

# Behavioral Sleep Medicine Certification Examination



## Recertification Guidelines

Certification Expiration Date*	Recertification Application Deadline
June 30 <sup>th</sup>	May 31 <sup>st</sup>
December 31 <sup>st</sup>	November 30 <sup>th</sup>

**\*Check your certificate for your expiration date**

Administered by:



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[www.ptcny.com/contact](http://www.ptcny.com/contact)

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*These Guidelines contain necessary information about the Behavioral Sleep Medicine Recertification Program. Please retain it for future reference. Certificants are responsible for reading these instructions carefully. These Guidelines are 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>Obtain general application policy and procedure information</li> <li>Obtain information about testing policies and procedures</li> <li>Recertification</li> <li>Miscellaneous inquiries</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 CERTIFICANTS

These guidelines contains necessary information about the Behavioral Sleep Medicine Certification Recertification Guidelines. It is required reading for those applying for Recertification. All individuals applying for recertification must comply with the policies, procedures, and deadlines in these Guidelines and attest to this by signing the Certificant Attestation found on the application. Please retain these guidelines for future reference. These guidelines are subject to change. See [www.ptcny.com](http://www.ptcny.com) for guideline updates.

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

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## PURPOSE OF CERTIFICATION

The Board of Behavioral Sleep Medicine (BBSM) has as its mission the goal of promoting the field of Behavioral Sleep Medicine (BSM) and endorses the certification by examination of qualified health care providers. The certification process is designed to promote excellence in the practice of Behavioral Sleep Medicine by:

1. Recognizing formally those individuals who meet eligibility and examination requirements of the BBSM.
2. Encouraging professional growth of behavioral sleep medicine specialists.
3. Establishing and measuring the level of knowledge required for certification in behavioral sleep medicine.
4. Providing a standard of requisite knowledge required for certification, thereby assisting employers, the public, and members of health professions in the assessment of individuals providing behavioral sleep medicine services.

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## RECERTIFICATION DEADLINES

Certificates that expire on:	Must submit Recert Application by:	Applications will not be accepted after*:
June 30 <sup>th</sup>	May 31 <sup>st</sup>	June 30 <sup>th</sup>
December 31 <sup>st</sup>	November 30 <sup>th</sup>	December 31 <sup>st</sup>

\*A \$100 late fee will be added to the recertification fees for applications submitted between June 1 – 30 and December 1 – 31.

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## RECERTIFICATION REQUIREMENTS

Diplomates in Behavioral Sleep Medicine (DBSM) who successfully meet the current requirements and pay the required fee will be recertified in behavioral sleep medicine by the Board of Behavioral Sleep Medicine (BBSM).

Certification in BSM is recognized for a period of 5 years from the date of the expiry at which time the candidate must apply to renew their certification and meet BBSM continuing education requirements in effect at that time to retain certification or retake and pass the current Certification Examination.

### Eligibility Requirements for Recertification

1. A minimum of 40 hours of continuing education (CE) in behavioral sleep medicine for renewal of certification.
  - These hours may include areas such as normal and abnormal sleep, basic sleep science, differential diagnosis of sleep conditions, diagnostic monitoring tools in sleep medicine, psychological factors affecting sleep and behavioral treatments of sleep disorders.
  - You will submit your CE hours on the application and will not need to upload proof of your CE hours unless your application is selected for audit.
2. A current professional license to practice.
  - **Upload a copy of your current license to your recertification application**
3. Permission for BBSM to complete a background check.

DBSMs who do not meet the requirements above may recertify by examination. Please see the BBSM Behavioral Sleep Medicine Certification Examination Handbook for Candidates for more information: <http://www.ptcny.com/test-sponsors/BBSM>.

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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 DBSM 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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## COMPLETION OF APPLICATION

### ***Step 1 – Read the Recertification Guidelines and Complete Application***

Review these recertification guidelines in full, then go to <http://www.ptcny.com/test-sponsors/BBSM> to reach the online application system. You must complete the recertification application in full, using your first and last name exactly as it appears on your current government-issued photo ID such as a driver's license or a passport. Applications are not considered complete until all information and payment has been provided. The completed application can be submitted and paid for online. Retain the link to the application and your login information.

Please note, for new recertification applications you will be asked to create a PIN number. This PIN will be used if you need to go back to your existing recertification application.

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

Receive email from PTC stating that your recertification application and payment have been received and are under review.

### ***Step 3 – Receive Approval of Recertification Application***

Receive email from PTC stating that your recertification application has been approved.

### ***Step 4 – Receive New Certificate from BBSM***

BBSM will send a certificate with your new expiration date.

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## RECERTIFICATION FEES

Fee Type	Amount	Details
Recertification by CE Fee Recertification applications are due no later than 30 days before the expiration date on your certificate.	\$200.00	<ul style="list-style-type: none"><li>• Applies to certificants who have achieved the DBSM</li><li>• Must submit application and fee to PTC</li></ul>
Recertification by CE with Late Fee The additional \$100 late fee is charged to applications received within one month prior to the expiration date on your certificate.	\$300.00	<ul style="list-style-type: none"><li>• Applies to recertification applications submitted after the recertification deadline</li><li>• <b>Recertification applications will not be accepted after certificate expiration date</b></li></ul>

### Refund Schedule

- Recertification fees are non-refundable.
- If the recertification application is rejected, the certificant will be refunded the full examination fee minus the \$50.00 administration fee. (The \$100 late fee is non-refundable.)

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## APPEALS

### Appeals on Recertification Eligibility

Certificants whose recertification applications have been rejected 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 certificants in writing of its decision within ten (10) business days of receipt of the written appeal.

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