American Board of Family Medicine

CANDIDATE INFORMATION BOOKLET
FAMILY MEDICINE CERTIFICATION
LONGITUDINAL ASSESSMENT (FMCLA)
PILOT 2019
2019 FAMILY MEDICINE CERTIFICATION
LONGITUDINAL ASSESSMENT (FMCLA) PILOT

IMPORTANT DATES

December 7, 2018  Online Application Opens

January 3, 2019  Last day to Complete Application and Have Maximum Time to Answer 1st Quarter Questions

January 25, 2019  Last Day to Submit Online Application Without Incurring a Late Fee ($100)

March 1, 2019  Last day to:
• Submit application (with $100 late fee assessed)
• Submit special testing accommodation (ADA) documentation

March 15, 2019  Last day to:
• Be approved for the Longitudinal Assessment Pilot
• Clear all pending application requirements

Note: This is the last possible date to complete Stage 3 Family Medicine Certification activity requirements and still participate in the pilot.

PARTICIPATION SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>2019*</th>
<th>2020</th>
<th>2021</th>
<th>2022 (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter One</strong></td>
<td>January 4 – March 31</td>
<td>January 1 – March 31</td>
<td>January 1 – March 31</td>
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<tr>
<td><strong>Quarter Two</strong></td>
<td>April 1 – June 30</td>
<td>April 1 – June 30</td>
<td>April 1 – June 30</td>
<td>April 1 – June 30</td>
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<tr>
<td><strong>Quarter Three</strong></td>
<td>July 1 – September 30</td>
<td>July 1 – September 30</td>
<td>July 1 – September 30</td>
<td>July 1 – September 30</td>
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<tr>
<td><strong>Quarter Four</strong></td>
<td>October 1 – December 31</td>
<td>October 1 – December 31</td>
<td>October 1 – December 31</td>
<td>October 1 – December 31</td>
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</tbody>
</table>

* Note: During year one of the pilot, you will need to meaningfully participate in a minimum of 80% of the questions and participate in the pilot surveys to continue the longitudinal assessment.
FEE SCHEDULE

The fee details listed below summarize the payments for candidates applying for the longitudinal assessment. Payment details specific to your fees can be accessed in your online application or in your Physician Portfolio. Note: To avoid a late registration fee ($100) be sure to begin the online application process and proceed beyond the fee payment page before January 25, 2019.

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

Note: Participation in the Longitudinal Assessment Pilot commits the portion of your fees reserved for an examination attempt to this program. If a secure examination becomes necessary in the future, a new examination fee would be required.
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The American Board of Family Medicine congratulates you in your pursuit of continued board certification! We are excited to have you participate in the Longitudinal Assessment Pilot. As you may know, this is a new endeavor for the ABFM. As a participant in this pilot, you will be partnering with us in shaping the certification process not only for yourself, but for generations of family physicians to come.

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

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

As a participant in the pilot, you will be required to meaningfully participate in year 1 by answering a minimum of 80 questions by December 31, 2019 and providing feedback to pilot evaluation surveys. If you meet the meaningful participation requirement, you will continue to receive the 25 quarterly questions until you have answered 300 questions or 4 years have elapsed.
WHO CAN PARTICIPATE IN THE LONGITUDINAL ASSESSMENT PILOT?

This new exam alternative is being introduced as a pilot to a limited group of ABFM Diplomates. In 2019, physicians whose current certification is due to expire December 31, 2019 are eligible to participate in the program. To opt in, this group must complete the online application process.

PURPOSE OF THE CANDIDATE INFORMATION BOOKLET

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

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

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

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

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

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

The 2019 Longitudinal Assessment Pilot is open only to physicians whose current ABFM Family Medicine certification is due to expire December 31, 2019. You may begin the application process as soon as it opens on December 7, 2018, however, applications will only be approved once all requirements are met:

1. Certification Activities
   a. At least one (1) Knowledge Self-Assessment (KSA) or four (4) quarters of the Continuous Knowledge Self-Assessment (CKSA)
   b. At least one (1) Performance Improvement activity (PI or approved alternative)
   c. Additional Self-Assessment or Performance Improvement activities to reach a minimum of 50 points

2. Continuing Medical Education (CME): Candidates wishing to opt into the Longitudinal Assessment must report 300 CME credits (earned in the prior six years)

3. Compliance with ABFM Guidelines for Professionalism, Licensure, and Personal Conduct which includes holding medical license(s) which meet the licensure requirements of the Guidelines

If a candidate is not able to complete the requirements by the final application deadline, they will not be permitted to participate in the pilot.

Meaningful Participation

Once the Longitudinal Assessment Pilot has been chosen, participants must meet “meaningful participation” minimums to continue in the program. In year 1, meaningful participation is defined as answering at least 80 of the timed, multiple-choice questions by December 31. As long as you meaningfully participate in year 1, you will proceed to subsequent years and continue to receive 25 questions per quarter. You will continue to receive questions until the you have answered 300 questions or 4 years have elapsed. If 300 questions have not been answered after 4 years, the unanswered items will be counted as incorrect.

If meaningful participation is not achieved in year 1, you will remain certified for an additional year and need to successfully complete the one-day, computer-based, proctored examination in the following year (2020) to remain certified. If you do not successfully complete the exam in 2020, you will no longer be certified until successfully meeting the examination requirement.
COMPLETING THE APPLICATION

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

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

Password

The password provided to a candidate for accessing the Physician 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 Physician 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. Passwords may be reset online using the “Help! I forgot my password and/or username” link available on the ABFM homepage.

Personal Information

Candidates should confirm or update all personal information in the Physician Portfolio on the Contact Information page. Fields that are not editable include name, ABFM ID number, gender, degree, birthdate, and last four digits of the social security number. If any of this information is incorrect, the candidate must contact the ABFM Records Department to have it corrected.

The ABFM requires candidates who have had a legal name change to submit a copy of the appropriate legal document (e.g., driver’s license, marriage, divorce, etc.) in order to change our records. Please contact the ABFM Records Department 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 Physician Portfolio at any time by clicking the Contact Information link.

General Data Protection Regulation (GDPR)

At the time of this publication (December 2018), European Union (EU) residents are not eligible to register for the Family Medicine Certification Longitudinal Assessment Pilot. For further clarification, contact us at 877-223-7437.

E-Mail

The ABFM will correspond with Longitudinal Assessment candidates and participants through email. Please ensure that the ABFM has your current email address on file. Email information may be updated through the Physician Portfolio at any time by clicking the Contact Information link.

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 the ABFM. (Many email services do not notify senders that an email is received or rejected; as such, we may be unaware our
communications are not reaching intended recipients.) Once the email confirmation is complete, candidates must return to the application and complete all remaining application pages.

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

**Fee Payment**

The fee details listed below summarize the payments for candidates applying for the longitudinal assessment. Payment details specific to your fees can be accessed in your online application or in your Physician Portfolio. Note: To avoid a late registration fee ($100) be sure to begin the online application process and proceed beyond the fee payment page prior to January 25, 2019.

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Note: Participation in the Longitudinal Assessment Pilot commits the portion of your fees reserved for an examination attempt to this program. If a secure examination becomes necessary in the future, a new examination fee would be required.

**Withdrawal/Refund Policy**

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

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

Candidates who have withdrawn an application and who prefer to receive a refund (rather than the fee being carried forward) must submit a written request to help@theabfm.org. Refunds will be issued within 2–3 weeks of receipt of the request. Please note: the application processing fee ($200) and any late fees paid are non-refundable. Additionally, any cancellation fee or seat fee incurred due to late withdrawal will be withheld from the refundable portion of the examination fee.

Once you begin participating in the longitudinal assessment pilot, the portion of your certification fees reserved for an examination attempt will be applied to your participation in the longitudinal assessment pilot. If a secure examination becomes necessary in the future, a new examination fee would be required.
Demographics

For more than 20 years the ABFM has collected data on practice organization and scope of practice from candidates during the examination registration process. The information you provide enables the ABFM to understand how family medicine is changing, such as scope of practice, geographical distribution, evolving business models, size of practice, and whether your EMR is serving your needs. For years these data have guided the ABFM Board of Directors as they make decisions about how to help family physicians around the country improve the quality of care they provide to their patients. The accuracy of the information you provide is critical to how well the 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 of our diplomates. The 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 the ABFM study and improve the certification process to better serve its candidates and the public. It is important to the ABFM to verify that the Longitudinal Assessment is measuring the construct of the family medicine knowledge and clinical decision-making regardless of candidate characteristics such as gender, race and ethnicity. The ABFM respects the privacy of our diplomates and has strict confidentiality policies.

Medical License

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

License information must be submitted through the Physician Portfolio on the ABFM website and maintained throughout the period of the longitudinal assessment.

Institutional, temporary, and training medical licenses are not acceptable and should not be entered in the Physician Portfolio. If a candidate uses an institutional, temporary, or training medical license, or enters an inaccurate date of initial licensure or renewal, in order to complete the requirements and the ABFM determines that the information does not match the records from the licensing state or if the license does not meet the Guidelines for Professionalism, Licensure, and Personal Conduct, certification will be invalidated. The candidate will be notified subsequent to this action. Falsification of any information entered in the application and/or the Physician Portfolio is a serious violation of ABFM policies and can result in withdrawal of certification for an extended period of time.

When updating or adding a new license record, applicants are required to attest that the license meets the requirements as described above. If the medical license does not meet the Guidelines for Professionalism, Licensure, and Personal Conduct, the candidate must contact the ABFM Credentials Department at license@theabfm.org.
It is the responsibility of the physician to inform the ABFM in writing, by letter, email, or notification through the medical license page in the application or the Physician Portfolio, immediately following any action by a licensing authority. Should a physician be uncertain about whether or not they are meeting the Guidelines for Professionalism, Licensure, and Personal Conduct, a written inquiry should be made to the ABFM immediately.

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

**Continuing Medical Education (CME)**

All candidates who apply for the Longitudinal Assessment must show that they have met the continuing medical education requirements before being allowed to participate.

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

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

Please refer to the ABFM website for information on approved alternative activities and any associated CME credit: [https://www.theabfm.org/moc/partivact.aspx](https://www.theabfm.org/moc/partivact.aspx).

Candidates who last certified or continuously certified in years 2006 through 2010 are required to submit 300 hours of acceptable CME accumulated during the six (6) calendar years prior to applying for the Longitudinal Assessment. CME must be submitted/verified by the published deadline for clearing pending application requirements. All CME credits are subject to final approval by the ABFM. Candidates may verify CME either through their membership in the AAFP or by manual entry of CME activities in the online application.

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

For candidates last certified or continuously certified in 2010 or before, the ABFM will automatically attempt to verify whether a minimum total of 300 CME credits have been reported to the AAFP in the 6 years preceding the start year for Longitudinal Assessment.

The AAFP provides the ABFM with electronic data transfer for their members who have been in good standing with the organization and who have met the ABFM requirements for CME. Once the ABFM receives confirmation of a candidate’s CME, the CME page will show completion status in the application. If the ABFM does not receive CME information from the AAFP indicating completion of the CME requirements for the candidate, the candidate will be able to enter CME activities completed in the online application.

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

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

Manual Entry of CME Records in the Online Application

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

CME Requirements

Division I. A minimum of 50% of the total required CME credits must be met by the following types of CME experiences:

- Scientific sessions provided by medical schools approved by the Liaison Committee on Medical Education
- CME conferences or workshops carrying AMA Category I CME™ or AAFP prescribed CME credit
- Multimedia or home study correspondence courses with examinations that qualify for AMA Category I CME™ or AAFP prescribed CME credit upon completion
- Scientific portions of hospital meetings, county medical society meetings, or grand rounds, accompanied with documentation from the sponsoring organization listing the specific title, date, location, and number of credits
- Full-time activity (as a resident)* in an accredited Family Medicine residency, a mini residency, or a fellowship in Family Medicine (up to 10 credits per week toward the CME requirement)
- Full-time activity (as a resident)* in an accredited residency or fellowship in a discipline other than Family Medicine (up to 15 CME credits per quarter, not to exceed 50 credits per year; to a maximum of 150 credits)
- Other CME activities carrying AMA Category I CME™ or AAFP prescribed CME credit (such as documented point of care learning, participation in quality improvement projects, etc.)
- 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 the participant to succeed as an educator, administrator, or practitioner in Family Medicine (50 CME credits per year to a maximum of 90 credits on an hour-for-hour contact basis)
- Full- or part-time faculty development fellowships offered by ACGME-accredited residency programs leading to a post-graduate degree or certificate that prepares physicians for future faculty positions in academic medicine, or provides continuing professional development for current faculty (CME credits on an hour-for-hour contact basis to a maximum of 90 credits)
- Members of a self-assessment activity Knowledge Development Team for Family Medicine Certification may receive AMA Category I CME™ or AAFP prescribed CME credit as approved by the respective organizations

* Pertains only to residents in formal training.
† E.g., the Southern Association of Colleges and Schools
‡ E.g., Council on Education for Public Health (CEPH)
DIVISION II. A maximum of 50% of the total required CME credits may be comprised of the following areas:

- Teaching medical students, physicians, nurse practitioners, physician assistants, paramedics, firefighters and police
- Individual medically-related educational activities not formally accredited, including:
  - use of audiotapes, videotapes, films, sound slides, etc.
  - participation in telephone, television, radio networks
  - programmed medical materials, such as teaching machines and computer programs
  - medical reading and journal club participation
- Review of manuscripts for publication in a peer-reviewed medical journal
- Publication of a review or research article in a peer reviewed medical journal (up to 10 credits per article)

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

Special Testing Accommodations

The 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, the ABFM does not discriminate against individuals with disabilities in providing access to its Longitudinal Assessment program. Candidates must indicate through the application if special testing accommodations under the ADA are needed. Special testing accommodations will only be considered with appropriate documentation.

No candidate shall be offered an accommodation that compromises the 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 the ABFM. The ABFM is responsible for providing additional time per question only during a longitudinal assessment. Since the assessment is offered in an environment and on a device of the candidate’s choosing, any candidate who requires any auxiliary aid or service, outside of additional time per question, may procure them at their convenience for use during the assessment. For further information regarding Special Testing Accommodations, please refer to the ADA Policy and Procedures available on our website.

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

Once you begin participation in the longitudinal assessment, if ADA accommodations become necessary, you may submit a request to Stephen Huesing shuesing@theabfm.org for approval.

Agreement Page of Application

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

Once all components of the candidate’s application are completed and all pending requirements are cleared, the ABFM considers the candidate to be approved to participate in the Longitudinal Assessment. If the application is approved prior to the start of the first calendar quarter, the physician will need to wait until January 1 to begin answering questions. If the application is approved during the first quarter, the candidate may begin answering questions immediately. All applications must be approved by no later than March 15 as March 31 is the deadline to complete the first set of quarterly questions. Participants will receive automated reminders at customizable intervals throughout the program.
LONGITUDINAL ASSESSMENT INFORMATION

Facts About the Assessment

The Longitudinal Assessment Pilot is a 300-question cognitive examination delivered via computer or device over a maximum 4-year period. As a participant, you will receive 25 timed (5 minutes), multiple-choice questions over breadth of family medicine each calendar quarter. You are required to meaningfully participate in year 1 by answering a minimum of 80 questions by December 31. If you meet the participation requirement, you will continue to receive the 25 quarterly questions until you have answered 300 questions or 4 years have elapsed.

The longitudinal assessment pilot replaces the one-day, computer-based, proctored examination for eligible physicians.

The 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.

Meaningful Participation

Meaningful participation is defined as answering at least 80 of the timed, multiple-choice questions by December 31 of the first year of participation. As long as meaningful participation is achieved in year 1, participants will proceed to subsequent years and continue to receive 25 questions per quarter. The ABFM will continue to deliver 25 questions quarterly until the participant has answered 300 questions or 4 years have elapsed. If 300 questions have not been answered after 4 years, the unanswered items will be counted as incorrect.

If meaningful participation is not achieved in year 1, participants will be required to sit for the one-day, computer-based, proctored examination in the following year. Your certification will remain valid to the end of that year to provide you an opportunity to complete the one-day examination and remain certified.

Timeline

The Longitudinal Assessment Pilot is 5 years in duration:

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

Participation Details

GETTING STARTED. Once all components of the candidate’s application are completed and all pending requirements are cleared, the ABFM considers the candidate to be approved to participate in the Longitudinal Assessment. If the application is approved prior to the start of the first calendar quarter, the physician will need to wait until January 4 to begin answering questions. If the application is approved during the first quarter, the candidate may begin answering questions immediately after completing the application process. All applications must be approved by no later than March 15 in order to complete the first quarter questions by March 31. Participants will receive automated reminders at customizable intervals throughout the program. There will also be opportunities to provide feedback about your experience along the way.

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

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

IMMEDIATE FEEDBACK. Once an answer is submitted for a question, you will receive an immediate response indicating whether the answer is correct or incorrect and the percentage of respondents who selected each option. A critique explaining why the answer is correct or incorrect will also be provided. You will have an opportunity to provide your confidence level for each item answer and comments about the question that only the 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 and provide comments. However, after navigating away from an item, you will not be able view the item again.

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

- **Device:** When answering questions, we suggest using a reliable laptop or 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 or 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, Explorer, 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, reliable connection to the internet before you begin a question. A wired connection at your home or office will provide the best connectivity. A wi-fi connected computer or tablet with strong signal is your second-best option. We advise against the use of cellular networks as they can be less reliable.
- **Environment:** Create an environment conducive to taking an examination when answering questions. Remember that you will have a limited window of time to answer each question, so you want to eliminate as many potential distractions as possible. A few factors to consider: people, pets, electronic devices,
telephones, time sensitive tasks, extreme weather conditions (power/internet outages), and your own health/safety. If you have printed or electronic resources you plan to use, make them accessible to yourself before you begin answering questions.

- **Support**: If you encounter issues at any time while participating in this assessment, contact us right away at 877-223-7437 or help@theabfm.org. Our Support Center is available Monday - Friday, 8:00am – 9:00pm and Saturday, 9:00am – 5:00pm (Eastern).

**Assessment Administration Protocols and Procedures**

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

**Sole Participation**

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

**Behavior**

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

**Content Security**

Participants are prohibited from communicating with others about the content of the 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 an assessment is interrupted due to external causes or technological problems not controlled by the participant, the ABFM should be contacted 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. The ABFM has the option to nullify results without refund if these kinds of results are detected using procedures generally accepted among the psychometric community for detecting such results. A cutoff of sixty days following results has been established by the ABFM for follow-up with the candidate, review of statistical data, and examination of response data.

**Consequences of Violations**

Following the observation of and the action taken for an irregularity, ABFM staff will review and analyze all information at its disposal to confirm the occurrence of a violation. If the violation is confirmed, the candidate will be notified by the ABFM. The candidate will be advised that the sanction for such a violation is ineligibility for a
period of not less than six continuous years from the date of the violation. The physician will be informed also that he or she may request reconsideration of the action by the Credentials 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 level for each item answer and comments about the question that only the ABFM will see. We will use your feedback to evaluate items.

**ANNUAL/QUARTERLY FEEDBACK.** After the first year of the pilot, a scaled score will be provided 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 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 descriptors will also be assigned to each item, so even though Diplomates can’t view the actual item, some description of the content will be available.

**FINAL SCORE.** A final score and detailed score report will be provided upon reaching 300 scored items. If 300 questions have not been answered after 4 years, the shortfall will be counted as incorrect.

**Re-Examination**

Those physicians whose performance falls below the minimum passing standard after completing the longitudinal assessment will be required to take the Family Medicine Certification Examination at a secure proctored test center in their fifth year (2023). If successful, you will have met their 2019 examination requirement, which would be valid until 2029.

**Period of Certification**

**Longitudinal Assessment Pilot**

Upon opting-in to the Longitudinal Assessment Pilot, you will automatically receive a 1-year extension to your current examination requirement date for continued certification (12/31/2019 ↔ 12/31/2020). You will be recognized as participating on a continuous basis in the Family Medicine Certification program and will be issued a certificate without an end date in late 2019.

If meaningful participation is met in year 1, your examination requirement is satisfied through 2023, regardless of your assessment performance. If meaningful participation is not met in year 1, your examination requirement is due by 12/31/2020.

Participants whose performance meets the minimum passing standard after completing the longitudinal assessment will have satisfied their 10-year examination requirement for 2019. Those physicians whose performance falls below the minimum passing standard after completing the longitudinal assessment will be required to take the Family Medicine Certification Examination at a secure proctored test center 2023.

**Continuous Certification Process Requirements**

When you opt-in to the Longitudinal Assessment Pilot, you can expect your next three-year stage in the Continuous Certification Process to begin in 2020. Note that continued certification is still contingent upon meeting the current and continuous three-year stage requirements for Family Medicine Certification.

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

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

**Revocation**

Each certificate issued by the Board of Directors of 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.

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 the 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 the 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 Family Medicine Certification and subsequent certification of the offending party for a period not to exceed six (6) years from the date of discovery of the offense. In the event the individual timely appeals the suspension to the ABFM Credentials Committee, the six (6) year period shall be tolled until the action of the Board is determined to be final and enforceable by the ABFM Credentials Committee.

**Professionalism, Licensure, and Personal Conduct**

A Diplomate 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. Failure to comply with the Guidelines for Professionalism, Licensure, and Personal Conduct will result in loss of Diplomate status, loss of the ability to make application for the Family Medicine Certification Longitudinal Assessment Pilot or other examinations offered by the Board, and loss of the Board Eligible status.

In the event a Diplomate is no longer in compliance with the Guidelines for Professionalism, Licensure, and Personal Conduct, the physician must inform the ABFM in writing and immediately cease identifying themselves in any way directly or indirectly as a Diplomate of the American Board of Family Medicine. Candidates for the Family Medicine Certification Longitudinal Assessment Pilot and Diplomates of the ABFM should be aware that the ABFM receives periodic reports from the American Medical Association and 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 for Professionalism, Licensure, and Personal Conduct, a written inquiry should be made to the ABFM immediately.
Any physician participating in the assessment that does not meet the ABFM Guidelines will have their assessment invalidated and the fee will be forfeited. Eligibility for examination will not be reinstated until the physician is in full compliance with the Guidelines. If any action by a licensing authority is taken after this application is filed, but prior to or during the assessment, it is still the responsibility of the applicant to report the action to the ABFM. If a candidate is appealing a decision relative to their certification status to the Credentials Committee, they are permitted to participate in the assessment with the understanding that if the appeal is unsuccessful, their assessment will be invalidated and the fee will be forfeited.

**Authority**

The Board of Directors of 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

The ABFM strongly supports our Diplomates’ interests in maintaining the value of Board Certification through a variety of security measures, and especially through reliance on Diplomates’ sense of Professionalism and Integrity. The following agreement outlines the conditions regarding the administration of the Family Medicine Longitudinal Assessment Pilot. 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 application is complete and correct to the best of my knowledge and belief. In order to be granted continued certification, I understand I must continuously abide by the ABFM Guidelines for Professionalism, Licensure and Personal Conduct which includes obtaining and maintaining medical licensure which meets the requirements of the Guidelines. Furthermore, I understand that the assessment for which I am applying is voluntary on my part and I voluntarily accept and agree without reservation to the conditions set forth in the Application and this Candidate Information Booklet. I understand that in making this application I am voluntarily requesting that the Board review and assess my professional standing and that the decision of the Board in making such review and assessment shall be final.

I understand that in the event I am successful in the Family Medicine Certification Longitudinal Assessment Pilot and am in compliance with ABFM Guidelines that 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 am in continual compliance with the Guidelines for Professionalism, Licensure, and Personal Conduct. Furthermore, should I withdraw from the assessment for any reason after paying the required fee, the policy set forth in the Candidate Information Booklet for the current Family Medicine Certification Longitudinal Assessment Pilot shall apply.

If my Application to participate in the Family Medicine Certification Longitudinal Assessment Pilot is approved, I understand and agree to the following conditions:

1. All the assessment questions and all other assessment materials are the sole property of the American Board of Family Medicine subject to copyright and intellectual property protections afforded by law. Questions or other materials will not be available for review by participants before taking the assessment and they will not be available for review by the participants after taking the assessment.

2. I understand that the Longitudinal Assessment is initially a one-year pilot that is being evaluated on an annual basis. I understand that the ABFM reserves the right to discontinue this pilot after one year or at any time thereafter. If the pilot is discontinued, the means by which you will continue certification will be communicated with appropriate time to adapt to changes.

3. I understand that I am expected to complete a minimum of 80 questions and participate in pilot feedback surveys throughout the first year. Should I neglect to meet this requirement, I understand that my participation in the program will not continue after the conclusion of year one and I will be required to sit for the one-day proctored examination by the end of the following year to continue certification.

4. I understand that I am expected to complete a total of 300 questions within a maximum of four-year period. Should I neglect to reach 300 answered questions within the four years, I understand that any questions not attempted will be counted as incorrect.

5. I understand that while actively viewing assessment questions and related information, I am permitted to use written (printed or electronic) resources as I would in my normal day-to-day practice.

6. I understand that I am prohibited from seeking or receiving assistance from other people in responding to assessment questions.
7. I understand that I am prohibited from helping other participants in responding to assessment questions.

8. I understand that I may not discuss the assessment with anyone.

9. With respect to all content related to the 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, sharing written reproductions of content of any kind in any medium.

10. I understand that I risk being removed from the pilot, and will have to take the one day exam, if I do not follow instructions provided during the longitudinal assessment.

11. The ABFM is authorized by me to take all action they deem necessary and proper to administer the assessment securely, fairly and efficiently.

12. In addition, should I do anything prohibited by the ABFM, or should I be in violation of ABFM policy set forth within this agreement and Candidate Information Booklet, my assessment scores will be invalidated.

13. I also agree to report to ABFM any examples I learn about in which questions or answers from the ABFM longitudinal assessment questions and answers are shared to any form, and that failure to report such examples, will be reviewed as a violation of the ABFM Guidelines for Professionalism, Licensure and Personal Conduct.

14. The American Board of Family Medicine reserves the right to refuse participation to any physician after assessment has begun.

15. I understand that violation of this agreement will be addressed under the ABFM Guidelines for Professionalism, Licensure and Personal Conduct which could result in loss of ABFM Board Certification.

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

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

I agree that the ABFM may, at its discretion, release information contained in this Application, my assessment results and/or my assessment scores to researchers selected by the ABFM to study the testing and evaluation programs of the ABFM under appropriate conditions of confidentiality established by the Board. Aside from research purposes, I understand that my individual and identifiable assessment results and scores will be considered by the 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 the American Board of Family Medicine, its physicians, examiners, employees, officers, directors, and agents free from any complaints, claims or demands for damage or otherwise by reason of any act of omission or commission that they, or any of them, may take in connection with this Application, assessment administration, the grade or grades given with respect to my assessment, the failure of the ABFM to issue me such certificate, the subsequent revocation of any certificate issued to me by the ABFM, or my
continued eligibility for Family Medicine Certification. I agree that the ABFM retains the right to deny, revoke, withdraw or suspend certification because of my failure to gain or remain eligible under periodically established ABFM guidelines.

I shall indemnify and hold harmless the 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. I further understand and agree that in the event I am no longer in compliance with the Guidelines for Professionalism, Licensure, and Personal Conduct, for any reason or any term, I shall advise the American Board of Family Medicine 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.

It is understood 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 the American Board of Family Medicine and that its decision is final.

Arbitration of Disputes

Any case, controversy or dispute which may arise between the applicant and ABFM in connection with the application process, assessment and/or the 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, KY. 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 the assessment.

Governing Law

Any case, controversy, or dispute which may arise between the applicant and ABFM in connection with the application process, the assessment, or 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. The applicant hereby submits and irrevocably consents 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 continued eligibility for Family Medicine Certification.

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