

CSOWM Examination *Handbook for Candidates*



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INTRODUCTION

The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics, is responsible for the development and administration of the interdisciplinary specialist certification in obesity and weight management. In addition, CDR offers specialist board certification in the areas of gerontological nutrition, oncology nutrition, pediatric nutrition, pediatric critical care nutrition, renal nutrition, and sports dietetics for qualified individuals. CDR specialist board certification is granted in recognition of the applicant's documented practice experience and successful completion of a computerized examination in the specialty area. The interdisciplinary Board Certified Specialist in Obesity and Weight Management (CSOWM) examination consists of 150 multiple-choice questions. Candidates will have 3 hours to complete the exam. It is essential that you keep this Candidate Handbook readily available for reference until you have successfully completed the examination. You are responsible for knowing its contents.

CSOWM PRACTITIONER DEFINITION

Certified Specialists in Obesity and Weight Management (CSOWM) are health professionals who educate, support, and advocate for patients and clients to understand and manage their weight and associated risks through the use of nutritional, behavioral health, medical, surgical, pharmacotherapeutic, and exercise and physical activity interventions.

TESTING AGENCY

AMP, a PSI business, (PSI/AMP) is currently the professional testing agency retained by CDR to assist in the development, administration, scoring, and analysis of this specialty examination. PSI/AMP is a research and test development company that specializes in conducting professional competency assessment research and providing examination services through its nationwide network of test centers and has worked with a number of health practitioner credentialing programs.

STATEMENT OF NONDISCRIMINATION

CDR and AMP do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability or marital status.

CONFIDENTIALITY

Information about candidates for testing and their examination results are considered confidential. Test question drafts and other materials used to create examination questions (except for test content outlines or reference lists) are secure and confidential. All such materials shall be kept in secure, locked storage, accessible only by authorized personnel, and not disclosed to or shared with others. All questions written and materials developed for questions are considered a "work for hire," and remain the property of CDR. Question writers are not allowed to conduct "review courses" or other programs designed to prepare candidates to take a CDR Specialty examination. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

EXAMINATION APPOINTMENTS

After you have received notification of your eligibility from CDR, and about one month before the examination dates, you may schedule an examination appointment by one of the following methods. Be prepared to confirm a date and location for testing and to provide your unique identification number, which is a nine-character number beginning with a Y.

1. Schedule Online:

Follow these steps:

- Go to http://online..goAMP.com
- Select "Category" " Healthcare"
- Select "Program" "Commission on Dietetic Registration"
- Select "Examination" "Specialist in Obesity and Weight Management Examination"
- Click On "Register for this Exam"
- If you have never used PSI/AMP's online system before, you will have to register as a new user by clicking on "New user?"
- After scheduling your examination appointment online, you will receive an email confirmation.

2. Telephone Scheduling:

Call PSI/AMP at 888-519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

If special accommodations are requested, please submit the two-page Request for Special Examination Accommodations form included at the end of the Handbook, prior to contacting PSI/AMP.

The examinations are administered by appointment only Monday through Saturday at various times based on location. Individuals are scheduled on a first-come, first-served basis.

When the appointment is made, the applicant will be sent an email providing the time to report to the Test Center. The applicant will only be allowed to take the examination for which the appointment has been made. No changes in examination type will be made at the Test Center. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Test Center.

HOLIDAYS

The examinations are not offered on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day

TEST CENTER LOCATIONS

Examinations are administered by computer at approximately 300 Test Centers geographically distributed throughout the United States. Test Center locations and detailed maps are available on the PSI/AMP website, http://online.goAMP.com. Specific address information will be provided once an appointment has been scheduled.

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

PSI/AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI/AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI/AMP at 1-888-519- 9901 to schedule their examination.

Wheelchair access is available at all established Test Centers. Candidates must advise PSI/AMP at the time of scheduling that wheelchair access is necessary.

Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed <u>must be made in writing to CDR</u> using the form at the end of the Candidate Handbook, at least 45 calendar days prior to your desired examination date. Please inform PSI/AMP of your need for special accommodations when scheduling your examination appointment.

RESCHEDULING OR CANCELING AN EXAMINATION APPOINTMENT

A candidate may reschedule an examination appointment during the current testing window one time, at no charge by calling PSI/AMP at 1-888-519-9901 at least two business days prior to the scheduled testing session.

If your examination is scheduled on	You must call AMP by 3:00 p.m. Central Time to change your appointment by the previous
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

A candidate who does not schedule his/her examination appointment during the current test administration window may have their application and examination fee transferred to the next test administration window free of charge by contacting CDR at (800) 877-1600, ext. 4816 or specialists@eatright.org. Candidate's eligibility and examination fee will only extend one test administration window. A new application and examination fee will need to be submitted if the candidate does not take an examination after transferring once to the next test administration window.

A candidate who does not schedule his/her examination appointment after confirmation of eligibility may request a full refund if they do not wish to test during their current eligibility window, provided an

examination appointment has not already been scheduled. Requests for refunds must be made in writing to CDR. If the candidate wishes to take the examination again, a new application and examination fee will need to be submitted.

A candidate who wishes to reschedule his/her examination appointment, but fails to contact PSI/AMP at least two business days prior to the scheduled testing session will be required to pay a \$85 fee to reschedule the examination. The fee also applies if an examination appointment has been scheduled and the candidate no longer wishes to take the exam during the current testing window. In order to reschedule your appointment, you will need to contact CDR at (800) 877-1600, ext. 4816, 4705, or 4718 or specialists@eatright.org. Note that your examination eligibility may expire after the next test administration window.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI/AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

Candidates may visit PSI/AMP's website at www.goAMP.com prior to the examination to determine if PSI/AMP has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during a test administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

EXAMINATION CONTENT

The examination consists of 150 multiple-choice questions (125 scored questions and 25 pretest questions), and is constructed using approximately the number of items indicated in the Content Outline. Pretesting is done to see how well items perform before they are used in the scored portion of the examination. The pretest questions cannot be distinguished from those that will be scored, so it is important that you answer all questions to the best of your ability. Candidates will have to choose the one best answer from either three or four options provided. Candidates will have 3 hours to complete the examination.

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are the copyrighted property of CDR. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

ON THE DAY OF YOUR EXAMINATION

On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.

To gain admission to the Test Center, a candidate needs to present two forms of identification; <u>one must be a valid government issued identification with photograph</u>. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a

roster for verification of identity.

Acceptable forms of identification include a current:

- 1. State Issued Driver's License with photograph
- 2. State Issued Identification card with photograph
- 3. US Government Issued Passport
- 4. US Government Issued Military Identification card with photograph
- 5. US Government Issued Alien Registration Card
- 6. Social Security Card (secondary form)
- 7. CDR Registration Identification Card (secondary form)
- 8. Credit Card (secondary form)

Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as primary identification. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Test Center.

SECURITY

CDR and PSI/AMP maintain examination administration and security standards that are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, computers, pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

PERSONAL BELONGINGS

No personal items, valuables, or weapons should be brought to the Test Center. Coats must be left outside the testing room. You will be provided a locker or secure folder to store your belongings during testing. You will not have access to these items until after the examination is completed.

You will be asked to pull out your pockets to ensure they are empty. If any personal items are observed in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination. You
 must return the scratch paper to the supervisor at the completion of testing, or you will not receive
 your participation report.
- No documents or notes of any kind may be removed from the Test Center.

- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks. You may not leave the testing building during your break.

MISCONDUCT

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids.

COMPUTER LOGIN

After your identification has been confirmed, your photograph will be taken. This photograph will also print on your score report. You will be directed to a workstation where you will be instructed on-screen to enter your unique identification number, which was provided to you with your eligibility information from CDR.

PRACTICE TUTORIAL

Prior to attempting the examination, you will be given the opportunity to take a practice tutorial on the computer.

The time you use for this practice tutorial is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination. Please note that this practice tutorial is to help you become familiar with the computerized examination format; it is possible that the problems will not be nutrition related.

TIMED EXAMINATION

Following the practice tutorial, you will begin the 3-hour timed examination. Before beginning, instructions for taking the examination are provided on-screen.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. A digital clock located at the top of the screen updates as you record your answers and indicates the time remaining for you to complete the examination.

Only one examination question is presented at a time. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left hand of the computer screen or clicking in the option using the mouse.

To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination, question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for you to return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

CANDIDATE COMMENTS

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. Once you leave the test center, if you still have comments you may forward written comments to CDR at specialists@eatright.org. All comments should be sent to CDR (Attn: Specialty Certification) no later than five business days after the close of the examination window. Please note that the appeal process is different.

FOLLOWING THE EXAMINATION

After completing the examination, candidates are asked to complete a short evaluation of their examination experience. Candidates are then instructed to report to the examination proctor to receive their examination confirmation report. Score Reports will be mailed within 6-8 weeks of the last testing date.

PASS/FAIL SCORE DETERMINATION

The methodology used to set the minimum passing score is the Angoff method, based upon data gathered during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination portion. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of other candidates.

Passing scores may vary slightly for each version of the examination to accommodate for variances in examination difficulty. To ensure fairness to all candidates, a process of statistical equating is used. Slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination.

INTERPRETING YOUR SCORE REPORT

The content area scores on the score report are not used to determine pass-fail decision outcomes. They are only provided to offer a general indication regarding candidate performance in each content area. The examination is designed to provide a consistent and precise determination of a candidate's overall

performance and is not designed to provide complete information regarding a candidate's performance in each content area. Candidates should remember that areas with larger number of items will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminishes with fewer items, and therefore, sub-scores should be interpreted with caution, especially those that correspond to content areas with very few items.

QUALITY CONTROL/SCORING

Before the examination is administered, each form undergoes quality control checks. A thorough item analysis is completed and is used as part of the statistical review of the performance of the examination.

SCORES CANCELLED BY THE CLIENT OR PSI

CDR and PSI/AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. CDR and PSI/AMP reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

IF YOU PASS THE EXAMINATION

All candidates who pass the examination will receive a wall certificate, online specialty identification card and orientation materials approximately four weeks after they receive their score report.

RE-ESTABLISHING ELIGIBILITY

To take the examination again during a subsequent testing opportunity, please contact CDR at specialists@eatright.org. Candidates are not allowed to retest during the same examination window. Beginning July 15, 2018, the exam will be offered year round.

FAILING TO ARRIVE FOR AN EXAMINATION

A candidate who fails to report for an examination forfeits the registration and all fees paid to take the examination. A new eligibility application and examination fee are required to reapply for examination.

DUPLICATE SCORE REPORT

Candidates may purchase additional copies of their results at a cost of \$25 per copy. Requests must be submitted to CDR, in writing. The request must include the candidate's name, registration number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to CDR in the form of a check, money order or cashier's check. Duplicate score reports will be mailed within approximately two weeks after receipt of the request and fee.

APPEALS PROCESS

An individual may appeal decisions regarding Commission policy/procedures (certification, eligibility, certification maintenance, and recertification) by filing a written appeal. Appeals must be sent to CDR within 30 calendar days after notification of an adverse decision and will be considered by the CDR Appeals Panel at its next scheduled meeting. A \$20.00 Appeals Review Fee will be required with every appeal submitted. Appeals submitted without the \$20.00 fee will not be heard by the CDR Appeals Panel. A comprehensive copy of the procedures can be found on the CDR website here.

Attn: Specialist Certification Commission on Dietetic Registration 120 S Riverside Plaza, Ste 2190

RECERTIFICATION

At the end of the specialist five-year certification period, specialists who wish to recertify must hold a current eligible credential or certification as identified by CDR <u>here</u>.

And,

- 1. Successfully complete an eligibility application including the required minimum number of specialty practice hours
- 2. Submit an examination fee
- 3. Pass the specialty examination

The reasoning for requiring recertification testing is that the specialty board certification is a practice credential—a credential that represents to the public that the certificant possesses the knowledge, skills and experience to function effectively as a specialist in that area. The nature of the knowledge and skills to practice at a specialist level is subject to change due to technological and scientific advances. Recertification testing helps to provide continuing assurance that the certified specialist has indeed maintained their knowledge in the specialty area.

CSOWM CONTENT OUTLINE

Commission on Dietetic Registration Board Certified Specialist in Obesity and Weight Management Certification (CSOWM) Examination Specifications*	# of items
1. Assessment	52
A. Screening and Assessment	22
B. Health History	15
C. Psychosocial Factors	15
2. Interventions	48
A. Nutrition-Related Interventions	12
B. Exercise and Physical Activity Interventions	12
C. Behavioral Health Interventions	12
D. Medical, Surgical, and Pharmacotherapeutic Interventions	12
3. Continuation of Care	25
A. Interdisciplinary Coordination of Care	10
B. Patient Care Follow-Up and Evaluation	15
То	tal 125

SAMPLE QUESTIONS

Sample questions are provided to help familiarize the candidate with the format of the examination and are not reflective of the depth and breadth of the content covered. Please refer to the content outline for a comprehensive list of examination content areas.

- 1. Which weight loss medication is a serotonin receptor agonist?
 - A. lorcaserin (Belviq)
 - B. liraglutide (Saxenda)
 - C. naltrexone HCL and bupropion HCL (Contrave)
 - D. phentermine and topiramate (Qsymia)
- 2. Which vitamin is most often deficient in a patient who has undergone bariatric surgery and has been vomiting for 72 hours?
 - A. niacin
 - B. riboflavin
 - C. thiamine
 - D. cyanocbalamin
- 3. After Roux-en-Y gastric bypass, nonsteroidal anti-inflammatory drugs (NSAIDs) should be avoided due to risk of
 - A. constipation.
 - B. strictures.
 - C. dumping syndrome.
 - D. ulcers.

Answers

- 1. A
- 2. C
- 3. D

REFERENCE LIST

Online Position Statements, Guidelines, Reports

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Barlow SE. Expert Committee Recommendations Regarding the Prevention, Assessment, and Treatment of Child and Adolescent Overweight and Obesity: Summary Report. *Pediatrics*. 2007; 120:S164-S192. http://pediatrics.aappublications.org/content/120/Supplement 4/S164

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Mechanick JI, Youdim A, Jones DB, et al. AACE/TOS/ASMBS Guidelines. Clinical Practice Guidelines for the Perioperative Nutritional, Metabolic, and Nonsurgical Support of the Bariatric Surgery Patient—2013 Update. *Surg Obes Rel Dis.* 2013; 9:159-191. http://dx.doi.org/10.1016/j.soard.2012.12.010

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Steelman GM, Westman EC. *Obesity: Evaluation and Treatment Essentials*. 2nd ed. Boca Raton, FL: CRC Press; 2016. ISBN: 978-1482262070

Whitney E, Rolfes SR. Understanding Nutrition. 14th ed. Stanford, CT: Cengage Learning; 2015. ISBN: 978-1285874340

Zastrow, C. Social Work with Groups: A Comprehensive Worktext. 9th ed. Cengage Learning; 2014. ISBN: 978-1285746401

Note: The references listed above are suggestions. It should not be inferred that studying these references will ensure success on the examination nor should it be assumed that items on the examination are based on any specific resource listed.

right. and Dietetics

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Please return this form to CDR within 45 days of the desired testing date.

DR Registration Number		
ast Name	First Name	Middle Initia
ddress		
ity	State/Province	Zip Code/Postal Code and Country
Paytime Phone Number	Fax Number	E-mail Address
SPECIAL ACCOMODATION	NS	
I request special accommodation		
		amination.
Please provide (check all that a	apply):	
Rea	der	
	ended examination time (time and a half)	
	uced distraction environment er special accommodations (please specify)	
	or openial accommodations (picase openity)	
		
Description of		
disability:		
_		
Signed:		Date:

Return this form to:

Attn: Specialty Certification, Commission on Dietetic Registration, 120 S Riverside Plaza, Ste 2190, Chicago, IL 60606-6995

specialists@eatright.org



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required examination accommodations.

PROFESSIONAL DOCU	MENTATION				
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as a	Examination Applicant Name		_since	//	in my capacity
as a	ехапінаціон Арріісані Маніе				
Professional Title					
The applicant discussed wit applicant's disability describ the previous page.	n me the nature of the examina ed below, he/she should be acc	tion administered. commodates by pro	It is my op oviding the	inion that b special arr	ecause of this rangements listed on
Description of					
disability:					
_					
Signed					
Title:					
Date:		License # (if appl	icable):		
	_				

Return this form to:

Attn: Specialty Certification
Commission on Dietetic Registration,
120 S Riverside Plaza, Ste 2190, Chicago, IL 60606-6995

Commission on Dietetic Registration 120 S Riverside Plaza, Ste 2190 Chicago, IL 60606-6995

specialists@eatright.org