American Board of Psychiatry and Neurology, Inc.

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

2018
Information for Applicants

Initial Certification Examination in Addiction Psychiatry

The information contained in this document and the 2018 ABPN Board Policies Manual 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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Initial Certification Exam in Addiction Psychiatry

Dates Choices	October 15-19, 2018
Application Deadline	April 3, 2018
Late Deadline	May 3, 2018

2018 Fee Schedule*

Application fee**	$700
Examination fee	$1200
Total Fee	**$1900**
Miscellaneous Fees	
Late application fee (in addition to the above)	$500
Reexamination fee***	$1200
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 schedule at any time. Throughout this publication, the American Board of Psychiatry and Neurology, Inc. may be referred to as "the Board" or as "ABPN".
ATTENTION VETERANS: Some or all of your exam fees may be reimbursed through the Department of Veterans Affairs. Please contact the DVA for further information.

Important Dates for Initial Certification Exam in Addiction Psychiatry

Exam Date Choices	October 15-19, 2018
Applications Available	January 3, 2018
Deadline for required certification in psychiatry	December 31, 2017
Applicant completing training after July 31, 2018 should contact the Board regarding eligibility	January 15, 2018
Application Deadline	April 3, 2018
Late Application Deadline	May 3, 2018
Applicant should contact the Board if they have not received notification regarding their application	July 2, 2018
Graduation verification due to the Board for residents graduating June 30, 2018	July 15, 2018
Scheduling Instructions Emailed	August 9, 2018
Graduation verification due to the Board for residents graduating July 31, 2018	August 15, 2018
Pearson VUE Registration Opens	August 16, 2018

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I. Training Information for the Addiction Psychiatry Certification Exam

A. General Training Requirements

Applicants for certification in addiction psychiatry must be certified by the Board in general psychiatry 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.

All addiction psychiatry training must be completed in programs accredited by the ACGME. Training programs approved by the Residency Review Committees and accredited by the ACGME can be found on the ACGME website, ACGME.org.

All applicants other than those initially admitted during the "grandfathering period" are required to submit documentation of successful completion of one year of ACGME-accredited fellowship training in addiction psychiatry that did not begin before the time general residency training in psychiatry, including time spent in combined training programs, was completed.

The exposure to addiction psychiatry given to psychiatry residents as part of their basic psychiatry curriculum does not count toward the one year of training.

The required one full-time equivalent (FTE) years of specialized training in addiction psychiatry may be completed on a part-time basis, as long as it is not less than half time; credit is not given for periods of training lasting less than one year, except under special circumstances that must be approved by the ABPN Credentials Committee. In such cases, it is the responsibility of the applicant to provide detailed documentation from the respective training directors, including exact dates (month/day/year to month/day/year) outlining training content, duties, and responsibilities. Each case is considered on an individual basis.

The ABPN recommends that all programs allow a minimum of four weeks of leave time (including vacation, sick time, maternity/paternity leave, etc.) during training per year. Leave or vacation time may NOT be used to reduce the total amount of required residency training or to make up deficiencies in training.

II. Requirements for Admission to the Addiction Psychiatry Certification Exam

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 by December 31 of the year prior to the examination administration.
4. Have satisfactorily completed the Board's specific training requirements in addiction psychiatry, as described in Section I.
5. Submit a completed official online application including all required attachments and the appropriate application and examination fees by the specified deadlines. Applicants are required to apply online through their ABPN Physician Folios account at www.abpn.com/folios.

If you are unable to activate your account, you may need to submit a request to apply for the examination. This process may take up to three business days. Therefore, we encourage applicants to allow enough time to submit the request prior to the deadline for applications.

The deadline for submission of a completed application is April 3, 2018.

B. Initial Certification in Addiction Psychiatry

The ABPN, in concurrence with the ABMS, established a Committee on Certification of Added Qualifications in Addiction Psychiatry in October 1991. This was done to officially establish the field of addiction psychiatry as a definite area of subspecialization in psychiatry and to provide a means of identifying properly trained and experienced addiction psychiatrists.

The actual mechanics of certification of qualified candidates have been delegated by the Board to the committee, which operates under the supervision of and in accordance with the policies of the Board.

In February 1997, the Board, in agreement with the ABMS, discontinued using the term "Added Qualifications" for this certificate. The names of both the certificate and the committee were changed at that time to "Certification in the Subspecialty of Addiction Psychiatry."

NOTE: The ABPN grandfathering requirements for admission into the subspecialty examination in addiction psychiatry have been revised. Previously, the requirements stated that when the grandfathering period had ended any candidate applying or reapplying for examination was required to complete one year of ACGME-accredited training in the subspecialty in order to qualify for examination. The revised requirements allow any candidate who was accepted for examination by the ABPN during the grandfathering period to reapply for examination until the candidate has passed the examination for the subspecialty. Candidates have two consecutive opportunities to pass the examination on each application.

Currently, there is no limit on the number of times an applicant may apply to take the initial certification in the subspecialty of addiction psychiatry examination.

III. Addiction Psychiatry Certification Exam: Application Process, Procedures, Format and Content

A. Application Process Information

Information in this section is important for all candidates. Please read carefully.

Applicants are required to apply online through ABPN Physician Folios at www.abpn.com/folios. If you are unable to activate your account, you may need to submit a request to apply for the examination. This process may take up to three business days. Therefore, we encourage applicants to allow enough time to submit the request prior to the deadline for applications.

The Information for Applicants publication and the associated Application for Initial Certification are revised each year. The Information for Applicants document may be downloaded from the ABPN website.

The applicant will receive an email confirming that the application was received.

Applications are reviewed in the order of receipt. Applicants who do not receive any notification from the Board regarding their applications by July 2, 2018 should contact the Board office to inquire about the status of their application. Applicants are required to 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 requirements of the Board.

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 by submitting a new online application, current application fee, and the examination fee.

Application fees are not refunded for any reason.

B. 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.

C. Computer-Administered Examination Procedures

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

Approximately two 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.

ABPN candidates may schedule an exam at a Pearson VUE center outside the United States or Canada for an additional $100 fee. Candidates choose international testing during the application process. The Board will contact candidates by email regarding the additional payment and with information concerning testing outside the United States or Canada. Those who schedule themselves for international testing without first paying the additional fee may have their testing appointment with Pearson VUE canceled by the Board or may have grades withheld until payment is received. ABPN does not guarantee the availability of locations, dates and/or times of International 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 forms of identification upon arrival at the testing center. One of the forms of identification must be government issued and must display a recent, permanently-affixed photograph. Both forms of identification must be signed and both must be valid (not expired). 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. Government-issued identification includes military identification, passports, driver's licenses, and state identification cards. Secondary Identification includes a Social Security card, valid credit card, bank automated teller machine card.

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 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 $200 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 $400 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.

D. Addiction Psychiatry Certification Examination Format and Content

Examinations are administered at Pearson VUE testing centers. Details on examination format and content are available at https://www.abpn.com/become-certified/taking-a-subspecialty-exam/addiction-psychiatry/.

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.

E. 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 ten 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.

F. 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.

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