2016 Information for Applicants

Maintenance of Certification Examination in Geriatric Psychiatry

The information contained in this document supersedes 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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## Maintenance of Certification Exam in Geriatric Psychiatry

<table>
<thead>
<tr>
<th>Date Choices:</th>
<th>April 18-22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline:</td>
<td>November 3, 2015</td>
</tr>
<tr>
<td>Late Deadline:</td>
<td>December 1, 2015</td>
</tr>
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### 2016 Fee Schedule*

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application fee**</td>
<td>$ 700</td>
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<tr>
<td>Examination fee</td>
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<td>Total fee</td>
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<tr>
<td>Late application fee (in addition to the above)</td>
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<tr>
<td>Reexamination fee***</td>
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<tr>
<td>Application/licensure appeal fee****</td>
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<tr>
<td>Examination appeal fee****</td>
<td>$ 300</td>
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<tr>
<td>Irregular behavior appeal fee***</td>
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<tr>
<td>Application for testing accommodations appeal fee****</td>
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<tr>
<td>Duplicate certificate fee</td>
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<tr>
<td>Returned check charge</td>
<td>$ 50</td>
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* 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.”
<table>
<thead>
<tr>
<th>Important Dates</th>
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<tbody>
<tr>
<td>Exam Date Choices:</td>
<td>April 18-22, 2016</td>
</tr>
<tr>
<td>Applications Available:</td>
<td>August 4, 2015</td>
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<tr>
<td>Application Deadline:</td>
<td>November 3, 2015</td>
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<tr>
<td>Late Application Deadline:</td>
<td>December 1, 2015</td>
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<tr>
<td>Applicant should contact the Board if they have not</td>
<td>January 15, 2016</td>
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<tr>
<td>received notification regarding their application</td>
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<tr>
<td>Admission Materials Emailed</td>
<td>February 11, 2016</td>
</tr>
<tr>
<td>Pearson VUE Registration Opens</td>
<td>February 18, 2016</td>
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Requirements for Admission to MOC Exam in Geriatric Psychiatry

A. General Requirements for All Applicants
To qualify and apply to sit for the Maintenance of Certification Examination, an applicant must:
1. Adhere to and follow all Board Policies as described in the separate Board Policies Manual
2. Be Board certified currently in Psychiatry
3. Be Board certified currently or at one time have been Board certified in Geriatric Psychiatry
4. Complete the following MOC activities prior to applying:
   • 300 Category 1 CME credits (150 in past 5-yr block)*
   • 24 Self-Assessment (SA) CMEs OR
   • One Improvement in Medical Practice (PIP) Unit
   OR
   • Be current in C-MOC (visit www.abpn.com for more details)

* including those from SA

5. Submit an online application through ABPN Physician Folios at www.abpn.com/folios.

B. ABPN Maintenance of Certification Program
NOTE: All policies, components, and requirements of the ABPN Maintenance of Certification (MOC) Program are subject to change. Each ABPN Diplomate is responsible for remaining informed about the current MOC program requirements. Diplomates are encouraged to consult the ABPN website at www.abpn.com for regular updates.

See the MOC Booklet on our website for more information.

Specific Requirements: 10-Year MOC Program: Program for Diplomates certified before 2012
Diplomates in the 10-Year MOC program who are not recertified before their certificates expire are no longer board certified in any specialty or subspecialty certificates they hold (with the exception of Child and Adolescent Psychiatry). Once a former diplomate completes all MOC requirements and passes the MOC examination, he or she will regain certification status. The ABPN recommends that diplomates sit for the MOC examination the year in which the diplomate’s certificate is due to expire so that there is no lapse in certification status. For more information on the 10YR-MOC program, visit our website.

Specific Requirements: Continuous Maintenance of Certification (C-MOC): Program for Diplomates certified or recertified beginning in 2012
Beginning in 2012, diplomates who certify or recertify are enrolled into the C-MOC Program. Other diplomates certified before 2012, including lifetime certificate holders, may elect to participate in the program through their Physician Folios.

The ABMS requires that the ABPN report the following annually regarding every diplomate:
• Is the diplomate still certified?
• Is the diplomate actively maintaining certification?

The C-MOC program will assist diplomates in complying with MOC requirements and timeframes. The program will also facilitate the required annual attestation of completed activities required of diplomates and reporting of diplomat participation to the ABMS.

The C-MOC program is organized through the use of ABPN Physician Folios. Using the Physician Folios link on the ABPN website, physicians can create accounts that will enable them to keep their demographic and license information up to date, track and attest to their MOC activities, stay informed of any program changes, and apply for examinations. Physicians must activate an ABPN Physician Folios account to begin the MOC process and gain the benefits of the program.
While passing an MOC examination is still required at least every ten years, a diplomat’s certification status is dependent upon fulfillment of all four MOC program components [Professional Standing, Lifelong Learning (CME) and Self-Assessment, Assessment of Knowledge, Judgement and Skills, and Improvement in Medical Practice (PIP)], along with annually attesting to completed MOC activities into ABPN’s Physician Folios, and payment of the annual fee.

Diplomates must accomplish MOC requirements in three-year blocks. At the end of each three-year block, diplomates must attest in their Physician Folios account that they have completed:

- 90 Category 1 CME credits (including those from SA)
- 24 Self-Assessment (SA) CMEs
- One Improvement in Medical Practice (PIP) Unit (see #4 on pages 3-4)

A three-year block of C-MOC requirements (CME, SA and PIP) will be waived for diplomates who graduated from an ACGME-accredited subspecialty fellowship training program in 2011 or later and who pass the corresponding ABPN subspecialty exam. Diplomates will receive a three-year block MOC activity waiver for the current block they are in at the time of passing the subspecialty exam. Upon passing the subspecialty exam, diplomates will see the waiver reflected in their Physician Folios account. Diplomates are required to pay the annual fee.

### 1. Professionalism and Professional Standing

To show evidence of professional standing, all diplomates must continuously hold an active, full, and unrestricted allopathic and/or osteopathic license to practice medicine in at least one state, commonwealth, territory, or possession of the United States, or province of Canada. All licenses held by a physician must be unrestricted. An active, full, unrestricted license must be maintained even if the physician is out of the country for extended periods of time. Full details of licensure requirements are found in the Board Policies Manual.

### 2. Lifelong Learning (CME) and Self-Assessment (SA)

#### A. Continuing Medical Education (CME)

Diplomates are required to complete an average of 30 specialty or subspecialty Category 1 CME credits per year (averaged over 3 years). Continuing Medical Education must be relevant to the specialty and/or subspecialties in which the diplomate practices. Acceptable CME credits are Category 1 CME accredited by the Accreditation Council for Continuing Medical Education (ACCME), Category 1A CME accredited by the American Osteopathic Association (AOA), or Category 1 CME accredited by the Royal College of Physicians and Surgeons of Canada. Diplomates certified in more than one area only need to accrue an average of 30 CME credits per year, because the same CME credits can be used to satisfy CME requirements for multiple specialties and subspecialties. This requirement was phased in beginning in 2006 for diplomates applying for 2007 MOC examinations.

**CME does not need to be preapproved or come from the ABPN Approved Products List on the website.**

#### B. Self-Assessment (SA)

- Diplomates of the ABPN are required to participate in approved self-assessment activities relevant to either their specialty and/or subspecialty. Self-assessment activities are a specific type of CME activity that aim to assist physicians in recognizing their current knowledge base in order to identify specific topics for gaining further knowledge.
- At least eight CME per year, averaged over three years, must involve self-assessment.
- **Diplomates must choose self-assessment activities from our ABPN Approved Products List** or gain credit for up to two different Non-CME SA Activity Options.
- Self-assessment activities must be selected from the Approved Products List since not all Category-1 CME activities meet specific self-assessment activity requirements.
C. Non-CME Self-Assessment

• The ABPN will waive eight SA CME credits for the completion of a non-CME SA activity.
• The ABPN will waive a maximum of 16 SA CME credits for two different non-CME SA activities in one three-year MOC block.
• Diplomates in C-MOC must complete the approved non-CME SA activity during the block for which they are earning non-CME self-assessment credit.
• Diplomates in the 10-year MOC Program, who are due to recertify in 2015-2021, must complete the non-SA CME activities within the 3 years prior to applying for the MOC examination.

See the ABPN website or the MOC Booklet for a list of applicable Non-CME Self-Assessment Activities.

3. Assessment of Knowledge, Judgment, and Skills

Passing the MOC examination at least once every 10 years fulfills the assessment of knowledge, judgment and skills component of the program. To sit for an MOC examination, all current MOC requirements must be satisfied at the time one applies for the MOC examination. The ABPN will audit 5% of applicants for the examination. Audited applicants must provide documentation of CME, SA and PIP activities.

Practice-relevant, clinically-oriented, multiple-choice, computer-administered examinations are delivered in over 200 Pearson VUE testing centers throughout the country.

To prepare for the MOC examination, diplomates should keep current with research and developments in their field, review specialty-specific journals and practice guidelines, and attend relevant CME programs.

• Diplomates must pass the MOC examination at least once every 10 years.
• Maintenance of Certification program participation includes meeting all MOC requirements. All MOC requirements must be met at the time of application for examination.
• Maintenance of Certification examinations for psychiatry, neurology, child neurology and child and adolescent psychiatry are currently administered twice per calendar year. Please see Important Dates at the beginning of this document for deadlines.
• Combined MOC examinations are available for physicians who wish to recertify in more than one specialty and/or subspecialty at the same time. See the Combined Exams section of the website for more information.

4. Improvement in Medical Practice (PIP)

There are two components to a PIP unit: a Clinical Module and a Feedback Module. **Beginning in 2016, the Feedback Module will be optional. Only those diplomates in 2013-2015 C-MOC block must complete the Feedback Module.** Improvement in Medical Practice (PIP) is designed for “clinically active” physicians (see definitions below) to promote practice improvement activities through both chart review and second-party external review.

Choose one of the following options to complete the PIP Clinical Module:
• Select a Clinical Module from the ABPN Approved Products List on the website;
• Participate in your institution’s QI effort that is approved by the ABMS Portfolio Program;
• Participate in a Joint Commission Certified Stroke Centers (Primary or Comprehensive Stroke Centers) QI effort;
• Participate in a Joint Commission accredited Ongoing Professional Practice Evaluation (OPPE) that meets the ABPN MOC requirements; submit for preapproval;
• Complete a QI effort under the auspice of an International Certification Organization (e.g.RCPS-C) that meets the ABPN MOC requirements; submit for preapproval;
OR
• Seek individual preapproval for your own developed Clinical Module or your institution’s quality improvement efforts.
A. Clinical Module (Chart Review)

Step A: Initial assessment of five patient charts
• Collect data from at least five of your own patient charts in a specific category (diagnosis, type of treatment, or treatment setting) obtained from your practice over the previous three-year period.
• Compare the data from the five patient cases with published best practices, practice guidelines, or peer-based standards of care (e.g., hospital QI programs, standard practice guidelines published by specialty societies), using a minimum of four quality measures.

Step B: Identify and implement improvement
• Based on results from chart reviews, develop and carry out a plan to improve effectiveness and/or efficiency of your medical practice.
• If no areas for improvement are determined based on initial assessment, then maintenance of performance in medical practice should be reassessed in Step C.

Step C: Reassessment of five patient charts
• Within 24 months of initial assessment, collect data from another five of your own patient charts (may use same or different patients).
• Use the same category and practice guidelines for the initial assessment and reassessment steps.

B. Feedback Module (Patient or Peer Review) Beginning in 2016, the Feedback Module will be optional. Visit our website for more information.

The ABPN recommends that diplomates allow ample time to complete the PIP Unit (Steps A, B, & C). One PIP Unit is required every three years.

Diplomates are required to use only ABPN-approved products for Improvement in Medical Practice (PIP) activities. The ABPN will approve additional programs over time and reserves the right to approve or reject any course or guideline submitted for approval.

Diplomates who wish to request that their own individual Improvement in Medical Practice (PIP) plans be approved should submit an Individual Part IV Improvement in Medical Practice (PIP) Approval Request Form from the ABPN website. Please review the ABPN website periodically for updates.

Clinical Activity Status
The ABMS has issued definitions of ‘Clinically Active’ and ‘Clinically Inactive’ and requires that all diplomates self-report their status once every 24 months in each area of certification. This information will be available to the public.

1. Clinically Active: Any amount of direct and/or consultative patient care has been provided in the preceding 24 months. This includes the supervision of residents.
   A. Engaged in direct and/or consultative care sufficient to complete Improvement in Medical Practice (PIP) Units
   B. Engaged in direct and/or consultative care not sufficient to complete PIP Units

2. Clinically Inactive: No direct and or/consultative patient care has been provided in the past 24 months.

3. Status Unknown: No information available on the clinical activity of this diplomate.
   • Diplomates who are in Category 1A above are required to complete all components of the MOC program including PIP Units.
   • Diplomates who are in categories 1B or 2 above are required to complete all components of the MOC program except PIP Units.
   • A change in diplomate status from 1B or 2 to 1A requires the completion of at least one PIP Unit.

Diplomates must update their clinical activity status as needed through ABPN Physician Folios at www.abpn.com in the Diplomate Information and Status section.
5. NEW Patient Safety Course (Effective 2016)

Beginning with those who take and pass the certification or maintenance of certification exam in 2016, diplomates are now required to complete an approved Patient Safety Course within the three years prior to board certification/recertification OR in their first C-MOC block (beginning with those whose first block is 2017-2019). The Patient Safety Course must include didactic information, along with questions, and performance feedback. The diplomate/board-eligible candidate must provide documentation of successful completion of the Patient Safety Course, including course topics. ABPN will accept Patient Safety Courses whether or not they generate CME, but non-CME Patient Safety Courses must be developed and given by accredited institutions (e.g. hospitals, clinics, training programs). Patient Safety Courses must include at least ten Topic Modules, of which at least five modules must come from the Required Topics list, and the remainder of topics can come from the Required Topics list or Optional Topics list.

See the ABPN website for the Topics List.

C. Application Process Information

Applications are to be completed and submitted using the online application through ABPN Physician Folios at www.abpn.com. Through ABPN Physician Folios, physicians may update licensure information and change their contact information.

See Important Dates at the beginning of this document for application availability. INFORMATION FOR APPLICANTS documents are revised each year and may be downloaded from the website. Only applications submitted through ABPN Physician Folios are accepted. Faxed copies or revised applications from a previous administration year are not accepted.

Applications are reviewed in the order of receipt. It may take up to 16 weeks for the applicant to receive further information regarding the status of the application. MOC in Geriatric Psychiatry applicants who do not receive any notification from the Board regarding their application by January 15, 2016 should contact the Board office to inquire about the status of their application.

Physicians wishing to maintain certification in more than one specialty and/or subspecialty may use the MOC Combined examination format. (See the Combined MOC Exams section on the website). Only MOC examinations administered by the ABPN may be combined.

Applicants accepted for examination are notified via email. Applicants denied admission to the examination are notified of their deficiencies in meeting the standards of the Board via regular mail.

Approximately two months prior to the examination date, accepted candidates will be emailed registration procedures and deadlines.

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 refundable.

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.
A. Computer-Administered Examination Procedures

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

Approximately two to three months prior to the examination, scheduling information is emailed 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 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 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 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 withdrawing from an examination:
The examination fee is refunded to candidates withdrawing from an examination, provided the President and CEO of the Board is notified in writing no less than two months prior to the first date of the examination date range. Failure to notify the Board in writing no less than two months prior to the first date of the examination date range results in forfeiture of the examination fees. Application fees are not refunded for any reason.

Candidates unable to sit for an examination on the scheduled date:
Candidates who are unable to sit for the examination on the date that they have scheduled must first contact Pearson VUE no less than 24 hours in advance to reschedule the examination. If Pearson VUE is unable to reschedule the examination date, candidates should then contact the Board office to determine the availability of rescheduling opportunities. Candidates may be rescheduled, provided there is still an opening in the testing date range. These candidates may be required to pay an additional $190 seating fee. If there is no other date available in the testing date range, they must sit for the originally scheduled date or forfeit their fees.

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. Geriatric Psychiatry Maintenance of Certification Examination Format and Content
Examinations are administered at Pearson VUE testing centers. Details on examination format and content are available at www.abpn.com.

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 subspeciality 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.