

# Cognitive Behavioral Therapy for Insomnia Credential Examination (CBTI-C)



## Candidate Handbook 2026

Application Deadline	Late Application Deadline*	Testing Window
April 8, 2026	April 22, 2026	May 9 – May 23, 2026
September 30, 2026	October 7, 2026	October 31 – November 14, 2026

**\*Applications will not be accepted after this deadline**

Administered by:



1350 Broadway, Suite 800 | New York, NY 10018  
[www.ptcny.com/contact](http://www.ptcny.com/contact)

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## TABLE OF CONTENTS

CONTACT INFORMATION.....	3
ATTENTION CANDIDATES.....	3
NON-DISCRIMINATION STATEMENT.....	4
PURPOSE OF CERTIFICATION.....	4
ELIGIBILITY REQUIREMENTS .....	8
DISCLAIMER .....	10
THE CERTIFICATION PROCESS.....	11
COMPLETION OF APPLICATION.....	12
APPLICATION CHECKLIST.....	13
EXAMINATION ADMINISTRATION AND SCHEDULING .....	13
EXAMINATION FEES.....	16
TEST ACCOMMODATIONS .....	17
PREPARING FOR THE EXAMINATION .....	18
WHAT TO EXPECT AT THE TESTING CENTER.....	19
RULES FOR THE EXAMINATION .....	20
TESTING CONDITIONS OR EXAMINATION FEEDBACK.....	21
REPORT OF RESULTS.....	21
APPEALS .....	22
EXAMINATION SECURITY .....	23
ATTAINMENT OF CERTIFICATION & RECERTIFICATION .....	23
REVOCATION OF CERTIFICATION .....	23
CONTENT OF THE EXAMINATION.....	24
SAMPLE EXAMINATION QUESTIONS.....	25
REFERENCES.....	26

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*This Handbook contains necessary information about the CBTI Credential Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This Handbook is subject to change.*

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## CONTACT INFORMATION

<p><b>Professional Testing Corporation (PTC)</b> <a href="http://www.ptcny.com">www.ptcny.com</a> (212) 356-0660</p>	<ul style="list-style-type: none"><li>• Apply for examination</li><li>• Obtain general application information</li><li>• Obtain information about testing policies</li><li>• Transfer to a new testing period</li><li>• Request Test Accommodations</li><li>• Request Score Verification</li><li>• Question about score reports</li><li>• Recertification</li><li>• Miscellaneous inquiries</li></ul>
<p><b>Prometric</b> <a href="http://www.prometric.com/BBSM">http://www.prometric.com/BBSM</a> (800) 741-0934</p>	<ul style="list-style-type: none"><li>• Schedule test appointment</li><li>• Reschedule test appointment (within the same testing period)</li><li>• Cancel test appointment</li><li>• Find directions to test site</li><li>• Questions regarding testing sites and appointments</li></ul>
<p><b>Board of Behavioral Sleep Medicine (BBSM)</b> <a href="http://www.bsmcredential.org">http://www.bsmcredential.org</a></p>	<ul style="list-style-type: none"><li>• Training Resources</li><li>• Recertification Information</li></ul>

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## ATTENTION CANDIDATES

This handbook contains necessary information about the Cognitive Behavioral Therapy for Insomnia Credential Examination. It is required reading for those applying for and taking the Examination. All individuals applying for the examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the application. Please retain this handbook for future reference. This handbook is subject to change. See [www.ptcny.com](http://www.ptcny.com) for handbook updates.

**ACCESSING CELL PHONES AND ELECTRONIC DEVICES AT ANY TIME WHILE YOU ARE TAKING THE EXAM IS PROHIBITED. YOU CAN ONLY REMOVE SNACKS, DRINKS, MEDICINE, OR PERSONAL HEALTHCARE ITEMS FROM YOUR LOCKER - NO BACKPACKS, BAGS, POCKETBOOKS OR CLOTHING CAN BE REMOVED WHILE YOUR EXAM IS IN SESSION.**

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## **NON-DISCRIMINATION STATEMENT**

The Board of Behavioral Sleep Medicine (BBSM) values diversity, equity, and inclusion at all levels of our outreach. It includes the diversity of traditional concepts of diversity (age, gender, race, religion, ethnicity, disability, appearance, sexual orientation, gender identity, personality type), as well as cultural identity, geographic differences, generational influences, disability, and societal self-expression.

We welcome and respect the unique perspectives, opinions, and experiences of each examinee as this reflects our commitment to serve our stakeholders. We are vested in working towards removing barriers, internally and externally, to achieve true diversity, equity, and inclusion for the professional community we serve.

The BBSM does not discriminate against any individual based on race, color, religion, gender, national origin, age, disability or any other characteristic protected by law.

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## **CBTI-C DEFINITION**

A healthcare professional who has obtained the CBTI-C is a provider who uses their knowledge and training in sleep medicine, behavioral principles, and behavioral change to treat individuals with insomnia disorder. Cognitive behavioral therapy for insomnia (CBTI) is a standard treatment for chronic insomnia that combines several clinically proven interventions tailored to individual needs. CBTI-C providers use a combination of evidence-based components to treat insomnia by changing sleep-disruptive behavioral patterns, thoughts, emotions, and environmental influences that can contribute to sleep problems.

Many healthcare professionals are experienced with some of the components of CBTI, but few routinely use the full, evidence-based complement of assessments, interventions, and outcome measures in a systematic manner. The CBTI-C signifies a certain level of education, training, and experience in the understanding and provision of CBTI.

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## **PURPOSE OF CREDENTIALING**

The mission of the Board of Behavioral Sleep Medicine (BBSM) is to “promote excellence in the multidisciplinary field of Behavioral Sleep Medicine through administering and granting credentials that are recognized throughout the world as signifying a high level of competence within health-related fields for the practice of behavioral sleep medicine.” As part of this mission, the BBSM endorses and regulates the Cognitive Behavioral Therapy for Insomnia Credential (CBTI-C) of qualified health care providers. This credential delineates qualities the BBSM recognizes as necessary for professionals who identify and promote themselves as a CBTI provider and outline eligibility requirements for the CBTI credentialing examination.

The credentialing process is designed to promote excellence in the practice of Cognitive Behavioral Therapy for Insomnia (CBTI) by:

1. Recognizing formally those individuals who meet eligibility and examination requirements for a CBTI provider.
2. Encouraging the professional growth of CBTI providers.

3. Establishing and measuring the level of knowledge and training required for a credentialed CBTI provider.
4. Providing a standard of requisite knowledge required for credentialing, thereby assisting employers, the public, and members of health professions in the assessment of individuals providing CBTI services.

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## SCOPE OF PRACTICE

### A. Purpose

The scope of practice for a Cognitive Behavioral Therapy for Insomnia Credential (CBTI-C) provider defines the roles, responsibilities, and limitations of their professional practice. CBTI-C providers are expected to hold a specific level of education, experience, demonstrated competency, and abide by ethical, jurisdictional, credentialing, and board-regulated guidelines as hereby defined.

### B. Role

The primary role of a CBTI-C provider is to provide evidence-based assessment and treatment of chronic insomnia using appropriate outcome measures to track progress.

### C. Limitations

CBTI-C providers may not prescribe sleep medications or sleep aids (e.g., over-the-counter drugs or supplements), unless they have specific licensure with prescription privileges (e.g., physician, nurse practitioner). However, CBTI-C providers may provide general evidence-based information to the patient and/or support a sleep aid taper plan developed and documented by the patient's licensed prescriber.

CBTI-C providers may provide education about additional sleep disorder diagnoses (e.g., sleep apnea, restless legs syndrome) and treatment options, but cannot diagnose or treat other sleep disorders or medical and/or psychological conditions unless they have specific licensure within their scope of practice (e.g., psychologist, psychiatrist).

CBTI-C providers are not trained to manage severe medical conditions like sleep apnea or complex psychiatric disorders. In such cases, they will refer the individual to appropriate specialists for further assessment and treatment.

CBTI-C providers practice only within the roles and responsibilities outlined in this scope of practice. This credential and scope of practice is limited to interventions with adults and does not include work with children.

### D. Scope of Practice

#### a. **Comprehensive Assessment and Evaluation**

The provider may conduct an initial assessment to determine the nature, duration and causes of chronic insomnia. This includes review of sleep patterns, sleep history, lifestyle habits, and comorbid psychological or medical conditions.

- **Detailed Sleep History:** The provider may ask detailed questions about the client's sleep patterns, including bedtime and wake time, frequency of night awakenings, and sleep quality. This also includes exploring factors like naps, excessive time in bed, and the frequency of early morning awakening. The

provider may also look for behavioral factors (e.g., excessive screen time before bed, irregular work schedules, or high-stress levels).

- **Three P Model of Insomnia:** The provider may assess precipitating, perpetuating, and predisposing factors to understand the development and persistence of insomnia.
- **Screening for Comorbid Conditions:** The provider may assess for other psychological disorders (e.g., anxiety, depression) or physical conditions (e.g., sleep apnea, chronic pain) that could be contributing to the insomnia and refer to appropriate medical/mental health care providers as needed.
- **Sleep Diary:** A key tool for CBTI is the sleep diary, which is typically used for initial assessment and throughout treatment to track specific data on the individual's sleep habits including but not limited to bed and rise times, sleep onset latencies, number of awakenings during the night, total sleep time, perceived sleep quality, and other behavioral targets of interest (e.g. substance use, daytime naps, pain levels, exercise)

b. **Education and Psychoeducation**

- **Understanding Insomnia:** CBTI-C providers educate on basics of human sleep, theoretical models of insomnia (e.g, 3 P Model of Insomnia, 2 Proses Model of Sleep Regulation) and sleep requirements to provide sufficient rationale for understanding treatment components and clarify common myths about sleep.
- **Cognitive Behavioral Model of Sleep:** The provider introduces the cognitive-behavioral model, explaining how thoughts (e.g., "I won't be able to function tomorrow if I don't sleep.") and behaviors (e.g., staying in bed for hours trying to sleep) can reinforce the insomnia.

c. **Cognitive Behavioral Techniques in CBTI**

- **Stimulus Control:** This intervention helps the client re-establish the connection between the bed and sleep. This involves:
  - Going to bed only when sleepy (not to watch TV or read).
  - Keeping consistent waketime even on weekends/days off.
  - If unable to fall asleep within 20-30 minutes, get out of bed and engage in a quiet, relaxing activity until feeling sleepy.
  - Avoiding naps, especially in the afternoon, which can reduce sleep drive.
- **Sleep Restriction/Sleep Compression:** This involves initially reducing the time spent in bed (including time spent trying to fall asleep) to more closely match total sleep time to improve sleep efficiency by creating a greater sleep drive. Over time, the CBTI-C provider helps the patient/client gradually increase the time spent in bed to normalize sleep patterns.
- **Cognitive Restructuring:** The CBTI-C provider helps the patient/client identify and challenge common sleep-disturbing beliefs such as: "If I don't get at least 7.5 hours of sleep, I won't function well the next day", helping the patient/client restructure these thoughts with more realistic and adaptive beliefs such as "I can function relatively well with less sleep on some nights".
- **Sleep Hygiene:** Teaching about healthy sleep habits and environment optimization, including the importance of maintaining a consistent sleep

schedule, creating a sleep-conducive environment, and avoiding substances like caffeine or alcohol close to bedtime.

- **Mindfulness and Acceptance:** Some CBTI-C providers may incorporate mindfulness practices to help patients/clients accept their insomnia without anxiety, which in turn can reduce the physiological arousal that interferes with sleep.
- **Relaxation Training and Stress Reduction:** which may include progressive muscle relaxation (PMR), guided imagery, deep breathing exercises, and mindfulness meditation.
- **Continuous Monitoring:** As treatment progresses, the CBTI-C provider will check in on the individual's sleep diary regularly to track progress and adjust interventions as needed.

**d. Relapse Prevention**

- The CBTI-C provider will work with the individual on creating a long-term plan to maintain healthy sleep patterns. After completing an initial course of treatment, patients/clients may attend occasional “booster” sessions to reinforce the strategies implemented, particularly during stressful periods.

**e. Referral and Collaboration**

- CBTI-C providers should collaborate with other healthcare professionals, recognize the boundaries of their scope of practice, and refer or collaborate when necessary (e.g., a new symptom emerges, or condition worsens, does not improve, or becomes too challenging). In these cases, the CBTI-C provider will make appropriate referrals to a Diplomate in Behavioral Sleep Medicine (DBSM) provider, primary care provider, psychologist, psychiatrist, or sleep medicine specialist.

**f. Additional Considerations**

- **Working with Couples or Families:** If sleep issues are affected by relationship dynamics (e.g., a partner's sleep behaviors), the CBTI-C provider might have the individual invite the partner to a session to address these issues.
- **Confidentiality:** Like all therapeutic interventions, CBTI therapy follows strict confidentiality rules. Any information shared within therapy cannot be shared without permission of the patient in accordance with HIPAA guidelines.
- **Cultural Sensitivity:** CBTI-C providers are trained to recognize cultural differences that may affect sleep habits (e.g., sleep rituals, family structures, expectations around rest and work) and tailor interventions to fit the unique cultural context.
- **Group CBTI:** Some CBTI-C providers who have training/experience in group therapy/dynamics may offer group therapy for chronic insomnia, which can be an effective and cost-efficient option for individuals who may benefit from shared experiences and collective learning.
- **Online CBTI:** Given the success of CBTI in various formats, some providers offer online or telehealth CBTI programs, which can be particularly beneficial for individuals who are not located in close vicinity to a provider or prefer virtual sessions.

**g. Dual Roles**

- If a CBTI-C provider holds an additional, active, state/national-recognized credential, they may offer support that abides by that specialty's scope of practice. However, dual roles are discouraged and should be avoided unless necessary. If a dual relationship (e.g., Respiratory Therapist and CBTI-C) exists, disclosure of any conflicts of interest must be discussed and documented. Additionally, clearly delineated parameters and boundaries of each role must be discussed with the patient/client and documented, and each role's scope of practice and ethical standards upheld. Under no circumstance should a CBTI-C provider advertise or sell any sleep-related products or supplements for which they have a financial interest.

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## **ELIGIBILITY REQUIREMENTS**

Individuals who successfully meet eligibility requirements and pass an examination will have met all requirements to be granted a credential in Cognitive-Behavioral Therapy for Insomnia (CBTI-C) by the Board of Behavioral Sleep Medicine.

### **Eligibility Requirements for Examination**

CBTI Credential requires a combination of appropriate educational background, clinical experience, and a passing score on the CBTI-C examination. The following eligibility requirements outline the credentials and training necessary to sit for the CBTI-C examination.

- A. Bachelor's degree (or higher level) from an accredited institution of higher learning (upload copy of diploma with application).
- B. Licensed in accordance with applicable province, federal, state, and local laws, and act only within the scope of state/province license and in accordance with the specific state/province practice requirements (upload copy of license with application).
- C. Completion of ONE of the following CBTI-C eligibility pathways:

#### **Eligibility Pathways**

There are two eligibility pathways for the CBTI-C – Pathway 1. Standard Track (graduation from an SBSM-accredited CBTI training program), and Pathway 2. Alternate Track (documented clinical and training experience). Applicants are responsible to review each pathway's eligibility requirements and choosing the pathway that best matches their background and training. Applicants must meet ALL eligibility requirements prior to application submission. These include:

1. Meet all eligibility requirements of your chosen pathway.
2. Submit a completed application, supplemental materials, Attestation, and applicable fees.
3. Agree to abide by the delineated Scope of Practice, Ethical Code of Conduct, and policies and procedures as outlined by this CBTI-C Handbook.
4. Obtain a passing score on the CBTI-C examination.



### **Pathway 1: Standard Track: SBSM-Accredited CBTI Training Program**

Candidates may choose Pathway 1 if they hold an existing, unrestricted, healthcare license (e.g., LCSW, LMFT, MA, RN, PhD, PsyD, PT, OT, MD), have a minimum of a bachelor's degree, and have graduated from an SBSM-accredited CBTI training program. Candidates must provide a copy of their training program completion certificate with their completed application and submit a signed Standard Track Attestation Form signed by their Program/Training Director (included at the end of this handbook). The candidate may be asked to provide additional supplemental materials (e.g., transcripts, proof of clinical work and consultation hours) to be submitted with their application.

### **Pathway 2: Alternate Track: Clinical & Training Experience**

Candidates may choose Pathway 2 if they hold an existing, unrestricted, healthcare license (e.g., LCSW, LMFT, MA, RN, PhD, PsyD, PT, OT, MD), have a minimum of a bachelor's degree, and can demonstrate evidence of satisfying all educational and clinical criteria as outlined below.

Alternate Track: Equivalent training totaling 100 hours of didactic training and clinical experience.

a. Didactic Training – Minimum of 28 hours of continuing education (CE) and/or equivalent college or graduate level coursework (one course equivalent to 8 CE hours). Didactic content must be in the areas of CBTI (minimum of 20 hours) and mental health (minimum of 8 hours). Evidence of training must be provided by uploading copies of graduate-level transcripts and/or continuing education certificates. Continuing education credits must include a certificate of completion from the approving accrediting agency.

b. Clinical Experience – Clinical experience must include a minimum of 60 hours of direct patient care (including patient contact hours and documentation). At least 48 hours of direct patient care must be in the provision of CBTI, completed in consultation or supervision with a licensed clinician who is board-certified in CBTI or Behavioral Sleep Medicine (BSM). The remaining 12 hours can be in CBTI or other cognitive behavioral therapies. For direct care hours in other cognitive behavioral therapies, the consultant/supervisor is not required to be board-certified in CBTI or BSM.

Clinical experience obtained as a graduate student, or prior to licensure, requires documentation of clinical supervision. Supervision refers to the direct clinical oversight and responsibility of a supervisor for the clinical activities of an unlicensed student or trainee. Consultation as defined by these CBTI-C eligibility criteria refers to the provision of clinical practice guidance to a licensed clinician by an individual board-certified in CBTI or BSM.

No more than 40 hours per week can be counted towards these requirements. At least one hour of direct individual or group consultation/supervision per week is required for candidates working full-time in the field (face-to-face, videoconference, or phone). If training is part-time, the frequency of consultation/supervision should be proportionate to the hours of training per week. Group consultation/supervision is defined as 1 consultant/supervisor with a maximum of 4 learners.

c. Other Training Activity – After meeting the minimum 88 combined hours for didactic training and clinical experience, the remaining 12 training hours may include combinations of additional CBTI didactic or clinical experience, scientific research, teaching, and presentations.

d. All training experience should be completed within a 24-month period.

## Attestation Forms

Depending on the chosen pathway under which a candidate is applying, they must complete an Attestation Form(s), included at the end of this Handbook, documenting their clinical and training experience. The Attestation Form must be signed by either the Program/Training Director of their accredited program (Pathway 1) or each CBTI consultant or supervisor (Pathway 2). The candidate must provide sufficient detail to enable BSM reviewers to thoroughly and fairly review the candidate's qualifications. Attestation Form(s) must be uploaded with the Application.

In cases in which a consultant or supervisor is not available to sign the Attestation Form, a current CBTI consultant or supervisor may sign the form if they are sufficiently satisfied that the candidate has completed the training outlined in the Attestation Form.

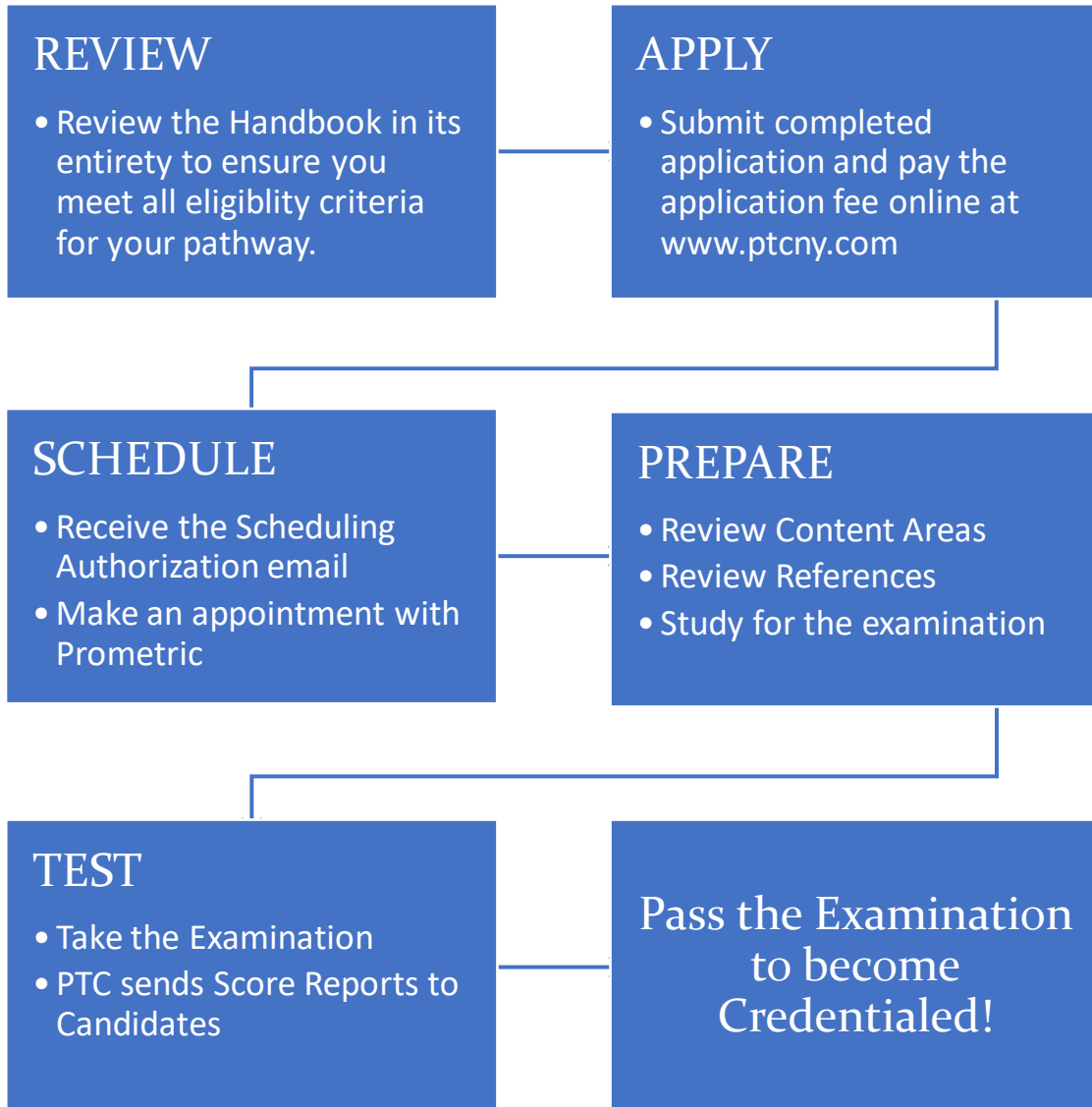
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## DISCLAIMER

State Statutes provide the basic guidelines that recognize Physicians and Allied Health Professionals in their respective states. Medical institution credentialing committees interpret these statutes. These committees, based on their interpretations, decide what privileges to grant individuals applying for employment in their respective institutions. The BBSM examination is a National Certification Examination. It is your responsibility as a passing candidate of this examination to ensure you meet the requirements of your respective State and Institutional Credentialing Committee when applying for medical privileges within your place of employment.

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## THE CREDENTIALING PROCESS



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## COMPLETION OF APPLICATION

### ***Step 1 – Fill Out the Application***

- Go to <http://www.ptcny.com/test-sponsors/BBSM>
  - View testing periods and application deadlines
  - Fill out online application completely and upload supporting documentation.
    - Use your first and last name exactly as it appears on your current driver's license, passport, state issued non-driver ID or military ID.
    - Applications are not complete until all information, documentation, and payment have been provided.
    - When you start a new application, you will be asked to create a user account and password. This account information will be needed to retrieve your score report after the end of the testing window. Keep this information in your records.

### ***Step 2 – Submit Exam Fee and Application for Review***

PTC will send you an email that says that your payment and application have been received and are being reviewed. Allow up to 10 business days for review.

### ***Step 3 – Receive Application Status Update***

- After your application is reviewed PTC will update you with another email.
  - **REOPENED FOR MORE DOCUMENTS**
    - This means we are missing the required documentation. Follow the directions in the email.
    - Applications that are incomplete as of 21 days before the start of the testing window will be refunded minus the administration fee (see fees page 16).
  - **REJECTED**
    - This means you are not eligible to take the exam. The reason will be explained in the email.
    - Rejected applications will be refunded minus the administration fee (see fees page 16).
  - **APPROVED**
    - This means your application is approved. You will move on to Step 4.

### ***Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment***

- Approved candidates will receive an email with their Scheduling Authorization within 11 weeks before the start of the testing window. Scheduling Authorization emails come from [notices@ptcny.com](mailto:notices@ptcny.com). Do not lose this email.
- If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.

The Scheduling Authorization includes important information including:

- Your PTC Candidate ID number
- Instructions on how to make your exam appointment with Prometric.

**Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$75 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.**

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## APPLICATION CHECKLIST

The following documentation must be uploaded to the candidate's application (Supporting Documentation section):

1. **All candidates must upload the following:**
  - a. Bachelor's degree in a health-related field from an accredited institution of higher learning
  - b. Current, valid healthcare license (e.g., LCSW, LMFT, MA, RN, PhD, PsyD, PT, OT, MD) granted by a state, provincial, or federal authority to provide clinical services
2. **All Standard Track candidates must also upload**
  - a. Proof of completion from an SBSM-accredited CBTI training program.
  - b. Completion of a Standard Track Attestation Statement (located at the end of the Handbook)
3. **All Alternate Track candidates must also upload**
  - a. Evidence of 60 hours of direct patient care for the CBTI Credential
    - i. At least 48 hours of direct patient care must be in the provision of CBTI, completed in consultation or supervision with a licensed clinician who is board-certified in CBTI or Behavioral Sleep Medicine (BSM).
    - ii. The remaining 12 hours can be in CBTI for other cognitive behavioral therapies. For direct care hours in other cognitive behavioral therapies, the consultant/supervisor is not required to be board-certified in CBTI or BSM.
  - b. Evidence of 28 hours of didactic training (transcripts and/or continuing education certificates) in the core competency areas.
  - c. Evidence of at least 12 training hours may include combinations of additional CBTI didactic or clinical experience, scientific research, teaching and presentations.
  - d. Completion of the Alternate Track Attestation Statement (located at the end of the handbook).

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## EXAMINATION ADMINISTRATION AND SCHEDULING

The Cognitive Behavioral Therapy for Insomnia Credential Examination is administered during an established two-week testing window daily, excluding holidays, at computer-based testing facilities managed by Prometric.

### Scheduling Examination Appointments

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric.



- Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.
- **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and/or testing center. Candidates unable to schedule an appointment will forfeit their fees.**

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Check this confirmation carefully and 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 <http://www.prometric.com/BBSM>.**

### 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 first and last name on your Scheduling Authorization **MUST** exactly match the first and last name on your photo ID.

**Fees will not be refunded for exams missed because of invalid ID.**

### Rescheduling Examination Appointments within a Testing Period

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: <http://www.prometric.com/BBSM>.

Time Frame	Reschedule Permitted?	Stipulations
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	No	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 full examination fees for a future testing period.

## Transferring to a New Testing Period

Candidates unable to take the examination during their scheduled testing period may request a **ONE-TIME** transfer to a future testing period. **There is a transfer fee of \$260.00.** After you have transferred once by paying the \$260.00 fee, you will need to pay the full examination fee to transfer a second time; so ***plan carefully.***

**Note:** requests to transfer to a new testing period must be received within 30 days of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

1. Go to [apply.ptcny.com](https://apply.ptcny.com).
2. Click “Transfer Existing Application.”
3. PTC Support will send you an email letting you know your transfer application was approved and that you can log back into your application and pay the one-time \$260.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer process.

If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period, the application will be closed, and all fees will be forfeited. There will be no refund of fees.

The transfer fee is based on costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved.

Note: Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full Examination Fee.

## Failing to Report for an Examination

If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination.



## EXAMINATION FEES

Fee Type	Amount	Details
Application Fee	U.S. \$445.00	<ul style="list-style-type: none"> <li>• Nontransferable</li> <li>• Includes testing center fees</li> <li>• Includes nonrefundable \$75 administrative fee</li> </ul>
Late Fee	U.S. \$75.00	<ul style="list-style-type: none"> <li>• Applies to application submitted after the application deadline listed on the cover of this handbook</li> </ul>
Retesting Fee	U.S. \$370.00	<ul style="list-style-type: none"> <li>• For candidates who previously attempted and failed the examination only</li> </ul>
Transfer Fee (Moving to a new testing window; see page 15)	U.S. \$280.00	<ul style="list-style-type: none"> <li>• <b>Applies to candidates who need to move to a new testing period</b></li> <li>• Must submit new application &amp; fee to PTC</li> </ul>

### Refund Schedule

- If the candidate's application is rejected, the candidate will be refunded the full examination fee minus the \$75.00 administration fee (total of \$370.00 refunded)
- If the candidate chooses to withdraw their application no later than 4 weeks prior to the start of the testing period the candidate will be refunded minus a \$250.00 fee (total of \$195.00 refunded)
- If the candidate chooses to withdraw their application within 4 weeks prior to the start of the testing period, or if a candidate does not test during their chosen testing period all fees are forfeited.

**No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.**

**Be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.**



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## TEST ACCOMMODATIONS

BBSM and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make testing 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, or walking) or a major bodily function (such as neurological, endocrine, or digestive system).

The information you provide and any documentation regarding your disability and test accommodations is confidential and is not included in scoring or reporting.

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. Note that accommodations for an examination (test accommodations) may not be the same as accommodations provided by your employer for your job. You can find more information about testing accommodations under the Americans with Disabilities Act ([www.ada.gov](http://www.ada.gov)).

Requests for Test Accommodations must be uploaded with the candidate's application and fees at least 8 weeks before the start of your testing period. You must complete and upload both Part 1 and Part 2 of this Form at the same time. Missing information or incomplete Forms will result in a delay in processing. **If your Form is incomplete and/or not received at least 8 weeks before the start of the testing period, we cannot guarantee that we can make these test accommodations in time for you to test and you may need to transfer to another testing period and pay the transfer fee.**

To request test accommodations, follow these 3 steps:

1. Download the Request for Test Accommodations Form, available from [www.ptcny.com](http://www.ptcny.com) or by calling PTC at (212) 356-0660.
2. Complete Test Accommodations Form with your doctor/healthcare professional.
3. Upload the completed and signed Request for Test Accommodations Form with the exam application. Submit your application at least 8 weeks prior to the start of your chosen testing period.

### NOTES:

- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.
- All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.
- Do not go to [www.prometric.com](http://www.prometric.com) or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.

- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, be sure to include this on Part 1 of the Request for Test Accommodations Form so that we can notify Prometric in advance.
- If you are a nursing parent and will need to use a breast pump during your exam, complete Part 1 of the Request for Test Accommodations Form and submit it at least 8 weeks before your testing period to allow time to make suitable arrangements at the test center.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session and any such change may result in your examination score being canceled.

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## PREPARING FOR THE EXAMINATION

- Check your driver's license, passport, non-driver state issued ID or U.S. Military ID.
  - Is it expired?
  - Does the first and last name on your ID match the first and last name on your Scheduling Authorization email?
  - Proctors at the Prometric testing center will refuse admission to candidates with expired ID, IDs with 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 to make sure everything is accurate (i.e., your first and last name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your test center and parking options and check the weather and traffic conditions before you leave for the test center. Allow plenty of time 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: <https://www.prometric.com/test-center-security>.
- This Handbook provides the Content Outline for the Examination (see appendix). Use this to help you start studying for the examination.
- Review the Prometric Software Tutorial: <https://ptcnyc.com/pdf/prometricsoftwaretutorial.pdf>
- Review What to Expect at the Test Center and Rules for the Examination on the next pages before your appointment.

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## WHAT TO EXPECT AT THE TESTING CENTER

- Candidate Check-In
  - Candidates will be asked to:
    - present their IDs.
    - empty and turn out their pockets.
    - walk through a metal detector or get “wanded”.
  - Eyeglasses, jewelry, and other accessories will be inspected.
    - Jewelry other than wedding and engagement rings is prohibited.
    - Leave these at home or place them in your locker.
  - Religious headwear may be worn into the testing room; however, it is subject to inspection by test center staff.
  - Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks and medical supplies.
  - Water in a clear plastic container (no labels) may be brought into the testing room.
  - Candidates are provided scratch paper or whiteboards to take notes during the exam. The scratch paper and/or whiteboards may not be taken with the candidates outside of the testing center. Notes will be destroyed by proctors after the examination.
- During the Exam
  - No breaks are scheduled during the exam.
  - Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine from their assigned locker. The exam timer will NOT be paused.
  - Smoking is prohibited at the testing center.
  - All examinations are monitored and may be recorded in both audio and video format.
- Keep in mind
  - Other exams will be administered at the same time as your examination.
  - You 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.
  - Headphones may be requested to minimize the impact of ambient noise.
  - Proctors will periodically walk through the testing room as part of their monitoring process.
  - See [Prometric's website](#) for more information about what to expect on testing day.

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## RULES FOR THE EXAMINATION

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

⇒ **DO NOT BRING**

These items are strictly prohibited at the testing center. Leave these items in your car or your assigned locker.

- Cell phones and all other electronic devices
- Watches
- Jackets/coats/bulky clothing such as sweatshirts
- Hats (except hats worn for religious reasons)
- Jewelry, including watches and wearable technology.



- ⇒ You may NOT access the following at any time during your exam or breaks: papers, books, any reference materials; electronic devices including your cell phone. Candidates may access the following items from their locker: snacks, drinks, medicine, or other personal healthcare items.
- ⇒ No questions concerning content of the examination may be asked during the examination session. Read carefully the directions that are provided on screen at the beginning of the examination session.
- ⇒ You are prohibited from leaving the testing room while your examination is in session, except for going to the restroom. Candidates who do go to their lockers or the restroom will need to repeat the security screening before being permitted to reenter the testing room. **Candidates who leave the center will have their examinations terminated.**
- ⇒ See [Prometric's statement on Test Center Security](#) for more information.

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

**Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. BBSM will initiate an investigation and request suitable analyses and appropriate documentation.**

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## TESTING CONDITIONS OR EXAMINATION FEEDBACK

Any candidate who feels that the examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact) within 15 days of the test appointment. Any comments about the test itself should also be reported to PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact) within 15 days of the test appointment.

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## REPORT OF RESULTS

All candidates will be notified by PTC, of their official scores (scores on the major areas of the examination and on the total examination will be reported) within approximately four weeks of the close of the testing period. Note that this time is necessary to allow for the psychometric review and administration time required to ensure accurate and reliable scores.

Official scores will not be released at the testing center but will be posted in the application portal within four weeks following the close of the testing period.

Notify PTC as soon as possible regarding any e-mail address changes to ensure that you will receive your official test scores.

### Scoring Process

To ensure that pass/fail decisions are based on sound testing practices, BBSM uses a criterion referenced standard setting methodology.

The passing score for the BBSM represents an absolute standard and is determined using the modified Angoff technique, a well-established, and widely adopted, consistent approach in the testing industry. A panel of subject matter experts carefully evaluates each item on the examination and estimates the probability that each individual question will be answered correctly by a minimally competent/just qualified candidate. The recommended passing score is then reviewed and approved by BBSM.

### Requesting an Exam Score Verification

Candidates who fail the examination may request a score verification of their data file. Score verification is a manual check of the data file by the testing service to determine if there have been any errors in scoring. Although the probability of such an error is extremely remote, this service is available. Requests for score verification must be received by PTC no later than 90 days after the date of the examination by completing and returning the Examination Score Verification form on [www.ptcny.com](http://www.ptcny.com) with payment of \$35. Candidates who fail the examination will not be permitted to see the examination questions. For reasons of test security, no candidate is allowed to review the examination or any of its items.

To ensure correct reporting of results, PTC automatically performs a score verification of examinations of candidates who score within 3 points of passing as a quality control measure. Thus, it is extremely doubtful that any examination results will change from “fail” to “pass” through score verification.

## Confidentiality of Examination Scores

The Board of Behavioral Sleep Medicine will release the individual test scores only to the individual candidate. Individual scores will NOT be sent to employers, educational institutions, school/programs, etc. under any circumstances. Any questions concerning test results should be referred to the BBSM.

## Reexamination

The Behavioral Sleep Medicine Certification Examination may be taken as often as desired, upon filing of a new Application and fee.

Required documentation with expiration dates will need to be uploaded with your application when applying for reexamination. All other documentation will be accepted if candidates reapply within one year of their original examination.

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## APPEALS

### Appeals on Eligibility

Candidates who have been deemed ineligible to sit for an examination may appeal in writing to the Board of Behavioral Sleep Medicine (BBSM) Executive Director, sent to either the headquarters office of the BBSM or by email to [info@bsmcredential.org](mailto:info@bsmcredential.org). The letter must be accompanied by supporting documents and must be received within ten (10) business days after the notification of ineligibility is sent to the candidate. The BBSM will review the appeal and notify the candidate in writing of its decision within ten (10) business days of receipt of the written appeal. Should the decision be in favor of the eligibility of the candidate to sit for the examination, but past the deadline for the current testing period, the candidate will be enrolled to take the examination during the next regularly scheduled testing period.

### Examination Challenges

It is the policy of the BBSM to provide every candidate with an opportunity to question the reliability, validity, and/or fairness of a test and its questions. Candidates may submit a complaint in writing to the BBSM's administrative offices no later than fourteen (14) calendar days after taking the examination. Complaints and challenges must be communicated in writing and within this time frame. The BBSM will NOT consider late challenges or complaints, or challenges or complaints not submitted in writing. All challenges and complaints shall receive the BBSM's full attention. The BBSM shall investigate each challenge or complaint and acknowledge it in writing to the complainant.

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## EXAMINATION SECURITY

Candidates seeking admission to take the examination do so for the purpose of pursuing registration, and for no other purpose. Because of the confidential nature of the examination, candidates may not make or keep copies, excerpts, or notes of examination materials, and to not use or divulge information learned from the examination. The examination is the exclusive property of BBSM and candidates may not use examination information in any way without the express prior written consent of BBSM.

The Cognitive Behavioral Therapy for Insomnia Credential Examination is confidential. Candidates are required to sign a confidentiality agreement prior to the start of the examination.

Candidates agree to abide by the testing rules in effect at the time of their test appointment. BBSM, PTC, and/or Prometric staff may refuse a candidate admission to the examination if they do not have the proper identification as detailed in the Candidate Handbook. Candidates who do not abide by the testing rules may have their exam terminated during the exam administration to maintain a secure and proper exam administration and/or exam scores invalidated.

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## ATTAINMENT OF CERTIFICATION & RECERTIFICATION

Candidates who pass the Cognitive Behavioral Therapy for Insomnia Credential Examination may use the CBTI-C designation after their name and will receive certificates from the BBSM.

Credentialing as a CBTI-C is recognized for a period of 5 years from the date of the expiry at which time the candidate must apply to renew their credential and meet continuing education requirements in effect at that time to retain credentialing or retake and pass the current Credential Examination.

The CBTI-C requires for recertification:

- A minimum of 40 hours of continuing education are required for renewal of credential: at least 24 hours in behavioral sleep medicine, including cognitive behavioral therapy for insomnia, as well as a minimum of 6 hours in mental health assessment. The remaining 10 hours of continuing education may include behavioral sleep medicine, including CBTI, as well as sleep medicine, health and behavior change, or other cognitive behavioral therapies. Of the 40 hours, 4 of these must be in Ethical/Legal practices.
- A current, valid healthcare license (e.g., LCSW, MFT, RN), credential (e.g., RPSGT, NBHWC) or certificate granted by a state, provincial, or federal authority to provide clinical services.
- Permission for BBSM to complete a background check.

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## REVOCATION OF CERTIFICATION

Certification will be revoked for either of the following reasons:

1. Falsification of Application.
2. Misrepresentation of credential status.

The Appeals Committee of the BBSM provides the appeal mechanism for challenging revocation of Board Certification. It is the responsibility of the individual to initiate this process.

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## CONTENT OF THE EXAMINATION

The CBTI-C Examination is a computer-based examination composed of 120 scored items with a total testing time of 2.5 hours. The test questions are multiple-choice, objective, and there is only one possible answer.

The questions for the examination are developed by individuals with expertise in cognitive behavioral therapy insomnia and are reviewed for construction, accuracy, and appropriateness by representatives of the BBSM. The BBSM, with the advice and assistance of the Professional Testing Corporation, prepares the examination. The CBTI Examination will be weighted in the following manner:

I.	Basic Science/Sleep Knowledge	10%
II.	Behavioral Medicine General Principles/Theory	20%
III.	Non-insomnia Sleep Disorders	10%
IV.	Clinical Assessment	20%
V.	Insomnia Clinical Management	40%



- I. **Basic Science/Sleep Knowledge (10%)**
  - A. Sleep Anatomy & Physiology
  - B. Circadian/Biological Rhythms
  - C. Homeostatic and Circadian Drives
  - D. Sleep Architecture
  - E. Ontogeny – Life Span Development
  - F. Sleep Over the Life Span
  - G. Sleep Deprivation
- II. **Behavioral Medicine General Principles/Theory (20%)**
  - A. Classical and Operant Conditioning
    1. Shaping
    2. Reinforcement Schedules
    3. Extinction
    4. Spontaneous Recovery
    5. Placebo Effect
  - B. Theories of Behavioral Change
  - C. Relaxation
  - D. Acceptance & Commitment Therapy/Mindfulness
  - E. Cognitive Restructuring
  - F. Behavioral Activation
- III. **Non-Insomnia Sleep Disorders (10%)**
  - A. Identification of clinical practice guidelines
  - B. Understanding of:
    1. Central Disorders of Hypersomnolence
    2. Sleep-related Breathing Disorders
    3. Circadian rhythm Sleep-Wake DO
    4. Parasomnias
    5. Sleep-related movement DO
- IV. **Clinical Assessment (20%)**
  - A. Initial Evaluation
  - B. Functional Analysis
  - C. Assessment Tools
    1. Sleep Diary
    2. Self-Report Measures
  - D. Understanding Sleep Diagnostic Reports
    1. PSG
    2. HSAT
- V. **Insomnia Clinical Management (40%)**
  - A. Cognitive Therapy
  - B. Paradoxical Intention
  - C. Relaxation Strategies
  - D. Sleep Restriction/Compression
  - E. Stimulus Control
  - F. Sleep Hygiene
  - G. Strategies for Treatment Adherence
  - H. Pharmacological Interventions
  - I. Consumer wearables/tracker monitoring

## SAMPLE EXAMINATION QUESTIONS

The following are samples of the types of questions that may appear on the Behavioral Sleep Medicine Certification Examination. These sample questions are intended for candidates to view how test questions are structured. Note these are samples and these specific questions will not appear on the examination.

1. The term “dysfunctional cognition” refers to
  1. mental hyperarousal.
  2. maladaptive dream content.
  3. discouraging thinking patterns or images.
  4. faulty or distorted thoughts and expectations.
2. Which of the following best describes "precipitating factors" in the 3 P model of insomnia?

1. Behaviors and thoughts that maintain insomnia once it has developed
2. Traits or vulnerabilities that increase the risk of insomnia
3. Events or stressors that trigger the onset of insomnia
4. Strategies used to treat insomnia, such as cognitive behavioral therapy

ANSWER KEY	
Q	A
1	4
2	3

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## REFERENCES

The Society of Behavioral Sleep Medicine, the field's membership society, has posted a BSM Training Program Reading List which is available on the SBSM website:

<https://behavioralsleep.org/index.php/member-resources/society-of-behavioral-sleep-medicine-credentialing-exam>

The list is not intended to be a recommended or exclusive reading list. It does not attempt to include all acceptable references nor is it suggested that the examination questions are necessarily based on these references. Candidates are expected to seek information as outlined in the published CBTI-C Examination content areas by review of evidence-based peer reviewed science and literature.

For those exam candidates who are coming from a specialty field outside of psychology/mental health, it would likely be helpful to review more in depth the articles/resources under the topic area Behavioral Medicine General Principles/Theory as these may be relatively new/unfamiliar topics to you. In addition, the Society of Behavioral Sleep Medicine has a large repository of webinars (no charge) and educational courses (for a nominal fee) that are accessible to members **that** may be helpful to review in preparation for the CBTI-C exam.

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