

# The American Board of Plastic Surgery, Inc.®

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## TIMELINE FOR CASE BOOK UPLOAD DEADLINES HAVE CHANGED FROM THOSE PREVIOUSLY PUBLISHED In the 2016-2017 Booklet of Information

July 6	On-line notification of 5 Selected Cases to Candidates available with Reply Form
July 6	Candidates assemble all Case Book required documents and upload PDFs for each Tab/Section via Case Book Upload link. <b>Board recommendations:</b> <ol style="list-style-type: none"><li>1. Gather all material immediately to identify any missing required case book documentation.</li><li>2. Upload all PDF sections immediately to avoid the deadline rush and to allow time for questions or issues.</li><li>3. Carefully review each PDF tab/section for accuracy and completeness before finalizing.</li><li>4. Put all selected case book photos into a PowerPoint and save/print as a PDF for upload.</li></ol>
July 31	Last date for notification to Board Office of missing required documentation (e.g. photos, consents). Issues will be reviewed by the Executive Director to determine whether the cases can be cleared for examination.
August 4	Deadline for Reply Form submission
August 5-8	Reply Form submission with late fee. <b>No Reply Forms can be accepted after this date</b>
August 23	Last date for on-line upload and finalization of all individual PDFs to Tab/Sections <b>Important notice: All case book tab/section uploads must be reviewed for accuracy before finalizing. The trash can icon allows you to delete and re-upload any section which is not complete. August 23<sup>rd</sup> is the last date to submit the case book materials your exam team will review. No additional documentation can be accepted unless your exam team identifies and requests an item during review of your case book materials. This is your final case book exam for November.</b>
October 6	Final date for examination teams to review case book material
October 6	Final date for notification to Candidates of examiner identified additional material uploads (if needed) to allow case books to be cleared
October 9	Last date to withdraw from the Oral Examination with a partial refund
October 11	Final Date for Candidates to upload missing critical documents identified by the Exam Team (if needed)
October 11	The Pointe Hilton room block at reduced rate ends
October 13	On-line Admission Form and "Cleared for Examination" notification sent by email
November 9	2017 Oral Exam Registration

**For the 2017 Oral Examination, hard copy case report books are NOT required (online submission only).**