you begin your application process.

One of the following services may be utilized: Comparative Education Service (CES); International Credential Assessment Service of Canada (ICAS); International Credential Evaluation Service (ICES); International Qualifications Assessment Service (IQAS); or World Education Service (WES).

3. Work Experience

Include a copy of your recent résumé with your application.

Submit confirmation of your most recent practice hours with your application form. Include a letter from your previous employer(s) with your date of employment and the average weekly hours you worked at the organization/facility. Employer letters should be completed on organization/facility letterhead. You must also include:

- A copy of a formal job description for your position with the organization/facility;

OR

- Information about the equipment you would have used in your role, as well as information about the typical patient caseload and clinical experiences included in the letter from your employer.

4. Competency Checklist

Submit a completed Competency Checklist – Electroneurophysiology Procedures. The competency checklist must be signed, dated and verified by a previous employer who is familiar with the specific areas you have practiced in and are competent to perform.

5. English Language Proficiency

All applicants are required to submit proof of proficiency in the English language. Minimum language test scores may be found in the [ACMDTT Information Package for Internationally Educated MRT or ENP Practitioners](#).

You will need to have your English assessed by one of the following criteria:

- Test of English as a Foreign Language (TOEFL) – paper or internet format
- International English Language Testing System (IELTS) – academic or general assessment
- Canadian Language Benchmark Assessment (CLBA)
- Michener English Language Assessment (MELA)
- A grade of sixty per cent (60%) or better on the Alberta English 30 course diploma examination.

6. *Self-Assessment of Practice and Cross-Referencing*

You will need to submit a completed Self-Assessment of Practice and Cross Referencing document for internationally trained electroneurophysiology technologists. This document will help identify how your education, work experience and additional training and education compare to the general competency requirements for Alberta electroneurophysiology technologists. It also references where you learned, practiced or performed your skills. The more information you can provide, the more information the Registration Committee will have when making a decision regarding your application.

7. *Host Registration*

Please provide proof of registration with an association, society or regulatory body from your country. Include a copy of your professional organization's Code of Ethics, Standards of Practice or Scope of Practice documents. If there is no established professional organization in your country, contact the ACMDTT.

8. *Reference Letter*

Submit evidence of good character and reputation by providing a minimum of one reference letter. The reference letter should include the printed and signed name of the reference person and their contact information.

If you have been employed in the profession, the reference letter(s) should be provided by a recent employer(s) (within the last five years), on organization/facility letterhead, and may include:

- your title and key responsibilities
- dates of employment
- description of practice setting
- type of equipment used
- statement of existing/lack of professional conduct issues during employment
- beliefs regarding your ability to engage in safe and competent practice

If you have never been employed in the profession, the reference letter should be provided by one of your instructors or an individual who is not a friend or family member and may include:

- contextual information regarding your relationship with the author
- beliefs regarding your ability to engage in safe and competent practice

Please note:

- After all of your documents have been submitted your application will be referred to the ACMDTT Registration Committee for review. The committee will determine whether or not your education, training, and work experience meets Alberta standards. When the assessment is complete, the ACMDTT will communicate the committee's decision to you in writing.
- The Registration Committee may recommend you write other examinations; take tests or training; be further assessed; or take an education program in order to receive a full practice permit to work in Alberta.

9. Examinations

Note: A certification examination can only be taken after the ACMDTT assessment is complete and you are referred by the Registration Committee to take the exams.

To work in Alberta, the Registration Committee may ask you to write the national certification examination offered by the Canadian Board of Registration of Electroencephalograph Technologists (CBRET). To write the CBRET examination, fill out the Application for Registration as a Candidate form. You must be a registered candidate for one year before you are eligible to take the examination.

There are two (2) parts to the CBRET examination. The written examination is a three (3) hour, one hundred (100) multiple-choice examination testing your knowledge and technical skills. This examination is offered in the spring and the fall. The passing grade is 70%.

Along with Canadian Association of Electroneurophysiology Technologists Inc. (CAET) membership, you must meet the following requirements to be eligible to take the written examination:

- Proof you have completed high school, are eligible to write university entrance examinations or have university education as a mature student in Alberta.
- Proof of one (1) year of hospital-based training in a training facility that is approved by CBRET or successful completion of a diploma program in neurophysiology.
- Proof of a minimum of four thousand (4,000) hours of clinical experience as an independent EEG Technologist in your country of origin. You must provide the following documentation:
 - Copies of a college diploma, training or registration certificate.
 - Letters from employers documenting your experience, including a reference to the number of hours worked. You must have 4,000 hours within five years from the date you apply.
 - Work placement in Canada and completion of a three (3) month apprenticeship in EEG and a recommendation from a Registered Electroencephalograph Technologist (RET) supporting your eligibility to write the examination

OR

- Personal recordings of 500 EEGs under the direct supervision of an RET in Canada.

The second examination is a three-and-a-half (3.5) hour practical examination offered once a year at different sites across Canada. The examination is in three (3) sections, including Practical/Head Examination, Record Review Examination and an Oral Examination. Each section is scored separately.

You must meet the following requirements to be eligible to take the written examination:

- Proof of twenty-four (24) months of training in one EEG department that is approved by CBRET or proof that you have graduated from a two (2) year diploma program
- Personal recordings under the direct supervision of an RET, of at least 500 EEGs. These can include recordings done at college practicum sites.
- Support of the supervisory RET in the department where most of the recordings were performed.
- A logbook of the required 500 recordings. Each entry must contain patient ID, the patient's age, the date of the recording, the referring diagnosis and the signature of the supervising RET.
- Confirmation from a Registered EEG Technologist that the required number of EEGs has been performed.

Note: The CBRET will notify you if you have passed or failed the examinations within four (4) weeks of the examination date.

10. Professional Liability Insurance

All members of the ACMDTT are required to have professional liability insurance (PLI). This insurance may be obtained privately or through your employer. PLI is required in order for registration to be completed.

Continuing Competence Program

Regulated electroneurophysiology technologists must comply with the requirements of the ACMDTT's Continuing Competence Program (CCP). This program assesses, maintains and monitors ongoing learning. Each year, members must complete a number of hours of learning documented in their CCP (the number of hours depends on how long the member has held a full practice permit within a CCP cycle). The CCP includes the following activities:

- The completion of a self-assessment outlining your practice strengths and identifying potential areas for continued or new learning.
- The development, implementation, tracking and evaluation of a learning plan with a minimum of two (2) learning objectives.
- The completion of a minimum, specified number of hours of learning within the CCP cycle, along with the member's self-reflection on the learning's impact on their practice.

Fees

The following fees must be submitted during the registration process. Fees are in Canadian dollars and are current at the time of publication of this document. The fees are non-refundable and subject to change. Please contact the appropriate organization for the most up-to-date information.

ACMDTT Application for Registration: Assessment of Substantial Equivalence	\$300
IQAS Basic Assessment	\$100
ACMDTT Application for Registration	\$100
ACMDTT Full Practice Renewal	\$450 (effective January 1, 2016)
CAET Application	\$5
CAET Membership Renewal	\$60
CBRET Application for Examination	\$57.50
CBRET Written Examination	\$345
CBRET Full Practical Examination	\$575

Average Earnings

The overall average earnings for all electroneurophysiology technologists, according to the Alberta 2013 Wage and Salary survey:

Average hours worked per week	32.5
Average wage per hour	\$39.06
Average salary per year	\$66,112

Employment Options

For more information about other health-related occupations, go to the following website: [Alberta Learning Information Service \(ALIS\) Occupation Profiles](#) (for information on all occupations see www.alis.alberta.ca/occinfo).

Contact Information

Alberta College of Medical Diagnostic and Therapeutic Technologists
Suite 800, 4445 Calgary Trail
Edmonton, Alberta T6H 5R7
Telephone: 780.487.6130
Toll-free telephone (Alberta only): 1.800.282.2165
Fax: 780.432.9106
Email: info@acmdtt.com
Website: www.acmdtt.com

International Qualifications Assessment Service (IQAS)
9th Floor, 108 Street Building
9942 -108 Street
Edmonton, Alberta T5K 2J5
Phone: 780.427.2655
Fax: 780.422.9734
Website: www.work.alberta.ca/iqas

Resources

This information is an overview of the registration process. For the most current information on electroneurophysiology technologist registration, visit the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT) website at www.acmdtt.com.

Alberta College of Medical Diagnostic and Therapeutic Technologists Application Forms and Information

[Alberta College of Medical Diagnostic and Therapeutic Technologists \(ACMDTT\)](#)

English Language Proficiency

[Test of English as a Foreign Language \(TOEFL\)](#)

[International English Language Testing System \(IELTS\)](#)

[Canadian Language Benchmarks](#)

[Michener English Language Assessment](#)

ACMDTT Continuing Competence Program

[ACMDTT Continuing Competence Program](#)

Examinations

[CBRET Examination Information and Forms](#)

Credential Evaluation Services

[Comparative Education Service \(CES\)](#)

[International Credential Assessment Service of Canada \(ICAS\)](#)

[International Credential Evaluation Service \(ICES\)](#)

[International Qualifications Assessment Service \(IQAS\)](#)

[World Education Service \(WES\)](#)