

**American Board of Physical Medicine and Rehabilitation (ABPMR)
External Policies**

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The content herein is subject to change. It is the individual's responsibility to seek information concerning the most current certification requirements and policies. The most current information supersedes the information in all previously published booklets concerning Board requirements, policies, and procedures.

Disclaimer

The ABPMR reserves the right to change any information, including dates, exam format, fees, policies, procedures, and requirements, without prior notice or issuance of a revised publication. It is the applicant's responsibility to seek the most current information. The most current information supersedes all previously published information.

The ABPMR does not discriminate among applicants on the basis of age, sex, race, religion, national origin, disability, or marital status.

Privacy Policy

The American Board of Physical Medicine and Rehabilitation (ABPMR) stores personal identification and contact information of residents, examination candidates, and diplomates.

Examination Administration and Maintenance of Certification

Background information on each individuals' graduate medical education is collected and stored to determine eligibility for certification. In connection with examination registration and administration, the ABPMR stores each candidate's name, gender, mailing address, email address, and date of birth. A candidate's phone, mailing, and/or email addresses will be used to provide information relating to examination registration, examination administration, and/or maintenance of certification. Herein this information is known "personal information."

Third-Party Disclosure

In order to deliver and score examinations, the ABPMR releases personal information to third-parties, including Pearson VUE, Prometric, and other member boards of the American Board of Medical Specialties (ABMS). For examinations where the ABPMR is not the administering board, the ABPMR releases personal information to the administering board to allow candidates to schedule and take an examination.

The ABPMR releases basic personal information to outside organizations that provide ABPMR-approved self assessments, practice improvement projects, or other activities in order for diplomates to maintain their certification. The ABPMR also releases personal information to the American Board of Medical Specialties (ABMS) for the purpose of aggregate tracking and online publication in *The Official ABMS Directory of Board Certified Medical Specialists* published by Elsevier Science.

Examination Results

The ABPMR regards the results of an individual's examination as private. In response to third party inquiries about examination results, the ABPMR only reports passing attempts and does not report numerical scores. The ABPMR does release individual examination scores to residency training programs. The ABPMR publishes summary examination results (pass rates) on the ABPMR website and provides de-identified, aggregate examination results to Accreditation Council for Graduate Medical Education (ACGME). The ABPMR may choose to provide de-identified examination results for research use.

The ABPMR reserves the right to disclose information to appropriate investigators or entities (eg, state medical boards or other credentialing bodies). The ABPMR will disclose all relevant information in its possession for which the ABPMR does not have claim of legal privilege in response to a lawful subpoena, court order, or an authorized request by a government or regulatory entity.

Computer Use Information

The ABPMR can access basic information about website users including the user's IP address, browser type, and type of operating system. For purposes of user authentication, the ABPMR website places temporary cookies in the user's browser during use of the ABPMR website. The ABPMR stores tracking information necessary to document credit card transactions, but does not store full credit card numbers.

The ABPMR website contains links to other websites. The ABPMR has no control over and is not responsible for the privacy or content of such sites.

Questions regarding the Privacy Policy should be directed to the ABPMR at office@abpmr.org.

Licensure Policy

Certification and maintenance of certification is contingent upon medical licensure and continuing compliance with all Board policies, rules and codes. Physicians must hold a valid, unrestricted allopathic and/or osteopathic medical license in at least one jurisdiction in the United States, its territories, or Canada. If more than one license is held in these jurisdictions, all licenses must meet the requirement of being unrestricted. Should any medical license become restricted at any time, the Board may undertake proceedings consistent with due process to revoke the certificate(s) and/or take other actions against the physician. Physicians are responsible for immediately notifying the ABPMR of any restriction placed on any medical license held. Upon successful reinstatement or remedy of the encumbered medical license(s), and upon the ABPMR being notified of such by the former diplomate, and subsequent verification of such by the ABPMR, a physician may file an appeal for reinstatement of certification (see Appeals 4.002 – section “Revocation of Certification”).

A physician’s license may be deemed “restricted” for purposes of this policy if, as a result of action by a State or other legally constituted Medical Board (hereafter “State Medical Board”), the physician:

- a. has had his/her license revoked or surrendered his/her license in lieu of investigation, disciplinary action or revocation or as part of a settlement of a disciplinary action;
- b. has had his/her license suspended or placed on probation;
- c. has had special conditions or requirements placed on his/her license (such as, but not limited to, supervision, chaperoning during the examination of patients, additional training beyond that required of all physicians for the maintenance of licensure), regardless of whether or not such conditions or requirements are imposed by order of the State Medical Board or are the result of a voluntary agreement and/or stipulation between the physician and the State Medical Board.

At the sole discretion of the ABPMR, the ABPMR may review instances of licensure actions to determine whether such actions constitute a restriction in violation of this policy.

Foreign Licensure

For purposes of maintaining certification(s), physicians practicing exclusively abroad, i.e., who are not practicing in the US or Canada, and who do not hold a US or Canadian license, must provide proof of licensure in the country in which they practice.

Additionally, the following requirements must be met:

- a. The physician must comply with all legal and regulatory requirements governing the practice of medicine in the country in which the physician is practicing
- b. The physician’s license to practice medicine in any state or territory of the United States or Canada must not be suspended or revoked and not lapsed or surrendered in one or more jurisdictions to avoid sanctions by the jurisdiction’s licensing authority.

Institutional Licensure

The ABPMR may allow a physician to become certified while holding a training or “institutional” license during the period that the physician is undertaking subspecialty training.

The following requirements conditions apply:

- a. The physician must provide proof of the training license.
- b. The physician must provide proof of full and unrestricted licensure within 60 days following the last day of the physician’s full participation in the training program.
- c. The ABPMR will revoke or suspend the certification of any physician who has not provided proof of full licensure within 60 days of completion or discontinuation of training.

Disciplinary/Sanctions Policy

Scope

The ABPMR may impose sanctions upon physicians who engage in professional misconduct related to ABPMR certification. Sanctions may include, but are not limited to

- a letter of reprimand
- sanctions outlined in the [ABPMR Examination Irregularity Policy, Nondisclosure Policy, and Cooperation Agreement](#)
- referral of matters to appropriate authorities, including state medical boards
- other actions that the ABPMR believes to be warranted in order to protect third parties, the public, or the ABPMR

Basis for Sanctions

Sanctions may be imposed on the basis of any of the following, but not limited to:

1. Misstatement of fact in the application for such certificate or otherwise, or to any third party concerning the diplomate's certification status.
2. Failure to maintain moral, ethical, or professional behavior satisfactory to the ABPMR or involvement in misconduct that adversely affects professional competence or integrity.
3. Violation of the [ABPMR Examination Irregularity Policy, Nondisclosure Policy, and Cooperation Agreement](#).

Board Certification Status

Diplomates of the ABPMR must accurately state their certification status at all times. This includes descriptions in curriculum vitae, advertisements, publications, directories, letterhead, business cards, websites, and any other format. Diplomates with expired or revoked certification may not claim board certification by the ABPMR and must revise all descriptions of their qualifications accordingly. When an individual misrepresents certification status, the ABPMR may notify local credentialing bodies, licensing bodies, law enforcement agencies, and/or others. The ABPMR may also take legal action against individuals who misrepresent certification status. For more information regarding how to state your certification see "[Guidelines for Stating Certification Status](#)".

Confidentiality, Assignment, and Conflict of Interest Policy

This policy applies to all American Board of Physical Medicine and Rehabilitation (ABPMR) staff, consultants, and volunteers, and those serving on the ABPMR Board of Directors, committees, and task forces.

ABPMR Examination Content

No examination content may ever be disclosed to another source. Volunteers may not disclose in any manner, directly or indirectly, to anyone outside of the ABPMR, its committees, task forces, or staff, any confidential information related to any of the ABPMR certification examinations, including the content and wording of examination questions/material. This restriction shall apply at all times and in any circumstances even after participation with the ABPMR has concluded, unless otherwise directed by the ABPMR.

Board Examination Preparation Activities

Current ABPMR volunteers must not participate in board examination preparation activities—including but not limited to books, online materials, or courses—as such activities are considered to be an actual or perceived conflict of interest. This conflict of interest exists because there are both financial concerns (unique opportunity to benefit from offering preparation activities for an examination which the individual has helped to create) and content contamination/testing concerns (possible use of the same materials in the preparation activities as in the examination itself). This prohibition shall be effective during the time of and for two years following the conclusion of the volunteer's service to ABPMR. Individuals who participate in subspecialty examination preparation activities are excepted from this prohibition when volunteering as an examiner, but not vignette writer, for the Part II oral examination.

Educational Activities

Educational activities must be kept free from reference to board examination content or preparation. The volunteer should use good judgment, and if any concerns arise, disclose their role with the ABPMR and state that their participation in the activity is not sanctioned by or representative of the ABPMR.

ABPMR Online Writing Portal

It is the ABPMR's expectation that when volunteers are granted access to proprietary information (exam content, etc.) that access is restricted to only the specific volunteer. The security and integrity of ABPMR exam content is dependent upon full compliance by all. ABPMR volunteers must not provide access information or instructions to any other persons, including but not limited to, assistants, colleagues, and residents. Any unauthorized receipt, possession, uploading/downloading, or transmission of ABPMR examination content or materials, in whole or in part, by any means, including but not limited to reconstruction from memory, is strictly forbidden. Once a volunteer or employee has resigned, or no longer serves the ABPMR, their portal access will be disabled immediately.

Assignment

Any materials the volunteer prepares for the ABPMR must be original, not copyrighted, and shall be owned by the ABPMR. The ABPMR is hereby assigned all right, title, and interest to any information or material developed, conceived, modified, or created relating to the ABPMR certification program and its certification examinations.

Conflict of Interest

At the beginning of the volunteer appointment, and to be renewed annually, ABPMR volunteers may not engage in actions that may constitute actual, apparent, or potential conflicts of interest with the mission or activities of the ABPMR, and must disclose to the ABPMR any such conflicts of interest and any business, financial, or organizational interest and affiliations which are or could be construed to be a conflict of interest. This includes any relevant financial relationships with a commercial interest (any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by, or used on, patients). Volunteers should make an effort to recognize if their spouse/significant other has any material conflicts that would affect their participation with the ABPMR.

As a condition, and in consideration, of being selected and serving with the ABPMR, and in recognition of the importance of the ABPMR certification program to the profession and the public, please indicate your agreement with this policy by signing below. Note: ABPMR diplomates must meet the board's requirement of continuous certification in physical medicine and rehabilitation.

Signature _____ Date _____

Print Name _____

Examination Volunteer Policy

The American Board of Physical Medicine and Rehabilitation (ABPMR) requires all board directors and examination volunteers to pay for, take, and pass their respective certification and continuing certification assessments.

Volunteers must not have any actions toward their board certification. Any action during the volunteer term will result in removal from the position.

Additional volunteer requirements include:

Part I Item Writers and CertLink Writers	Part II Examiners or Vignette Writers	Subspecialty Item Writers and Associate Committee Members
Five years' experience in PM&R		Must be certified in the subspecialty
No failures on primary exams		No failures on the primary or subspecialty exam
Maintain primary PM&R certification and fully and actively participate in the ABPMR Continuing Certification (CC) Program		Item writers or associate members for subspecialty examinations must fully and actively participate in the ABPMR CC Program
	Part II Vignette writers must have completed one three-year term as an examiner	

Request for Reimbursement of Expenses

Name	Meeting Attended
Address	Location
City State Zip	Dates
Phone	

Please itemize reimbursable expenses and attach all receipts.

Dates								Total
Hotel								
Meals: Breakfast								
Lunch								
Dinner								
Airfare								
Taxi, Parking, Rental, etc.								
Personal Auto Expenses*								
Telephone, Internet								
Tips								
Other								

*Please use the Mileage Calculator below to figure personal auto expenses.

Subtotal	
Less Amount Reimbursed by Others	
Less Personal	
Total Reimbursement Due	

Mileage Calculator

Date						
From						
To						
Total Miles						
Amount*						

*Amount should be figured at .585 cents per mile for travel connected with this trip.
Enter total mileage amount under Personal Auto Expenses above.

For purposes of annual auditing of our books, it is imperative that you enclose airline receipts, hotel receipts, and any other receipts or records that you have relative to your expenses for attendance at the meeting.

This form should be signed, dated, and all receipts should be attached. Send original to ABPMR and keep a photocopy for your records.

Signature: _____ Date: _____

For office use only

Approved: _____

Examination Irregularity Policy, Nondisclosure Policy, and Cooperation Agreement

ABPMR Examination Irregularity Policy

All American Board of Physical Medicine and Rehabilitation (ABPMR) certification examinations, including the content and wording of examination questions, constitute confidential ABPMR information protected by copyright law. Any unauthorized receipt, possession, or transmission of ABPMR written, computer-based, or oral examination questions, content, or materials, either before the examination, on site, or after an examination administration, is strictly forbidden. Use of ABPMR examination materials for the purpose of examination preparation or training is also strictly forbidden.

To ensure examination integrity, the ABPMR uses data forensic techniques to identify patterns of test fraud, including cheating and copyright infringement. The ABPMR will investigate all reports of irregular and/or improper behavior that is observed, made apparent by data forensic analysis, or uncovered by other means.

Violation of the ABPMR Examination Irregularity Policy, Nondisclosure Policy, and/or Acknowledgement/Cooperation Agreement, the giving or receiving of aid in any ABPMR examination, or engaging in other conduct that subverts or attempts to subvert the examination or the ABPMR certification process is sufficient cause for the ABPMR to:

- bar an individual from the examination and/or future examinations,
- terminate participation in the examination,
- withhold and/or invalidate the results of the examination,
- withhold a certificate,
- revoke a certificate, or
- take other appropriate action.

The ABPMR reserves the right to take whatever measures are necessary to protect the integrity of its examinations.

ABPMR Nondisclosure Policy

All ABPMR examinations are confidential and are protected by copyright law. The examinations are made available to you, the candidate, solely for the purpose of becoming certified or maintaining certification in the specialty or subspecialties of physical medicine and rehabilitation. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting any ABPMR examination content, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.

Acknowledgement/Cooperation Agreement

I understand and agree that the ABPMR has the final authority to determine whether I have the privilege of sitting for an examination and whether the score I receive is valid. In the event that the ABPMR investigates potential examination irregularity, I agree to cooperate fully with the ABPMR and to provide information in my possession to the ABPMR.

I have read the policies and agreement carefully and understand, agree to, and accept the obligations the policies and agreement impose on me.

Signature

Date

Appeals Policy

Purpose

This policy outlines the types of decisions that a physician may request to be reconsidered. A request for reconsideration must be made by submitting a formal appeal that meets the procedures outlined in this policy.

Procedures

All appeals must be made in writing within the specified timeframe of the original decision or, as the case may be, the end of eligibility. Appeals can be submitted either: (a) via email to office@abpmr.org; or (b) via US Mail to American Board of Physical Medicine and Rehabilitation, Attn: Credentials, 3015 Allegro Park Lane SW, Rochester, MN 55902. Appeals are deemed submitted as follows: (a) in the case of emailed appeals, when sent based on the timestamp of the sent email; and (b) when sent via US Mail, when postmark dated. All appeals must include a statement, any supporting documentation, and a check for the appeal fee made out to American Board of Physical Medicine and Rehabilitation. The Executive Committee, or its designee(s), will review the materials and make a decision, which will be final and binding on the board and the applicant.

Types of Appeals

Board Eligibility

A physician who has reached the limit of their board eligibility period and believes their extraordinary circumstances limited them from taking or passing the exam, may appeal for an exception to extend the original eligibility period. The appeal must be accompanied by a nonrefundable \$200 appeal fee and submitted within 30 days of the end of the eligibility period. The statement and fee must be submitted prior to the end of the published “on-time” application window for the applicable certification exam. The decision will be binding on the board and the applicant.

Application for Certification

A physician who has submitted an examination application and whose credentials for admission to the examination are rejected may appeal that decision. The written request for an appeal must be accompanied by a nonrefundable \$200 appeal fee and submitted within 30 days of the decision.

Request for Accommodation Due to Disability

An applicant who is exam admissible and whose formal request for accommodation due to a disability is denied may appeal that decision. The written request for an appeal must be submitted within 30 days of the decision. No fee is required.

Examination Irregularity

A physician who has been given notification of suspected exam irregularity may appeal. The written request for an appeal must be accompanied by a nonrefundable \$500 appeal fee and submitted within 30 days of the decision.

Revocation of Certification

A diplomate who has had their certification revoked may appeal to be reinstated by submitting a written appeal. The written appeal must be accompanied by a nonrefundable \$500 appeal fee and submitted within 30 days of the diplomate’s receipt of revocation. If certification is reinstated, the \$500 appeal fee will be applied to the reinstatement fee.

Examination Results

Computer-Based Examination: Review of Examination Result

A candidate who receives a failing score may request to have their examination responses reviewed. A review is limited to verifying that the candidate's responses were correctly recorded and that the scoring process accurately transformed the candidate's responses into a scaled score. A review is not an evaluation of the content of examination items or the corresponding answers. A review also does not involve a re-evaluation of the passing standard for the examination. The written request for a review must be accompanied by a nonrefundable \$250 appeal fee and submitted within 14 days of the official release of examination results.

The Part II (Oral) Examination: Review of Examination Result

A candidate who receives a failing score may request to have their examination responses reviewed. A review is limited to tracking the candidate's scores from origination through each step of the scoring process. A review is not an evaluation of the content of examination items or the corresponding responses. A review also does not involve a re-evaluation of the passing standard for the examination.

The written request for review must be accompanied by a nonrefundable \$250 appeal fee and submitted within 14 days of the official release of examination results.

The Part II (Oral) Examination: Administration Irregularity

A candidate who believes that a significant irregularity occurred during the administration of the Part II Examination must follow a two-part process by submitting a notice of intent to appeal followed by a formal written appeal. A candidate who does not follow the two-part process may not appeal the Part II Examination based on an administration irregularity.

First, a candidate who believes that a significant irregularity occurred during the administration of the Part II Examination may file a notice of intent to appeal by sending an email to office@abpmr.org. The notice must be sent within 24 hours of the conclusion of candidate's examination and describe all circumstances believed to be nonstandard.

Second, a candidate who has filed a written notice as outlined above **and has received a failing grade**, may file a formal appeal. The written request for an appeal must be accompanied by a nonrefundable \$250 appeal fee and submitted within 14 days of the official release of examination results..

Part II Examination Appeal Form

The Appeal Policy for the Part II Examination of the American Board of Physical Medicine and Rehabilitation (ABPMR) is listed below:

Step One - Notice of Intention to Appeal

A candidate who believes that a significant irregularity occurred during the administration of the Part II Examination may file a notice of intent to appeal by sending an email to office@abpmr.org. The notice must be sent within 24 hours of the conclusion of candidate's examination and describe all circumstances believed to be nonstandard

Step Two - Appeal of The Part II Examination

A candidate who has filed a written notice as outlined above **and has received a failing grade**, may file a formal appeal by submitting the following:

- A letter to the ABPMR office requesting an appeal of his/her Part II Examination
- A nonrefundable \$200 appeal fee

The letter requesting an appeal with the appeal fee must be postmarked within 30 days of the date indicated on the letter notifying the candidate that he or she failed the Part II Examination.

Decision

If the Part II Examination Committee determines that a significant deviation occurred during the administration of the Part II Examination the candidate will be informed of a remediation.

I have reviewed and understand the above Appeal Policy of the American Board of Physical Medicine and Rehabilitation. I am aware that I may ask questions regarding this policy if I do not understand it. I have no such questions.

Signature _____ Date _____

Procedures for Requesting Testing Accommodations

Introduction

The ABPMR makes reasonable accommodations in examination procedures for individuals with disabilities as defined in the Americans with Disabilities Act (ADA) or other applicable law. Candidates with disabilities may request modifications in the administration of ABPMR examinations and assessments. The ABPMR will grant such requests unless the modifications would place undue burden on the ABPMR or fundamentally alter the measurement of the knowledge and skills the examination is intended to assess. This document outlines the process for requesting examination modifications.

Timelines

Candidates requesting accommodations must submit an examination application, an official request for accommodations, supporting documentation for the requested accommodation, and the examination fees to the ABPMR before the published final deadline to apply for the intended examination or assessment. Upon receipt of sufficient documentation from the candidate, ABPMR agrees to provide a response following an initial review within 10 business days of the date documents are received.

Upon review of an application for testing accommodations, additional information may be requested of the candidate or the qualified professional to determine the appropriate accommodations. The absolute deadline to mutually finalize testing accommodation arrangements is 90 days prior to the first examination date, or 30 days before a given quarterly assessment. If testing accommodations arrangements are not finalized prior to the absolute deadline, the candidate may choose to take the examination without accommodations or may choose not to take the examination (thereby forfeiting the processing fee and any late fee).

Examinations Offered by Other ABMS Boards

ABPMR is a co-sponsor of examinations and longitudinal assessments administered by other ABMS medical specialty boards. Accommodations for these examinations and longitudinal assessments not administered by ABPMR must follow the established delivery guidelines of the administering board. As a result, accommodations available for these examinations and assessments may vary.

General Requirements

All candidates requesting accommodation(s) must complete the testing accommodations section of the Online Application and provide documentation supporting the request for accommodation as indicated below. As part of its individualized assessment, the ABPMR may ask clarifying questions of the candidate or request additional documentation to determine reasonable accommodations. The ABPMR will not contact the candidate's qualified evaluator or healthcare provider unless it is determined to be necessary, and the candidate has provided written consent to the contact. In that case, the candidate's consent will be requested via an information release form. Incomplete or insufficient documentation will delay the processing of the requested accommodation(s).

All documents must be in English. Candidates are responsible for providing certified English translations if documentation is in another language.

Documentation and other evidence substantiating the disability may include, but is not limited to:

- A report written by a professional appropriately qualified to evaluate the disability. The report must be typed with letterhead or other representation of the professional's business and include the name of the candidate, the date of most recent assessment, and the types of assessments completed, if applicable. The qualified professional must include their name, title, professional credentials, the

date the report was written and a signature. The qualified professional must address the functional impairment of the listed disability or medical condition(s) as it relates to the potential impact on performance in standardized testing.

- Documentation from a qualified professional must be current in most situations. Reasonable accommodations are based upon the current impact of the candidate's disability relating to standardized testing. Symptomology may vary over time in different settings resulting in an adaptation or worsening of a disability warranting differing accommodations, therefore documentation must generally be current within 5 years.
- A history of any previous settings in which formal or informal accommodation in school or on standardized examinations (e.g., MCAT, USMLE) have been granted. If accommodations have not been provided on prior examinations or assessments, the qualified professional should generally provide a detailed explanation to identify why they were not sought in the past and are needed at this time.
- Recommended accommodations with a rationale for why each accommodation is necessary and will provide the candidate with meaningful access to the examination or quarterly assessment. Recommendations must be specific (i.e., if extended time is needed, we need to know how much).
- Accommodation options may vary depending on the type of examination or assessment. Reasonable accommodations will be individually determined based on the type of functional limitations related to the disability and the type of examination or assessment being delivered.

Typical Documentation Requirements for Different Disabilities

- Different disabilities often need different types of documentation. The list below states the documentation the ABPMR typically accepts for different disabilities. In some circumstances, alternate forms of documentation may be acceptable.

Requirements for Learning Disabilities

- A psychoeducational evaluation and report are required. The evaluation should be completed by a qualified professional (e.g., licensed psychologist, board-certified psychiatrist, certified learning disabilities specialist). The report should be current (e.g., completed when the candidate is an adult along with any current evaluations completed within 5 years).
- The report must include a complete intellectual assessment using a methodology generally accepted in the profession of the qualified professional completing the report. It is required that the major test instruments be statistically valid, reliable, and standardized for adult populations. Test performance must be reported in standard scores and/or percentiles.
- The report should contain informational methods of assessment and analysis such as interviews, direct observations, curriculum-based assessment, and diagnostic testing.
- The report must include a history of the candidate's educational performance documenting the nature of school difficulties and the history of prior accommodation.
- The report must document cognitive discrepancies, deficient information and language processing, or a discrepancy between IQ and achievement that is consistent with current concepts of learning disabilities. The candidate's profile of strengths and weaknesses must provide a rationale for the accommodation that is recommended.

Requested accommodations for English as a second language (ESL), or slower reading and comprehension without underlying deficits are not learning disabilities and therefore not covered under the ADA or ADAAA.

Requirements for Attention-Deficit/Hyperactivity Disorder

- The diagnostic evaluation should involve one or more qualified professionals (e.g., physician, psychologist, neuropsychologist, learning specialist) and include historical, observational, medical, neuropsychological, and educational testing information.
- The report should document the nature of school difficulties and the history of prior accommodations.
- The report should include a summary of clinical interviews, observations, and information from the candidate, including evidence of the current impairment and impact it may have on standardized testing.
- The report must include a review of the current DSM criteria for ADHD.
- Each test must be listed, and results must be reported using standard scores and/or percentiles. Although very helpful, scores from tests and subtests such as the Wechsler Adult Intelligence Scale-III (WAIS-III), memory functions tests, attention or continuous performance tests should not be used as the sole basis for diagnostic decisions. Checklists and/or surveys completed by the candidate can be supplemental to a diagnosis of ADHD, however they are not adequate to diagnosis of ADHD alone.

Requirements for Physical Disabilities

- Documentation must be in alignment with the General Requirements, along with the functional limitations resulting from the disability and accommodation recommendations to allow meaningful access to the examination or assessment.
- Physical disabilities may change over time, as well as what is considered reasonable accommodation, therefore documentation must generally be current within the last 5 years (possibly more recent depending on the condition).

Requirements for Visual and Hearing Impairments or Deafness

- Documentation must be in alignment with the General Requirements, along with the functional limitations resulting from the impairment/disability and accommodation recommendations to allow meaningful access to the examination or assessment.
- The report must include a clear statement of the impairment or disability, along with relevant history, current impact of the candidate's impairment on a standardized test, results from relevant testing, and whether the functional limitations may vary over time.

Requirements for Psychiatric Disabilities

- Documentation must be in alignment with the General Requirements, along with the functional limitations resulting from a psychiatric disability and accommodation recommendations to offset the limitations.
- The report must include a professionally recognized diagnosis, a list of all procedures or testing used to render the diagnosis along with the results, if applicable, along with the current impact or impairments of the disability as it relates to standardized testing, and reasonable accommodation recommendations tied to these impairments.
- Psychiatric disabilities may change over time, as well as what is a reasonable accommodation, therefore documentation must generally be current within 12 months.

Review of Documentation

Each Testing Accommodations request is carefully reviewed and individually assessed before decisions on accommodation are made. If the ABPMR does not find appropriate and sufficient evidence on which to base a decision to grant accommodations, the candidate will be informed of the need for additional information.

All information submitted by a candidate for the purpose of requesting an accommodation shall remain confidential and shall only be used by the ABPMR to determine if the candidate has a covered disability and if there is an accommodation that can be provided to the candidate that will not fundamentally alter the examination or assessment or be an undue burden to the ABPMR.

Any candidate whose request for accommodations is denied may choose to follow the steps outlined in the ABPMR Appeals Policy (EXPOL 4.002).

Application for Accommodations

This form must be completed by individuals requesting special accommodations for examination administration under the Americans with Disabilities Act (ADA). All applications **must be accompanied by the supporting documentation** described in the ABPMR *Procedures for Requesting Accommodations under the ADA*.

Name: _____ Date of birth: _____

Examination for which you are requesting accommodations: _____

Disability Type:

- | | | |
|---|--|---|
| <input type="checkbox"/> hearing disability | <input type="checkbox"/> learning disability | <input type="checkbox"/> chronic health problem |
| <input type="checkbox"/> visual disability | <input type="checkbox"/> physical disability | <input type="checkbox"/> temporary injury |
| <input type="checkbox"/> other _____ | | |

Describe prior test accommodations you have received:

- | | |
|--|-------|
| <input type="checkbox"/> physician licensure exams (eg, NBME, FLEX, USMLE) | _____ |
| <input type="checkbox"/> Medical College Admission Test (MCAT) | _____ |
| <input type="checkbox"/> other (eg, SAT, ACT) | _____ |

Describe prior educational accommodations you have received:

- | | |
|--|-------|
| <input type="checkbox"/> residency training | _____ |
| <input type="checkbox"/> medical school | _____ |
| <input type="checkbox"/> other (eg, college, K-12) | _____ |

What type of accommodation do you request for the ABPMR examination?

I attest that the provided information is accurate. I understand that the ABPMR may ask clarifying questions of me in order to determine reasonable and feasible accommodations. I understand that the ABPMR will not contact my physician(s) unless it is determined to be necessary. In that case, my consent would be requested via an information release form.

Signature: _____ Date: _____

Interrupted Computer-Based Examinations Policy

An ABPMR computer-based examination may be interrupted or cancelled due to circumstances outside of the ABPMR's control. If an ABPMR computer-based examination is interrupted due an emergency situation such as evacuation or natural disaster, candidates should take all necessary precautions to ensure their personal safety. The ABPMR and the testing vendor will make every attempt to reschedule a cancelled examination at the earliest possible time.

If an ABPMR computer-based examination is interrupted due to a utility outage such as a power or internet failure, impacted candidates must wait 90 minutes before leaving the testing center to determine if the examination may continue. If a candidate leaves before the 90-minute period expires, the examination will be considered complete. If the interruption is longer than 90 minutes or prevents the examination from continuing, the examination will be cancelled and/or rescheduled at the discretion of the ABPMR.

The ABPMR reserves the right to cancel any examination if holding an examination would place candidates, test center staff, or the security of the examination at risk. If the ABPMR is not the administering board of the examination, the candidate should contact the administering board and is subject to that board's policies. In the event of an interruption or cancellation, candidates are not compensated for examination costs, travel costs, loss of time, loss of certification benefits, or any other incurred costs.

Interrupted Part II (Oral) Examination Policy

If the ABPMR Part II (Oral) Examination is interrupted due to situations such as emergency evacuation, natural disaster, or power outages, it may be necessary to interrupt or stop the examination. If the interruption is short, the remaining portion of the examination may continue. If the interruption prevents the examination from continuing, the examination will be cancelled and/or rescheduled at the discretion of the ABPMR.

The ABPMR reserves the right to cancel an examination if holding an examination would put candidates, examiners, staff, or the security of the examination at risk. The ABPMR will make every attempt to reschedule the cancelled examination at the earliest possible time. Candidates will not be compensated for travel costs to the examination, loss of time, loss of certification benefits, or any other incurred costs.

Process

Candidates will

- be notified by the ABPMR as soon as possible regarding the new examination date
- apply online at www.abpmr.org to reschedule the Part II Examination
- receive a carry-over of the exam fees
- receive an admission card with date and time of the rescheduled examination

Board Eligibility Policy

Introduction

In September 2011, the American Board of Medical Specialties (ABMS) Board of Directors established that each member board must implement a policy outlining the use of a board eligibility status to be effective January 1, 2012.

A defined status of “board eligibility” tightens the connection between training and certification. It is not in the best interests of the medical specialty, the credentialing community, patients, or the public for the “board eligibility” status to continue indefinitely. The status of “board eligibility” is not valid any time after initial certification is achieved.

Eligibility Periods

- Physicians who completed training prior to January 1, 2012, must have successfully completed the initial certification process to become board certified by December 31, 2019.
- Physicians who complete residency training on January 1, 2012, and thereafter, have seven calendar years to successfully complete the initial certification process and become board certified after completion of residency training.

Following Expiration

After the period of board eligibility has expired, candidates who have not successfully completed the initial board certification process can no longer identify themselves as board eligible. Following expiration of the board eligibility period, physicians:

- must cease and desist from making any representations of board eligibility
- are no longer eligible for certification without first completing all re-entry requirements as defined by the ABPMR
- will no longer be reported as “board eligible” by the ABPMR

Exceptions

Board eligibility status may be extended beyond the original period of eligibility in the following ways:

- Approval of a formal appeal (see Appeals Policy)
- Documented successful completion of 12 months of retraining in PM&R
 - Retraining experiences must be preapproved by the ABPMR
 - Retraining experiences must begin no later than the next calendar year following the expiration of board eligibility
 - Completion of retraining may extend the board eligibility period up to three contiguous calendar years beyond the expiration of the original board eligibility period
- In circumstances such that a physician passes the Part I Examination in the final year of their board eligibility, the board eligibility period will be automatically extended two calendar years beyond the expiration of the original board eligibility period.

Subspecialty Board Eligibility Policy

Introduction

In January 2012, the ABPMR announced primary board certification eligibility limits (see [policy 4.008](#)). In January 2014, the ABPMR adopted similar eligibility limits for subspecialty exams. The time limits tighten the connection between concentrated practice, training, and certification.

Policy

This policy defines a time limit by which a physician must successfully apply for and pass a subspecialty certification examination. This policy is applicable to physicians who qualify for a subspecialty examination by way of ACGME–accredited training and to physicians who were previously admissible to a subspecialty examination by way of practice or non-accredited training. The policy affects different candidates in different ways as described below:

Group	Eligibility Period
Physicians who finished ACGME–accredited fellowship training on 1/1/2014 and beyond	7 calendar years after the completion of fellowship training
Physicians who finished ACGME–accredited fellowship training prior to 1/1/2014	Through 12/31/2020
Physicians who were admissible on 1/1/2014 and beyond under temporary criteria	Next 2 administrations beyond the expiration of temporary criteria
Physicians who were previously admissible under temporary criteria prior to 1/1/2014	Through 12/31/2020

After the period of subspecialty board eligibility has expired, candidates who have not successfully completed the corresponding subspecialty examination are no longer eligible to apply for the subspecialty examination. Per rules from the American Board of Anesthesiology, pain medicine applicants may not reapply under previous temporary application criteria.

Refunds and Forfeiture of Fees

This policy is applicable for all ABPMR examinations. This policy contains information on the breakdown of total fees paid at the time of application; steps to initiate a request to withdraw an examination application; the portion of the total fees paid that are refundable, nonrefundable, or eligible for carryover based on when the applicant withdraws an application; and using a fee carryover.

Breakdown of total fees paid at time of application

The total fees paid for an examination include:

- Examination fee
- Processing fee
- Late fee (if applicable)

The processing fee and the late fee (if paid) are nonrefundable and may not be carried over to a future examination. Refer to the ABPMR Examination Calendar to see the fee breakdown for each examination type.

Active Duty Provision

Applicants for ABPMR examinations who are deployed, redeployed, or called to active military duty at a time that conflicts with available examination dates may receive a carryover of all fees paid. See sections “Fee carryovers” and “Time frame for using a fee carryover” below for more information. Physicians must notify the ABPMR office in writing of such circumstances.

Withdrawing an application

The applicant must initiate a request to withdraw an application by phone (507-282-1776) or by email (office@abpmr.org). The ABPMR will provide written confirmation of receipt of the withdrawal request and, if applicable, information on the partial refund or the fee carryover. If an applicant does not receive written confirmation of their request to withdraw an application, the applicant is responsible for confirming it was received by the ABPMR. A request to withdraw from an examination cannot be processed by the testing center.

Admission eligibility (admissibility) to the current examination is immediately revoked once intent to withdraw is confirmed by the ABPMR. The corresponding seat appointment will be cancelled at the same time that the ABPMR confirms that the application is withdrawn.

Determining the amount of refund or carryover based on when the applicant withdraws an application

As defined below, partial refunds or fee carryovers are based on the application status at the time the applicant withdraws. Refer to the ABPMR Examination Calendar to see the final admissibility date for each examination type.

If an applicant is declared not admissible

If an applicant is declared not admissible to an examination, the examination fee will be refunded by the original payment method. The ABPMR does not assume responsibility for notifying an applicant of inadmissibility due to an incomplete application or insufficient qualifications.

If an applicant withdraws before admissibility

If an applicant withdraws an application prior to the final admissibility date, the applicant may choose to have the examination fee refunded by the original payment method or accept a fee carryover. Only the examination fee is eligible for refund or carryover. All other fees paid may not be carried over.

If an applicant withdraws after admissibility and ten business days prior to the scheduled examination

If an applicant withdraws after the final admissibility date and at least ten business days prior to the scheduled examination, then a fee carryover may be issued to the applicant. Only the examination fee is eligible for carryover.

If an applicant withdraws less than ten business days prior to the scheduled examination

If an applicant withdraws less than ten business days prior to the scheduled examination, no refund or carryover of the examination fee is available.

Fee carryovers

Fee carryovers are subject to the following conditions:

- If a fee carryover is authorized, the applicant will be required to complete an online form to formally accept the carryover and related conditions. The fee carryover is null and void if it is not formally accepted online.
- The fee carryover is only available for the same examination type. At the time that an examination application is resubmitted, any available carryover will automatically be applied. The applicant is responsible for paying the processing fee and, if applicable, the late fee.
- A carryover may only be used once. Funds carried over and applied towards an exam cannot be carried over to a subsequent exam.
- A carryover is not a guarantee of future exam eligibility. A carryover is null and void in the case of ineligibility to an examination.
- Fee carryovers must be used within a certain time frame.
 - For examinations offered once a year or once every other year, the fee carryover must be used at the next administration.
 - For examinations with two administrations per year, the fee carryover must be used at one of the next two administrations. Refer to the ABPMR Examinations Calendar to determine the frequency of examination administrations.
 - The fee carryover is null and void if it is not used within the specified timeframe.

J-1 Visa Policy

Effective July 1, 2003, the US Department of State and the Educational Commission for Foreign Medical Graduates (ECFMG) formally recognized J-1 Visa sponsorship for non-standard programs if they meet published criteria, including a letter of support from the appropriate American Board of Medical Specialties (ABMS) specialty board.

In April 2021, the American Board of Medical Specialties (ABMS) announced the relinquishment of that role in recognizing non-standard disciplines. Following this announcement, as an ABMS-member Board, ABPMR has no further obligation to ECFMG's non-standard process and will no longer be providing letters of support.

The ACGME is solely responsible for offering recognition of non-standard training for exchange visitor (J-1) physicians to transition to the ACGME.

Absence from Training

This policy applies to all “leave time” that occurs on July 1, 2021, and after.

“Leave time” is defined as personal or familial needs, including the birth and care of a newborn, adopted, or foster child (“parental leave”); care of an immediate family member (child, spouse or parent) with a serious health condition (“caregiver leave”); the trainee’s own serious health condition (“medical leave”), or other planned time away from training (“personal leave”).

A fellow or resident (trainee) must not be absent from training for more than six weeks (30 working days) annually, except in the case that a special leave period is granted. Regardless of institutional policies regarding absences, any leave time beyond six weeks, excluding a special leave period, must be made up by arrangement with the program director. A trainee may not accumulate leave time or vacation to reduce the overall duration of training.

At the sole discretion of the residency Program Director, a one-time special leave period may be granted. This special leave period applies to training prospectively planned as two years in duration and longer. Within a special leave period, a trainee is permitted up to four weeks of additional consecutive leave time to occur as a single event, within the total period of residency training. At the conclusion of a special leave period, any unused additional leave time is forfeited. Deriving only from a Program Director approved special leave period, leave time of up to four weeks is acceptable above and beyond the allowed 6 weeks of leave annually without needing to make up additional training time. Ideally, special leave time should be considered against planned elective rotations, rather than reducing overall training time spent toward core rotations.

Certification Program Requirements Policy

All American Board of Physical Medicine and Rehabilitation (ABPMR) certificate holders, primary and subspecialty, are required to complete the certification program requirements as determined by the ABPMR.

Program requirements are determined by certificate type and the year the certificate is issued. Program requirements are subject to change. In some cases, program requirements may be met by participation in the certification program of another member board of the American Board of Medical Specialties (ABMS).

Failure to complete the certification program requirements by the established deadline may result in negative actions including, but not limited to, change of participation status or loss of certification.

Related Policies:

Certification Participation Status Policy EXPOL 6.202

Reinstatement Policy EXPOL 6.208

Certification Program Activity Reciprocity Policy EXPOL 6.204

Certification Participation Status Policy

Each diplomate's adherence to the program requirements of their certificate(s) results in a "participation status," as defined below. Along with certification status, the participation status of each certificate held is disclosed publicly and to interested parties as requested as part of verification of certification. Certification and participation statuses are provided by the verify certification tool on the ABPMR website, as well as on the American Board of Medical Specialties (ABMS) website, verification letters, data shared with trusted partners as defined in the American Board of Physical Medicine and Rehabilitation (ABPMR) Privacy Policy, and private credentialing databases.

The following participation status types are defined by the ABPMR.

1. Meeting Requirements

A diplomate will be declared as "Meeting Requirements" if making annual progress on program requirements.

2. Not Meeting Requirements

A diplomate will be declared as "Not Meeting Requirements" and may be subject to a reinstatement fee if they are not making annual progress on program requirements, including annual fee payments and/or the diplomate has not completed all applicable cycle milestones by the established due date.

3. Not Required

Diplomates who hold a lifetime certificate may not be required to participate and will be declared as "Not Required." Lifetime certificate holders who choose to participate may do so and will be subject to all program fees and requirements. These diplomates will be declared as "Meeting Requirements" or "Not Meeting Requirements" according to the criteria outlined above.

Related Policies:

Reinstatement Policy EXPOL 6.208

ABPMR Privacy Policy

Continuing Certification Summative Review Policy

As part of the program for maintaining certification, the American Board of Physical Medicine and Rehabilitation (ABPMR) uses a longitudinal assessment process.

Diplomates will use the longitudinal assessment process to demonstrate their knowledge in the field and their commitment to ABPMR's certification knowledge standards.

ABPMR will conduct an evaluation of diplomate overall performance every five years to make a summative decision on whether a diplomate has met the standards of board certification.

Certification Program Activity Reciprocity Policy

The American Board of Physical Medicine and Rehabilitation (ABPMR) recognizes that all American Board of Medical Specialties (ABMS) member boards' certification programs were created based on guidelines and criteria developed by the ABMS.

ABPMR diplomates who are participating in the certification program of another ABMS member board (eg, American Board of Pediatrics), may receive ABPMR reciprocal credit for self-assessment activities and practice improvement projects (PIPs) completed through that ABMS member board. The diplomate must provide verification of completing the corresponding certification requirements of that board.

Active Duty Provision

The American Board of Physical Medicine and Rehabilitation (ABPMR) diplomates who are deployed, redeployed, or called to active military duty while certified, may be granted an exception to, or flexibility in, completing their certification program requirements. Diplomates must notify the ABPMR office of such circumstances in writing.

Related Policies:

Certification Participation Status Policy EXPOL 6.202

Retirement Status Change Policy

Retirement and ABPMR Board Certification:

The American Board of Physical Medicine and Rehabilitation (ABPMR) recognizes the commitment and service that each board certified physician demonstrates over the course of their career. Further, the ABPMR acknowledges that a physician may make a personal decision to cease professional activities. A physician in such a circumstance may wish to formally notify the board of their retirement and request a change to their certification status.

Impact of Retirement on ABPMR Board Certification:

A physician's "retired" status will be displayed on the verify certification tool at www.abpmr.org. Status information is provided to the American Board of Medical Specialties (ABMS) and partners as described in the ABPMR Privacy Policy.

Physicians with a retired status will not be required to participate in the ABPMR Certification Program.

Requesting a Status Change:

- A physician may request a status change by logging into their account and completing the "Retirement Status Request Form." The request will be verified and confirmed by the ABPMR.
- All applicable program requirements must be current at the time of the request. When a physician applies for a retired status, they must hold an active certificate and must attest that they are not engaged in direct and/or consultative patient care.
- The physician's medical license must be clear of any ongoing disciplinary action at the time of the request. Retirement status cannot be granted in lieu of revocation of board certification or other disciplinary action. Physicians holding retired status must either meet the ABPMR Licensure Policy or have no active medical licensure.
- Physicians who wish to reinstate their board certification status after receiving a confirmed retired status from the ABPMR will need to follow the steps outlined in the ABPMR Reinstatement Policy.

Related Policies:

Reinstatement Policy EXPOL 6.208

Revocation or Suspension of Certificate

All certificates issued by the American Board of Physical Medicine and Rehabilitation (ABPMR) are subject to suspension or revocation. The ABPMR will not suspend or revoke a diplomate's certification without giving the diplomate prior notice and an opportunity to respond. The ABPMR may report any suspension or revocation of certification to the American Board of Medical Specialties (ABMS), state medical licensing board(s), and any related organization that the ABPMR deems appropriate.

The ABPMR may, at its discretion, revoke or suspend certification for due cause. Examples of such due cause include, but are not limited to

- misstatement or omission of fact in the application for such certificate or otherwise, or to any third party concerning the diplomate's certification status
- failure to maintain moral, ethical, or professional behavior satisfactory to the ABPMR or engaging in misconduct that adversely affects professional competence or integrity
- a felony conviction, related or not related to the practice of medicine, resulting in incarceration, probation in lieu of incarceration, or the entry of a guilty, nolo contendere plea, or an Alford plea, or deferred adjudication without expungement
- violation of the ABPMR Examination Irregularity Policy, Nondisclosure Policy, and Cooperation Agreement
- failure to satisfy the certification program requirements
- failure to maintain primary certification when/as required to maintain ABPMR subspecialty certification
- possession of a medical license that is not in compliance with the ABPMR Licensure Policy

Appeal

To appeal a revocation or suspension, refer to the ABPMR Appeals Policy EXPOL4.002.

Certification Reinstatement Policy

The American Board of Physical Medicine and Rehabilitation (ABPMR) may impose negative actions against a diplomate's certification or participation status for failure to complete the certification program requirements by the established deadline.

Participation Status

A reinstatement fee may be assessed to a diplomate whose participation status has become "Not Meeting Requirements." The diplomate must complete all applicable requirements to resume a status of "Meeting Requirements."

Loss of Certification

Following loss of certification, a diplomate must complete the appropriate steps to be eligible for reinstatement. At its discretion, the ABPMR may reinstate the certificate or issue a new certificate.

1. Expired Certification

ABPMR time-limited certification will expire if all requirements are not satisfactorily completed by the diplomate's established deadline. A grace period may be given for a lapse of up to 60 days.

Former diplomates whose **primary time-limited** certification has expired under this policy may reinstate certification by completing any outstanding requirements in effect at the time of reinstatement. This includes any additional requirements the ABPMR deems appropriate at the time of reinstatement.

Former diplomates whose **subspecialty** certification has expired under this policy may reinstate certification by completing any outstanding requirements in effect at the time of reinstatement. The physician has a maximum of three years to satisfy the reinstatement criteria.

Note: In order to complete the exam requirement beyond the three-year period, the physician must also meet the application requirements in effect at the time of examination application (ie, complete an ACGME accredited fellowship).

2. Revoked Certification

Following revocation, a former diplomate may submit an appeal regarding the revocation of their certification in accordance with the ABPMR Appeals Policy.

3. Dropped Primary Certification

Diplomates who previously dropped primary PM&R certification may reinstate that certification upon successful completion of all certification requirements as determined by the ABPMR.

4. Retired Certification

Diplomates who wish to reinstate their board certification status after receiving a confirmed retired status from the ABPMR may do so upon successful completion of all certification requirements as determined by the ABPMR.

Reporting Loss of Certification

Diplomates who hold an expired or revoked certificate are no longer reported in the verify certification tool on the ABPMR website. The ABPMR will notify the American Board of Medical Specialties (ABMS) of changes in diplomate status; such information is publicly available through the ABMS website.

At all times, diplomates must accurately report their certification status.

Related Policies:

Board Certification Status EXPOL 1.004

Certification Participation Status Policy EXPOL 6.202

Revocation or Suspension of Certificate EXPOL Policy 6.207

Appeals Policy EXPOL 4.002

Regaining Certification for Previously Dropped Primary Physical Medicine and Rehabilitation (PM&R)
Certification EXPOL 6.209

Retirement Status Change Policy EXPOL 6.206

**Reinstating Certification for Previously Dropped Primary Physical Medicine and Rehabilitation
(PM&R) Certification**

American Board of Physical Medicine and Rehabilitation (ABPMR) diplomates who previously completed the process of dropping primary PM&R certification may reinstate that certification subject to certain conditions. Criteria for reinstatement is determined by the ABPMR.

Upon reinstating certification, diplomates will begin a new certification cycle for their primary PM&R certificate.