



Policy on Maintaining Open and Active Subspecialty Certification Applications

BACKGROUND

All American Board of Emergency Medicine (ABEM) diplomates who wish to be certified in a subspecialty must submit an application and, subject to meeting the credential requirements for subspecialty certification, will be approved to enter the certification process as an examination candidate.

Subspecialty certification requires successful completion of one subspecialty examination. The status of subspecialty examination candidates with approved applications on file with ABEM will be considered as either active or inactive.

POLICY

It is the policy of ABEM that subspecialty certification applications that are incomplete at the end of the application period in which they were submitted will not be held on file any longer than one year after the start of the application period in which the physician applied.

A complete and approved subspecialty certification application (hereinafter “application”) will not be held on file any longer than two examination cycles. Therefore, an examination must be taken once every two examination cycles. Taking an examination is defined as completing 80% of the questions on the subspecialty multiple choice examination. If the diplomate does not take an examination during that period of time the application becomes invalid and a new application must be submitted. Current credential requirements must be fulfilled at the time of reapplication.

PROCEDURES

A candidate with an active status

- had an application received and approved during a current application cycle
- reactivated their status

A candidate with an Inactive Status

- declined an examination assignment
- did not respond to an examination assignment
- did not appear for an examination for which he/she was scheduled
- failed an examination

Reactivation Process

ABEM sends candidates with an inactive status the reactivation information during the reactivation cycle. The reactivation cycle corresponds with the application cycle.

Candidates with an inactive status are required to reactivate their status and submit the reactivation fee before they will be scheduled for a future examination.

All candidates with an active status at the time of scheduling for a specific examination will be seated for the examination. If seats are limited, assignments will be made according to the postmark date on the application or the reactivation request. If the examination is administered at computer testing centers, scheduling is on a first call, first served basis.

If the eligibility criteria of a subspecialty permits a diplomate of another American Board of Medical Specialties member board to submit an application to ABEM to take a subspecialty examination, that diplomate must comply with the examination activity requirements of this policy.

EXCEPTION

None

APPEALS

The American Board of Emergency Medicine maintains an appeal process for candidates who do not fulfill the requirements described in this policy.