

American Board of Family Medicine



5-Year Cycle

Registration Information Booklet

2025

Table of Contents

Important Dates	4
Introduction	5
5-Year Cycle Overview	5
Longitudinal Assessment	6
Certification Activities.....	6
60 Certification Activity Points	7
Continuing Medical Education (CME)	7
Verification of CME through the American Academy of Family Physicians (AAFP).....	8
Manual Entry of CME Records in the Registration	8
Medical License	10
Fee Schedule	11
Period of Certification	12
Failure to Meet 5-Year Cycle Requirements.....	12
Certification Re-Entry.....	12
Registration.....	13
Password.....	13
Personal Information	13
General Data Protection Regulation (GDPR).....	13
E-Mail.....	14
Demographics.....	14
Agreement Page of Registration	14
Approval of Registration and Getting Started	14
Examination Information	15
ABFM Family Medicine Blueprint.....	15
Family Medicine Certification Longitudinal Assessment (Longitudinal Assessment).....	16
Participation Requirements.....	16
Minimum Participation	16
Format and Structure of Longitudinal Assessment:	16
Withdrawal from Longitudinal Assessment Participation	17
Special Testing Accommodations	17
Facts About Longitudinal Assessment.....	18

Table of Contents

Assessment Administration Protocols and Procedures	20
Assessment Results	22
Re-Examination.....	22
Continuing Medical Education (CME) and Certification Points.....	22
Family Medicine Certification Exam (one-day exam)	23
Applying for the FMCE in Year 4 or 5	23
Revocation	24
General	24
Professionalism, Licensure, and Personal Conduct.....	24
Authority	25
Agreement.....	26
Arbitration of Disputes.....	28
Governing Law.....	29

Important Dates

October 4, 2024	Registration Opens
February 28, 2025	Last day for those with an exam requirement in 2025 to submit registration for the 5-Year Cycle without incurring a late fee (\$100)
March 10, 2025	Last day to complete Registration Process (with \$100 non-refundable late fee assessed) for Quarter 1 participation
March 24, 2025	Last day to clear pending Registration requirements
March 31, 2025	Deadline to complete Quarter 1 questions

Introduction

Starting in 2025, the American Board of Family Medicine will begin to transition all Diplomates (ABFM Board Certified Family Physician) to a continuous 5-Year Cycle to maintain Board Certification in the year their exam is due. The 5-Year Cycle offers flexibility and convenience to customize how you meet your certification requirements, including the option to choose longitudinal assessment or the traditional one-day exam to satisfy your exam requirement.

This booklet offers comprehensive details about the 5-Year Cycle, covering how to fulfill each specific requirement. While it's recommended to read through the entire booklet, please ensure that you review the Agreement section before finalizing your registration.

You can avoid a late registration fee (\$100) by starting the registration process and advancing beyond the fee payment page prior to February 28th. This step is required prior to beginning any of the 5-Year Cycle requirements and we encourage all Diplomates to complete as early as possible to maximize the amount of time to complete the longitudinal assessment questions available on January 1 of the first year.

If you have questions at any point during the Registration 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).

5-Year Cycle Overview

Continuous Family Medicine Certification consists of five requirements that must be completed every five (5) years. The 5-Year Cycle is based on four (4) years of requirements and a fifth year off for those who complete on schedule. The fifth year will also be the last opportunity for physicians to catch up on any incomplete requirements to avoid losing certification.

The requirements to complete a 5-Year Cycle are:

- **Certification Exam:** Answer 25 quarterly exam questions (longitudinal assessment) or opt to take the one-day exam.
- **Certification Activities:** Earn 60 certification points through Self-Assessment and Performance Improvement activities.
- **Continuing Medical Education (CME):** Submission of an average of 50 CME credits annually, a total of 200 required for completion through ABFM activities and other organizations that issue American Academy of Family Physicians (AAFP) or American Medical Association (AMA) approved CME.
- **Professionalism and Licensure:** Continuously hold a medical license (s) which meets the requirements outlined in the Guidelines for Professionalism, Licensure, and Personal Conduct (Guidelines).
- **Annual Certification Fee:** Submit the annual certification fee.

5-Year Certification Cycle

2025	2026	2027	2028	2029
Longitudinal Assessment Complete up to 25 exam questions per quarter (100/year).			Additional Longitudinal Assessment Time <i>(if needed)</i> or One-Day Exam* <i>(if you choose)</i>	Year Off (no requirements) OR Time to Catch Up (if needed)
60 Certification Points Earn 60 points through completion of certification activities, including at least one Self-Assessment and one Performance Improvement activity.				
Average of 50 CME per Year Earn a total of 200 CME with a minimum of 50% in Division I.				
Medical License Continuously hold medical license(s) that meet ABFM Professionalism Guidelines.				
Annual Certification Fee				

A fifth year off is provided to those who complete the 5-Year Cycle on time.

While marked as time to catch up, the fifth year should only be used to recover from unforeseen life events or circumstances that jeopardize a physician’s ability to maintain certification and should not be expected to span the entire year. Additional grace periods and extensions to complete requirements will not be provided beyond the 5-Year Cycle.

Longitudinal Assessment

The choice between longitudinal assessment or the traditional one-day exam offers flexibility in how physicians measure their clinical knowledge and skills. Either option satisfies the cognitive expertise component required to maintain board certification, but it’s important to note when each option is available during your 5-Year Cycle.

Your annual certification fee includes the cost of two (2) exam attempts (excluding any applicable late fees).

Please note that every Diplomate will be enrolled automatically in longitudinal assessment, utilizing one of your free exam attempts. If you prefer to use both exam attempts on the traditional one-day exam option you may voluntarily withdraw inside the longitudinal assessment platform. Doing so prior to the sixth quarter will avoid utilizing one of your free exam attempts, leaving 2 free exam attempts to apply towards the one-day exam.

Certification Activities

There are two (2) types of ABFM certification activities, both crucial components to ensuring family physicians maintain high standards of practice and are up-to-date on the latest medical knowledge and techniques.

Self-Assessment activities are designed to help family physicians identify areas where their knowledge may be outdated or lacking, prompting them to engage in further study and education of the most up-to-date clinical content. These activities allow physicians to tailor their learning to their specific needs and weaknesses.

By identifying knowledge gaps, they can focus their studies on areas that will most benefit their practice. Regularly assessing performance demonstrates commitment to lifelong learning and professional development.

Performance Improvement activities are aimed to support high-quality patient care. To complete this activity, family physicians will identify an improvement opportunity or a performance gap, implement a change in care or delivery, and measure the impact of that change to their patients/practice.

60 Certification Activity Points

Diplomates participating in the 5-Year Cycle will be required to complete 60 Certification Activity Points through the completion of Self-Assessment and Performance Improvement activities:

- At least one Self-Assessment activity, including, but not limited to:
 - ABFM Knowledge Self-Assessment Activities (KSA) (10 activity points)
 - ABFM National Journal Club (1 activity point per article)
 - ABFM Continuous Knowledge Self-Assessment (CKSA) (2.5 activity points per completed quarter)
 - ABFM Family Medicine Longitudinal Assessment (longitudinal assessment) (10 activity points at the completion of the assessment)
- At least one Performance Improvement (PI) activity, utilizing data from your patient population*or practice.
- Additional activities to reach a minimum of 60 activity points. These can be accomplished in various ways, including, but not limited to:
 - Additional ABFM Knowledge Self-Assessment Activities (KSA)
 - Additional participation with Continuous Knowledge Self-Assessment (CKSA)
 - Additional participation in ABFM National Journal Club
 - Approved Alternative Self-Assessment activities
 - Additional Performance Improvement (PI) activities

*Clinically Active/Inactive Status. You may self-designate whether you are clinically *active* or clinically *inactive*. Those physicians that are clinically active will be able to meet their performance improvement requirement by utilizing the many existing options. Those physicians who are clinically inactive will be exempt from meeting performance improvement requirements and will meet their 60-point cycle requirement with additional self-assessment activities. Clinically inactive physicians may also meet the medical licensure requirement by holding either an unlimited license or a qualified clinically inactive medical license (for further details, see the [ABFM Guidelines for Professionalism, Licensure, and Personal Conduct](#)).

Continuing Medical Education (CME)

A requirement of ABFM Board Certification is to participate in CME. The 5-Year Cycle is based on 4 years of requirements and a fifth year off for those who complete on schedule. Similar to the previous 3-Year Stage Certification Process, the 5-Year Cycle will require an average of 50 CME credits annually, a total of 200 to complete. No more than 100 Division II credits can be used to complete this requirement.

Successful completion of ABFM certification activities will each provide the respective amount of CME credits as accredited/approved by the AAFP for Prescribed Credit. Credits obtained by completion of ABFM activities may be applied toward your required CME. Those activities include:

- Knowledge Self-Assessment (KSA) activities
- National Journal Club (NJC) activities
- Performance Improvement (PI) activities or approved alternatives
- Continuous Knowledge Self-Assessment (CKSA) activities

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

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

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

Physicians who are members of AAFP and who have adequate CME on file with AAFP that has not been transmitted to ABFM, should first ensure that their AAFP membership number is correct in their MyABFM Portfolio. This information may be verified through our website (www.theabfm.org) by logging in to the MyABFM Portfolio and under the My Profile tab selecting Affiliate ID Numbers. Otherwise, it may be necessary for the physician to contact the AAFP to resolve this matter.

Manual Entry of CME Records in the Registration

Any physician for whom ABFM does not receive adequate verification of CME from AAFP will be required to manually document CME in registration. When entering CME information, same activities that are completed on multiple dates may be summarized in one entry per calendar year. The entry should list the first start date, the last end date, and the total number of credits earned for that activity that year (e.g., create a single entry within a calendar year for when a physician has several "1-hour credits" for the same activity, through the same organization, completed on multiple dates). It is not necessary to submit certificates of CME attendance.

Division I

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

A: Scientific Sessions

Scientific sessions provided by accredited medical schools or other organizations such as AAFP, AOA or ABMS medical specialty boards.

B: CME Conferences, Workshops or Face to Face Training

Any conference, workshop, or face to face training that carries AMA Category I CME, AAFP prescribed, AAFP Elective, AOA Category 1-A, AOA Category 1-B, or AOA Category 2-A CME credit.

C: Home Study

Home study correspondence course that qualify for AMA Category I CME, AAFP Prescribed, AAFP Elective, AOA Category 1-A, AOA Category 1-B, AOA Category 2-A, or AOA Category 2-B CME credit upon completion.

D: Hospital Meetings, Medical Society Meetings, or Grand Rounds

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

E: Full-time Accredited Family Medicine Residency or Fellowship in a Family Medicine Program

Full-time trainee status in an ACGME or AOA accredited Family Medicine residency or a fellowship in Family Medicine. A maximum of 10 credits per week. CME is awarded only to program participants. Program faculty members are not eligible for CME under this category.

F: Full-time Accredited Family Medicine Residency or Fellowship in a Non-Family Medicine Program

Full-time trainee status in an ACGME or AOA accredited residency or fellowship program in a discipline other than Family Medicine. 15 CME credits per quarter, not to exceed 50 credits per year, to a maximum of 150 credits. CME is awarded only to program participants, program faculty members are not eligible for CME under this category.

G: CME Activities Carrying AMA Category I, AAFP Prescribed CME, or AOA

CME activities carrying AMA Category I CME, AAFP Prescribed, AAFP Elective, AOA Category 1-A, or AOA Category 1-B CME credit such as documented point of care learning, participation in quality improvement projects, completing of a Life Support Course, or formal educational courses (virtual or face to face) etc. Credit as approved by the respective organizations. Instructors for Life Support Courses should report CME under Division II-A.

H: Educational Program of a University or College with a Defined Curriculum

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

I: Faculty Development Fellowships

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

J: Knowledge Development Team

Members of a self-assessment activity Knowledge Development Team for Family Medicine Certification that receive AMA Category I CME, AAFP prescribed CME, or AOA Category 1-B.

Division II

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

A: Teaching, Presentations, Judging Clinical Case Presentations or Posters

Teaching or presenting at medical conferences, life support courses, scientific exhibits or judging clinical case presentations or posters.

B: Individual Medically-Related Educational Activities Not Formally Accredited

Participation in professional enrichment activities or other scholarly activities such as podcasts, scientific exhibits, journal clubs or medical journal reading. ABFM does not accept CME for authoring a personal blog, participation in chat rooms or social media platforms.

C: Review of Manuscripts

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

D: Publications and Research

Publication of a review, book chapter, research article, or other published written material in a peer-reviewed medical journal. Maximum of 10 credits per published project.

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

Medical License

To obtain and maintain certification, you must be in continuous compliance with the ABFM Guidelines for Professionalism, Licensure, and Personal Conduct ("[Guidelines](#)"), which includes holding a medical license which is currently active, valid and full in the United States, its territories, or Canada (referred to as an "Unlimited License"). Those physicians who have self-designated as clinically inactive may be able to meet the license requirement by holding a qualified clinically inactive medical license as defined by the Guidelines.

All license information must be submitted and maintained through your MyABFM Portfolio on the ABFM website. When adding a new license record or updating an existing license record with renewal details, applicants are required to attest that the license information being submitted is accurate and meets the Guidelines. While ABFM receives monthly reports from the Federation of State Medical Boards (FSMB) regarding medical licensure for family physicians, there may be circumstances in which you will want to manually enter/update your medical license information or will need to report incorrect data. It is up to you to assure your medical license record on file meets the Guidelines and remains up to date.

You may complete the Registration Process while in the process of securing a full medical license. The medical license page inside the process will allow you to proceed without entering any medical license details but will report the deficiency for licensure. This will not prevent you from completing certification activities or from applying for the traditional one-day examination; however, will block participation in longitudinal assessment and certification will not be granted until an approved medical license has been obtained and the details have been submitted as identified above (presuming all other certification requirements have been met).

Institutional, temporary, and training medical licenses are not acceptable and should not be entered in the MyABFM Portfolio. You are required to have an approved medical license on file that meets ABFM requirements to obtain and maintain your Family Medicine Certification.

If you enter an institutional, temporary, or training medical license, or enters an inaccurate date of initial licensure or renewal, 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. You 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.

If the medical license information on file is not accurate or does not meet the Guidelines, you must contact the ABFM Professionalism Department by reporting incorrect data through the MyABFM Portfolio or by email at license@theabfm.org.

It is the responsibility of the physician to inform ABFM in writing immediately following any action by a licensing authority. Should you be uncertain about whether or not you are meeting the Guidelines or if you need to report an action, please contact professionalism@theabfm.org.

Any physician sitting for either of the examination options who does not meet the 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 registration is completed, but prior to the examination, it is still the responsibility of the applicant to report the action to ABFM prior to examination. If you are appealing a decision relative to your eligibility or certification status to the Professionalism Committee, you may be permitted to continue longitudinal assessment participation or sit for the one-day exam with the understanding that if the appeal is unsuccessful, your examination will be invalidated and the examination fee will be forfeited.

Fee Schedule

The annual certification process fee is due each year of the 5-Year Cycle on January 1. Annual payments must be made by July 1, or you will be unable to participate in any of the certification activities, including longitudinal assessment.

Your certification process fees now grant you up to 2 Family Medicine examination attempts. Participation in longitudinal assessment commits 1 of those 2 opportunities. If a secure examination becomes necessary in the future, the second available examination attempt would be available at no cost. If further attempts were necessary after using the 2 attempts included in the certification process fees, a fee of 50% of the full examination fee (currently \$1,300) would be required for each attempt.

In addition to the examination, annual fees facilitate the completion of all activities you need to meet your requirements, as well as utilization of any additional activities that you desire to use for your own learning. This flat annual fee also supports, but is not limited to, development of new certification activities, preparation of examinations, and maintenance and updating of Knowledge Self-Assessment and Performance Improvement activities, as well as the mechanisms needed to provide regular updating of your medical license(s) in your MyABFM Portfolio.

Payment details specific to your fees can be accessed inside your registration or in your MyABFM Portfolio.

Note: To avoid a non-refundable late registration fee (\$100), be sure to begin the registration process and proceed beyond the fee payment page before February 28, 2025.

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

Period of Certification

Physicians who successfully complete the 5-Year Cycle will be recognized as participating on a continuous basis in the Family Medicine Certification program and issued a certificate without an end date (if one has not been previously issued). Please note that if a wall certificate with no end date has been previously issued, no additional wall certificate will be issued upon completing subsequent cycles.

Continued certification is contingent upon meeting the current and continuous cycle requirements for Family Medicine Certification. Should you not complete the requirements for Family Medicine Certification during the established time frame (5-Year Cycle), your certification will expire, and you will lose your Diplomate status. There will be re-entry provisions to allow for those Diplomates who lose their certification status to regain their certification status and/or reapply for Family Medicine Certification. Upon successful completion of the Re-Entry Process requirements, you may apply to take the one-day exam to attempt to regain your certificate. Diplomates who meet the ongoing requirements for Family Medicine Certification will continue to be recognized on the ABFM website as board certified. Please review the requirements of the Family Medicine Certification program in your [MyABFM Portfolio](#).

Currently Certified Diplomates may opt in to the 5-Year Cycle process before the year in which it is required provided it is a year following the end of a three (3) year stage, they are not currently enrolled in longitudinal assessment, and they do not have a past due exam requirement resulting from withdrawal or failure. It should be noted that opting into the 5-Year Cycle early resets ongoing requirements and any remaining years from a previous 10-year examination cycle are forfeited.

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.

Failure to Meet 5-Year Cycle Requirements

Should you not complete the requirements for Family Medicine Certification during the established time frame (5-Year Cycle), you will lose their certification status on the following January 1. There will be re-entry provisions to allow for those Diplomates who lose their certification status to regain their certification status and/or reapply for Family Medicine Certification. Upon successful completion of the Re-Entry Process requirements, you may apply to take the one-day exam to attempt to regain your certificate.

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.

Certification Re-Entry

Physicians who experience a lapse in certification must complete the Certification Re-Entry Process to regain certification status. Physicians in this scenario must complete all outstanding Family Medicine Certification requirements (may include certification activities, CME, fees, and medical licensure) from the 5-Year Cycle preceding loss of certification to be permitted to sit for the examination.

In addition to completion of past due cycle requirements, the following items must be completed to regain certification:

- Submission of a Re-Entry Process Fee (\$100)

- Submission of application and accompanying full examination fee for the one-day exam (\$1,300)
- Successful completion of the one-day exam. Longitudinal assessment is not an available option for physicians in the Re-Entry Process.

Registration

Registration is the first requirement to beginning any 5-Year Cycle. The purpose of this section is to provide essential information about the Registration Process and the requirements you must complete to get started on their cycle requirements.

It is the sole responsibility of an ABFM Diplomate to be aware of and comply with registration deadlines. In fairness to all physicians, ABFM adheres firmly to the published deadlines for registration and late registration submissions. You are encouraged to apply early in the registration period to avoid late fees or problems. Issues arising from difficulties logging in to the ABFM application system (e.g., forgotten ID/Password, computer technical difficulties, or operator error) must be resolved and all components of the Registration Process 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, physicians are responsible for contacting ABFM for assistance well in advance of the deadline.

Password

The password provided to you for accessing the MyABFM Portfolio is confidential. There is a link in the MyABFM Portfolio that allows you to change the password at any time. Anyone with access to a physician's ID and password has access to all secure information pertaining to that physician on our website. ABFM staff does not have access to physician 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

You 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 physician must contact their ABFM Support Center to have it corrected.

ABFM requires physicians who have had a legal name change to submit a government issued signed photo ID (e.g., driver's license, passport, etc.) along with court approved documentation of the name change (e.g., marriage license, divorce decree, name change order, etc.) to change our records. Please contact the ABFM Support Center for assistance with any name issues.

You also should verify, update, or enter your primary postal mailing address. This address will be used for important certification information should you be at risk of losing certification. It is also the address in which you will receive your wall certificate if a wall certificate with no end date has not already been previously issued. Address information may be updated through the MyABFM Portfolio at any time on the My Profile page in the "Account Information" section.

General Data Protection Regulation (GDPR)

At the time of this publication (2024), European Union (EU) residents are not eligible to register for the Family Medicine 5-Year Cycle. For further clarification, contact us at (877) 223-7437.

E-Mail

ABFM will correspond with you through email. You 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 Information" section.

During the Registration Process, you are required to reply to an email confirmation, which verifies that the email address on file is accurate, and you are 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, you must return to Registration and complete all remaining steps.

All physicians are required to have a confirmed email address during the Registration Process.

Demographics

For more than 20 years ABFM has collected data on practice organization and scope of practice from physicians 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 Electronic Medical Records EMR is serving your needs. For years these data have guided the ABFM Board of Directors as they make decisions about how to help family physicians around the country improve the quality of care they provide to their patients. The accuracy of the information you provide is critical to how well ABFM can make Family Medicine Certification more meaningful and useful to you.

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

Agreement Page of Registration

The Agreement page of Registration asks you to attest to having read the Registration Information Booklet, including the full Agreement located at the end of the Registration Booklet, and to agree to be bound by the conditions therein. You also are confirming that all the information provided in the application is complete and true. Your full name and ABFM ID number will be presented to identify that you are the person signing the agreement. You are asked to electronically sign the agreement by clicking "Yes, I Agree" and by providing your date of birth and last four digits of your social security number.

Approval of Registration and Getting Started

Once all components of the Registration are completed and all pending requirements cleared, ABFM considers you to be approved to participate in the 5-Year Cycle. If Registration is approved prior to the start of the first calendar quarter, you will need to wait until January 1 to begin answering longitudinal assessment questions, participating in certification activities, or reporting Continuing Medical Education (CME) credits. If Registration is approved after January 1, you may begin participation immediately. You will receive automated reminders at customizable intervals throughout the 5-Year Cycle to encourage engagement and cycle completion.

Examination Information

ABFM Family Medicine Blueprint

A key component of ABFM Board Certification is independent assessment of the knowledge necessary for a board-certified family physician. Accordingly, the assessments must reflect the diversity of practice and clinical expertise necessary to reflect the broad clinical scope of practice in family medicine. The ABFM Blueprint is critical to constructing these assessments. The Blueprint is used to construct all ABFM examinations, including the Family Medicine Certification Examination (one-day exam), Family Medicine Certification Longitudinal Assessment (longitudinal assessment) and the Family Medicine In-Training Exam (ITE) for residents. It also informs the development of self-assessment activities, such as the Continuous Knowledge Self-Assessment (CKSA) and Knowledge Self-Assessment (KSA) activities.

ABFM will be launching a new blueprint for the one-day exam options starting in 2025. Changes in the current blueprint were needed to ensure that future ABFM examinations are assessing the relevant core competencies required for contemporary family medicine practice and providing you with meaningful feedback to drive learning. This new blueprint is based on *clinical activities* derived from the analysis of national datasets representing hundreds of thousands of patient visits. It has been further refined through focus groups and surveys with family physicians across the country to balance questions based on the frequency with which a family physician performs a clinical activity and the risk of harm if the clinical activity is done incorrectly.

The new blueprint will consist of five (5) content domains and their corresponding percentages:

Content Area	Percent
Acute Care and Diagnosis	35%
Chronic Care Management	25%
Emergent and Urgent Care	20%
Preventive Care	15%
Foundations of Care	5%

Content Area Descriptions

- **Acute Care and Diagnosis** will include questions from scenarios encountered in normal ambulatory clinic practice where you will be asked to provide next steps in diagnosis, provide the correct diagnosis or provide the initial treatment.
- **Chronic Care Management** will include questions from scenarios encountered in normal ambulatory clinic practice or other long term care settings where you will be asked to provide ongoing management of a chronic disease
- **Emergent and Urgent Care** will include questions from hospital settings, emergency department settings, urgent care settings or ambulatory practice settings where you are asked patient management decisions of a patient which are needed in a matter of hours.
- **Preventive Care** will include questions from any issue encountered in the ambulatory clinic setting where preventive care services are being provided.
- **Foundations of Care** will include questions regarding other topics important in the provision of care, including statistics, health policy, legal issues, health equity and other topics

Please be assured that the examination will continue to be a broad-based assessment of family medicine. The question format will not change and will remain clinical scenarios with single best answer multiple choice questions. We will score the examination in the same manner as we have previously. We anticipate no change in the pass rate. The main difference you'll notice is in the structure of post-examination feedback within your detailed score report. We sought to design a Blueprint that would provide more meaningful feedback to examinees than one based on organ systems as it failed to help physicians identify knowledge gaps for targeted learning. Know that your training and exam preparation will still be valid and effective as you prepare for either exam option described below.

Family Medicine Certification Longitudinal Assessment (Longitudinal Assessment)

The longitudinal assessment allows participating physicians to learn as they go. Longitudinal assessment is the foundation of the 5-Year Cycle as it is more aligned with adult learning principles, promotes more enduring learning, retention and transfer of knowledge.

Participation Requirements

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

Minimum Participation

It is suggested that you register as early as possible to receive the maximum amount of time in longitudinal assessment. All participants must answer a minimum of 275 total questions by the conclusion of the maximum fourth year of the 5-Year Cycle to complete the assessment. Those who do not do this will be removed from FMCLA after the quarter in which it becomes impossible to reach 275 answered questions. The one-day examination would then become the only option available to the physician to satisfy the Cognitive Expertise requirement of the 5-Year Cycle.

Format and Structure of Longitudinal Assessment:

Longitudinal assessment delivers 25 quarterly questions over three (3) to four (4) years until you complete 300. The 25 quarterly questions can be answered all at one time, or you may space out completing questions during the quarter.

To add to its flexibility, the longitudinal assessment is structured with consideration to the many schedule demands ABFM Diplomates face. Therefore, participants who begin on schedule in Quarter 1 (Q1) of year one (1) have the opportunity to defer up to 100 questions throughout the assessment. It is important to note that only a maximum of 25 questions will be presented in each quarter, so deferring questions will ultimately result in you completing your assessment sometime in year 4. You cannot answer more than 25 questions in a quarter to make up for previously deferred questions.

Example 1: A physician was unable to answer 18 of the 100 available questions during year 1. Those 18 questions would now appear in year four.

Year 1	Year 2	Year 3	Year 4
82 questions answered	Up to 100 questions	Up to 100 questions	18-100 questions
2025	2026	2027	2028

Example 2: A physician answers all 25 questions each quarter in years one thru three. Their assessment is complete at the end of year 3 and a score report will be provided in Q1 of year 4.

Year 1 100 questions answered 2025	Year 2 100 questions answered 2026	Year 3 100 questions answered 2027	Year 4 Not needed 2028
--	--	--	------------------------------

After opening the question, you will have five (5) minutes to review, select and submit an answer. 5 minutes per question allows time to carefully read and answer the question, including the time to use reference materials as needed. Most questions will not require the use of resource materials. Based on our experience with the Continuous Knowledge Self-Assessment (CKSA) activity and the first three years of longitudinal assessment, questions are being answered in a range of 2–2.5 minutes on average.

If you choose not to participate in longitudinal assessment you can withdraw from inside your portfolio.

Withdrawal from Longitudinal Assessment Participation

If you withdraw or are removed from longitudinal assessment you are required to take and pass the Family Medicine Certification Examination (one-day exam) before the end of your current 5-Year Cycle to maintain ABFM certification. During year 1, you will have the ability to withdraw your participation inside the longitudinal assessment platform. After year 1, you would need to submit a written request to help@theabfm.org should you wish to withdraw.

Withdrawals/removals that occur **prior to the end of the sixth quarter** of participation **do not use up** an examination attempt. Since two (2) examination attempts are available under the certification process fees, in most cases, 2 examination attempts will still be available to use for the one-day exam.

Withdrawals/removals that occur **after the end of the sixth quarter** of participation **will use up** an examination attempt. Since 2 examination attempts are available under the certification process fees, in most cases, 1 attempt will still be available to use for the one-day exam. 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 exam attempt.

Special Testing Accommodations

ABFM provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2013 (ADAAA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with these Acts, ABFM does not discriminate against individuals with disabilities in providing access to FMCLA. Physicians 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 physician shall be offered an accommodation that compromises ABFM's ability to accurately test the skills and knowledge it purports to measure, and no auxiliary aid or service will be provided that will fundamentally alter the assessment or will result in an undue burden to ABFM. ABFM is only responsible for providing additional time accommodations per question during FMCLA. Since the assessment is offered in an environment and on a device of the physician's choosing, any physician 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 for staff to review and set the appropriate accommodations by the final deadline for clearing pending application requirements. After that date, requests that are incomplete for any reason, including those with insufficient information, will not be processed and the physician will be allowed to begin longitudinal assessment under normal conditions or withdraw their application.

Once you begin participation in longitudinal assessment, if ADA accommodations become necessary, you may submit a request to our Accommodations Coordinator at accommodations@theabfm.org for approval.

Facts About Longitudinal Assessment

Longitudinal assessment is a 300-question cognitive assessment delivered via computer or device over a maximum 4-year period. As a participant, you will receive a maximum of 25 timed (5 minutes), multiple-choice questions covering the breadth of family medicine each calendar quarter. All participants are required to answer a minimum of 275 total questions during the available 4 years to complete the assessment.

Longitudinal assessment replaces the traditional proctored, computer-based, one-day exam for eligible physicians.

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

Minimum Answered Questions

You must answer a minimum of 275 total questions by the conclusion of the maximum 4 years to complete the assessment. Those who do not do this will be removed from longitudinal assessment after the quarter in which it becomes impossible to reach 275 answered questions. The one-day exam would need to be completed by the end of your current 5-Year Cycle to continue ABFM Board Certification.

Deferred Questions

Deferred questions are questions that were available to be answered in a given quarter, but never opened. While these questions do move forward to be presented in future quarters, please note the following:

- If questions are deferred, you will still only be presented with a maximum of **25 questions in each quarter**. You cannot answer more than 25 questions in a quarter to make up for previously deferred questions. Deferring questions will ultimately result in you extending your total time to complete FMCLA into year four.
- **If more than 100 questions are deferred**, it will not be possible to answer the full 300 questions in the assessment. Any shortfall from the 300 answered questions will be counted as incorrect and negatively impact exam performance.
- **If more than 125 questions are deferred**, it will not be possible to reach the total answered question minimum of 275 and you will be removed from longitudinal assessment following the quarter in which you exceed 125 deferred questions.

Minimum Passing Standard

If your performance on the assessment indicates that the minimum passing standard was met after 4 years, then the examination requirement will be fulfilled, and certification will continue. If the minimum passing

standard is not met, you will be required to sit for the one-day exam by the end of your current 5-Year Cycle to maintain board certification.

Getting Started. Once all components of the Registration are completed and all pending requirements are cleared, ABFM considers you to be approved to participate in longitudinal assessment. If Registration is approved prior to the start of the first calendar quarter, you will need to wait until January 1 to begin answering questions. If Registration is approved during the first quarter, you may begin answering questions immediately after completing the Registration Process. You will receive automated reminders at customizable intervals throughout the cycle. There will also be opportunities to provide feedback about your experience along the way.

Answering Questions. A maximum of 25 multiple-choice questions will be available to answer at the beginning of each quarter through a delivery platform which will be accessible inside your MyABFM Portfolio. You will have 5 minutes to answer each question. The 25-question set can be answered all at one time during the quarter or can be spread over multiple sessions within the quarter. You may only answer 25 questions in each quarter.

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

Immediate Feedback. Once an answer is submitted for a question, you will receive an immediate response indicating whether the answer is correct or incorrect and the percentage of respondents who selected each option. A critique explaining why the answer is correct or incorrect will also be provided. You will have an opportunity to provide confidence and relevance ratings for each item answer and provide comments about the question that only ABFM will see. We will use your feedback to evaluate items. While a 5-minute timer will run until each question is answered, once an answer has been submitted there will be unlimited time to review the critique, references, and provide comments. However, after navigating away from an item, you will not be able to view the item, critique, or references again.

Performance Feedback. In year 2, and once you have answered at least 75 questions, an estimated scaled score will be provided based upon your responses through the end of the most recent completed quarter. This estimated score will be updated at the close of each subsequent quarter. These quarterly performance summaries are provided so you can continually assess your performance and identify focused areas for future study.



Suggestions for Participation. Longitudinal assessment is an equivalent assessment to the one-day exam. We strongly encourage you to approach the longitudinal assessment with the same level of focus and determination that you would give to the one-day exam. While we realize that sometimes factors beyond your control have the potential to disturb your assessment, here are a few key checkpoints that will help to minimize problems:

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

Assessment Administration Protocols and Procedures

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

Sole Participation

The participant in longitudinal assessment is the sole individual permitted to complete the Registration Process and participate in the assessment. Allowing another individual to participate on your behalf is strictly prohibited.

Behavior

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

Content Security

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

- It is never acceptable to enter an ABFM examination or assessment question image or verbatim text into any online tool or software, including artificial intelligence (AI) programs.
- It is acceptable to research clinical activities or scenarios presented as portions of an examination or assessment question in online tools and software.

You are prohibited from communicating with others about the content of longitudinal assessment. 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 participation in the assessment is interrupted due to external causes or technological problems not controlled by the participant, ABFM should be contacted immediately for assistance.

Post Assessment Issues

Statistical Analysis of Performance. Statistical evidence of suspicious results includes, but is not limited to, a grossly significant statistical improvement from one assessment to another, a response pattern of incorrect answers significantly similar to another participant, or such evidence that would strongly suggest that the content of the assessment has been exposed prior to or during the assessment. ABFM has the option to nullify results without refund if these kinds of results are detected using procedures generally accepted among the psychometric community for detecting such results. A cutoff of sixty (60) days following results has been established by ABFM for follow-up with the physician, 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 physician will be notified. The physician will be advised that the sanction for such a violation is ineligibility for up to six (6) continuous years from the date of the violation, or a punishment determined by any future policy applicable at the time of infraction. The physician will be informed that they may request reconsideration of the action by the Professionalism Committee of the ABFM.

Assessment Results

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

Annual/Quarterly Feedback. If a minimum of 75 questions have been completed at the end of year one, an estimated score will be provided at the start of the following quarter so that you can monitor your progress towards achieving the minimum passing standard and determine whether you need to alter your continuing education plan. This estimated score will be updated at the close of each subsequent quarter. Participants will also be able to view the percentage of questions they answered correctly in each blueprint content category. Item testing points will also be assigned to each item, so even though Diplomates cannot view the actual item, some description of the content will be available.

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

To be considered successful in Longitudinal Assessment, your final performance score must meet the minimum passing standard after completing FMCLA.

If you are successful in longitudinal assessment, you will have satisfied your examination requirement for your current 5-Year Cycle.

Re-Examination

Those physicians whose performance falls below the minimum passing standard after completing longitudinal assessment will be required to successfully complete the one-day exam at a secure proctored test center before the end of their current 5-Year Cycle to continue certification.

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

Continuing Medical Education (CME) and Certification Points

Participants who complete longitudinal assessment will be awarded up to 30 Division I CME credits and up to 10 certification points based on when the assessment is completed. The 10 certification points will be applied toward meeting the 60 points in your 5-Year Cycle. CME and certification points are awarded at the time final results are released regardless of the final outcome of the assessment (pass or fail). Participants who complete longitudinal assessment with less than 300 answered questions will receive pro-rated amounts of CME and certification points based on number of questions answered.

Family Medicine Certification Exam (one-day exam)

While we recommend all Diplomates attempt longitudinal assessment, we realize some prefer the option of the traditional one-day exam. The one-day exam is a comprehensive assessment designed to measure a physician's knowledge and skills in the field of family medicine. This examination option is available to Diplomates starting the fourth year of their 5-Year Cycle.

Key features of the one-day exam:

- **Comprehensive coverage:** The one-day exam covers a wide range of topics, including patient-based systems, population-based care, and professional development.
- **Multiple-choice format:** The one-day exam consists of 300 multiple-choice questions, divided into four (4) 95-minute sections.
- **Regular administration:** The one-day exam is offered twice a year, in April and November.
- **Proctored testing:** The one-day exam is administered at proctored test centers around the United States.

Physicians who choose this option, or those who were unsuccessful in longitudinal assessment will receive communications about the availability of the exam application.

The One-Day Family Medicine Certification Exam Application is separate from the Registration Process and those intending to take the one-day exam at a testing center will need to complete the Exam Application. An application is required for every examination attempt.

Applying for the FMCE in Year 4 or 5

Notification of one-day Exam Application windows will be posted on the ABFM website, inside your MyABFM Portfolio, and via email communications.

You can avoid a late registration fee (\$100) by starting the one-day Exam Application and advancing beyond the fee payment page prior to 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 take the one-day exam as well as provide you with all the necessary information for taking the one-day exam. 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 deadline. Most application requirements must be completed prior to selecting a testing appointment, the only exception is medical licensure. Selecting your testing appointment by the priority-seating deadline will help you to secure a preferable date/location. After the priority-seating deadline, other types of examinees (such as GRE, CPA, etc.) can schedule appointments in our testing window.

We will notify you via email of application approval or of any pending requirements as you progress through the exam application. Although reminders of pending requirements or any missing materials will be sent by email, you may review your exam application at any time for status updates. ABFM keeps 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.

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 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 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 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 of up to six (6) years from the date of discovery of the offense. In the event the individual timely appeals the suspension, revocation, or other action to the ABFM Professionalism Committee, the period not to exceed 6 years shall be tolled until the action of ABFM is determined to be final.

Professionalism, Licensure, and Personal Conduct

A Diplomate or physician 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 (the "[Guidelines](#)"). Failure to comply with the Guidelines will result in loss of Diplomate status and/or loss of the ability to make application for the Family Medicine Certification Longitudinal Assessment (longitudinal assessment) or other examinations offered by ABFM.

In the event a Diplomate is no longer in compliance with the Guidelines, the physician must inform ABFM in writing and immediately cease self-identifying in any way directly or indirectly as a Diplomate of the American Board of Family Medicine. Physicians for the longitudinal assessment and Diplomates of ABFM should be aware that ABFM receives periodic reports from the Federation of State Medical Boards (FSMB) 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 by emailing professionalism@theabfm.org.

Any physician who is not in compliance with the Guidelines, and is participating in an assessment, 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 an assessment, it is still the responsibility of the physician to report

the action to ABFM. If a physician is appealing a decision relative to their certification status to the ABFM Professionalism Committee, they may be permitted to participate in an 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 its 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 5-Year Cycle and administration of the Family Medicine Certification Longitudinal Assessment (longitudinal assessment). 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 registration 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 (the "[Guidelines](#)") in all respects which includes, but is not limited to, obtaining and maintaining medical licensure which meets the requirements of the Guidelines and meeting the expectations for professionalism and personal conduct set by ABFM. 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 Registration Process and this Registration Information Booklet. I understand that in completing this Registration Process 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 longitudinal assessment 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 Family Medicine Certification requirements by the established deadlines and remain in continual compliance with the Guidelines. Furthermore, should I withdraw from longitudinal assessment for any reason after paying the required fee, the policy set forth in the current Registration Information Booklet for longitudinal assessment shall apply.

If my Registration to participate in the 5-Year Cycle is approved, I understand and agree to the following conditions:

1. I understand that 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 my obligation to become and remain familiar with the Family Medicine Certification program rules.
2. All the longitudinal assessment questions and all other assessment content and materials are the sole property of ABFM subject to copyright and intellectual property protections afforded by law. Questions or other materials will not be available for review by participants before taking the longitudinal assessment and they will not be available for review by the participants after taking the longitudinal assessment.
3. I understand that I will be presented with a maximum of 25 questions in each quarter, regardless of previously deferred questions. Completing up to 25 questions per quarter is a part of the longitudinal assessment of knowledge.
4. I understand that I am expected to complete a total of 300 questions by the fourth year of the 5-Year Cycle. Should I neglect to reach 300 answered questions within the parameters of the

Agreement

longitudinal assessment, I understand that any questions not attempted will be counted as incorrect.

5. I understand that I am required to answer 275 questions for my longitudinal assessment to be scored. If I am unable to answer the minimum number of required questions the one-day examination will be my only option for continuing or regaining certification.
6. I understand that while actively viewing longitudinal 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.
7. I understand that I am prohibited from seeking or receiving assistance from other people in responding to longitudinal assessment questions.
8. I understand that I am prohibited from helping other participants in responding to longitudinal assessment questions.
9. I understand that I may not discuss the longitudinal assessment with anyone.
10. I agree that I will not photograph, copy, print, screenshot, or otherwise reproduce questions presented on the longitudinal assessment platform. I understand that repeated attempts to do so will result in further investigation and may result in withdrawal from longitudinal assessment, sanctioning, or loss of certification.
11. I agree that I will not enter longitudinal assessment content into artificial intelligence services (e.g., ChatGPT, Bard, etc.) AI tools may be used for physician created topic-specific searches of the medical literature and other online references only.
12. With respect to all content related to longitudinal assessment, including questions, answer choices, critiques and references, I understand that I am prohibited from reconstructing content (in whole or in part), discussing content with other individuals or groups, sharing electronic reproductions of content of any kind in any medium, or sharing written reproductions of content of any kind in any medium.
13. I understand that I risk being removed from the longitudinal assessment and will have to take the one-day exam, if I do not follow instructions provided during longitudinal assessment.
14. ABFM is authorized by me to take all action they deem necessary and proper to administer the assessment securely, fairly and efficiently.
15. In addition, should I do anything prohibited by ABFM, or should I be in violation of ABFM policy set forth within this Agreement and Registration Information Booklet, my assessment scores will be invalidated.
16. I also agree to report to ABFM any examples I learn about in which questions or answers from FMCLA questions and answers are shared in any form, and that failure to report such examples, will be reviewed as a violation of the Guidelines.
17. ABFM reserves the right to refuse participation to any physician after assessment has begun.
18. I understand that violation of this Agreement will be addressed under the Guidelines which could result in loss of ABFM Board Certification.

Agreement

I further understand and agree that ABFM may withhold or rescind approval of this Registration, 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 Registration is false or contains material misrepresentations or omissions;
2. I am not in compliance with the Guidelines;
3. I fail to satisfy the criteria for certification.

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

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

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

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

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

Arbitration of Disputes

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

Governing Law

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

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