

American Board of Family Medicine



CANDIDATE INFORMATION BOOKLET FAMILY MEDICINE CERTIFICATION LONGITUDINAL ASSESSMENT (FMCLA) 2023

2023 FAMILY MEDICINE CERTIFICATION LONGITUDINAL ASSESSMENT (FMCLA)

IMPORTANT DATES

October 21, 2022	Online Application Opens
January 1, 2023	Last day to Complete Application and Have Maximum Time to Answer 1 st Quarter Questions
January 23, 2023	Last Day to Submit Online Application <i>Without</i> Incurring a Late Fee (\$100)
February 27, 2023	Last day to: <ul style="list-style-type: none"> • Submit application (with \$100 non-refundable late fee assessed) • Submit special testing accommodation (ADA) documentation
March 13, 2023	Last day to: <ul style="list-style-type: none"> • Be approved for FMCLA • Clear all pending application requirements

PARTICIPATION SCHEDULE

	2023*	2024	2025	2026 (if needed)
Quarter One	January 1 – March 31	January 1 – March 31	January 1 – March 31	January 1 – March 31
Quarter Two	April 1 – June 30	April 1 – June 30	April 1 – June 30	April 1 – June 30
Quarter Three	July 1 – September 30	July 1 – September 30	July 1 – September 30	July 1 – September 30
Quarter Four	October 1 – December 31	October 1 – December 31	October 1 – December 31	October 1 – December 31

* Note: During year one, you will need to meaningfully participate by answering a minimum of 75 questions and participate in the surveys to continue FMCLA.

FEE SCHEDULE

The fee details listed below summarize the payments for candidates applying for FMCLA. Payment details specific to your fees can be accessed in your online application or in your MyABFM Portfolio. Note: To avoid a non-refundable late registration fee (\$100), be sure to begin the online application process and proceed beyond the fee payment page before January 23, 2023.

Candidate/Payment Plan Type	Examination Fee
Process Fee Payment Plan	Included in Payment Plan
Full Prepayment Plan	Included in Payment Plan
Opting-in after one unsuccessful one-day examination attempt in ninth year of certification	Included in Payment Plan
Opting-in after two unsuccessful one-day examination attempts in ninth year of certification	\$650

A 50% Senior Discount will be automatically applied to the examination fee for physicians that are 70 years of age or older at any time during the year of the examination. To receive the discount, physicians must have an initial certification and at least one continuous certification in Family Medicine with ABFM. The discount applies to examination fees only (not late fees).

Note: Your certification process fees now grant you up to two Family Medicine examination attempts. Participation in FMCLA commits one of those two opportunities. If a secure examination becomes necessary in the future, the second available examination attempt would be available at no cost. If further attempts were necessary after using the two attempts including in the certification process fees, a fee of 50% of the full examination fee (currently \$1,300) would be required for each attempt.

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INTRODUCTION

The American Board of Family Medicine congratulates you in your pursuit of continued board certification! We are excited to have you participate in the Family Medicine Certification Longitudinal Assessment (FMCLA). As a participant, you will be partnering with us in shaping the certification process not only for yourself, but for generations of family physicians to come.

Benefits of FMCLA:

- it minimizes your time and expense spent in preparation for the examination and the inconvenience of the test center
- it can be completed when and where is best for you – increased flexibility and less stress than is often associated with the one-day examination
- it provides you with immediate feedback after each response, with a critique explaining reasons for the right or wrong answers
- references are provided with each item for further reading and learning
- learning is more continuous, allowing you to immediately apply information to your practice
- there is no additional cost – your certification fees remain the same as with the one-day examination
- up to 30 Division I CME credits and up to 10 certification points upon completion

WHAT IS FMCLA?

FMCLA is a 300-question examination alternative designed to be more aligned with on-going changes in medicine and adult learning principles. Rather than taking a one-day examination at a proctored test center, you will receive 25 timed (5 minutes), multiple-choice questions covering breadth of family medicine topics each calendar quarter. The questions can be answered via computer or tablet anywhere and can be completed over a maximum 4-year period.

As a participant, you will be required to meaningfully participate in year one by answering a minimum of 75 questions by December 31, 2023 and provide feedback to evaluation surveys. If you meet the meaningful participation requirement, you will continue to receive the 25 quarterly questions until you have answered 300 questions or 4 years have elapsed.

WHO CAN PARTICIPATE IN FMCLA?

ABFM-certified physicians are eligible to participate in FMCLA beginning in January of the tenth year after their last successful examination. In 2023, currently certified physicians whose last successful one-day examination was in 2013 are eligible to participate in the program. To opt in, this group must complete the online application process.

PURPOSE OF THE CANDIDATE INFORMATION BOOKLET

The purpose of this booklet is to provide all the necessary supporting details to complete the application process and meaningfully participate in FMCLA. It is organized into five sections: Introduction, Participation Requirements, Completing the Application, Longitudinal Assessment Information, and Agreement.

We encourage you to review the entire booklet, especially the Agreement section before beginning the application.

You can avoid a non-refundable late registration fee (\$100) by starting the online application and advancing beyond the fee payment page before the initial application filing deadline. This can be done even if you still have activity requirements left to complete.

We use the application process to review your requirements to participate in FMCLA as well as provide you with all the necessary information for meaningful participation. Parts of the application that are incomplete or need to be reviewed by ABFM will be marked as *pending requirements* in the application process until completed.

Any pending requirements must be completed by the published deadlines. We will notify you via email of application approval or of any pending requirements as you progress through the online application. Although reminders of pending requirements or any missing materials will be sent by email, you may review your online application at any time for status updates. We keep the applications open as long as possible, but there is a final deadline by which all applications must be completed. Any application that remains incomplete after the final deadline to clear pending requirements will automatically be withdrawn.

If you have questions at any point during the application process, do not hesitate to contact us at (877) 223-7437 or help@theabfm.org. Our Support Center is available to assist Monday – Friday, 8am – 9pm and Saturdays, 9am – 5pm (Eastern Time).

PARTICIPATION REQUIREMENTS

Initial Participation Requirements

ABFM-certified physicians are eligible to participate in FMCLA beginning in January of the tenth year after their last successful examination. In 2023, currently certified physicians whose last successful one-day examination was in 2013 are eligible to participate.

The following requirements are required in order to be approved to participate in FMCLA:

- The completion of self-assessment and quality improvement activities totaling a minimum of 50 points achieved through:
 - At least one of the following Knowledge Self-Assessment (KSA) activities:
 - Knowledge Self-Assessment (KSA)
 - Continuous Knowledge Self-Assessment (CKSA)
 - At least one Performance Improvement (PI) activity, utilizing data from your patient population*
 - Additional activities to reach a minimum of 50 points. These can be accomplished in various ways, including, but not limited to:
 - Additional ABFM-developed Knowledge Self-Assessment activities (KSA)
 - Additional Participation with Continuous Knowledge Self -Assessments (CKSA)
 - Approved Alternative Self-Assessment activities
 - Performance Improvement activities (PI)
- Continuing Medical Education (CME): Candidates wishing to opt into FMCLA must report 150 CME credits (earned in the current three-year stage)
- Compliance with ABFM Guidelines for Professionalism, Licensure, and Personal Conduct which includes holding medical license(s) which meet the licensure requirements of the Guidelines

*Clinically Active/Inactive Status. Physicians may self-designate whether they are clinically *active* or clinically *inactive*. Those physicians that are clinically active will be able to meet their performance improvement requirement by utilizing the many existing options. Those physicians who are clinically inactive will be exempt from meeting performance in practice requirements and will meet their 50 point stage requirements with additional self-assessment activities. Clinically inactive physicians may also meet the medical licensure requirement by holding either an unlimited license or a qualified clinically inactive medical license (for further details, see the ABFM [Guidelines for Professionalism, Licensure, and Personal Conduct](#)).

All participants must abide by the policies contained in the Agreement portion of this booklet. These policies provide guidelines for behaviors related to FMCLA. Participants may not photograph, copy, print, screenshot, or otherwise reproduce the content presented in the assessment. Repeated attempts to do so will result in further investigation and may result in withdrawal from FMCLA, sanctioning, or loss of certification.

Meaningful Participation

Once FMCLA has been chosen, participants must meet a “meaningful participation” minimum to continue in the program. In year one, meaningful participation is defined as answering at least 75 of the timed, multiple-choice questions by December 31. As long as you meaningfully participate in year one, you will proceed to subsequent years and continue to receive 25 questions per quarter. You will continue to receive questions until you have

PARTICIPATION REQUIREMENTS

answered 300 questions or 4 years have elapsed. If 300 questions have not been answered after 4 years, the unanswered items will be counted as incorrect.

If meaningful participation is not achieved in year one, you will be removed from FMCLA, remain certified for an additional year through December 31, 2024, and will need to successfully complete the one-day, computer-based, proctored examination in the following year (2024) to remain certified. Those who do not successfully complete the exam in 2024, will no longer be certified until successfully meeting the examination requirement.

COMPLETING THE APPLICATION

The purpose of this section of the Candidate Information Booklet is to provide essential information about the application process and the requirements candidates must meet prior to and/or while completing the application process.

It is the sole responsibility of an ABFM candidate to be aware of and comply with registration deadlines. In fairness to all candidates, ABFM adheres firmly to the published deadlines for registration and late registration for all applications. Candidates are encouraged to apply early in the registration period to avoid late fees or problems. Issues arising from a candidate's inability to logon to the ABFM application system (e.g., forgotten ID/Password, computer technical difficulties, or operator error) must be resolved and all components of the application completed prior to 11:59 P.M. Eastern Time on the deadline date. ABFM staff and Support Center make every effort to assist with these issues promptly; however, candidates are responsible for contacting ABFM for assistance well in advance of the deadline.

Password

The password provided to a candidate for accessing the MyABFM Portfolio is confidential. Candidates will be required to change the initial password they are assigned and are then strongly encouraged to use a password known only to them. There is a link in the MyABFM Portfolio that allows the candidate to change the password at any time. Anyone with access to a candidate's ID and password has access to all secure information pertaining to that candidate on our website. ABFM staff does not have access to candidate passwords. "Forgot Username" and "Forgot Password" buttons are available on the physician login page (<https://portfolio.theabfm.org/ui/login>) should you need assistance with your login credentials.

Personal Information

Candidates should confirm or update all personal information in the MyABFM Portfolio on the My Profile page. Fields that are not editable include name, ABFM ID number, degree, birthdate, and last four digits of the social security number. If any of this information is incorrect, the candidate must contact their ABFM Candidate Representative to have it corrected.

ABFM requires candidates who have had a legal name change to submit a copy of the appropriate legal document (e.g., driver's license, marriage, divorce, etc.) in order to change our records. Please contact your ABFM Candidate Representative for assistance with any name issues.

Candidates also should verify, update, or enter their primary mailing address. Address information may be updated through the MyABFM Portfolio at any time on the My Profile page in the "Account and Communication Settings" section.

General Data Protection Regulation (GDPR)

At the time of this publication (2022), European Union (EU) residents are not eligible to register for the Family Medicine Certification Longitudinal Assessment. For further clarification, contact us at (877) 223-7437.

E-Mail

ABFM will correspond with examination candidates through email. Candidates should ensure that ABFM has a current email address on file. Email information may be updated through the MyABFM Portfolio at any time on the My Profile page in the "Account and Communication Settings" section.

During the registration process, candidates are required to reply to an email confirmation, which verifies that the email address on file is accurate and the candidate is able to receive emails from ABFM. (Many email services do not notify senders that an email is received or rejected; as such, we may be unaware our

communications are not reaching intended recipients.) Once the email confirmation is complete, candidates must return to the application and complete all remaining application pages.

All candidates are required to have a confirmed email address during the application process.

Fee Payment

The fee details listed below summarize the payments for candidates applying for FMCLA. Payment details specific to your fees can be accessed in your online application or in your MyABFM Portfolio. Note: To avoid a non-refundable late registration fee (\$100) be sure to begin the online application process and proceed beyond the fee payment page prior to January 23, 2023.

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50% Senior Discount will be automatically applied to the examination fee for physicians that are 70 years of age or older at any time during the year of the examination. To receive the discount, physicians must have an initial certification and at least one continuous certification in Family Medicine with ABFM. The discount applies to examination fees only (not late fees).

Note: Your certification process fees now grant you up to two Family Medicine examination attempts. Participation in FMCLA commits one of those two opportunities. If a secure examination becomes necessary in the future, the second available examination attempt would be available at no cost. If further attempts were necessary after using the two attempts including in the certification process fees, a fee of 50% of the full examination fee (currently \$1,300) would be required for each attempt.

Withdrawal/Refund Policy

Withdrawal Prior to Beginning FMCLA Participation

Any candidate who is unable to complete the application requirements by the published deadlines, is encouraged to withdraw. This is accomplished through the online application by selecting the Withdraw option. By selecting the withdraw option you will be cancelling your current application and the fees for that application may be applied to the next Family Medicine examination application you initiate. Alternatively, you will also have the option to change your application from FMCLA to the current one-day Family Medicine Certification Examination, as long as registration is still open.

An examination fee may be carried forward for a maximum of three (3) years. If a fee is not used, by taking the examination, within the three-year period, a partial refund will be issued (that is less all applicable fees). Candidates who participate in the Family Medicine Certification process and who have made all required payments, subsequently have paid the examination fee within their payment plan and, therefore, are able to carry the payment forward to the next registration.

Candidates who have withdrawn an application and who prefer to receive a refund (rather than the fee being carried forward) must submit a written request to help@theabfm.org. Refunds will be issued within 2–3 weeks

of receipt of the request. Please note: the application processing fee (\$200) and any late fees paid are non-refundable.

Withdrawal After Beginning FMCLA Participation

If you withdraw or are removed from FMCLA after you begin participating, you would be required to take and pass the one-day Family Medicine Certification Examination by no later than December 31 of the following calendar year to maintain ABFM certification.

During year one, you will have the ability to withdraw your participation inside the FMCLA platform. After year one, you would need to submit a written request to help@theabfm.org should you wish to withdraw.

For withdrawals/removals that occur *prior to* the end of the sixth quarter of participation, the previously paid exam fee may be carried forward and applied to the next one-day Family Medicine Certification Examination attempt (up to three calendar years). For withdrawals/removals that occur *after* the end of the sixth quarter of FMCLA participation, a reduced examination fee of \$650 (or 50% of the current full examination fee) would be required in order to register for a one-day exam attempt.

Demographics

For more than 20 years ABFM has collected data on practice organization and scope of practice from candidates during the examination registration process. The information you provide enables ABFM to understand how family medicine is changing, such as scope of practice, geographical distribution, evolving business models, size of practice, and whether your EMR is serving your needs. For years these data have guided the ABFM Board of Directors as they make decisions about how to help family physicians around the country improve the quality of care they provide to their patients. The accuracy of the information you provide is critical to how well ABFM can make Family Medicine Certification more meaningful and useful to you.

We recognize that questions about race and ethnicity are particularly sensitive for some Diplomates. ABFM collects this information to permit the detection of potentially biased questions so that the questions can be reviewed by an external panel including family physicians with regard to the nature of the differential functioning. This information helps ABFM study and improve the certification process to better serve its candidates and the public. It is important to ABFM to verify that FMCLA is measuring the construct of the family medicine knowledge and clinical decision-making regardless of candidate characteristics such as gender, race and ethnicity. ABFM respects the privacy of all Diplomates and has strict confidentiality policies.

Medical License

To participate in FMCLA, all candidates and Diplomates must either (1) hold a medical license which is currently active, valid and full in the United States, its territories, or Canada, and the candidate should not be subject to any practice privilege limitations in any jurisdictions in the United States, its territories, or Canada (referred to as an "Unlimited License") or (2) qualify and select the status of Clinically Inactive, and hold either an Unlimited License, or a Qualified Clinically Inactive Medical License. Candidates and Diplomates must also be continuously in compliance with the ABFM Guidelines for Professionalism, Licensure, and Personal Conduct ("[Guidelines](#)").

License information must be submitted through the MyABFM Portfolio on the ABFM website and maintained throughout FMCLA participation. While ABFM receives medical license information from available state medical boards, it is up to you to assure the medical license record that is on file for you at ABFM is accurate, confirmed, and remains up to date.

Institutional, temporary, and training medical licenses are not acceptable and should not be entered in the MyABFM Portfolio. If a candidate uses an institutional, temporary, or training medical license, or enters an inaccurate date of initial licensure or renewal, in order to complete the requirements and ABFM determines that the information does not match the records from the licensing state or if the license does not meet the Guidelines, certification will be invalidated. The candidate will be notified subsequent to this action. Falsification of any

information entered in the application and/or the MyABFM Portfolio is a serious violation of ABFM policies and can result in withdrawal of certification for an extended period of time.

When updating or adding a new license record, applicants are required to attest that the license meets the requirements as described above. If the medical license does not meet the Guidelines, the candidate must contact the ABFM Professionalism Department at license@theabfm.org.

It is the responsibility of the physician to inform ABFM in writing, by letter, email, or notification through the medical license page in the application or the MyABFM Portfolio, immediately following any action by a licensing authority. Should a physician be uncertain about whether or not they are meeting the Guidelines, a written inquiry should be made to ABFM immediately.

Any candidate participating in FMCLA who does not meet the ABFM Guidelines will have their assessment invalidated and the fee will be forfeited. Eligibility for examination will not be reinstated until the physician is in full compliance with the Guidelines. If any action by a licensing authority is taken after this application is filed, but during FMCLA, it is still the responsibility of the applicant to report the action to ABFM. If a candidate is appealing a decision relative to their certification status to the Professionalism Committee, they are permitted to continue participation in FMCLA with the understanding that if the appeal is unsuccessful, their assessment will be invalidated, and the examination fee will be forfeited.

Continuing Medical Education (CME)

All candidates who apply for FMCLA must show that they have met the continuing medical education requirements before they will be allowed to begin participation.

Successful completion of ABFM Family Medicine Certification activities will each provide the respective amount of CME credits as accredited/approved by the American Academy of Family Physicians (AAFP) for Prescribed Credit. Credits obtained by completion of ABFM activities may be applied toward your required CME. Those activities include:

- Knowledge Self-Assessment (KSA) activities
- Clinical Self-Assessment (CSA) activities
- Performance Improvement (PI) activities or approved alternatives
- Continuous Knowledge Self-Assessment (CKSA) activities

Please refer to the ABFM website for information on approved alternative activities and any associated CME credit: <https://www.theabfm.org/continue-certification/performance-improvement>.

Verification of CME through the American Academy of Family Physicians (AAFP)

ABFM will automatically attempt to verify whether a minimum total of 150 CME credits have been reported to AAFP in the 3 years preceding the start year for FMCLA.

AAFP provides ABFM with electronic data transfer for their members who have been in good standing with the organization and who have met ABFM requirements for CME. CME reported to AAFP must fall within the start/end dates of your current ABFM stage requirement timeframe in order to be applied. Once ABFM receives confirmation of a candidate's CME, the CME page will show completion status in the application. If ABFM does not receive CME information from AAFP indicating completion of the CME requirements for the candidate, the candidate will be able to manually enter CME activities completed in the online application.

Candidates who are members of AAFP and who have adequate CME on file with AAFP that has not been transmitted to ABFM, should first ensure that their AAFP membership number is correct in their MyABFM Portfolio. This information may be verified through our website (www.theabfm.org) by logging in to the MyABFM

Portfolio and under the My Profile tab selecting Affiliate ID Numbers. Otherwise, it may be necessary for the candidate to contact the AAFP to resolve this matter.

Manual Entry of CME Records in the Online Application

Any candidate for whom we do not receive adequate verification of CME from AAFP will be required to manually document CME in the online application. When entering CME information, same activities that are completed on multiple dates may be summarized in one entry per calendar year. The entry should list the first start date, the last end date, and the total number of credits earned for that activity that year (e.g., create a single entry within a calendar year for when a candidate has several “1-hour credits” for the same activity, through the same organization, completed on multiple dates). It is not necessary to submit certificates of CME attendance. Candidates who have not fulfilled the total number of credits required at the time of application must submit additional credits no later than the deadline for clearing pending application requirements.

CME Requirements

DIVISION I.

A minimum of 50% of the total required CME must be met by the following types of CME experiences (*items E and F pertain only to residents in formal training*).

A- Scientific sessions provided by medical schools approved by the Liaison Committee on Medical Education

B- CME conferences or workshops carrying AMA Category I CME or AAFP prescribed CME credit

C- Multimedia or home study correspondence courses with examinations that qualify for AMA Category I CME or AAFP prescribed CME credit upon completion

D- Scientific portions of hospital meetings, county medical society meetings, or grand rounds may occasionally be approved with documentation from the sponsoring organization listing the specific title, date, location, and number of credits

E- Full-time status in an accredited Family Medicine residency, a mini residency, or a fellowship in Family Medicine may lead to receipt of maximum of 10 credits per week toward the CME requirement

F- Full-time status in an accredited residency or fellowship program in a discipline other than Family Medicine may be eligible for up to 15 CME credits per quarter, not to exceed 50 credits per year, to a maximum of 150 credits

G- Other CME activities carrying AMA Category I CME or AAFP prescribed CME credit, such as documented point of care learning, participation in quality improvement projects, etc.

H- An educational program of a university or college having a defined curriculum, designated faculty, and accreditation from a recognized institutional accrediting organization or an agency recognized by the U.S. Department of Education, that is designed to enhance a participant's instructional, research, administrative, or clinical knowledge and skills necessary for professional development as an educator, administrator, or clinician in Family Medicine. Fifty (50) CME credits per year, on an hour-for-hour contact basis, to a maximum of 90 credits, may be received.

I- Full or part-time faculty development fellowships offered by ACGME-accredited residency programs leading to a post-graduate degree or certificate that prepares physicians for future faculty positions in academic medicine, or provides ongoing professional development for current faculty, may receive CME credit on an hour-for-hour contact basis to a maximum of 90 credits.

J- Members of a self-assessment activity Knowledge Development Team for Family Medicine Certification may receive AMA Category I CME or AAFP prescribed CME credit as approved by the respective organizations

DIVISION II.

A maximum of 50% of the total required CME may be composed of the following four areas.

A- Teaching medical students and/or other physicians

B- Individual medically-related educational activities not formally accredited may be claimed as follows:

1. Use of audiotapes, videotapes, films, sound slides, etc.
2. Participation in telephone, television, radio networks
3. Programmed medical materials such as teaching machines, computer programs
4. Medical reading and journal club participation

C- Review of manuscripts for publication in a peer-reviewed medical journal

D- Publication of a review or research article in a peer-reviewed medical journal may receive 10 credits per article

Please note: all CME credits are subject to final approval of ABFM.

Special Testing Accommodations

ABFM provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2013 (ADAAA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with these Acts, ABFM does not discriminate against individuals with disabilities in providing access to FMCLA. Candidates must indicate through the application if special testing accommodations under the ADA are needed. Special testing accommodations will only be considered with appropriate documentation.

No candidate shall be offered an accommodation that compromises ABFM's ability to accurately test the skills and knowledge it purports to measure, and no auxiliary aid or service will be provided that will fundamentally alter the assessment or will result in an undue burden to ABFM. ABFM is only responsible for providing additional time accommodations per question during FMCLA. Since the assessment is offered in an environment and on a device of the candidate's choosing, any candidate who requires any auxiliary aid or service, outside of additional time per question, may procure them at their convenience for use during the assessment. For further information regarding Special Testing Accommodations, please refer to the [ADA Policy and Procedures](#) available on our website.

All required documentation to be approved for accommodations must be received by the final application deadline in order for staff to review and set the appropriate accommodations by the final deadline for clearing pending application requirements. After that date, requests with insufficient information, or incomplete for any reason, will not be processed and the candidate will be allowed to begin FMCLA under normal conditions or withdraw their application.

Once you begin participation in FMCLA, if ADA accommodations become necessary, you may submit a request to BreAnna Little at blittle@theabfm.org for approval.

Agreement Page of Application

The agreement page of the online application asks candidates to attest to having read the Candidate Information Booklet, including the full agreement located at the end of the booklet, and to agree to be bound by the conditions therein. Candidates also are confirming that all the information provided in the application is complete and true. The candidate's full name and ABFM ID number will be presented to identify that they are the person signing the agreement. Candidates are asked to electronically sign the agreement by clicking "Yes, I Agree" and by providing their date of birth and last four digits of their social security number.

Approval of Application and Getting Started

Once all components of the candidate's application are completed and all pending requirements are cleared, ABFM considers the candidate to be approved to participate in FMCLA. If the application is approved prior to the start of the first calendar quarter, the physician will need to wait until January 1 to begin answering questions. If the application is approved during the first quarter, the candidate may begin answering questions immediately. All applications must be approved by no later than March 13 as March 31 is the deadline to complete the first set of quarterly questions. Participants will receive automated reminders at customizable intervals throughout the program.

LONGITUDINAL ASSESSMENT INFORMATION

Facts About the Assessment

FMCLA is a 300-question cognitive assessment delivered via computer or device over a maximum 4-year period. As a participant, you will receive 25 timed (5 minutes), multiple-choice questions covering the breadth of family medicine each calendar quarter. You are required to meaningfully participate in year one by answering a minimum of 75 questions by December 31, irrespective of whether they are answered correctly or incorrectly (note: it does not require 75 correct answers). If you meet the participation requirement, you will continue to receive the 25 quarterly questions until you have answered 300 questions or 4 years have elapsed.

FMCLA replaces the one-day, computer-based, proctored examination for eligible physicians.

FMCLA is a test of family medicine knowledge and clinical problem-solving ability relevant to family medicine. Appropriate subject areas of the following disciplines are included: Adult Medicine, Care of the Surgical Patient, Maternity Care, Community Medicine, Care of Children and Adolescents, Mental Health, Care of the Elderly, Care of the Female Patient and Emergent & Urgent Care. Elements of the assessment include, but are not limited to, diagnosis, management, and prevention of disease.

Meaningful Participation

Meaningful participation is defined as answering at least 75 of the timed, multiple-choice questions by December 31 of the first year of participation, irrespective of whether they are answered correctly or incorrectly (note: it does not require 75 correct answers). As long as meaningful participation is achieved in year one, participants will proceed to subsequent years and continue to receive 25 questions per quarter. ABFM will continue to deliver 25 questions quarterly until the participant has answered 300 questions or 4 years have elapsed. If 300 questions have not been answered after 4 years, the unanswered items will be counted as incorrect.

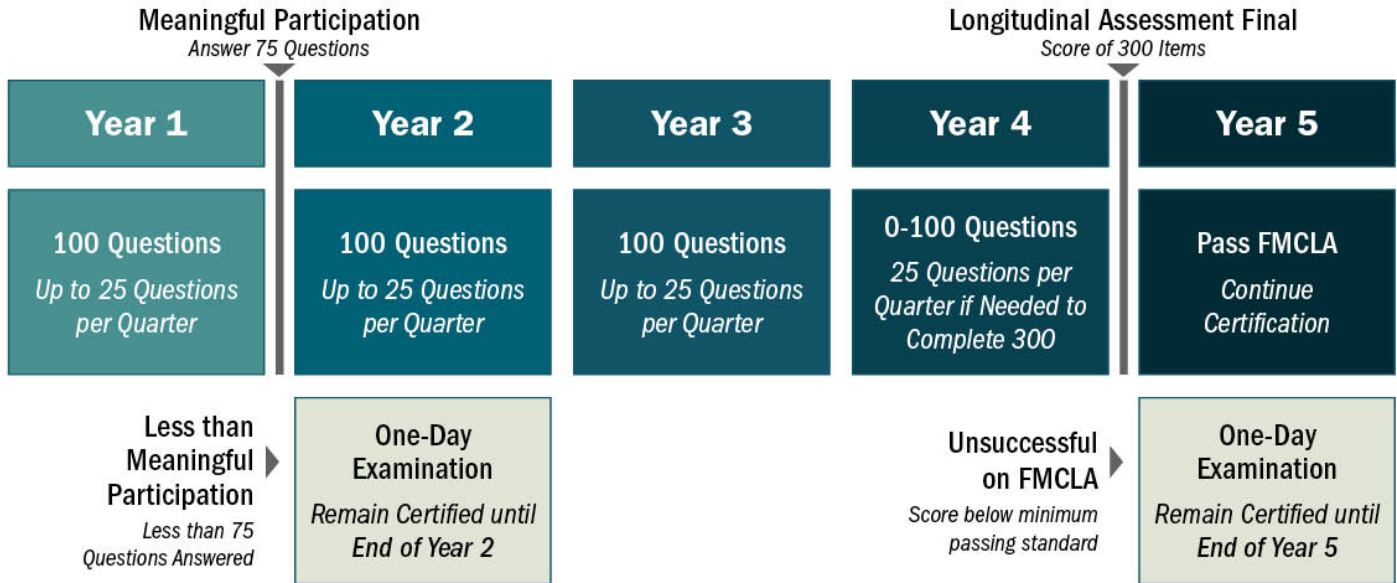
If meaningful participation is not achieved in year one, you will be removed from FMCLA, remain certified for an additional year, and will need to successfully complete the one-day, computer-based, proctored examination in the following year (2024) to remain certified. Those who do not successfully complete the exam in 2024, will no longer be certified until successfully meeting the examination requirement.

Deferred Questions

Deferred questions are questions that were available to be answered in a given quarter, but never opened. While these questions do carry forward to be presented in future quarters, please note that if more than 100 questions are deferred it will not be possible to answer the full 300 questions in the assessment. Any shortfall from the 300 answered questions will be counted as incorrect and negatively impact exam performance.

Timeline

Family Medicine Certification Longitudinal Assessment (FMCLA)



If your performance assessment indicates that the minimum passing standard was met after four years, then the examination requirement will be fulfilled, and certification will continue. If the minimum passing standard is not met, you will be required to sit for the one-day proctored examination by the end of the next calendar year to continue certification.

Participation Details

GETTING STARTED. Once all components of the candidate’s application are completed and all pending requirements are cleared, ABFM considers the candidate to be approved to participate in FMCLA. If the application is approved prior to the start of the first calendar quarter, the physician will need to wait until January 1 to begin answering questions. If the application is approved during the first quarter, the candidate may begin answering questions immediately after completing the application process. All applications must be approved no later than March 13 in order to complete the first quarter questions by March 31. Participants will receive automated reminders at customizable intervals throughout the program. There will also be opportunities to provide feedback about your experience along the way.

ANSWERING QUESTIONS. 25 multiple-choice questions will be available to answer at the beginning of each quarter through a delivery platform which will be available inside the MyABFM Portfolio. Participants will have 5 minutes to answer each question. The 25-question set can be answered all at one time during the quarter or can be spread over multiple sessions within the quarter.

Questions that are viewed and answered will be counted correct or incorrect. Questions that are viewed but not answered will be counted incorrect. Questions that are not viewed during a quarter will move to the next quarter.

IMMEDIATE FEEDBACK. Once an answer is submitted for a question, you will receive an immediate response indicating whether the answer is correct or incorrect and the percentage of respondents who selected each option. A critique explaining why the answer is correct or incorrect will also be provided. You will have an opportunity to provide confidence and relevance ratings for each item answer and provide comments about the question that only ABFM will see. We will use your feedback to evaluate items. While a 5-minute timer will run until each question is answered, once an answer has been submitted there will be unlimited time to review the

critique, references, and provide comments. However, after navigating away from an item, you will not be able to view the item, critique, or references again.

SUGGESTIONS FOR PARTICIPATION. FMCLA replaces the need to sit for a one-day examination. However, we strongly encourage you to approach this assessment with the same level of focus and determination that you would give to the traditional examination. While we realize that sometimes factors beyond your control have the potential to disturb your assessment, here are a few key checkpoints that will help to minimize problems:

- **Device:** When answering questions, we suggest using a reliable laptop, desktop computer, or tablet that you are familiar with. While the questions will display on smart phones and other devices with internet browsing capability, your best option will be a laptop, desktop computer, or tablet.
- **Software:** The question delivery platform will be viewable through the ABFM website, so you will be using an internet browsing program (Edge, Chrome, Firefox, Safari, etc.) to access the assessment. Be sure to have the most updated version of your web browser.
- **Internet Connection:** Be sure that you have a secure, stable, and reliable connection to the internet before you begin a question. A wired connection at your home or office will provide the best connectivity. A wi-fi connected computer or tablet with strong signal is your second-best option. We advise against the use of cellular networks as they can be less reliable.
- **Environment:** Create an environment conducive to taking an examination when answering questions. Remember that you will have a limited window of time to answer each question, so you want to eliminate as many potential distractions as possible. A few factors to consider: people, pets, electronic devices, telephones, time sensitive tasks, extreme weather conditions (power/internet outages), and your own health/safety. If you have printed or electronic resources you plan to use, make them accessible to yourself before you begin answering questions.
- **Support:** If you encounter issues at any time while participating in this assessment, contact us right away at 877-223-7437 or help@theabfm.org. Our Support Center is available Monday - Friday, 8:00am – 9:00pm and Saturday, 9:00am – 5:00pm (Eastern).

Assessment Administration Protocols and Procedures

Participants may use printed or electronic resources (internet, resource materials, etc.) as they would in their normal day-to-day practice when answering questions. However, sharing question content in any form is strictly prohibited.

Sole Participation

The participant in FMCLA is the sole individual permitted to complete the online application process and participate in the assessment. Allowing another individual to participate on your behalf is strictly prohibited.

Behavior

All participants must abide by the policies contained in the Agreement portion of this booklet. These policies provide guidelines for behaviors related to FMCLA.

Content Security

Participants are prohibited from photographing, copying, printing, capturing screenshots, or otherwise reproducing assessment content in any way. Repeated attempts to do so will result in further investigation and may result in withdrawal from FMCLA, sanctioning, or loss of certification.

Participants are prohibited from communicating with others about the content of FMCLA. Content includes questions, answer choices, critiques and references. Prohibited communication includes, but is not limited to:

- Seeking or receiving assistance in answering questions
- Providing assistance to other participants in answering questions

- Reconstructing content (in whole or in part)
- Discussing content with other individuals or groups
- Sharing electronic reproductions of content of any kind in any medium
- Sharing written reproductions of content of any kind in any medium

Guideline for Technical Issues

If an assessment is interrupted due to external causes or technological problems not controlled by the participant, ABFM should be contacted immediately for assistance.

Post Assessment Issues

STATISTICAL ANALYSIS OF PERFORMANCE. Statistical evidence of suspicious results includes, but is not limited to, a grossly significant statistical improvement from one assessment to another, a response pattern of incorrect answers significantly similar to another participant, or such evidence that would strongly suggest that the content of the assessment has been exposed prior to or during the assessment. ABFM has the option to nullify results without refund if these kinds of results are detected using procedures generally accepted among the psychometric community for detecting such results. A cutoff of sixty days following results has been established by ABFM for follow-up with the candidate, review of statistical data, and examination of response data.

Consequences of Violations

Following the observation of and the action taken for an irregularity, ABFM staff will review and analyze all information at their disposal to confirm the occurrence of a violation. Exam results information will not be released while an irregularity is under investigation. If ABFM determines in its sole discretion that a violation of testing policy has occurred, the candidate will be notified. The candidate will be advised that the sanction for such a violation is ineligibility for up to six continuous years from the date of the violation. The physician will be informed also that they may request reconsideration of the action by the Professionalism Committee of the ABFM.

Assessment Results

IMMEDIATE FEEDBACK. Once an answer is submitted for a question, you will receive an immediate response indicating whether the answer is correct or incorrect and the percentage of respondents who selected each option. A critique explaining why the answer is correct or incorrect will also be provided. You will have an opportunity to provide your confidence and relevance rating for each item answer and provide comments about the question that only ABFM will see. We will use your feedback to evaluate items.

ANNUAL/QUARTERLY FEEDBACK. If the meaningful participation requirement has been met at the end of year one, an estimated score will be provided at the start of the following quarter so that you can monitor your progress towards achieving the minimum passing standard and determine whether you need to alter your continuing education plan. This estimated score will be updated at the close of each subsequent quarter. Participants will also be able to view the percentage of questions they answered correctly in each blueprint content category. Item testing points will also be assigned to each item, so even though Diplomates can't view the actual item, some description of the content will be available.

FINAL SCORE. A final score and detailed score report will be provided following the quarter in which the assessment is completed. If 300 questions have not been answered after 4 years, the shortfall will be counted as incorrect.

CME and Certification Points

Participants who complete FMCLA will be awarded up to 30 Division I CME credits and up to 10 certification points based on when the assessment is completed. The 10 certification points will be applied toward meeting the 50 points in your 3-year stage. CME and certification points are awarded at the time final results are released regardless of the final outcome of the assessment (pass or fail).

Re-Examination

Participants whose performance falls below the minimum passing standard after completing FMCLA will be required to take the one-day Family Medicine Certification Examination at a secure proctored test center in April or November of their fifth year (2027).

Attempts at the one-day exam following an unsuccessful FMCLA result will require completion of the online application process. If a second examination attempt provided under the certification process fees is available, the one-day examination attempt will require no additional fee. If the second exam attempt was previously used, then a reduced fee of 50% of the current full examination fee will be required.

Period of Certification

To be considered an FMCLA participant, you must have an approved application and answer at least one question in quarter one (January 1, 2023 – March 31, 2023). As a participant, you will receive a one-year extension to your current certification end (12/31/2023 → 12/31/2024). You will be recognized as participating on a continuous basis in the Family Medicine Certification program.

To be considered as having met meaningful participation, 75 questions must be answered in year one. After meaningful participation is met, your certification end date will be extended through 12/31/2025, regardless of your FMCLA estimated score performance. If meaningful participation is not met in year one, your examination requirement is due by 12/31/2024.

As long as you remain enrolled and participating in FMCLA through the end of year two, your certification end date will be extended through 12/31/2026 in year three. Likewise, if you remain enrolled and participating through the end of year three, your certification end date will be extended through 12/31/2027 in year four.

To be considered successful in FMCLA, your final performance must meet the minimum passing standard after completing FMCLA. If you are successful in FMCLA, you will have satisfied your 10-year examination requirement for 2023 and your next examination requirement would become due by 12/31/2033. Those physicians whose performance falls below the minimum passing standard after completing FMCLA will be required to take the one-day Family Medicine Certification Examination at a secure proctored test center by 12/31/2027 in order to continue certification.

Continuous Certification Process Requirements

All participants will need to continue completing Continuous Certification Process requirements in the three-year stages to remain enrolled in FMCLA. Note that continued certification is still contingent upon meeting the current and continuous three-year stage requirements for Family Medicine Certification.

Should a Diplomate not complete the requirements for Family Medicine Certification during the established time frames (3-Year Stage), they will be removed from FMCLA and they will lose their certification status. There will be re-entry provisions to allow for those Diplomates who lose their certification status to regain their certification status and/or reapply for Family Medicine Certification. Upon successful completion of the Re-Entry Process requirements, they may apply to take the examination to attempt to regain their certificate. Diplomates who meet the ongoing requirements for Family Medicine Certification will continue to be recognized on the ABFM website as board certified. Please review the requirements of the Family Medicine Certification program at www.theabfm.org.

Family Medicine Certification requirements are expected to alter over time and continued certification will be dependent upon adherence to the then current policies and procedures. It will be the Diplomate's obligation to become and remain familiar with the Family Medicine Certification program rules.

Revocation

Each certificate issued by the Board of Directors of American Board of Family Medicine shall be subject to revocation in any of the following circumstances:

General

The issuance of such certificate or its receipt by the person so certified shall have been contrary to, or in violation of, any provision of the Articles of Incorporation of American Board of Family Medicine, Inc., or of the Bylaws of American Board of Family Medicine, Inc., as amended.

The person so certified shall not have been eligible to receive such certificate, irrespective of whether or not the facts constituting such ineligibility were known to, or could have been ascertained by, the Directors of ABFM or its representatives.

The person so certified shall have made a misstatement of fact in the application for such certificate or in any other statement or representation to ABFM or its representatives.

The person so certified shall at any time have neglected to maintain the degree of competency in the field of family medicine established by ABFM.

The person so certified has fraudulently altered, copied, or changed a certificate of American Board of Family Medicine, or has fraudulently presented, or allowed to be presented on behalf of the individual, an altered, copied, or changed certificate of ABFM, or has otherwise misrepresented the person's certification status. In such cases, and in cases where the offending party is not currently certified, ABFM reserves the right to revoke, suspend, and/or prohibit participation in the Family Medicine Certification process and subsequent certification of the offending party for a period up to six (6) years from the date of discovery of the offense. In the event the individual timely appeals the suspension to the ABFM Professionalism Committee, the period not to exceed six (6) years shall be tolled until the action of ABFM is determined to be final.

Professionalism, Licensure, and Personal Conduct

A Diplomate or candidate of American Board of Family Medicine shall be required to be in continuous compliance with the ABFM Guidelines for Professionalism, Licensure, and Personal Conduct ("Guidelines"). Failure to comply with the Guidelines will result in loss of Diplomate status, loss of the ability to make application for the Family Medicine Certification Longitudinal Assessment or other examinations offered by ABFM.

In the event a Diplomate is no longer in compliance with the Guidelines, the physician must inform ABFM in writing and immediately cease self-identifying in any way directly or indirectly as a Diplomate of American Board of Family Medicine. Candidates for the Family Medicine Certification Longitudinal Assessment and Diplomates of ABFM should be aware that ABFM receives periodic reports from the Federation of State Medical Boards regarding disciplinary actions by states against medical licenses. Should a physician be uncertain about whether or not they are in compliance with the Guidelines, a written inquiry should be made to ABFM immediately.

Any physician participating in the assessment that does not meet the Guidelines will have their assessment invalidated and the fee will be forfeited. Eligibility for examination will not be reinstated until the physician is in full compliance with the Guidelines. If any action by a licensing authority is taken after this application is filed, but prior to or during the assessment, it is still the responsibility of the candidate to report the action to ABFM. If a candidate is appealing a decision relative to their certification status to the Professionalism Committee, they are permitted to participate in the assessment with the understanding that if the appeal is unsuccessful, their assessment will be invalidated and the fee will be forfeited.

Authority

The Board of Directors of American Board of Family Medicine shall have sole power and authority to determine whether or not the evidence or information before it is sufficient to constitute grounds for revocation of any certificate issued by ABFM. The Board of Directors may, however, at its discretion, require any person so certified to appear before the Board of Directors, upon not less than thirty (30) days written notice by registered mail, and to show cause, at the time and place specified in such notice, why the certificate should not be revoked. The failure of any person so notified to appear as required in such notice shall, at the discretion of the Board of Directors, constitute cause for revocation of the certificate. The decision of the Board of Directors in all such matters shall be final.

AGREEMENT

ABFM strongly supports our Diplomates' interests in maintaining the value of Board Certification through a variety of security measures, and especially through reliance on Diplomates' sense of Professionalism and Integrity. The following agreement outlines the conditions regarding the administration of the Family Medicine Longitudinal Assessment ("FMCLA"). You will need to verify on the application that you have read and understand this agreement. Your application will not be processed without this acknowledgement.

I certify that all the information in my examination application ("Application") is complete and correct to the best of my knowledge and belief. In order to be granted continued certification, I understand I must continuously abide by the ABFM Guidelines for Professionalism, Licensure and Personal Conduct ("Guidelines") in all respects which includes obtaining and maintaining medical licensure which meets the requirements of the Guidelines. Furthermore, I understand that the assessment for which I am applying is voluntary on my part and I voluntarily accept and agree without reservation to the conditions set forth in the Application and this Candidate Information Booklet. I understand that in making this Application I am voluntarily requesting that ABFM review and assess my professional standing and that the decision of ABFM in making such review and assessment shall be final.

I understand that in the event I am successful in FMCLA and am in compliance with ABFM Guidelines, my Diplomat status will remain in effect as long as I meet all of the current and future Family Medicine Certification requirements by the established deadlines and remain in continual compliance with the Guidelines. Furthermore, should I withdraw from FMCLA for any reason after paying the required fee, the policy set forth in the current Candidate Information Booklet for FMCLA shall apply.

If my Application to participate in FMCLA is approved, I understand and agree to the following conditions:

1. All the assessment questions and all other assessment content and materials are the sole property of ABFM subject to copyright and intellectual property protections afforded by law. Questions or other materials will not be available for review by participants before taking the assessment and they will not be available for review by the participants after taking the assessment.
2. I understand that I am expected to complete a minimum of 75 questions and participate in feedback surveys throughout the first year. Should I neglect to meet this requirement, I understand that my participation in the program will not continue after the conclusion of year one and I will be required to sit for the one-day proctored examination by the end of the following year to continue certification.
3. I understand that I am expected to complete a total of 300 questions within a maximum of four-year period. Should I neglect to reach 300 answered questions within the parameters of the assessment, I understand that any questions not attempted will be counted as incorrect.
4. I understand that while actively viewing assessment questions and related information, I am permitted to use written (printed or electronic) resources as I would in my normal day-to-day practice.
5. I understand that I am prohibited from seeking or receiving assistance from other people in responding to assessment questions.
6. I understand that I am prohibited from helping other participants in responding to assessment questions.
7. I understand that I may not discuss the assessment with anyone.
8. With respect to all content related to FMCLA, including questions, answer choices, critiques and references, I understand that I am prohibited from reconstructing content (in whole or in part), discussing content with other individuals or groups, sharing electronic reproductions of content of any kind in any medium, sharing written reproductions of content of any kind in any medium.

9. I understand that I risk being removed from the assessment and will have to take the one-day exam, if I do not follow instructions provided during FMCLA.
10. ABFM is authorized by me to take all action they deem necessary and proper to administer the assessment securely, fairly and efficiently.
11. In addition, should I do anything prohibited by ABFM, or should I be in violation of ABFM policy set forth within this agreement and Candidate Information Booklet, my assessment scores will be invalidated.
12. I also agree to report to ABFM any examples I learn about in which questions or answers from FMCLA questions and answers are shared in any form, and that failure to report such examples, will be reviewed as a violation of the ABFM Guidelines.
13. ABFM reserves the right to refuse participation to any physician after assessment has begun.
14. I understand that violation of this agreement will be addressed under the ABFM Guidelines which could result in loss of ABFM Board Certification.

I further understand and agree that ABFM may withhold or rescind approval of this Application, and in the event I continue certification as a Diplomate of ABFM, such certification may be revoked and my name deleted from the roll of ABFM Diplomates by order of the Board should it determine, in its absolute discretion, that:

1. Any of the information in this Application is false or contains material misrepresentations or omissions;
2. I am not in compliance with the ABFM Guidelines;
3. I fail to satisfy the criteria for certification.

I agree that ABFM may, at its discretion, release information contained in this Application, my assessment results and/or my assessment scores to researchers selected by ABFM to study the testing and evaluation programs of ABFM under appropriate conditions of confidentiality established by ABFM. Aside from research purposes, I understand that my individual and identifiable assessment results and scores will be considered by ABFM to be confidential, and, unless authorized by me, will not be released to others except pursuant to legal process.

I agree to release and to hold ABFM, its physicians, examiners, employees, officers, directors, and agents free from any complaints, claims or demands for damage or otherwise by reason of any act of omission or commission that they, or any of them, may take in connection with this Application, assessment administration, the grade or grades given with respect to my assessment, the failure of ABFM to issue me such certificate, the subsequent revocation of any certificate issued to me by ABFM, or my continued eligibility for Family Medicine Certification. I agree that ABFM retains the right to deny, revoke, withdraw or suspend certification because of my failure to gain or remain eligible under periodically established ABFM policies.

I shall indemnify and hold harmless ABFM, its physicians, examiners, employees, officers, directors, and agents from any claims or liabilities, including reasonable attorneys' fees and costs arising from my breach of this Agreement.

I hereby understand and agree that in the event I am certified as a Diplomate of the American Board of Family Medicine, that certification shall continue only for so long as I continue to meet all the current and future Family Medicine Certification requirements and continue to be in compliance with the Guidelines for Professionalism, Licensure, and Personal Conduct ("Guidelines"). I further understand and agree that in the event I am no longer in compliance with the Guidelines for any reason or any term, I shall advise ABFM in writing at 1648 McGrathiana Parkway, Suite 550, Lexington, Kentucky, 40511-1247 and immediately cease identifying myself in any way directly or indirectly as a Diplomate of the American Board of Family Medicine.

I understand and agree that the decision as to whether my assessment qualifies me for a certificate or whether I continue to meet the conditions of eligibility for Family Medicine Certification rests solely and exclusively with ABFM and that its decision is final.

Arbitration of Disputes

I agree that any case, controversy or dispute which may arise between myself and ABFM in connection with the application process, assessment and/or my continued eligibility for Family Medicine Certification shall be settled and resolved by binding arbitration under the then prevailing rules of the American Arbitration Association (“AAA”). The arbitration dispute must be filed in Lexington, Kentucky. The decision of the arbitrators shall be final and binding, and judgment may be entered on the award of the arbitrators and enforced in any court of competent jurisdiction. Notwithstanding the foregoing, ABFM may seek injunctive relief in any court of competent jurisdiction as ABFM determines, in its sole and absolute discretion, to be necessary or appropriate to protect the integrity and/or content of any assessment.

Governing Law

I agree that any case, controversy, or dispute which may arise between myself and ABFM in connection with the application process, the assessment, or my continued eligibility for Family Medicine Certification shall be governed in all respects by the laws of the Commonwealth of Kentucky, without regard to the choice of law rules of such jurisdiction. I hereby submit and irrevocably consent to the exclusive jurisdiction and venue of the state and federal courts located in Lexington, Kentucky for purposes of any legal action that may arise in connection with the application process, the assessment, and/or my continued eligibility for Family Medicine Certification.

By my acknowledgment on the online Application Form, I intend to be legally bound by the foregoing.