American Board of Psychiatry and Neurology, Inc.

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

2016
Information for Applicants

Initial Certification Examination
in
Hospice and Palliative Medicine

The information contained in this document supercedes all previously printed publications concerning Board requirements, policies, and procedures. For the most current information, please visit our website at www.abpn.com.

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Initial Certification Exam in Hospice and Palliative Medicine

Date Choice:	November 7, 2016
Application Deadline:	February 23, 2016
Late Deadline:	March 23, 2016

2016 Fee Schedule*

Application fee**	$ 700
Examination fee	$ 1200
Total fee	$ 1900
Late application fee (in addition to the above)	$ 500
Reexamination fee***	$ 1200
Reexamination late application fee (in addition to the above)	$ 500
Application/licensure appeal fee****	$ 350
Examination appeal fee****	$ 300
Irregular behavior appeal fee****	$ 350
Application for testing accommodations appeal fee****	$ 350
Duplicate certificate fee	$ 150
Returned check charge	$ 50

* All fees must be submitted in U.S. currency.
** Fee is non-refundable.
*** Reexamination fees are in addition to any appeal fees.
**** Appeal fees are refundable if the decision is in the appellant's favor.

Please Note:

- The ABPN reserves the right to revise fee schedules at any time.
- Throughout this publication, the American Board of Psychiatry and Neurology, Inc. may be referred to as "the Board" or as "ABPN."

Important Dates

Exam Date Choice:	November 7, 2016
Applications Available:	November 23, 2015
Applicant completing training after July 31, 2016 should contact the Board regarding eligibility	January 15, 2016
Application Deadline:	February 23, 2016
Late Application Deadline:	March 23, 2016
Applicant should contact the Board if they have not received notification regarding their application	April 12, 2016
Admission Materials Emailed	May 2, 2016 (tentative)
Pearson VUE Registration Opens	May 9, 2016 (tentative)
Graduation verification due in the Board office for residents graduating June 30, 2016	July 15, 2016
Final date to complete residency or application denied	July 31, 2016
Graduation verification due in the Board office for residents graduating July 31, 2016	August 15, 2016

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I. Training Requirements for Initial Certification in Hospice and Palliative Medicine

A. General Training Requirements

Applicants for certification in hospice and palliative medicine must be certified by the Board in psychiatry, neurology or child neurology by December 31 of the year prior to the examination. All training requirements must be met by July 31 of the year of the examination.

Training programs approved by the Residency Review Committees and accredited by the ACGME can be found in the current edition of the Graduate Medical Education Directory, published by the American Medical Association or on the ACGME website, www.ACGME.org.

The exposure to hospice and palliative medicine given to psychiatry or neurology/child neurology residents as part of their basic psychiatry or neurology/child neurology curriculum does not count toward the one year of training.

One year of full time equivalent subspecialty residency training must be completed in a continuous block of not less than one-half time.

Training programs may schedule individual leave or vacation time for residents in accordance with the overall institutional policy. Leave or vacation time may not be utilized to reduce the total amount of required residency training or to make up deficiencies in training.

B. Specific Training Requirements

Applicants seeking certification in Hospice and Palliative Medicine must be certified by the Board in psychiatry, neurology, or child neurology by December 31 of the year prior to the examination administration. All applicants are required to submit documentation of successful completion of one year of ACGME-accredited fellowship training that did not begin before the time general residency training in psychiatry, neurology, or child neurology, including time spent in combined training programs, was completed. Training or exposure to hospice and palliative medicine given to psychiatry, neurology, or child neurology residents as part of their basic psychiatry, neurology, or child neurology curriculum does not count toward the one year of training. Hospice and palliative training undertaken July 1, 2012 and after must be accredited by the ACGME.

The Board will require a certificate of successful completion of the fellowship or a letter from the training program director documenting successful completion of one year of ACGME-accredited fellowship training in hospice and palliative medicine. The exposure to hospice and palliative medicine given to psychiatry, neurology, or child neurology residents as part of the basic training in psychiatry, neurology, or child neurology does not count toward the one year of training. All training requirements must be met no later than July 31 of the year of the examination.

One year of full time equivalent subspecialty residency training must be completed in a continuous block of not less than one-half time.

Hospice and palliative medicine that was credited toward the training requirements for admission to another examination may not be used to fulfill the training requirements for admission to the Hospice and Palliative Medicine examination.

II. Requirements for Admission to the Hospice and Palliative Medicine Certification Examination

A. General Requirements for All Applicants

To qualify to sit for examination, an applicant must:

1. Be a graduate of an accredited medical school in the United States or Canada or of an international medical school listed by the World Health Organization.
2. Have an active, full, unrestricted medical license as defined in the separate Board Policies Manual on the ABPN website. Applicants are required to submit copies of their active, full, unrestricted medical licenses, showing the expiration date with their applications **OR** update their medical licenses in their ABPN Physician Folios account.
3. Be certified by the Board in psychiatry, neurology, or neurology with special qualification in child neurology by December 31 of the year prior to the examination administration.
4. Have satisfactorily completed the Board's specific training requirements in hospice and palliative medicine, as described in Section I.
5. Submit an application.
   A. ABPN Diplomates must apply online through the ABPN Physician Folios at www.abpn.com/folios. A completed official online application must include all required attachments and the appropriate application and examination fees by the specified deadlines.
   OR
   B. Diplomates from ABIM, ABA, ABEM, ABFM, ABOG, ABP, ABPMR, ABR, and ABS are required to apply for certification through their respective boards.

B. Initial Certification in Hospice and Palliative Medicine

The Hospice and Palliative Medicine Program, developed by the American Board of Internal Medicine (ABIM), the American Board of Anesthesiology (ABA), the American Board of Emergency Medicine (ABEM), the American Board of Family Medicine (ABFM), the American Board of Obstetrics and Gynecology (ABOG), the American Board of Pediatrics (ABP), the American Board of Physical Medicine and Rehabilitation (ABPMR), the ABPN, the American Board of Radiology (ABR), and the American Board of Surgery (ABS), is designed to recognize excellence among physicians who are specialists in the care of seriously ill and dying patients with life-limiting illness.

The field of hospice and palliative medicine is based on expanding scientific knowledge about symptom control when cure is not possible and appropriate care during the last months of life. The major competencies of subspecialist-level hospice and palliative medicine fall under the broad patient-centered goals of:

- relieving suffering and improving the quality of life for patients and families living with life-threatening illness;
- helping patient and family cope well with loss and engage in effective grieving;
- managing and coordination of the array of challenging problems associated with end-of-life care, including the management of the immediately dying patient; and
- promoting closure and the possibility of growth at the end of life.

The examination will be administered to candidates from the ABIM, ABA, ABEM, ABFM, ABOG, ABP, ABPMR, ABPN, ABR, and ABS at the same time in the same testing centers. Diplomates from the ABPN who have appropriate training in hospice and palliative medicine may apply to the ABPN for admission to the certification process. Diplomates from ABIM, ABA, ABEM, ABFM, ABOG, ABP, ABPMR, ABR, and ABS are required to apply for certification through their respective boards.

Participation in the certification program is voluntary. Certification is not required of practitioners in this field, and the certificate does not confer privileges to practice.

Currently, there is no limit on the number of times an applicant may apply to take the initial certification in the subspecialty of hospice and palliative medicine examination.

C. Application Process Information

When available, applications must be completed online by registered users of ABPN Physician Folios. The system is available at www.abpn.com/folios. Once an account is created, physicians may update licensure information, change their contact information and apply for examinations.

See Important Dates for application availability. Information for Applicants publications are revised each year and may be downloaded from the website. Applications include detailed instructions on how to complete the application and what documentation must be included.

Only applications submitted through ABPN Physician Folios are accepted.

Applications are reviewed in the order of receipt. It may take up to 16 weeks for the application to be reviewed. Applicants who do not receive any notification from the Board regarding their application by April 12, 2016, should contact the Board office to inquire about the status of their application.

Applicants accepted for examination are notified via mail and/or email.

Applicants are to always keep their email, mailing address, and license information up-to-date in ABPN Physician Folios.

Applicants denied admission to the examination are notified of their deficiencies in meeting the standards of the Board.

Approximately six weeks prior to the exam date, accepted candidates will be mailed registration procedures and deadlines by the American Board of Internal Medicine.

Applications remain active for two consecutive examinations only. Candidates who fail to present themselves for the first scheduled examination following the date of acceptance of their applications are required to reapply online and pay the current application fee and examination fee.

Application fees are not refunded for any reason.

D. Applicants with Disabilities

Applicants with disabilities who wish to request testing accommodations should review the Policy for Applicants with Disabilities on the ABPN website at www.abpn.com and submit the required forms and documentation.

III. Hospice and Palliative Medicine Certification Examination: Procedures, Format and Content

A. Computer-Administered Examination Procedures

Note: ADA candidates will receive individual scheduling and examination materials.

Approximately six months prior to the examination, the American Board of Internal Medicine will mail scheduling information to candidates whose applications have been approved. Candidates are urged to contact Pearson VUE as soon as scheduling opens to make an appointment for the examination. A delay in contacting Pearson VUE can result in fewer available openings for the examination in a candidate's choice of date and location. ABPN does not guarantee the availability of locations, dates and/or times of Pearson VUE test centers.

If the name that the candidate applied under is different than the name that appears on the identification, certified, legal documentation (marriage license, name change determination, etc.) verifying the name change must be submitted to the Board office prior to the date of the examination. Address and/or email address changes must be updated online through the ABPN Physician Folios at www.abpn.com/folios.

Candidates are required to present two current (not expired) forms of identification, including one government-issued photo identification, upon arrival at the testing center. Government-issued photo identification includes military IDs, passports, driver's licenses, and state IDs. Both forms of identification must include signatures. In addition, one form of identification must include a recent, permanently-affixed photograph of the candidate. The first and last names on both identifications must match the name on file with the ABPN. Failure to comply with these requirements may result in the candidate's inability to gain admission to the examination. If a name change has recently occurred, it is recommended to bring a copy of legal documentation to the testing center on the appointment date.

Candidates may NOT bring food, drink, cellular phones, pagers, other electronic devices, books, study materials, or other personal belongings, including watches and wallets, into the examination room. A secure locker is available to store personal items. Candidates may not access phones or other devices of any kind while on optional or unscheduled breaks. Accessing prohibited items during optional or unscheduled breaks constitutes irregular behavior and may be cause for invalidation of examination result (See separate Board Policies Manual).

Candidates are NOT permitted to leave the testing center's building during a test section. Leaving the building during a test section constitutes irregular behavior and may be cause for invalidation of examination results (See separate Board Policies Manual).

Candidates are photographed and are required to provide an electronic signature at the computer test centers. For security purposes, candidates are required to place each hand on a palm vein device each time they enter or leave the computer test center. This information is stored electronically. Candidates must agree to the Pearson VUE Professional & Regulatory Candidate Rules. Candidates must agree to the *ABPN Nondisclosure Agreement* before taking the examination.

Candidates are observed at all times while taking the examination. This observation includes direct monitoring by testing center staff, as well as video and audio recording of the examination session.

General questions about requirements and logistics of ABPN examinations may be asked of ABPN staff by telephone or onsite. Verbal complaints to staff, directors, proctors, or examiners that continue after explanation of ABPN policy that rise to the level of harassment may be considered irregular behavior (See separate Board Policies Manual).

Candidates are required to sit for the examination for which they have applied. Candidates who fail to do so are required to reapply by submitting a new application form, copies of all medical licenses, meeting the current credentialing requirements and paying the application fee and the examination fee.

Candidates unable to sit for their scheduled examination due to an unforeseen medical or other emergency: Candidates who are unable to sit for their scheduled examination due to an unforeseen medical or other emergency should submit a personal statement and supporting documentation of the emergency to the Board office, no later than 30 days after the date of the examination. The Board will then evaluate the documentation and determine whether the absence is excusable. In determining whether an absence is excusable, the Board will consider whether the claimed emergency could have been anticipated and/or foreseen prior to the examination. Candidates suffering from pre-existing and/or chronic conditions generally will not be excused for medical or other emergencies relating to such conditions. If the absence is determined excusable, the candidate is rescheduled for the next ABPN computer-administered examination, and the examination fee will be transferred. Such candidates will be responsible for paying a rescheduling fee of $380 and may be responsible for paying any difference in the examination fee. In the event a candidate is granted two consecutive excused absences, subsequent requests for rescheduling will be denied, only the candidate's examination fee (but not rescheduling fees) will be refunded, and such candidates will be required to re-apply in order to sit for examination.

Candidates who fail the computer-administered examination (except Pain Medicine and MOC Pain Medicine): Candidates who fail the initial computer-administered examination may pay a reexamination fee and repeat the examination at the next available administration. Candidates being reexamined and who fail or do not sit for the reexamination as scheduled are required to reapply online, and pay the current application fee and the examination fee.

B. Hospice and Palliative Medicine Certification Examination Format and Content

Examinations are administered at Pearson VUE testing centers. Details on examination format and content are available at http://www.abim.org/exam/certification/hospice-palliative-medicine.aspx.

The Board recommends that examinees use the following resources for test preparation: peer-reviewed journals, current monographs and textbooks, review publications, practice guidelines, accredited CME programs, and attendance at professional meetings.

C. Grade Letters and Certificates

1. Grade Letters
   - Computer-Administered Examinations

   All initial certification and MOC examinations for specialties, including Child and Adolescent Psychiatry: The President and CEO of the Board notifies candidates in writing of the results of their computer-administered examinations no later than eight to twelve weeks from the last date of the testing date range.
2. Certificates

   Successful candidates receive their certificates approximately two months after grade letters are mailed. It is the candidate's responsibility to notify the Board office, in writing, if he or she does not receive a certificate within six months. If a candidate does not submit a written notification that the certificate was not delivered, the candidate must request a duplicate certificate and pay the appropriate fee. (See Fees at the beginning of this document.)
3. Duplicate Certificates

   Photocopies of Board certificates are not available from the ABPN.

   Requests for duplicates of ABPN certificates must specify the diplomate's:
   - Name
   - Address
   - Phone number
   - Birth date
   - Signature
   - Preference of how his or her name will be printed on the certificate
   - Specialty or subspecialty certification for which he/she is requesting a duplicate certificate

The diplomate must include:
- A copy of each current medical license held, showing the expiration date
- For security purposes, a copy of government-issued photo identification, such as a driver's license or passport
- The appropriate fee (See Fees at the beginning of this publication.)

NOTE: For any name changes on a certificate, the diplomate must submit certified, legal documentation (marriage license, name change determination, etc.) to the Board office.

A form for requesting a duplicate certificate may be obtained from the ABPN website at www.abpn.com. Certificates are printed approximately four times per year. Depending on when a duplicate certificate is requested, it may be four to six months until the diplomate receives the duplicate certificate.

D. Computer-Administered Examination Appeal Procedures

The Board provides applicants appeals procedures for certain negative determinations. Specifically, a candidate may appeal:
- The rejection of credentials for admission to an examination (See procedure 1 below)
- Invalidation of an examination score due to irregular behavior (See procedure 1 below)
- The denial of a request for disability accommodations (See procedure 1 below)
- A failing grade on a computer-administered examination (See procedure 2 below)

1. Appeal Procedure for Rejection of Credentials, Invalidation of Examination Score Due to Irregular Behavior, or Denial of a Request for Disability Accommodations

An applicant may appeal the decision if:
- The applicant submitted a formal application and received a negative determination regarding the application
- The applicant's examination scores are invalidated because of irregular behavior
- The applicant's request for disability accommodations was denied

Such applicants or candidates must submit the following materials to the President and CEO at the Board office:
• Written request for a formal appeal
• Applicable appeal fee (See Fee Schedule)
• Additional written information that supports the appeal

The appeal materials must be sent in a single mailing that is post-marked within 30 days of the date indicated on the letter of negative determination. The materials are sent to the respective Appeals Committee, which reviews the materials, deliberates, and makes a determination. In all events, the Appeals Committee's determination is final and binding on both the Board and the candidate.

If the appeal is granted, the appeal fee will be returned to the candidate.

2. Appeal Procedure for Computer-Administered Examination Failing Grade

A candidate who believes that there was a compromise in the administration of the examination may choose to appeal a negative determination. A failing grade on a computer-administered examination is considered a negative determination.

Appeals are limited to a review of an alleged compromise in the administration of the examination. Specifically, that the examination was administered in a manner that was atypical or did not meet the Board's guidelines. An appeal does not result in a review of a candidate's performance on an examination.

An appeal will never reverse a negative determination of a computer-administered examination. Rather, a successful appeal will result in the examination being invalidated and the candidate being rescheduled to sit for the examination at the next available administration.

Candidates who wish to appeal a negative determination must submit the following materials to the President and CEO at the Board office:
• Written request for a formal appeal of the negative determination
• Applicable appeal fee (See Fee Schedule)
• Additional written information in support of the appeal

The appeal materials must be sent in a single mailing that is post-marked within 30 days of the date indicated on the letter of negative determination.

The materials are sent to the respective Appeals Committee, which reviews the materials, deliberates, and makes a determination. In all events, the Appeals Committee's determination is final and binding on both the Board and the candidate.

If the appeal is granted, the appeal fee will be returned, the score for the examination will be invalidated, and the candidate will be rescheduled to sit for the examination at the next available administration.

American Board of Psychiatry and Neurology, Inc.
2150 E. Lake Cook Road, Suite 900
Buffalo Grove, IL 60089
Phone: 847.229.6500
Fax: 847.229.6600
www.abpn.com

questions@abpn.com