



Appendix A

WORK PROCESS SCHEDULE

And

RELATED INSTRUCTION OUTLINE

Adopted by:



For the Occupation of:

BIOMEDICAL EQUIPMENT TECHNICIAN

O*NET-SOC CODE: 49-9062.00 RAPIDS CODE: 0888HY

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**



Appendix A

**WORK PROCESS SCHEDULE
BIOMEDICAL EQUIPMENT TECHNICIAN
O*NET-SOC CODE: 49-9062.00 RAPIDS CODE: 0888HY**

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

- Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of this occupation shall encompass the satisfactory completion of the Work Processes listed in these Standards, which comprise a recommended **4000-6000** On-the-Job Learning (OJL) Hours. This OJL shall be supplemented by the minimum required **144** hours of Related Instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: **1** Apprentice to **1** Journeyworker/Mentor.

Adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

Proper supervision of an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on the established wages and schedule set by the employer. A sample wage schedule table is below. Apprentices must receive at least one pay increase during their apprenticeship. Each employer will establish their own hourly wage schedule in the Employer Agreement in Appendix D. No apprentices shall have a starting wage less than their state's minimum wage.

SAMPLE Wage Schedule:

Term	OJL Hours	Hourly Wage
1	0 to 2000	\$10.00
2	2000 to 4000	\$15.00



5. PROBATIONARY PERIOD

Every selected apprentice will serve a probationary period of **90 days**.

6. SELECTION PROCEDURES

Please see page 22.



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The following identifies the major work processes in which apprentices will be trained.

Work Process Category	Approx. Hours	Demonstrated Competency:	
Orientation & Safety	200-400	Supervisor's Initials:	Date:
Anatomy and Physiology	300-500	Supervisor's Initials:	Date:
Mathematics	100-200	Supervisor's Initials:	Date:
Electronics	300-500	Supervisor's Initials:	Date:
Biomedical Equipment Technology	2,000-2,500	Supervisor's Initials:	Date:
Information Technology	700-1,100	Supervisor's Initials:	Date:
Communication Skills	300-500	Supervisor's Initials:	Date:
Professional Skills	100-300	Supervisor's Initials:	Date:
Educational Requirements	288	Supervisor's Initials:	Date:
Total Hours:	4,000-6,000	Supervisor's Initials:	Date:



COMPENTENCIES TASKLIST-BIOMEDICAL EQUIPMENT TECHNICIAN

Training: Mentor/Journeyworker has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Orientation/Safety (200–400 hours)	Place a check mark or date in each box when complete.			
	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Attend all required healthcare facility safety and employee orientation courses through HR				
Receives orientation to department and organization. Reviews org chart, understands the different departments within the facility and the types of patients found within the various departments.				
Understands the Biomedical Equipment Technician (BMET) job description and the role and responsibilities of the job.				
Becomes familiar with and adheres to all department and organizational policies and procedures.				
Attends scheduled department meetings.				
Understands Health Insurance Portability and Accountability Act (HIPAA) regulations.				
Learns the correct Personal Protective Equipment (PPE) for every job.				
Becomes familiar with Safety Data Sheets (SDS) and knows how and when to use them.				
Understands the proper procedure for the disinfection/cleaning, disposal of, and proper handling of equipment/components that can be hazardous to the environment (e.g., batteries, O ₂ cells, reagents, circuit boards and chemicals).				



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Understands the proper procedure for Lock Out Tag Out (LOTO) and when it should be used.				
Understands safety symbolism (e.g., color coding for gases, isolation areas and related signage).				
Able to identify blood-borne pathogen hazards, follow universal precautions, and determine appropriate infection control procedures in isolation areas.				
Understands the proper infection control protocols and required gowning for isolation rooms.				
Understands the proper infection control protocols and required gowning for reverse isolation (negative pressure) rooms.				
Able to identify regulatory agencies that oversee and govern healthcare practices (any Authority Having Jurisdiction, e.g., Centers for Medicare & Medicaid Services [CMS] State Governing Agencies such as the Department of Public Health [DPH], National Fire Protection Agency [NFPA], Occupational Safety and Health Administration [OSHA], etc.), and understands why they are important and how they relate to reimbursement.				
Knows which regulatory agency accredits the facility you work for on behalf of CMS (e.g., The Joint Commission [TJC], Det Norske Veritas Germanischer Lloyd [DNV GL])				
Is familiar with healthcare life safety codes and why they are important.				
Be aware of Life Safety Code NFPA 101 and the National Electrical Code NFPA 70 and how they impact the healthcare facility.				
Understands the basic medical equipment regulatory requirements. (Underwriters Laboratories [UL], Food and Drug Administration [FDA]).				
Reviews the department's EOC report and understands what medical				



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equipment data is regularly reported to the committee and why.				
Attends at least one Environment of Care (EOC) or Safety Committee Meeting.				
Is familiar with architectural plans for a construction project involving medical equipment. Knows how to identify electrical, mechanical and plumbing on an architectural drawing.				
Understands the electrical systems in the healthcare facility and how they affect medical equipment (e.g. emergency power and isolated power).				
Understands the basics of medical gas systems in the healthcare facility.				
Understands and uses proper infection control procedures for a sterile environment (e.g., Sterile Processing Department [SPD] and Operating Room [OR]), including how to gown up when working in a sterile environment such as the OR.				
Understands the infection control and safety protocols for working in a hospital laboratory.				
Know what Clinical Laboratory Improvement Amendments (CLIA) is and how it impacts the Laboratory's processes, procedures, and quality				
Know the different agencies that accredited the healthcare system's Laboratory and Blood Bank (e.g.: CAP, AABB)				
Understands the safety risks associated lasers.				
Attend at least one Laser Safety Committee Meeting.				
Understands Waste Anesthesia Gas Safety and the healthcare facility's requirements/policies around it. (e.g., annual waste gas leakage testing).				
Understands Radiation Safety and the healthcare facility's requirements/policies around it (e.g., radiation safety badges).				
Attends at least one Radiation Safety Committee Meeting.				



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Understands infection control and safety protocols for the radiation oncology department.				
Understands Magnetic Resonance Imaging (MRI) safety and different zones found in an MRI suite. Knows who/what can and cannot go into each zone and what they mean.				
Is familiar with the Nuclear Regulatory Commission (NRC) and how it impacts nuclear medicine.				
Understands the safety considerations and healthcare facility's policy for the PET/CT Suite, radioactive isotopes and the hot lab.				
Understands the safety procedures and requirements for entering secure areas (e.g., locked psychiatric unit, patients under psychiatric precautions in other areas of the hospital).				
Understand the safety and security policies for the healthcare facility's Labor and Delivery (L&D), Neonatal Intensive Care Unit (NICU) and nursery.				
Understands what a Root Cause Analysis (RCA) is, how one is conducted, and why an RCA is an important step in preventing reoccurring incidents.				
Understands the impact that healthcare facility's quality initiatives (e.g. alarm fatigue, IV pump errors, etc.) have on front line staff and what measures are being taken to address these.				
Anatomy and Physiology (300-500 hours)	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Able to identify organ systems (heart, lungs, liver, kidneys, brain, gallbladder, pancreas, skin, blood).				
Knows body directions, surfaces, cavities, and planes.				
Knows and understands fundamental human chemistry.				
Knows major hormones and their function.				
Knows basic immune response and lymph system.				



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Knows gastrointestinal system and food processing mechanisms.				
Knows and understands the reproductive system with emphasis on pregnancy and childbirth.				
Knows and understands major skeletal system components and muscles.				
Knows major spinal nerves and vertebral column.				
Knows and understands the cardiovascular system components with focus on the electrical activity of the heart.				
Knows and understands the respiratory system, including breathing and gas exchange.				
Knows major regions of the brain, electrical activity of the brain.				
Demonstrates a working medical vocabulary. Able to apply this understanding to the interaction of medical equipment with the human body.				
Understands Einthoven's triangle and how it applies to healthcare technology.				
Understands 10-20-10 EEG pattern and how it applies to healthcare technology.				
Understands Korotkoff sounds and how they apply to healthcare technology.				
Understands Positive End Expiratory Pressure (PEEP) and how it applies to healthcare technology.				
Mathematics (100-200 hours)	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Understands basic algebra and why it is important with regards to servicing medical equipment				
Demonstrates a working understanding of scientific and engineering notation.				
Understands the applied metric system and be able to convert the U.S. system into the metric system.				
Able to convert between various units accurately				
Understands linear and nonlinear relationships and how they are related to medical equipment and the human body				



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Demonstrates an understanding of geometric principles and relationships and why this is important in healthcare technology management				
Demonstrates the ability to graph data and make conclusions/decisions based upon the shape of the graph				
Understands how basic trigonometry applies to the BMET role (e.g. sinusoidal functions in analyzers)				
Obtains a basic understanding of statistics and how it applies to a healthcare facility's reporting				
Electronics (300-500 hours)	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Understands the basic concepts of electricity (voltage, resistance, current, resistors, active and passive devices, transducers, capacitors, and inductors, including the utilization of schematics).				
Understands the theory of direct current (DC) principles, circuits, and analysis.				
Understands the theory of alternating current (AC) principles, circuits, and analysis.				
Able to identify solid-state devices and basic principles of the underlying technology.				
Understands the theory of digital electronics principles, circuits, and analysis.				
Understands microprocessor fundamentals including memory, registers, instructions and control.				
Understands the principles of electronic components, circuits, and instruments.				
Develops technical skills, including component identification and schematic usage.				
Develops skills to use multi-meters effectively.				
Understands the principles of telecommunications and signal transmission.				
Able to identify basic sensors and actuators including motors.				



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Understands the purpose and usage of various power conditioning, distribution, and storage systems (e.g., transformers, batteries).				
Biomedical Equipment Technology (2,000–2,500 hours)	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Able to identify and properly utilize shop tools.				
Understands the principles of soldering and using various repair techniques (e.g., epoxy, shrink wrap, electrical tape).				
Knows the difference between a Class I, II, and III, medical device.				
Understands the difference between diagnostic, monitoring, and therapeutic equipment.				
Understands the difference between critical and non-critical equipment.				
Understands the different areas of the healthcare facility and the types of medical equipment found in each of the various areas.				
Is familiar with the proper process to order parts and service for medical equipment.				
Understands the importance of creating a return materials authorization (RMA) prior to shipping equipment outside of the facility.				
Understands the different types of inspections and how and when they are used, including incoming, visual, and electrical safety.				
Understands what planned maintenance (PM) is and its importance regarding equipment safety and reliability.				
Able to identify and understand test equipment operation (e.g., electrical safety analyzer, defibrillator analyzer, electro surgical analyzer, physiologic simulators, digital multimeter [DMM]).				
Able to describe the basic theory of operation, functioning, and clinical application of medical devices, such as heart monitors, Electrocardiogram (ECG) carts, bladder scanners, defibrillators, ventilators, blood				



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pressure monitors, pulse oximeters, infusion pumps (Intravenous (IV), Patient Controlled Analgesia (PCA), feeding, suction devices, electrical surgical units (ESUs), and centrifuges and carry out operational checks on such devices.				
Able to discuss how the medical equipment is managed and any inventory verification procedures for the healthcare facility.				
Able to discuss the Medical Equipment Management Plan (MEMP) or equivalent document(s) that guide daily operations of the department.				
Understand what an Alternative Equipment Maintenance (AEM) program is, what equipment can and cannot be included per CMS, and what factors should be considered when determining what equipment should and should not be included in the program.				
Able to discuss the proper process of how to handle a medical device involved in a patient incident as well as what must be reported when according to the Safe Medical Devices Act (SMDA).				
Becomes familiar with hazard alerts and recalls involving medical equipment as well as the remediation process.				
Knows the difference between a Class I, II, and III recall.				
Understands what a computer maintenance management system (CMMS) is and why it is an important tool for Healthcare Technology Management (HTM).				
Understands proper work order documentation (e.g., what information should go in a work order) and why it's important to capture this data.				
Able to search for an equipment record and work order within the CMMS system.				
Able to enter technician time, vendor time, and parts (part # and cost) into a work order within the CMMS and				



understand why capturing this data is important from a compliance and financial standpoint.				
Able to interpret data from CMMS to recommend course of action (retire, repair, replace).				
Is familiar with the department's process for adding and retiring assets from the CMMS.				
Understands normal function and underlying technology of the following:				
Laboratory equipment (e.g., centrifuges, water baths, analyzers, cryostats, microtomes).				
EEG and EMG equipment and related equipment				
Diagnostic equipment (e.g., otoscope, ophthalmoscope, audiometer, uroflow meter).				
Monitoring systems (e.g. End-tidal CO ₂ [EtCO ₂], ECG, Electroencephalogram [EEG], noninvasive blood pressure, invasive blood pressure, pulse oximetry, fetal monitoring, and respiration).				
Therapeutic equipment (e.g., infant warmers, ultrasound therapy, hypo/hyperthermia, aspirators, sequential compression device (SCD), bilirubin light)				
Life support equipment (e.g., defibrillators, anesthesia machines, ventilators, balloon pumps, external pacemakers).				
Operating room equipment (e.g., electro surgical generators, video equipment, lasers, tourniquets, sterilizers, warmers).				
Imaging devices: (e.g., general radiology, ultrasound, portables, radiographic/fluoroscopy, C-Arm, bone density, mammography, CV/IR/angiography, CT, SPECT CT, gamma cameras, MRI, linear accelerators)				



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Understands and applies NFPA99 codes to the maintenance of medical equipment.				
Completes an electrical safety inspection according to NFPA 99 accepted standards and determine if it passes or fails.				
Tests, troubleshoots and PM the following equipment with the ability to identify the fault conditions and apply appropriate corrective actions:				
Infusion pumps				
PCA infusion pumps				
Feeding pumps				
Syringe pumps				
Pulse oximeters				
Otoscope/ophthalmoscopes				
Sphygmomanometers				
Thermometers				
Multiparameter physiological monitors and associated modules (peripheral capillary oxygen saturation [SpO ₂], temperature, invasive and non-invasive blood pressure [NIBP], respiration, ECG).				
Telemetry monitors				
Electric beds				
ECG cart				
Electronic blood pressure machines				
Sequential Compression Devices (SCDs)				
Bladder Scanners				
Defibrillators				
Automated External Defibrillators (AEDs)				
Video equipment				
Endoscopy equipment				
Electrical surgical units				
Scales				
Basic lab equipment, such as centrifuges, water baths, shakers,				



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incubators, mixers, and electrophoresis devices.				
Suction Units				
Portable Patient Lift Equipment				
Prioritizes repairs of medical devices based on level of risk and/or urgency.				
Able to differentiate between a device error and a use error to determine appropriate action.				
Able to differentiate between an issue within a local monitoring device on the network and a system-wide network problem.				
Able to identify medical equipment that is capable of and utilized for interoperability features.				
Is familiar with sterilizer equipment and understands its function and importance in the healthcare facility.				
Is familiar with various analyzers found in a healthcare facility's laboratory and what they are used for.				
Is familiar with equipment found in a healthcare facility's Radiology Department and knows what types of clinical procedures each is used for: general radiology, ultrasound, portables, radiographic/fluoroscopy, C-Arm, bone density, mammography, CV/IR/angiography, CT, SPECT CT, gamma cameras, MRI, and linear accelerators.				
Is familiar with Virtual Reality (VR) and Artificial Intelligence technology and how it is used in healthcare.				
Is familiar with available HTM guidance and resources for continual learning (e.g., 24x7, TechNation, ECRI's Top 10 Hazards, the American College of Clinical Engineering [ACCE], local HTM associations, AAMI.				
Information Technology (IT) (700-1100 hours)	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Understands and can differentiate between the roles and responsibilities of the IT and HTM departments				



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Understands the basic concepts of computer architecture and systems (e.g., processor, memory, input/output devices, and communication channels).				
Demonstrates an understanding of the principles of computers, peripherals, networks and software. Is able to apply this understanding to applications within medical equipment and systems.				
Able to initiate a repair/trouble ticket to the proper team responsible for addressing IT issues				
Is familiar with the different types of computer/network connectors and cabling and knows how and when to use them.				
Can identify and differentiate between different types of networks (e.g., Local Area Network [LAN], Wireless Local Area Network [WLAN], Virtual Private Network [VPN]).				
Understands the different types of wireless connections available for medical devices (Wi-Fi, Bluetooth, etc.), their applications in healthcare, and their security features and risks.				
Tests and troubleshoots network components (e.g., network interface card [NIC], switch, cable, hub, router, and modem).				
Is familiar with Cybersecurity principles.				
Able to identify equipment that can store ePHI (electronic protected health information) as well as the protocol for retiring this type of equipment.				
Understands cybersecurity threats to networks such as ransomware, conficker worms, and various other ways hackers attempt unauthorized access to a control system device.				
Understands the risks associated with plugging in personal devices (cell phones, universal serial bus [USB] drives) to hospital computers or medical devices.				
Is familiar with the hospital's policy (if one exists) for checking USB/external drives for viruses that are used by				



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medical equipment service providers to upgrade and/or troubleshoot equipment.				
Understands computer and device communications including network protocols and address schemes.				
Is familiar with Manufacturer Disclosure Statement for Medical Device Security (MDS ²) and Digital Millennium Copyright Act (DMCA).				
Is familiar with International Electrotechnical Commission (IEC) 80001: <i>Application of Risk Management for IT-Networks Incorporating Medical Devices</i> .				
Is familiar with Health Level 7 (HL7) basics.				
Is familiar with device integration and identifies medical equipment that is integrated within the electronic medical record (EMR).				
Identifies and troubleshoots personal computer (PC) hardware and networking components (wired and wireless) with the use of cable tracers.				
Identifies and troubleshoots PC hardware and networking components (wired and wireless) with use of Packet Internet Groper (PING).				
Understands and applies the fundamentals of network configuration (e.g., Internet Protocol [IP] address, gateways, subnet addressing).				
Able to configure medical devices (e.g., infusion pumps, ECG carts) to the healthcare facility's wireless network.				
Is aware of devices that contain ePHI and knows the proper sanitization methods to remove ePHI from any medical device before equipment leaves the facility for any reason.				
Understands the healthcare facility's IT change control process and attends at least one Change Control meeting.				
Is familiar with the healthcare facility's server room(s), how they are organized,				



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and the healthcare facility's security policy around service room access.				
Communication Skills (300-500 hours)	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Understands the basic principles of oral and written communication and can utilize them effectively.				
Understands and effectively uses proper grammar, punctuation, and case in written communication.				
Respects cultural diversity and communication.				
Displays appropriate and professional verbal and non-verbal communications in all encounters.				
Demonstrates proper, effective, and professional communication with all individuals encountered.				
Understands the importance of email communication, how to use the organization's email software, how to set up an "Out of Office" message during planned absence and create an e-mail signature.				
Prepares appropriate work order documentation and written technical reports using the (CMMS).				
Team communications are effective and obvious with regular interaction as well as hand offs and follow ups before and after planned absence.				
Uses a working medical vocabulary that allows effective communication with clinical staff.				
Listening skills are evident with a repeat back to the customer to ensure clear communication.				
Presents technical information to a variety of clinical and non-clinical audiences.				
Manages difficult conversations in a professional manner focusing on issue resolution.				
Understands the importance of "closing the loop" when communicating with customers. After a customer reports an issue, resolution begins and				



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customer/department is updated regularly, then when the issue is resolved, apprentice follows up with the person or the department leader who initiated call.				
Professional Skills (100–300 hours)	Training	Demonstrates Fundamentals	Proficient in Task	Completion Date/Initials
Reports to work when scheduled, arrives and leaves on time, notifies supervisor when a change of schedule occurs.				
Is appropriately dressed, hair and personal hygiene, aligned with dress code and facility expectations.				
Follows directions, procedures, and safety guidelines.				
Works side-by-side with a diverse staff in the healthcare environment.				
Respects the rights of others, is a team player, is cooperative, collaborative, and respectful to others. Is assertive, displays customer service attitude, seeks opportunities to learn and is mannerly.				
Is appropriate with culture, race, gender, age diversity: does not engage in mistreatment or harassment of any kind.				
Demonstrates a positive attitude in all encounters. Consistently exhibits a strong work ethic.				
Demonstrates time management skills, conserves materials and handles change constructively.				
Exhibits emotional calm, patience, and problem-solving skills. Supportive of all staff and acts as a resource to peers. Appropriately handles criticism, conflicts, and complaints.				
Understands ethics and how to address ethical issues in the workplace.				
Exhibits time management skills including organization, goal setting, and planning abilities.				
Responds appropriately and professionally to instructions and concerns of superiors, co-workers and other staff.				



RELATED INSTRUCTION OUTLINE
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Related Instruction (RI) supplements On-the-Job Learning (OJL) training and contains courses that provide theoretical and technical training related to the occupation. It is through a combination of both OJL and RI that an apprentice can become fully-skilled in the occupation.

At least 144 hours of supplementary RI is recommended, per year. RI may also include safety courses, organization-specific employee orientation and information sessions, and professional development training. The RI hours provided denote estimated classroom contact hours.

Training Provider:

All apprentices, RI instructors and OJL mentors will complete Anti-Harassment Training, in accordance with CFR 20, Part 30. Guidance and training resources can be found online at: <https://www.dol.gov/agencies/eta/apprenticeship/eeo/harassment>

First Year - 153 Hours	Credit Hours	Contact hours	Provider
OSHA 10 Training		10 contact hours	
Anatomy and Physiology (at Community College)	3 credits	33 contact hours	
College Algebra or Calculus	3 credits	33 contact hours	
DC, AC & Digital Electronics		15 contact hours	
Medical Equipment Training from industry sources (e.g.: Online Webinars, association meetings, service schools, etc.)		30 contact hours	
AAMI Entry level certification- Review and Studying		30 contact hours	
AAMI Entry level certification- Test (sitting for the exam)		2 contact hours	

Second Year - 144 Hours	Credit Hours	Contact Hours	Provider
IT Fundamentals— Review and Studying		40 contact hours	
IT Fundamentals certification— Test (sitting for exam)		2 contact hours	
Communication/Professional Development Course(s)		9 contact hours	
Certified Biomedical Equipment Technician (CBET) Review and Studying		50 contact hours	
CBET Certification Test (sitting for the exam)*		3 contact hours	
Medical Equipment Training from industry sources (e.g.: Online Webinars, association meetings, service schools, etc.)		40 contact hours	



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* The BMET apprenticeship ends when the candidate achieves two years of work experience and obtains the CBET Certification at one of two levels: Candidate or Full status.

As background: The CBET certification has two eligibility levels: Candidate and Full and test takers can apply at either level depending on what their experience and/or education level is. This program has been previously ANSI accredited in this format so it is an acceptable way to run the program.

(www.aami.org/certification)

The actual eligibility requirements for the certification are below:

Full Certification Certified Biomedical Equipment Technician (CBET)

Test takers must meet ONE of the following minimum eligibility requirements as of the application deadline:

- 1. Associate degree or higher in biomedical equipment technology program and two years' fulltime BMET work experience; OR*
- 2. Completion of a U.S. military biomedical equipment technology program and two years' fulltime BMET work experience; OR*
- 3. Associate degree or higher in electronics technology and three years' full-time BMET work experience; OR*
- 4. Four years' full-time BMET work experience.*

Candidate Status Applicants desiring full certification, but do not yet meet the eligibility requirements (as listed above), may apply through candidate status. Successful candidates are given five years to meet the minimum eligibility requirements and be awarded full certification.

To test as a candidate for the CBET exam, an applicant must meet ONE of the following minimum eligibility requirements as of the application deadline:

- 1. Associate degree or higher in biomedical equipment technology program; OR*
- 2. Completion of a U.S. military biomedical equipment technology program; OR*
- 3. Associate degree or higher in electronics technology and one-year full-time BMET work experience; OR*
- 4. Two years of full-time BMET work experience.*

IMPORTANT:

If claiming eligibility based in full or in part on an Associate's or Bachelor's degree, a copy of the diploma MUST be included with the application and fees. A copy of the diploma is required for individuals applying under the completion of a U.S. military biomedical program. Official college transcripts may be requested at the discretion of the application reviewer, but required from international applicants. NOTE: A Bachelor's degree does not replace work experience requirements.



SELECTION PROCEDURES

ASSOCIATION FOR THE ADVANCEMENT OF MEDICAL INSTRUMENTATION (AAMI), as the Registered Apprenticeship Program Sponsor, will adhere to established non-discriminatory and Equal Employment Opportunity (EEO) policies and practices when recruiting and selecting apprentices, as well as administer the apprentice selection process in a fair and consistent manner.

- A. Every person requesting an application will have one made available.
- B. All applications will be identical in form and requirements.
- C. All applicants will be evaluated in the same manner, using identical, non-discriminatory criteria and processes.
- D. As part of the application process, all apprentice applicants may be required to provide supporting documents (driver's license; birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education; etc.).
- E. Receipt of the properly completed application form along with required supporting documents will constitute receipt of a completed application.
- F. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- G. As applicable, applicants who meet the minimum qualifications established for the apprenticeship program and submit all required documents will be notified where and when to appear for an interview.
- H. The Program Sponsor will ensure the interview process is identical for all apprentice candidates.
- I. The Program Sponsor will ensure that applicants selected for the program review the applicable Registered Apprenticeship Program Standards, prior to the start of the apprenticeship.