

American Board of Family Medicine



CANDIDATE INFORMATION BOOKLET

HEALTH CARE ADMINISTRATION, LEADERSHIP, AND

MANAGEMENT

CERTIFICATE OF ADDED QUALIFICATION

FALL CERTIFICATION EXAMINATION:

NOVEMBER 11 – 26, 2024

SCHEDULE FOR THE FALL 2024 ADMINISTRATION OF THE HEALTH CARE ADMINISTRATION, LEADERSHIP, AND MANAGEMENT CERTIFICATION EXAMINATION

Application Registration Period: May 17, 2024 – August 5, 2024 The examination and application fee details listed below summarize the payments for candidates applying for the Health Care Administration, Leadership, and Management Certificate of Added Qualification (CAQ) examination. 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: Be sure to begin the online application process and proceed beyond the fee payment page prior to July 22, 2024 to avoid application closeout.

Fees for Initial Certification Candidates

Candidate Type	Examination Fee
Initial Attempt	\$1300
Re-attempting after unsuccessful attempt	\$650

Candidates who gain certification will be required to submit process fees of \$100 on an annual basis to maintain certification going forward. The process fees cover the ongoing cost of certification and up to two future examination attempts.

IMPORTANT DATES FOR THE FALL 2024 ADMINISTRATION OF THE HEALTH CARE ADMINISTRATION, LEADERSHIP, AND MANAGEMENT CERTIFICATION EXAMINATION

May 17, 2024	Registration begins (online applications available)
July 22, 2024	Last day to: <ul style="list-style-type: none">• Submit application• Submit special testing accommodation (ADA) documentation
August 5, 2024	Last day to: <ul style="list-style-type: none">• Clear all pending application requirements• Make official name change with ABFM for examination
September 16, 2024	Testing appointment selection begins
October 21, 2024	Last day to select testing date
5 Days Prior to Scheduled Examination	Last day to withdraw application without incurring a late cancellation fee (\$150)
February 28, 2025	All fellowship training should be completed on or about this date
April 30, 2025	Last day to submit fellowship training completion verification

EXAMINATION DATES

November 11 – 26, 2024

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INTRODUCTION

The American Board of Family Medicine congratulates you in your pursuit of board certification! We are here to support you as you achieve this important milestone. We understand that family physicians have numerous demands on their time. Our goal is to make the exam application process as efficient as possible.

This booklet provides general information concerning the Certificate of Added Qualifications (CAQ) in Health Care Administration, Leadership, and Management (HALM) 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 HALM has been jointly developed by the American Board of Anesthesiology (ABA), the American Board of Family Medicine (ABFM), the American Board of Preventive Medicine (ABPM), and the American Board of Emergency Medicine (ABEM).

The half-day, computer-based, **remotely delivered examination**, which will be offered every other year (in even numbered years) is designed to recognize physicians with significant leadership responsibility in a variety of settings including health systems, large medical groups or community practices, academic health centers, and health policy organizations. It will also allow physician leaders to:

- Tailor their continuing family medicine certification to their current job responsibilities
- Provide a pathway to prepare up and coming organizational leaders for expanded leadership roles
- Provide portability of a leadership credential to different systems and settings

Participation in the program is voluntary. HALM certification is not a requirement to fulfill administrative, leadership or management positions in health care, and the certificate does not confer privilege to practice in these roles.

Although the application requirements differ among the boards, content and scoring of the examination are identical.

Upon certification, you can expect to begin participating in five-year continuing certification cycles that will involve a longitudinal assessment and completion of a performance improvement activity.

Be sure to start the online application and advance beyond the fee payment page prior to the final application filing deadline. Any pending requirements must be completed by the published deadlines. All application requirements must be completed prior to selecting a testing date.

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).

COMPLETING THE APPLICATION

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

It is the sole responsibility of an ABFM candidate to be aware of and comply with registration deadlines. In fairness to all candidates, the Board adheres firmly to the published deadlines for registration. Candidates are encouraged to apply early in the registration period to avoid 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 Examination Program Coordinator 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. However, it is important to note that the name on record with ABFM should exactly match the name appearing on the ID presented on the examination day. Any discrepancy in the name will potentially delay or prevent access to the examination. All name issues should be resolved by the deadline for clearing pending application requirements. Please contact your ABFM Examination Program Coordinator for assistance with any name issues.

Candidates also should verify, update, or enter their primary mailing address. This is the address the wall certificate will be mailed to. 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 (2024), European Union (EU) residents are not eligible to register for ABFM examinations. 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

Application Registration Period: May 17, 2024 – August 5, 2024

The examination and application fee details listed below summarize the payments for candidates applying for the Health Care Administration, Leadership, and Management Certificate of Added Qualification (CAQ) examination. 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: Be sure to begin the online application process and proceed beyond the fee payment page prior to July 22, 2024 to avoid application closeout.

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Candidates who gain certification will be required to submit process fees of \$100 on an annual basis to maintain certification going forward. The process fees cover the ongoing cost of certification and up to two future examination attempts.

In order to expedite the process of applying for the exam, candidates are encouraged to file applications by the final application deadline. ABFM defines “filing” an application as the date the application is started and advanced beyond the payment page.

ABFM’s online payment option uses Secure Sockets Layer (SSL) technology to encrypt the personal and financial information being sent over the Internet. The candidate’s browser will display a locked padlock icon near the bottom of the window to indicate that SSL encryption is being used. Consequently, candidate’s may be assured that the easy-to-use, online payment process is a highly secure payment option.

If a candidate prefers to submit a credit card number in writing or pay by check, a payment information page may be printed from within the online application to submit with payment. Once ABFM has processed the payment, the candidate will be able to complete the application.

If a credit card is declined or a check is returned by the bank, the fee must be resubmitted for the original amount plus a non-sufficient funds (NSF) fee of \$50.00, and must be paid by certified check or money order. Further, the testing appointment will be cancelled for any candidate whose credit card is declined or check is returned, and the candidate will not be able to reschedule until all fees have been paid.

Please note: No candidate will be allowed to take the examination until all fees are paid and all necessary requirements have been satisfactorily met. If a candidate is not successful on the examination, the application/registration process must be repeated, and will include payment of a reduced examination fee.

Withdrawal/Refund Policy

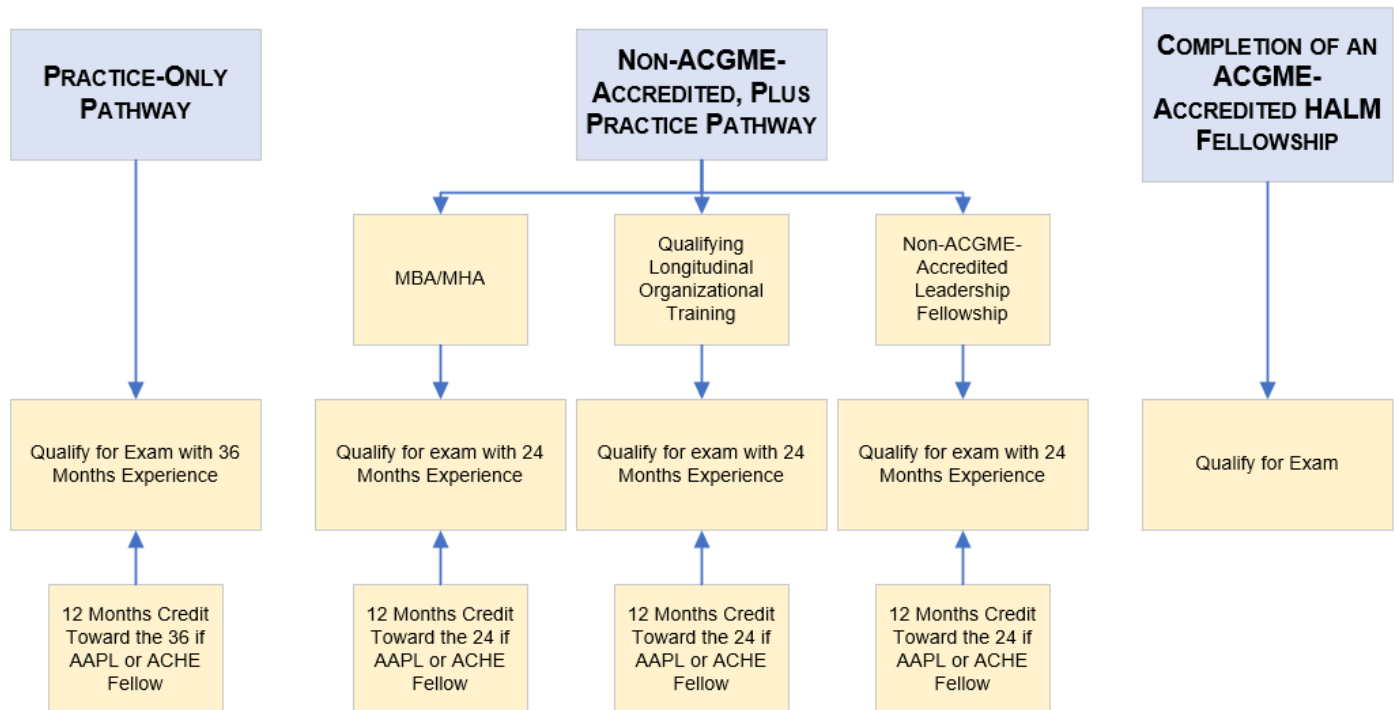
Any candidate who is unable to complete the application requirements or who needs to delay participation in the examination, is encouraged to withdraw their application. Candidates may withdraw through the online application by selecting the Withdraw option. By selecting the withdraw option the candidate will be cancelling their current application and the fees for that examination will be refunded within 2-3 weeks. Please note: there is an application processing fee (\$200) included in the examination fee that is non-

refundable. Additionally, any cancellation fee or seat fee incurred due to late withdrawal will be withheld from the refundable portion of the examination fee.

Initial Certification Requirements

- Current primary certification in family medicine
- Satisfactory documentation of one of the following:
 - **PRACTICE-ONLY PATHWAY**
 - **NON-ACGME-ACCREDITED TRAINING, PLUS PRACTICE PATHWAY**
 - **COMPLETION OF AN ACGME-ACCREDITED HEALTH CARE ADMINISTRATION, LEADERSHIP, AND MANAGEMENT FELLOWSHIP PROGRAM**
- Completion of a formal Health Care Administration, Leadership, and Management examination application including the full examination fee
- Successful completion of a half-day, remotely delivered, computer-based examination
- All candidates must be in compliance with ABFM Guidelines for Professionalism, Licensure, and Personal Conduct which includes holding medical license(s) which meet the licensure requirements of the Guidelines

Pathways to Eligibility for HALM Certification



Practice-Only Pathway (expires December 31, 2030)

The physician must demonstrate that within the seven years (84 months) immediately preceding the date on which they submit their application, they have held a position that demonstrates responsibilities of a “Leadership-Administration Position” (see below) and an equivalent title (see below) for at least 36 months. The 36 months do not need to be contiguous. ABFM will require independent verification of the physician’s HALM experience from the physician’s direct supervisor(s).

Non-ACGME-Accredited Training, Plus Practice Pathway (expires December 31, 2030)

- The physician must complete one of the following non-ACGME-accredited training options:
 - Training Option 1: Successfully complete a fellowship of at least 12 months that reasonably addresses the HALM Core Content. The fellowship must be sponsored by an ACGME accredited residency program or ACGME-accredited institution. ABFM will seek independent verification of the physician’s successful completion of the non-ACGME-accredited HALM fellowship program from the HALM fellowship program director.
- OR**
- Training Option 2: Successfully complete a longitudinal rigorous leadership, management, and administrative program offered by a regional or national integrated health care system. These programs must reasonably address the HALM Core Content, be at least one year in length, contain a combination of in-person intensive sessions and mentored practicum/practical experiences in the health care delivery system, and include a formal evaluation process which may include a summative examination, or a capstone project evaluated by faculty. Diplomates who wish to utilize this option should provide descriptive information on the training, including contact information for the director of the system leadership program, to ABFM for review before selecting this option.
- In addition to completing one of the options above, the physician must demonstrate that within the seven years (84 months) immediately preceding the date on which they submit an application, the physician will have held a position that demonstrates responsibilities of a “Leadership-Administration Position” (see below) and an equivalent title (see below) for at least 24 months. The 24 months do not need to be contiguous. ABFM will require independent verification of the physician’s HALM experience from the physician’s direct supervisor(s).

Credit for Certification by the American College of Healthcare Executives (ACHE) or the American Association for Physician Leadership (AAPL)

Certification by ACHE or AAPL will provide a maximum of 12 months of credit toward the practice experience requirements under either the Practice-Only Pathway or the Training-Plus-Practice Pathway. To receive credit, the physician’s ACHE or AAPL certification must be current at the time the physician submits the application to the ABFM. Further, a physician can obtain credit for either ACHE or AAPL certification but cannot double-count certification by both ACHE and AAPL. ABFM will seek independent verification of the physician’s successful completion from the sponsoring organization.

Leadership-Administration Position:

The physician must demonstrate that they hold or previously held for a minimum of 36 months (Practice-Only Pathway) or 24 months (Practice-Plus-Non-ACGME-Accredited Training Pathway) where at least 25% of the physician’s time is/was devoted to managing administrative functions with high-level organizational impact* in each of the following three areas:

1. **Talent Management:** Oversight and management of physicians and other staff which could include performance evaluations, compensation, hiring, and firing
2. **Data Management:** Use and analysis of data

3. Fiscal Responsibility: Oversight and management of budgets to impact revenue, costs, and profits

*Candidates with leadership commitments of <25% time during a typical work week may be reviewed on an individual basis to determine if the level of involvement meets the spirit and intent of the practice pathway requirement. Specific, detailed descriptions of leadership responsibilities, with examples, will facilitate this review. Please also include the amount of administrative salary stipend (if any) you receive for this work.

***Examples of Organizational Impact:**

- Regular oversight of or participation in major negotiations with payers and/or industry to increase value and to include at-risk platforms
- Oversight of designing, justifying, implementing, monitoring, and measuring large-scale process improvements
- Oversight of organizational demand and capacity assessments with management of results to positively impact access, affordability, and satisfaction for patients
- Medically leading organizations through regulatory, accreditation, or certification processes such as Joint Commission, ACGME, etc.
- Oversight in an academic setting that improves learning and research
- Oversight of processes to assess and improve professionalism and organizational culture

ABFM will require verification of leadership-administration experience by an individual who served as a direct supervisor to the position/role during the same time as the experience occurred (e.g., Chief Executive Officer verification for leadership-administration experience as a Chief Medical Officer). ABFM reserves the right to request a copy of a job description, organizational chart, and/or CV/resume to provide clarifying information for any application.

Examples of administrative positions that may be considered for the HALM CAQ (provided that the position meets the functional responsibility noted above) include:

Equivalent Titles Considered Active Practice of HALM:

1. Chief Clinical Integration (Network) Officer (population health)
2. Chief Clinical Officer (role includes nursing and other clinical services)
3. Chief Clinical Transformation Officer
4. Chief Compliance Officer
5. Chief Executive Officer
6. Chief Health Equity Officer
7. Chief Informatics (Information) Officer or Chief Medical/Clinical Information Officer
8. Chief Learning or Education Officer
9. Chief Medical Officer
10. Chief Operating Officer
11. Chief Quality Officer
12. Chief/Vice-President Quality and/or Patient Safety
13. City/County/State Public Health Commissioner (Deputy Commissioner)/ Director/Duty Officer
14. Clinical Research Officer Director

15. Dean or Senior Associate Dean
16. Department Chair/Selected Vice Chair
17. Designated Institutional Official
18. Government or Correctional Agency Healthcare Executive Director/Medical Director
19. Regional Medical Director (e.g., single specialty, multiple specialty, multi-state)
20. Vice-President Human Resources
21. Vice-President Medical Affairs
22. Vice-President Resource Stewardship

Fellowship Training Pathway

The Fellowship Training pathway requires that physicians successfully complete an Accreditation Council for Graduate Medical Education (ACGME)–accredited HALM fellowship. The ACGME accredits HALM fellowships of 12 and 24 months in length. The physician must successfully complete all months of training for which the HALM fellowship is accredited to fulfill the Board’s eligibility criteria. For physicians who apply through the Fellowship Training Pathway, ABFM will require independent verification of the physician’s successful completion of the HALM fellowship program from the HALM fellowship program director. The physician may submit a certification application during any regular application cycle; all fellowship training must be successfully completed by February 28, 2025.

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 obtain and maintain certification, 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 to select and actually 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. The effective date of certification will be the date on which the candidate meets all certification requirements. 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 for certification and ABFM determines that the information does not match the records from the licensing state or if the license does not meet the Guidelines, the 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 listed 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 sitting for an examination who does not meet ABFM Guidelines will have their examination invalidated and the examination 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 the examination, it is still the responsibility of the applicant to report the action to ABFM prior to examination. If a candidate is appealing a decision relative to their certification status to the Professionalism Committee, they are permitted to sit for the examination with the understanding that if the appeal is unsuccessful, their examination 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 its examination program. Candidates must indicate through the examination 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 the ABFM examination'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 examination or will result in an undue burden to ABFM. For further information regarding Special Testing Accommodations, please refer to the [ADA Policy and Procedures](#) available on our website.

All required documentation 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 that are incomplete for any reason, will not be processed and the candidate will be required to take the examination under normal testing conditions or withdraw their application.

Any request for special testing accommodations received after the scheduling of a testing appointment will require the cancellation of the current appointment in order to process and review the candidate's documentation.

Since administration of the examination is handled by the American Board of Emergency Medicine, special testing accommodations that may have been received for any examination administered by the American Board of Family Medicine may not be available for the Health Care Administration, Leadership, and Management examination.

Comfort Aids

The items listed below are comfort aids and do not require pre-approval. They will be allowed in the testing room upon visual inspection by the Online Proctored staff. Visual inspection will be done by examining the item unless otherwise stated below. Should a candidate require any personal item not listed below during the examination, whether due to a medical condition or otherwise, please contact us at accommodations@theabfm.org. All requests must be submitted prior to the final application deadline.

Medicine & Medical Devices

- Auto-Injector, such as EpiPen
- Bandages
- Braces - Neck, Back, Wrist, Leg or Ankle Braces
- Casts - including slings for broken/sprained arms and other injury-related items that cannot be removed.
- Cough Drops - must be unwrapped and not in a bottle/container.
- Eye Drops
- Eye Patches
- Eyeglasses, without the case, including tinted lenses – must be removed for visual inspection
- Glucose Tablets (does not include hard candy) - must be unwrapped and not in a bottle/container.
- Hearing aids/Cochlear implant – **See additional information below.**
- Inhaler
- Medical Alert Bracelet - **See additional information below.**
- Medical device – Must be attached to a person's body and be inaudible. If device makes noise, then candidates must apply and be approved for an accommodation.

See additional information below.

- Continuous Glucose Monitor
- Insulin Pump
- Spinal Cord Stimulator
- TENS Unit
- Medical Foot Stool - Note: Candidates may bring a medical foot stool for the purpose of supporting an injured leg or foot. The stool must be non-skid, have a metal base, and can be no larger than 14X14X12.
- Nasal drops/spray
- Oxygen Tank – Must be self-contained and silent. If the oxygen makes noise, or if power is required, then an accommodation approval is needed.
- Pillow/Cushion
- Pills - i.e., Tylenol or aspirin - Must be unwrapped and not in a bottle/container.

Note: Candidates may bring pills that are still in the packaging if the packaging states they **MUST** remain in the packaging, such as nitro glycerin pills that cannot be exposed to air. Packaging must be properly inspected.

Additional Information: Candidates are not permitted to plug any device into the computer workstation. If the medical device includes an accompanying external remote-control device, the remote-control device may not be taken into the testing room. If there is a need to take the external remote-control device into the testing room, including a cell phone, candidates must apply and be approved for an accommodation to do so.

Mobility Devices

- Canes
- Crutches
- Motorized Scooters/Chairs
- Walkers
- Wheelchairs

Other Approved Items

- Handheld, non-electronic magnifying glass, without the case.
- Tissues/Kleenex

Prohibited Items During Remote Testing

The following items are not permitted in the room where remote testing is taking place:

- Electronic devices. With the exception of the device being used to take the examination, all other electronic devices, including but not limited to cell phones (within arm's reach), tablets, watches of any kind, smart glasses, additional computers, cameras of any kind, and recording devices of any kind are prohibited from being in the testing room.
- Calipers, nomograms or other interpretive aids.
- Study materials, books, notes, scratch paper, etc.
- Pens, pencils, highlighters and other writing instruments.
- Suitcases, briefcases, backpacks
- Wallets and purses
- Eating and using tobacco products are prohibited while testing. *Beverages in any container and chewing gum are allowed.*

Prohibited Actions During Remote Testing

Although this list is not exhaustive, the following candidate actions are prohibited and can result in a proctor revoking a candidate's exam:

- Accessing a cell phone
- Accessing unauthorized items or materials
- Having a cell phone within arm's reach and within view of the webcam
- Leaning partially offscreen
- Leaving the webcam view
- Mumbling or speaking aloud
- Speaking to another person
- Wearing headphones, earbuds, or a headset without exam sponsor 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 Selection of Examination Date

Once all components of the candidate's application are completed and all pending requirements are cleared, ABFM considers the candidate to be approved for the examination. ABFM will automatically notify the ABEM that the candidate is eligible to select a remote testing date.

ABFM will send the American Board of Emergency Medicine (ABEM) a list of all approved candidates in early August. Since ABEM is responsible for the administration of the examination, they will send the candidate a communication with instructions for contacting Pearson VUE to schedule a testing appointment time.

Remote test date selection will open on September 16, 2024 for applications that have been approved by ABFM. Candidates must contact Pearson VUE and schedule their appointment no later than October 21, 2024 for the HALM examination.

Appointments are scheduled on a first come, first served basis. Pearson VUE should provide a confirmation number for the appointment once it is scheduled. After the appointment is scheduled, Pearson VUE will send a communication confirming the date and time of the examination appointment.

Reschedule or Withdraw

Reschedule

Should a candidate wish to change their test date; they will need to contact Pearson VUE directly no later than five days prior to the currently scheduled appointment date. Do not contact ABFM to request a change in test date. The contact information for Pearson VUE will be provided in the communication candidates receive from ABEM about scheduling their exam and in the confirmation they receive from Pearson VUE.

Withdraw

Candidates who have scheduled an appointment and need to withdraw from the examination must do so through ABFM at least 5 days prior to the scheduled appointment date. *Candidates should not contact Pearson VUE directly to cancel an appointment.* Cancelling or withdrawing from the examination after the aforementioned deadlines will incur a cancellation/seat fee of \$150.

Candidates who have not scheduled an appointment and need to withdraw from the examination may do so through the ABFM website by selecting the withdraw option inside the online application or by contacting ABFM.

Please refer to our refund policy for additional information regarding a refund.

EXAMINATION INFORMATION

Content

The Health Care Administration, Leadership, and Management Examination is a half-day computer-based examination that is administered remotely to you by Pearson VUE, a division of Pearson Education. It covers expertise from medicine, health systems science, quality improvement, patient safety, business, public health, communication, computer science, economics, law, and other disciplines in a singular subspecialty certification.

The content areas that will be covered and their proportions on the exam are as follows:

Primary Content Areas and Approximate Relative Proportions	Exam Question Distribution (±5%)
Business of Health Care (1.0)	
The Business of Health Care (includes 1.4 through 1.12 and 1.14 through 1.25)	9%
Finance and Accounting Principles (includes 1.1 through 1.3, and 1.13)	8%
Care Innovation, Health Equity, and Population Health (2.0)	10%
Governance (3.0)	
Governance, Organizational Structure, and Advocacy (includes all line items in section 3.0)	8%
Health Care Policy, Law, and Advocacy (4.0)	
Health Care Policy, Law, and Regulation (includes all line items in section 4.0)	11%
Health Information Technology (5.0)	
Health Care Technology and Information Management (includes all line items in section 5.0)	9%
Human Resource Management and Workforce Development (6.0)	10%
Leadership in Patient Safety and Quality Improvement (7.0)	14%
Organizational Leadership and Communication Skills (8.0)	13%
Professionalism and Ethics (9.0)	8%

For a full detailed listing of the examination content specifications, visit the “Exam Content” section of <https://www.abem.org/subspecialty-get-certified/health-care-administration-leadership-and-management-halm/>.

The exam lasts one-half day. Multiple forms of the exam are used, and they may differ in question order and content. Some questions may require the interpretation of illustrative materials.

The half-day exam consists of 150-200 multiple-choice, single best-answer, closed-book questions. This type of question consists of a brief statement, case history, graph, or picture followed by a question and list of possible options. The candidate must choose the one answer that is better than the others; note that

other options may be partially correct. Familiarizing yourself with the question format in advance may help you to work more effectively.

Facts About the Remotely Delivered Examination

The Health Care Administration, Leadership, and Management examination will be delivered to you remotely in a location of your choosing on your laptop or desktop computer by Pearson VUE on their OnVUE online testing platform. It is important to note that the HALM examination is only available by online delivery and is not available in Pearson VUE's brick-and-mortar locations. The exam will be proctored by Pearson VUE personnel by observing you through your own web camera and audio inputs throughout your online testing experience.

Taking an exam with OnVUE is flexible, convenient and easy. However, it also has unique rules and requirements. For the best possible testing experience, we strongly recommend you get familiar with these before taking your exam.

[Click Here For the Pearson VUE Online Testing Guide](#)

Before Test Day

1. Run a system test. [Click here](#) to access the American Board of Emergency Medicine's (ABEM) information about online testing and the system test.
2. Choose your testing space. Find a private, distraction-free area that you will use for your exam.
3. Get your ID ready. Make sure your personal identification meets requirements.

On Test Day

1. Do any last-minute prep. Be sure your computer and internet pass the pre-exam system test. Clear your desk/workspace of prohibited items and prep your equipment. Get your ID ready to present.
2. Check in. You can begin the check-in process up to 30 minutes before to 15 minutes after your appointment time.
3. Start your exam. While testing, it's best to focus on the questions and not get distracted. Observe all the environmental and behavioral rules. If you need help during your exam, use the chat icon to request assistance.

The Pearson staff will follow standardized procedures to ensure that remote examination delivery meets ABFM, ABEM, and Pearson VUE testing criteria. The information below describes the process that will occur when you test online.

- You may use your cell/mobile phone while checking in for your exam and/or if you experience a technical issue. Any other use, including but not limited to taking a call and having a conversation with anyone other than a Pearson VUE proctor, texting, accessing apps, etc., may result in your exam being revoked/terminated.
 - Once your exam has started, keep your mobile phone in the room where you're testing, but out of arm's reach. Your phone may not be kept in your immediate testing workspace. We recommend placing it on the floor beneath you or a desk/table behind you.
- Most personal items are not permitted while testing (see preceding Comfort Aids section for exceptions). You will be required to leave personal belongings outside the room in which you

are testing, including, but not limited to electronic devices, study materials, food, writing instruments, paper, etc.

- Visibility/movement. Throughout your exam, you must stay in your designated testing space, in view of your webcam, unless your program specifically allows breaks. (Most programs do not allow breaks, so plan accordingly.) Your eyes must face forward at all times, and you may not cover your webcam. Additionally, unless prompted by the greeter or proctor, do not move your webcam once the exam has started.
- Communicating with others. Once you've started your exam, nobody may enter or even pass through your testing space, and you may not communicate with anyone other than your proctor.
- Speaking aloud. You may not read the test questions aloud, nor may you cover your mouth, attempt to hide your face, or move out of view of the webcam.
- You must be fully clothed throughout your exam. You may not wear coats, jackets, or barrettes/hair clips larger than ¼ inch wide.
- You may not eat or use tobacco products during your examination. Beverages in any container and chewing gum are allowed.
- You may have access to an electronic whiteboard in the examination, but using your own writing instruments and paper is not allowed.

Study Materials

ABFM does not provide comprehensive review materials for this examination. We suggest that regardless of the method used to prepare, it is important it be broad based and focused on the clinical aspects of the specialty. We have found that one factor candidates often attribute to their success is an intensive, disciplined review of the specialty. They speak to the comprehensive review of one of the standard textbooks, combined with a self-assessment program that provides the opportunity to practice answering questions while giving feedback on test performance.

Pearson VUE Information

Pearson VUE is the computer-based testing vendor ABEM uses to remotely administer the exam. Candidates may learn more about ABEM and Pearson VUE testing at: www.pearsonvue.com/ABEM.

Examination Administration Protocols and Procedures

Registration Process

GOVERNMENT-ISSUED FORM OF IDENTIFICATION. When the candidate logs in to test, they will be required to present primary and secondary identifications listed below:

Primary ID: A current government-issued ID that contains a recent photograph of the candidate and their signature. A valid driver's license, passport, or state identification card is acceptable. Candidates will not be allowed to take the examination with an expired ID.

Note: Any form of ID issued by the Syrian government cannot be used as a primary ID, per U.S. government regulations. The name that appears must be the same as the name the Board has on record for the candidate.

Secondary ID: Does not require a photograph, but must include the candidate's signature. For example, a social security card, valid credit card, or ATM card is acceptable. Note: Candidates without both a valid primary and secondary ID will not be admitted to the exam room.

TESTING SECURITY. As a part of secure remote exam delivery, all candidates will be continuously monitored throughout the entirety of the examination through their own webcam.

Violation of Procedures – Testing Room and Immediately Surrounding Areas

Areas within the testing vendor's jurisdiction and control are generally recognized as the room the candidate has chosen to test in and any immediately surrounding areas. Immediately surrounding areas are defined as adjacent rooms, hallways, or other areas with immediate proximity to the testing room.

"Active Testing" is any period during which a candidate's examination time clock is running.

POSSESSION OR USE OF PROHIBITED INSTRUCTIONAL INFORMATION OR PERSONAL ITEMS. If a candidate, while actively testing or on an unscheduled break, is observed to have prohibited instructional information or personal items in their possession, the test administrator will immediately advise the candidate that a violation of testing policy has occurred. Prohibited items include, but are not limited to reference materials, texts, articles, review materials, written notes, electronic media, devices designed to augment knowledge or recall, a watch or timepiece of any kind, cellular telephone, mini-computer, camera, paper/writing surface or writing instrument. If the candidate has simply overlooked removing any of these items from their testing room but the item has not been accessed, the test administrator will request the item to be removed and will remind the candidate of the requirements during active testing. The candidate may continue testing without penalty. However, if the prohibited information or personal item has been used/accessed or is found in the testing room, the candidate will not be permitted to continue testing and a final determination of the matter will be withheld pending the results of ABFM investigation. All materials found in the examination room will be listed in a detailed written report following the examination.

COMMUNICATION WITH OTHERS. Speaking to another person during testing is strictly prohibited. You cannot allow anyone else—including children, roommates, colleagues, etc.—to enter or even pass through your testing space once you've started your exam. Pearson VUE proctors may revoke an examination if a candidate is observed interacting with another person during testing.

Examination Administration Parameters

FAILURE TO COMPLY WITH SPECIFIC TEST ADMINISTRATOR INSTRUCTIONS. During the testing day, candidates must comply with the directions/instructions of the test administrator. Any candidate who does not follow the instructions of the test administrator may be subject to having their examination revoked.

LATE ARRIVALS. You may check in for your appointment up to 30 minutes prior to your scheduled appointment time and up to 15 minutes after. Any candidate who arrives 15 minutes or more after their scheduled start time will not be permitted to test.

NO SHOWS. Any candidate who fails to appear for their scheduled appointment will be considered a "no show" for the examination. The current application will be cancelled and the fees for that examination will be applied to the next testing window unless a refund is requested. A \$150 seat fee will be applied to subsequent registrations and must be paid prior to registering for the next examination.

A VENDOR-CAUSED DELAY. If a candidate attempts the check-in process on time but begins the examination later than the scheduled appointment time due to a technical issue or other vendor-caused delay, the candidate will be given the full amount of testing time. Any candidate in this situation will have their examination launched as close to the original appointment time as possible.

UNSCHEDULED BREAKS DURING TESTING. ABEM will set the policy for unscheduled breaks with Pearson VUE. In general, leaving the camera view during a remotely delivered examination has much more serious implications than an in-person examination delivered in a testing center and can result in a revoked examination. Should you need to take an unscheduled break, it is always best to communicate with your proctor to determine what is allowed.

Irregular Behavior

The Board's examinations are copyrighted and remotely administered by test administrators who are responsible for maintaining the integrity and security of the certification process. Test administrators are required to report to the Board any irregular or improper behavior by a candidate, such as giving or obtaining information or aid, removing examination materials from the test room, taking notes, bringing

electronic devices into the testing room, failing to comply with time limits or instructions, talking, or other disruptive behavior. In addition, as part of its effort to assure examination integrity, ABEM utilizes data forensic techniques that use statistical analyses of test-response data to identify patterns of test fraud, including cheating and piracy. Irregular or improper behavior that is observed, made apparent by data forensics, statistical analysis, or uncovered by other means will be considered a subversion of the certification process and will constitute grounds for invalidation of a candidate's examination.

Examination Results

After the examination is given, it will be analyzed and evaluated to ensure the reliability of individual results. Score reports will be available on the ABFM website (www.theabfm.org), in the MyABFM Portfolio once the results data is received from ABEM. Candidates will be notified via email when results are available.

Re-Examination

Qualified candidates who fail the examination will be given the opportunity to take it again. An application is valid only for the examination for which a candidate has applied. For initial certification candidates, a reduced examination fee of \$650 (or 50% of the current fee) is charged for each re-examination. The initial certification examination is delivered in the fall of every other year (even-numbered years).

Period of Certification

All candidates who are successful on a CAQ examination will be certified on a continuous basis and will be issued a certificate without an end date. Those who are successful on the examination will receive a certificate without an end date indicating that continued certification is contingent upon meeting the current and continuous requirements for CAQ certification.

To maintain a HALM CAQ certification, all candidates must:

- Maintain ABFM Family Medicine certification.
- Submit annual CAQ process fees.
- Participate in ongoing HALM longitudinal assessment (5-year cycles) beginning the year after your successful examination.
- Complete one PI activity every 5 years. An HALM-focused activity is preferred and encouraged. This PI activity will satisfy your PI requirement for your primary certification.

If for any reason primary certification in Family Medicine is not maintained (e.g., expiration, revocation, etc.), HALM CAQ certification will simultaneously be withdrawn at the time of the loss of the primary certificate. Upon restoration of the Family Medicine certificate, the HALM CAQ certification will simultaneously be restored.

If process fees are not submitted on an annual basis, CAQ certification will be withdrawn. Upon payment of past due fees, the CAQ certification will be restored.

Board Eligibility for Subspecialty Certification

The American Board of Family Medicine defines the 7-year period of board eligibility as (1) the period that begins July 1, 2017, for any physician eligible to apply for ABFM subspecialty certification prior to that date, or (2) the period that begins upon the date of successful completion of an ACGME-accredited subspecialty fellowship training program for which ABFM provides subspecialty certification, on or after July 1, 2017.

A physician who wishes to be designated as board eligible for subspecialty certification must continuously comply with the Guidelines for Professionalism, Licensure and Personal Conduct ("Guidelines"); must hold a valid certificate in Family Medicine issued by ABFM; and must have successfully completed subspecialty training as attested to by the subspecialty fellowship program director.

After expiration of the 7-year period of board eligibility, a family physician can no longer use the designation “board eligible” without meeting additional requirements. In order to regain the “board-eligible” designation for an additional period, the physician must satisfy the requirements for the re-eligibility process established by ABFM. During this period, the previous requirements remain in place with regard to continuous compliance with the Guidelines, and the physician must continue to hold a valid certificate in Family Medicine issued by ABFM.

As of July 1, 2017, the above Board Eligibility policy for subspecialty certification, approved by the ABFM Board of Directors in accordance with the ABMS Board Eligibility policy, will only apply to physicians attempting to certify for the first time. It does not apply to physicians who have previously been certified in a subspecialty by ABFM. For physicians whose certification expired prior to July 1, 2017, ABFM will provide verification of physicians who are able to sit for the next examination.

Validity Period for Successful Examination

Diplomates will enter the 5-year HALM continuing certification on January 1 following a successful examination attempt. Failure to meet the requirements of the 5-year continuing certification cycle will result in loss of the CAQ. Diplomates may regain their certification after re-taking and successfully passing the HALM initial certifying examination.

Revocation

Each certificate issued by the Board of Directors of the 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 the American Board of Family Medicine, Inc., or of the Bylaws of the 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 the Board.

The person so certified has fraudulently altered, copied, or changed a certificate of the 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 the Board, or has otherwise misrepresented the person's certification status. In such cases, and in cases where the offending party is not currently certified, the Board reserves the right to revoke, suspend, and/or prohibit participation in certification 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 the Board is determined to be final.

Professionalism, Licensure, and Personal Conduct

A Diplomate or candidate of the 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 examination or other examinations offered by the Board.

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 the American Board of Family Medicine. Candidates for ABFM examinations 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 candidate sitting for an examination that does not meet the Guidelines will have their examination invalidated, and the examination 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 the examination, it is still the responsibility of the candidate to report the action to ABFM prior to examination. If a candidate is appealing a decision relative to their certification status to the Professionalism Committee, they are permitted to sit for the examination with the understanding that if the appeal is unsuccessful, their examination will be invalidated and the examination fee will be forfeited.

Authority

The Board of Directors of the 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

Please read the following conditions regarding the administration of the Health Care Administration, Leadership, and Management Certificate of Added Qualification Examination (“Examination”) by the American Board of Family Medicine, Inc. (“ABFM”). 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 this examination application (“Application”) is complete and correct to the best of my knowledge and belief. In order to be granted 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 Examination 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 further understand and agree that ABFM may withhold or rescind approval of this Application, and in the event I am certified as a Diplomate of ABFM, such certification may be revoked and my name deleted from the roll of ABFM Diplomates by order of ABFM 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 Guidelines; or
3. I fail to satisfy the criteria for certification.

I understand that in the event I am successful on the Examination and am in compliance with the Guidelines that my Diplomate status will remain in effect as long as I meet all of the current and future requirements by the established deadlines and remain in continual compliance with the Guidelines. Furthermore, should I withdraw from the Examination for any reason after paying the required fee, the policy set forth in the Candidate Information Booklet for the current Health Care Administration, Leadership, and Management Examination shall apply.

If my Application to sit for the Examination is approved, I understand and agree to the following conditions:

1. All the Examination questions and all other Examination content and materials are the sole property of the American Board of Emergency Medicine (“ABEM”) subject to copyright and intellectual property protections afforded by law. Questions or other materials have not been available for review by examinees before taking the Examination and they will NOT be available for review by the examinees after taking the Examination. Any notes taken during the Examination administration will be considered Examination content. No one is permitted to reproduce the Examination questions and/or answers in whole or in part, make written notes of the Examination content, or electronically copy, record and/or transfer Examination questions or preparatory material. No reference materials (texts, articles, or review materials) shall be permitted in the Examination administration area. During and following the Examination, examinees may not discuss the content of Examination questions with anyone.
2. I understand that I am expected to complete all sections of the Examination and attempt all questions. Should I neglect to complete any section of the Examination, I understand that any questions not answered will be counted as incorrect. I will not receive additional time, nor will I receive a refund of the Examination fee or credit toward future fees due to my failure to answer any questions.
3. I understand that during the active testing of my Examination, (the period when I am actively testing within a section of the Examination), I am prohibited from bringing into the testing area anything unauthorized by the Pearson VUE testing staff. During active testing, I am prohibited from bringing instructional information or personal items including, but not limited to: reference materials, texts, articles, review materials, written notes, electronic media, devices designed to augment knowledge or

recall, a watch or time piece of any kind, cellular telephone (within arm's reach), pager, hand held computer, personal digital assistant (PDA), mini-computer, camera or any writing instrument. Furthermore, I will not be permitted to communicate with other individuals, except members of the test administration staff. During an active exam, I will not be permitted to leave my designated testing area except for scheduled breaks.

4. The use of telephones or leaving the testing area during active testing is prohibited.
5. I understand that I risk being unsuccessful on the entire Examination if I do not follow instructions on the Examination itself.
6. ABEM reserves the right to refuse access to any examinee after any session of the Examination has actually begun.
7. The test administrators are authorized by me to take all action they deem necessary and proper to administer the test securely, fairly and efficiently.
8. In addition, should I do anything prohibited by ABFM or ABEM, or should I be in violation of ABFM policy set forth within this Agreement, the Guidelines, and/or the Candidate Information Booklet, my Examination scores will be invalidated.
9. I understand that after the Examination, I may not discuss the Examination with anyone.
10. I understand that I will be video and audio recorded throughout my examination. If ABFM receives reports from the test administrators or video/audio surveillance taped during my Examination Administration which provides evidence of any violation of policies or accessing prohibited materials described herein or removing notes from the workstation area, I agree to cooperate with ABFM/ABEM and acknowledge that ABFM/ABEM has the right to invalidate my Examination, forfeit the full Examination fee and pursue any legal action ABFM deems necessary or appropriate.
11. I understand that once I gain HALM certification, I am required to do the following to maintain certification:
 - a. Maintain Family Medicine Certification
 - b. Pay annual process fees (\$100)
 - c. Participate in ongoing HALM longitudinal assessment (5-year cycles) beginning the year after my successful examination
 - d. Complete one PI activity every 5 years. An HALM-focused activity is preferred and encouraged. This PI activity will satisfy your PI requirement for your primary certification.

I understand that if I am permitted to take the Examination without being in compliance with the Guidelines, which includes the applicable medical licensure requirements, and/or verification of satisfactory completion of training, I must satisfy both within the permitted time frame, to obtain certification. My effective date of certification will be the date on which I have met all certification requirements.

I agree that ABFM may, at its discretion, release information contained in this Application, my Examination results and/or my Examination 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 Examination 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, the availability of testing appointments, Examination Administration, the grade or grades given with respect to my Examinations, 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 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 or other certification criteria.

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 of the current and future Family Medicine Certification requirements and continue to be in compliance with the 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 Examination qualifies me for a certificate or whether I continue to meet the conditions of eligibility for 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, Examination and/or my continued eligibility for 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 Examination.

Governing Law

I agree that any case, controversy, or dispute, which may arise between myself and ABFM in connection with the Application process, the Examination, or my continued eligibility for 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 Examination and/or my continued eligibility for certification.

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