



**American Board of Psychiatry and Neurology, Inc.**

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

# 2019

# Information for Applicants

## Initial Certification Examination

### in

## Sleep Medicine

Diplomates from the American Board of Anesthesiology, the American Board of Family Medicine, the American Board of Internal Medicine, the American Board of Otolaryngology and the American Board of Pediatrics are required to apply through their respective board. The information contained in this document and the 2019 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](http://www.abpn.com).

## Initial Certification Exam in Sleep Medicine

Dates Choice	November 6, 2019
Application Deadline	June 15, 2019
Late Deadline	June 18, 2019

### 2019 Fee Schedule\*

Application fee**	\$700
Examination fee	\$1200
<b>Total Fee</b>	<b>\$1900</b>
<b>Miscellaneous Fees</b>	
Late application fee (in addition to the above)	\$100
Reexamination fee***	\$1200
International testing fee	\$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 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 Sleep Medicine

Exam Date Choice	November 6, 2019
Applications Available	November 26, 2018
Applicant completing training after July 31, 2018 should contact the Board regarding eligibility	January 15, 2019
Scheduling Instructions emailed by the ABIM*	May 8, 2019 (tentative)
Pearson VUE Registration Opens	May 8, 2019 (tentative)
Applicant should contact the Board if they have not received notification regarding their application	May 24, 2019
Application Deadline	June 15, 2019
Late Application Deadline	June 18, 2019
Deadline for Application for ADA Accommodations	July 15, 2019
Graduation verification due to the Board for residents graduating June 30, 2018	July 15, 2019
Graduation verification due in to the Board for residents graduating July 31, 2019	August 15, 2019
Deadline for Nursing Mother Accommodations	September 6, 2019

\*The American Board of Internal Medicine will email candidates scheduling instructions approximately five months prior to the start of the examination. Candidates may schedule their examination upon receipt of the instructions.

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## I. Training Requirements for Initial Certification in Sleep Medicine

All applicants for certification in sleep medicine must be certified in their primary specialty by December 31 of the year prior to the examination administration. 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](http://www.ACGME.org).

All applicants other than those initially admitted during the “grandfathering period” are required to submit documentation of successful completion of one full time equivalent (FTE) year of ACGME-accredited fellowship training in sleep medicine that did not begin before the time general residency training in the primary specialty, including time spent in combined training programs, was completed.

The exposure to sleep medicine given to psychiatry, neurology, or child neurology residents as part of their basic specialty curriculum does not count toward the one year of training.

The required one FTE year of specialized training in sleep medicine 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.

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.

## II. Requirements for Admission to Initial Certification in Sleep Medicine Examination

### A. General Requirements for All Applicants

To qualify and apply to sit for the 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. Have satisfactorily completed the Board's specialized training requirements in sleep medicine, as described in Section I of this document.
4. 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](http://www.abpn.com/folios). All training must be confirmed by way of submitting documentation noting the completion of training requirements.

OR

Diplomates of the ABA, ABFM, ABIM, ABOto and ABP must apply through their respective boards.

### B. Specific Requirements for Sleep Medicine Applicants

To qualify to sit for the initial certification in the subspecialty of sleep medicine, an applicant must:

1. Have met all training requirements by July 31 of the year of the sleep medicine examination.
2. Be certified by the Board in psychiatry, neurology, or child neurology by December 31 of the year prior to the examination administration and maintain certification in a specialty of the ABPN.

### C. Initial Certification in the Subspecialty of Sleep Medicine

The Sleep Medicine Certification Program, developed by the American Board of Anesthesiology (ABA), the American Board of Family Medicine (ABFM), the American Board of Internal Medicine (ABIM), the American Board of Otolaryngology (ABOto) and the American Board of Pediatrics (ABP) for diplomates in internal medicine, pediatrics, psychiatry and neurology, and otolaryngology is designed to recognize excellence among physicians who are specialists in the care of patients with sleep problems and specific sleep disorders. Sleep medicine encompasses a multidisciplinary body of knowledge regarding the anatomy, physiology, biochemistry, pathophysiology, and pharmacology of sleep and wakefulness, and their disorders.

The examination will be administered to candidates from the ABA, ABFM, ABIM, ABOto and ABP at the same time in the same testing centers. Participation in the certification program is voluntary. Certification is not required of practitioners in this field, and the certificate does not confer privilege to practice.

## III. Initial Certification Exam in Sleep Medicine: Application Process, Procedures, Format and Content

### A. Application Process Information

Applications are to be completed and submitted using the online application through ABPN Physician Folios at [www.abpn.com](http://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. Initial Certification in Sleep Medicine applicants who do not receive any notification from the Board regarding their application by May 24, 2019 should contact the Board office to inquire about the status of their application.

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 five months prior to the examination date, accepted candidates will be emailed scheduling instructions 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 refundable.

### B. Applicants with Disabilities

The Board recognizes that physicians with disabilities may wish to take the examinations and will attempt to make accommodations for applicants with verified disabilities. The Board supports the intent of the Americans with Disabilities Act (ADA) and amendments thereto. The Board will provide reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Applicants are reminded that modifications, accommodations, auxiliary aids and/or services can only be offered if they do not “fundamentally alter the measurement of the skills or knowledge the examination is intended to test” (28 C.F.R. §36.309(b)(3)).

Any applicant who requests accommodations because of a disability must advise the Board electronically or in writing no later than the deadline for submitting applications for examination and complete:

- An Application for Testing Accommodations pdf form,
- All appropriate checklists,
- All documentation, and
- All other evidence substantiating the disability.

All items must be submitted to the Board no later than one month after the application deadline regardless of previous requests and/or granted accommodations.

### **C. Applicants who are Nursing**

Diplomates who will be nursing at the time of their examination may request a private space for lactating purposes. The request must be emailed to [questions@abpn.com](mailto:questions@abpn.com) no less than 60 days prior to the first day of the examination.

### **D. Computer-Administered Examination Procedures**

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

Approximately five 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.

ABPN candidates may schedule an exam at a Pearson VUE center outside the United States or Canada for an additional \$500 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](http://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 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 \$200 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.

**E. Sleep Medicine Certification Examination Format and Content**

Examinations are administered at Pearson VUE testing centers. Details on examination format and content are available at <https://www.abim.org/certification/exam-information/sleep-medicine/exam-content.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.

**F. 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](http://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.

### **G. 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.

7 Parkway North

Deerfield, IL 60015

Phone : 847.229.6500

Fax : 847.229.6600

[www.abpn.com](http://www.abpn.com)

[questions@abpn.com](mailto:questions@abpn.com)

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