

American Board of Family Medicine



CANDIDATE INFORMATION BOOKLET
SLEEP MEDICINE
CERTIFICATE OF ADDED QUALIFICATION
LONGITUDINAL KNOWLEDGE ASSESSMENT
(LKA)
2024

2024 SLEEP MEDICINE CERTIFICATE OF ADDED QUALIFICATION LONGITUDINAL KNOWLEDGE ASSESSMENT (LKA)

IMPORTANT DATES

October 20, 2023	Online Application Opens
December 4, 2023	Last Day to Submit Online Application <i>Without</i> Incurring a Late Fee (\$100)
December 15, 2023	American Board of Internal Medicine (ABIM) begins sending instructions for completing LKA enrollment on the ABIM portal.
March 31, 2024	Last day to: <ul style="list-style-type: none">• Complete Quarter One questions Note: Candidates who enroll after March 31 will not have the opportunity to answer Quarter One questions and will begin participation with 30 of their 100 allowable skips used.
April 1, 2024	Late registration period. Candidates who enroll after this date will begin participation with 30 of their 100 allowable skips used
June 3, 2024	Last day to: <ul style="list-style-type: none">• Submit application (with \$100 non-refundable late fee assessed)• Submit special testing accommodation (ADA) documentation
June 17, 2024	Last day to: <ul style="list-style-type: none">• Be approved for Sleep Medicine LKA• Clear all pending application requirements
June 30, 2024	Last day: <ul style="list-style-type: none">• Complete ABIM's LKA enrollment process• Complete Quarter Two questions

PARTICIPATION SCHEDULE

	2024	2025	2026	2027	2028
Quarter One	Early January – March 31	Early January – March 31	Early January – March 31	Early January – March 31	Early January – March 31
Quarter Two	April 1 – June 30	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	July 1 – September 30
Quarter Four	October 1 – December 31	October 1 – December 31	October 1 – December 31	October 1 – December 31	October 1 – December 31

FEE SCHEDULE

Application Registration Period: October 20, 2023 – March 31, 2024

Late Registration Period: April 1, 2024 – June 17, 2024

The examination fee details listed below summarize the payments for candidates applying for LKA. Payment details specific to your fees at the time of examination application can be accessed in your online application or in your MyABFM Portfolio. Note: To avoid a late registration fee (\$100) be sure to begin the online application process and proceed beyond the fee payment page prior to December 4, 2023.

Candidate Type	Examination Fee
Process Fee Payment Plan*	Included in Payment Plan
First examination retake following an unsuccessful one-day examination	Included in Payment Plan
Re-attempting after > 2 unsuccessful one-day examination attempts	\$650

*Continuing Certification candidates will be required to submit an annual process fee of \$100 when completing the online application. **The process fee will be required on an annual basis going forward and required for maintaining certification.** As long as you are current with your process fees, you will have access to up to two examination attempts in each 10-year examination cycle. Should more than two attempts become necessary, a fee of \$650 (or 50% of the current full examination fee) will be required for each subsequent attempt.

TABLE OF CONTENTS

INTRODUCTION	1
PARTICIPATION REQUIREMENTS	3
INITIAL LKA PARTICIPATION REQUIREMENTS	3
CONTINUING CERTIFICATION PHYSICIANS	3
REGAINING CERTIFICATION PHYSICIANS	3
COMPLETING THE APPLICATION	4
YOUR PASSWORD	4
PERSONAL INFORMATION	4
E-MAIL	4
FEE PAYMENT	5
WITHDRAWAL POLICY	5
DEMOGRAPHICS	6
MEDICAL LICENSE	6
SPECIAL TESTING ACCOMMODATIONS	6
AGREEMENT PAGE OF APPLICATION	7
APPROVAL OF APPLICATION AND GETTING STARTED	7
LKA LONGITUDINAL ASSESSMENT INFORMATION	8
FACTS ABOUT THE ASSESSMENT	8
TIMELINE – CONTINUING CERTIFICATION PHYSICIANS	8
TIMELINE – REGAINING CERTIFICATION PHYSICIANS	9
PARTICIPATION DETAILS	9
ASSESSMENT ADMINISTRATION PROTOCOLS AND PROCEDURES	10
SOLE PARTICIPATION	10
BEHAVIOR	10
CONTENT SECURITY	11
GUIDELINE FOR TECHNICAL ISSUES	11
POST ASSESSMENT ISSUES	11
CONSEQUENCES OF VIOLATIONS	11
ASSESSMENT RESULTS	11
RE-EXAMINATION	12
PERIOD OF CERTIFICATION	12
REVOCAION	12
AGREEMENT	14

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 Sleep Medicine CAQ Longitudinal Knowledge Assessment (LKA). We have partnered with the American Board of Internal Medicine to make this exam alternative option available through their longitudinal assessment solution called **LKA**.

This booklet provides general information concerning LKA for Sleep Medicine and instructions for completing the online application.

We encourage you to review the entire booklet, but please be sure to read the Agreement section before beginning the application.

The process for the Certificate of Added Qualifications (CAQ) in Sleep Medicine has been jointly developed by the American Board of Family Medicine (ABFM) and the American Board of Internal Medicine (ABIM) for certified family physicians and internists. LKA is designed to recognize excellence among physicians who are specialists in the care of patients with sleep problems and specific sleep disorders.

Participation in certification is voluntary. Certification in Sleep Medicine is not a requirement to provide care, and the Board's certificate does not confer privilege to practice.

You can avoid a late registration fee (\$100) by starting the online application and advancing beyond the fee payment page prior to the initial application filing deadline. 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.

BENEFITS OF LKA FOR SLEEP MEDICINE:

- 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

WHAT IS LKA FOR SLEEP MEDICINE?

LKA for Sleep Medicine is an 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 up to 30 timed (4 minutes), multiple-choice questions covering breadth of Sleep medicine topics each calendar quarter. The questions can be answered via computer or tablet anywhere and are completed over a five-year period. LKA also provides a bank of 30 additional minutes per year that can be drawn from in one-minute increments to add more time while answering questions.

If performance at the end of five years is sufficient to reach the minimum passing standard, a new five-year cycle begins in year six and certification continues.

WHO CAN PARTICIPATE IN LKA?

ABFM Diplomates are eligible to participate in LKA beginning in January of the tenth year after their last successful Sleep Medicine examination. In 2024, currently certified physicians whose last successful Sleep Medicine one-day examination was in 2014 are eligible to participate in the program. To opt in, this group must complete the online application process.

ABFM Diplomates whose Sleep Medicine certification has lapsed are also allowed to enroll in LKA. However, Sleep Medicine certification would not be restored until completion of the assessment with a passing score.

WHO CANNOT PARTICIPATE IN LKA?

ABFM Diplomates pursuing initial Sleep Medicine certification are not allowed to participate in LKA.

Physicians who are not certified in Family Medicine with ABFM are not allowed to enroll in LKA through ABFM.

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 participate in LKA. It is organized into five sections: Introduction, Participation Requirements, Completing the Application, LKA 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 LKA as well as provide you with all the necessary information for 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 LKA Participation Requirements

Continuing Certification Physicians

LAST SUCCESSFUL EXAMINATION WAS IN 2014. ABFM Diplomates are eligible to participate in Sleep Medicine LKA beginning in January of tenth year after their last successful examination. Eligible physicians must be in their tenth year of certification and be currently certified in Family Medicine by ABFM.

Regaining Certification Physicians

ABFM Diplomates whose previously held Sleep Medicine certification has lapsed are also allowed to enroll in LKA. Eligible physicians must be currently certified in Family Medicine by ABFM. Sleep Medicine certification would not be restored until completion of the assessment with a passing score. Physicians who fail LKA are not allowed to re-enroll in LKA until they have regained certification by taking and passing the one-day Sleep Medicine examination.

All participants must continuously maintain ABFM Family Medicine certification upon enrollment and throughout participation in the assessment. If for any reason primary certification in Family Medicine is not maintained (e.g., expiration, revocation, etc.), certification in Sleep Medicine and participation in LKA will simultaneously be withdrawn at the time of the loss of the primary certificate. Upon restoration of the Family Medicine certificate, a successful one-day, Sleep Medicine examination is the only way to restore Sleep Medicine certification.

Diplomates must submit CAQ process fees on an annual basis in order to maintain CAQ certification.

All participants must abide by the policies contained in the Agreement portion of this booklet. These policies provide guidelines for behaviors related to LKA. Participants may not photograph, copy, print, screenshot, or otherwise reproduce the content presented in the assessment.

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 (2023), European Union (EU) residents are not eligible to register for LKA. For further clarification, contact us at (877) 223-7437.

E-Mail

ABFM and ABIM 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

Application Registration Period: October 20, 2023 – March 31, 2024

Late Registration Period: April 1, 2024 – June 17, 2024

The examination and application fee details listed below summarize the payments for candidates applying for LKA. Payment details specific to your fees at the time of examination application can be accessed in your online application or in your MyABFM Portfolio. Note: To avoid a late registration fee (\$100) be sure to begin the online application process and proceed beyond the fee payment page prior to December 4, 2023.

Candidate Type	Examination Fee
Process Fee Payment Plan*	Included in Payment Plan
First examination retake following an unsuccessful one-day examination	Included in Payment Plan
Re-attempting after > 2 unsuccessful one-day examination attempts	\$650

*Continuing Certification candidates will be required to submit an annual process fee of \$100 when completing the online application. **The process fee will be required on an annual basis going forward and required for maintaining certification.** As long as you are current with your process fees, you will have access to up to two examination attempts in each 10-year examination cycle. Should more than two attempts become necessary, a fee of \$650 (or 50% of the current full examination fee) will be required for each subsequent attempt.

Withdrawal Policy

Withdrawal Prior to Beginning LKA 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 Sleep Medicine examination application you initiate. Alternatively, you will also have the option to change your application from LKA to the current one-day Sleep Medicine examination, as long as registration is still open.

Withdrawal After Beginning LKA Participation

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

Once enrolled in LKA, you will have the ability to withdraw your participation through your ABIM portal.

Withdrawals/removals that occur **prior to the end of the sixth quarter** of participation **do not use up** an examination attempt. Since two examination attempts are available under the certification process fees, in most cases, two examination attempts will still be available to use for the one-day examination.

Withdrawals/removals that occur **after the end of the sixth quarter** of participation **will use up** an examination attempt. Since two examination attempts are available under the certification process fees, in most cases, one attempt will still be available to use for the one-day examination. If both available examination attempts included in the process fees have already been used, a reduced examination fee of \$650 (or 50% of the current full examination fee) would be required to register for a one-day examination attempt.

Note: Candidates who enroll in LKA, never begin participation, and then withdraw will need to take and pass the one-day examination by their original examination due date to continue certification.

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 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 certification more meaningful and useful to you.

Medical License

To participate in LKA, all 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 Diplomate 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. 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 LKA 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 LKA 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 LKA, 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 LKA with the understanding that if the appeal is unsuccessful, their assessment will be invalidated, and the examination fee will be forfeited.

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 LKA. 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/ABIM'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/ABIM. ABFM/ABIM are only responsible for providing additional time accommodations per question during LKA. 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 LKA under normal conditions or withdraw their application.

Once you begin participation in LKA, if ADA accommodations become necessary, you may submit a request to our Accommodations Coordinator at accommodations@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 LKA. ABFM will then transmit eligibility data to ABIM to establish the candidate as a participant in the assessment. Beginning in mid-December, ABIM will reach out with instructions for establishing login credentials on the LKA platform and details about participation. Enrolled physicians may begin answering questions in early January. Participants will receive automated reminders from ABIM at customizable intervals throughout the program.

LKA LONGITUDINAL ASSESSMENT INFORMATION

Facts About the Assessment

LKA is a cognitive assessment delivered via computer or device over a 5-year period. As a participant, you will receive up to 30 timed (4 minutes), multiple-choice questions covering the breadth of Sleep medicine each calendar quarter. LKA also provides a bank of 30 additional minutes per year that can be drawn from in one-minute increments to add more time while answering questions.

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

LKA for Sleep Medicine will assess the candidate’s knowledge and clinical judgement in aspects of sleep medicine required to demonstrate at a high level of competence.

Complete details regarding exam content may be accessed on the ABIM website:

<https://www.abim.org/maintenance-of-certification/assessment-information/assessment-options/longitudinal-knowledge-assessment/#content>

Timeline – Continuing Certification Physicians

ABIM Longitudinal Knowledge Assessment (LKA) Continuing Certification



*30 questions are available in each quarter. Any questions that are not opened are counted as “skipped.” You may skip up to 100 questions during the 5-year assessment without impacting performance. If you exceed 100 skips, you will be removed from LKA and required to sit for the one-day exam to regain certification.
 †Four minutes are allotted to answer each question. A bank of 30 extra minutes per year can be drawn from to add more time in one-minute increments.
 ‡A successful one-day examination by the end of the year following an unsuccessful LKA attempt will satisfy the exam requirement and allow certification to continue.

If your performance assessment indicates that the minimum passing standard was met after five years, then the examination requirement will be fulfilled, certification will continue, and you will begin a new five-year cycle. If

the minimum passing standard is not met after five years, you will be required to sit for the one-day proctored examination by the end of year six to continue certification.

Timeline – Regaining Certification Physicians

ABIM Longitudinal Knowledge Assessment (LKA)

Regaining Certification



*30 questions are available in each quarter. Any questions that are not opened are counted as "skipped." You may skip up to 100 questions during the 5-year assessment without impacting performance. If you exceed 100 skips, you will be removed from LKA and required to sit for the one-day exam to regain certification.
 †Four minutes are allotted to answer each question. A bank of 30 extra minutes per year can be drawn from to add more time in one-minute increments.
 ‡A successful one-day examination in year 6 and beyond is the only option for satisfying the exam requirement following an unsuccessful LKA attempt.

If your performance assessment indicates that the minimum passing standard was met after five years, then the examination requirement will be fulfilled, and certification will be restored. If the minimum passing standard is not met after five years, you will be required to sit for the one-day proctored examination to regain 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 LKA. ABFM will then transmit eligibility data to ABIM to establish the candidate as a participant in the assessment. Beginning in mid-December, ABIM will reach out with instructions for establishing login credentials on the LKA platform and details about participation. Enrolled physicians may begin answering questions in early January. Participants will receive automated reminders from ABIM at customizable intervals throughout the program.

ANSWERING QUESTIONS. Up to 30 multiple-choice questions will be available to answer at the beginning of each quarter through ABIM’s delivery platform called LKA. Participants will have 4 minutes to answer each question. The question set can be answered all at one time during the quarter or can be spread over multiple sessions within the quarter. LKA also provides a bank of 30 additional minutes per year that can be drawn from in one-minute increments to add more time while answering questions.

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 not be scored, but will count as “skips.”

SKIPPING QUESTIONS. A *skip* is defined as a question that was available, but *never opened* in a given quarter. You may skip up to 100 questions during the five-year assessment without impacting performance or enrollment. If you exceed 100 skips, you would be removed from LKA the following quarter and be required to take and pass the one-day examination before the end of the following calendar year to continue certification.

Note: A question that is opened, but not answered is *not* considered a skip and would be counted incorrect.

IMMEDIATE FEEDBACK. Once an answer is submitted for a question, you will be prompted to provide confidence and relevance ratings. You will then be taken to a page which will indicate whether the answer you submitted is correct or incorrect as well as provide the rationale and supporting references for the question. You may also review all answered questions later in the “Review” section of the LKA dashboard.

SUGGESTIONS FOR PARTICIPATION. LKA 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 an ABIM 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 ABIM right away at 800-441-2246 or submit a message at <https://www.abim.org/contact/>. ABIM office hours are Monday - Friday, 8:30am – 6:00pm (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. Sharing question content in any form is also strictly prohibited.

Sole Participation

The participant in LKA 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 LKA.

Content Security

Participants are prohibited from photographing, copying, printing, capturing screenshots, or otherwise reproducing assessment content in any way.

Participants are prohibited from communicating with others about the content of LKA. 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, ABIM 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/ABIM 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 be prompted to provide confidence and relevance ratings. You will then be taken to a page which will indicate whether the answer you submitted is correct or incorrect as well as provide the rationale and supporting references for the question. You may also review all answered questions later in the “Review” section of the LKA dashboard.

ONGOING FEEDBACK. ABIM will provide ongoing details about your cumulative performance on the Dashboard page. Note that a cumulative *scaled score* will, in most cases, not be provided until the beginning of your second year of participation. The “Review” section of LKA will provide further insight into your performance over time as well as some more granular opportunities to identify areas of strength and weakness.

FINAL SCORE. At the end of year five, a summative decision will be calculated based on your overall performance throughout the assessment. If performance at the end of five years meets or exceeds the minimum passing standard, certification will continue and a new five-year cycle of LKA will begin. If performance is below the minimum passing standard, you would remain certified through the end of year six and would need to take and pass the one-day examination during year six to continue certification.

Re-Examination

Participants whose performance falls below the minimum passing standard after completing LKA will be required to take the one-day Sleep Medicine examination at a secure proctored test center in their sixth year (2029).

Attempts at the one-day exam following an unsuccessful LKA 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. A successful one-day examination attempt in year six will satisfy the examination requirement and allow certification to continue beyond the end of year six.

Period of Certification

Once you have enrolled as a participant in LKA, you are considered continuously certified in Sleep Medicine without an end date. As long as you remain enrolled in LKA, maintain your annual process fees, and maintain your ABFM Family Medicine certification, you will continue to be certified in Sleep Medicine.

Should you withdraw or be removed from LKA prior to completing the assessment, you would be required to take and pass the one-day Sleep Medicine examination by the end of the following calendar year to maintain certification.

Upon completion of LKA with a successful final score, you will be expected to re-enroll for a new five-year cycle of assessment which would begin in 2029. Those who would prefer not to complete another cycle of LKA would need to take and pass the one-day Sleep Medicine examination in 2029 to continue certification beyond year five.

Upon completion of LKA with an unsuccessful final score, you will need to take and pass the one-day Sleep Medicine examination in 2029 to continue certification beyond year six. Physicians who are not successful in LKA are not allowed to re-enroll in LKA until they take and pass the one-day examination.

Continuous Certification Process Requirements

All participants will need to submit annual CAQ process fees and continue completing Family Medicine Continuous Certification Process requirements in the three-year stages to remain enrolled in LKA. 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 submit annual CAQ process fees and/or not complete the requirements for Family Medicine Certification during the established time frames (3-Year Stage), they will be removed from LKA and they will lose their certification status. Physicians who are removed from LKA may only regain CAQ certification by taking and passing the one-day examination.

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 LKA 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 Sleep Medicine LKA 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 Sleep Medicine Longitudinal Knowledge Assessment ("LKA"). 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 LKA and am in compliance with ABFM Guidelines, my Diplomate status will remain in effect as long as I meet all of the current and future Sleep Medicine Certification requirements by the established deadlines and remain in continual compliance with the Guidelines. Furthermore, should I withdraw from LKA for any reason after paying the required fee, the policy set forth in the current Candidate Information Booklet for LKA shall apply.

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

1. I understand that I must complete a registration and enrollment process through ABIM to be fully registered for LKA.
2. All the assessment questions and all other assessment content and materials are the sole property of ABIM subject to copyright and intellectual property protections afforded by law.
3. 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.
4. I understand that I am prohibited from seeking or receiving assistance from other people in responding to assessment questions.
5. I understand that I am prohibited from helping other participants in responding to assessment questions.
6. I understand that I may not discuss the assessment with anyone.
7. With respect to all content related to LKA, including questions, answer choices, rationales 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.
8. I understand that I must follow the terms of participation provided by ABIM during LKA, otherwise I risk being removed from the assessment.
9. I understand that I may not skip more than 100 questions throughout my assessment. Should I exceed 100 skips, I understand that my participation in the program will not continue and I will be required to sit for the one-day proctored examination by the end of the following year to continue certification.
10. ABFM/ABIM 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/ABIM, or should I be in violation of ABFM/ABIM policy set forth within this agreement and Candidate Information Booklet, my assessment scores will be invalidated.
12. I also agree to report to ABFM/ABIM any examples I learn about in which questions or answers from LKA 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/ABIM, 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 Sleep 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/ABIM, 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 and Sleep 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 Sleep 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 Sleep 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 Sleep 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.