



# 2025 Handbook for Recertification of **Certification in Clinical Engineering**

*by the*

Healthcare Technology Certification Commission

*Program Sponsored by the*

American College of Clinical Engineering

*Examination Conducted by the*

United States Board of Examiners for Certification in Clinical Engineering

*or the*

Canadian Board of Examiners for Certification in Clinical Engineering

**Application Deadline:**

June 30, 2025

**Written Examination Dates:**

December 6, 2025

*thru*

December 20, 2025



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# Certification Program

The Healthcare Technology Certification Commission (Commission), the United States Board of Examiners for Certification in Clinical Engineering (US Board), and the Canadian Board of Examiners for Certification in Clinical Engineering (Canadian Board) endorse the concept of voluntary certification by examination for all clinical engineers and manage a program for certification in clinical engineering. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competence in a specialized area of engineering practice. Board certification in clinical engineering is highly valued and provides formal recognition of the knowledge base of clinical engineers.

## *Definition of Recertification*

The Commission, US Board and Canadian Board (Boards) have adopted the definition of Recertification as “Recertification of Certification in Clinical Engineering (CCE) for candidates whose certifications were revoked due to expiration and non-renewal for more than 2 years.”

## *Recertification Process*

Recertification of the Clinical Engineering Certification is a two-step process administered by the Boards, which involves:

- 1) **Application**: The Board’s determination of the applicant’s eligibility to pursue recertification in clinical engineering by assessing the information contained in the Application in comparison to defined eligibility requirements.
- 2) **Written Examination**: If the Boards deem the applicant eligible to pursue recertification in clinical engineering upon completion of the Application process, the candidate must then pass a written examination consisting of 150 multiple-choice questions based on the ACCE *Body of Knowledge* survey for clinical engineering practice. Upon successful completion of the Written Examination process, the Board shall recommend the candidate for Certification in Clinical Engineering by the Commission.

All communications regarding certification in clinical engineering as well as all examinations will be conducted in English.

## *Statement of Fairness, Impartiality, and Nondiscrimination*

The Commission and the Boards adhere to principles of fairness and due process and endorses the principles of equal opportunity. In administering the certification program, those involved in the process shall not discriminate or deny opportunity to anyone on the grounds of gender, age, religion, national or ethnic origin, marital status, veteran status, sexual orientation, or disability. Additionally, the Commission and the Boards understand the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

## *Certification Attainment, Registry, and Renewal*

Candidates that meet all the requirements for recertification and pass the written examination, shall be recommended by the Boards for Certification in Clinical Engineering by the Commission. Certification is valid

for three years at which time it must be renewed. A registry of individuals certified in clinical engineering is maintained by the Commission and is posted on the ACCE website at:

**Get Certified:** <https://accenet.org/CECertification/Pages/GetCertified.aspx>

**Renew your certification:** <https://accenet.org/CECertification/Pages/CertificationRenewals.aspx>

**Certification Resources:** <https://accenet.org/CECertification/Pages/CertificationResources.aspx>

**FAQ & List of Certified Clinical Engineers:** <https://accenet.org/CECertification/Pages/Faqs.aspx>

It is the responsibility of everyone to keep track of their renewal date and notify ACCE and the Commission of any change in contact information via email at: [certification@accenet.org](mailto:certification@accenet.org). Individuals wishing to maintain certification and continue to be listed as certified in clinical engineering must submit a renewal application every three years for evaluation against the eligibility criteria established by the CCE Renewal Handbook, which is posted on the ACCE website.

### ***Revocation of Certification***

Certification will be revoked for any of the following reasons: falsification of information; misrepresentation of certification status; and/or, other activities deemed by the Commission or Boards to be contrary to the purposes of certification in clinical engineering.

## **Eligibility Requirements**

To be eligible for recertification in clinical engineering, individuals must have previously held a Certification in Clinical Engineering administered by the Commission.

The Boards require applicants to provide clear evidence of previous certification.

## **Application Procedure**

This handbook contains necessary information about clinical engineering recertification. It is required reading for those applying and testing for recertification in clinical engineering. All individuals applying for recertification must comply with the policies, procedures, and deadlines in this handbook and attest to this by signing the attestation found on the online application. This handbook is subject to change. The Board reserves the right to update the content of this handbook at any time. See the ACCE website for documentation updates.

**Applicants must read and follow all the directions on the Application and in this Handbook for Candidates.**

Instructions for application submission are provided in the application document published on the ACCE website. Applicants must have complete applications with all the required documentation submitted electronically to the Commission, including all forms, resume, proof of prior certification, and fee payment

received by the application deadline. Applications will be considered incomplete if any of the forms are missing information or if any required documentation is not received by the application deadline.

Only complete applications received by the Commission by the application deadline will be forwarded to the Board for review. Once the Board has reviewed and evaluated the applicant’s complete application, the Commission will notify the applicant of their recertification eligibility status at least one month prior to the scheduled written examination dates. Applicants with incomplete applications by the application deadline or that do not meet the eligibility requirements for recertification as determined by the Board review will be deemed ineligible for this application period. The Commission will only release individual application eligibility results directly to the applicant.

## Fees

<b>Application Fee</b>	US \$500	<ul style="list-style-type: none"> <li>● Applies to all applicants and must be paid by the application deadline</li> <li>● Payable directly to ACCE</li> <li>● Refundable, less a US \$150 processing fee</li> <li>● Non-transferable</li> <li>● Includes initial testing center fees</li> </ul>
<b>Written Examination Rescheduling Fee</b>	US \$50	<ul style="list-style-type: none"> <li>● Applies to candidates who need to move their appointment within their current testing period at least 5 days prior to scheduled appointment</li> <li>● Payable directly to <a href="#">Prometric</a></li> </ul>
<b>Written Examination Retesting Fee</b>	US \$200	<ul style="list-style-type: none"> <li>● Applies to candidates who fail the written examination and are eligible to retest</li> <li>● Payable directly to ACCE</li> <li>● Non-refundable and Non-transferable</li> </ul>

Fee payments can be made by check or money order payable to ACCE, or securely online via PayPal® (Visa, MasterCard, Discover, and American Express accepted) at <https://accenet.org/CECertification/Pages/GetCertified.aspx>

## Accommodations

The Commission, Boards, and Professional Testing Corporation (PTC) support the intent of and comply with the Americans with Disabilities Act (ADA). The Commission, Boards, and PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information provided and any documentation regarding disabilities and test accommodations will be held in strict confidence.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Test accommodations for the written and oral examination may be made by completing and signing the Request for Test Accommodations Form, available from <https://ptcny.com/pdf/PTCaccomms.pdf>. This form must be submitted to the commission (via email at: [certification@accenet.org](mailto:certification@accenet.org)) no later than 8 weeks prior to the start of the written examination testing period. Candidates must indicate if requested accommodations pertain to the written examination, oral examination, or both.

**Only those requests made and received on the official Request for Test Accommodations Form will be reviewed for the written and/or examination(s). Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. All requests must be made later than 8 weeks prior to the start of the written examination testing period.**

## Written Examination Administration and Scheduling

Candidates will be notified by the Commission if the Board deems the applicant eligible to take the written examination for recertification in clinical engineering. The written examination consists of 150 multiple-choice questions, which must be completed within four hours. The written examination is administered during an established two-week testing period daily, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by Prometric. Written examinations will not be conducted outside this scheduled testing period nor at non-Prometric testing centers. The written examination must be taken within two examination cycles after receiving eligibility notice; otherwise, the eligible application is forfeited, and the candidate is required to restart the recertification process by submitting a new application.

### *Scheduling Written Examination Appointments*

Prior to the testing period, you will be emailed a Scheduling Authorization from [notices@ptcny.com](mailto:notices@ptcny.com). Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you have been notified by the Commission that you are eligible for the written examination and you do not receive a Scheduling Authorization at least six weeks before the beginning of the testing period, contact PTC at (212) 356-0660 or online at [www.ptcny.com/contact](http://www.ptcny.com/contact).

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date. Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their test center fees.

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Please check this confirmation carefully for the correct date, time, and location. Contact

Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

**Note: International candidates may also schedule, reschedule, or cancel an appointment online at [prometric.com](http://prometric.com).**

**IMPORTANT!** You MUST present your current driver’s license, passport or U.S. military ID at the test center. Expired, temporary, or paper driver’s licenses will NOT be accepted. The name on your Scheduling Authorization MUST exactly match the first and last names on your photo ID. *Fees will not be refunded for exams missed because of invalid ID.*

### ***Rescheduling Written Examination Appointments***

Candidates can reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: [www.prometric.com](http://www.prometric.com).

<b>Time Frame</b>	<b>Reschedule Permitted?</b>	<b>Stipulations</b>
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	<b><u>No</u></b>	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

### ***Preparing for the Written Examination***

- Check your government issued photo ID (driver’s license, passport or U.S. Military ID) when you make your examination appointment. Is it expired? Does the first and last names on your ID match the first and last names on your Scheduling Authorization email? Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with first and last names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Prometric Appointment Confirmation email from Prometric to make sure everything is accurate (i.e. your name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your chosen testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the testing center. Make sure you give yourself plenty of time to arrive as late arrival may prevent you from testing.

- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>.
- Prometric’s website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: [www.prometric.com](http://www.prometric.com).
- This Handbook provides the Content Outline for the Examination (see Appendix). Use these to help you start studying for the examination.
- Review the Rules for the Written Examination before your appointment.

## ***What to Expect at the Written Examination Testing Centers***

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
  - Candidates will be asked to present their IDs
  - Candidates will be asked to empty and turn out their pockets
  - Candidates will be “wanded” or asked to walk through a metal detector
  - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
  - Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
  - Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
  - No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam
  - Accessing mobile phones or study materials during the examination is prohibited
  - Smoking is prohibited at the testing center
  - All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact.

Please see [Prometric’s website](http://www.prometric.com) for more information about what to expect on testing day.

## ***Rules for Written Examination***

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- No Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras, and voice recorders are permitted to be used and cannot be taken in the examination room. Prometric provides lockers for your personal items.
- No papers, books, or reference materials may be taken into or removed from the testing room.
- No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric's statement on Test Center Security](#) for more information.
- All watches and "Fitbit" type devices cannot be worn during the examination.
- No food/beverages are permitted inside the testing room. Leave these items in your assigned locker.

Contact PTC at (212) 356-0660 or [www.ptcny.com/contact](http://www.ptcny.com/contact) with any questions about the Written Examination Rules.

**VIOLATION OF ANY OF THE RULES LISTED ABOVE MAY LEAD TO FORFEITURE OF FEES, DISMISSAL FROM THE TESTING ROOM, AND CANCELLATION OF YOUR TEST SCORES.**

## ***Reporting of Written Examination Results***

Candidates will be notified within eight weeks whether they have passed or failed the written examination. Scores on the major areas of the written examination and on the total examination will be reported. The Commission will only release individual results directly to the candidate. Candidates that pass the written examination will be recommended for Certification in Clinical Engineering by the Commission.

## ***Written Reexamination***

If the candidate does not pass the written examination, they are allowed one retest after a minimum six-month waiting period at the next written examination offering. The fee for retesting is \$200 USD. Candidates that do not pass the retest or fail to take the retest at the next written examination offering will forfeit all fees paid and must restart the recertification process by submitting a new application.

## **Failing to Report for an Examination**

If the candidate fails to report for an examination, they will forfeit all fees paid to take the examination. A completed application form and examination fee may be required to reapply for examination.

## **Appeals**

Applicants may appeal the eligibility decision of the Board by submitting a formal appeal in writing to the Commission. Candidates may appeal the written examination results or examination administration by submitting a formal appeal in writing to the Commission. All appeals must be made by the applicant or candidate directly; appeals made on the behalf of the applicant or candidate will not be considered. Repeat appeals will also not be considered.

### ***Eligibility Appeal***

If an applicant fails to meet the eligibility requirements for recertification in clinical engineering, the applicant has 14 days to appeal the decision. The applicant must submit their appeal in writing to the Commission at [certification@accenet.org](mailto:certification@accenet.org) and must provide a detailed explanation as to how the applicant believes they meet the eligibility requirements. The appeal will then be sent to the Board for review. Once a decision by the Board has been rendered, additional appeals will not be considered for the same application.

### ***Appeal of the Written Examination Results***

If technical issues are experienced during written examination, candidates may request a verification of their score which may involve hand scoring and/or a review by the Board. Any scoring alteration found as a consequence of an appeal of written examination results will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal. All requests must be made in writing within 14 days of receiving written examination results to the Commission at [certification@accenet.org](mailto:certification@accenet.org).

### ***Appeals of the Examination Administration***

Testing conditions should be such that each candidate has an equal opportunity to be successful. Test sites should be comfortable, accessible, well-lit, and free of distracting noise. Proctors and examiners should provide

clear and uniform instructions and monitor testing conditions throughout the entire session. If conditions of the examination administration do not meet these standards, the candidate shall immediately notify the Commission in writing at [certification@accenet.org](mailto:certification@accenet.org). Any special considerations made for testing conditions that are deemed unacceptable as a consequence of an appeal will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal.

## **APPENDIX: Examination Content**

### *Written Examination*

1. The Examination for Certification in Clinical Engineering is a written examination composed of a maximum of 150 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for both examinations is based on a “Body of Knowledge” (BOK) survey that is periodically performed by ACCE to determine the current knowledge and skill sets needed for competent clinical engineering practice. The most recent version of the BOK is found on the ACCE website at:  
[https://accenet.org/resources/Downloads/Reference%20Materials/ACCE%202021%20BOK%20Survey%20Report\\_final.pdf](https://accenet.org/resources/Downloads/Reference%20Materials/ACCE%202021%20BOK%20Survey%20Report_final.pdf)
3. The Board, with the advice and assistance of the Professional Testing Corporation (PTC), prepares the written examination using questions developed and reviewed by the Board for construction, accuracy and appropriateness.
4. The questions for the written examination are also obtained from practicing clinical engineers and are reviewed for construction, accuracy, and appropriateness by the Board.
5. Some sections of the written examination may include questions on basic underlying knowledge including ones from anatomy, physiology, and the management and engineering sciences.
6. The distribution of questions in the written examination for Certification in Clinical Engineering will be weighted in approximately the following manner:
 

I.	Technology Management.....	35%
II.	Service Delivery Management.....	20%
III.	Product Development, Testing, Evaluation, & Modification .....	5%
IV.	IT / Telecom .....	10%
V.	Education of Others .....	5%

VI. Facilities Management.....	5%
VII. Risk Management / Safety .....	10%
VIII. General Management.....	10%

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## *Content Outline*

- I. **TECHNOLOGY MANAGEMENT:** Technology assessment, Usability / Compatibility assessment, Product / vendor selection , Device integration planning, Life cycle analysis, Device / system upgrade planning, Return on investment (ROI) analysis, Healthcare technology strategic planning, Clinical trials management (non-investigational), Capital planning, Project management, Electromagnetic Interference (EMI) / Radio Frequency Interference (RFI) management , Clinical devices use and/or application, Pre-Clinical procedure set-up / testing, Participation in clinical procedures (e.g. surgery), Water quality management, Coordinating device interoperability / interfacing, Clinical systems networking, Interpretation of codes and standards, Other technology management responsibilities.
- II. **SERVICE DELIVERY MANAGEMENT:** Technician / service supervision, Service contract management, Equipment repair and maintenance, Equipment acceptance, Equipment performance testing, Develop test / calibration / maintenance procedures, Maintenance software (CMMS) Administration, Parts/ supplies purchase and/or inventory management, Technical library / service manuals management, Other service delivery responsibilities.
- III. **PRODUCE DEVELOPMENT, TESTING, EVALUATION, AND MODIFICATION:** Medical device concept development / invention, Human factors engineering, Medical device design, New product testing and evaluation, Device modifications, Product research and development, Product sales / sales support, Product / systems quality management, Regulatory compliance activities, Documentation development / management, Other product development responsibilities.
- IV. **INFORMATION TECHNOLOGY (IT) / TELECOMMUNICATIONS:** Help Desk / dispatching / call tracking, Information Technology (IT) management, Telecommunications management, Integration of medical device data, Installation management, Configuration and change management, ISO/IEC 80001 (risk management of medical devices on a network), Continuity and capacity management, ISO/IEC 20000 (information technology service management ITSM), Release management, ITIL (information technology infrastructure library), Other IT / Telecommunications responsibilities.
- V. **EDUCATION OF OTHERS:** Technician education, Engineering education, Device user / nurse training, Develop / manage staff training plan, International healthcare technology management, Other education responsibilities.
- VI. **FACILITIES MANAGEMENT:** Building design, Building plan review, Medical gas system testing, Supervise / manage / direct facilities management, Facility / utility remediation planning, Emergency electrical power, Facility emergency preparedness activities, Other facility management responsibilities.
- VII. **RISK MANAGEMENT /SAFETY:** Patient safety, Expert witness, Risk Management, Investigational Research (Human Use), Forensic investigations, Medical device incident reporting (SMDA) , Radiation safety, Root cause analysis, Failure mode and effects analysis, Fire protection/safety (Life Safety Code) , Product safety / hazard alerts / recalls, Infection control, Industrial hygiene, Work place safety practices (OSHA), Hazardous materials, Engineering assessment of medical device failures, Incident / untoward event investigation, Other risk management / safety responsibilities.
- VIII. **GENERAL MANAGEMENT:** Staffing, Staff skills / competency assessment, Budget development / execution, Personnel management / supervision, Performance improvement / CQI, Policy / procedure management / development, Committee management, Business / operation plan development / management, Revenue producing activities, Other general management activities.