

# American Board of Family Medicine



## **CANDIDATE INFORMATION BOOKLET**

### **SPORTS MEDICINE**

### **CERTIFICATE OF ADDED QUALIFICATION**

SUMMER EXAMINATION: JULY 15, 16, 17, 18, 19, & 20, 2019  
FALL EXAMINATION: NOVEMBER 11, 12, 13, 14, 15, & 16, 2019

# SCHEDULE FOR THE JULY 2019 ADMINISTRATION OF THE SPORTS MEDICINE EXAMINATION

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**Application Registration Period:** February 15, 2019 – May 24, 2019

<b>Application Submission</b>	<b>Examination Fee</b>	<b>Late Fee</b>
By April 1, 2019	\$1,300	No Fee
By May 24, 2019	\$1,300	\$100

Note: "filing" the application means starting the application and advancing beyond the payment section.

## IMPORTANT DATES

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- April 1, 2019** Last day to submit online application without incurring a late fee (\$100)
- May 24, 2019** Last day to:
- Submit application (with \$100 late fee assessed)
  - Submit special testing accommodation (ADA) documentation
- June 7, 2019** Last day to:
- Clear all pending application requirements
  - Make official name change with ABFM for examination
- June 28, 2019** Last day to select testing date/location
- 30 Days Prior to Scheduled Examination** Last day to withdraw application without incurring a late cancellation fee (\$35)
- 5 Days Prior to Scheduled Examination** Last day to withdraw application without incurring a seat fee (\$100)
- 48 Hours Prior to Scheduled Examination** Last day to change testing date or location
- October 31, 2019** All fellowship training should be completed on or about this date
- December 31, 2019** Last day to submit fellowship training completion verification

## EXAMINATION DATES

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**July 15, 16, 17, 18, 19, & 20, 2019**

(Note: candidates will select only one date for the examination)

# SCHEDULE FOR THE NOVEMBER 2019 ADMINISTRATION OF THE SPORTS MEDICINE EXAMINATION

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**Application Registration Period:** July 19, 2019 – September 16, 2019

<b>Application Submission</b>	<b>Examination Fee</b>	<b>Late Fee</b>
By August 23, 2019	\$1,300	No Fee
By September 16, 2019	\$1,300	\$100

Note: "filing" the application means starting the application and advancing beyond the payment section.

## IMPORTANT DATES

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**August 23, 2019** Last day to submit online application without incurring a late fee (\$100)

**September 16, 2019** Last day to:

- Submit application (with \$100 late fee assessed)
- Submit special testing accommodation (ADA) documentation

**October 7, 2019** Last day to:

- Clear all pending application requirements
- Make official name change with ABFM for examination

**October 28, 2019** Last day to select testing date/location

**30 Days Prior to Scheduled Examination** Last day to withdraw application without incurring a late cancellation fee (\$35)

**5 Days Prior to Scheduled Examination** Last day to withdraw application without incurring a seat fee (\$100)

**48 Hours Prior to Scheduled Examination** Last day to change testing date or location

**February 28, 2020** All fellowship training should be completed on or about this date

**April 30, 2020** Last day to submit fellowship training completion verification

## EXAMINATION DATES

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**November 11, 12, 13, 14, 15, & 16, 2019**

(Note: candidates will select only one date for the examination)

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## INTRODUCTION

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The American Board of Family Medicine congratulates you in your pursuit of board certification! Whether you are certifying for the first time or continuing certification, we are here to support you as you achieve this important milestone. We understand that family physicians have numerous demands on their time. Our goal is to make the exam application process as efficient as possible, so that you can get back to doing what you do best.

This booklet provides general information concerning the Certificate of Added Qualifications (CAQ) in Sports Medicine and instructions for completing the online application.

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

Sports Medicine is a body of knowledge and a broad area of health care which includes: (1) exercise as an essential component of health throughout life; (2) medical management and supervision of recreational and competitive athletes and all others who exercise; and (3) exercise for prevention and treatment of disease and injury.

The Sports Medicine Certificate of Added Qualifications (CAQ) process is jointly developed by the American Board of Family Medicine, the American Board of Emergency Medicine, the American Board of Internal Medicine, the American Board of Pediatrics and the American Board of Physical Medicine and Rehabilitation, and is designed to recognize excellence among those with special expertise in the sports medicine field. The requirements for all Boards are similar; therefore, the examination will be administered to candidates from all Boards at the same time and in the same testing centers. The standard for passing the examination will be identical for all Boards. Family physicians must be certified by the American Board of Family Medicine and must be Diplomates in good standing at the time of the examination.

Participation in the certification/continuing certification program is voluntary. Certification is not required of practitioners in this field, and the certificate does not confer privilege to practice.

You can avoid a late registration fee (\$100) by starting the online application and advancing beyond the fee payment page prior to the initial application filing deadline. Any pending requirements must be completed by the published deadlines. Further, all application requirements must be completed prior to selecting a test date/location.

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](mailto:help@theabfm.org). Our Support Center is available to assist Monday – Friday, 9am – 9pm and Saturdays, 9am – 5pm (Eastern Time).

## COMPLETING THE APPLICATION

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

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 examinations. 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. Uneditable fields 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., marriage, divorce, etc.) in order to change our records. However, it is important to note that the name on record with the ABFM should exactly match the name appearing on the ID presented for admittance to the examination. Any discrepancy in the name will potentially delay or prevent admittance to the examination. All name issues should be resolved by the deadline for clearing pending application requirements. 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 (September 2018), European Union (EU) residents are not eligible to register for ABFM examinations. For further clarification, contact us at 877-223-7437.

### E-Mail

The ABFM will correspond with examination candidates through email. Candidates should ensure that the ABFM has a 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

**July Application Registration Period:** February 15, 2019 – May 24, 2019

Application Submission	Examination Fee	Late Fee
By April 1, 2019	\$1,300	No Fee
By May 24, 2019	\$1,300	\$100

**November Application Registration Period:** July 19, 2019 – September 16, 2019

Application Submission	Examination Fee	Late Fee
By August 23, 2019	\$1,300	No Fee
By September 16, 2019	\$1,300	\$100

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

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

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

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

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

## Withdrawal/Refund Policy

Any candidate who is unable to complete the application requirements, or who needs to delay participation in the examination, is encouraged to withdraw their application. This is accomplished through the Physician Portfolio by clicking the CAQ Examinations link and then selecting the Withdraw option. By selecting the withdraw option you will be cancelling your current application and the fees for that examination will be applied to the next testing window. 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). Any fee(s) incurred for late withdraw or no-show will be applied to subsequent registrations and those fees must be paid prior to registering for the next examination.

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](mailto: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.

## Requirements

### Certification

Candidates must be certified by the American Board of Family Medicine and must be Diplomates in good standing at the time of the examination. The candidate must be in compliance with ABFM Guidelines for Professionalism, Licensure, and Personal Conduct which includes holding medical license(s) which meet the licensure requirements of the Guidelines. In addition, all candidates must have demonstrated satisfactory clinical ability in Sports Medicine and acceptable ability in standard diagnostic procedures for Sports Medicine problems.

Initially certifying candidates are required to complete a Sports Medicine Fellowship as follows:

A candidate must have successfully completed, or will have completed by October 31, 2019 for the July examination or February 28, 2020 for the November examination, a minimum of one year in an ACGME-accredited sports medicine fellowship program associated with an ACGME-accredited residency in Family Medicine, Emergency Medicine, Internal Medicine, Pediatrics or Physical Medicine and Rehabilitation.

Verification of satisfactory completion of the sports medicine fellowship program, including the beginning and ending training dates (month, day, year) must be submitted by the program through the FTM (Fellowship Training Management) system. The candidate's examination results will not be released until the final verification is completed in FTM.

Fellowship training which extends 30-90 days beyond the required twelve months, will require a written letter/email from the Program Director explaining the reason(s) for extended training. If training extends more than 90 days beyond the required twelve months, approval must be obtained from the ABFM prior to program completion. A written/letter from the Program Director explaining the reason(s) for the extended training, an explanation of how the fellow will meet all of the program requirements during the extended training, and a revised block curriculum plan for the extended period of training will be required for review and approval.

Part-time fellowship training (e.g., 50% time over two years) requires prospective approval from the ABFM. The Program Director must present the part—time curriculum and sufficient documentation to assure the ABFM that the part-time fellow will satisfactorily meet all of the program requirements by the completion of the proposed training period. The program must receive approval from the ABFM for part-time training prior to the fellow entering the training program.

### Continuing Certification

Candidates seeking continuing certification in Sports Medicine must be certified by the American Board of Family Medicine and must be Diplomates in good standing at the time of the examination. Candidates must be in compliance with ABFM Guidelines for Professionalism, Licensure, and Personal Conduct which includes holding medical license(s) which meet the licensure requirements of the Guidelines. In addition, all candidates must have been previously certified in Sports Medicine by examination with the American Board of Family Medicine.

### 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 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 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 these to test for and resolve related biases in the ABFM examination. 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 examination is measuring what it is supposed to 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 obtain and maintain certification, all candidates and Diplomates must either (1) hold a medical license which is currently active, valid and full in the United States, its territories, or Canada, and the candidate should not be subject to any practice privilege limitations in any jurisdictions in the United States, its territories, or Canada (referred to as an “Unlimited License”) or (2) qualify to select and actually select the status of Clinically Inactive, and hold either an Unlimited License, or a Qualified Clinically Inactive Medical License. Candidates and Diplomates must also be continuously in compliance with the ABFM [Guidelines for Professionalism, Licensure, and Personal Conduct](#).

License information must be submitted through the Physician Portfolio on the ABFM website. The effective date of certification will be the date on which the candidate meets all certification requirements.

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 for certification 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, the certification will be invalidated. The candidate will be notified subsequent to this action. Falsification of any information entered in the application and/or the 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 listed 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](mailto: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 Board immediately.

Any candidate sitting for an examination 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 application is filed, but prior to the examination, it is still the responsibility of the applicant to report the action to the ABFM prior to examination. If a candidate is appealing a decision relative to their certification status to the Credentials Committee, they are permitted to sit for the examination with the understanding that if the appeal is unsuccessful, their examination will be invalidated and the examination fee will be forfeited.

## Special Testing Accommodations

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 examination program. Candidates must indicate through the examination application if special testing accommodations under the ADA are needed. Special testing accommodations will only be considered with appropriate documentation.

No candidate shall be offered an accommodation that compromises the ABFM examination's ability to accurately test the skills and knowledge it purports to measure, and no auxiliary aid or service will be provided that will fundamentally alter the examination or will result in an undue burden to the ABFM. For further information regarding Special Testing Accommodations, please refer to the [ADA Policy and Procedures](#) available on our website.

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

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

## Comfort Aids

In order to provide a comfortable and secure exam environment for all examinees at the test center, many outside items are prohibited in the examination room. However, Prometric, our testing vendor, has provided a list of approved comfort aid items that do not require pre-approval. All of the items listed below are allowed within the examination room; however they will be inspected by Prometric staff during check-in.

Requests for all other items not included in the pre-approved list must be submitted and reviewed by the ABFM prior to the examination. Should a candidate require any personal item during the examination, whether due to a medical condition or otherwise, they will need to contact Stephen Huesing at [shuesing@theabfm.org](mailto:shuesing@theabfm.org). All requests must be submitted prior to the final application deadline. If there is any question regarding the approval of a comfort aid, please contact Stephen Huesing to confirm so that you do not have issues on the day of the examination.

Light sweaters, sweatshirts, and jackets are permitted in the testing room and may be worn or removed as needed; all clothing will be subject to Prometric inspection. Outerwear such as heavy coats, rain coats, ski jackets, etc. are prohibited from the testing room.

### Pre-Approved Comfort Aid Items for Examination Room

The following items may be used during testing without submitting an approval request during the application process (all other personal items must be stored in lockers). All comfort aid items will be inspected during check-in.

#### Medicine and Medical Devices

- Arm/Shoulder Sling
- Bandages
- Braces – Neck, Back, Wrist, Leg or Ankle
- Casts/Cervical Collar
- Cough Drops (must be unwrapped and not in a bottle/container)

- Earplugs (Foam with no strings)
- EpiPen
- Eye Drops
- Eye Patches
- Eyeglasses (without the case)
- Glucose Monitor
- Glucose Tablets
- Handheld Magnifying Glass (non-electric, no case)
- Ice Packs/Heating Pads (non-electric)
- Inhaler
- Medical Alert Bracelet
- Nitroglycerin Tablets
- Pillow/Lumbar Support
- Pills (must be unwrapped and not in a bottle/container). Candidates may bring pills that are still in the packaging if the packing states that they MUST remain in packaging that cannot be exposed to air (packaging will be inspected by Test Center Administrator and a Center Problem Report will be submitted).
- Stool for Elevating Limb
- Surgical Facemask
- Walking Boot Casts

#### Medical Devices (Attached to a Person's Body)

- Catheter
- Colostomy Bag
- Heart Rate Monitor
- Insulin Pump
- Oxygen Tank
- Spinal Cord Stimulator
- TENS Unit
- Urine Drainage Bag

#### Communication Aids

- Hearing Aid/Cochlear Implant
- Vocal Chord Magnifiers

#### Mobility Devices

- Cane
- Crutches
- Walker

- Wheelchair

#### Other

- Service Animal

#### **Items that Require Approval**

Pre-approval is required for the following items to be used during testing (all other personal items must be stored in lockers):

- multiple pairs of eyeglasses (more than 1 pair)
- gel mouse pad with wrist support (not provided by Prometric)
- handkerchief
- motorized cart or wheel chair (motorized scooter requires separate room for storage purposes—foldable wheel chair only)
- religious headwear, scarf, or hat
- special request mouse (e.g., left-handed, ergonomic, etc.)
- thin-sleeved gloves

#### **Items Provided at Test Center**

The following items are provided by Prometric at the test center:

- dry-erase board and marker (no other writing surface or writing instrument allowed)
- tissues (only 2 tissues allowed in examination room at a time)
- ear plugs
- noise-cancelling headphones

#### **Prohibited Items in Examination Room**

The following items may be brought to the test center, but must be stored in a locker:

- water and any other beverages
- candy (as substitute for smoking; to relieve test anxiety)
- chewing gum
- lip balm
- source of rapid glucose (liquid form)

#### **Nursing Mother Accommodation**

The ABFM has specific accommodations available to nursing mothers that provide an additional 20 minutes during the scheduled, optional break. This is offered as a comfort aid; however, appropriate documentation must be submitted, which consists of a signed letter from your OB/GYN, pediatrician, or family physician stating that you will be nursing at the time of the examination and will need additional break time to express milk. Please note: the ABFM and Prometric, the testing vendor, are not able to provide a private location for expressing milk or storage of expressed milk. Please submit your request through the Comfort Aid page of the online application and allow time for approval prior to scheduling your testing date/location.

## Pregnancy Accommodation

The ABFM offers pregnant exam candidates the option of an accommodation of one flexible break of 10 minutes off the clock during active testing for each of the 2 content sections. This is offered as a comfort aid; however, appropriate documentation must be submitted and reviewed, which will consist of a signed letter from your OB/GYN, pediatrician, or family physician stating that you will be pregnant at the time of the examination. Please submit your request through the Comfort Aid page of the online application and allow time for approval prior to scheduling your testing date/location.

## Agreement Page of Application

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

## Approval of Application and Selection of Examination Date and Location

Once all components of the candidate's application are completed and all pending requirements are cleared, the ABFM considers the candidate to be approved for the examination. The ABFM will automatically notify Prometric that the candidate is eligible to select a testing date, time, and location. From within the ABFM application, the candidate will be redirected to the Prometric website to schedule the examination appointment.

Candidates may view available appointments using the Prometric website ([www.prometric.com/abfm](http://www.prometric.com/abfm)) at any time during the application process. However, seats are assigned on a first come, first serve basis, and availability is continuously changing. Please note: not all test centers are available on all examination dates, and start times vary by location, date, and availability.

After scheduling the examination, the candidate will receive a confirmation email from the ABFM with the selected date/location. At that time, the candidate may return to the Physician Portfolio and print the E-ticket. (Note: In some cases, it may take up to 24 hours to receive the confirmation email. Candidates who have not received a confirmation after 24 hours are encouraged to contact the ABFM for assistance.)

We strongly urge candidates to select a testing date and location as early as possible, prior to the deadline for priority seating. Although we do allow test center selection after the priority seating deadline, the availability will be very limited. After the priority seating deadline, seats at test centers are not held exclusively for ABFM test candidates.

## Testing Locations

### United States, U.S. Territories, and Canada

Prometric provides testing in approximately 330 U.S. locations as well as 13 locations in Canada and several international locations. According to Prometric, 90 percent of the U.S. population is within 25 miles of a testing center. The full list of locations is always available on their website and is updated for each examination administration to add new locations or delete those no longer being utilized. For specific locations of available testing centers go to [www.prometric.com/abfm](http://www.prometric.com/abfm).

### International Test Centers

The ABFM and Prometric offer testing at several international locations. Prometric has in place an established network of professional test centers providing the same high level of security, candidate verification, and secure examination administration as their U.S. testing locations. To search for available international locations, go to [www.prometric.com/abfm](http://www.prometric.com/abfm). Candidates searching for locations abroad that do not appear to be available should contact the ABFM to inquire about potential options.

Once an international testing location has been selected, candidates will be prompted to submit the international testing fee of \$200. This is an additional cost beyond the normal application fee and is applicable only to the international sites. After confirmation of the appointment at an international location has been received, candidates will return to the online application to pay this fee. If after paying the international testing fee, the appointment is withdrawn or cancelled, but it is 5 days or more from the examination date, the \$200 fee may be refunded; however, any withdraw or cancellation less than 5 days from the scheduled examination date will result in forfeiture of the \$200 international testing fee.

Military personnel will not be required to pay the international testing fee if they are actively deployed outside the U.S. or Canada and select an international testing location. Requests for a fee waiver must be submitted in writing and include official deployment papers which indicate deployment at the time of the examination. Requests and documentation may be sent via email to [help@theabfm.org](mailto:help@theabfm.org) or faxed to: (859) 335-7516.

## **E-Ticket (Electronic Admission Ticket)**

The E-Ticket for the examination will be available to print as soon as the candidate receives the test center selection confirmation email from the ABFM. The receipt of this email may take up to 24 hours from the time of appointment selection. Upon receipt of this email, candidates may return to the Physician Portfolio and click “CAQ Examinations” and then select “E-Ticket.” This will display the E-Ticket with a prompt to “Print E-Ticket” in the upper right corner of the screen. The E-Ticket may be reprinted from the Physician Portfolio at any time prior to the examination.

Candidates are encouraged to review the E-Ticket thoroughly as it contains important information about the examination and the location of the testing center. The name on record with the ABFM must be the same as the ID that will be presented for admittance to the examination. Any name discrepancy will potentially delay or prevent admittance to the testing center. The last day to make a name change is the deadline to clear all pending application requirements.

## **Reschedule or Withdraw**

### **Reschedule**

Candidates who need to reschedule their current examination date and/or location may do so through the ABFM website, which will redirect to Prometric’s website. To reschedule, candidates will be required to enter their Examination Confirmation Number from the Test Center Selection Email or E-Ticket. An appointment may be rescheduled at no cost if done at least 30 days or more prior to the original scheduled examination date. Rescheduling within 29 to 5 days prior to the original scheduled examination date will result in a reschedule fee of \$35. Any reschedule within 4 days to 48 hours prior to the original scheduled examination date will result in a reschedule fee of \$60. The deadline to reschedule is 48 hours prior to the original scheduled examination date. All reschedule fees will be payable to Prometric at the time of reschedule.

### **Withdraw**

Candidates who choose to withdraw from the current examination, must do so on the ABFM website. Candidates may cancel their appointment by returning to the Physician Portfolio, clicking “CAQ Examinations” and then selecting “Withdraw” for the appropriate examination. *Candidates should not contact Prometric directly to cancel an appointment.* In order to prevent a cancellation fee, an appointment must be withdrawn 30 days or more prior to the original scheduled examination date. Withdrawing within 29 to 5 days prior to the original scheduled examination date will incur a cancellation fee of \$35. Any withdrawal less than 5 days prior to the original scheduled examination date will result in a seat fee of \$100 and forfeiture of \$200 paid for international testing fee (if applicable).

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

## EXAMINATION INFORMATION

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### Content

The practice of Sports Medicine is the application of the physician's knowledge, skills and attitudes to all persons engaged in sports and exercise.

The content of the examination will include:

- Physiology and biomechanics of exercise
- Basic nutritional principles and their applications to exercise
- Psychological aspects of exercise, performance and competition
- Guidelines for evaluation prior to participation in exercise
- Physical conditioning requirements for various activities
- Pathology and pathophysiology of illness and injury as it relates to exercise
- Effects of disease on exercise and the use of exercise in the care of medical problems
- Prevention, evaluation, management, and rehabilitation of injuries
- Understanding pharmacology and effects of therapeutic, performance-enhancing, and recreational drugs
- Promotion of physical fitness and healthy lifestyles
- Functioning as a team physician
- Ethical principles as applied to exercise and sports
- Medical-legal aspects of exercise and sports
- Anatomy related to exercise
- Growth and development related to exercise

### Facts About the Examination

The Sports Medicine examination is a half-day examination offered in computer-based format, and is identical for both certification and continuing certification candidates. Key points concerning the computer-based examination are as follows:

1. Extensive familiarity with computers is not required, but the use of a computer keyboard and computer mouse should be within the experience of all candidates.
2. An online tutorial (examination orientation) is available on our website. Candidates are strongly encouraged to gain familiarity with the computer-based testing system by logging on to <https://www.theabfm.org/moc/examtutorials.aspx>. Candidates may also access the tutorial from the ABFM home page, [www.theabfm.org](http://www.theabfm.org), by clicking on "Initial Certification/Residency," clicking "Exam Info" and then selecting "Exam Tutorial" from the list of links at the bottom of that page.
3. On examination day there will be a brief orientation/tutorial prior to starting the examination allowing candidates to re-familiarize themselves with the process. The tutorial may also be re-accessed at any time during the examination by clicking the "?" icon located in the bottom portion of the examination screen.<sup>4</sup> The examination is proctored by staff from Prometric, the computer based vendor used by the ABFM to administer the examination. In view of the numerous examinations administered by Prometric, all of which are unique in their function and format, testing center staff are not expected to provide detailed assistance for ABFM candidates. It is not the responsibility of Prometric staff to provide assistance on things such as navigating through the examination or resolving any misjudgments made

by the candidate. Candidates need to carefully read the on-screen messages in order to respond correctly. To do otherwise may result in loss of examination or break time, which cannot be altered by Prometric staff. Prior to examination day, candidates should become familiar with the operational procedures of the examination through the online tutorial and the examination day schedule.

5. Computer-based testing options include the ability to navigate forward and backward through the examination, mark items for further review, highlight/strikeout question content, review answered, unanswered and marked items. A listing of completed questions, incomplete questions, and marked items may be accessed at any time during the examination for the currently active section.

The examination screen contains a timer at the top center of the screen showing the time remaining for the current section. Candidates may click to view total remaining exam time as well. Items must be reviewed or changed prior to expiration of time for that section. Once a section is ended by the candidate or the section has timed out, candidates cannot return to questions in that section.

We ask that candidates carefully read all messages presented on the screen throughout the examination to prevent inadvertently clicking through a section of the examination needing completion.

Once the examination begins, if the candidate fails to complete and/or attempt any part of the examination, he/she must understand that any questions not answered, will be counted as incorrect. When there are unanswered items, or sections that are not attempted, additional time will not be allowed for completion, nor will there be any refund of the examination fee or credit toward future fees.

Failure to follow instructions on the computer or instructions provided by the test administrator may result in a candidate's entire examination being voided.

### **Examination Admittance & Testing Vendor Information**

Candidates should report to the assigned test center 30 minutes prior to the appointment time listed on the E-Ticket. This allows time for completing the registration process, which includes verifying ID, E-Ticket, signature, emptying of pockets and metal detector wand.

Please understand that Prometric is responsible for and dedicated to ensuring that all candidates are given the same opportunity to test under the same testing conditions. Test security plays a major role in ensuring that no candidate has an advantage over another. Additionally, Prometric is contractually responsible to the ABFM for protection and security of our examination content. This is the reason for the security measures utilized by Prometric on behalf of all their clients in a continuous effort to provide the best testing conditions possible.

The E-Ticket and one form of positive identification must be brought to the test center in order to be admitted. The ID must be a government-issued, non-expired ID, containing both a photo and signature. The ID must be one of the following: driver's license, passport, or a state/county identification card. The name on the ID must be the same as the name on the E-Ticket presented. Employee IDs/work badges, school IDs, and credit cards are NOT acceptable as an ID. Candidates presenting with an ID that does not match the name of record with the ABFM or with an expired ID will not be admitted to the examination.

If the primary ID presented is government-issued and contains a photo but is lacking a signature (such as military ID) the candidate will be asked to provide a secondary ID that contains a signature. The secondary ID with signature must have the name pre-printed exactly as the name appears on the E-Ticket.

Personal items, such as cellular phones, a watch or time piece of any kind, or other electronic devices, pagers, any writing instrument or paper, purses, hats, bags, books, and notes are not allowed in the testing room and we strongly encourage candidates to leave them at home or in their car. If a cellular telephone or any electronic device is taken into the examination room (even by accident), the candidate risks invalidation of the entire examination.

Light sweaters, sweatshirts, and jackets are permitted in the testing room and may be worn or removed as needed; all clothing will be subject to Prometric inspection. Outerwear such as heavy coats, rain coats, ski jackets, etc. are prohibited from the testing room. All personal items must be stored in a locker. Candidates

are NOT permitted to take any examination materials from the test center or to make written notes of the contents of the examination. Candidates found to be violating these rules will have their test performance voided.

During an active examination, candidates may not use telephones, leave the examination center (except for approved breaks), or communicate with one another in any way. Candidates may not discuss the content of the questions with anyone during or following the examination. Candidates who do so will have their test performance voided.

An erasable note board and marker will be provided at the workstation during the examination for any work preparatory to answering a specific question. All note boards and markers must be turned in at the conclusion of the examination. No other writing instrument (pen or pencil) or papers are permitted in the examination room.

Prometric, the ABFM's computer-based testing vendor, administers examinations for a variety of clients. Consequently, ABFM Diplomates and candidates may be testing with others who are required to use the computer keyboard to type their answers. Any noise due to keyboard clicking may be minimized by use of earplugs (candidate supplied) or headphones available at the test center.

## Study Materials

The Board does not provide comprehensive review materials. However, candidates may find it helpful to read a section on our website titled "Exam Preparation." This may be found through our homepage ([www.theabfm.org](http://www.theabfm.org)) by clicking "Initial Certification/Residency," clicking "Exam Info" and then selecting "Exam Preparation." This webpage contains videos and study tip documents. Also, on the "Exam Info" page, the "Exam Descriptions" link provides additional information regarding the ABFM exam blueprint.

## Prometric Information

Prometric is the computer-based testing vendor the ABFM uses to administer the exam. Candidates may locate a test center or obtain specific directions to a test site at [www.prometric.com/abfm](http://www.prometric.com/abfm). For further assistance, we ask that candidates do not call Prometric testing centers directly; instead, contact the ABFM at (877) 223-7437 or at [help@theabfm.org](mailto:help@theabfm.org).

## Examination Day Schedule

Examination start times may vary due to the fact that candidates may schedule their examination appointment at various times. Candidates who arrive 30 minutes or more after their scheduled examination time will be considered tardy and will not be permitted to test.

**Sample for 8:30am start time – Sports Medicine Examination:**

8:00- 8:30 AM	Registration, Checking ID, and Seating
Approx. 8:30 - 8:45 AM	Identity Verification, Review of ABFM rules, Exam Tutorial, Instructions for Examination
Approx. 8:45 AM	Examination Section 1 - 100 Multiple Choice Questions (2 hours)
Approx. 10:45 AM	Scheduled, Optional Break* – 15 Minutes
Approx. 11:00 AM	Examination Section 2 – 100 Multiple Choice Questions (2 hours)
Approx. 1:00 PM	Brief Exam Survey
Approx. 1:05 PM	End of exam day

\* SCHEDULED OPTIONAL BREAK: Candidates may take all, part or none of optional break time. Unused break time is not cumulative, cannot be accrued or applied to testing time and is forfeited if unused. If candidates inadvertently click through the break period by incorrectly responding to the prompts, the break time will be forfeited and the next examination section will start.

NOTE: The examination is timed, and once completed, voluntarily quit, or timed out, the questions cannot be accessed again. Candidates may take all, some, or none of the scheduled, optional break time.

## Examination Administration Protocols and Procedures

### Violation of Procedures - Registration Process

**E-TICKET.** The E-Ticket contains important information regarding the scheduled examination appointment including a confirmation number, the date and time of the appointment, the testing center address and phone number, and other key details about the examination day. All candidates are encouraged to bring a copy of the E-Ticket to the testing center on their examination day as proof of their appointment and as a reference for what to expect.

**GOVERNMENT-ISSUED FORM OF IDENTIFICATION.** A candidate is required to present a non-expired government-issued, photo and signature bearing ID in order to be admitted to the examination. Anyone unable to present a valid ID with signature or whose name does not match the name on the eligibility file provided to Prometric, will be denied admission to the examination. If the primary ID presented is government-issued and contains a photo but is lacking a signature (such as military ID) the candidate will be asked to provide a secondary ID that does contain a signature. The secondary ID with signature must have the name pre-printed exactly as the name appears on the E-Ticket. Acceptable identification includes driver's license, passport, state/county identification card, or other government-issued ID.

**TEST CENTER SECURITY.** A candidate is required to go through a security check prior to entering the testing room at the start of the exam and upon each re-entry into the exam room. Each candidate will be scanned with a metal detector wand prior to every entry into the test room. Each candidate will be asked to raise their slacks/pants legs above their ankles and pull their sleeves up (if long sleeves are worn) prior to every entry into the test room. Each candidate will be asked to empty and turn their pockets inside out prior to every entry into the test room to confirm that they have no prohibited items. The security screening will be conducted in full view of the surveillance camera in the admitting area and if any prohibited items are

found, candidates will be instructed to place them in the locker provided. Refusal to be scanned may delay admittance into the examination room.

Additional Prometric security measures during testing include continuous monitoring by video, physical walk-throughs by test administrator and an observation window. All testing sessions are video and audio recorded.

### **Violation of Procedures – Registration, Waiting Area, Locker Area, Testing Room and External Areas**

Areas within the testing vendor's jurisdiction and control are generally recognized as the examination registration area, waiting area, locker area, and testing room. External areas are defined as locations within the building that houses the testing center, which are not under the vendor's direct purview, such as bathrooms, lobbies, foyers, and cafeterias, but are observable by interested parties such as other candidates or test center personnel.

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

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

**COMMUNICATION WITH OTHERS.** If a candidate while actively testing, or on an unscheduled break, is observed communicating with other persons, including but not limited to other candidates, regarding medical information, examination content, or unknown topics, regardless of mode of communication, the test administrator will immediately determine the nature of the conversation and remind all parties involved that no communication of any kind is permitted during active testing. The candidate(s) will be warned that testing will continue without penalty, but a repeat violation will terminate the testing process. If a candidate is observed communicating with other persons in the examination room, the test administrator will advise the candidates that a violation of the ABFM testing policy has occurred. The candidates will not be permitted to continue testing and a final determination of the matter will be withheld pending the results of the ABFM investigation. In all cases, the test administrator will provide a detailed written Candidate Problem Report following the examination.

**LOOKING AT THE ANSWERS OF ANOTHER CANDIDATE.** If a candidate while actively testing is observed looking at the answers of another ABFM candidate, the candidate will be advised that a violation of ABFM testing policy has occurred. The candidate will not be permitted to continue testing and a final determination of the matter will be withheld pending the results of the ABFM investigation. The test administrator will provide a detailed written Candidate Problem Report following the examination.

### **Examination Administration Parameters**

**FAILURE TO COMPLY WITH SPECIFIC TEST ADMINISTRATOR INSTRUCTIONS.** During the testing day, candidates must comply with the directions/instructions of the test administrator. Any candidate who does not follow

the instructions of the test administrator may be subject to dismissal from the testing center and/or having his or her examination invalidated.

**LATE ARRIVALS.** Any candidate who arrives 30 minutes or more after his/her scheduled start time will be considered tardy, will be considered a “No Show” and will not be permitted to test.

**NO SHOWS.** Any candidate who fails to appear for their scheduled appointment will be considered a "no show" for the examination. The current application will be cancelled and the fees for that examination will be applied to the next testing window unless a refund is requested. A \$100 seat fee will be applied to subsequent registrations and must be paid prior to registering for the next examination.

**A VENDOR-CAUSED DELAY.** If a candidate arrives at the test center on time, but begins the examination later than the scheduled appointment time due to a technical issue or other vendor-caused delay, the candidate will be given the full amount of testing time. Any candidate in this situation will be seated as quickly as possible.

**UNSCHEDULED BREAKS DURING TESTING.** The ABFM recognizes that candidates may need to take an unscheduled break from testing while the examination clock continues to run. Extended absences, multiple breaks, or excessive cumulative time away from testing will be subject to scrutiny by the ABFM. Additionally, the policies of the building housing the testing center regarding smoking, possession of foods and beverages either in the lobby or on the grounds outside the building must be obeyed.

### **Guideline for the Handling of Critical Irregularities During Examination Administration**

**AN INTERRUPTION NOT CONTROLLED BY THE CANDIDATE.** An examination interrupted by external causes or technological problems not controlled by the candidate will be continued if possible. All interruptions in testing greater than one hour will be reported to the ABFM by the test administrator or other designated employee. If the examination is predicted to resume within the next hour, candidates will be encouraged to remain at the testing center to complete the examination. Candidates who wish to leave will have their examination rescheduled at a mutually convenient time for the candidate, the ABFM, and the Vendor. Any examination section that has not been completed will be replaced for any subsequent testing. (e.g. if a candidate has completed 80 of 100 questions in a section, the entire section will be replaced and the candidate will subsequently take a new 100 question section.)

### **Post Examination Issues**

**STATISTICAL ANALYSIS OF PERFORMANCE.** Statistical evidence of suspicious results includes, but is not limited to, a grossly significant statistical improvement from one examination to another, and response patterns of incorrect answers significantly similar to another candidate at the same or different testing center, that would strongly suggest that the content of the test has been exposed prior to or during the examination. The ABFM has the option to nullify examination results without refund if any of the above suspicious results are found through the use of software programs generally accepted among the psychometric community for detecting such results. A cutoff of sixty days following an examination has been established by the ABFM for follow-up with the candidate, review of statistical data, examination of log files, and review of audio/video as needed.

**REVIEW AND ANALYSIS OF AN IRREGULARITY.** Following the observation of and the action taken for an irregularity the ABFM staff will review and analyze all information at its disposal to confirm the occurrence of a testing violation. Such information will include, but may not be limited, to Candidate Problem Reports from test administrators, audio recording records, video recording records, notations and descriptions of prohibited instructional material or personal items in the possession of the candidate, and an explanation of the event/irregularity from the candidate. If the ABFM determines in its sole discretion that a violation of testing policy has occurred, the candidate will be notified in writing by certified mail. 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. As with all Credentials Committee cases, the physician may submit written material for review by the Committee.

## Candidate Problem Reports

COMMUNICATION, NOTIFICATION, AND DOCUMENTATION PROCEDURES. The test vendor is required to report any examination irregularity and all problem reports are provided to the ABFM following each examination.

## Consequences of Violating the ABFM's Examination Protocols and Procedures

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 testing violation. If the testing violation is confirmed, the candidate will be notified in writing by certified mail. 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.

## Policy for Examination Retakes

Occasionally, problems occur during the administration of examinations that may impede the examination process. Weather problems, mechanical failures, hardware and software problems, and human errors have the potential of interfering with some part of the examination process. When such problems occur, the ABFM will review all information at its disposal. An opportunity for re-examination will be offered should the ABFM in its discretion determine that an incident or irregularity could have affected a candidate's performance. A re-examination shall be the candidate's sole remedy. The ABFM shall not be liable for inconvenience, expense or other damage caused by any problems in the administration or scoring of an examination, including the need for retesting or delays in score reporting. In no circumstance will the ABFM reduce its standards as a means of correcting a problem in examination administration.

- Candidates who experience incidents or irregularities during testing must inform the ABFM by letter, fax, or email within one (1) week following the examination. A detailed explanation of the circumstance or event that occurred during testing is required.
- If it is determined by ABFM that an incident or irregularity had the potential of influencing examination performance, the candidate will have two options: (1) to be retested during the next examination administration; or (2) to have the examination scored.
- If the retest option is chosen, the response data from the recently completed examination will be invalidated and expunged from ABFM records and no performance feedback will be provided. Candidates that sit for an exam retest during the testing window immediately following an invalidation, and meet the passing threshold for that exam, could have their date of certification retroactively effective to the original date of the invalidated exam, providing that all other certification requirements have been met.
  - Successful performance on the retake examination will apply to the previous examination date.
  - Unsuccessful performance on the retake examination will be recorded as an unsuccessful attempt. Any consequences of an unsuccessful examination, including loss of certification, will apply.
- Candidates who choose the option of having their examination scored will receive a report of their performance and a letter indicating whether they were successful or unsuccessful.
- Candidates who are unable or unwilling to be re-examined during the next regularly scheduled examination will forfeit the opportunity to backdate their certification date to their original exam date when an irregularity may have occurred. Any subsequent examination will be scored and reported according to standard procedure.

## Examination Results

It takes approximately 6-8 weeks from the last date in the examination window for candidates to receive their examination results, which may be accessed in the Physician Portfolio when available. During the scoring process, each question is analyzed to establish the percentage of family physicians with the minimum level of certifiable knowledge who would answer the question correctly. This psychometric process allows us to establish the cut score for the examination.

## Re-Examination

Qualified candidates who fail the examination will be given the opportunity to take it again. An application is valid only for the examination for which a candidate has applied. Full fees are charged for each re-examination.

## Period of Certification

Those who are successful on the examination will be awarded an ABFM Certificate of Added Qualifications in Sports Medicine. The certificate will bear a date limiting the duration of its validity to ten years. Reassessment will be required for renewal of the certificate.

If for any reason primary certification in Family Medicine is not maintained (e.g., expiration, revocation, failure to maintain Family Medicine Certification requirements, etc.), certification in Sports Medicine will simultaneously be withdrawn at the time of the loss of the primary certificate. Upon restoration of the Family Medicine certificate, the CAQ in Sports Medicine will simultaneously be restored for the remainder of the current certificate.

Candidates may opt to take the continuing certification examination before the last year of their period of certification. Should the exam attempt be successful, a new period of certification will begin and any remaining years from the previous certification are forfeited.

## Validity Period for Successful Examination

After a successful examination attempt, initially certifying candidates have the 10 calendar years following their examination year to meet all requirements to become certified in Sports Medicine. Certification begins when all requirements for certification have been met. Period of certification is limited to the 10 years following the successful exam attempt.

## 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 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 examination 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 ABFM examinations 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 Board immediately.

### **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

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Please read the following conditions regarding the administration of the examination. You will need to verify on the application that you have read and understand this agreement. Your application will not be processed without this acknowledgement.

I certify that all the information in this application is complete and correct to the best of my knowledge and belief. In order to be granted certification, I understand I must continuously abide by the ABFM Guidelines for Professionalism, Licensure and Personal Conduct which includes obtaining and maintaining medical licensure which meets the requirements of the Guidelines. Furthermore, I understand that the examination for which I am applying is voluntary on my part and I voluntarily accept and agree without reservation to the conditions set forth in the Application and this Candidate Information Booklet. I understand that in making this application I am voluntarily requesting that 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 further understand and agree that the American Board of Family Medicine may withhold or rescind approval of this application, and in the event I am certified 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 understand that in the event I am successful on the Sports Medicine Certificate of Added Qualifications examination that my Diplomate status will remain in effect as long as I meet all of the current and future requirements by the established deadlines and am in continual compliance with the Guidelines for Professionalism, Licensure, and Personal Conduct. Furthermore, should I withdraw from the exam for any reason after paying the required fee, the policy set forth in the Candidate Information Booklet for the current examination shall apply.

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

1. All the examination questions and all other examination materials are the sole property of the American Board of Family Medicine. Questions or other materials will not be available for review by examinees before taking the examination and they will NOT be available for review by the examinees after taking the examination. No one is permitted to take any of the examination materials from the examination room. The dry erase board or other note taking surface provided by Prometric is intended for exam testing notes only and must be erased and returned to the test administrator when not actively testing. Any notes taken during the exam and removed from the workstation will be considered exam content. Other than the permitted use of the dry erase board or other note taking surface provided by Prometric during the exam, no one is permitted to reproduce the test questions and/or answers in whole or in part, make written notes of the test content, or electronically copy, record and/or transfer test questions or preparatory material. No reference materials (texts, articles, or review materials) shall be permitted in the examination area. During and following the examination, examinees may not discuss the content of exam questions with anyone.
2. I understand that I am expected to complete all sections of the exam and attempt all questions. Should I neglect to complete any section of the examination, I understand that any questions not answered will be counted as incorrect, I will not receive additional time, nor will I receive a refund of the exam fee or credit toward future fees due to my failure to answer any questions.
3. I understand that during an examination, (when actively testing and the exam clock is running), I am prohibited from bringing into the testing room anything unauthorized by the Prometric testing staff.

During active testing, I am prohibited from bringing instructional information or personal items including, but not limited to: reference materials, texts, articles, review materials, written notes, electronic media, devices designed to augment knowledge or recall, a watch or time piece of any kind, cellular telephone, pager, hand held computer, personal digital assistant (PDA), mini-computer, camera or any writing instrument except the writing instrument provided by Prometric testing staff. Furthermore, I will not be permitted to communicate with other examinees or any individual, except members of the test administration staff. During an active exam, I will not be permitted to leave the testing center except for approved breaks. Further, I will make no effort to observe the answers of other examinees or have anything at my workstation except materials provided by the administrators at the test center. Only the distributed note taking materials provided by the testing center (i.e. note/white board, paper, writing instruments, etc.) may be used in the exam room.

4. The use of telephones or leaving the testing area during active testing is prohibited.
5. I understand that I risk being unsuccessful on the entire examination if I do not follow instructions on the examination itself.
6. The American Board of Family Medicine reserves the right to refuse admission to any examinee after any session of the examination has actually begun.
7. The test administrators at my assigned test center are authorized by me to take all action they deem necessary and proper to administer the test securely, fairly and efficiently.
8. Smoking will not be permitted in the examination room.
9. 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 test scores will be invalidated.
10. I understand that after the exam, I may not discuss the exam with anyone.
11. If the ABFM receives reports from the test center staff or video/audio surveillance taped during my examination which provides evidence of any violation of policies or accessing prohibited materials described herein or removing notes from the workstation area, I agree to cooperate with the ABFM and acknowledge that the ABFM has the right to invalidate my exam, forfeit the full exam fee and pursue any legal action ABFM deems necessary or appropriate .

I understand that if I am permitted to take the examination without being in compliance with the Guidelines for Professionalism, Licensure, and Personal Conduct, which includes the requirement that I hold a full, active, unrestricted medical license, and/or verification of satisfactory completion of training, I must satisfy both to obtain certification. My effective date of certification will be the date in which I have met all certification requirements.

I agree that if I wish to have my examination rescored, I must make the request, in writing, within 14 days of the release of the test results. This request must include both a completed ABFM Rescore Request Form and a check made payable to the ABFM for \$200. I understand that this review will be limited to verifying (1) that the responses scored were indeed made by me and (2) that the scoring process correctly transformed my responses into a scaled score. I further understand that this review will not be a review of the content of the items, or a reconsideration of what the correct answer should be. In addition, I understand that the review will not be a reconsideration of the passing standard or of the acceptability of the testing conditions.

I agree that the ABFM may, at its discretion, release information contained in this Application, my examination results and/or my examination 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 examination 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 members, examiners, officers, directors and agents free from any complaints, claims or demands for damage or otherwise by reason of any act of omission or commission that they, or any of them, may take in connection with this Application, the availability of testing centers, exam administration, the grade or grades given with respect to my examinations, 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 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 of the current and future 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 examination qualifies me for a certificate 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, examination and/or continued eligibility for certification shall be settled and resolved by binding arbitration under the then prevailing rules of the American Arbitration Association ("AAA"). The arbitration dispute must be filed in Lexington, 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 examination.

### **Governing Law**

Any case, controversy, or dispute, which may arise between the applicant and ABFM in connection with the application process, the examination, or continued eligibility for certification shall be governed in all respects by the laws of the Commonwealth of Kentucky, without regard to the choice of law rules of such jurisdiction. 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 examination, and/or continued eligibility for certification.

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