



# American Board of Psychiatry and Neurology, Inc.

A Member Board of the American Board of Medical Specialties (ABMS)

## ABPN preCERT® Credentialing System - FAQs - October 2011

### Q1. What is the ABPN preCERT® Credentialing System?

A. The preCERT system is an electronic data gathering system for resident demographics and training information required by the ABPN in order to be credentialed to sit for a certification examination. It is not intended to be a complete tracking system, such as myEvaluations or New Innovations. The information collected by the preCERT system is the same information that would previously have been included in the letters sent to the ABPN Credentials Department. Additionally, the system allows for accurate data collection and reporting as required by the RRC.

### Q2. Why should I use it? What are the benefits to me?

A. The ABPN encourages training programs to use this system for their residents for many reasons. Once a resident's demographic information has been entered into the system, maintaining and updating their contact information can be accomplished quickly. Likewise, updating rotations, completing PGYs, and recording completion of clinical skills evaluations are all pieces of data that are entered in the preCERT system. These are all pieces of information that need to be collected manually and reported in letter format currently to the ABPN before a resident will be allowed to sit for an ABPN examination. The ABPN currently accepts electronic data submission for applications for certification and maintenance of certification examinations. Residents whose information is entered into the system will be able to file electronic applications for examinations. Most ABPN applications are available now in Physician Folios - initial certification examination applications will be available by November 2011. Communication with training program coordinators, directors, and residents is facilitated via the system with nearly instantaneous messaging via email if there is a problem in residency training that would delay or prohibit the resident from admission to an examination.

### Q3. Who will use the information? How will it be used?

A. This information is for use by the ABPN. We will also provide reports of this information to the ACGME and the appropriate RRC, as requested.

### Q4. How often do I need to enter data into preCERT?

A. There are no requirements on how often the information in the preCERT system needs to be updated, with one exception. If a resident is applying for examination, all of the rotations and clinical skills assessment information must have been entered and attested to within 15 days of graduation.

### Q5. What are the training (PGY) records versus the rotation records? Why do I need to create training (PGY) records?

A. In order to organize and better understand when a rotation has been completed and that all ACGME requirements are met, the preCERT system tracks rotations and clinical skills evaluations by the post graduate year (PGY) in which they take place. Within the preCERT system, the PGY record must be established before the details of the record, or rotations and CSEs, can be added to it. Rotations may only be attested to if they are completed, and PGYs may only be marked completed if the actual end date has been exceeded by at least one day in the system.

### Q6. What if a resident did not start in my program?

A. It is quite common for residents to have started training and completed their PGY-1 in another program. In many cases this other program was probably not the same program group as the current program. For example, many PGY-2 psychiatry residents may have completed their PGY-1 in a pediatrics program; or many PGY-2 neurology residents may have completed their PGY-1 in internal medicine elsewhere. In version 2 of the system, we have added several Program Groups to the drop down menu selection for the PGY-1 year. Depending on the Program Group that is selected, the corresponding rotations may be selected when building the details for the PGY-1 year. This information is the same information that you would have received in a letter from the training program director

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(where the PGY-1 was completed) when the resident entered your program as a PGY-2 resident. It is the same information that is required by the ACGME and the RRC.

It is also possible in some cases for a resident to transfer out of one program into another program. Though this is not unusual, it should be considered carefully in order to ensure that the resident's rotations will be counted in the new program. The ABPN preCERT system has a transfer routine built into it that allows for all of a resident's data to be transferred from one program to another when mutually agreed upon. When the receiving program has initiated the process, and the sending program director and resident have agreed to the transfer, the resident's completed rotations may be reviewed by the receiving program and accepted or rejected. Additionally, the receiving training program develops a future training plan that the resident can review to ensure that he/she will receive the proper training toward graduation. And finally, the ABPN is notified of the future training plan and can review it for compliance with the current ABPN credentialing requirements for admission to the certification examination.

If a resident transferred into your program and currently has no data entered in the preCERT system, you may enter it based on current ACGME documentation requirements for transfers. The training program director in the new program will be responsible for verifying and attesting to any training records that are input into the preCERT system for the transferee.

**Q7. If I have a neurology program as well as a psychiatry program, will I need two separate logins? What about a separate child and adolescent psychiatry program, and a general psychiatry program?**

A. You will need a separate login for each, since each is considered a unique program by the ACGME.

**Q8. Do I still need to send you a written letter?**

A. For now, yes. We expect that by the end of 2011 letters will no longer be needed for those residents whose complete training history is entered in the preCERT system.

**Q9. How do I enter fractions of months? We have some rotations that are 0.5 or 2.5 months.**

A. ACGME requirements specify rotations in whole month terms. If you do part time rotations, i.e., all morning every day for two months which equals .5 each month, wait until the end of two months and enter 1 month. For rotations that carry over from one year to the next (like a continuity clinic) wait until it is completed for the current PGY and then enter the appropriate number of months completed in the PGY. In version 2, it is possible to have more or less than 12 months of rotations in a PGY.

**Q10. Can I transfer the information from myEvaluations or New Innovations?**

A. Not at this time. While myEvaluations and New Innovations are two popular tracking systems, there are many different systems in use by various training programs. The data collected by these other systems are in several different formats that would make file sharing difficult at best. But more importantly, there are legal and privacy issues with sharing data. You may import demographic and medical school information from the ERAS system.

**Q11. If I am entering this information into the ACGME Learning Profile system why do I need to also enter it into the preCERT system?**

A. Based on the information we have from correspondence with the ACGME, the Learning Profile System is still in development. It is scheduled to "go live" in 2012 and at that time, will collect program information and provide a platform for interactive learning exchange. The ACGME system data will be input by residents and NOT verified or attested to by the training program director. Conversely, the ABPN preCERT system collects the data that is required to credential residents (potential candidates) for our certification examinations. This data is attested to by the training program director before a resident may be credentialed by the ABPN for examination. When this data is entered into the system, it will not be necessary to send letters and will enable online application submission for these residents. As the ABPN continues to refine the preCERT system, and continues discussions with the ACGME, the ABPN will do its best to facilitate the transfer of data between the two systems if it becomes a possibility.

**Q12. Are there training materials for how to use the preCERT® Credentialing System?**

A. Please visit, <http://www.abpn.com/precert> to learn more about; preCERT Basics, Entering Rotations, and signing up for the preCERT® system.