

BEHAVIORAL SLEEP MEDICINE CERTIFICATION EXAMINATION

Handbook for Candidates

Application Deadline (Applications submitted after this date will be charged a late fee)	Late Application Deadline (No applications will be accepted after this date)	Testing Period
January 2, 2019	January 15, 2019	March 16 – March 30, 2019
July 1, 2019	July 15, 2019	September 14 – September 28, 2019



www.bsmcredential.org



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This Handbook contains necessary information about the Behavioral Sleep Medicine Certification Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This Handbook is subject to change.

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.

ELIGIBILITY REQUIREMENTS

Clinicians who successfully meet eligibility requirements and pass an examination will have met all requirements to be granted a certification in behavioral sleep medicine by the Board of Behavioral Sleep Medicine.

Eligibility Requirements for Examination

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

- A. Graduate level (masters or doctorate) degree in a health-related field from an accredited institution of higher learning (upload copy of diploma with application).
- B. All clinical professionals must be licensed in accordance with applicable federal, state, and local laws, and must act only within the scope of their state license and in accordance with the specific state practice requirements. (upload copy of license with application).
- C. Completion of ONE of the following BSM training tracks:
 1. **Standard Track:** Formal SBSM-accredited graduate or post-doctoral BSM training program (upload copy of training program completion certificate with application and signed Standard Track Attestation Form). Candidates must complete the Standard Track Attestation Form included at the end of this Handbook or in the Application and have it signed by the Program/Training Director of the SBSM-accredited behavioral sleep medicine training program attended. The candidate must provide sufficient detail to enable BSM reviewers to thoroughly and fairly review the candidate's qualifications. The candidate must then submit the Attestation Form(s) by uploading it to the Application.

2. **Alternate Track:** Equivalent training totaling 500 hours of didactic training and clinical experience.

- a. **Didactic Training** – Minimum of 120 hours of continuing education (CE) and/or equivalent graduate level coursework (one graduate course equivalent to 8 CE hours). Continuing education credits must include a certificate of completion from the approving accrediting agency.
- 1) Didactic content must be in the areas of cognitive-behavioral theory, cognitive-behavioral interventions, behavioral medicine, and behavioral sleep medicine including a minimum of:
 - i. 60 hours in behavioral sleep medicine encompassing normal and abnormal sleep, differential diagnosis of sleep conditions, diagnostic monitoring tools in sleep medicine, psychological factors affecting sleep, and behavioral treatments of sleep disorders.
 - ii. 30 hours in cognitive-behavioral theory, cognitive-behavioral interventions, behavioral medicine, or applied behavioral analysis.
 - iii. 15 hours in mental health assessment and diagnosis.
 - iv. Remaining 15 hours didactic training may be in combinations of the above.
 - 2) Evidence of training must be provided by uploading copies of graduate-level transcripts and/or continuing education certificates.
- b. **Clinical Experience** – 250 hours of documented clinical experience completed in consultation with a licensed clinician who is board-certified in Behavioral Sleep Medicine or Sleep Medicine. Clinical experience obtained as a graduate student or prior to licensure requires documentation of clinical supervision.

Consultation as defined by these BSM eligibility criteria refers to the provision of clinical practice guidance to a licensed clinician by an individual board-certified in BSM or Sleep Medicine. Supervision refers to the direct clinical oversight and responsibility of a supervisor for the clinical activities of an unlicensed student or trainee:

- 1) This must involve a minimum of 150 hours of direct BSM patient care.
 - 2) No more than 40 hours per week can be counted towards these requirements. A minimum of one hour of direct individual or group consultation per week is required for candidates working full-time in the field (face-to-face, video-conference, or phone). If training is part-time, the frequency of consultation should be proportionate to the hours of training per week.
- c. **Other Training Activity** – After meeting the minimum 370 combined hours for didactic training and clinical experience, the remaining 130 training hours may include combinations of additional BSM didactic or clinical experience, scientific research, teaching, and presentations.

Documentation of Alternate Track Training/Clinical Experience

Candidates must complete the Alternate Track Attestation Form(s) included at the end of this Handbook or in the Application and have it signed by each BSM consultant or supervisor documenting the candidate meets required training experience. The candidate must provide sufficient detail to enable BSM reviewers to thoroughly and fairly review the candidate's qualifications. The candidate must then submit the Attestation Form(s) by uploading it to the Application.

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

SPONSORSHIP AND ADMINISTRATION

The Certification Program for Behavioral Sleep Medicine is sponsored solely by the Board of Behavioral Sleep Medicine. There are five officers of the board plus three at-large members, all with the exception of the Compliance Officer having specialization in BSM or board certification in Sleep Medicine with a practice focus in BSM. The Behavioral Sleep Medicine Certification Examination is administered for the BBSM by the Professional Testing Corporation, 1350 Broadway, New York, New York 10018, (212) 356-0660, www.ptcny.com.

ATTAINMENT AND DURATION OF CERTIFICATION AND RECERTIFICATION

Candidates who pass the Certification Examination may use the DBSM (Diplomate in Behavioral Sleep Medicine) designation after their name and will receive certificates from the BBSM.

Certification in BSM is recognized for a period of 5 years at which time the candidate must apply to renew their certification and meet BBSM continuing education requirements in effect at that time in order to retain certification or retake and pass the current Certification Examination. The BBSM requires a minimum of 40 hours of continuing education 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.

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.

REVOCATION OF CERTIFICATION

Certification will be revoked for either of the following reasons:

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

CONFIDENTIALITY

1. The Board of Behavioral Sleep Medicine will release the individual test scores only to the individual candidate.
2. Individual scores will NOT be sent to employers, educational institutions, school/programs, etc. under any circumstances.

3. Any questions concerning test results should be referred to the BBSM.

APPLICATION PROCEDURE

1. Read and follow the directions on the Application and in this Handbook. All Applications must be completed online. The Application can be found on a link at the Board of Behavioral Sleep Medicine's website www.bsmcredential.org or Professional Testing Corporation's website <http://www.ptcny.com/clients/BBSM>.
2. The online Application and appropriate fees for the examination must be received by the Application deadline on the cover of this Handbook.

COMPLETION OF APPLICATION

Candidates must complete the examination Application in full, using your name exactly as it appears on your current government issued photo ID such as a driver's license or a passport. The completed Application with all documentation can be submitted and paid for online at <http://www.ptcny.com/clients/bbsm>.

APPLICATION CHECKLIST

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

1. All candidates must upload the following
 - a. Graduate level degree in a health-related field from an accredited institution of higher learning
 - b. Current, valid license granted by a state, provincial, or federal authority to provide clinical services
2. All **Standard Track** candidates must also upload
 - a. Proof of completion of a formal SBSM-accredited graduate or post-doctoral BSM 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 120 hours of Didactic training (graduate level transcripts and/or continuing education certificates)
 - i. No less than 60 hours of Behavioral Sleep Medicine coursework/CE
 - ii. No less than 30 hours of cognitive-behavioral theory, interventions, behavioral medicine, or applied behavioral analysis coursework/CE
 - iii. No less than 15 hours of mental health assessment and diagnosis coursework/CE
 - iv. Remaining 15 hours in combinations of i. – iii.
 - b. Evidence of 250 hours of clinical experience reported on the Alternate Track Attestation Statement (located at the end of the Handbook)

FEES

Examination Fees for the Behavioral Sleep Medicine Certification Examination:	\$400.00
Late Fee for applications submitted after the application deadline:	\$75.00

NOTE: The examination fee includes a nonrefundable administration fee of **\$50.00**. This fee will be withheld if the candidate's Application is rejected.

Visa, MasterCard, and American Express are accepted.

REFUNDS/TRANSFERS

REFUND SCHEDULE

- If the candidate's application is rejected, the candidate will be refunded the full examination fee minus the \$50.00 administration fee (total of \$350.00 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 receive a \$250.00 fee will be withheld (total of \$150.00 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.

Please be advised: PSI does not have the authority to grant transfers or refunds. All requests must be made through PTC.

TRANSFER POLICY

Candidates unable to take the examination during their scheduled testing period may request a ONE-TIME transfer to the immediate next testing period. There is a transfer fee of \$250.00. After you have transferred once by paying the \$250.00 fee, you will need to pay the full examination fee in order to transfer a second time; so, please plan carefully.

Please note: requests to transfer to a new testing period must be received within 1 month of your originally scheduled testing period.

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

1. Go to <http://secure.ptcny.com/apply>.
2. Click "Start New Application."
3. Choose BBSM in the first drop down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.
4. Fill out the application making sure you answer yes to the question asking if you are rescheduling; you will also need your current PTC ID/Candidate number found on your scheduling authorization email.
5. Click "Submit Request for Rescheduling Verification" in the Examination and Certification Information section of the application.
6. PTC Support will send you an email letting you know your new application was approved and that you can log back into your application and pay the \$250.00 transfer fee.

HELPFUL TIPS

- Call 212-356-0660 if you have any questions regarding the transferring 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 cost and is not punitive in nature. The transfer fee must be paid at the time the request for rescheduling is approved. The candidate is responsible for contacting PSI and canceling the original examination appointment, if one was made.
- Exams may only be transferred to a new testing period once; please plan carefully.
- 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.
- If you need to reschedule within the same testing period please see “Changing Your Examination Appointment” on page 6.

EXAMINATION ADMINISTRATION

The Behavioral Sleep Medicine Certification Examination is administered during an established two week testing period, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit www.ptcny.com/cbt/sites.htm or call PSI at (833) 207-1288. **NOTE: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from PTC.**

SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your Application and fees have been received and processed and your eligibility verified, you will be sent an email from PTC confirming receipt of payment and acceptance of Application. Within six weeks prior to the first day of the testing period, you will be sent a Scheduling Authorization via email from **notices@ptcny.com**. Please ensure you enter your correct email address on the Application and add the ‘ptcny.com’ domain to your email safe list. If you do not receive a Scheduling Authorization at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660.

The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date. **You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from notices@ptcny.com.**

You MUST present your current driver’s license, passport, or U.S. military ID at the test center. Temporary, paper driver’s licenses are not accepted. The name on your Scheduling Authorization must exactly match the name on your photo I.D. Call PTC at 212-356-0660 if you need a duplicate Scheduling Authorization or if your name is not correct.

After you make your test appointment, PSI will send you a confirmation email with the date, time and location of your exam. Please check this confirmation carefully for the correct date, time and location. Contact PSI at (833) 207-1288 if you do not receive this email confirmation or if there is a mistake with your appointment.

- It is your responsibility as the candidate to call PSI to schedule the examination appointment.
- It is highly recommended that you become familiar with the testing site.
- Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within your two week testing window, you must contact PSI at (833) 207-1288 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. **Please note: PSI does not have the authority to authorize refunds or transfers to another testing period.**

INTERNATIONAL TESTING

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the www.ptcny.com homepage. This form must be uploaded to your Application no later than 8 weeks prior to the start of the chosen testing period. Fees for testing at an international computer test center (outside of the United States and Canada) are \$100.00 in addition to the examination fee. PTC will arrange a computer based examination at an international test center for you. **Please note that all examinations are administered in English.**

SPECIAL NEEDS

BBSM and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. This Form must be uploaded with the online Application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Only those requests made and received on the official Request for Special Needs Accommodations Form (found at www.ptcny.com) will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.

Only those requests made at least EIGHT weeks before the testing period begins will be considered.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

RULES FOR THE EXAMINATION

1. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content including but not limited to cell phones, laptop computers, tablets, Bluetooth

devices; all wearable technology such as smart watches; MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.

2. No papers, test materials, documents, or reference books of any sort are to be brought in or taken from the examination room.
3. No questions concerning content of the examination may be asked during the examination session. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.
4. Candidates are prohibited from leaving the testing room while the examination is in session, with the sole exception of going to the restroom.
5. Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats, except hats worn for religious reasons, may not be worn while taking the examination.
6. All watches and "Fitbit" type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

Violation of any of the rules listed above may include but are not limited to forfeiture of fees, dismissal from the testing room, cancellation of your test scores, and loss of future eligibility for the Certification Examination.

REPORT OF RESULTS

Candidates will be notified by PTC within approximately four weeks after the end of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported.

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@bsmcredentia.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.

REEXAMINATION

The Behavioral Sleep Medicine Certification Examination may be taken as often as desired, upon filing of a new Application and fee. There is no limit to the number of times the examination may be repeated.

CONTENT OF EXAMINATION

The Behavioral Sleep Medicine Certification Examination is composed of a maximum of 120 multiple-choice, single option correct, objective test questions with a total testing time of three hours.

The questions for the examination are developed by individuals with expertise in behavioral sleep medicine 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 Certification Examination for Behavioral Sleep Medicine will be weighted in approximately the following manner:

I. Basic Science/Sleep Knowledge	10%
II. Behavioral Medicine General Principles/Theory	20%
III. Associated Sleep Disorders and Their Treatment.....	15%
IV. BSM Clinical Assessment.....	20%
V. BSM Clinical Management (Pediatric and Adult)	35%

CONTENT OUTLINE

- 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
 - 1. Infant, toddler,
 - 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. Associated Sleep Disorders and Their Treatments (15%)
 - A. Adult and Pediatric Insomnias
 - 1. Pharmacological Interventions
 - B. Hypersomnias
 - C. Breathing-Related Sleep Disorders
 - 1. Obstructive Sleep Apnea
 - 2. Central Sleep Apnea
 - D. Circadian Rhythm Sleep Disorders
 - E. Narcolepsy
 - F. Parasomnias
 - 1. Nightmares
 - 2. Night Terrors
 - a. Sleep Walking / Talking
 - G. Movement Disorders
 - 1. Restless Leg Syndrome / PLMD
 - a. Pharmacological Treatments
 - b. Behavioral Interventions

- IV. Clinical Assessment (20%)
 - A. Instrumentation (Diagnostic)
 - 1. Polysomnography (In lab/HST)
 - 2. Actigraphy
 - 3. Sleep Diary
 - 4. MSLT/MWT
 - B. Activity Monitoring Devices (Fitbit, Garmin, etc.)
 - C. Initial Evaluation
 - D. Functional Analysis
 - E. Psychometric Assessment
 - F. Treatment Monitoring
 - G. Understanding CPAP Download Reports
 - H. Understanding Sleep Diagnostic Reports

- V. Clinical Management (35%)
 - A. Pediatric Behavioral Sleep Medicine
 - 1. Healthy Sleep Habits
 - 2. Extinction
 - 3. Graduated Extinction w & w/o parent
 - 4. Positive Routines
 - 5. Bedtime Fading
 - 6. Bedtime Pass
 - 7. Exposure with Response Prevention
 - 8. Cognitive Restructuring
 - 9. Positive Reinforcement
 - 10. Scheduled Awakenings
 - 11. Urine Alarm/Dry-Bed Training
 - 12. Systematic Desensitization
 - 13. Relaxation Therapies
 - B. Adult Behavioral Sleep Medicine
 - 1. Cognitive Therapy
 - 2. CPAP Adherence Sleep
 - 3. Image Rehearsal Therapy
 - 4. Light Therapy/Chronotherapy/Melatonin
 - 5. Paradoxical Intention
 - 6. Relaxation Strategies
 - 7. Restriction/Compression
 - 8. Stimulus Control
 - 9. Sleep Hygiene
 - 10. Systematic Desensitization
 - 11. Strategies for Treatment Compliance

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://www.behavioralsleep.org/images/SBSM_ReadingList_1.20.16.pdf

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 BSM Examination content areas by review of evidence-based peer reviewed science and literature.



BEHAVIORAL SLEEP MEDICINE CERTIFICATION EXAMINATION

STANDARD TRACK ATTESTATION STATEMENT

This page is required for Standard Track candidates to verify completion of an SBSM- accredited behavioral sleep medicine training program.

Candidate's Name: _____

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

Area of Practice or Specialty: _____

BSM 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 behavioral sleep medicine training program as part of requirements to sit for the Behavioral Sleep Medicine Examination.

Training/Program Director Signature _____ Date _____



BEHAVIORAL SLEEP MEDICINE CERTIFICATION EXAMINATION

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 received clinical training from multiple consultants or supervisors, complete this form for each BSM 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

Other BSM Training Activity

Dates of Activity	Description of Training Activity	Total Hours
	BSM 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