



Policy on Fees

BACKGROUND

This policy provides for the following:

- Collection of fees
- Refundable fees
- Non-refundable fees
- Non-refundable administrative fees
- Testing center rescheduling fees.

POLICY

The American Board of Emergency Medicine (ABEM) charges fees for services provided. In specific circumstances determined by ABEM, some fees may be refundable. When fees are refundable, ABEM will retain an administrative fee to cover processing costs.

Fees Related to the In-training Examination

- A per resident examination fee is due and payable when the residency program submits the roster of residents who will be taking the examination.
- An in-training examination fee for an individual resident is refundable, less a 10% administrative fee, provided the residency program submits written notification of the resident's withdrawal dated at least one business day prior to the administration of the examination.

Fees Related to the Certification Application

- An application fee is due and payable when the physician submits a certification application.
- Application fees and application late fees are non-refundable.

Fees Related to the Qualifying Examination

- ABEM charges a reactivation fee to candidates with inactive status who wish to take the qualifying examination. The Policy on Maintaining Open and Active Certification Applications defines inactive candidates. Reactivation fees, including late reactivation fees, are non-refundable.
- A qualifying examination fee is due and payable at the time of registration.
- A qualifying examination fee, less a 10% administrative fee, is refundable under the following circumstances:
 - The candidate cancels his or her examination appointment with the testing vendor and submits to ABEM a written notice of withdrawal postmarked no later than the day before his or her examination appointment, or the day before the last day of the examination if the physician has not scheduled an appointment.
 - ABEM excuses the candidate due to illness and, if scoring is an option, the physician does not choose to have the examination scored and does not reschedule an appointment in the same examination administration.
 - ABEM cancels the examination appointment and, if scoring is an option, the physician does not choose to have the examination scored and does not reschedule an appointment in the same examination administration.
- A qualifying examination fee is not refundable under the following circumstances:
 - ABEM removes the candidate from an examination due to disruptive behavior or irregular conduct.

- The candidate leaves an examination prior to its completion without being excused by ABEM.
- The candidate does not appear for the scheduled examination appointment.
- The candidate appears more than one-half hour late for the scheduled examination appointment.
- An examination rescheduling fee is due each time a candidate reschedules his or her examination appointment less than 24 hours prior to the existing appointment. This includes rescheduling due to illness or failure to appear at the originally scheduled appointment.
- Examination fees cannot be deferred to another examination administration.
- Qualifying examination late fees are non-refundable.
- ABEM charges a fee if the candidate requests that his or her examination be hand-scored. Hand-scoring fees are non-refundable.

Fees Related to the Oral Certification Examination

- ABEM charges a reactivation fee to candidates with inactive status who wish to take the oral certification examination. The Policy on Maintaining Open and Active Certification Applications defines inactive candidates. Reactivation fees, including late reactivation fees, are non-refundable.
- An oral certification examination fee is due and payable when the candidate accepts an examination assignment.
- The oral certification examination fee, less a 10% administrative fee, is refundable under the following circumstances:
 - The candidate submits a written notice of withdrawal and ABEM receives it at least 14 days before the candidate's examination.
 - ABEM cancels an entire examination administration, an examination session, or an individual candidate's examination and the affected candidate does not register for the rescheduled or next available examination.
 - The chief examiner removes the candidate due to illness.
- An oral certification examination fee is not refundable under the following circumstances:
 - ABEM removes the candidate from an examination due to disruptive behavior or irregular conduct.
 - The candidate leaves an examination prior to its completion without being excused by ABEM.
 - The candidate leaves an examination due to illness without being removed by the chief examiner.
- If ABEM cancels an oral certification examination after the session begins due to an emergency evacuation, ABEM cannot ensure a refund of candidates' examination fees.
- Examination fees cannot be deferred to another examination administration.
- Oral certification examination late fees are non-refundable.
- ABEM charges a fee if the candidate requests that his or her examination be hand-scored. Hand-scoring fees are non-refundable.

Fees Related to Lifelong Learning and Self-Assessment

- ABEM charges a registration fee for the Lifelong Learning Self Assessment (LLSA) test, due and payable at the time of registration.
- LLSA fees are non-refundable.

Fees Related to the Continuous Certification (ConCert) Examination

- ABEM charges a registration fee for the ConCert examination, due and payable at the time of registration.
- The examination fee, less a 10% administrative fee, is refundable under the following circumstances:
 - The candidate cancels his or her examination appointment with the testing vendor and submits to ABEM a written notice of withdrawal postmarked no later than the day before his or her examination appointment, or the day before the last day of the examination if the physician has not scheduled an appointment.
 - ABEM excuses the candidate due to illness and, if scoring is an option, the physician does not choose to have the examination scored and does not reschedule an appointment in the same examination administration.

- ABEM cancels the examination appointment and, if scoring is an option, the physician does not choose to have the examination scored and does not reschedule an appointment in the same examination administration.
- Examination fees are not refundable under the following circumstances:
 - ABEM removes the candidate from an examination due to disruptive behavior or irregular conduct.
 - The candidate leaves an examination prior to its completion without being excused by ABEM.
 - The candidate does not appear for the scheduled examination appointment.
 - The candidate appears more than one-half hour late for the scheduled examination appointment.
- A ConCert examination rescheduling fee is due each time a candidate reschedules his or her examination appointment less than 24 hours prior to the existing appointment. This includes rescheduling due to illness or failure to appear at the originally scheduled appointment.
- Examination fees cannot be deferred to another examination administration.
- ConCert examination late fees are non-refundable.
- ABEM charges a fee if the candidate requests that his or her examination be hand-scored. Hand-scoring fees are non-refundable.

Fees Related to the Practice ABEM Computer-Delivered Testing Experience

- ABEM charges a registration fee for the ABEM Computer-Delivered Testing Experience in testing centers, due and payable at the time of registration.
- The ABEM Computer-Delivered Testing Experience fee, less a 10% administrative fee, is refundable under the following circumstances:
 - The candidate cancels his or her testing experience appointment with the testing vendor and submits to ABEM a written notice of withdrawal postmarked no later than the day before his or her examination appointment, or the day before the last day of the examination if the physician has not scheduled an appointment.
 - ABEM excuses the candidate due to illness and the candidate does not reschedule an appointment in the same examination administration.
- ABEM Computer-Delivered Testing Experience fees are not refundable under the following circumstances:
 - The candidate is removed from the testing experience due to disruptive behavior or irregular conduct
 - The candidate leaves the testing experience prior to its completion without being excused
 - The candidate does not appear for the appointment
 - The candidate is more than one-half hour late for his or her scheduled appointment.
- An ABEM Computer-Delivered Testing Experience rescheduling fee is due each time a candidate reschedules his or her appointment less than 24 hours prior to the existing appointment. This includes rescheduling due to illness or failure to appear at the originally scheduled appointment.
- ABEM Computer-Delivered Testing Experience fees cannot be deferred.

Fees Related to Subspecialty Examinations

- Application fees are due and payable upon submission of the application form.
- Application fees are non-refundable.
- Examination fees are due and payable upon submission of the application form, except for Medical Toxicology examination fees. Medical Toxicology examination fees are due upon registration for the examination.
- ABEM charges a reactivation fee to candidates with inactive status who wish to take a subspecialty certification, recertification, or Maintenance of Certification examination. Reactivation fees, including late reactivation fees, are non-refundable.
- Examination fees are refundable in full if ABEM determines that the application does not meet the eligibility requirements.

- The examination fee, less a 10% administrative fee, is refundable under the following circumstances:
 - The candidate cancels his or her examination appointment with the testing vendor and submits to ABEM a written notice of withdrawal postmarked no later than the day before his or her examination appointment, or the day before the last day of the examination if the physician has not scheduled an appointment.
 - The candidate submits a notice of withdrawal from a written (paper and pencil) examination postmarked no later than the day before the examination date.
 - The physician is excused due to illness, and, if scoring is an option, the candidate does not choose to have the examination scored, and he or she does not reschedule an appointment in the same examination administration if there is a multi-day testing window.
 - The administering board cancels the examination or the examination appointment, and, if scoring is an option, the candidate does not choose to have the examination scored, and he or she does not reschedule an appointment in the same examination administration if there is a multi-day testing window.
- Examination fees are not refundable under the following circumstances:
 - The candidate is removed from an examination due to disruptive behavior or irregular conduct
 - The candidate leaves an examination prior to its completion without being excused
 - The candidate does not appear for the scheduled examination appointment
 - For examinations administered in testing centers, the candidate is more than one-half hour late for his or her scheduled appointment.
- For examinations administered in testing centers, the board administering the examination may charge a reseating fee if a candidate reschedules an examination appointment less than 24 hours prior to the existing appointment.

Other Fees

- ABEM charges an administrative fee for final appeal hearings related to credentialing or examination decisions. This fee is not refundable.

APPEALS

Candidates may appeal retained examination fees.

EXCEPTIONS

This policy does not apply to Medical Toxicology examination candidates who applied through the American Board of Pediatrics or the American Board of Preventive Medicine.

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