American Board of Family Medicine

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

Initial Certification & Continuing Certification Examination

November 17, 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 Sleep Medicine Examination

October 16, 2026	Online Application Opens
November 30, 2026	Last day to submit online application without incurring a late fee ($100)
December 14, 2026	ABIM begins sending test center selection instructions
May 31, 2027	Last day to: • Submit application (with $100 late fee assessed) • Submit special testing accommodation (ADA) documentation • Submit comfort aid requests (includes nursing and pregnancy accommodations)
June 14, 2027	Last day to: • Clear all pending application requirements • Make official name change with ABFM for examination
June 24, 2027	Last day to select testing date/location
5 Days Prior to Scheduled Examination	Last day to withdraw application or reschedule appointment without incurring a seat fee ($160)
February 28, 2028	All fellowship training should be completed on or about this date
April 30, 2028	Last day to submit fellowship training completion verification
Examination Date	**November 17, 2027**

Fee Schedule for the 2027 Sleep Medicine Examination

Application Registration Period: October 16, 2026 – June 14, 2027

The examination and application fee details listed below summarize the payments for candidates applying for the Sleep 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 30, 2026.

Fees for Initial Certification Candidates

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

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! 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.

This booklet provides general information concerning the Certificate of Added Qualifications (CAQ) in Sleep 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.

The American Board of Family Medicine (ABFM) has joined the American Board of Internal Medicine (ABIM), American Board of Psychiatry and Neurology (ABPN), American Board of Pediatrics (ABP) and the American Board of Otolaryngology (ABOto) in providing a multidisciplinary subspecialty certificate in Sleep Medicine. The one-day computer-based exam is designed to recognize excellence among physicians who are specialists in the care of patients with sleep problems and specific sleep disorders. Sleep Medicine encompasses a multidisciplinary body of knowledge regarding the anatomy, physiology, biochemistry, pathophysiology, and pharmacology of sleep and wakefulness, and their disorders.

Participation in the certification program is voluntary. Certification in Sleep Medicine is not required of practitioners in this field, and the Board's certificate does not confer privilege to practice.

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

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. 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 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., driver's license, marriage, divorce, etc.) in order to change our records. However, it is important to note that the name on record with ABFM should exactly match the name appearing on the ID presented 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 – June 14, 2027

The examination and application fee details listed below summarize the payments for candidates applying for the Sleep 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 30, 2026.

Fees for Initial Certification Candidates

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

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 in each 10-year examination cycle. 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, and to avoid late filing fees, 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 to indicate that SSL encryption is being used. Consequently, candidate’s may be assured that the easy-to-use, online payment process is a highly secure payment option.

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

If a credit card is declined or a check is returned by the bank, the fee must be resubmitted for the original amount plus a non-sufficient funds (NSF) fee of $50.00 and must be paid by certified check or money order.

Further, the testing appointment will be cancelled for any candidate whose credit card is declined or check is returned, and the candidate will not be able to reschedule until all fees have been paid.

Please note: No candidate will be allowed to take the examination until all fees are paid and all necessary requirements have been satisfactorily met. If a candidate is not successful on the examination, the application/registration process must be repeated, and will include payment of 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. Candidates who have yet to schedule an appointment may withdraw through the online application by selecting the Withdraw option. Candidates who have scheduled an appointment may withdraw by logging in to their ABIM Physician Portal (www.abim.org) and cancelling their appointment.

For continuing certification candidates, selecting the withdraw option cancels the current application and applies the fee for that examination toward 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 (3) 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.

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

Requirements

Initial 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 Sleep 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 must satisfactorily complete 12 months of ACGME-accredited geriatric medicine fellowship training.
- Diplomates must submit an online application with appropriate application fee.
- Diplomates must achieve a satisfactory score on the one-day computer-based Sleep Medicine Examination.
- Diplomates must submit CAQ process fees on an annual basis to maintain CAQ certification.

Sleep Medicine Fellowship

All certification candidates must have successfully completed twelve months of sleep medicine fellowship training no later than February 28, 2028. Training must meet the following criteria:

- Sleep medicine fellowship training must be accredited by the Accreditation Council for Graduate Medical Education (ACGME). Training experience must be consistent with guidelines established by the Accreditation Council for Graduate Medical Education (ACGME).

- All sleep medicine fellowship training must be satisfactorily completed by February 28, 2028. Documentation Required: Verification of satisfactory completion of training must be provided by the fellowship program director to via the Fellowship Training Management system (FTM). Upon completion of the fellowship, the program director should log in to FTM and submit final verification of completion of training to the ABFM.

- 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/email from the program director explaining the reason(s) for extended training, an explanation of how the fellow will meet all 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 2 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 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.

Note: Sleep medicine fellowship training which was credited toward training requirements for another ABFM examination cannot be used to fulfill training requirements for admission to the Sleep Medicine Examination through the training pathway.

Continuing Certification

The continuing certification process for the Sleep Medicine certificate may be completed in the ninth or tenth year of the certificate and includes the following requirements:

- 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 Sleep 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 must submit an online application with appropriate application fee.

- Diplomates must achieve a satisfactory score on the one-day computer-based Sleep Medicine Examination.

- Diplomates must submit CAQ process fees on an annual basis 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 Internal Medicine, special testing accommodations that may have been received for any examination administered by the American Board of Family Medicine may not be available for the Sleep Medicine examination.

Comfort Aids

Any outside items are prohibited in the examination room. All of the following items must be approved by ABFM prior to the examination and appropriate documentation submitted to Pearson VUE, 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.

Items that Require Pre-Approval

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

- diabetic supplies
- water/beverage in a sports bottle
- wet naps for a person with sleep apnea
- extra chair
- sunglasses
- glare screen
- important medication (asthma inhaler, nitroglycerin)
- sweater
- snack
- foot stool
- pillow
- glucose monitoring device

Items Provided at Test Center

The following items are provided by Pearson VUE at the test center:

- The test administrator will provide erasable noteboards that will be replaced as needed during testing. (Note: Candidates also will be able to type and save notes in a pop-up box that accompanies each exam question.)

- If candidates are easily distracted by noise, including keyboard noise, they may request ear plugs and headphones from the test administrator. Candidates own earplugs, headphones or other personal devices are not permitted in the test centers.

Prohibited Items in Examination Room

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

All electronic devices, including cell phones, cameras, recording devices, PDAs, calculators, personal digital assistants, pagers, and beepers.

In addition, the following are not permitted:

- Watches. The time of day will be displayed on a clock in the testing room, and the time remaining in the exam session will be displayed on the candidate's computer screen.
- Calipers, nomograms or other interpretive aids.
- Study materials, books, notes, scratch paper, etc.
- Pens, pencils, highlighters and other writing instruments. The test administrator will provide noteboards or scratch pad that will be replaced as needed. Noteboards and scratch pads may not be removed from the testing room and must be turned in to the test administrator when the candidate complete each exam session. In addition, they may type and save notes in the "Notes" section available for each exam question. Noteboards, scratch pads and the "Notes" section are provided for their convenience and are not considered in the evaluation of their exam.
- Suitcases, briefcases, backpacks.
- Wallets and purses.
- Tobacco products.
- Food and drinks. Candidates may bring lunch to the test center, but there is no access to refrigeration or lounge facilities. Water fountains are available at most test centers. Candidates may also bring bottled water to store in candidate's secure locker.
- Certain essential medical items (e.g. nitroglycerin, asthma inhalers, diabetic supplies) may be brought into the testing room with prior approval of ABFM.

Nursing Accommodation

ABIM offers a specific accommodation to nursing examinees that provides an extra sixty (60) minutes of break time in addition to the standard pool of scheduled break time and a private space with an electrical outlet, that is not a restroom, for lactating purposes. Refrigerated storage is not provided at the testing center; a personal cooler/cooler bag that will fit in a 12x12x12 inch locker space is recommended.

This is offered as a comfort aid. Please submit your request through the Special Testing Accommodations page of the online application prior to the final application deadline to 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 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 ABIM that the candidate is eligible to select a testing date, time, and location.

Shortly after the candidate's ABFM online application has been approved, we will notify the American Board of Internal Medicine (ABIM). Since ABIM is responsible for the administration of the examination, they will send the candidate a communication with instructions for completing a brief registration process on the ABIM website and then provide access to scheduling with Pearson VUE.

The first communications from ABIM are scheduled to be sent December 15, 2026 for applications that have been approved by ABFM. Candidates must contact Pearson VUE and schedule their appointment no later than June 24, 2027.

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

For a listing of available Pearson VUE testing centers, please visit: www.pearsonvue.com/abim.

Testing Locations

United States, U.S. Territories, and Canada

Pearson VUE provides testing throughout the U.S. as well as several international locations. The full list of locations is 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.pearsonvue.com/abim and click on "Find a test center."

International Test Centers

ABFM and Pearson VUE offer testing at several international locations. Pearson VUE 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.pearsonvue.com/abim click on "Find a test center," and search for the country of interest to see if there is a location there. Candidates searching for locations abroad that do not appear to be available should contact ABFM to inquire about potential options.

Once an international testing location has been selected, candidates will be required to submit an international testing fee of $500. This is an additional cost beyond the normal application fee and is applicable only to the international sites. After an international location has been selected, candidates must submit a certified check or money order in the amount of $500 to the American Board of Family Medicine via postal mail. Along with the certified check or money order, candidates will enclose a note with their ID, name, address, the international site selected, and the examination name (Sleep Medicine).

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 or faxed to: (859) 335-7516.

Reschedule

Should a candidate wish to change their test center; they will need to contact Pearson VUE directly no later than November 12, 2027. Do not contact ABFM to request a change in test center. The contact information for Pearson VUE will be provided in the communication candidates receive from ABIM about scheduling their exam and in the confirmation they receive from Pearson VUE.

Withdraw

Candidates who have scheduled an appointment and need to withdraw from the examination must do so through the ABIM website by at least 5 days prior to the scheduled appointment date. Candidates should not contact Pearson VUE directly to cancel an appointment. Cancelling or withdrawing from the examination after the deadline will incur a cancellation/seat fee of $160.

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

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

Examination Information

Content

The certification examination in Sleep Medicine will be a comprehensive one-day computer based examination of multiple-choice questions in the single-best-answer format with an absolute standard for passing. The examination will assess the candidate's knowledge and clinical judgement in aspects of sleep medicine required to demonstrate at a high level of competence. The Sleep Medicine Certification Examination blueprint may be found on the ABIM website: www.abim.org.

The exam lasts one day. Multiple forms of the exam are used, and they may differ in question order and content. Some questions require the interpretation of illustrative materials such as electrocardiograms, radiographs, and photomicrographs (e.g., blood films, Gram stains, urine sediments). A list of normal laboratory values is provided. Refer to this list to interpret values given in the questions because they may differ from those to which candidates are accustomed.

Each two (2) hour session of the exam consists of sixty (60) multiple-choice, single best-answer questions. This type of question consists of a brief statement, case history, graph, or picture followed by a question and list of possible options. The candidate must choose the one answer that is better than the others; note that other options may be partially correct. Familiarizing candidates with the question format in advance may help them work more effectively.

Facts About the Examination

The examination is given in modular format with a maximum of sixty (60) questions per test module. There are a total of four (4) sessions for the examination. Candidates will have up to two (2) hours to complete each session. The time remaining for that session will appear in the upper right-hand corner of the computer screen. The time of day will be displayed on a clock in the testing room.

The continuing certification examination is open-book, meaning that you will have access to an online external resource (**UpToDate®**). You can take the exam tutorial and visit the UpToDate User Academy for ABIM Exam to practice using the open-book feature. Please note that certain features of UpToDate, including those that access external websites like Society Guidelines, will not be available during the exam for security reasons. Personal login details are not needed to access this utility.

The initial certification examination is entirely closed book and does not contain the external resource feature.

After the first session has been completed, candidates will have an opportunity to take a scheduled optional break. Candidates will have a total of 100 minutes of pooled break to use throughout the examination day. Candidates may use as much or as little break time as they feel necessary during any given scheduled optional break. Please note that if the entire amount of pooled break time (100 minutes) is exhausted before the end of the examination, any time spent on subsequent breaks will decrease available remaining examination time. If candidates leave the testing room during the break, they must be re-admitted to the testing room by the test administrator. Candidates should allow sufficient time (as much as 10 minutes) for checking back in. The clock on the computer will automatically begin for the next session of the exam after the break is ended.

At the end of the second two (2) hour session, another scheduled optional break will be available (typically used as the lunch break). Candidates may choose to forfeit all or part of the break and continue to the third module. After the break is ended, the clock on the computer will automatically begin for the third session of the exam.

At the end of the third two (2) hour session of the examination, another scheduled optional break will be available. Candidates may choose to forfeit all or part of the break and continue to the fourth module. After the break is ended, the clock on the computer will automatically begin for the fourth and final session of the exam.

Candidates must remain in their seats during the exam, except when authorized to leave by a test center administrator.

Candidate must raise their hand to notify the administrator if they:

- Have a problem with their computer
- Need a clean note board
- Need to take a break
- Have inadvertently brought an electronic device or watch into the testing room
- Need earplugs if they are easily distracted by noise, including typing noise
- Need the administrator for any other reason

Leaving the testing room during an exam session: If a candidate needs to leave the testing room during the exam session, the clock will continue to count down the time remaining. The test administrator will set the computer to "Unscheduled Break" mode. The screen will display the session time with the clock counting down, and the examination screen will be hidden. Candidates should exit the testing room as quietly as possible. Candidates may not leave the immediate vicinity of the testing room or restrooms while an exam session is in progress.

Returning to the testing room during an exam session: Candidates must provide an electronic fingerprint each time they enter and exit the testing room. Test administrators will reset computers so that candidates may continue the examination upon returning to the workstation.

Five-minute notification: A message box will appear on the computer screen as a reminder when five (5) minutes remain in a session. If candidates are still working at the end of the two (2) hour session, the computer screen will turn gray, a message will state that time has expired, and no further keyboard and mouse responses will be recorded.

Taking breaks: Scheduled breaks occur at the completion of each session. Taking scheduled breaks is optional. Candidates may decline a break and immediately begin the next two (2) hour exam session. Candidates may use as much or as little of their 100 minutes of pooled break time as they feel necessary during any given scheduled optional break. If they finish their testing session early, candidates may combine their unused test time with the subsequent break.

Returning from a scheduled break: Candidates must provide an electronic fingerprint each time they enter and exit the testing room. Because they must be at their seat before the end of a scheduled break, they are encouraged to allow sufficient time (as much as ten (10) minutes) for checking back in. At the end of a scheduled break, the clock on the computer will automatically start the next exam session.

Technical or computer problems: In the event of a computer or other technical problem, the Pearson VUE system will ensure that no testing time is lost and all responses are saved. Candidates must raise their hand to notify the test administrator if there is a problem. The administrator will follow established procedures to resolve the problem.

Examination Admittance & Testing Vendor Information

Candidates should report to the assigned test center 30 minutes prior to the appointment time. This allows time for completing the registration process.

The staff at each Pearson Professional Center will follow standardized procedures to ensure that the operation of the test center meets ABFM, ABIM, and Pearson VUE testing criteria. The information below describes the process that will occur when the candidate arrives at the test center.

- Candidates will present their personal identification.
- A digital fingerprint and/or palm vein recognition scan, signature and photograph will be taken. (the candidate cannot take the exam without having their fingerprint/palm scan, signature and picture taken)
- Personal items are not permitted in the testing room. Candidates will be required to leave their personal belongings outside the testing room, including their cell phone, PDA, watch, wallet, and/or purse. A

secure individual storage locker will be provided for these items. Storage space is limited, however, so candidates should plan accordingly. Pearson VUE assumes no responsibility for candidates' personal belongings.

- While the temperature in the exam room should be comfortable, dressing in layers is recommended. Outerwear (jackets, coats, etc.) are not permitted; however, sweaters are permitted.
- Candidates will be asked to read the "ABIM Candidate Rules Checklist," agreeing to the security terms of the administration of the exam.
- The test administrator will provide erasable note boards that will be replaced as needed during testing. (Note: Candidates also will be able to type and save notes in a pop-up box that accompanies each exam question.)
- If candidates are easily distracted by noise, including keyboard noise, they may request ear plugs and headphones from the test administrator. Personal earplugs, headphones or other devices are not permitted in the test center.
- The test administrator will give candidates a short orientation and escort them to a computer workstation in the testing room. If a candidate is left-handed, they may request that the mouse be moved to the left side of the computer monitor and reset to operate as a left-handed mouse.
- Candidates may request instructions to adjust the height and contrast of their monitor. They also may request that the monitor be moved from the top of the computer.

Study Materials

ABFM does not provide comprehensive review materials. However, candidates may find it helpful to read a section on our website titled “One-Day Exam Resources.” This may be found here: https://www.theabfm.org/continue-certification/exam/one-day-exam/. Candidates may also access an examination tutorial on the ABIM website (http://www.abim.org). This tutorial gives candidates an opportunity to familiarize themselves with the functionality of the examination software; it is not a content review.

ABIM suggests that regardless of the method used to prepare, it is important it be broad based and focused on the clinical aspects of the specialty. ABIM found that in correspondence with candidates who have had difficulty with the examination over a period of time and who ultimately are successful, the major factor to which they attribute their success is an intensive, disciplined review of the specialty. They speak to the comprehensive review of one of the standard textbooks, combined with a self-assessment program that provides the opportunity to practice answering questions while giving feedback on test performance.

Pearson VUE Information

Pearson VUE is the computer-based testing vendor ABIM uses to administer the exam. Candidates may locate a test center or obtain specific directions to a test site at www.pearsonvue.com/abim.

Examination Day Schedule

The total time for a candidate’s exam is ten (10) hours, but they may finish earlier. The schedule includes registration, optional tutorial, instructions, exam, optional breaks, and a survey. The breakdown of the time is as follows:

Certification and Continuing Certification Examination Day Schedule

Registration of Candidates	Varies
Tutorial	Optional, up to 30 minutes
Instructions and Pledge of Honesty	Up to 10 minutes
First Session	Up to two (2) hours (maximum 60 questions)

Break*	Optional, up to 100 minutes (divided into 3 breaks)
Second Session	Up to two (2) hours (maximum 60 questions)
Break*	Optional, up to 100 minutes (divided into 3 breaks)
Third Session	Up to two (2) hours (maximum 60 questions)
Break*	Optional, up to 100 minutes (divided into 3 breaks)
Fourth Session	Up to two (2) hours (maximum 60 questions)
Optional Survey	Up to 10 minutes
Total	Approximately 10 hours

*Candidates will have 100 minutes of pooled break time to use during the examination. The 100 pooled break minutes are provided to allow each examinee two 15-minute breaks and one 70-minute meal break during the three (3) scheduled optional breaks in between each exam content section. However, candidates may use as much or as little break time as they feel necessary during any given scheduled optional break. Please note that if the entire amount of pooled break time (100 minutes) is exhausted before the end of the examination, any time spent on subsequent breaks will decrease available remaining examination time. Candidates are expected to manage the pace and timing of the examination themselves.

Examination Administration Protocols and Procedures

Registration Process

Government-Issued Form of Identification. When the candidate arrives at the test center, they will be required to present primary and secondary identifications listed below:

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

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

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

Test Center Security. As a secure means for the candidate to enter and exit the testing room, a scan by a metal detector wand will be used. The scanning 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 Pearson VUE 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 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, watches or timepieces of any kind, cellular telephones, pagers, personal digital assistants (PDA), mini-computers, cameras, paper/writing surfaces or writing instruments (not provided by Pearson VUE). 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 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 report following the examination.

Communication with Others. If a candidate while actively testing, or on an unscheduled break, is observed communicating with other persons outside the examination room, 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 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 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 or ABIM candidate, the candidate will be advised that a violation of ABIM 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 ABFM investigation. The test administrator will provide a detailed written 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 $160 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. 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 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.

Irregular Behavior

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

Examination Results

After the examination is given, it will be analyzed and evaluated to ensure the reliability of individual results. Score reports will be available on the ABFM website (www.theabfm.org), in the MyABFM Portfolio once the results data is received from ABIM. ABIM expects to release results within three (3) months following the last date in the examination window. Candidates will be notified via email when results are available.

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 initial certification candidates, a reduced examination fee of $650 (or 50% of the current fee) is charged for each re-examination. 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 are successful on the examination will receive a certificate without an end date indicating that continued certification is contingent upon meeting the current and continuous requirements for CAQ certification.

To maintain a 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. Upon restoration of the Family Medicine certificate, the CAQ in certification will simultaneously be restored.

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

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

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. In order to regain the "board-eligible" designation for an additional period, the physician must satisfy the requirements for the re-eligibility process established by ABFM. During this period, the previous requirements remain in place with regard to continuous compliance with the Guidelines, and the physician must continue to hold a valid certificate in Family Medicine issued by ABFM.

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

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/Sleep 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/Sleep 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 Sleep 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 Sleep 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 Internal Medicine ("ABIM") 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 Pearson VUE 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 Pearson VUE 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 Pearson VUE testing staff. During active testing, I am prohibited from bringing instructional information or personal items including, but not limited to: reference materials, texts, articles, review materials, written notes, electronic media, devices designed to augment knowledge or recall, a watch or time piece of any kind, cellular telephone, pager, hand held computer, personal digital assistant (PDA), mini-computer, camera or any writing instrument except the writing instrument provided by Pearson VUE 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. ABIM 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 ABIM, 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/ABIM's investigation and I acknowledge that ABFM/ABIM has the right to invalidate my Examination, forfeit the full Examination fee, and pursue any legal action ABFM/ABIM 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 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 results. This request must include both a completed ABFM Rescore Request Form and a check made payable to ABFM for $250. 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 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.

Agreement

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.