edac™
from The Center for Health Design

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Introduction

The Center for Health Design (The Center) was formed in 1993 by a small cadre of pioneering healthcare and design professionals committed to advancing a singular idea – that design could be used to improve patient outcomes in healthcare environments.

Our passion proved contagious. Today, we're a far-reaching, international community leading the effort to improve the quality of healthcare facilities worldwide, as well as other environments that can impact health, safety and wellbeing.

Our forward-thinking members, partners, and volunteers come from many fields including healthcare, residential care, architecture, interior design, construction, research, finance, customer service, product design, manufacturing, and education.

The Center has partnered with Meazure Learning (formerly Scantron Assessments), to develop the Evidence-based Design Accreditation and Certification™ (EDAC) examination.

The Center for Health Design's internationally recognized EDAC program awards credentials to individuals who demonstrate an understanding of how to apply an evidence-based process to the planning, design and construction of all environments that contribute to health, safety and wellbeing including measuring, evaluating and reporting results. Having the EDAC certification shows your clients and team members that you have a process for developing design solutions that are rooted in research to help achieve the desired goals and improved outcomes.

Evidence-based design (EBD) is the process of basing decisions about the built environment on credible research to achieve the best possible outcomes. Included in this process are the following eight steps:

- Define evidence-based goals and objectives
- Find sources for relevant evidence
- Critically interpret relevant evidence
- Create and innovate evidence-based design concepts
- Develop a hypothesis
- Collect baseline performance measures
- Monitor implementation of design and construction
- Measure post-occupancy performance results

A large and growing body of evidence attests to the fact that the built environment impacts patient stress, patient and staff safety, staff effectiveness, and quality of care provided in hospitals and other healthcare settings. Basing healthcare facility planning and design decisions on this evidence to achieve the best

possible patient, staff, operational, and environmental outcomes is what evidence-based design is all about.

Please use this candidate handbook to understand our processes of application and registration. If you have questions about the processes described here, please contact The Center at (925) 521-9404 or edac@healthdesign.org or contact Meazure Learning at (919) 572-6880 or candidatesupport@meazurelearning.com.

Certification Benefits

- Use of the EDAC appellation to distinguish your knowledge and practice of EBD in healthcare
- Listing in a public and searchable directory of EDAC certified individuals
- Information and tools to assist in your business development activities and help you get the full business value of your EDAC credential
- Access to professional learning and development opportunities
- Access to discussions among peers in the private LinkedIn EDAC Group

Examination Registration

Eligibility

The goal of the EDAC program is to assure all participants have base knowledge and understand how to incorporate the evidence-based design process in the planning, design and construction of a project or product. There are no prerequisites for sitting for the exam.

- **Architects & Designers** – You have a method for developing design solutions that are rooted in research and likely to achieve a client's goals.
- **Healthcare Executives** – You champion innovation that's good for the triple bottom line.
- **Healthcare Providers** – You support and bring new ideas during design that aligns with organizational goals that support the achievement of the desired results.
- **Academics/Researchers/Students** – You are on top of the most significant, emerging discipline within the healthcare design profession and can help carry the learning forward.
- **Engineering & Construction Professionals** – You understand the importance of research-based design decisions and can maintain the integrity of these decisions during the engineering and construction processes.
- **Product Manufacturers** – You use research to inform the product development process and participate in the design process and support measurement and evaluation of improved outcomes in healthcare settings.

Application Process

Applications must be submitted prior to exam registration. Note that the exam is computer-based and offered only through Meazure Learning's approved proctored testing centers or through Live Remote Proctoring (LRP) with Meazure Learning's partner, ProctorU.

Applications are accepted on a continual basis. The exam is offered on-demand following the application's approval. The testing appointment must be made at least four (4) days prior to the test date during the scheduled testing window for internet-based testing (IBT) at a Meazure Learning testing center or paper and pencil-based (PnP) testing at a conference site; or 24 hours prior for Live Remote Proctoring.

Online Applications

An online application is available through The Center's candidate registration system at https://assessments.meazurelearning.com/EDAC/ . Candidates will be prompted to create an online profile that will serve as the basis for all interaction with Meazure Learning. Candidates should **record their username, password, and email address** as used on the application for future reference and/or access to the system at a later time. Candidates must register with the name that appears on the government-issued photo identification that will be used to enter the testing center to sit for the exam.

Paper Applications

If candidates are unable to complete the online application, paper applications are available for download at https://assessments.meazurelearning.com/EDAC/.

Applications submitted by mail must have all requested information or they will be considered incomplete. The candidate will have 90 days to submit the necessary information so the application can be processed. If the candidate does not complete the application within 90 days, the application will be closed, and The Center will issue a partial refund. The candidate will have to reapply and pay the full application fee again in order to take the exam.

If submitting a paper application, please do NOT subsequently submit an online application. Once the paper application has been processed, the candidate will receive an email notification from Meazure Learning with their username and password to access EDAC candidate scheduling system.

Completed applications will be evaluated and candidate eligibility determined within four (4) business days of receipt. If the application is incomplete, a notice will be issued to the candidate either by email or first-class mail. If the application is not completed within 90 days of submission, the application will be closed.

Fees

The exam fee includes the processing of the exam registration and one testing appointment. The exam fee is as follows:

$395	First time exam fee
$255	Second or third time exam fee
$65	Additional international testing fee (if applicable)
$50	Late registration fee (if applicable)

The fee must be paid in U.S. currency to Meazure Learning by Visa or MasterCard. A money order or cashier's check will also be accepted with paper applications. Exam fees are non-refundable.

Retest Fees

Candidates who fail the exam will receive information 45 days after the exam about scheduling a second testing appointment. The exam retake fee is $255. This fee must be paid before scheduling a new testing appointment. All retest fees are non-refundable.

Eligibility Period

Candidate eligibility will be valid for 366 days. *Candidates will be permitted no more than three (3) testing attempts during the 366-day eligibility period with at least a 60-day waiting period between testing attempts.* If a candidate does not take the exam for which he/she applied or successfully complete the application within 366-day eligibility period, the application will be closed and the candidate must submit a new application with the "first time" candidate fees. An email reminder will be issued to schedule testing to eligible candidates who have not yet completed test scheduling.

Registration and Testing Process

1. Review this candidate handbook prior to scheduling the exam. Failure to follow the instructions can cause a delay of the exam registration. For questions regarding exam registration, contact Meazure Learning at candidatesupport@meazurelearning.com.

2. Complete the exam registration (https://assessments.meazurelearning.com/EDAC/) and pay the testing fee. Candidates must register with their full name as it appears on their government-issued photo identification. In order to receive important electronic correspondence about scheduling the testing session, please ensure that the email program will accept emails from candidatesupport@meazurelearning.com.

3. Schedule a testing session. (See "Scheduling" on page 6 of this handbook.) Candidates must submit their test-scheduling request at least four (4) days prior to their preferred test date for internet-based testing at a Meazure Learning testing center or paper and pencil-based testing; or

24hours prior for Live Remote Proctoring.

4. Candidates will be notified of the exact test location, date, and time via email. <u>Candidates must bring their printed confirmation with them to the test site.</u>

   <u>Candidates must also bring a current photo identification with signature to the test site.</u> Acceptable forms of identification include a driver's license, passport, and government-issued identification card. Unacceptable forms of identification include a gym membership, warehouse membership, school identification card, credit card, and identification with signature only (no photo). Candidates also will need to show this identification for Live Remote Proctoring.

5. Plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test. For Live Remote Proctoring, candidates will be able to login 15 minutes prior to the start of the testing session.

6. Sit for the exam. The exam consists of 110 multiple-choice questions. Candidates will have two (2) hours to complete the exam.

7. Exam results will be issued at the testing center or online for Live Remote Proctoring testing upon successful submission of the exam. *Please note that, on occasion, scores may be held for statistical analysis. If this occurs, candidates will be notified of their scores via mail. Scores will not be released by email, fax, or telephone.*

Scheduling

Applications are accepted on a continual basis. Upon approval of an application, Meazure Learning will send notification of eligibility to sit for the exam and will provide a *Notice to Schedule* (NTS) with a username, password, and directions on how to schedule a testing session. Most test sites will have morning and afternoon testing sessions available. Meazure Learning will do its best to accommodate the requested test site and date. Seats are filled on a first-come, first-served basis, based on test center availability.

Candidates will receive confirmation including exact test location, date, and time via email, which **must be printed and taken to the site on the test date.**

Candidates can view Meazure Learning's testing locations here:
https://www.assessments.meazurelearning.com/test-site-cities/

Live Remote Proctoring
Candidates have the option to schedule a live remote proctored (LRP) testing session. Candidates can test at the convenience of their home or office given proper internet speed and use of a

webcam. A live proctor will record all audio and video captured during the testing session. The proctor will also have access to the candidate's computer to ensure that no unauthorized software applications are running or have multiple monitors on during testing. Recordings will be stored for 15 days after the testing session. **Candidates can schedule up to 24 hours prior to a LRP testing session.** Candidates will receive two confirmation emails, one from Meazure Learning and the other from ProctorU, the live remote proctoring provider. The proctor is not required to enable their webcam during remote proctoring.

Paper and Pencil Administration
Candidates may have the option to schedule their exam at a conference (e.g., The Healthcare Design Expo & Conference) or other appropriate events. Candidates must register **AND** schedule for a paper and pencil administration exam no later than four (4) days before the test date and no sooner than 120 days prior to the test date.

Candidates who choose to take the exam at a conference three (3) days or less prior to the test date must complete a paper and pencil application with the exam proctor on the day of the test date with an additional $50 "walk-in" fee to the exam fee.

National Directory
The Center will maintain a national directory of certified individuals for public access https://www.healthdesign.org/certification-outreach/edac/directory. Within The Center's EDAC exam application, applicants and certified individuals can choose to be included on this directory. Benefits of allowing the certified individual's name to appear on the directory will be for verification of credentials by clients, employers, and colleagues. More details regarding the public directory are available within The Center's EDAC exam application.

Reasonable Accommodations
Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skills in the essential functions being measured by the exam. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam.

Reasonable accommodations generally are provided for candidates who: have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, and performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

To apply for reasonable accommodations, the candidate must request the accommodations in the application process and provide documentation that supports reasonable accommodations provided by an appropriately licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

Requests for accommodations must be submitted no later than 45 days prior to opening of the candidate's preferred testing window and candidates must submit their scheduling request at least 30 days prior to their preferred test date within the testing window. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.

For more information regarding reasonable accommodations, please contact Meazure Learning or The Center.

Examination Information

There are 110 questions on this exam. Of these, 100 are scored questions and 10 are pretest questions that are not scored. Pretest questions are used to determine how well these questions will perform before they are used on the scored portion of the exam. The pretest questions cannot be distinguished from those that will be scored, so it is important for a candidate to answer all questions. A candidate's score, however, is based solely on the 100 scored questions. Performance on pretest questions does not affect a candidate's score.

This test content outline identifies the areas that are included on the exam. The percentage and number of questions in each of the major categories of the scored portion of the exam are also shown:

Category	Domains of Practice	Percent of the Exam
I	Evidence-based Design	25%
II	Research	25%
III	Project Setup and Predesign	15%
IV	Design	15%
V	Construction and Occupancy	10%
VI	Post Occupancy/Evaluation	10%
	Total	100%

There are three types of questions on the exam: recall, analysis, and application. For more information about the test content, see the full detailed content outline at https://www.healthdesign.org/store#934 .

Sample Examination Questions

Sample exam questions can be downloaded from the following link:
https://www.healthdesign.org/store#934.

Please allow one hour to complete the 40 sample questions.

For More Preparation

Demo Test

Meazure Learning offers a free online tutorial and unscored demo test to familiarize candidates with the computer-based testing environment. The online demonstration and tutorial are accessible at anytime, anywhere, through any computer with Internet access. Candidates may access the tutorial and demo on Meazure Learning's website https://www.assessments.meazurelearning.com/preparing-for-your-test/ . The demo is not intended to be a review of EDAC exam content.

Resources

A list of recommended resources can be found in Appendix A of this document.

Other Examination Information

Cancellations, Rescheduling, and No-shows

Candidates may cancel or reschedule a testing session up to four (4) business days before their testing appointment for an internet-based testing at a Meazure Learning testing site through the online scheduling system. A $50 nonrefundable fee will apply (to IBT and PnP testing).

Day of Testing Appointment:	Must Reschedule/Cancel By:
Monday	Tuesday of the previous week
Tuesday	Wednesday of the previous week
Wednesday	Thursday of the previous week
Thursday	Friday of the previous week
Friday	Monday of the current week
Saturday	Tuesday of the current week

Candidates who do not appear for their testing appointment or try to reschedule their exam less than four (4) business days before their testing appointment will be marked as a no-show candidate and their testing fees will be forfeited. Candidates will need to complete a new exam application at the $395 rate (applies to IBT and PnP testing).

Live Remote Proctoring Testing Session Cancellations, Rescheduling, and No-Shows
Candidates may reschedule or cancel a scheduled LRP testing appointment no less than 24 hours in advance of the scheduled appointment through the online-proctored scheduling system. Candidates testing LRP will not be charged a rescheduling or cancelation fee for any changes made prior to 24 hours before their scheduled testing appointment.

Candidates who schedule an LRP appointment, but do not show up for their appointment will be considered a no-show candidate and their testing fees will be forfeited. Candidates will need to complete a new exam application at the $395 rate.

Examination Rules

The Center and Meazure Learning follow industry standard testing rules as outlined below.

Prohibited Items
Candidates are expressly prohibited from bringing the following items to the test site:
- Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
- Notes, books, dictionaries, or language dictionaries
- Book bags or luggage
- iPods, MP3 players, headphones, or pagers
- Calculators, computers, PDAs, or other electronic devices with one or more memories
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watches or Smart watches
- Food and beverage
- Hats, hoods, or other headgear

If Meazure Learning testing personnel determine that a candidate has brought any such items to the test site, they may be demanded and held for an indefinite period of time by Meazure Learning testing personnel. Meazure Learning reserves the right to review the memory of any electronic device that may be in their possession at the testing center to determine whether any test materials have been photographed or otherwise copied.

If Meazure Learning's review determines that any test materials are in the memory of any such device, Meazure Learning reserves the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of Meazure Learning's review and any applicable deletions, the candidate's device will be returned, but will not be responsible for the deletion of any materials that may result from the review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, the candidate expressly waives any confidentiality or other similar rights with respect to the device, the review of the memory of

the device and/or the deletion of any materials. Meazure Learning, the exam site, and the test administration staff are not liable for lost or damaged items brought to the exam site.

> *Live Remote Proctoring*
> Candidates will need to test in a private, enclosed room. The proctor will instruct the candidate for access to their computer, and to have the webcam scan the room and desk area. Telephones, secondary monitors, and other items may be required to be removed from the desk prior to starting the exam.

Examination Scoring

Exam results will be issued at the testing center upon successful submission of the exam. LRP candidates will also receive an immediate score. Scores range from 200-800; a passing score is **650** or higher. Please note that, on occasion, scores *may be held for statistical analysis. If this occurs, candidates will be notified of their scores via mail. Scores will not be released by email, fax, or telephone.*

For paper and pencil exams taken on site at conferences, test results will not be immediately available. Candidates will be notified of their score via mail within 4-6 weeks of their test date.

Ebadge and Digital Certificate

Within 3 business days of passing the EDAC exam, a digital badge (ebadge) will be emailed to you from Meazure Learning's partner, BadgeCert. The email will contain instructions to download the ebadge. You can post the ebadge on your LinkedIn profile, personal website, and email signature. A digital certificate will also be available for you to download and print if you want to display a hard copy certificate. The ebadge is an icon that will hyperlink to BadgeCert's website. It is verifiable to the public and will display your EDAC ID number, your certification date, and expiration date.

Examination Retakes

Candidates who do not pass the certification exam may retest 60 days after each testing attempt, with up to three testing attempts within the 366-day eligibility period. All candidates eligible to retest will receive a new Notice to Schedule (NTS) 45 days after their exam. Candidates will be able to schedule their exam and pay the $255 retake fee at time of scheduling. Scheduling will not be completed until the retake fee has been paid.

If a candidate registers for the EDAC exam during a free retake promotion, the retake exam must be taken within the 366-day eligibility period from registration. If after the 366-day eligibility period, a new exam registration is required at the full rate of $395 rate.

Appeals and Complaints

During the examination, if a candidate experiences any issues while the test is being administered, the candidate shall notify the proctor immediately. The proctor will address any concerns and those concerns

are noted on the candidate's file. If the proctor deems necessary, the proctor will contact Meazure Learning.

After the exam, candidates may also contact Meazure Learning at candidatesupport@meazurelearning.com or The Center at edac@healthdesign.org about their concerns. When a candidate files an appeal or complaint to either organization, that organization shall notify the other. Meazure Learning will contact the proctor to review the nature of the complaint. Meazure Learning will report those findings with The Center and both organizations will determine a course of action. Meazure Learning will contact the candidate for next steps.

Recertification

Certified individuals must complete six (6) continuing education hours and pay a $99 renewal fee every two (2) years, either on February 1 or July 1 depending on the month a candidate becomes certified. Meazure Learning will send out reminders four (4) months (by email and U.S. mail) and one (1) month (by email) prior to certification expiration. Certified individuals will be able to recertify up to 90 days after their certification expiration with a $50 late fee, in addition to the recertification fee. The renewal application will need to be completed online before the 90-day grace period ends. **It is the candidate's responsibility to update Meazure Learning and The Center with any changes in contact information.**

Renewal Audits

A percentage of renewal candidate applications will be audited to ensure compliance with the renewal criteria. Applications for audit will be selected randomly. If a candidate's renewal application is selected for audit, the candidate will be provided with instructions on how to supply satisfactory documentation that supports compliance with the renewal criteria.

Reinstatements

Candidates who fail to complete their renewal application by the end of the 90-day grace period will have their credential expire. Candidates may reinstate their EDAC credential up to four (4) years past their certification expiration date. Candidates will need to submit a reinstatement request with additional continuing education units and a reinstatement fee to The Center prior to being reinstated with Meazure Learning. The number of continuing education units and reinstatement fee will be dependent on how long the credential has been expired. Please contact edac@healthdesign.org for reinstatement. **Candidates with an expired credential of five (5+) or more years will need to retest.**

Appendix A: Recommended Resources

Evidence-based design is an evolving discipline. The Center offers the latest resources and tools for enhancing your knowledge and practice of evidence-based design and healthcare quality and safety.

- The **Detailed Content Outline** covers all of the topics that will be included on the exam; it can be used alongside the study guides to understand what is most important to study.

- The EDAC's Study Guides prepare you for the exam and are references for practical application of EBD.

  - **Volume 1:** *An Introduction to Evidence-Based Design: Exploring Healthcare and Design* explains the components of the healthcare delivery system, the trends affecting it and the various settings in which care delivery occurs.

  - **Volume 2:** *Building the Evidence Base: Understanding Research in Healthcare Design* explores the value of using credible evidence in healthcare projects, and how design solutions are empirically evaluated and scientific evidence is generated through research.

  - **Volume 3:** *Integrating Evidence-Based Design: Practicing the Healthcare Design Process* offers practical examples from real case studies to show how EBD is applied, measured, and integrated into the typical design process.

- Exam Prep videos (3) can be rented as a supplement to the study guides.

- Printable Flashcards and Online Flashcards

- Sample Exam

All resources can be found on The Center's store: https://www.healthdesign.org/store#934.

Appendix B: Exam Preparation Tips

How to Study
The Center encourages candidates to prepare for the exam by using resources such as those listed in in Appendix A.

Plan your review methods well in advance of the exam. Think about the study method that is best for you (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials given to you during training activities related to your work.

Managing Test Anxiety
A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the exam by developing plans and using resources to help reduce your anxiety.

Before the day of the exam, visualize and rehearse the testing situation. Imagine yourself taking the exam with a positive attitude and focused, but calm, behavior.

Take measures to reduce your stress during the exam. Use deep-breathing techniques, and be sure to stretch your muscles periodically. Such exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases.

Do not let the comments or behavior of testing personnel or other examinees make you anxious. As examinees are taking different versions of the exam, examinees will finish at different times – some finishing very early, others taking the full two (2) hours. Examinees who finish more quickly than you may not perform better than you. Everyone works at his or her own speed; some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the exam early, and (c) you are not competing with anyone else.

Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the exam will help you to be physically prepared. Also, on the day before you take the test, collect all the supplies you will need and choose comfortable clothing. Knowing that you are prepared for the test will help to reduce your anxiety.

Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

Tips for Taking the Examination

- Budget your time well. Because you will have two (2) hours to complete 110 questions, you will want to complete more than half (55) in less than half the time. This is because you will want extra time after completing the full exam to review questions you either skipped or questions you may have marked for review. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles.

- Read each question carefully, focusing on what is being asked. If you are uncertain about the answer but nevertheless want to give a tentative response at the time, mark the test question to indicate that you want to review the test question and your answer if time allows. Go back to questions marked in this manner after completing the entire test.

- Read all options before selecting your answer. Always select the best choice.

- Do not overanalyze or try to "read into" a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.

- Remember that this is an international test. The questions will be based upon an accepted knowledge base. Choose options that you know to be correct in any setting.

- If there are questions including the words "not," "except," or "least," answer with particular care because you will be looking for the exception. These questions involve a reversal of your usual thought patterns.

- Pay close attention to key words such as "best," "most," "primary," or "usually." These words indicate that other options may at times be correct, but given the wording or situation in the test question, you must judge which option is the best.

- Skip difficult questions and come back to them later. Questions on the test are not ordered by difficulty (i.e., they do not go from easiest to hardest). Also, content areas (the domains) and topics are addressed randomly in questions throughout the test.

- When guessing, use the process of elimination. Treat each option as a true or false statement, and eliminate those that you would not select. Narrow your choices and then make an educated guess.

- Answer every question, because there is no penalty for guessing. Go through the entire test, answering the questions you believe you know and skipping the ones you do not. Leave time at the end of the testing period to go back to the questions you skipped or want to review. If you are running out of time, leave a minute or so at the end to complete all of the blank questions randomly. Remember, you have a 25% probability of answering a question correctly by chance alone, so don't leave any blank!

- If reading English is difficult for you because English is not your primary language, maximize your time by reading and answering all the shorter questions first. After completing all of the short questions, go back and attempt to answer the longer questions.

- Review the suggested resources listed in this handbook.