

# ACI Certification

## Your Path to Success

### Types of ACI Certification

- Certified Biomedical Equipment Technician (CBET®)
- Certified Radiology Equipment Specialist (CRES®)
- Certified Healthcare Technology Manager (CHTM)
- Certified Industrial Sterilization Specialist (CISS)
  - Ethylene Oxide (CISS-EO)
  - Moist Heat (CISS-MH)
  - Radiation (CISS-RAD)

# About ACI's Certification Programs

The AAMI Credentials Institute (ACI) awards certification credentials to health technology professionals in industry and healthcare delivery.

As healthcare becomes more complex, certification is one way to demonstrate and showcase competencies. It strengthens the public confidence in safer healthcare systems. Healthcare technology professionals seek certification as a way of demonstrating their accomplishments, mastery of skills, and experience in core competencies. Certification helps to highlight a professional's ability to provide quality and trustworthy service.

## Certification:

- Adds instant credibility with employers.
- Is the next step to your career advancement.
- Demonstrates your commitment to the industry.
- Increases job responsibilities.

## ACI Statement of Fairness

ACI adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the credentialing programs, ACI 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.

## Impartiality

ACI understands the importance of impartiality in carrying out its certification activities, manages conflict of interest, and ensures the objectivity of its certification activities.

# Steps to Become Certified

1

**REVIEW** certification descriptions & eligibility requirements in *ACI Certification Candidate Handbook* to find the best certification program for you.

2

**COMPLETE** and submit an exam application to ACI prior to the registration deadline.

3

**RECEIVE** confirmation emails from ACI and follow instructions to register for an exam at an approved testing center near you.

4

**PREPARE AND TAKE** the exam.

5

**MAINTAIN** your certification, by submitting your renewal fee and CEUs by the deadline.



All exams are computer based and are administered at approved testing centers around the world.

AAMI membership is not a prerequisite for certification. Also, achieving certification does not constitute AAMI membership.

**"At Universal Health Services, Inc ... we have realized the benefits to ACI certification by the enhanced experiences for our patients and caregivers through high-quality technology availability and lower costs of ownership."**

*Christopher Nowak, CBET, corporate director,  
Universal Health Services, Inc.*

# A Closer Look at the Different Programs

## Certifications for the HTM Professional

Generally, candidates desiring certification in this category may work for medical device manufacturers, hospitals, clinics, medical device repair companies, regulatory bodies/agencies, and software manufacturers—such as EMR or device integration providers.



#1163  
ISO/IEC 17024  
Personnel Certification Program

## Certified Biomedical Equipment Technician (CBET®)

Healthcare technology management professionals who desire a CBET certification are expected to have experience in a wide-range of electromechanical devices, computers, networks and software used in the delivery of healthcare.

## Certified Radiology Equipment Specialist (CRES®)

Healthcare technology management professionals who desire a CRES certification are expected to have experience in a wide-range of medical imaging modalities, electromechanical devices, computers, networks and software used in the delivery of healthcare.

## Certified Healthcare Technology Manager (CHTM)

The healthcare technology manager is a person responsible for planning and directing activities of other healthcare technology management professionals, monitoring their work, and taking corrective actions when necessary. The exam covers two major HTM areas: the management of healthcare technology operations; and, the management of personnel.

**"Hiring certified professionals provides me with an unbiased, rigorous, and repeatable program to measure professional competency."**

*Larry W. Hertzler, CCE , vice president, HTC technical operations,  
now a part of TRIMEDX*

# Certification for the Industry Professional

## Certified Industrial Sterilization Specialist (CISS)

An industrial sterilization specialist is a person who understands the principles of sterilization process development, validation, control, and management as part of the manufacturing of healthcare products. A CISS has expertise in the science of sterilization (including but not limited to microbiology, physics, and chemistry), knowledge of sterilization processing, quality management systems, risk management and regulatory requirements.

This certification program consists of a core exam and three specialty exams:

- Ethylene Oxide
- Moist Heat
- Radiation

| Exam           | Number of Questions | Time Allowed | Type of Calculator Allowed* |
|----------------|---------------------|--------------|-----------------------------|
| CBET®          | 165                 | 3 hours      | Simple 5 function           |
| CRES®          | 165                 | 3 hours      | Simple 5 function           |
| CHTM           | 100                 | 2 hours      | N/A                         |
| CISS–Core      | 75                  | 2 hours      | Scientific                  |
| CISS–Specialty | 50                  | 1 hour       | Scientific                  |

\*Test taker supplies own calculator

## Testing Windows and Exam Fees

All ACI exams will be administered within two testing windows each year: May 1–15 and November 1–15. Test takers can select any date and time within the 15-day window. Only one exam can be taken per exam window, with an exception for CISS, in which a candidate can take the core & specialty exams.

For current exam fees, please refer to the **ACI Certification Candidate Handbook** at [aami.org/aci\\_handbook](http://aami.org/aci_handbook).

# Prepare for the Exam



## Develop a study plan that is unique to YOU!

1. Download the *ACI Certification Candidate Handbook* at [www.aami.org/aci](http://www.aami.org/aci).
2. Locate the content outline for the exam you are interested in.
3. Highlight the areas that may require extra study time.

A comprehensive list of exam references can be found in the *ACI Certification Candidate Handbook*. (ACI does not sponsor or promote any refresher course, study guides, or study materials of any kind.)

## Exam Day Checklist

### What you'll need:

- Two forms of identification (one must be a government issued photo ID).
- A copy of your confirmation email that contains your unique authorization code.
- A simple 5-function calculator ... CISS test takers ONLY can bring a scientific calculator

### What to remember:

- Arrive at your testing location at least 15 minutes prior to your scheduled start time.
- If you need to reschedule or cancel your exam, please email [aci@aami.org](mailto:aci@aami.org).
- If you fail to appear for your exam, you will forfeit all exam fees.
- Special accommodations must be requested at least 60 days in advance.

### What to expect after the exam:

- Preliminary exam results will be emailed immediately following your exam.
- Final results will be mailed within 45 days of the exam window.  
*Note: If a new exam form is being introduced, results will be delayed.*
- Candidates earning full certification will have their names added to the ACI Certification Directory.

# Maintaining Your Certification

Once a certification is earned, it must be maintained through a three-year cycle of continuing education and renewal fees. Recertification programs are extremely important because they require holders of the credential to present evidence that they are maintaining the established standard.

## Three-Year Recertification Requirements

- Earn 30 CEUs.
- Submit continuing practice journal.
- Pay applicable fees.

## Ways to Earn CEUs

- An additional ACI or IT certification.
- Leadership roles in HTM-related and healthcare committees, workgroups, or appointments (outside your position description)
- Development of educational content.
- Professional development.
- College or university courses.
- Work experience.



### Contact ACI for more information:

Visit [www.aami.org/aci](http://www.aami.org/aci) for more information on eligibility requirements and learn how you can become ACI certified. If you have any questions, please email [aci@aami.org](mailto:aci@aami.org).

