American Board of Family Medicine

2027
Adolescent Medicine
Certificate of Added Qualification
One-Day Examination Information Booklet

Continuing Certification Examination Dates

January 16 – September 30, 2027

American Board of Family Medicine • 1648 McGrathiana Parkway, Suite. 550 • Lexington, Kentucky 40511-1247 • (877) 223-7437

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Important Dates for the 2027 Adolescent Medicine Examination

October 16, 2026	Online Application Opens
November 16, 2026	Last day to submit online application without incurring a late fee ($100)
November 30, 2026	Last day to: • Submit application (with $100 late fee assessed) • Submit special testing accommodation (ADA) documentation • Submit comfort aid requests
December 7, 2026	Last day to: • Clear all pending application requirements • Make official name change with ABFM for examination
March 1, 2027	Last day to select testing date/location
30 Days Prior to Scheduled Examination	Last day to withdraw application or reschedule appointment without incurring a late cancellation fee ($50)
5 Days Prior to Scheduled Examination	Last day to withdraw application or reschedule appointment without incurring a seat fee ($160)
48 Hours Prior to Scheduled Examination	Last day to change testing date or location
Continuing Certification Examination Dates	**January 16 – September 30, 2027** (Note: candidates will select only one date for the full-day examination)

Fee Schedule for the 2027 Adolescent Medicine Examination

Application Registration Period: October 16, 2026 – December 7, 2026

The examination and application fee details listed below summarize the payments for candidates applying for the Adolescent Medicine Certificate of Added Qualification (CAQ) examination. Payment details specific to your fees at the time of examination application can be accessed in your online application or in your MyABFM Portfolio. Note: To avoid a late registration fee ($100) be sure to begin the online application process and proceed beyond the fee payment page prior to November 16, 2026.

Fees for Continuing Certification Candidates

Candidate Type	Examination Fee
Process Fee Payment Plan*	Up to Two (2) Attempts Included in Payment Plan
Re-attempting after > 2 unsuccessful attempts	$650

*Continuing Certification candidates will be required to submit an annual process fee of $100 when completing the online application. **The process fee will be required on an annual basis going forward and required for maintaining certification.** As long as you are current with your process fees, you will have access to up to two (2) examination attempts. Should more than two (2) attempts become necessary, a fee of $650 (or 50% of the current full examination fee) will be required for each subsequent attempt.

Introduction

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

This booklet provides general information concerning the Certificate of Added Qualification (CAQ) in Adolescent 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.

Adolescent Medicine encompasses the total health care of adolescents within their families and/or the settings in which they live and interact.

The Certificate of Added Qualifications in Adolescent Medicine, jointly developed by the American Board of Family Medicine (ABFM), the American Board of Internal Medicine (ABIM), and the American Board of Pediatrics (ABP), is designed to recognize excellence among those who have special interest in this field. Although the application requirements may differ slightly between Boards, content and scoring are identical. The examination will be administered by the American Board of Pediatrics for candidates from all three Boards at the same time 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 certification is voluntary. Certification in Adolescent Medicine is not a requirement to provide care to adolescents, and the Board's certificate does not confer privilege to practice.

All applications must be advanced 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. Our Support Center is available to assist Monday – Friday, 8am – 9pm and Saturdays, 9am – 5pm (Eastern Time).

Completing the Application

The purpose of this section of the Examination Information Booklet is to provide essential information about the application process, the requirements candidates must meet prior to and/or while completing the application process and choosing a testing 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. ABFM staff and Support Center make every effort to assist with these issues promptly; however, candidates are responsible for contacting ABFM for assistance well in advance of the deadline.

Password

The password provided to a candidate for accessing the MyABFM Portfolio is confidential. Candidates will be required to change the initial password they are assigned and are then strongly encouraged to use a password known only to them. There is a link in the MyABFM Portfolio that allows the candidate to change the password at any time. Anyone with access to a candidate's ID and password has access to all secure information pertaining to that candidate on our website. ABFM staff does not have access to candidate passwords. "Forgot Username" and "Forgot Password" buttons are available on the physician login page (https://portfolio.theabfm.org/ui/login) should you need assistance with your login credentials.

Personal Information

Candidates should confirm or update all personal information in the MyABFM Portfolio on the My Profile page. Fields that are not editable include name, ABFM ID number, degree, birthdate, and last four digits of the social security number. If any of this information is incorrect, the candidate must contact their ABFM Candidate Representative to have it corrected.

ABFM requires candidates who have had a legal name change to submit a copy of the appropriate legal document (e.g., marriage, divorce, etc.) in order to change our records. However, it is important to note that the name on record with ABFM should exactly match the name appearing on the ID presented 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 your ABFM Examination Program Coordinator for assistance with any name issues.

Candidates also should verify, update, or enter their primary mailing address. This is the address the wall certificate will be mailed to, if a wall certificate with no end date has not already been previously issued. Address information may be updated through the MyABFM Portfolio at any time on the My Profile page in the "Account Information" section.

General Data Protection Regulation (GDPR)

At the time of this publication (2026), European Union (EU) residents are not eligible to register for ABFM examinations. For further clarification, contact us at (877) 223-7437.

E-Mail

ABFM will correspond with examination candidates through email. Candidates should ensure that ABFM has a current email address on file. Email information may be updated through the MyABFM Portfolio at any time on the My Profile page in the "Account Information" section.

During the registration process, candidates are required to reply to an email confirmation, which verifies that the email address on file is accurate and the candidate is able to receive emails from ABFM. (Many email services do not notify senders that an email is received or rejected; as such, we may be unaware our communications

are not reaching intended recipients.) Once the email confirmation is complete, candidates must return to the application and complete all remaining application pages.

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

Fee Payment

Application Registration Period: October 16, 2026 – December 7, 2026

The examination and application fee details listed below summarize the payments for candidates applying for the Adolescent Medicine Certificate of Added Qualification (CAQ) examination. Payment details specific to your fees at the time of examination application can be accessed in your online application or in your MyABFM Portfolio. Note: To avoid a late registration fee ($100) be sure to begin the online application process and proceed beyond the fee payment page prior to November 16, 2026.

Fees for Continuing Certification Candidates

Candidate Type	Examination Fee
Process Fee Payment Plan*	Up to Two (2) Attempts Included in Payment Plan
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*Continuing Certification candidates will be required to submit an annual process fee of $100 when completing the online application. **The process fee will be required on an annual basis going forward and required for maintaining certification.** As long as you are current with your process fees, you will have access to up to two (2) examination attempts. Should more than two (2) attempts become necessary, a fee of $650 (or 50% of the current full examination fee) will be required for each subsequent attempt.

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

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

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

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

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

Withdrawal/Refund Policy

Any candidate who is unable to complete the application requirements or who needs to delay participation in the examination, is encouraged to withdraw their application. This is accomplished through the online application by selecting the Withdraw option. For continuing certification candidates, selecting the withdraw option cancels the current application and applies the fee for that examination toward the next testing window.

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.

Requirements

Continuing Certification

- Family physicians must be certified by the American Board of Family Medicine and must be Diplomates in good standing to apply and take the examination and must maintain their primary Family Medicine Certification to maintain Adolescent Medicine CAQ.
- Diplomates 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.
- Diplomates have been previously certified in Adolescent Medicine by examination with the American Board of Family Medicine.
- Diplomates must submit an online application with appropriate application fee.
- Diplomates must achieve a satisfactory score on the one-day computer-based Adolescent Medicine Examination.
- Diplomates must submit CAQ process fees on an annual basis in order to maintain CAQ certification.

Demographics

For more than 40 years ABFM has collected data on practice organization and scope of practice from candidates during the examination registration process. The information you provide enables ABFM to understand how family medicine is changing, such as scope of practice, geographical distribution, evolving business models, size of practice, and whether your EMR is serving your needs. For years these data have guided the Board of Directors as they make decisions about how to help family physicians around the country improve the quality of care they provide to their patients. The accuracy of the information you provide is critical to how well ABFM can make certification more meaningful and useful to you.

Medical License

To obtain and secure ongoing certification, all candidates and Diplomates must continuously satisfy the Professionalism & Licensure component of family medicine certification through compliance with the ABFM Guidelines for Professionalism, Licensure, and Personal Conduct ("Guidelines"). The Guidelines establish ABFM's expectations regarding a general adherence to the standards of professionalism, which require maintaining record of all currently active, valid, and full medical license(s) held in the United States, its territories, or Canada (referred to as an "Unlimited License"), within the MyABFM Portfolio on the ABFM website. [Note: Those physicians who have self-designated as clinically inactive may be able to meet the license requirement by holding a qualified clinically inactive medical license as defined in the Guidelines.] Any period in which a Diplomate is not in compliance with the medical licensure requirement established by the Guidelines will result in a simultaneous break in certification.

ABFM receives most medical license information from the Federation of State Medical Boards (FSMB) on a monthly basis. The details received for new or renewed licenses are presented to you in your MyABFM Portfolio to "Confirm" prior to officially accepting the data into our records. There may be circumstances in which your medical licensing board may not report licensure information to ABFM, or the details may not yet be received due to having recently obtained or renewed your medical license. In these situations, we rely on you to manually enter/update your medical license information to maintain an active record. It is up to you to ensure your medical license record on file remains up to date.

Institutional, temporary, and training medical licenses do not meet the criteria of an Unlimited license; therefore, these details should NEVER be entered in the MyABFM Portfolio. [Note: Even in scenarios where a candidate or

Diplomate is enrolled in a fellowship program that only requires a training license for participation, training license details must never be submitted. The physician will have to obtain a medical license that meets the Professionalism & Licensure component of family medicine certification as identified above to be issued or maintain ABFM certification status.] Similarly, ABFM does not accept foreign medical licenses as meeting the Professionalism & Licensure component for certification. Physicians practicing outside of the country, for any period of time, will have to meet the requirement for licensure by maintaining an approved medical license in the United States, its territories, or Canada.

With every license entry or update, you are required to attest that the license information being submitted is accurate and that you are in full compliance with the Guidelines. If ABFM determines that a candidate has submitted an institutional, temporary, or training medical license, has entered inaccurate details that do not match the records from the licensing state, and/or has not reported a violation of the Guidelines, and has been granted certification under the false assumption that the Professionalism & Licensure component has been met, the certification will be invalidated. Falsification of any information entered into the application and/or the MyABFM Portfolio will be reviewed for potential violation of the Personal/Professional Conduct Policy of the Guidelines, which may result in the withdrawal of certification and eligibility for an extended period of time.

If there are any inaccurate or unapproved medical license details within your MyABFM Portfolio, you must report "Incorrect" information through the Medical License page of the MyABFM Portfolio or contact the ABFM Professionalism Department by email at license@theabfm.org.

It is your responsibility to inform ABFM in writing immediately following any conduct or action that may be determined to be in violation of the Guidelines. For questions about the Guidelines or to make a report, please contact professionalism@theabfm.org.

Any candidate who is in violation of the Guidelines at the time of the one-day examination will have their exam invalidated and the examination fee will be forfeited. Eligibility for certification, which includes qualifying for any future exams, will not be reinstated until the physician is again in full compliance with the Guidelines.

Physicians who have been notified of an adverse decision relative to their eligibility or certification status and are appealing to the Professionalism Committee for reconsideration are permitted to take the one-day examination with the understanding that if the appeal is unsuccessful, their examination will be invalidated and the examination fee will be forfeited.

Special Testing Accommodations

ABFM provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2013 (ADAAA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with these Acts, ABFM does not discriminate against individuals with disabilities in providing access to its examination program. Candidates must indicate through the examination application if special testing accommodations under the ADA are needed. Special testing accommodations will only be considered with appropriate documentation.

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

All required documentation must be received by the final application deadline 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 to process and review the candidate's documentation.

Since administration of the examination is handled by the American Board of Pediatrics, special testing accommodations that may have been received for any examination administered by the American Board of Family Medicine may not be available for the Adolescent Medicine examination.

Comfort Aids

Any outside items are prohibited in the examination room. All comfort aid items must be approved by ABFM prior to the examination and appropriate documentation submitted to Prometric, the testing vendor. Should a candidate require any personal item during the examination, whether due to a medical condition or otherwise, please contact our Accommodations Coordinator at accommodations@theabfm.org. All requests must be submitted prior to the final application deadline.

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, raincoats, ski jackets, etc. are prohibited from the testing room.

Water is allowed into the examination room provided it is in a clear or transparent, label-free container with a lid or cap. No other beverages are permitted. Containers will be inspected prior to entry into the examination room.

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 (per request)
- headphones (per request)

Prohibited Items in Examination Room

- calculators
- watches (remaining test time will be provided on your examination screen)
- recording devices
- photographic equipment
- study material
- cellular telephones
- PDAs (personal digital assistants)
- purses
- wallets
- pagers
- hats and other head coverings, except those for religious purposes
- coats
- bags (eg, plastic, paper)
- tissues not provided by the test center
- pens and pencils
- beverages other than water

- food
- medicine or cough drops
- tobacco products
- any other product determined by the TCA to be a disturbance to other testers or a threat to the security of the examination

Agreement Page of Application

The agreement page of the online application asks candidates to attest to having read this Examination 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, ABFM considers the candidate to be approved for the examination. ABFM will automatically notify the American Board of Pediatrics (ABP) that the candidate is eligible to select a testing date, time, and location. You can expect to be contacted by ABFM in late-January with further instructions for scheduling. Candidates may schedule an appointment with Prometric (the testing vendor) for any day that the examination is offered, depending on seat availability.

Candidates may view available appointments using the Prometric website (www.prometric.com/abp) at any time during the application process. However, seats are assigned on a first come, first served 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.

Testing Locations

United States, U.S. Territories, and Canada

Prometric provides testing in approximately 340 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/abp.

International Test Centers

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/abp. Candidates searching for locations abroad that do not appear to be available should contact ABFM to inquire about potential options.

Reschedule

Candidates who need to reschedule their current examination date and/or location may do so through the ABP section of the Prometric web site: www.prometric.com/abp. Candidates may reschedule at no cost if done 30 days or more prior to the original scheduled examination date. Rescheduling within 29-5 days prior to the original scheduled examination date will result in a reschedule fee of $50. Any reschedule within 4 days to 48 hours prior to the original scheduled examination date will result in a reschedule fee of $160. The deadline to reschedule an exam is 48 hours prior to the original scheduled exam appointment. All reschedule fees will be payable to Prometric at the time of rescheduling.

Withdraw

Candidates who choose to withdraw from the current examination, must do so on the ABFM website. *Candidates should not contact Prometric directly to cancel an appointment.* To prevent a cancellation fee, an appointment must be withdrawn 48 hours prior to the original scheduled examination date. Cancelling or withdrawing from the exam within 48 hours of the original scheduled examination date will incur a cancellation/seat fee of $160.

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

Examination Information

Content

The content of the Adolescent Medicine Examination will include, but may not be limited to, Musculoskeletal Diseases; Endocrine and Metabolism; Nutrition and Eating Disorders; Collagen Vascular Diseases; Mental Health; Hematology/Oncology; Cognition; Renal Disease; Reproduction including Sexuality and Sexually Transmitted Diseases; Infectious Diseases; Gastrointestinal Diseases; Dermatology; Substance Abuse; Social/Emotional Development and Family/Chronic Illness; and Disease Prevention as these relate to adolescent patients.

Complete details regarding exam content may be accessed on the ABP website: www.abp.org.

Examination Administration Protocols and Procedures

Candidate Responsibilities

Candidates using Prometric Testing Centers must abide by Prometric policies related to security and use of computer equipment and facilities. While at a Prometric Testing Center, candidates must always comply with test administrators. Failure to comply with Prometric test administrators or security and computer equipment usage policies may result in expulsion from the testing center and denial of access to American Board of Family Medicine examinations in the future.

Examination Conduct

Failure to abide by the following rules of conduct may result in disciplinary action by ABFM.

1. Do not falsify information required for admission to the examination or impersonate another candidate.
2. Do not bring calculators, watches with computer or memory capability, books, papers, cellular telephones, or PDAs into the examination room.
3. Do not start the examination until directed to do so; terminate the examination immediately upon instruction to do so.
4. Do not disturb or interfere with others taking the examination.
5. Do not leave the testing area during breaks.
6. Do not observe or copy the responses being made by others taking this examination.
7. Do not provide or receive unauthorized information about the content of the examination.

Notify the test center staff immediately if:

- Computer problems exist, such as an error message on the computer screen (DO NOT clear the message) or a test item does not display on the computer screen.
- An additional whiteboard and markers are needed.
- Assistance from the test center staff is required for any reason.

Security at Prometric Testing Centers

Prometric has a number of security measures in place that help protect the identity of candidates.

1. One form of acceptable identification is required to be admitted to the test center. The identification must be current and include a recent photograph and signature. If the photo identification is not signed, a second form of identification with a signature must also be presented. Those who do not present acceptable identification will not be permitted to take the examination. Identification documentation will

be captured and validated to determine authenticity. All identity information captured at the testing center is purged from Prometric systems at the close of each business day.

PLEASE NOTE: Falsifying information required for admission to the examination or impersonating another candidate is strictly prohibited.

Acceptable forms of identification include:

- A valid (not expired) government-issued driver's license with photograph and signature
- A valid (not expired) government-issued identification card with photograph and signature (candidates who do not drive may have an identification card issued by the agency that also issues driver licenses)
- A valid (not expired) government-issued passport with photograph and signature
- A valid (not expired) United States military identification card with photograph and signature
- A valid (not expired) hospital identification card with photograph and signature

Unacceptable forms of identification include:

- A Social Security card
- A United States permanent residence card (green card)
- A credit, debit or ATM card

IMPORTANT: The name on current identification must exactly match the name listed in ABP/ABFM records. Example: If a candidate's name is listed as Jane Jones in ABP/ABFM records, and the physician's legal name is Jane Jones Smith, identification must also list the name as Jane Jones (or Jane Jones Smith). If the candidate presents identification reflecting the name Jane Smith, she would not be allowed to sit for the examination.

2. No personal items other than a photo I.D. are allowed in the testing room. This includes, but is not limited to, purses, wallets, cell phones, pagers, outer wear, tissues, pens and pencils, sodas and coffee, candy, cough drops, and snacks. Storage lockers are provided. All necessary testing materials will be provided. (NOTE: The use of any medical device, such as an asthma inhaler or insulin pump, within the examination room must be pre-approved by ABFM at least three (3) weeks in advance.)
3. Personal storage lockers are provided. Candidates may access their lockers at any time during the examination. Keys must be returned to test center staff at the conclusion of the examination.
4. 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.
5. Water is allowed into the examination room provided it is in a clear or transparent, label-free container with a lid or cap. No other beverages are permitted. Containers will be inspected prior to entry into the examination room.
6. Candidates will be asked to sign in and out and verify identity when leaving the testing room. The allotted exam time is not suspended for breaks; refer to the on-screen time to track remaining test time. A scheduled break is available between examination sections. Scheduled break time does not count against testing time. Candidates may only take the scheduled break after the first section of the examination is complete. Once the section is complete, candidates will not be able to return to any of the questions in that section. Candidates may decline the scheduled break and continue to the next section of the examination, or only use a portion of the break time allotted. The allotted amount of time for the break will be displayed on the monitor.

After completing the exam, the test center staff will provide two (2) receipts. Remit one copy to ABP using one of the methods listed on the receipt. IMPORTANT: ABP highly recommends that physicians keep the additional receipt for personal records.

Irregular Behavior on Examinations

The Board's examinations are copyrighted and administered in secure testing centers by test administrators who are responsible for maintaining the integrity and security of the certification process. Test administrators are required to report to the Board any irregular or improper behavior by a candidate, such as giving or obtaining information or aid, looking at test material of others, removing examination materials from the test center, taking notes, bringing electronic devices (e.g., cell phones, tablets, pagers, PDAs, etc.) into the examination, failing to comply with time limits or instructions, talking, or other disruptive behavior. Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means will be considered a subversion of the certification process and will constitute grounds for invalidation of a candidate's examination.

How Exams Are Scored

The number of questions answered correctly determines a candidate's score. There is no penalty for guessing; therefore, candidates are encouraged to answer every question on an examination. The minimum passing score for an examination reflects a standard developed by ABP prior to administration of the examination.

Examination Results

It takes approximately 6-8 weeks from the date of examination for candidates to receive their examination results, which may be accessed in the MyABFM Portfolio when available. During the scoring process, each question is analyzed to ensure the reliability of individual results.

Certification Points

Candidates who are successful on a CAQ examination and subsequently gain/maintain CAQ certification will be awarded 10 certification points. These points will be applied toward the minimum certification point requirement in the current stage/cycle for continuing Family Medicine certification. It is important to note that the 10 certification points will not fulfill the minimum Self-Assessment activity requirement or result in CME credits.

Re-Examination

Qualified candidates who fail the examination will be given the opportunity to take it again. An application is valid only for the examination for which a candidate has applied. For continuing certification candidates, up to two (2) examination attempts are available under the process fee payment plan; additional attempts beyond two (2) will require the reduced examination fee of $650 (or 50% of the current fee).

Period of Certification

All candidates who are successful on a CAQ examination will be certified on a continuous basis and will be issued a certificate without an end date (if one has not been previously issued). Please note that if a wall certificate with no end date has been previously issued, no additional wall certificate will be issued upon passing subsequent examinations. Those who gain CAQ certification will be required to apply and begin participation in longitudinal assessment in the sixth year following their successful examination to continuously maintain CAQ certification.

To maintain a CAQ certification, all candidates must maintain ABFM Family Medicine certification and submit annual CAQ process fees.

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

If process fees are not submitted on an annual basis, CAQ certification will be withdrawn.

Board Eligibility for Subspecialty Certification

The American Board of Family Medicine defines the 7-year period of board eligibility as (1) the period that begins July 1, 2017, for any physician eligible to apply for ABFM subspecialty certification prior to that date, or (2) the

period that begins upon the date of successful completion of an ACGME-accredited subspecialty fellowship training program for which ABFM provides subspecialty certification, on or after July 1, 2017.

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

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

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

Revocation

Each certificate issued by the Board of Directors of the American Board of Family Medicine shall be subject to revocation in any of the following circumstances:

General

The issuance of such certificate or its receipt by the person so certified shall have been contrary to, or in violation of, any provision of the Articles of Incorporation of the American Board of Family Medicine, Inc., or of the Bylaws of the American Board of Family Medicine, Inc., as amended.

The person so certified shall not have been eligible to receive such certificate, irrespective of whether or not the facts constituting such ineligibility were known to, or could have been ascertained by, the Directors of ABFM or its representatives.

The person so certified shall have made a misstatement of fact in the application for such certificate or in any other statement or representation to ABFM or its representatives.

The person so certified shall at any time have neglected to maintain the degree of competency in the field of family medicine established by the Board.

The person so certified has fraudulently altered, copied, or changed a certificate of the American Board of Family Medicine, or has fraudulently presented, or allowed to be presented on behalf of the individual, an altered, copied, or changed certificate of the Board, or has otherwise misrepresented the person's certification status. In such cases, and in cases where the offending party is not currently certified, the Board reserves the right to revoke and/or prohibit participation in the Family/Adolescent Medicine Certification processes and subsequent certification of the offending party for a period of up to six (6) years from the date of discovery of the offense in accordance with the ABFM Guidelines for Professionalism, Licensure, and Personal Conduct. In the event the individual timely appeals the action to the ABFM Professionalism Committee, the period during which the candidate is barred from participation in Family/Adolescent Medicine Certification shall be tolled until the action of the Board is determined to be final.

Professionalism, Licensure, and Personal Conduct

All Diplomates or candidates of the American Board of Family Medicine shall be required to be in continuous compliance with the ABFM Guidelines for Professionalism, Licensure, and Personal Conduct ("Guidelines). The Guidelines establish ABFM's framework for assessing whether the family physician has satisfied the responsibilities of professionalism necessary to seek or maintain Diplomate status, which includes providing safe care, demonstrating honest, ethical, and trustworthy behavior, and practicing at the level expected of a board-certified family physician. Failure to comply with the Guidelines will result in loss of Diplomate status

and/or loss of the ability to apply for, maintain, or regain Family Medicine Certification or other certificates offered by the Board.

It is the responsibility of all Diplomates and candidates of the American Board of Family Medicine to immediately inform ABFM in writing following any conduct or action that may be determined to be in violation of the Guidelines. In the event a Diplomate is no longer in compliance with the Guidelines, the physician must immediately cease self-identifying in any way, directly or indirectly, as a Diplomate of the American Board of Family Medicine. Candidates for the Family Medicine Certification Examination and Diplomates of ABFM should be aware that ABFM receives reports from the Federation of State Medical Boards (FSMB) and other sources regarding adverse actions by governing bodies with control over the credentialing or privileging of aspects of a physician's practice of medicine. For questions regarding compliance with the Guidelines or to make a report, please contact professionalism@theabfm.org.

Any candidate who is in violation of the Guidelines at the time of the one-day examination will have their examination invalidated, and the examination fee will be forfeited. Eligibility for certification, which includes qualifying for any future exams, will not be reinstated until the physician is in full compliance with the Guidelines. Physicians who have been notified of an adverse decision relative to their eligibility or certification status and are appealing to the Professionalism Committee for reconsideration are permitted to take the one-day examination with the understanding that if the appeal is unsuccessful, their examination will be invalidated and the examination fee will be forfeited.

Authority

The Board of Directors of the American Board of Family Medicine shall have sole power and authority to determine whether or not the evidence or information before it is sufficient to constitute grounds for revocation of any certificate issued by ABFM. The decision of the Board of Directors in all such matters shall be final.

Agreement

Please read the following conditions regarding the administration of the Adolescent Medicine Certificate of Added Qualification Examination ("Examination") by the American Board of Family Medicine, Inc. ("ABFM"). You will need to verify on the application that you have read and understand this Agreement. Your application will not be processed without this acknowledgement.

I certify that all the information in this examination application ("Application") is complete and correct to the best of my knowledge and belief. In order to be granted certification, I understand I must continuously abide by the ABFM Guidelines for Professionalism, Licensure and Personal Conduct (the "Guidelines") in all respects, which includes, but is not limited to, obtaining and maintaining medical licensure which meets the requirements of the Guidelines and meeting the expectations for professionalism and personal conduct set by the ABFM. 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 Examination Information Booklet. I understand that in making this Application I am voluntarily requesting that ABFM review and assess my professional standing and that the decision of ABFM in making such review and assessment shall be final.

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

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

I understand that in the event I am successful on the Examination and meet all requirements to gain certification, that my Diplomate status will remain in effect as long as I meet all of the current and future requirements by the established deadlines and remain in continuous compliance with the Guidelines. Furthermore, should I withdraw from the Examination for any reason after paying the required fee, the policy set forth in the Examination Information Booklet for the current Adolescent Medicine Examination shall apply.

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

1. All the Examination questions and all other Examination content and materials are the sole property of the American Board of Pediatrics ("ABP") subject to copyright and intellectual property protections afforded by law. Questions or other materials have not been available for review by examinees before taking the Examination and they will NOT be available for review by the examinees after taking the Examination. 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 Examination testing notes only and must be erased and returned to the test administrator when not actively testing. Any notes taken during the Examination administration and removed from the workstation will be considered Examination 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 Examination questions and/or answers in whole or in part, make written notes of the Examination content, or electronically copy, record, photograph, and/or transfer Examination questions or preparatory material. No reference materials (texts, articles, or review materials) shall be permitted in the Examination administration area. During and following the Examination, examinees may not discuss the content of Examination questions with anyone.
2. I understand that I am expected to complete all sections of the Examination and attempt all questions. Should I neglect to complete any section of the Examination, I understand that any questions not answered will be counted as incorrect. I will not receive additional time, nor will I receive a refund of the Examination fee or credit toward future fees due to my failure to answer any questions.

3. I understand that during the active testing of my Examination, (the period when I am actively testing within a section of the Examination), I am prohibited from bringing into the testing 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 scheduled 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 examination 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. ABP 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 Examination securely, fairly and efficiently.
8. In addition, should I do anything prohibited by ABFM or ABP, or should I be in violation of ABFM policy set forth within this Agreement, the Guidelines, and/or the Examination Information Booklet, my Examination scores will be invalidated.
9. I understand that after the Examination, I may not discuss the Examination with anyone.
10. I understand that I will be video and audio recorded throughout my time at the test center. If ABFM receives reports from the test center staff or video/audio surveillance recordings taped during my Examination Administration which provide evidence of any violation of policies, accessing prohibited materials described herein or removing notes from the workstation area, I agree to cooperate with ABFM/ABP's investigation and I acknowledge that ABFM/ABP has the right to invalidate my Examination, forfeit the full Examination fee, and pursue any legal action ABFM/ABP deems necessary or appropriate.

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

I understand that in the event I obtain certification in Adolescent Medicine, I will need to apply and begin participation in longitudinal assessment in the sixth year after my successful examination to maintain certification.

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

I agree to release and to hold ABFM, its physicians, examiners, employees, officers, directors, and agents free from any complaints, claims or demands for damage or otherwise by reason of any act of omission or commission that they, or any of them, may take in connection with this Application, the availability of testing centers, Examination Administration, the grade or grades given with respect to my Examinations, the failure of

ABFM to issue me such certificate, the subsequent revocation of any certificate issued to me by ABFM, or my continued eligibility for certification. I agree that ABFM retains the right to deny, revoke, or withdraw certification because of my failure to gain or remain eligible under periodically established ABFM policies or other certification criteria.

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

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

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

Arbitration of Disputes

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

Governing Law

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

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