



American Board of Psychiatry and Neurology, Inc.

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

2021

Information for Applicants

Initial Certification Examination

in

Child and Adolescent Psychiatry

The information contained in this document and the 2021 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 Child and Adolescent Psychiatry

Dates Choices	September 13-14, 2021
Application Deadline	February 9, 2021
Late Deadline	March 2, 2021

2021 Fee Schedule*

Application fee**	\$700
Examination fee	\$1245
Total Fee	\$1945
Miscellaneous Fees	
Late application fee (in addition to the above)	\$500
Reexamination fee***	\$1245
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 Child and Adolescent Psychiatry

Exam Date Choices	September 13-14, 2021
Applications Available	November 2, 2020
Deadline for required certification in psychiatry	December 31, 2020
Applicant completing training after July 31, 2021 should contact the Board regarding eligibility	January 15, 2021
Application Deadline	February 9, 2021
Deadline for Requesting an Application for ADA Accommodations	February 9, 2021
Deadline for Requesting an Application for Nursing Mother Accommodations	February 9, 2021
Late Application Deadline	March 2, 2021
Applicant should contact the Board if they have not received notification regarding their application	June 1, 2021
Scheduling Instructions Emailed	July 6, 2021
Pearson VUE Registration Opens	July 13, 2021
Graduation verification due to the Board for residents graduating June 30, 2021	July 15, 2021
Graduation verification due to the Board for residents graduating July 31, 2021	August 15, 2021

Table of Contents

I. Training Information for Initial Certification Exam in Child and Adolescent Psychiatry		
A. General Training Requirements		1
B. Training in More Than One Residency Training Program		1
C. Specific Training Requirements		2
II. Requirements for Admission to Initial Certification Exam in Child and Adolescent Psychiatry		
A. General Requirements for all Applicants		4
B. Initial Certification in Child and Adolescent Psychiatry		4
III. Child and Adolescent Psychiatry Certification Exam: Application Process, Procedures, Format and Content		
A. Application Process Information		6
B. Off-Cycle Graduating Residents		6
C. Other		7
D. Applicants with Disabilities		7
E. Applicants who are Nursing		7
F. Computer-Administered Exam Procedures		8
G. Child and Adolescent Psychiatry Certification Exam Format and Content		9
H. Grade Letters and Certificates		9
I. Computer-Administered Exam Appeals Procedures		10
	1. Appeal Procedure for Rejection of Credentials, Invalidation of Examination Score Due to Irregular Behavior, or Denial of a Request for Disability Accommodations	10
	2. Appeal Procedure for Computer-Administered Examination Compromise in Administration	11
IV. Special Programs		
A. Supplementary Certification		12
B. Joint Training in Pediatrics/Psychiatry/Child and Adolescent Psychiatry		13
C. Combined Training Leading to Certification by Two Boards		13
D. Post Pediatric Portal Programs		13

I. Training Information for the Initial Certification Exam in Child and Adolescent Psychiatry

A. General Training Requirements

Applicants for certification in child and adolescent psychiatry must be certified by the Board in general psychiatry by December 31 of the year prior to the examination.

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

The exposure to child and adolescent psychiatry given to psychiatry residents as part of their basic psychiatry curriculum does not count toward the two years of training.

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

The two years of full-time, specific training in child and adolescent psychiatry may be taken in no more than two blocks. If completed in two blocks, the blocks must not be more than five years apart.

The ABPN requires 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. Programs must allow a minimum of 6 weeks of time away from training for purposes of parental, caregiver, and medical leave at least once during training, without exhausting all other allowed time away from training and without extending training. Within ABPN and ACGME policy guidelines, it is up to the program director and the program clinical competency committee to determine whether a given resident has met training requirements or must extend their period of training.

All training must be completed by September 30, 2021.

B. Training in More Than One Residency Training Program

The two years of full-time, specialized training in child and adolescent psychiatry may be taken in no more than two training programs, with a minimum of six months of training in one program and the remaining months of the two years in the other program.

If training in either program is less than one year in duration, the respective program directors should contact the Board office, in writing, prior to the transfer. The correspondence should include exact dates of training (from month/day/year to month/day/year); outline the resident's training content, duties, and responsibilities; and clearly indicate that the resident will satisfy all ACGME program requirements as outlined on the ACGME website, www.ACGME.org. Each case is considered on an individual basis.

If the Credentials Committee approves the training, the Board notifies the program directors. A copy of this letter should be given to the resident to submit with his or her Board application. Residents who have not received prior approval from the Board risk the possibility that the Board will deny their applications.

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 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

Up to 12 of the 48 months of general psychiatry training may be spent in an ACGME-accredited child and adolescent psychiatry residency program.

Residents who entered child and adolescent psychiatry training on or after July 1, 1995, must complete a minimum of two full years of ACGME-accredited residency training in general psychiatry and two full years of ACGME-accredited residency training in child and adolescent psychiatry.

All program requirements for both general psychiatry and child and adolescent psychiatry must be satisfied.

1. Training programs at variance with the approved training patterns

A resident who contemplates a training variance with the approved training patterns is advised to have his or her program director submit a letter detailing the proposed training sequence to the President and CEO of the Board before beginning training in child and adolescent psychiatry. The committee provides an advisory opinion as to whether the proposed training is likely to meet the Board's requirements for admission to examination.

2. Part Time Training

Training may be completed in either (a) three years at two-thirds time or (b) two years at half-time, plus one year at full time. Residents who entered residency training in child and adolescent psychiatry on or after January 1, 1995, may also complete training in four years at half-time. No credit is given for training completed at less than half-time.

3. Credit for training in pediatric programs

No credit is granted toward child and adolescent psychiatry training for pediatric training that has been completed at residency level beyond the PGY-I or PL1 year for residents who began child and adolescent psychiatry training programs on or after July 1, 1995.

Residents who began child and adolescent psychiatry training prior to July 1, 1995, may receive up to (but not more than) six months of child and adolescent psychiatry training credit for one year of pediatric training at the residency level (beyond the categorical PGY-I or PL1 year). The six months' credit may be granted if the director of the child and adolescent psychiatry training program recommends such credit and if the candidate completes a minimum of one year of training in that child and adolescent psychiatry program (in the event that training is split between two child and adolescent psychiatry training programs).

This recommendation should be set forth in a letter from the director of the child and adolescent psychiatry training program to the resident. It should specify:

- The pediatric residency program in which the training was obtained,
- The exact dates (from month/day/year to month/day/year) of the pediatric training for which child and adolescent psychiatry training credit is being granted, and
- The number of months of credit being granted toward child and adolescent psychiatry training. A copy of the recommendation letter should be submitted to the Board.

4. Child and Adolescent Psychiatry Training Reciprocity Agreement

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

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

All requirements must be met, and documentation must be received by September 1, 2021. Please contact the Board for additional information at 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 Child and Adolescent Psychiatry

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

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 9, 2021.

B. Initial Certification in Child and Adolescent Psychiatry

The ABPN, in concurrence with the Advisory Board for Medical Specialties, established a Committee on Certification in Child Psychiatry in February 1959. This was done to officially establish the field of child psychiatry as a definite area of subspecialization in psychiatry and to provide a means of identifying the properly trained and experienced child psychiatrist as distinguished from those who claim proficiency in this field without adequate background and qualifications. In November 1987, the name of the Committee was changed to the Committee on Certification in Child and Adolescent Psychiatry.

The actual mechanics of certification of qualified candidates and the establishment of basic policies have been delegated by the Board to the Committee, which operates under the supervision of and in accordance with the policies of the Board. This Committee presently consists of six members certified in child and adolescent psychiatry by the Board and one member certified by the American Board of Pediatrics. The Committee holds meetings each year for the purpose of examining candidates and transacting business.

Changes in the Credentialing Process

The ABPN has made changes in the credentialing process effective for residents who entered residency training in child and adolescent psychiatry on or after July 1, 2010. 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 2012.

Candidates who successfully pass the child and adolescent psychiatry 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 child and adolescent psychiatry on or after July 1, 2010.

Admission to the child and adolescent psychiatry certification examination requires completion of three clinical skills evaluations that comply with the standards set forth in the document *Requirements for Clinical Skills Evaluation in Child and Adolescent Psychiatry*.

All physicians must submit documentation from the program director of an ACGME accredited child and adolescent psychiatry program verifying completion of the three clinical skills evaluations or verifying that the three clinical skills evaluations will be completed by July 31, 2020. Physicians who do not provide acceptable documentation of successful completion of the three 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 child and adolescent psychiatry prior to July 1, 2010:

Physicians who entered child and adolescent psychiatry training prior to July 1, 2010 will not have completed the clinical skills evaluations that are currently required during residency training. Such physicians will be required to complete the required three clinical skills evaluations in an ACGME-accredited program and comply with the standards set forth in the document *Requirements for Clinical Skills Evaluation in Child and Adolescent Psychiatry* 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. Child and Adolescent Psychiatry Certification Exam: Application Process, Procedures, Format and Content

A. Application Process Information

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

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

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

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

Applications are reviewed in the order of receipt. Applicants who do not receive any notification from the Board regarding their applications by June 1, 2021 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 Child and Adolescent Psychiatry 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 31st but will finish no later than September 30, 2021. 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, 2021, will be denied an opportunity to sit for the 2021 Child and Adolescent Psychiatry 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 your first year of fellowship/residency training must be entered by your program, attested to and marked complete. In addition, your second year of fellowship/residency 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.

- For residents completing training on June 30, 2021:

If documentation of successful completion of training by attestation in the ABPN preCERT® system is not received by the July 15, 2021 deadline, the candidate may be removed from the examination roster and may be denied to sit for the 2021 Child and Adolescent Psychiatry Certification Examination.

- For residents completing training after June 30 but by September 30, 2021.

If documentation of successful completion of training by attestation in the ABPN preCERT® system is not received by September 30, 2021 deadline, the candidate may be removed from the examination roster and may be denied to sit for the 2021 Child and Adolescent Psychiatry 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 during the application process because of a disability must advise the Board electronically or in writing no later than the deadline for submitting applications for examination.

All items must be submitted to the Board no later than 30 days after the application deadline regardless of previous requests and/or granted accommodations.

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

E. Applicants who are Nursing

Any applicant who will be nursing at the time of their examination may request a private space for lactation by advising the Board in writing by emailing [this form](#) to questions@abpn.com. There may be a delay in scheduling an appointment at a Pearson VUE test center if your request is received later than 90 days prior to the first published administration date 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 Child and Adolescent Psychiatry 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:

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. Child and Adolescent Psychiatry Certification Examination Format and Content

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

The Board recommends that examinees use the following resources for test preparation: peer-reviewed journals, current monographs and textbooks, review publications, practice guidelines, accredited CME programs, and attendance at professional meetings.

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 Compromise in Administration

A candidate who believes that there was a compromise in the administration of the examination may choose to An examinee who believes there was a compromise in the administration of their examination should report the alleged compromise to the Board office in writing within 72 hours of the alleged incident by sending an email to questions@abpn.com.

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 the administration of an examination must submit the following materials to the President and CEO at the Board office in a single mailing post marked within 30 days of the administration of the examination:

- Written request for a formal appeal of the exam administration
- Applicable appeal fee (See Fee Schedule)
- Additional written information in support of the appeal

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.

IV. Special Programs

A. Supplementary Certification

Candidates may apply for certification in another specialty. A candidate may have more than one application on file with the Board if the applications are for certification in different specialties or subspecialties. Candidates completing training both in psychiatry and in neurology or child neurology may apply to sit for examinations in both specialties.

1. Dual Certification in Psychiatry and in Neurology

Unless otherwise specified, all training must be completed in programs accredited by the ACGME. Applicants seeking certification both in psychiatry and neurology who began residency training prior to January 1, 1988, should contact the Board office for requirements. Applicants seeking certification both in psychiatry and neurology who began residency training on or after January 1, 1988, must have completed one of the following training tracks:

- ABPN-approved combined psychiatry/neurology training program (recommended): A PGY-1 that meets the requirements for entry into a neurology program. *

AND

Five years of residency training in an ABPN-approved combined psychiatry/neurology training program.

OR

- Individual psychiatry and neurology programs:

A PGY-1 that meets the requirements for entry into a neurology program. *

AND

Six full years of postgraduate residency training in ACGME-accredited programs, including three full years in psychiatry and three full years in neurology.

OR

- Non-ABPN-approved combined training programs:

A PGY-1 that meets the requirements for entry into a neurology program. *

AND

At the discretion and approval of both training directors and in accordance with Residency Review Committee requirements, applicants may complete five full years of postgraduate training in ACGME-accredited programs, including two full years of residency training in psychiatry in a single program, two full years of residency training in neurology in a single program, and a full year that is jointly sponsored and coordinated by the psychiatry and neurology training directors to allow the resident to successfully complete all of the requirements for an approved residency program in psychiatry and an approved residency program in neurology. The five years of residency training usually are taken at one institution but may be taken at no more than two institutions. An application for examination may be submitted after completion of the PGY-1, the two full years of residency training in one specialty, and the full year of jointly sponsored residency training.

For residents entering non-ABPN-approved combined psychiatry and neurology residency training on or after July 1, 1999:

Program directors must contact the Board office for a copy of the combined psychiatry/neurology guidelines and must submit to the Board for review, no later than the beginning of the PGY-3, a proposal for a resident to train in psychiatry and neurology that conforms to these guidelines.

**A full year of ACGME-accredited training in internal medicine or, as an acceptable alternative, a full year in an ACGME-accredited program in which a minimum of six months of training must be 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, or emergency medicine. To ensure that these six months constitute a high-quality experience, they should emphasize progressive responsibility for the resident. At least two of the additional six months must be spent in internal medicine, pediatrics, and/or emergency medicine. For candidates entering neurology residency training on or after July 1, 2001, at least two of the additional six months must be spent in internal medicine, pediatrics, family medicine, and/or emergency medicine. No more than two of the remaining four months may be spent in neurology.*

2. Dual Certification in Child and Adolescent Psychiatry and in Neurology with Special Qualification in Child Neurology

An applicant who wishes to obtain certificates both in child and adolescent psychiatry and in neurology with special qualification in child neurology must meet the following requirements:

- Certification by the Board in the specialty of general psychiatry prior to applying for examination in child and adolescent psychiatry (A minimum of two years of approved residency training in general psychiatry is required.)

AND

- Completion of the requirements for certification in child and adolescent psychiatry

AND

- Completion of the requirements for certification in neurology with special qualification in child neurology (See the Information for Applicants for Initial Certification in Neurology publication.)

B. Joint Training in Pediatrics/Psychiatry/Child and Adolescent Psychiatry

The American Board of Pediatrics, the ABPN, and the Committee on Certification in Child and Adolescent Psychiatry of the ABPN have approved programs for combined pediatrics/psychiatry/child and adolescent psychiatry residency training. This training consists of 24 months of pediatrics, 18 months of psychiatry, and 18 months of child and adolescent psychiatry. Completion of the program will satisfy the training requirements for certification in all three areas. Physicians pursuing training in these programs may not apply for examination until all training has been completed.

C. Combined Training Leading to Certification by Two Boards

Board-approved combined/joint training programs are listed in the Graduate Medical Education Directory. The Board currently has the following two programs for psychiatry:

1. Dual Certification in Psychiatry/Family Medicine

The American Board of Family Medicine and the ABPN have approved programs for combined psychiatry/family medicine residency training. In order to satisfy training requirements in psychiatry, a resident who resigns from the combined psychiatry/family medicine training program must complete 36 months of residency training, beyond the PGY-1, of which 30 months of training must be completed in psychiatry. In addition, the program requirements for psychiatry as defined in the Graduate Medical Education Directory must be satisfied.

2. Dual Certification in Psychiatry/Internal Medicine

The American Board of Internal Medicine and the ABPN have approved programs for combined psychiatry/internal medicine residency training. In order to satisfy training requirements in psychiatry, a resident who resigns from the combined psychiatry/internal medicine training program must complete 36 months of residency training, beyond the PGY-1, of which 30 months of training must be completed in psychiatry. In addition, the program requirements for psychiatry as defined in the Graduate Medical Education Directory must be satisfied.

D. Post Pediatric Portal Programs

Post Pediatric Portal Programs (PPPP) are approved by the American Board of Psychiatry and Neurology. Physicians who have completed training in an ACGME-accredited pediatric residency program may enter an ABPN-approved Post Pediatrics Portal Program at the PGY-4 level. The training consists of 18 months of general psychiatry training and 18 months of child and adolescent psychiatry training. Physicians completing an ABPN-approved Post Pediatric Portal Program may pursue certification in both general psychiatry and child and adolescent psychiatry. Certification in general psychiatry is a prerequisite for admission to examination for certification in child and adolescent psychiatry.

American Board of Psychiatry and Neurology, Inc.

7 Parkway North

Deerfield, IL 60015

Phone: 847.229.6500

Fax : 847.229.6600

www.abpn.com

questions@abpn.com
