



American Board of Family Medicine

1648 McGrathiana Pkwy, Suite 550
Lexington, KY 40511-1247

Ph: 877-223-7437

Fax: 859-335-7516

www.theabfm.org

HALM (Healthcare Administration, Leadership and Management) Certificate of Added Qualifications (CAQ) Frequently Asked Questions

Eligibility

1. Where can I find more about the specific requirements for exam eligibility?
 - A candidate handbook and other requirements will be available in your "MyABFM Portfolio" starting May 17. To find the information, scroll to the "Knowledge Center" section and click "Additional Qualifications."

Examination

2. When can I register for the examination?
 - Online registration, available from your "MyABFM Portfolio", will start on Friday, May 17, 2024, and close on Monday, July 22, 2024.
3. What are the dates of the examination?
 - The examination will be offered online from November 11-26, 2024.
4. How will the examination be delivered?
 - The secure examination will be delivered online. You may take it from a personal computer.
 - In-person testing is not currently available.
 - The online examination will be remotely proctored.
5. How long will the examination take?
 - The examination will take approximately 4 hours.
6. Will there be a time limit for questions?
 - There is not a time limit for individual questions, just an overall time limit to complete the examination.

7. Can I use resources to answer the exam questions?
 - Reference use is not allowed in the qualifying (initial) HALM examination.
 - You may not collaborate with others to answer questions.
8. What will the examination cover?
 - A detailed examination blueprint may be found at [https://www.abem.org/public/docs/default-source/default-document-library/core-content-for-halm-\(pdf\).pdf?sfvrsn=8b26def4_1/Core-Content-for-HALM-\(pdf\)](https://www.abem.org/public/docs/default-source/default-document-library/core-content-for-halm-(pdf).pdf?sfvrsn=8b26def4_1/Core-Content-for-HALM-(pdf))
9. Are there study materials available for the examination?
 - The boards do not produce study guides, sample tests, or provide recommended materials. Candidates are encouraged to review the examination blueprint for areas they may need to study prior to the examination.
 - The American Academy of Physician Leadership and the American College of Physician Executives have lists of resources (books, papers) on different topics that may be helpful for review in areas of the blueprint you might feel are not strengths.
10. What is the examination cost?
 - As with other ABFM CAQs, the qualifying examination registration fee is \$1300.

Continuing certification

11. Am I required to maintain primary certification in Family Medicine?
 - Yes. Maintenance of primary certification in Family Medicine is required for all ABFM CAQs.
12. What are the HALM continuing certification requirements?
 - The every five year HALM CAQ requirements include:
 - Passing three online, multiple choice questions modules
 - Completion of one self-directed executive leadership or health-systems focused performance improvement activity is preferred and strongly encouraged. Completion will meet the PI requirement for maintaining Family Medicine Continuing Certification.
13. What is the cost of maintaining my HALM certification? Are the costs in addition to maintaining my Family Medicine certification?
 - Once initial HALM certification is achieved, a process fee of \$100 is required annually beginning the year after the successful examination. This is in addition to the cost of maintaining Family Medicine certification.

14. Do HALM continuing certification requirements count for maintaining my Family Medicine certification?
- HALM self-assessment and performance improvement activities will count toward those respective requirements of primary certification.
 - Completion of either Family Medicine Continuous Longitudinal Assessment (FMCLA) or the one-day secure Family Medicine examination every 5 years is still required.

Other questions

15. Where can I get answers to other HALM questions not covered in these FAQs or other online resources?
- For questions about the registration process, examination dates, or any other logistical or technical issues, please email halm@theabfm.org.
 - For questions about potential eligibility or other requirements, please email David Price, MD at dprice@theabfm.org.

