American Board of Psychiatry and Neurology, Inc.

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

2021
Information for Applicants

Continuing Certification/MOC Examination in Sleep Medicine

Diplomates from the American Board of Anesthesiology, the American Board of Family Medicine, the American Board of Internal Medicine, the American Board of Otolaryngology and the American Board of Pediatrics are required to apply through their respective board. The information contained in this document and the 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.

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Continuing Certification/MOC Exam in Sleep Medicine

Dates Choice	November 3, 2021
Application Deadline	August 13, 2021

2021 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
International testing fee	$500
Application/licensure appeal fee****	$350
Examination appeal fee****	$300
Irregular behavior appeal fee****	$350
Application for testing accommodations appeal fee****	$350
Duplicate certificate fee	$150
Returned check charge	$50
*All fees must be submitted in U.S. currency	
**Fee is non-refundable	
***Reexamination fees are in addition to any appeal fees	
****Appeal fees are refundable if the decision is in the appellant's favor	
Please note: The ABPN reserves the right to revise fee schedule at any time. Throughout this publication, the American Board of Psychiatry and Neurology, Inc. may be referred to as "the Board" or as "ABPN". ATTENTION VETERANS: Some or all of your exam fees may be reimbursed through the Department of Veterans Affairs. Please contact the DVA for further information.	

Important Dates for Continuing Certification/MOC Exam in Sleep Medicine

Exam Date Choice	November 3, 2021
Applications Available	December 1, 2020
Application Deadline	August 13, 2021
Deadline for Requesting an Application for ADA Accommodations	August 13, 2021
Deadline for Requesting an Application for Nursing Mother Accommodations	August 13, 2021
Applicant should contact the Board if they have not received notification regarding their application	August 20, 2021
Scheduling Instructions emailed by the ABIM*	Rolling
Pearson VUE Registration Opens	Rolling

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

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I. Requirements for Admission to Continuing Certification/MOC Exam in Sleep Medicine

A. General Requirements for All Applicants

To qualify and 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 Board Policies Manual**
2. Be Board certified currently or at one time have been Board certified in psychiatry, neurology or neurology with special qualification in child neurology
3. Be Board certified currently or at one time have been Board certified in Sleep Medicine
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

B. General Requirements for Applicants Whose Primary Specialty is from another ABMS Board

Physicians certified in sleep medicine through the ABPN who are certified in their primary specialty by another Board must meet the maintenance of certification requirements of their primary specialty Board. This will satisfy the ABPN requirements.

Effective July 2019, those ABPN diplomates currently certified in a multidisciplinary subspecialty administered by an ABMS member board other than the ABPN now have the option of following the lead of the administering ABMS member board regarding their primary certification requirement.

Physicians with primary specialties other than those granted by the ABPN must:

1. Adhere to and follow all Policies as described in the **separate Board Policies Manual**
2. Be Board certified currently or at one time have been Board certified in a primary specialty from another ABMS board.
3. Be Board certified currently or at one time have been Board certified by the ABPN in the subspecialty of sleep medicine
4. Submit a letter from the respective ABMS member Board verifying maintenance of certification by that Board and granting permission for the applicant to sit for the sleep medicine MOC examination. The letter must specify the certification and MOC dates, the current expiration date (if any) of the primary specialty certificate and verify that the physician is currently maintaining certification.
5. Submit an online application through ABPN Physician Folios at www.abpn.com/folios.
6. Maintain an active, full, unrestricted medical license

C. ABPN Maintenance of Certification Program

The ABPN currently has two active CC/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. The 10-Year MOC Program will sunset at the end of 2021.
- The CC/MOC Program or Continuing Certification/MOC is for diplomates who pass an exam (initial certification or CC/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 2021 are in the 10-Year MOC Program. All diplomates in the 10-Year MOC Program will be automatically enrolled in the CC/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 CC/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 CC/MOC activities at the time they apply for the MOC exam. Diplomates who participate in the MOC Part III Pilot Project need to complete the CC/MOC activities and pay by September 1 of the year their Pilot exam completion deadline. The activities can be in either one's general specialty and/or subspecialty(ies).

Specific Requirements: Continuing Certification/MOC (CC/MOC): Program for Diplomates certified or recertified beginning in 2012

Beginning in 2012, diplomates who certify or recertify are enrolled into the CC/MOC Program. Lifetime certificate holders may elect to participate in the program through their Physician Folios account.

Diplomates in the CC/MOC Program need to satisfy the following requirements every three years:

- Maintain an active, full, unrestricted medical license.
- Complete and attest to the following CC/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) activity
- Pay the Annual Fee ($175 in 2021).
- Pass a CC/MOC exam for each certification every 10 years or participate in the MOC Part III Pilot Project, if eligible.

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-CME)

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 CME (SA-CME)

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 Category 1 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 CC/MOC program must complete at least eight CME per year, averaged over three years (24 Self-Assessment CME credits for each 3-year block).
- Self-Assessment activities must be completed by the following ABPN-approved options:
    - 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 CC/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 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.
- A maximum of 16 SA-CME credits may be waived per CC/MOC block with two different types of non-CME SA activities OR for the successful completion of the MOC Part III Pilot Project.
- Diplomates in CC/MOC must complete the approved non-CME SA activity during the 3-year block for which they are earning non-CME SA credit.
- Diplomates in the 10-year MOC Program, who are due to recertify in 2021, must complete the non-SA CME activities within the 3 years prior to applying for the MOC examination.

See the ABPN website for a list of applicable Non-CME Self-Assessment Activities.

D. Patient Safety Activity

All diplomates entering the ABPN CC/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 CC/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);
- 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; or
- A patient safety activity required for state medical licensure.

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 on the 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 CC/MOC activity requirements. Diplomates must either pass the computer-based CC/MOC (recertification) examination once every ten years OR, beginning in 2019, opt to participate in and successfully complete the MOC Part III Pilot Project.

The ten-year CC/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 at selected Pearson VUE international test centers. Review the ABPN Maintenance of Certification Exam Process Flyer for an overview of the CC/MOC examination process. See page 6 for additional information regarding the computer based CC/MOC Examination.

Beginning in 2019, eligible diplomates may opt to enroll in the MOC Part III Pilot Project for primary certifications, as well as the subspecialty of Child and Adolescent Psychiatry that expire in 2019-2024 in lieu of sitting for the CC/MOC examination. The Pilot Project is a professional journal article-based assessment activity designed as an optional alternative to the proctored 10-year CC/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 CC/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 Activity.

This quality improvement exercise is designed for clinically active physicians to identify and implement plans 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 be completed 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 a PIP activity. See the Clinical Activity Status page for information on how to update your clinical status.
- Please allow ample time to complete the PIP activity (Steps A, B and C).
- Use the same feedback option for the initial assessment and reassessment steps.
- For the 10-year Program, one PIP activity is required.For the CC/MOC Program, one PIP activity 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 activity 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

A diplomate can collect initial 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

Preapproval is not needed if the questionnaire/survey addresses the six general competencies: interpersonal and communications skills, medical knowledge, patient care, practice-based learning and improvement, professionalism, and system-based practices.

ABPN feedback forms are available on the 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 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) activity.
   B. Engaged in direct and/or consultative care not sufficient to complete a PIP activity.
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 CC/MOC program including a PIP activity.
   - Diplomates who are in categories 1B or 2 above are required to complete all components of the CC/MOC program except a PIP activity.
   - A change in diplomate status from 1B or 2 to 1A requires the completion of a PIP activity.

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 Continuing Certification (CC/MOC) Program are subject to change. Each ABPN Diplomate is responsible for remaining informed about the current CC/MOC program requirements. Diplomates are encouraged to consult the ABPN website at www.abpn.com for regular updates.

II. Continuing Certification/MOC Exam in Sleep Medicine: Application Process, Procedures, Format and Content

A. Application Process Information

Applications are to be completed and submitted using the online application through ABPN Physician Folios at www.abpn.com. Through ABPN Physician Folios, physicians may update licensure information and change their contact information.

See Important Dates at the beginning of this document for application availability. INFORMATION FOR APPLICANTS documents are revised each year and may be downloaded from the website. Only applications submitted through ABPN Physician Folios are accepted. Faxed copies or revised applications from a previous administration year are not accepted.

Applications are reviewed in the order of receipt. It may take up to 16 weeks for the applicant to receive further information regarding the status of the application. CC/MOC in Sleep Medicine applicants who do not receive any notification from the Board regarding their application by August 20, 2021 should contact the Board office to inquire about the status of their application.

Applicants approved for examination are notified via email. Applicants denied admission to the examination are notified of their deficiencies in meeting the standards of the Board via regular mail.

Approximately six months prior to the examination date, the American Board of Internal Medicine will begin emailing scheduling instructions to approved candidates.

Applications remain active for two consecutive examinations only. Candidates who fail to present themselves for the first scheduled examination following the date of approval 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 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.

C. 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.

D. Computer-Administered Examination Procedures

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

Approximately six months prior to the examination, the American Board of Internal Medicine will begin emailing scheduling information to candidates whose applications have been approved. Candidates are urged to contact Pearson VUE as soon as scheduling opens to make an appointment for the examination. A delay in contacting Pearson VUE can result in fewer available openings for the examination in a candidate's choice of date and location. ABPN does not guarantee the availability of locations, dates and/or times of Pearson VUE test centers.

ABPN candidates may schedule an examination at a Pearson VUE test center outside the United States or Canada for an additional $500 fee. Candidates choose international testing during the application process. The Board will contact candidates by email regarding the additional payment and with information concerning testing outside the United States or Canada. Those who schedule themselves for international testing without first paying the additional fee may have their testing appointment with Pearson VUE canceled by the Board or may have grades withheld until payment is received. ABPN does not guarantee the availability of locations, dates and/or times of International Pearson VUE test centers.

If the name that the candidate applied under is different than the name that appears on the identification, certified, legal documentation (marriage license, name change determination, etc.) verifying the name change must be submitted to the Board office prior to the date of the examination. Address and/or email address changes must be updated online through the ABPN Physician Folios at www.abpn.com/folios.

Candidates are required to present two forms of identification upon arrival at the test 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 test 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 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 test 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 an application fee and an 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 unable to sit for their scheduled examination due to an unforeseen medical or other emergency:
Candidates who are unable to sit for their scheduled examination due to an unforeseen medical or other emergency should submit a personal statement and supporting documentation of the emergency to the Board office, no later than 30 days after the date of the examination. The Board will then evaluate the documentation and determine whether the absence is excusable. In determining whether an absence is excusable, the Board will consider whether the claimed emergency could have been anticipated and/or foreseen prior to the examination. Candidates suffering from pre-existing and/or chronic conditions generally will not be excused for medical or other emergencies relating to such conditions. If the absence is determined excusable, the candidate is rescheduled for the next ABPN computer-administered examination, and the examination fee will be transferred. Such candidates will be responsible for paying a rescheduling fee of $200 and may be responsible for paying any difference in the examination fee. In the event a candidate is granted two consecutive excused absences, subsequent requests for rescheduling will be denied, only the candidate's examination fee (but not rescheduling fees) will be refunded, and such candidates will be required to re-apply in order to sit for examination.

Candidates who fail the computer-administered examination (except Pain Medicine and CC-MOC Pain Medicine): Candidates who fail the initial computer-administered examination are invited to the next administration of the examination. The invitation is accepted when the reexamination fee is paid through the candidate's Physician Folios account. Candidates being reexamined and who fail or do not sit for the reexamination as scheduled are required to reapply online and pay the current application fee and the examination fee.

E. Sleep Medicine Continuing Certification/MOC Examination Format and Content

Examinations are administered at Pearson VUE testing centers. Details on examination format and content are available on the ABIM website.

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 two 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 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
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.

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