



## **Application for American Academy of Sleep Medicine - Behavioral Sleep Medicine Certification**

### **I. GOALS**

The American Academy of Sleep Medicine - Behavioral Sleep Medicine Committee will construct and administer an examination to certify professionals with expertise in Behavioral Sleep Medicine. The primary purpose of the examination will be to certify the basic competency of clinicians practicing this subspecialty. The establishment of criteria for individual credentials will also guide how training is structured at the graduate and postgraduate levels.

### **II. BACKGROUND**

As the knowledge base in sleep disorders medicine has broadened, a subspecialty area has emerged that is referred to as “Behavioral Sleep Medicine”. This term was selected because it: 1) clearly denotes the two fields from which the subspecialty emerged (Health Psychology/Behavioral Medicine and Sleep Disorders Medicine), 2) suggests that training, clinical practice and research within this arena is behaviorally focused and 3) appropriately implies that the field is open to PhD and MD sleep specialists and other health care providers with the relevant training.

**DEFINITION:** The domain of Behavioral Sleep Medicine (BSM) comprises the behavioral dimension of normal and abnormal sleep mechanisms and the prevention, assessment, and treatment of sleep disorders and associated behavioral and emotional problems through the application of established principles of behavior change.

### **III. ELIGIBILITY REQUIREMENTS FOR THE EXAM**

BSM certification requires an appropriate educational background, clinical experience, and a passing grade on an examination. This document describes the educational and training credentials necessary to sit for the examination, as well as features of the examination.

All documents supporting eligibility must be submitted to the American Academy of Sleep Medicine by January 15, 2005. An examination fee of \$250 must accompany the completed application.

**A. General Eligibility Requirements**

Applicants must have the following:

1. A doctoral degree (e.g., M.D., D.O., Ph.D., Psy.D.) or equivalent in a health-related field.
2. A currently valid license granted by a state or provincial authority in the United States or Canada to provide health-related clinical services.
3. Training and minimum experience in the field of BSM. Applicants must have *a* total of 1,000 hours of supervised clinical training and experience. Exceptions to this requirement will be applied to individuals who earned their doctoral degree prior to 1998 (See Training and Experience section of application).

**B. Fulfilling Part III.A.3b Credentials Require Provisions B1 or B2 Below:**

There are two acceptable routes to qualification for the examination. The 1,000 hours of supervised clinical training may be satisfied by 1,000 hours of BSM training or may be divided between 500 hours of BSM training and 500 hours of behavioral medicine training. The training experience can be distributed between didactic work, patient contact, and research as specified below.

**B1. BSM Training and Experience**

This track provides a route to qualification in which applicants must complete the equivalent of 1,000 hours of supervised training and experience in behavioral sleep medicine. To qualify, this experience must be primarily cognitive/behavioral in nature and must be consistent with the letter and spirit of the definition of behavioral sleep medicine given above.

This experience may be obtained in either a pre- or post-doctoral training program. The 1,000 hours of BSM training and experience must have taken place within a six (6) year period.

Didactic training in BSM, presented as a series of lectures, directed reading, journal club, or coursework, counts towards the 1,000-hour-requirement. Research training in BSM also counts as qualifying. Provision of technological services (e.g., conducting nocturnal polysomnograms and Multiple Sleep Latency Tests as well as scoring sleep records) cannot constitute more than **15%** of the BSM experience.

A minimum of **25%** of the BSM experience must be in the provision of clinical service. This requirement represents 250 hours spent in clinical activities such as direct patient contact, report preparation, supervision, and attending case conferences.

The applicant must submit letter(s) from supervisor(s) or submit his/her own letter that documents and details how the candidate meets the aforementioned experience in BSM. The source of the letters is determined by the applicant's seniority (See Training and Experience section of application).

## B2. Behavioral Medicine Training and Clinical Experience

This track provides a route to qualification in which applicants must complete the equivalent of 500 hours of supervised training experience in BSM and 500 hours of supervised training experience in behavioral medicine.

This experience may be obtained in either a pre- or post-doctoral training program. The 500 hours of BSM training experience must have taken place within a four-year period, and the 500 hours of behavioral medicine training experience must have taken place within a four-year period. No more than 40 hours per week of experience can be counted towards these requirements.

Didactic training in BSM, presented as a series of lectures, directed reading, journal club, or coursework, counts towards the 500-hour-requirement for behavioral sleep medicine. Research training in BSM also counts as qualifying experience. Provision of technological services (e.g., conducting nocturnal polysomnograms and Multiple Sleep Latency Tests as well as scoring sleep records) cannot constitute more than **15%** of the BSM experience.

Didactic training on topics within the area of health psychology, psychometric assessment, pharmacology, physiology, or nursing can compose the training. Research training in an area of health psychology could also be counted towards the 500-hour-requirement for behavioral medicine.

A minimum of 25% of the BSM experience must be in the provision of clinical service. This requirement represents 125 hours spent in clinical activities such as direct patient contact, report preparation, supervision, and attending case conferences.

Also, a minimum of 25% of the total time for the behavioral medicine requirement should consist of clinical activity (i.e., 125 hours). Clinical work in behavioral medicine could consist of supervised clinical work providing cognitive-behavioral treatments for anxiety disorders, weight control, smoking cessation, or other health-related problems.

The applicant must submit letter(s) from supervisor(s) or submit his/her own letter that documents and details how the candidate meets the aforementioned experience in BSM (section III.B1) and behavioral medicine (section III.B2). The source of the letters is determined by the applicant's seniority (See Training and Experience section of application).

## **IV. APPLICATION PROCEDURE**

Applications may be obtained using one of the following methods:

Web site: [www.aasmnet.org](http://www.aasmnet.org)  
E-mail: [bnowlin@aasmnet.org](mailto:bnowlin@aasmnet.org)  
Phone: (708) 492-0930  
Fax: (708) 492-0943

Mail: American Academy of Sleep Medicine  
Behavioral Sleep Medicine Examination  
One Westbrook Corporate Center  
Suite 920  
Westchester, IL 60154

Applications sent via mail MUST be sent to the AASM national office at the above address and MUST be postmarked on or before January 15, 2005. Applications sent via fax MUST be submitted by 5:00 p.m. CST on or before January 15, 2005. APPLICATIONS POSTMARKED LATER THAN JANUARY 15, 2005, WILL NOT BE ACCEPTED. No exceptions will be made to these requirements.

The AASM will send acknowledgment of receipt of the application to the applicant by February 1, 2005. If such notification has not been received, please contact the AASM national office immediately. It is the responsibility of the applicant to ensure that the AASM receives all application and supporting materials, postmarked on or before January 15, 2005. Applicants are strongly encouraged to send their application by certified mail. Receipt of applications cannot be verified by telephone; please do not call the national office for this information.

**Incomplete applications:** A complete application is defined as a fully completed and typed application form, all supporting documentation as requested on the application and the examination fee of \$250. An application postmarked on or before January 15, 2005, missing any component is considered an incomplete application and a nonrefundable late fee of \$50 must be paid if the application is to remain active. Applicants will be notified if their applications are not complete. Completeness of an application cannot be verified by telephone; please do not call the office for this information.

**Refunds and withdrawals:** If the AASM does not accept the application for examination, the applicant will be assessed a \$125 administrative fee. The remaining \$125 from the original examination fee will be refunded to the applicant.

If notification of withdrawal from an accepted candidate is received in the AASM national office at least 4 weeks prior to the examination date, the candidate will be assessed a \$125 administrative fee. The remaining \$125 from the original examination fee will be refunded to the applicant.

A candidate whose notification of withdrawal is received by the AASM office within 4 weeks of the examination is not entitled to a refund, except when the withdrawal is the result of a documented emergency. The candidate may apply for an emergency late withdrawal by submitting proper documentation of the emergency. If accepted, the candidate will be assessed a \$125 administrative fee. The remaining \$125 from the original examination fee will be refunded to the applicant.

A withdrawal is defined as not taking an examination during a scheduled administration. If a candidate does not take the examination for two scheduled administrations, the candidate's application will no longer be active. A candidate may only withdraw once from the examination

and must take it at the next scheduled administration in order to avoid submitting a new application.

**Appeal procedure:** Within 30 days of the date of the notification letter informing the candidate of a negative determination (rejection of application or failure of examination), the candidate may appeal by complying with the following procedure: The individual may request a review of the negative determination by submitting a written explanation of the reason for refuting the negative determination and a nonrefundable appeal fee of \$50. All materials must be submitted in writing to the American Academy of Sleep Medicine, Behavioral Sleep Medicine Examination, One Westbrook Corporate Center, Suite 920, Westchester, IL 60154.

All appeals are carefully reviewed, and a final decision is made by the Behavioral Sleep Medicine Committee.

## V. EXAMINATION

- A. Applicants who are eligible to sit for the examination as determined by the AASM will be notified by mid to late March.
- B. The examination will take place on **June 19, 2005**, the second day of the Postgraduate Courses at the APSS **19<sup>th</sup>** Annual Meeting in Denver, Colorado.
- C. **Electronic devices:** Recording devices, cellular phones, pagers, personal digital assistants, and other electronic equipment are not permitted in the examination room; any candidate found in possession of such devices may be disqualified without further consideration or refund.
- D. **Scoring:** All scoring is performed without knowledge of the candidate's identity, and all decisions concerning examination scoring are made before the matching of names and candidate code numbers. Once the code is broken, no decisions or individual scores are changed, with the exception of a granted appeal.
- E. **Examination results:** The results of the examination will be mailed to candidates on or before September 1, 2005. Results are NOT available by telephone.
- F. **Examination Format & Length** Candidates will have approximately 4 hours to complete the 160-question, multiple-choice examination.

## VI. EXAMINATION COMPOSITION

The examination tests the basic competency of clinicians practicing behavioral sleep medicine. To prepare for the examination, candidates should have a solid knowledge of the most current literature regarding behavioral sleep medicine.

The content of the examination is designed to ensure that candidates possess the:

### A. Skills to:

- conduct an intake interview and write a report of the initial evaluation of the full range of sleep disorders.
- interpret test results and techniques routinely used in the evaluation of patients with sleep disorders (e.g., depression and anxiety questionnaires and scales, sleep diary, actigraphy, nocturnal polysomnography report, Multiple Sleep Latency Test).
- diagnose psychiatric disorders.
- formulate a differential diagnosis of the full range of sleep disorders.
- formulate a treatment plan of the full range of sleep disorders.
- conduct behavioral and/or cognitive treatments for sleep disorders and/or make appropriate referrals (e.g., stimulus control instructions, progressive muscle relaxation, guided imagery, sleep restriction therapy, sleep compression, cognitive therapy, sleep hygiene education, napping strategies, bright light therapy, chronotherapy, scheduled nocturnal awakenings, passive body heating, systematic desensitization).

**B. Knowledge of:****1. Sleep Disorders, including but not limited to:**

- normal and abnormal range of sleep stage amounts and distribution over the night.
- normal and abnormal range of movements and respiratory pattern during sleep.
- normal and abnormal range of values of objective and subjective measures of sleepiness.
- differential diagnosis for complaints of sleepiness, insomnia, and unusual behavior during sleep.
- the methodology and indications for nocturnal polysomnography and Multiple Sleep Latency Testing.
- when to refer a patient to another health professional.
- general understanding of the major theories of normal sleep organization (e.g., chronobiology, sleep homeostasis [two process model], brain mechanisms of sleep, Ontogeny).
- general understanding of pharmacotherapy for sleep disorders and psychiatric disorders.
- the medical causes of sleep disorders and how they are evaluated and treated.
- the effects of other medical disorders on sleep.
- pediatric sleep disorders, as well as treatments for these disorders.
- aging effects on sleep and related changes in sleep disorders.
- circadian rhythms and their association with sleep and sleep disorders.

**2. Psychological/Behavioral Domain, including but not limited to:**

- the major cognitive, behavioral and psychiatric theories that provide the rationale for the behavioral evaluation and treatment of sleep disorders.
- the research documented efficacy of cognitive, behavioral and other non-pharmacological interventions for sleep disorders.
- pediatric sleep disorders, as well as treatments for these disorders.
- approaches to the assessment of DSM-IV disorders as they present in patients with sleep disorders.



**2005 BEHAVIORAL SLEEP MEDICINE CERTIFICATION APPLICATION FORM**

It is the applicant's responsibility to ensure this application is returned to the AASM postmarked no later than **January 15, 2005**. All sections **MUST** be completed for the application to be considered.

**Candidate's Information**

*All correspondence will be sent to the indicated address, including examination results.*

Name:

Mailing Address:

Business Telephone:

Home Telephone:

Fax:

E-mail:

**Current License**

*Enclose a copy of your professional license to practice in your field of clinical specialization - must include expiration date.*

License #	State	Expiration Date
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Have you ever had your professional license to practice revoked/suspended or limited?

YES \_\_\_\_\_ NO \_\_\_\_\_ *(If yes, explain on a separate sheet.)*

**Training and Experience**

All candidates must check one of the following boxes to best describe their training and experience.

- I have completed an AASM accredited behavioral sleep medicine program and have enclosed a letter from the program director verifying satisfactory completion of the program.
- I earned a doctoral degree prior to 1998. I have enclosed a letter from myself describing:
  1. 1,000 hours of BSM training and experience
  - or**
  2. 500 hours of BSM training and experience and 500 hours of behavioral medicine training and experience
- I earned a doctoral diploma in 1998 or more recently. I have enclosed a letter(s) from my supervisor(s) describing:

1. 1,000 hours of BSM training and experience
- or**
2. 500 hours of BSM training and experience and 500 hours of behavioral medicine training and experience

**BSM Application Checklist**

**I have enclosed the following as part of my application:**

- Fully completed application form
- Examination fee of \$250
- Copy of doctoral diploma
- Copy of professional license to practice medicine, psychology, or nursing, which includes an expiration date
- A letter attesting to my training and experience from the proper source, as outlined in the training and experience section of the application.

Send this form and all supporting materials by **January 15, 2005** (postmarked date) to:

**American Academy of Sleep Medicine  
 Behavioral Sleep Medicine Examination  
 One Westbrook Corporate Center, Suite 920  
 Westchester, IL 60154**

Questions regarding this application may be directed to:

Becky Nowlin  
 Examination Coordinator  
 American Academy of Sleep Medicine  
 One Westbrook Corporate Center, Suite 920  
 Westchester, IL 60154

Fax: (708) 492-0943  
 E-mail: [bnowlin@aasmnet.org](mailto:bnowlin@aasmnet.org)  
 Phone: (708) 492-0930

<b>PAYMENT</b>	
<b>Name of Applicant:</b>	_____
<b>Name of Payer:</b>	_____
<b>Billing Address:</b>	_____
<b>City:</b> _____	<b>State:</b> _____ <b>Zip Code:</b> _____
<b>Signature:</b>	_____
<b>Payment Method:</b>	
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Check (must be drawn on a US bank)
<input type="checkbox"/> Visa	<input type="checkbox"/> Money Order (must be drawn on a US bank)
<input type="checkbox"/> American Express	
<b>Credit Card Number:</b>	_____
<b>Verification Number:</b> _____	<b>Expiration Date:</b> _____