



## Policy on Maintaining Open and Active Subspecialty Recertification Applications

### BACKGROUND

All ABEM diplomates certified by ABEM in Medical Toxicology, Pediatric Emergency Medicine, Sports Medicine, and/or Undersea and Hyperbaric Medicine who wish to be recertified must submit a subspecialty recertification application, and subject to meeting the requirements for recertification, will be approved to enter the recertification process.

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

### POLICY

It is the policy of the American Board of Emergency Medicine (ABEM) that diplomates must take a subspecialty recertification examination within three years of the expiration of their subspecialty certification. If the diplomate does not attempt a subspecialty recertification examination during that period, and does not continue to attempt a subspecialty recertification examination at least once every other administration of the examination, the diplomate must successfully complete the subspecialty certification examination to regain subspecialty certification.

### PROCEDURES

#### *A candidate with an active status*

- had an application received and approved during a current recertification 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 inactive subspecialty recertification applications reactivation information during the reactivation cycle. The reactivation cycle corresponds with the recertification subspecialty application cycle.

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

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

If a diplomate of another American Board of Medical Specialties member board became certified in Medical Toxicology through ABEM, the diplomate must comply with the examination activity requirements of this policy.

If ABEM closes the candidate's subspecialty recertification application, a new recertification application must be submitted, reviewed and approved to re-enter the recertification process. Upon re-entering the subspecialty recertification process, the subspecialty certification examination must be successfully completed to regain subspecialty certification status.

ABEM will not hold an application any longer than two examination cycles. Therefore, an examination must be taken once every two examination cycles.

**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.