



STANDARD REAPPLICATION COVER LETTER

Please carefully read this entire letter

All of the required material listed below must be received in the Board Office by the deadline date indicated in the dated letter sent to you.

Incomplete Reapplication material is valid for 90 days from the date received in the Board Office. If the Reapplication is incomplete after 90 days, it is considered invalid and the candidate is required to resubmit all required items including fees.

Send to the Board Office

Failure to correctly submit required materials in their entirety will result in a Missing Items Penalty Fee.

- ☐ ABPS Reapplication Form – staple all pages together in the left hand corner
- ☐ Reapplication Fee – refer to the fee schedule on the Board's website
- ☐ Photocopies of all state medical licenses which MUST show the expiration date
- ☐ Report of 150 hours of CME credits within the last three years – a minimum of 75 hours must be Category I educational activities in plastic surgery and a minimum of 20 hours in patient safety
- ☐ ABPS Peer Review Forms completed by Chief of Staff/Chief of Surgery at each hospital where privileges are held and two additional peers
- ☐ Appointment/reappointment letters verifying all hospital privileges in plastic surgery at each hospital
- ☐ Recommendation Letters from two plastic surgeons familiar with your work
- ☐ Outpatient Surgical Facilities Accreditation Certificate(s) if applicable, or include a letter indicating that you do not operate in an outpatient surgical facility
- ☐ Verification of Membership in Professional Medical Organizations, including regional and local plastic surgery societies (cards, certificates or letters)
- ☐ Photocopy of ABMS Member Board Certificate or Letter indicating currently in the examination process (if applicable)
- ☐ ABPS Malpractice Claims Form
- ☐ All Advertising and Marketing Materials
- ☐ Curriculum Vitae

Reapplication Form

(download from website)

The Reapplication for Examination and Certification Form must be downloaded from the Board's website at www.abplsurg.org under Examination Information. Staple all pages together in the left hand corner. Your signature is **required** on pages 4-6.

The Board cannot issue letters attesting to re-admissibility to the examination process to any person, institution, or organization until this formal Reapplication, along with the required supporting documents, have been reviewed and approved by the Board.

Reapplication Fee

Refer to the fee schedule on the Board's website. Include a check or money order in United States Funds made payable to ABPS. **This fee is non-refundable.**

ABMS Board Certification or Admissibility

NUMBER 10 - If you are **certified** by a Member Board of the American Board of Medical Specialties (ABMS), send a photocopy of your Certificate.

If you **are in the examination process** of a Member Board of the ABMS, send proof of admissibility to the examination process, such as an approval letter or result letter.

Appointment/Reappointment Letters

(refer to sample letter on website)

NUMBER 11 - Include a photocopy of your Appointment/Reappointment letters verifying your hospital privileges in plastic surgery from **every** hospital. All hospital appointments must be listed on the Reapplication Form. **You must have active inpatient admitting privileges in plastic surgery.** Refer to the Sample Letter. All Appointment/Reappointment letters must include the following information:

- ▶ Dated within the last three months;
- ▶ Be in English;
- ▶ On official letterhead and signed;
- ▶ Type of status indicated (courtesy, provisional, etc.);
- ▶ Indicate "plastic surgery." If the letters do not indicate "**plastic surgery,**" include a photocopy of your delineation of privileges indicating that your privileges extend to performing **plastic surgery** procedures; and
- ▶ Dates of appointment, beginning date and expiration date. **The letter must indicate that you will have privileges through the examination for which you are applying.**
- ▶ Privileges held exclusively in outpatient facilities are not acceptable.

Recommendation Letters

Provide two recommendation letters from plastic surgeons who are familiar with your work. These letters are in addition to the required Peer Review Forms. These letters must be submitted by individuals other than those who completed the peer review forms.

Outpatient Surgical Facilities

NUMBER 12 - Include photocopies of current accreditation certificates or documentation from all non-hospital outpatient surgical facilities at which you operate. (E.g. AAAASF, AAAHC, DNVAC, State or Medicare Accreditation). The name of the facility listed on the Reapplication Form must match the certificate. Letters verifying surgical privileges at outpatient facilities are not acceptable in lieu of accreditation certificates. Hospital-based outpatient surgical facilities certified by the Joint Commission must be identified on the Reply Form. However, certificates for these facilities are not required. It is expected that all surgery performed under conscious sedation will be performed in an accredited center. **If you do not operate in an outpatient surgical facility please forward a letter indicating such.**

State/Province Medical Licenses

NUMBER 13 - Include a photocopy of all valid, registered, full and unrestricted medical licenses to practice medicine in all states/provinces where you are currently practicing. All state medical license(s) must hold an expiration date(s) and be currently valid.

Restrictions or sanctions to any medical license must be reported to the Board within 60 days of the restriction. Details of license restrictions are listed in the Booklet of Information. Restrictions will delay the candidate's progress through the examination process.

If practicing in a country other than the United States or Canada, a valid unrestricted license, translated into English, from that country is required. Foreign licenses will be accepted if the physician's license to practice medicine in a state or territory of the United States or Canada has not been suspended or revoked and has not lapsed or been surrendered in one or more jurisdictions to avoid sanctions by the jurisdiction's licensing authority.

Membership in Professional Medical Organizations

NUMBER 14 – Include a photocopy of all cards, certificates or letters verifying membership in professional medical organizations, including regional and local plastic surgery societies.

Malpractice Claims Form

(download from website)

The Malpractice Claims Form must be downloaded from the Board's website at www.abplsurg.org. If you answer "YES" to questions numbered 16-F and 16-G on the Reapplication Form, this form must be completed. If you do not have any malpractice claims, indicate such on the form and submit.

Examination under the Candidates with Disabilities Policy

NUMBER 17 - If you require special arrangements to take the Written Examination, documented evidence of your disability and special testing requirements must be submitted with the Reapplication Material. It is expected that you identified pre-existing disabilities at the time of the initial Application.

Continuing Medical Education

Include a report or certificates from an accredited CME provider of 150 hours of CME credits. You must include the following:

- ▶ CME's must be earned during a consecutive three-year period ending at the time of submission of Reapplication
- ▶ A minimum of 75 hours in Category I educational activities in plastic surgery
- ▶ A minimum of 20 hours in patient safety (effective January 1, 2008)
- ▶ All certificates must include the date and the category awarded
- ▶ No handwritten charts or summaries are acceptable
- ▶ Organize all documents according to year of completion
- ▶ Highlight all Patient Safety

Peer Review Form

(download from website)

The Peer Review Form must be downloaded from the Board's website. You must fill out the top portion of the form in its entirety, by typing or clearly printing the information required. If this portion of the form is unclear or omitted, the form will not be processed. **Active inpatient admitting privileges in plastic surgery are required. Forms from outpatient surgical facilities are not acceptable.** The Peer Review Form must be completed by the following:

1. One evaluation must be completed by the Chief of Surgery or Chief of Staff at each hospital where you hold privileges in practice in plastic surgery. The name of the Chief of Staff or Chief of Surgery must match the information you provide on the Reapplication Form.
2. Two evaluations must be completed by peers in any of the following four categories: Chief of Plastic Surgery, Anesthesiologist, Nursing Supervisor, ABPS board certified plastic surgeon.

Curriculum Vitae

Include a photocopy of your current Curriculum Vitae.

Advertising or Marketing Materials

Include photocopies of all advertising or marketing materials. Examples of practice advertisements include, but are not limited to, business cards, letterhead, brochures, Curriculum Vitae, selected website content listing, for example, the candidate's and the practice's qualifications and credentials and any references to Board Certification for the practice, questions, practice profile, telephone book (yellow page) advertisements and other print advertisements such as announcement flyers, magazine and newspaper advertisements and articles. No video or audiotapes are required.

The Board recommends that a web-search be performed to identify any instances of internet advertising before submission of materials to the Board. The candidate is responsible for all instances of advertising.

Booklet of Information

Review the Booklet of Information, which is available on the Board's website at www.abplsurg.org.

ABPS Code of Ethics – A Culture of Ethics

Review the ABPS Code of Ethics, which is available on the Board's website under policies at www.abplsurg.org. Candidates for examination by the Board must maintain an ethical standing in the profession and moral status in the community, which is acceptable to the Board, in conformity with the

Board's Code of Ethics. Moral and ethical practices that do not conform to the ABPS Code of Ethics may result in rejection of an application or in deferral of examination until such matters have been resolved satisfactorily. Because the Board takes ethical violations very seriously, you are required to read and follow the principles and details of the ABPS Code of Ethics in your practice. Click on "Policies" and then "click here to download the ABPS Code of Ethics."

Examination Security Reminder. The Pledge of Ethical Behavior

Candidates must sign a pledge of ethics on the Examination Application for Examination and Certification Form and agree not to divulge any questions or content of any ABPS examination to any individual or entity. Candidates agree that a violation of the Confidentiality Agreement can result in the Board seeking, in a court of law, the recovery of costs and civil damages, which could be substantial, as well as other actions by the Board. It is of great importance for the Board to ensure the confidentiality of all Examination content and to promote a culture of ethical behavior by its candidates and diplomates.

Change in Mailing Address, Telephone Number, Facsimile and/or E-mail

Notification of any change in your mailing address, telephone number, facsimile and/or e-mail should be completed by sending an e-mail to info@abplsurg.org or fax to 215-587-9622 a letter to the Board Office. **E-mail is the primary source of communication between you and the Board.**

Board Office Policies and Reminders

- Reapplication Material will **only** be approved for the Written or Oral Examination once all of the required documents are received in the Board Office in their entirety. If you cannot meet all of these requirements at this time, do not apply for readmission to the examination.
- All forms are web printable and must be submitted to the Board Office typed or clearly handwritten.
- Candidates with incomplete materials will be notified by e-mail.
- Incorrect or incomplete submissions will result in a Missing Items Penalty Fee.
- Payment of the Reapplication fee is accepted only by check or money order, **not by credit card.**
- Checks returned from the bank for non-payment are subject to a fee.
- Reissue of Board letters or documents requires a photocopying fee.
- Retain photocopies of all completed materials before submitting them to the Board Office.
- To insure that materials are received in the Board Office by the deadline date use a guaranteed delivery service. Note that certified mail alone does not guarantee a delivery date, only a signature. Delivery information can be obtained from the carrier within 30 minutes of delivery. Your cancelled check can also serve as verification of receipt.
- Note all Board deadline dates carefully to avoid penalties or exclusion from examination.
- Stay current on all Board requirements via the Board's website at www.abplsurg.org.

Should you have any questions, please contact Gwen A. Hanuscin, Examination and Projects Coordinator at ghanuscin@abplsurg.org.

POLICY FOR ADMISSIBILITY TO ABPS EXAMINATIONS

Effective 2012 – Revised 5-9-14

ABPS certification must be achieved within eight years after successful completion of plastic surgery residency training.

INTRODUCTION:

The American Board of Medical Specialties (ABMS) approved an eligibility policy which sets limits for attaining board certification after residency completion effective January 1, 2012. Member boards must limit the period of time that may lapse between the completion of an ACGME or RCPSC accredited residency training program and attainment of board certification to no more than seven years plus any time in practice required for admission to the certifying examination. January 1, 2019 is the outer limit set by ABMS for candidates currently in the examination process to obtain certification. The ABPS is in accordance with the ABMS Eligibility Policy, will initiate the following policy for surgeons seeking certification in plastic surgery:

Residents who complete an accredited plastic surgery residency training program in 2012 and thereafter, must complete the certification process within eight years of the conclusion of residency. This allows for the practice requirement of one year which is necessary to collect and submit cases for the Oral Examination.

Candidates currently in the examination process must become certified by successfully completing the Oral Examination by November 2018 to meet the January 1, 2019 ABMS Policy deadline. On that date, the transition for the policy will be in full effect and applicable to all candidates for certification by the American Board of Plastic Surgery. The Board may grant exceptions to the eight year certification timeline in certain instances, such as military deployment, catastrophic illness or other special circumstances, after review and approval by the Board.

It remains the Board's requirement that a candidate may not advertise any status with the Board until successful completion of the Oral Examination. The Booklet of Information states, "Although in the examination process, candidates may not advertise any status with the Board until certified after passing the Oral Examination. Candidates may be deferred from the examination process for at least one year if the Board receives written documentation of such advertising." In addition to advertising, candidates may also be deferred for other ethical violations. This period of deferral will count toward the maximum eight year period.

Candidates must successfully complete both the Written and Oral Examinations required to achieve certification within eight years after completion of plastic surgery residency training. Reapplication requirements are required at the end of the first five years of admissibility, if the Written Examination is not successfully completed. Candidates are advised to utilize every opportunity (i.e. examination administration years) to complete the certification examinations. That focus will help candidates avoid reaching the maximum admissibility limits and being subject to the additional reapplication requirements after five years of admissibility has expired. More rigorous requirements for the Re-Entry Application for Admissibility must be met after eight years is exhausted in the examination process.

Standard Reapplication

Required five years post plastic surgery residency training

Candidates must successfully complete both the Written and Oral Examinations required to achieve certification in no more than eight years after completion of plastic surgery residency. If the candidate has not successfully completed either the Written Examination five years post-plastic surgery residency training, an approved reapplication is required for continued admissibility to the examination process up to the eight-year limit required to achieve certification.

The following Reapplication requirements must be submitted after the initial admissibility period has expired:

1. **Reapplication Form** – including submission of all of the documents below and fee. If material is incomplete after three months, it is considered invalid and the candidate is required to resubmit all material.
2. **Reapplication Fee** – according to the current fee schedule.
3. **State Medical License** – copy of all valid and unrestricted state medical licenses including expiration date(s).
4. **Hospital Privileges in Plastic Surgery** - appointment/reappointment letters verifying all hospital privileges in plastic surgery at each hospital are required. *Active inpatient admitting privileges in plastic surgery are required.* Verification of privilege letters from outpatient surgical facilities are not required or accepted.
5. **Accreditation of Outpatient Surgical Facilities** – certificates or documents from each facility are required, if applicable, or a letter indicating that the candidate does not operate in an outpatient surgical facility.
6. **ABPS Peer Review Forms** – one evaluation must be completed by the Chief of Staff/Chief of Surgery at each hospital where the candidate holds privileges and two evaluations completed by peers in any of the following four categories: Chief of Plastic Surgery, Anesthesiologist, Nursing Supervisor, ABPS board certified plastic surgeon.
7. **CME Completion Report** – documented proof of 150 hours of CME credits are required within the preceding three years. Of the 150 hours, **a minimum of 75 hours must be Category I educational activities in plastic surgery and a minimum of 20 hours must be in patient safety.**
8. **Membership in Professional Medical Organizations** – a copy of verification of membership in regional and local plastic surgery societies (cards, certificates or letters).
9. **Certification or admissibility to another ABMS Member Board** – a copy of certificate or letter indicating examination status (if applicable).
10. **ABPS Malpractice Claims Form** – summary of malpractice claims during the last five years.
11. **Advertising and Marketing** – copies of all printed and website materials.

12. **Curriculum Vitae** – a copy of current Curriculum Vitae.

13. **Recommendation Letters** – two recommendation letters from plastic surgeons who are familiar with your work. These letters are in addition to the required Peer Review Forms. These letters must be submitted by individuals other than those who completed the peer review forms.

Standard Reapplication requirements:

- Candidates must complete the Standard Reapplication and obtain approval.
- An approved Reapplication provides additional years of admissibility to the examination process up to the expiration of the eighth year after completion of plastic surgery residency training.
- A Re-Entry Application for admissibility is required if the candidate has not successfully completed the Written and Oral Examinations eight years after completion of plastic surgery residency training.

IMPORTANT DEADLINE DATES:

- The deadline for all completed Reapplication material is February 1st.
- The approved reapplication candidate must complete either the Written or Oral Examination Reply Form by the published deadline date.

Re-Entry Application

Required if certification is not achieved within eight years after successful completion of plastic surgery residency training

The following Re-Entry Application requirements must be submitted after the eight year admissibility expiration date:

1. Report of completion of the ASPS In-Service Examination in a **proctored training program location** with a total test score in the **33rd percentile** or higher as compared to all resident level scores. Results are available online from ASPS by the first week of May.
2. Demonstration of completion of an ABPS MOC-Approved CME activity for each of the four plastic surgery module topics, Comprehensive, Cosmetic, Craniomaxillofacial and Hand Surgery. An educational activity is defined as an ABPS MOC-Approved Journal Article or an ABPS MOC-Approved course.

Comprehensive	Cosmetic	Craniomaxillofacial	Hand Surgery
1. Reduction Mammoplasty	1. Augmentation Mammoplasty	1. Cleft Palate	1. Carpal Tunnel Syndrome
2. Breast Reconstruction (Primary) - Autologous	2. Face Lift	2. Zygomatic/Orbital Fractures	2. Dupuytren's Disease
3. Breast Reconstruction (Primary) - Implant	3. Suction Assisted Lipectomy	3. Secondary Cleft Nasal Deformity	3. Thumb Carpo-Metacarpal Arthritis
4. Facial Skin Malignancy	4. Blepharoplasty	4. Non-Syndromic Craniosynostosis	4. Flexor Tendon Laceration
5. Lower Extremity Acute Trauma	5. Abdominoplasty	5. Unilateral Cleft Lip	5. Metacarpal fracture
6. Wound Management (including burns)	6. Rhinoplasty	6. Mandible Fractures	
7. Pressure Sores			

3. **Re-Entry Application Form** – including submission of all of the documents below and fee. If material is incomplete after three months it is considered invalid and the candidate is required to resubmit all material.
4. **Re-Entry Application Fee** – according to the current fee schedule.
5. **State Medical License** – copy of all valid and unrestricted state medical licenses including expiration date(s).

6. **Hospital Privileges in Plastic Surgery** - appointment/reappointment letters verifying all hospital privileges in plastic surgery at each hospital are required. *Active inpatient admitting privileges in plastic surgery are required.* Verification of privilege letters from outpatient surgical facilities are not required or accepted.
7. **Accreditation of Outpatient Surgical Facilities** – certificates or documents from each facility are required, if applicable, or a letter indicating that the candidate does not operate in an outpatient surgical facility.
8. **ABPS Peer Review Forms** – one evaluation must be completed by the Chief of Staff/Chief of Surgery at each hospital where the candidate holds privileges and two evaluations completed by peers in any of the following four categories: Chief of Plastic Surgery, Anesthesiologist, Nursing Supervisor, ABPS board certified plastic surgeon.
9. **CME Completion Report** – documented proof of 150 hours of CME credits are required within the preceding three years. Of the 150 hours, **a minimum of 75 hours must be Category I educational activities in plastic surgery and a minimum of 20 hours must be in patient safety.**
10. **Membership in Professional Medical Organizations** – a copy of verification of membership in regional and local plastic surgery societies (cards, certificates or letters).
11. **Certification or admissibility to another ABMS Member Board** – a copy of certificate or letter indicating examination status (if applicable).
12. **ABPS Malpractice Claims Form** – summary of malpractice claims during the last five years.
13. **Advertising and Marketing** – copies of all printed and website materials.
14. **Curriculum Vitae** – a copy of current Curriculum Vitae.
15. **Recommendation Letters** – two recommendation letters from plastic surgeons who are familiar with your work. These letters are in addition to the required peer review forms. These letters must be submitted by individuals other than those who completed the peer review forms.

Re-Entry Application requirements:

- Candidates must complete the Re-Entry Application and obtain approval within two years of the expiration of admissibility to the ABPS examination process.
- Candidates who do not complete the Re-Entry Application process and obtain approval within two years, must submit a written request for a review by the Credentials and Requirements Committee.
- An approved Re-Entry Application provides an additional four years of admissibility to the examination process, beginning with the Written Examination. **This includes successful completion of both the Written and Oral Examinations.**
- If certification is not achieved during the four years of admissibility, review by the Credentials and Requirements Committee is required.

IMPORTANT DEADLINE DATES:

- The deadline for all completed Re-Entry Application material is February 1st.
- The approved Re-Entry candidate must complete the Written Examination Reply Form by the published Resident Reply Form deadline date.