

Healthcare Technology Certification Commission (HTCC)
Canadian Certification Handbook – 2026 Edition

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**HEALTHCARE TECHNOLOGY
CERTIFICATION COMMISSION**

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1. Introduction

Statement of Fairness, Impartiality, and Nondiscrimination

The Healthcare Technology Certification Commission (HTCC) is committed to impartiality and equal opportunity in all certification activities. HTCC does not discriminate based on race, color, national origin, sex, gender identity, age, disability, religion, sexual orientation, veteran status, or any other protected classification. All policies, procedures, and decisions are administered without bias and in accordance with applicable laws and ethical standards.

1.1 Purpose of Certification

HTCC certification validates an individual's competence, professionalism, and commitment to the safe and effective application of engineering principles in healthcare. It establishes a national benchmark for clinical engineering practice and assures employers, colleagues, and the public that certificants meet standards of education, experience, and ethical conduct.

1.3 Transition to Virtual Examinations

Beginning in 2026, all written HTCC certification examinations are administered in a secure virtual environment. Candidates complete all application, verification, examination, and renewal processes online through the HTCC portal.

Note: HTCC no longer contracts third-party testing centers for in person written exams.

1.4 Certification Process Overview

HTCC certification is a multi-step process designed to ensure competence, fairness, and consistency.

1. **Application and Eligibility Review:** Candidates submit all required materials electronically through the HTCC website. The Board of Examiners (BoE) verifies education and experience before granting test access.
2. **Examination Administration:** Written examinations (ACE and CCE) are delivered virtually with identity verification and proctoring. Oral examinations (CCE) are delivered either in-person or virtually.
3. **Board Review and Award:** Following examination completion, the BoE reviews results and awards certification to candidates who meet all requirements.
4. **Renewal and Continuing Competence:** Certification remains valid for three years and must be renewed per HTCC policy.

1.5 Test Preparation Resources

The American College of Clinical Engineering (ACCE) offers optional exam preparation courses and study materials that align with the ACCE Body of Knowledge. Participation in ACCE-

sponsored preparation activities is voluntary and does not guarantee success or advantage in the examination process.

2. Certification Programs

2.1 Associate Clinical Engineer (ACE)

The **Associate Clinical Engineer (ACE)** credential is intended for early-career engineers who demonstrate foundational competence in the application of engineering principles to healthcare technology.

ACE certificants are qualified to:

- Support design, acquisition, integration, maintenance, and management of medical systems and devices.
- Apply clinical engineering methods under general supervision.
- Contribute to quality, safety, and regulatory compliance efforts in healthcare environments.

The ACE credential signifies readiness for independent professional practice and serves as a milestone toward advanced certification.

2.2 Certified Clinical Engineer (CCE)

The **Certified Clinical Engineer (CCE)** credential is HTCC's advanced professional designation. It recognizes individuals who practice comprehensive expertise and leadership in clinical engineering, including technology assessment, management, design, and governance.

CCE certificants are distinguished by their ability to:

- Integrate engineering, management, and clinical perspectives to improve healthcare delivery.
- Direct complex technology programs and multi-disciplinary teams.
- Provide consultation and policy guidance to healthcare organizations and regulatory bodies.

CCE represents the highest level of professional recognition in clinical engineering and requires successful completion of the oral examination administered by the BoE.

2.3 Certification Philosophy

HTCC's certification programs are founded on the following principles:

- **Integrity:** Upholding fairness and transparency in all credential decisions.

- **Relevance:** Ensuring examinations and requirements reflect current clinical engineering practice.
- **Accessibility:** Providing equitable and affordable access through virtual delivery and digital submission processes.
- **Continuity:** Promoting ongoing professional development and renewal as essential components of certification.

3. Eligibility and Qualifications

HTCC establishes clear eligibility standards to ensure that each candidate meets the minimum education, experience, and professional practice requirements appropriate to the desired certification level. All education and experience must be **fully completed** at the time of application submission. Partial or in-progress qualifications are not accepted.

3.1 Education and Experience Requirements

HTCC recognizes the diversity of educational backgrounds within clinical-engineering practice. The following table summarizes the minimum years of clinical engineering practice required for each credential.

| <i>Education / Professional Credentials</i> | <i>Minimum Years of Clinical Engineering Practice</i> | |
|---|--|---------|
| | ACE | CCE |
| Licensure as a Professional Engineer in the province in which the applicant practices | 1 Year | 3 Years |

3.2 Clinical Engineering Practice Requirements

Professional experience must reflect substantive participation in clinical engineering practice defined by the application of engineering and managerial principles to improve the safe, effective, and efficient use of medical technology in patient-care environments.

Acceptable experience includes:

- **Technology assessment and planning** for medical systems and infrastructure.
- **Design, validation, and integration** of medical equipment and clinical information systems.
- **Implementation of safety, reliability, and performance programs.**
- **Management of maintenance, calibration, and quality-assurance programs.**
- **Oversight of risk-management, regulatory-compliance, and accreditation initiatives.**
- **Leadership of engineering or technical staff** and consultation on technology management.
- **Budgeting, procurement, and cost analysis** for medical technology programs.
- **Project management and implementation** of new or upgraded systems.

- **Collaboration with clinicians, IT, and operations** to ensure safety, efficiency, and interoperability.

Experience limited to routine device repair, inventory maintenance, or non-analytical technical duties does **not** satisfy HTCC’s definition of Clinical Engineering practice.

3.3 Acceptable Documentation

Each application must include supporting evidence demonstrating the candidate’s eligibility:

- **Official transcripts** sent directly from the issuing institution to HTCC’s secure inbox (certification@accenet.org) Uploaded copies are not accepted.
- **Résumé or curriculum vitae (CV)** describing education, certifications, and employment history.
- **Three (3) professional reference letters** written by individuals familiar with the candidate’s **clinical engineering practice**. These letters must:
 - Describe the candidate’s scope of responsibility, professional performance, and ethical conduct.
 - Be sent directly from the author’s professional email address to HTCC’s secure inbox.
 - Use the standard reference letter template provided in the HTCC application.
- **Professional Engineering license.**
- **Continuing education records** (if relevant to eligibility).

HTCC reserves the right to **request employment verification documentation** or other supporting evidence at any time if clarification of experience or reference content is required.

3.4 International Applicants

International applicants who hold an ACE or CCE certification from their country and like to get a Canadian equivalent certification, should provide their Canadian Professional Engineering license and all the other application required documentation as well as their clinical engineering certification from the country where it was issued through HTCC application platform. The application material will be reviewed by the Canadian BoE and the candidate will be advised on the next steps.

3.5 Pathways to Higher Certification

HTCC’s credentialing framework supports progressive professional development within clinical engineering practice:

- The **ACE** credential recognizes engineers demonstrating foundational competence in engineering methods applied to clinical systems.
- The **CCE** credential recognizes leaders with advanced analytical capability, professional judgment, and influence over clinical engineering strategy and governance.

Candidates who meet the **CCE** education and experience requirements may advance directly to the **CCE Oral Examination** immediately after passing the written examination, provided they remain in good standing with HTCC.

4. Examination Format

All HTCC certification written examinations are administered in a secure **virtual testing environment**. The transition to virtual delivery expands access while maintaining the same psychometric and procedural rigor as traditional, proctored exams.

The oral examination could be administered either virtually or in-person. The oral examination consists of four scenarios with corresponding questions to be delivered and answered in about 2 hours.

The Board remains firm that an in-person examination provides the best oral examination experience for both the examiners and the candidate. If a candidate declines an in-person exam, effort will be made to provide accommodation. For the oral exam, an in-person exam will always be made available; however, accommodation to switch to a different format will be at the discretion of the Board on a case-by-case basis.

If accommodation is offered, the Board will offer the oral examination in the following priority sequence:

1. Option 1: In person: annually during the Canadian Medical and Biological Engineering Conference
2. Option 2: Hybrid: one examiner is present in-person with the candidate, one examiner is present online
3. Option 3: Online: candidate is present with one proctor in-person, two examiners online

Note: If option 2 or 3 are offered as an accommodation option, the Board encourages oral examinations to occur within a 6–8-week time frame, following the annual conference. If a candidate requires a retest, an in-person exam format is required for the candidate.

HTCC examinations are designed to evaluate both the breadth and depth of professional knowledge, applied problem-solving skills, and ethical reasoning expected of clinical engineering professionals at each certification level.

4.1 Examination Types

Written Examinations

The **written examinations** assess the candidate's applied knowledge of clinical engineering practice as defined in the **ACCE Body of Knowledge (BOK)**.

- The ACE credentials are awarded upon successful completion of the written examination.
- The written exam consists of approximately **150 multiple-choice questions**.
- Candidates are allowed up to **four (4) hours** to complete the examination.

- Each question presents four response options with one correct answer.
- The order of the questions is randomized for each candidate to ensure exam integrity.

Passing the written examination results in the **award of the ACE credential**, depending on the applicant's eligibility pathway. Individuals who meet the experience requirements for **CCE** may advance directly to the **CCE Oral Examination** after passing the ACE exam, provided they remain in good standing.

Oral Examinations

The **CCE Oral Examination** is a structured, scenario-based assessment administered in person or virtually by the **BoE**.

- The oral examination evaluates analytical reasoning, professional judgment, leadership, and communication.
- Candidates respond to standardized case scenarios that mirror real-world clinical engineering challenges.
- The oral exam format ensures a consistent and fair evaluation process while allowing candidates to demonstrate depth of knowledge and problem-solving ability beyond the written exam.

4.2 Virtual Delivery and Proctoring

All HTCC written exams are delivered through a **secure, browser-locked platform** integrated with **live and AI-based remote proctoring**. Proctoring includes:

- Continuous **video and audio monitoring**.
- **Screen activity recording** during the examination.
- Randomized proctor checks to verify presence and compliance.

Any attempt to disable, obscure, or interfere with monitoring or to access unauthorized materials may result in immediate exam termination and invalidation of results.

4.3 Technology Requirements for Virtual Exams

To participate in the virtual examination, candidates must meet the following minimum technology requirements:

- **Device:** Desktop or laptop computer with a functional webcam, microphone, and speakers (mobile devices and tablets are not permitted).
- **Internet Connection:** Stable broadband internet with at least **2 Mbps** upload and download speeds (5 Mbps is recommended).
- **Browser:** Current version of **Google Chrome, Microsoft Edge, Mozilla Firefox, or Safari**.
- **Workspace:** Quiet, private, and well-lit area free from distractions, with no other individuals present.

Candidates are responsible for ensuring that their device and connection meet requirements prior to the scheduled examination time.

4.4 System Readiness Test for Virtual Exams

All approved candidates will receive detailed instructions and a **system readiness test** prior to their examination.

- The readiness test allows candidates to confirm technology requirements (browser compatibility, camera functionality, and internet stability).
- Candidates are expected to perform this check in the same environment and on the same equipment that will be used for the exam.
- Technical issues must be resolved in advance; failure to meet readiness requirements is not grounds for refund or rescheduling without fee.

4.5 Testing Environment Requirements for Virtual Exams

All examinations must be taken in compliance with HTCC's **Virtual Examination and Identity Verification Attestation**, which candidates sign upon submitting their application.

Candidates are required to:

- Be alone in a quiet, private room for the duration of the exam.
- Maintain camera visibility and audio connection throughout the session.
- Remove all unauthorized materials, including cell phones, notes, and external monitors.
- Allow the proctor to perform a **360° room scan** if requested.

Non-compliance with examination environment requirements may result in disqualification or invalidation of results.

4.6 Examination Security and Confidentiality

All examination content and related materials are the exclusive property of HTCC.

- Reproduction, recording, or disclosure of any exam question or content in any form is strictly prohibited. Candidates must not share or discuss exam items, scenarios, or materials before, during, or after the exam.
- Violations of examination security and confidentiality are considered serious ethical breaches. Candidates who engage in cheating, harvesting, sharing or soliciting exam content, or any other compromise of test materials may face disciplinary action up to and including denial or revocation of certification.
- HTCC also reserves the right to recover costs associated with investigating and remediating exam security breaches, including—but not limited to—the cost of reconstructing or replacing compromised exam items, up to a maximum of \$10,000 USD.
- Submission of an application constitutes acknowledgement and acceptance of these conditions.

4.7 Examination Results and Reporting

- Written examination results are collected through HTCC's online platform and reviewed by the **Board of Examiners** using established psychometric methods.
- Pass/fail determinations are made after data validation and quality review by the BoE.
- **Results are shared with candidates no more than sixty (60) days** after the end of the examination window, unless extenuating circumstances require additional review.
- Each candidate will receive a **results report** summarizing:
 - Overall pass/fail status.
 - Total number of questions answered correctly.
 - Performance by each **Body of Knowledge domain** (for written exams).

5. Identity Verification and Privacy for Virtual Exams

HTCC employs secure identity verification and data protection practices to ensure the authenticity of each candidate and the integrity of every examination. All procedures are designed to protect candidate privacy and comply with applicable data protection laws.

5.1 Identity Verification Procedure

All candidates must complete identity verification through **HTCC's approved provider** prior to initiating their examination session.

- Verification requires presentation of a **government-issued photo ID** (such as a passport or driver's license) that matches the name used in the candidate's HTCC application.
- Candidates complete a **liveness check** (selfie capture) through the HTCC approved provider platform to confirm identity authenticity.
- Verification data is transmitted to HTCC's examination platform and linked to the candidate's record.

Candidates who are unable to complete verification may be required to reschedule their examination and will be subject to the standard rescheduling fee.

5.2 Exam-Day Verification

At the start of each examination session, candidates must again display the same valid photo identification used during their Veriff verification.

- The remote proctor may request the candidate to hold the ID up to the camera for visual comparison.
- The proctor may also perform a 360° scan of the room to confirm compliance with environmental standards and that no unauthorized materials are present.

- Candidates who fail to verify their identity during the proctored session will not be permitted to proceed with the examination. No refunds will be applied for failure to verify identity.

5.3 Confidentiality of Personal Information

HTCC collects only the personal information necessary to administer certification programs and protect examination integrity.

- All data is stored in secure, access-controlled systems.
- Only authorized HTCC personnel or contractors bound by confidentiality agreements have access to candidate records.
- Candidate data are never sold, leased, or used for marketing purposes.

Data collected through identity verification, proctoring, or examination systems is maintained only for legitimate certification purposes and in accordance with HTCC's record retention policies.

5.4 Data Management and Retention

HTCC maintains candidate data only for as long as necessary to fulfill the collection purpose.

- Candidate application and examination data is retained for the active certification period and renewal cycle, after which they are securely deleted or anonymized.
- Video, audio, and screen recordings from proctored sessions are stored for a limited period consistent with operational and legal requirements.
- Candidates may request information about their stored data..

5.5 Candidate Consent and Attestation

By applying and scheduling an examination, candidates acknowledge and agree to:

- Comply with all HTCC examination and identity verification requirements.
- Provide truthful and accurate information at all stages of the certification process.
- Grant HTCC permission to collect, store, and process their data for certification purposes.
- Adhere to the terms outlined in the **HTCC Virtual Examination and Identity Verification Attestation**, which all applicants are required to sign upon application submission.

5.6 Liability and Security Disclaimer

HTCC and its contracted service providers implement industry standard technical, administrative, and organizational safeguards to protect candidate information. While every effort is made to ensure secure handling of data, HTCC cannot guarantee absolute protection against all potential cybersecurity risks. HTCC, its vendors, and agents shall not be held liable for any unauthorized access or data breach beyond their reasonable control.

6. Application, Scheduling, and Fees

All candidates must submit a complete application through the **HTCC online portal** and send supporting documentation to the designated **inbox**. Applications are reviewed for completeness and eligibility by the **Board of Examiners (BoE)** prior to test authorization.

Incomplete applications or those missing required documentation will not be processed until all materials have been received.

6.1 Application Requirements

A complete application must include:

- **The candidate's completed online application form**, identifying the credential sought (ACE, or CCE).
- **Official academic transcripts** sent directly from the issuing institution to certification@accenet.org. Uploaded or photocopied transcripts are not accepted.
- **Your Professional Engineering License** sent directly to certification@accenet.org
- **The candidate's résumé or curriculum vitae (CV)** detailing education, certifications, employment history, and scope of previous **clinical engineering practice**.
- **Three (3) letters of professional reference**, submitted directly by individuals familiar with the candidate's clinical engineering experience.
 - Authors must describe the candidate's responsibilities, performance, and professional conduct.
 - A standard **HTCC Reference Form** is provided in the application
- **Government-issued photo identification**, to be used for identity verification.
- **Signed HTCC Virtual Examination and Identity Verification Attestation**.
- **Payment of applicable fees**, due at the time of submission.

HTCC reserves the right to request additional information or verification if inconsistencies or omissions are identified during eligibility review.

6.2 Application Review and Approval

Applications are reviewed on a rolling basis.

- The **Board of Examiners (BoE)** verifies education, experience, and reference information.
- Candidates deemed eligible will receive an **Authorization to Test (ATT)** notification through email with instructions for scheduling and system readiness testing.
- Candidates who do not meet eligibility requirements will be notified in writing and provided feedback on deficiencies.

6.3 Scheduling the Examination

Approved candidates must schedule their examination through by contacting certification@accenet.org

- Each candidate will receive available time slots within the official testing window.
- Examination appointments are available on a first-come, first-served basis.
- Confirmation of exam date and time will be sent automatically once scheduling is complete.

Candidates are encouraged to schedule their examination early to secure their preferred time.

6.4 Rescheduling Policy

Rescheduling requests must be submitted at least **five (5) calendar days** before the scheduled exam date.

- Approved rescheduling requests are subject to a **\$25 USD rescheduling fee**.
- Requests made fewer than five (5) days before the scheduled date may not be accommodated and may require full repayment of the exam fee.
- Candidates who fail to appear for their scheduled examination (no-show) forfeit all fees.

6.5 Refund Policy

The **\$150 USD application fee** is non-refundable.

Other examination fees may be refunded only under the following conditions:

- Withdrawal is requested at least **ten (10) business days** prior to the scheduled exam date.

- If an application is denied by the **Board of Examiners**, the candidate will receive a refund of all fees paid **minus the \$150 USD application fee**.

Refunds are issued within 30 days of the determination.

6.6 Testing Accommodations

HTCC provides reasonable accommodation for candidates with documented disabilities in compliance with applicable laws.

- Requests for accommodation must be submitted **no later than three (3) weeks** before the start of the testing window.
- Requests must include supporting documentation from a qualified healthcare provider describing the functional limitations and specific accommodation requested.
- HTCC may consult with the candidate and testing platform to determine an appropriate accommodation plan.

All accommodation requests are reviewed confidentially and independently of examination scoring.

6.7 Application Communication and Updates

All official correspondence between HTCC and candidates will be sent through the email address provided in the application.

Candidates are responsible for ensuring that HTCC communications are not blocked or filtered by their email provider and for notifying HTCC of any change in contact information.

7. Examination Results, Evaluation, and Fees

All examination fees must be paid at the time of application submission.

HTCC maintains transparent fee structures and fair evaluation policies for all certification programs.

Fees are reviewed periodically by the Board of Examiners and may be adjusted to reflect the operational costs of administering virtual certification programs.

7.1 Total Fees Due During Application Submission

| Certification | Total Cost (USD) | Fee Breakdown (Included) |
|--|------------------|---|
| Associate Clinical Engineer (ACE) | \$325 | <ul style="list-style-type: none"> • Application & eligibility review: \$150 • Written exam administration: \$175* |
| Certified Clinical Engineer (CCE) | \$475 | <ul style="list-style-type: none"> • Application & eligibility review: \$150 • Written exam administration: \$175* • Oral exam administration: \$150* |

| | | |
|-------------------------------|-------|---|
| ACE to CCE progression | \$150 | • Oral exam administration: \$150 <i>Available when CCE experience/education level is achieved.</i> |
| Exam Retake (Written or Oral) | \$150 | • One repeat oral or written exam attempt: \$150 |

**Exam fees refundable if application is not approved by Board of Examiners.*

- All fees are payable in U.S. dollars at the time of submission through HTCC’s online payment portal. Cash and checks will no longer be accepted.
- Applications will not be processed until payment is received.
- If an application is denied by the **Board of Examiners (BoE)**, the applicant will receive a refund of all fees **except the \$150 USD non-refundable application fee.**

7.2 Evaluation of Examination Results

Examination results are evaluated by the **Board of Examiners (BoE)** using established psychometric and quality assurance processes to ensure fairness and reliability.

- Written examination responses are collected and scored electronically through HTCC’s secure testing platform.
- Oral examinations are conducted and scored by a panel of qualified BoE members.
- All scores are reviewed for consistency and quality before final pass/fail determinations are made.

HTCC’s psychometric process ensures that results are based on aggregate performance and subject to quality control before final release.

7.3 Notification of Results

Official examination results are released within sixty (60) **calendar days** following the end of the testing window, unless extenuating circumstances require additional review.

Each candidate receives a confidential **Results Report** that includes:

- **Overall pass/fail status.**
- **Total number of questions answered correctly** (for written exams).
- **Performance by Body of Knowledge domain** (for written exams).
- General feedback on performance relative to examination expectations (for oral exams).

All results are communicated through secure electronic notification to the candidate’s registered email address.

HTCC does not release numerical scores, individual question responses, or raw data.

7.4 Examination Retake Policy

HTCC allows candidates to repeat examinations within defined timeframes to support professional development and certification completion.

Written Examination Retakes

- Candidates who do not pass the written exam may retake it for up to **three (3) years** from the date HTCC received their initial application.
- Each retake requires submission of a **Retake Registration Form** and payment of the **\$150 USD retake fee**.
- After the three-year period expires, candidates must submit a **new application** and meet all current eligibility and fee requirements.

Oral Examination Retakes

Candidates who do not pass the oral exam may reapply in the next available annual cycle, provided they:

- Maintain **ACE certification in good standing**
- Register within the published oral exam registration period
- Pay the **\$150 USD oral retake fee**

Oral retakes are scheduled once annually.

Candidates who fail to appear for a scheduled retake appointment will forfeit all associated fees.

7.5 Examination Appeals

Candidates who believe an administrative or scoring error on the written exam has occurred may file an appeal in accordance with **Section 9: Appeals and Complaints**. Oral examination results are not appealable. Appeals must be based on documented evidence of irregularity or error; dissatisfaction with the outcome of an exam alone is not grounds for appeal.

8. Certification Validity, Renewal, and Revocation

HTCC credentials are valid for a fixed term and must be renewed on a regular basis to maintain **active certification status**. Renewal confirms continued professional competence, ethical conduct, and active participation in **clinical engineering practice**.

8.1 Certification Validity

All HTCC certifications are valid for **three (3) years** from the date of award. During the active certification period, certificants are entitled to use the relevant professional designation (ACE, or CCE) after their name.

Certifications remain valid only while the certificant:

- Continues to meet eligibility criteria and ethical standards
- Submits renewal documentation and payment on time
- Maintains compliance with all HTCC policies and procedures

8.2 Renewal Cycle and Continuing Requirements

To maintain good standing and active certification, certificants must:

1. **Submit a renewal application** before the credential's expiration date.
2. **Provide documentation of at least fifteen (15) renewal points** earned during the three-year certification cycle, across the categories defined in the **HTCC Renewal and Reinstatement Handbook**.
3. **Pay the required renewal fee** by the published deadline.

Renewal points may be earned through activities such as continuing education, professional participation, publications, and teaching. Specific point allocations, maximum limits, and documentation requirements are detailed in the separate **HTCC Renewal and Reinstatement Handbook**, which governs renewal and reinstatement policy.

8.3 Good Standing and Eligibility for Advancement

Certificants are considered **in good standing** when they:

- Hold an active, unexpired HTCC credential
- Are engaged in Clinical Engineering practice or a directly related role
- Have met all renewal documentation and fee requirements
- Have no outstanding disciplinary actions or unresolved ethics violations
- Adhere to the **HTCC Code of Ethics and Professional Conduct** (see Section 10)

Maintaining good standing is required for /ACE certificants to advance to the CCE Oral Examination in pursuit of CCE and for all certificants to retain the right to use HTCC designations.

8.4 Late Renewal and Reinstatement

HTCC provides grace periods for late renewal to accommodate unforeseen circumstances:

- **Late renewal** (up to 90 days) may be approved with payment of a late fee.
- **Reinstatement** (91–365 days) requires submission of the
- **Credentials lapsed more than one (1) year** beyond the expiration date require submission of a new application and successful completion of the current examination process.

All renewal and reinstatement procedures are governed by the **HTCC Renewal and Reinstatement Handbook**.

8.5 Revocation of Certification

HTCC reserves the right to **suspend or revoke** certification at any time if a certificant:

- Provides false or misleading information in an application or renewal submission
- Engages in unethical or unprofessional conduct
- Violates the HTCC Code of Ethics or examination confidentiality
- Fails to meet renewal or reinstatement requirements
- Fails to maintain active participation in Clinical Engineering practice

Individuals whose certification is revoked will have their names removed from the public **HTCC Registry of Certified Professionals**. Certificants subject to suspension or revocation will be notified in writing and have the right to appeal under the procedures outlined in **Section 9: Appeals and Complaints**.

9. Appeals and Complaints

HTCC is committed to maintaining a fair, impartial, and transparent process for resolving all appeals and complaints related to eligibility determinations, examination administration, scoring outcomes, and disciplinary actions. These procedures protect candidate rights and uphold the integrity of the certification program. Only one appeal may be filed for the written exam, no repeat appeals are allowed.

9.1 Grounds for Appeal

Candidates or certificants may file a formal appeal for the written exam only for the following reasons:

- **Eligibility Determinations:** Disagreement with a finding that an application does not meet education or experience requirements.
- **Examination Administration Issues:** Documented procedural irregularities or technical malfunctions that may have affected performance.
- **Scoring or Results Review:** Evidence of potential scoring or data recording error.
- **Disciplinary Actions:** Objection to a decision involving suspension, revocation, or denial of certification for ethical or policy reasons.

Appeals that solely express dissatisfaction with an examination result without supporting evidence of error or irregularity will not be considered.

9.2 Submission Requirements and Timeline

Appeals must be submitted in writing to certification@accenet.org within **thirty (30) calendar days** of the date the candidate or certificant was notified of the decision being appealed.

The written appeal must include:

- The appellant's full name and credential (if applicable).
- The specific decision or action being appealed.
- A clear statement of the reason(s) for the appeal.
- Any supporting documentation or evidence relevant to the case.

HTCC will confirm receipt of the appeal within **ten (10) business days**.

9.3 Review and Determination Process

- Appeals are reviewed by HTCC and the Board of Examiners
- The committee will review the appeal documentation, interview involved parties (if necessary), and may consult subject matter experts for clarification.
- The Committee issues a **written determination** within **forty-five (45) days** of appeal.
- All appeal decisions are final and binding.

If additional time is required to reach a decision (for example, if more information must be gathered), HTCC will notify the appellant in writing with an updated timeline.

9.4 Complaint Submission Process

HTCC also accepts **formal complaints** regarding:

- Alleged violations of the **HTCC Code of Ethics and Professional Conduct**,
- Misuse or misrepresentation of certification status,
- Suspected breaches of examination confidentiality, or
- Concerns regarding HTCC administrative processes.

Complaints must be submitted in writing to certification@accenet.org and include:

- The complainant's name and contact information,
- A detailed description of the concern or violation,
- Any available supporting documentation or evidence.

Anonymous complaints will be reviewed at HTCC's discretion but may be limited if evidence cannot be substantiated.

9.5 Complaint Review and Resolution

- Upon receipt of a complaint, HTCC will acknowledge the submission within **ten (10) business days**.
- Complaints are reviewed by the **HTCC Committee**

Final decisions are documented in HTCC's official records, and parties involved are notified in writing.

10. Code of Ethics and Professional Conduct

HTCC certificants, applicants, volunteers, and examiners are expected to uphold the highest standards of professional competence, honesty, and integrity in all activities related to **Clinical Engineering practice**. Compliance with this Code is a condition of certification, renewal, and continued participation in HTCC programs.

10.1 Fundamental Principles

Certified professionals and applicants shall:

1. **Prioritize patient safety and welfare** in all professional decisions and actions.
2. **Maintain professional competence** through continuous learning and adherence to accepted practice standards.
3. **Act with honesty, integrity, and fairness** in all professional and business relationships.
4. **Respect confidentiality** and protect sensitive information regarding patients, employers, and HTCC.
5. **Demonstrate accountability and professionalism**, treating all colleagues and stakeholders with respect.
6. **Comply with laws, regulations, and recognized industry standards** governing Clinical Engineering and healthcare technology management.
7. **Avoid conflicts of interest** and disclose any real or perceived conflicts to relevant parties.

10.2 Obligations to HTCC and the Profession

All certificants, applicants, and volunteers serving on behalf of HTCC are required to:

- **Protect the confidentiality and security of all HTCC examination materials and intellectual property.**
- **Refrain from reproducing, disclosing, or discussing examination questions, content, or scoring processes** in any form.
- **Avoid using HTCC volunteer, examiner, or committee positions** to assist, coach, or provide advantage to applicants or candidates.
- **Abstain from soliciting, sharing, or distributing exam-related content or proprietary information**, including training or study materials derived from actual examination content.
- **Maintain independence and impartiality** when reviewing applications, scoring exams, and participating in governance decisions.
- **Support the advancement of Clinical Engineering practice** through mentorship, education, and ethical leadership.
- **Report any known or suspected ethical violations, misconduct, or examination irregularities** to HTCC for review.

10.3 Enforcement and Disciplinary Actions

Violations of this Code or of HTCC policies may result in disciplinary action, including but not limited to:

- Formal written warning
- Temporary suspension of certification or eligibility
- Revocation of certification
- Permanent ineligibility for future certification or volunteer participation

Individuals subject to disciplinary action will be notified in writing and granted the opportunity to appeal in accordance with **Section 9: Appeals and Complaints**.

HTCC reserves the right to publicly announce disciplinary actions including revocation in accordance with its Registry and disclosure policies.

10.4 Professional Representation and Use of Credentials

HTCC certificants must always accurately represent their qualifications.

- Credentials may only be used while active and in good standing.
- Certificants must not imply endorsement by HTCC of products, organizations, or services.
- Any misuse or misrepresentation of credentials is grounds for disciplinary action.

10.5 Affirmation

All applicants, certificants, and HTCC volunteers affirm, through submission of their application, renewal, or participation, that they have read, understand, and agree to abide by this **Code of Ethics and Professional Conduct**.

Continued certification constitutes acceptance of this Code and acknowledgment of HTCC’s authority to enforce it.

11. Definitions, Contact Information, and Version Control

This section provides definitions of key terms, acronyms, and administrative information relevant to this handbook and the governance of HTCC certification programs.

11.1 Key Definitions and Acronyms

| <i>Term / Acronym</i> | Definition |
|-----------------------|---|
| HTCC | Healthcare Technology Certification Commission: the governing body responsible for establishing and maintaining standards for certification in Clinical Engineering practice. |
| BoE | Board of Examiners: the group of subject matter experts appointed by HTCC to review applications, develop examinations, evaluate candidate performance, and make certification determinations. |
| ACE | Associate Clinical Engineer: the HTCC credential awarded to engineers demonstrating foundational competence in Clinical Engineering practice. |
| CCE | Certified Clinical Engineer: the advanced HTCC credential awarded to professionals demonstrating leadership and comprehensive expertise in Clinical Engineering. |
| ATT | Authorization to Test: official notice sent to approved candidates providing instructions for scheduling and completing the certification examination. |
| Veriff | HTCC’s approved identity verification provider, used to confirm candidate identity prior to exam administration. |

| | |
|---|---|
| Good Standing | Status of a certificant who holds an active, unexpired credential, complies with renewal and ethical requirements, and has no unresolved disciplinary actions. |
| BOK | Body of Knowledge: The structured framework of knowledge areas defining the scope of Clinical Engineering practice, used to guide exam development and evaluation. |
| Secure Inbox | HTCC’s designated secure email account (secure@htcc.org) used for the submission of transcripts, reference letters, and confidential documentation. |
| Renewal and Reinstatement Handbook | The companion documentation defining requirements, point categories, and processes for maintaining or reinstating certification. |

11.2 Contact Information

All official correspondence with HTCC (including applications, documentation, scheduling, appeals, and general inquiries) should be directed to:

| Purpose | Email Address |
|--|---|
| General inquiries and all certification correspondence | certification@accenet.org |
| Submission of transcripts, reference letters, or other secure documentation | certification@accenet.org |
| Examination scheduling or technical support | certification@accenet.org |
| Appeals, complaints, and policy inquiries | certification@accenet.org |
| Website | https://accenet.org/CECertification/Pages/GetCertified.aspx |

All inquiries are acknowledged within 10 business days of receipt.

Applicants and certificants are responsible for ensuring that their current contact information is on file with HTCC.

11.3 Version Control and Publication Statement

This handbook represents the **official 2026 Edition** of the HTCC Certification Handbook and supersedes all previous editions.

- **Effective Date:** April 01, 2026
- **Approved By:** HTCC Executive Board
- **Next Scheduled Review:** January 2029
- **Governing Reference:** HTCC Bylaws and Certification Program Policies

HTCC may amend or update policies at any time to ensure compliance with evolving professional, regulatory, or technical standards. The most recent version of this handbook is always available for download at <https://accenet.org/CECertification>.

11.4 Closing Statement

HTCC recognizes and honors the dedication of all Clinical Engineering professionals who pursue certification as a mark of excellence in their field.

The Commission remains committed to:

- Advancing the science and practice of Clinical Engineering
- Promoting professional ethics, quality, and accountability
- Ensuring that certification reflects the highest standards of competence and integrity in the service of healthcare.

HTCC expresses its appreciation to the members of the **Board of Examiners, volunteers, and professional partners** whose continued contributions make this program possible.

Appendices and Referenced Documents

The following official documents and templates are referenced throughout this handbook and are available for download at <https://accenet.org> or by request from certification@accenet.org. All supplemental documents are considered integral to the certification program and should be reviewed in conjunction with this handbook.

Appendix A: HTCC Application Packet and Forms

Includes all required forms for new applicants and reapplicants.

- **A1. HTCC Certification Application Form**
 - Used to apply for CTP, ACE, or CCE certification.
 - <https://form.jotform.com/253415937660058>
- **A2. HTCC Reference Form**
 - Standard format for the three required professional references.
 - <https://form.jotform.com/253424872749064>

Appendix B: Examination Guidance and Body of Knowledge

Provides guidance on exam content and administration.

- **B1. ACCE Body of Knowledge (BOK)**
 - Defines the subject domains, weightings, and competencies assessed in the written and oral examinations.
 - <https://accenet.org/resources/Downloads/Reference%20Materials/ACCE%202025%20BOK%20Survey%20Report.pdf>

Appendix C: Renewal and Reinstatement

Outlines procedures for maintaining and reinstating certification.

- **C1. HTCC Renewal and Reinstatement Handbook (2026 Edition)**
 - Defines point categories, continuing education requirements, and documentation standards for renewal.
 - <https://accenet.org/CECertification/Pages/CertificationRenewals.aspx>
- **C2. Renewal Application Form**
 - For submission of renewal points and fees.
 - <https://form.jotform.com/251135312765149>

Appendix D: Governance and Policy References

Provides the organizational and ethical framework under which HTCC operates.

- **D1. HTCC Bylaws and Certification Program Policies**
 - Establishes governance, roles, and certification decision authorities.
 -
- **D2. HTCC Code of Ethics and Professional Conduct**
 - Also published as a standalone reference document for certificants and volunteers.

Appendix E: Administrative and Technical Support

Provides operational contact points and additional reference resources.

- **E1. ACCE / HTCC Certification Contact Directory**
 - For administrative support, appeals, and scheduling assistance.
 - <https://accenet.org/CECertification/Documents>
 -
- **E2. HTCC App Store (JotForm)**
 - All applications and forms available.
 - <https://www.jotform.com/app/253433381180149>
 -

Appendix F: Additional Resources (Informational)

Supplementary guidance provided for candidate support.

- **F1. ACCE Clinical Engineering Certification Preparation Course Information**
 - Optional study resource offered by the American College of Clinical Engineering (ACCE).
- *Access:* <https://accenet.org/CECertification/Pages/CertificationResources.aspx>