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

Candidate Handbook 2027

Application Deadline	Late Application Deadline*	Testing Window
April 7, 2027	April 21, 2027	May 8 – May 22, 2027
September 29, 2027	October 13, 2027	October 30 – November 13, 2027

***Applications will not be accepted after the deadline**

Administered by:

PROFESSIONAL TESTING CORPORATION

www.ptcny.com/contact

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

Last revised: October 16, 2026

CONTACT INFORMATION

Professional Testing Corporation (PTC) www.support.ptcny.com (212) 356-0660	• Apply for examination • Obtain general application information • Obtain information about testing policies • Transfer to a new testing window • Request Test Accommodations • Request Score Verification • Question about score reports • Miscellaneous inquiries
Prometric www.prometric.com/BBSM (800) 741-0934	• Schedule test appointment • Reschedule test appointment (within a testing window) • Cancel test appointment • Find directions to test site • Questions regarding testing sites and appointments
Board of Behavioral Sleep Medicine (BBSM) http://www.bsmcredential.org	• Training Resources • Recertification information

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 this 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. Retain this handbook for future reference. This handbook is subject to change. See http://www.ptcny.com/test-sponsors/BBSM for the most recent version.

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 OTHER ITEMS, INCLUDING BACKPACKS, BAGS, PURSES, WALLETS, OR CLOTHING, CAN BE REMOVED WHILE YOUR EXAM IS IN SESSION.

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 on the basis of race, color, religion, gender, national origin, age, disability or any other characteristic protected by law.

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.

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.

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 Process 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 Insomnia:** 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.
    - Exiting bed if unable to fall asleep within 20-30 minutes, and engaging 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 statement such as “I can function relatively well with less sleep on some nights”.
- **Sleep Hygiene:** The CBTI-C provider educates the patient/client about healthy sleep habits and environment optimization, including 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 manage insomnia symptoms without anxiety, which in turn can reduce physiological arousal that interferes with sleep.
- **Relaxation Training and Stress Reduction:** These strategies may include progressive muscle relaxation, guided imagery, deep breathing exercises, and meditation techniques.
- **Continuous Monitoring:** As treatment progresses, the CBTI-C provider will use sleep diaries and other measurement-based outcomes 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, as clinically indicated.

e. Referral and Collaboration

- CBTI-C providers collaborate with other healthcare professionals, recognize the boundaries of their scope of practice, and refer or consult 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 refer to an appropriate professional (e.g. Diplomate in Behavioral Sleep Medicine [DBSM] provider, primary care provider, psychologist, psychiatrist, 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 collaborates with the patient/client to take appropriate steps (e.g., invite the partner to a session to address 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.

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

The 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 acting 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 three eligibility pathways for the CBTI-C – Pathway 1. Standard Track (graduation from an SBSM-accredited CBTI training program), Pathway 2. Alternate Track (documented clinical and training experience), and Pathway 3: United States Veterans Administration (VA) Track (documented Record of Completion from the VA CBT for Insomnia Disorder Evidence Based Psychotherapy Training Program [VA-CBT-I EBP]). 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.

Pathway 3: VA Track: VA CBT-I EBP Training Program

Candidates may choose Pathway 3 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 successfully completed the VA CBT-I EBP Training Program. Candidates must provide a copy of their VA Record of Completion as proof of successful CBT-I EBP training completion, along with their completed application.

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.

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 CBTI-I 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

APPLICATION CHECKLIST

The following documentation must be uploaded to your 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).

THE CERTIFICATION PROCESS



THE APPLICATION PROCESS

Step 1: Submit Application

- **Go to** https://apply.ptcny.com.
- **Create an account** or sign in.
- **Select**: Start a new application → Cognitive Behavioral Therapy for Insomnia Credential Examination → testing window. **Use your name exactly as it appears on your government-issued ID.**
- Complete all application questions.
- Upload all required supporting documentation.
- **Agree** to testing policies.
- Submit the application with the examination fee.

Step 2: Application Review

- PTC will review the application after payment is received. Allow up to 10 business days.

Step 3: Receive Application Status

- After review, PTC will send an email with one of the following statuses:
  - **Approved** - the application is approved and you may proceed to scheduling.
  - **Reopened for More Documents** - additional information or documentation is needed. Follow the instructions in the email. Applications that are incomplete as of 21 days before the start of the testing window will be refunded minus the $75 administrative fee.
  - **Rejected** - you are not eligible to take the examination. The reason will be explained in the email. *Fees are not refunded unless the applicant is rejected due to ineligibility.*

Step 4: Schedule the Exam (refer to next page)

- Approved candidates will receive a **Scheduling Authorization email** from **notices@ptcny.com**.
- **Timing:** Within 11 weeks before the testing window starts.
- **Email includes:** your PTC Candidate ID number and instructions for scheduling with Prometric.
- **If you don't receive the email 4 weeks before before the testing window opens**, contact PTC.

ADMINISTRATION AND SCHEDULING

The Cognitive Behavioral Therapy for Insomnia Credential Examination is administered daily, excluding holidays during a two-week testing window, 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.
- ⇨ **If you wait until the last minute, you risk missing out on your preferred date, time, and/or testing center. If you are unable to schedule an appointment, you will forfeit your 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 government-issued photo ID (i.e., driver's license), passport, or U.S. military ID** at the test center. Expired, temporary, paper, or digital IDs 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 your Testing Window

You can reschedule your examination appointments within the same testing window as long as the request is submitted within the timeframe described below. Call Prometric or go 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	Pay Prometric a rescheduling fee of $60.
Requests submitted less than 5 days before the original appointment	**No**	If you do not arrive to test for your appointment, you will be considered a no-show, and your full examination fees will be forfeited. You will need to reapply and pay full examination fees for a future testing window.

Transferring to a New Testing Window

If you are unable to test during your assigned testing window, you may request a one-time transfer subject to the following conditions:

- **Current Appointments:** If you have already scheduled an exam appointment, you must cancel it before submitting your transfer request.
- **Timeframe:** Your new testing window must occur within 12 months of your originally assigned window.
- **Deadline:** You must submit your transfer request no later than the published application deadline for your newly chosen window.
- **Fees:** The fee to transfer your test is $280. for the current calendar year. If you move your test to a future year, you will pay the fee posted for that year.

If you are marked a no-show you will not be able to transfer to a new window. Failure to test within this 12-month period or cancel your current appointment will result in the forfeiture of all fees. If you have already used your one-time transfer, any additional transfers will require payment of the full examination fee. Plan carefully; exams may only be rescheduled or transferred once.

To request a transfer:

1. Log in to **PTC Test Hub** at **https://apply.ptcny.com**.
2. Select **Transfer Existing Application.**
3. Choose the application you want to transfer and select the new testing window.
4. Review the information carried forward for accuracy.
5. **Update documents:** Delete and re-upload any expired documentation.
6. **Pay the transfer fee:** requests will not be processed until the payment is received.
7. **Cancel the current appointment**: you may cancel the appointment online at prometric.com or by calling Prometric at (800) 741-0934.

Reschedule vs. Transfer vs. Retake:

Reschedule: Moving an existing appointment to a new day or time during the current testing window.

Transfer: Moving to a new testing window for an exam that you have not taken yet.

Retake: Paying the **full examination fee** if you did not pass an exam and are attempting again.

EXAMINATION FEES

Fee Type	Applies To	Amount	Details
Application Fee	Candidates Applying to Take the Exam for Initial Certification	US $455.00	• Non-refundable • Non-transferable • Includes testing center fees • Includes non-refundable $75 administrative fee
Late Fee		US $75.00	
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 14)	Candidates who need to move their appointment **within their current testing window**	US $60.00	• $60.00 directly payable to Prometric • Reschedule with Prometric online or over the phone
Transfer Fee (Moving to a new testing window; see page 14)	Candidates who need to move **to a new testing window** (in accordance with BBSM policy)	US $280.00	• Must submit a new application & fee to PTC • Applies only to candidates unable to test during the window for which they have already applied
Retesting Fee	Candidates who previously attempted and failed the examination	US $370.00	• Must submit new application and fee to PTC

Refund Policy

- **Application rejected:** $380 refunded (full fee minus $75 administration fee)
- **Withdrawal 4+ weeks before testing period:** $205 refunded (full fee minus $250 fee)
- **Withdrawal within 4 weeks of testing or no-show:** no refund
- **No refunds issued for:** applying for the wrong exam or testing period, failing to schedule an appointment, or missing your appointment

Failing to Report for an Examination

You will be marked as a no-show if:

- You fail to report for an examination appointment.
- You fail to cancel your appointment with Prometric.

No-show candidates will forfeit all fees paid to take the exam and will not be eligible to transfer to a new window. To reapply, you must submit a new completed application and pay the full examination fee again.



There will be no refund of fees unless applicants are ineligible for the examination.

Ineligible candidates will be refunded their fees minus an administrative fee.

No refunds will be issued for applying for the incorrect examination or testing window, 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 refunds or transfers to another testing window.

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.

The ADA defines disability as a physical or mental impairment that substantially limits

- A major life activity (such as seeing, hearing, learning, reading, concentrating, or walking)
- 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 not included in scoring or reporting.

What Accommodations Can and Cannot Do

Approved test 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 test accommodations may differ from workplace accommodations your employer provides. For more details, visit www.ada.gov.

How to Request Test Accommodations

1. Download the Request for Test Accommodations Form

- Available for download at https://www.ptcny.com/candidate-corner/request-accommodations/

2. Complete both parts with your healthcare professional

- **You must complete the entire form.** Missing information or incomplete forms will result in a delay in processing.

3. Submit With Your Application

- Upload the completed form with your online exam application
- **Complete form and submit at least 8 weeks before your testing window begins**

Requests must be submitted at least 8 weeks before the start of the testing window. If the form is incomplete or not received within this timeframe, approved testing accommodations may not be guaranteed in time for your scheduled test.

All requests must be made at the time of application using the official PTC forms.

IMPORTANT!

Submit your request at least 8 weeks before your testing window begins. This deadline is firm. Incomplete or late submissions may prevent you from testing in the scheduled testing window and could require you to transfer to another testing window and pay a transfer fee.

All requests must be made and approved before you schedule your testing appointment. Accommodations cannot be added to an existing exam appointment.

Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel cannot modify your accommodations, and unauthorized changes may result in your exam score being canceled.

Do not contact Prometric to request test accommodations as Prometric is not authorized to approve accommodations.

NOTES:

- ⇨ **If you need to use your cell phone or another electronic device to monitor a medical condition** (e.g., diabetes), include this on on the form so PTC can notify the test center in advance.
- ⇨ **If you are a nursing parent and will need to use a breast pump during your exam**, include this on the form at least 8 weeks prior to the exam to arrange suitable accommodation.

PREPARING FOR THE EXAMINATION

Before Test Day: Essential Checklist

Verify Your ID

- **Acceptable IDs** include driver's license, passport, non-driver state ID, or U.S. Military ID. Temporary paper IDs are **NOT** accepted.
- Your government-issued photo ID is critical; **proctors will deny entry if there are any problems.** Candidates who are turned away will be marked as no-shows and will lose their exam fees.
- Check these items now:
  - Is your ID still valid (not expired)?
  - Do the first and last name on your ID **exactly match** the name on your PTC Scheduling Authorization email?

Confirm Your Appointment Details

- Review both emails carefully:
  - **PTC Scheduling Authorization email** and **Prometric Appointment Confirmation email**
  - Verify your first and last name, exam name, date, time, and location is accurate

Plan Your Route

- Locate the test center and research parking options
- Check weather and traffic conditions the day before
- **Arrive early**; late arrival may prevent you from testing
- In case of inclement weather, check https://www.prometric.com/closures to see if the testing site is closed

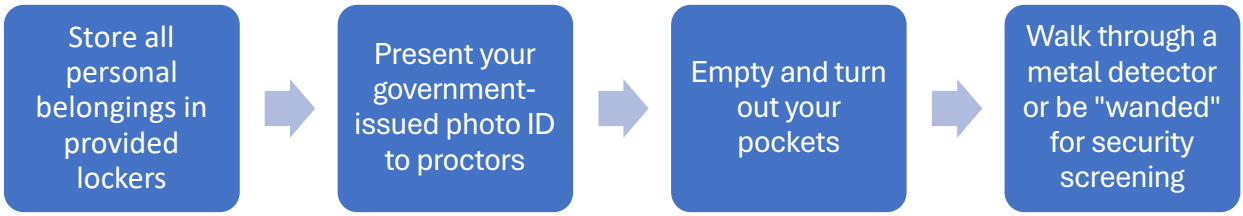
Study & Prepare

- Review the **Content Outline for the Examination** in this handbook to guide your studying
- Review **What to Expect at the Testing Center** and **Rules for the Examination** (next two pages)
- Review the Prometric exam software tutorial here: https://ptcny.com/pdf/prometricsoftwaretutorial.pdf

Prometric's website provides information on what you can expect on your test day, including a walkthrough of check-in and security procedures. Learn more about the security procedures here: https://www.prometric.com/test-center-security

WHAT TO EXPECT AT THE TESTING CENTER

Check-In Process



What Gets Inspected During Check-In

- **Eyeglasses and other accessories:** Subject to inspection
- **Jewelry:** Wedding and engagement rings are subject to inspection; all other jewelry must be stored
- **Headwear:** Religious headwear subject to inspection; all other headwear, including hoods, must be stored
- **Water bottle:** Water in a clear plastic container (no label); subject to inspection

Lockers

Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks, and medical supplies. Take time before the test to safely store all personal belongings if needed.

Keep in Mind

- Prometric is unable to provide a completely noise-free environment. You may hear ambient noises that cannot be avoided, such as typing, coughing, outside noises, or people entering and exiting the test.
- Other exams will be administered at the same time as your examination.
- Proctors will periodically walk through the testing room as part of their monitoring process.
- Headphones may be requested to minimize the impact of ambient noise.

You are responsible for following instructions provided by proctors during the test day.

A zero-tolerance cell phone policy, including other wearable devices and recording devices, is in effect for the examination. Unless you have an approved accommodation to use a cell phone to monitor a medical condition, you must power off your cell phone and store it in your assigned locker before testing at a test center. You may not access your phone at any time during the examination or during an unscheduled break. If you access your phone for any reason not expressly authorized by Prometric, your examination will be terminated immediately, will not be scored, and all examination fees will be forfeited. BBSM will also be notified of the incident and may take additional action.

RULES FOR THE EXAMINATION

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



Prohibited Items

- **Do NOT bring these to the testing center** (leave in your car or locker):
  - Cell phones and all electronic devices
  - Watches and wearable technology
  - Jackets, coats, bulky clothing (sweatshirts, hoodies)
  - Hats or head coverings (except religious headwear)
  - Jewelry (except wedding and engagement rings)

During the Exam

- **No reference materials:** Papers, books, notes, or electronic devices, including phones, are prohibited at all times during the exam or breaks
- **You cannot leave the testing room except for restroom or locker use.** You may only retrieve snacks, drinks, medicine, or personal healthcare items from your locker. You must repeat security screening before re-entering. **If you leave the testing center, your exam will be terminated.**
- **No questions concerning exam content** may be asked during the exam session; Read all directions provided on the screen at the beginning of the exam
- See Prometric's statement on Test Center Security for more information

Contact PTC at (212) 356-0660 or 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 your examination. BBSM will initiate an investigation and request suitable analyses and appropriate documentation.

TESTING CONDITIONS OR EXAM 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 within 2 business days of the test appointment. Any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within **[#]** business days of the test appointment.

REPORT OF RESULTS

After the Exam

Official results: You will receive an email from PTC approximately four weeks after the testing window closes with whether you have officially passed or failed the examination. This timing is necessary for psychometric review and administrative time required to ensure accurate and reliable scores.

- You will receive both the total score and major domain scores
- Successful candidates will receive certificates from BBSM
- **IMPORTANT:** You may not use the CBTI-C credential until your official score is received indicating that you have passed the exam

Setting the Passing Score

The passing score for the BBSM Behavioral Sleep Medicine Certification Examination was set using a criterion-referenced methodology and has been reviewed and approved by BBSM.

Confidentiality of Exam Scores

BBSM releases individual test scores **only to the candidate**. Individual scores will NOT be sent to employers, educational institutions, school/programs, etc. under and circumstances. Questions about test results should be directed to BBSM.

Requesting an Exam Score Verification

Candidates who fail the examination may request a manual verification of their data file to determine if there have been any errors in scoring. Although the probability of such an error is extremely low, 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 Exam Score Verification Request form available at https://www.ptcny.com with payment of $50.

For test security, you are not permitted to see or review the examination questions after completing the exam, even if requesting exam score verification.

To ensure correct reporting of results, PTC automatically performs manual verifications of examinations for candidates whose score falls within 3 points of passing. For this reason, it is extremely unlikely that any examination results will change from “fail” to “pass” through manual exam score verification.

Reexamination

The Behavioral Sleep Medicine Certification Examination may be taken as often as desired for candidates seeking certification upon filing a new application and paying the full application fee. There is no limit to the number of times the examination may be repeated, however, the exam may only be taken once during each test window.

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

EXAMINATION SECURITY

Candidates seeking admission to take the examination do so for the sole purpose of pursuing certification and no other purpose. Because of the confidential nature of the examination, you may not make or keep copies, excerpts, or notes of examination materials, and may not use or divulge information learned from the examination. The examination is the exclusive property of BBSM, and you 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. You 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 your admission to the examination if you do not have the proper identification as detailed in the Candidate Handbook. To maintain a secure and proper exam administration, candidates who do not abide by the testing rules may have their exam terminated during exam administration and/or have their exam scores invalidated.

ATTAINMENT OF CERTIFICATION

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

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 credentialling 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.

REVOCATION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of application
2. Misrepresentation of certification status

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. 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.

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. 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 Credentialing 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
   A) mental hyperarousal.
   B) maladaptive dream content.
   C) discouraging thinking patterns or images.
   D) faulty or distorted thoughts and expectations.

2. Which of the following best describes "precipitating factors" in the 3 P model of insomnia?
   A) Behaviors and thoughts that maintain insomnia once it has developed
   B) Traits or vulnerabilities that increase the risk of insomnia
   C) Events or stressors that trigger the onset of insomnia
   D) Strategies used to treat insomnia, such as cognitive behavioral therapy

ANSWER KEY	
Q	**A**
1	D
2	C

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.

PTC26032

BBSM COGNITIVE BEHAVIORAL THERAPY FOR INSOMNIA

STANDARD TRACK ATTESTATION STATEMENT

This page is required for Standard Track candidates to verify completion of an SBSM-accredited Cognitive Behavioral Therapy for Insomnia training program.

Candidate's Name: _____

Program/Training Director's Name and Degree(s): _____

Area of Practice or Specialty: _____

BBSM Training Program: _____

Institution: _____

Address: _____

Training Program Start/Completion Dates: _____

I, the candidate's training/program director, hereby verify that the candidate has satisfactorily completed the above SBSM-accredited cognitive behavioral therapy for insomnia training program as part of the requirements to sit for the BBSM Cognitive Behavioral Therapy for Insomnia Examination.

_____ _____

Training/Program Director Signature **Date**

BBSM COGNITIVE BEHAVIORAL THERAPY FOR INSOMNIA

ALTERNATE TRACK ATTESTATION STATEMENT

This page is required for Alternate Track candidates to verify clinical experience and other training received at training location(s). If the candidate receives clinical training from multiple consultants or supervisors, complete this form for each CBT-I training consultant or supervisor.

Candidate's Name: _____

Consultant/Supervisor's Name and Degree(s): _____

Area of Practice or Specialty: _____

Training Location(s)

Program/Institution	Address	Training Start/End Dates

Clinical Experience – 60 hours of which 48 hours must be direct BSM patient contact

Dates of Experience	Description of Clinical Experience	Total Hours
	Direct patient contact – assessment	
	Direct patient contact – treatment	
	Report preparation/care coordination	
	Consultation/Supervision	
	Case conferences	

Other BSM Training Activity

Dates of Activity	Description of Training Activity	Total Hours
	CBT-I Research	
	BSM grand rounds/in-service	
	Teaching, presentations	
	Other	

I, the candidate's consultant/supervisor, hereby verify that the candidate has satisfactorily completed the above clinical experience as part of requirements to sit for the Behavioral Sleep Medicine Examination.

_____ _____

Consultant/Supervisor Signature **Date**