



American Board of Psychiatry and Neurology, Inc.

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

2020

Information for Applicants

Initial Certification Examination

in

Neurology with Special

Qualification in Child Neurology

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.

Initial Certification Exam in Neurology with Special Qualification in Child Neurology

Dates Choices	September 21-25, 2020
Application Deadline	February 13, 2020
Late Deadline	March 5, 2020

2020 Fee Schedule*

Application fee**	\$700
Examination fee	\$1345
Total Fee	\$2045
Miscellaneous Fees	
Late application fee (in addition to the above)	\$500
Reexamination fee***	\$1345
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 Neurology with Special Qualification in Child Neurology

Exam Date Choices	September 21-25, 2020
Applications Available	November 11, 2019
Applicant completing training after July 31, 2020 should contact the Board regarding eligibility	January 15, 2020
Application Deadline	February 13, 2020
Late Application Deadline	March 5, 2020
Deadline for Application for ADA Accommodations	March 14, 2020
Applicant should contact the Board if they have not received notification regarding their application	May 29, 2020
Scheduling Instructions Emailed	July 7, 2020
Pearson VUE Registration Opens	July 9, 2020
Graduation verification due to the Board for residents graduating June 30, 2020	July 15, 2020
Deadline for Nursing Mother Accommodations	July 23, 2020
Graduation verification due to the Board for residents graduating July 31, 2020	August 15, 2020
Active, full, unrestricted license due to the Board or application is denied	September 1, 2020

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I. Training Information for the Initial Certification Exam in Neurology with Special Qualification in Child Neurology

A. General Training Requirements

References to residency refer to entry at the second year of postgraduate (PGY-2) training, unless otherwise stated. Residency training must be in the specialty in which the applicant seeks certification, except for residents who are in an approved combined training program.

Training programs approved by the residency review committees and accredited by the ACGME can be found on the ACGME website at www.acgme.org.

The required years of training may be completed on a part-time basis, provided that it is no less than half-time.

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. These four weeks should be averaged over the four-year training period. Leave or vacation time may NOT be used to reduce the total amount of required residency training or to make up deficiencies in training.

All training must be completed by September 30, 2020.

Effective for residents entering residency training (PGY-2 in child neurology) as of July 1, 2002:

The 36 months of full-time, specialized residency training must be completed in no more than two blocks. If completed in two blocks, the blocks must not be more than 10 years apart.

Effective for residents entering residency training (PGY-2 in child neurology) as of July 1, 2011:

Full time residency training must be completed in no more than two blocks. If completed in two blocks, the blocks must not be more than five years apart and the shorter block must not be less than six months long. One-year full time equivalent of subspecialty residency training must be completed in a continuous block of not less than one-half time.

B. Training in More Than One Residency Training Program

To ensure continuity of training, the Board requires that two of the three years of residency training, excluding the PGY-1, be spent in a single program. The ABPN credentials committee will consider an exception to this rule only under extraordinary circumstances. In such cases, respective program directors should contact the Board office, in writing, **prior to the transfer**. The letters must outline the resident's training content, duties, and responsibilities, including exact dates (month/day/year to month/day/year) of training, and indicate clearly that the resident will satisfy all ACGME program requirements as outlined on the ACGME website, www.ACGME.org. Each case will be considered on an individual basis.

If the credentials committee approves the request, the Board will notify the program directors in writing. A copy of this letter should be given to the resident as well as noted in the resident's ABPN preCERT® record. Residents who have not received prior approval from the Credentials Committee risk the possibility that the Board will deny their application.

When training is completed in more than one program, the training director of the first program should send the training director of the second program a letter detailing the training satisfactorily completed, including exact dates (month/day/year to month/day/year) of training, and areas of training that are deficient. After reviewing this documentation, the training director of the second program should inform the resident whether or not the second program will be able to provide the resident with the experience necessary to remove the deficits.

C. Specific Training Requirements

Proper preparation for the practice of child neurology requires that the practitioner be a qualified neurologist who has had additional training in pediatrics and child neurology. To qualify for this certificate, a different type of preparation and certifying examination are required. The same diploma will be used, the only difference being that instead of certifying qualification in “neurology,” it certifies qualification in “neurology with special qualification in child neurology.” Unless otherwise specified, all training must be completed in programs accredited by the ACGME (See sections on Canadian and Combined Training below). Different requirements apply for applicants who began training in child neurology prior to 1991. These candidates should call the Board office if they have any questions.

All applicants for the Child Neurology Certification Examination must successfully complete five clinical skills evaluations that comply with the standards set forth in the document *Requirements for Clinical Skills Evaluation of Residents in Neurology and Child Neurology*.

THREE patterns of training are acceptable for two of the five years of training:

1. General Pediatrics

The usual pathway is two years of training in general pediatrics in an ACGME-accredited program. This is the only pathway that allows the applicant admission for examination by both the American Board of Pediatrics (ABP) and the ABPN. Admission to ABP examination requires specific pediatric rotations. Residents who wish to be certified by the ABP should refer to the ABP website, www.abp.org, for the specific rotation requirements.

OR

2. General Pediatrics/Basic Neuroscience Research

One year of training in general pediatrics in an ACGME-accredited program and one year of research in the basic neurosciences. The basic neuroscience pathway was created as an alternative track for residents who are planning a research career in academic child neurology. The year of basic neuroscience must provide training in a research discipline related to child neurology and is intended to increase the trainee’s knowledge base and competitiveness for federal and nonfederal grant support. The trainee must make at least an 80 percent time commitment to basic neuroscience during this year of training.

For the purpose of this training track, “basic neuroscience” is defined as laboratory research related to the cellular or molecular basis of neurologic diseases. Examples of relevant basic disciplines include molecular neurogenetics, neurochemistry, neuropharmacology, neurophysiology, neuroanatomy, neuroimmunology, developmental neurobiology, biophysics, and cell biology.

Effective for residents entering residency training in child neurology as of July 1, 2003, the written proposal for the neurosciences research training track must be submitted to the Board for approval no later than six months prior to the date the research training track is to begin. A form to guide the applicant’s description of the research, his or her role, skills to be acquired, and the likely outcomes (e.g., presentations and/or peer-reviewed manuscripts) is part of the information to be provided. Credit will be given for basic neuroscience training obtained as part of an integrated clinical neuroscience program leading to certification in neurology with special qualification in child neurology. Credit cannot be obtained for basic neuroscience training obtained as part of a degree-granting program (e.g., PhD).

Residents entering child neurology training prior to July 1, 2003, must have this training track approved by the Board prior to completion of the five years of training.

A program director who intends to propose a neuroscience research training track for a resident should contact the Credentials Department at the Board office to request the proposal form. The form may also be downloaded from the ABPN website, www.abpn.com. This form, along with letters from the mentor (and child neurology program director, if a different individual), must be submitted and must describe the research and explain how the year of neuroscience relates to child neurology and to the trainee’s academic career. All documentation of pediatrics training must also be submitted. Documentation must include exact dates of training (from month/day/year to month/day/year).

OR

3. General Pediatrics/Internal Medicine

- a. One year of training in general pediatrics and one year of training in internal medicine in ACGME-accredited programs.
- b. An acceptable alternative to the one year of internal medicine is a full year of ACGME-accredited training that includes a minimum of six months of training in internal medicine, the details of which must be documented by the training director. The composition of these six months may NOT include rotations in neurology, family medicine, pediatrics, or emergency medicine. To ensure that these six months constitute a high-quality experience, they should emphasize progressive responsibility for the resident.
 - i. At least two of the additional six months of training must be spent in any combination of internal medicine, pediatrics, and/or emergency medicine.
 - ii. For candidates entering child neurology residency training on or after July 1, 2002, at least two of the additional six months must be spent in any combination of internal medicine, pediatrics, family medicine, and/or emergency medicine.
 - iii. No more than two of the remaining four months may be spent in neurology.

AND
All candidates will be required to complete three full years of postgraduate, specialized residency training in a child neurology program accredited by the ACGME.

D. Canadian Training Programs

Canadian residents may apply for the ABPN examination if they meet the following requirements:

1. Completed their training in a Canadian program accredited by the Royal College of Physicians and Surgeons of Canada AND
2. Achieve certification by the Royal College of Physicians and Surgeons of Canada AND
3. Possess an unrestricted license to practice medicine in a Canadian province

All requirements must be met, and documentation must be received by September 1, 2020. Please contact the Board for additional information at 847-229-6510 or credentials@abpn.com.

Other International Training

Currently, the ABPN does not accept other international training.

II. Requirements for Admission to the Initial Certification Exam in Neurology with Special Qualification in Child Neurology

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 update their active, full, unrestricted medical licenses in their ABPN Physician Folios account.
3. Have completed five clinical skills evaluations.
4. Have satisfactorily completed the Board's specific training requirements in neurology, 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.

All training must be confirmed either by way of the ABPN preCERT® system or by submitting documentation noting the completion of training requirements.

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 February 13, 2020.

*Applicants for specialty certification examinations who do not yet have an unrestricted medical license because they are in training are not required to submit their medical license at the time of application for the examination. However, such applicants must update their active, full, unrestricted medical licenses in their ABPN Physician Folios account no later than September 1 of the year of the examination. If the active, full, unrestricted medical license has not been updated in the appropriate Physician Folios account by September 1, the application will be denied, and the Board will retain the application fee and any late application fee.

B. Initial Certification in Neurology with Special Qualification in Child Neurology

Effective January 1, 2012, ABPN will require physicians to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty.

Graduates may take the ABPN certification examination as many times as allowed during the 7-year period. Certification examinations are offered once a year.

Individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.

Individuals who do not become certified during the 7-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one stage of MOC [(90 CME credits, 24 self-assessment CME credits, and 1 PIP Unit (includes a clinical module or feedback module)] in order to be credentialed to take the ABPN Certification Examination.

Changes in the Credentialing Process

The ABPN has made changes in the credentialing process effective for residents who entered residency training in psychiatry on or after July 1, 2007 (PGY-1) or July 1, 2008 (PGY-2). Some of the clinical skills evaluations that were conducted previously in the Part II oral examination are now taking place within the residency program and the residents will be required to submit documentation of satisfactory performance in the evaluation of clinical skills as part of the ABPN credentialing process. Assessment of other clinical skills has been integrated into the computerized Certification examination beginning in 2011.

Candidates who successfully pass the neurology/child neurology certification examination will be awarded a certificate in their specialty. NOTE: there is no Part II oral examination for candidates who entered residency training in neurology/child neurology on or after July 1, 2007 (PGY-1) or July 1, 2008 (PGY-2).

Admission to the neurology/child neurology certification examination requires completion of five clinical skills evaluations that comply with the standards set forth in the document [Requirements for Clinical Skills Evaluation in Neurology and Child Neurology](#).

In addition to documentation of their PGY-1 and residency training, all physicians must submit documentation from the program director of an ACGME accredited neurology/child neurology program verifying completion of the five clinical skills evaluations or verifying that the five clinical skills evaluations will be completed by July 31, 2019. Physicians who do not provide acceptable documentation of successful completion of the five clinical skills evaluations by the deadline will be denied an opportunity to sit for the certification examination. For physicians in the preCERT® system, verification of training is done in preCERT®.

Residents who entered residency training in neurology/child neurology prior to July 1, 2007 (PGY-1) or July 1, 2008 (PGY-2):

Physicians who entered neurology/child neurology training prior to July 1, 2007 (PGY-1) or July 1, 2008 will not have completed the clinical skills evaluations that are currently required during residency training. Such physicians will be required to complete the required five clinical skills evaluations in an ACGME-accredited program and comply with the standards set forth in the document [Requirements for Clinical Skills Evaluation in Neurology and Child Neurology](#) before they will be admitted to the certification examination. Evaluations must be completed by July 31, 2020. Refer to document on the ABPN website.

III. Neurology with Special Qualification in Child Neurology 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 May 29, 2020 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.

NOTE: Candidates may not withdraw from the Neurology with Special Qualification in Child Neurology Certification Examination, and fees are not refundable. Applicants denied admission to the examination are notified of their deficiencies in meeting the requirements of the Board. Application fees are not refunded for any reason.

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.

B. Off-Cycle Graduating Residents

Prior to July 31, the ABPN must receive written notification from the program director that the resident will not finish training by July 31 but will finish no later than September 30, 2020. The program director must confirm to ABPN via the preCERT system that training has been successfully completed immediately after he/she has finished training. Once confirmation is received the resident has completed training, we will notify the applicant that they may proceed with scheduling a date for their exam.

Once approved, ABPN will email the applicant scheduling instructions that allows them to schedule the certification exam. Applicants must sit for certification within three weeks of being approved. This may require sitting for the examination in mid to late October. Applicants are responsible for updating their email address through their ABPN Physician Folios account to ensure they receive the instructions in a timely manner. The Board will be unable to extend examination dates due to an incorrect email address on file.

Please note that ABPN does not guarantee the availability of locations, dates and/or times of Pearson VUE test centers. If an applicant cannot schedule an appointment that initially suits their needs, the applicant should make the best appointment he/she can at that time. The applicant may then contact Pearson VUE periodically to reschedule if a more suitable appointment becomes available.

ABPN will not allow a candidate to sit for the certification examination if training has not been completed by September 30 in the year of the certification examination.

C. Other

Applicants who complete training after September 30, 2020, will be denied an opportunity to sit for the 2020 Neurology with Special Qualification in Child Neurology Certification Examination.

Training Licenses

Applicants who submit a training license with their application, must update their active, full, unrestricted license in their ABPN Physician Folios account by September 1, 2020. Applicants who do not update their full, unrestricted medical license by September 1, 2020, will be denied to sit for the 2020 Neurology Certification Examination.

Training Program Documentation

Applicants who do have training records in the ABPN preCERT® system:

- Please check with your program if you are unclear if your information is in preCERT®
- Please note that before you can apply, your rotations from PGY-1 through PGY-3 must be entered by your program, attested to and marked complete. In addition, your PGY-4 rotations must be entered but not attested to.

Applicants who do not have training records in the ABPN preCERT® system:

- All documentation must include exact dates of training (from month/day/year to month/date/year) and be submitted by letter from the program director.

Note: For residents who completed both the PGY-1 and residency training in the same program, a letter documenting both may be included together in one letter.

- For residents completing training on June 30, 2020:

If documentation of successful completion of training by attestation in the ABPN preCERT® system is not received by the July 15, 2020 deadline, the candidate may be removed from the examination roster and may be denied to sit for the 2020 Neurology with Special Qualification in Child Neurology Certification Examination.

- For residents completing training after June 30 but by September 30, 2020.

If documentation of successful completion of training by attestation in the ABPN preCERT® system is not received by the September 30, 2020 deadline, the candidate may be removed from the examination roster and may be denied to sit for the 2020 Neurology with Special Qualification in Child Neurology Certification Examination.

D. 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.

E. 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 less than 60 days prior to the first day of the examination.

F. 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 an unscheduled break. Accessing prohibited items during an unscheduled break 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.

Note: Candidates may not withdraw from the Neurology with Special Qualification in Child Neurology Certification examination and fees are not refundable.

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.

G. Neurology with Special Qualification in Child Neurology 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-specialty-exam/neurology-with-special-qualification-in-child-neurology/>.

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.

H. 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.

I. 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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