American Board of Psychiatry and Neurology, Inc.

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

2020 Information for Applicants

Maintenance of Certification Examination in Consultation-Liaison Psychiatry

(formerly Psychosomatic Medicine)

The information contained in this document and the 2020 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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Maintenance of Certification Exam in Consultation-Liaison Psychiatry

Dates Choices	April 20-August 31, 2020
Application Deadline	February 13, 2020
Late Deadline	February 20, 2020

2020 Fee Schedule*

Application fee**	$700
Examination fee	$700
Total Fee	**$1400**
Miscellaneous Fees	
Late application fee (in addition to the above)	$100
Reexamination fee***	$700
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 the Maintenance of Certification Exams in Consultation-Liaison Psychiatry

Exam Date Choices:	April 20-August 31, 2020
Applications Available:	October 14, 2019
Application Deadline:	February 13, 2020
Scheduling Instructions Emailed	February 13, 2020
Pearson VUE Registration Opens	February 18, 2020
Late Application Deadline:	February 20, 2020
Applicant should contact the Board if they have not received notification regarding their application	March 2, 2020

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Requirements for Admission to MOC Exam in Consultation-Liaison Psychiatry

A. General Requirements for All Applicants

To qualify and to 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 ABPN Board Policies Manual**
2. Be Board certified currently in Psychiatry
3. Be Board certified currently or at one time have been Board certified in Psychosomatic Medicine or Consultation-Liaison Psychiatry
4. Fulfill MOC component requirements as described below
5. Submit an online application through ABPN Physician Folios at www.abpn.com/folios
6. Maintain an active, full, unrestricted medical license

Diplomates who are not recertified before their certificates expire are no longer board certified in any specialty or subspecialty certificates they hold (except for 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.

B. ABPN Maintenance of Certification Program

The ABPN currently has two active MOC programs and specific activity requirements exist for each:

- The 10-Year MOC Program is for diplomates with time-limited certificates issued prior to 2012. These diplomates will be recertifying between 2020-2021. The 10-Year MOC Program will sunset in 2021.
- The C-MOC Program or Continuous Maintenance of Certification is for diplomates who pass an exam (initial certification or MOC) in 2012 or later.

Specific Requirements: 10-Year MOC Program: Program for Diplomates certified before 2012

Diplomates who passed a certification or MOC exam prior to 2012 and are due for recertification in 2020-2021 are in the 10-Year MOC Program. All diplomates in the 10-Year MOC Program will be automatically enrolled in the Continuous MOC (C-MOC) Program upon passing the MOC exam.

Diplomates in the 10-Year MOC Program need to satisfy the following requirements:

- Maintain an active, full, unrestricted medical license.
- Complete the following MOC activities prior to applying for a MOC exam:
  - 300 Category 1 CME credits (includes SA CME)
  - 24 Self-Assessment (SA) CME credits
  - One Improvement in Medical Practice (PIP) Unit
- Pass a MOC exam for each certification every 10 years or participate in the MOC Part III Pilot Project, if eligible.

10-Year MOC diplomates will pay for board certification and attest to completing MOC activities at the time they apply for the MOC exam.

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.

Diplomates in the C-MOC Program need to satisfy the following requirements every three years:

- Maintain an active, full, unrestricted medical license.
- Complete and attest to the following MOC activities for each 3-year block in the Physician Folios account 'Activity Attestation' section:
    - 90 Category 1 CME credits (includes SA CME)
    - 24 Self-Assessment (SA) CME credits
    - One Patient Safety Activity (See your Physician Folios account to learn if this requirement applies to you)
    - One Improvement in Medical Practice (PIP) Unit
- Pay the Annual Fee ($175 in 2020).
- Pass a MOC exam for each certification every 10 years or participate in the MOC Part III Pilot Project, if eligible.

The activities can be in either one's general specialty and/or subspecialty(ies). CME credits can be derived from any Category 1 CME credits relevant to one's field of practice (they do not need to be ABPN-approved). The Self-Assessment (SA), PIP, and Patient Safety activities must be ABPN-approved.

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 and/or subspecialty CME credits per year.
- CME can be ANY Category 1 credits relevant to one's field of practice.
- Diplomates choose their own CME activities. CME activities do not need to be ABPN approved.
- Self-Assessment (SA) CME credits contribute to the overall number of CME credits.
- CME activities completed for one specialty/subspecialty will satisfy the requirement for another specialty/subspecialty.

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.

B. Self-Assessment (SA)

Diplomates of the ABPN are required to participate in ABPN-approved Self-Assessment activities relevant to either their specialty and/or subspecialty. Self-Assessment activities are a specific type of CME activity that assist physicians in recognizing their current knowledge base to identify specific topics for gaining further knowledge.

- Diplomates in the 10-Year MOC program must complete at least 24 Self-Assessment CME credits prior to applying for recertification.
- Diplomates in the C-MOC program must complete at least eight CME per year, averaged over three years.
- Self-Assessment activities must be selected from the ABPN Approved Products List since not all Category 1 CME activities meet specific Self-Assessment activity requirements.
- Choose from the following to complete Self-Assessment activities:
    - Select activities from the ABPN Approved Products List. Some no-cost or reduced cost ABPN-approved activities on the list are available to members through their professional society.
    - Gain credit for up to two different types of Non-CME Self-Assessment Activity Options.

        - Diplomates in the C-MOC program must complete the approved non-CME Self-Assessment 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 2020-2021, must complete the non-CME Self-Assessment Activities within the three years prior to applying for the MOC examination.
    - Complete Self-Assessment (Part II) activities under the auspices of an International Certification Organization (e.g. RCPS-C) that meets the ABPN MOC requirements; submit for preapproval.

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 2020-2021, 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.

D. Patient Safety Activity

All diplomates entering the ABPN C-MOC Program whose first block begins in 2017 or later are required to do or have done a patient safety activity within three years prior or three years after entering the C-MOC Program.

Diplomates of the ABPN are required to participate in an ABPN-approved patient safety activity to ensure they have adequate knowledge of safety science and principles.

Choose from ONE of the following options to complete the patient safety activity:

- A patient safety activity required by an accredited institution (e.g., hospitals, clinics, training programs); or
- A patient safety activity listed on the ABPN Approved Products List. Some no-cost or reduced cost ABPN-approved activities on the list are available to members through professional organizations.

General Information about the Patient Safety Activity

- The patient safety activity is a one-time requirement.
- Diplomates will attest to a patient safety activity in their ABPN Physician Folios account Requirement Status page
- Institutions are NOT required to get preapproval from ABPN for patient safety activities.
- The candidate/diplomate must provide documentation of successful completion of the patient safety activity if audited.

See your individual ABPN Physician Folios account for more information.

3. Assessment of Knowledge, Judgment, and Skills

To satisfy the Assessment of Knowledge, Judgement, and Skills component, diplomates must recertify for each certification they hold, in addition to satisfying the MOC activity requirements. Diplomates must pass the computer based MOC (recertification) examination once every ten years.

The ten-year MOC examination is a practice relevant, clinically oriented, multiple-choice, computer-administered examination delivered at over 200 Pearson VUE testing centers across the United States and Canada, as well as worldwide. Review the ABPN Maintenance of Certification Exam Process Flyer for an overview of the MOC examination process. See page 6 for additional information regarding the computer based MOC Examination.

Beginning in 2019, diplomates may opt to enroll in the MOC Part III Pilot Project for primary certifications that expire in 2019-2024 in lieu of sitting for the MOC examination. The Pilot Project is a professional journal article-based assessment activity designed as an optional alternative to the proctored 10-year MOC examination. Diplomates will read at least 30 selected articles and answer questions online. Diplomates who get 4 out 5 questions correct on at least 30 out of 40 articles will satisfy the Part III requirement and will not be required to take the computer based MOC examination. See additional MOC Part III Pilot Project information on our website at https://www.abpn.com/maintain-certification/moc-part-iii-pilot-project/.

4. Improvement in Medical Practice (PIP)

Diplomates choose ONE Clinical Module OR Feedback Module activity to complete the PIP Unit.

This quality improvement exercise is designed for clinically active physicians to identify and implement areas for improvement based on the review of one's own patient charts (Clinical Module) OR feedback from peers or patients via a questionnaire/survey (Feedback Module).

Each Module consists of three steps to complete within a 24-month period:
Step A: Initial Assessment
Step B: Identify and Implement Improvement
Step C: Reassessment

General Information

- Diplomates who are clinically active and/or engaged in consultative care will need to complete the PIP Unit. See the Clinical Activity Status page for information on how to update your clinical status.
- Please allow ample time to complete the PIP Unit (Steps A, B and C).
- Use the same feedback option for the initial assessment and reassessment steps.
- For the 10-year Program, one PIP Unit is required and for the C-MOC Program, one PIP Unit is required every 3 years.
- ABPN does not collect patient or peer data. If audited, ABPN will require that diplomates explain how they carried out the Improvement in Medical Practice Unit and submit information about their process and improvement plan. The ABPN Audit Guidelines for Diplomates document lists the documentation needed in the event of an audit.

A. Clinical Chart Review Module

A diplomate can choose one of the following options to complete the 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 an approved registry such as the Axon Registry from the American Academy of Neurology or the PsychPRO Registry from the American Psychiatric Association
- Participate in a Joint Commission Certified Primary or Comprehensive Stroke Center
- Participate in a Joint Commission accredited, specialty-specific Ongoing Professional Practice Evaluation (OPPE). Individual preapproval is no longer required.
- Complete a quality improvement effort under the auspices of an International Certification Organization (e.g. RCPS-C) that meets the ABPN MOC requirements; submit for preapproval or
- Seek individual preapproval (at no charge) for your own developed, or your institution's quality improvement efforts

B. Patient or Peer Feedback Module

With a Feedback Module, preapproval is not needed if the questionnaire/survey meets general competencies. The six general competencies to be reviewed on the feedback forms are interpersonal and communications skills, medical knowledge, patient care, practice-based learning and improvement, professionalism, and system-based practices.

A diplomate can collect feedback using one of the following options:

- Patient* feedback forms from five patients,
- Peer** feedback forms from five peers,
- Resident evaluation feedback forms from five residents,
- Supervisor evaluation feedback form from one supervisor, or
- 360-Degree evaluation feedback forms from five respondents

Model feedback forms are available on the ABPN Approved Products List at no cost.

* Patients may include those for which the diplomate supervises the care of another provider (e.g., resident)
** Peers may include other professional healthcare staff such as counselors, nurses, physicians, psychologists, and social workers

See the ABPN website or the MOC Booklet for additional information and options for completing the PIP.

5. 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 an Improvement in Medical Practice (PIP) Unit.
   B. Engaged in direct and/or consultative care not sufficient to complete a PIP Unit.
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 a PIP Unit.
- Diplomates who are in categories 1B or 2 above are required to complete all components of the MOC program except a PIP Unit.
- A change in diplomate status from 1B or 2 to 1A requires the completion of a 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.

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.

Maintenance of Certification Exam in Consultation-Liaison Psychiatry: 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. Through ABPN Physician Folios, physicians may update licensure information and change their contact information.

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.

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 Consultation-Liaison Psychiatry applicants who do not receive any notification from the Board regarding their application by March 2, 2020, 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.

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 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 no later than the application deadline.

D. Computer-Administered Examination Procedures

Note: ADA candidates will receive individual scheduling instructions using the email address provided in their ABPN Physician Folios account.

MOC examinations are administered at over 200 Pearson VUE Professional Centers throughout the United States and Canada, as well as at many international locations.

View the Computer Based Testing at Pearson VUE FAQs for more information. ABPN examination Sample Screens can be found on the ABPN website.

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 valid, signed Social Security card, 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 an unscheduled break. Accessing prohibited items during 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. 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 4 or more days prior to the first date of the examination date range. Failure to notify the Board in writing 4 or more days prior to the first date of the examination date range may result in forfeiture of the examination fees. Application fees are not refunded for any reason.

Candidates cannot withdraw from the examination within the examination range or after an examination has been administered.

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 may 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 Pain Medicine MOC):
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.Consultation-Liaison Psychiatry Maintenance of Certification Examination Format and Content

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.

F. Grade Letters and Certificates

1. Grade Letters

   The President and CEO of the Board notifies candidates in writing of their results no later than ten to twelve weeks from the last date of the testing date range.

2. Certificates

   Successful candidates receive their certificates approximately three months after grade letters are mailed. It is the diplomate's responsibility to notify the Board office, in writing, if they do not receive a certificate within six months. If a diplomate does not submit a written notification that the certificate was not delivered, the diplomate 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 their name will be printed on the certificate
   - Specialty or subspecialty certification for which they are 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.

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 decides. 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 decides. 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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