

# The American Board of Plastic Surgery, Inc.®

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## 2018 MAINTENANCE OF CERTIFICATION IN PLASTIC SURGERY (MOC-PS) EXAMINATION APPLICATION MATERIAL COVER LETTER

### The deadline for the online Application is September 1, 2017

The MOC-PS Program's Cognitive Examination will be administered from April 1-30, 2018 as a Computer Based Test offered at Prometric® Test Centers throughout the United States, Canada and Puerto Rico. The 200 multiple-choice question examination is offered in three hours and 20 minutes. The online Application must be finalized on the Board's website by September 1<sup>st</sup>. Diplomates will be admissible to the MOC-PS Examination upon approval.

#### To access the Application:

- 🖥️ Log in to the Board's website at [www.abplasticsurgery.org](http://www.abplasticsurgery.org).
- 🖥️ Access the link to the MOC-PS Exam Application under "MOC Requirements Currently Due"
- 🖥️ You may change your username and/or password at any time in the "My Profile" tab.
  - **Your default username is your six-digit Board ID number. Your default password is your last name (case sensitive, with the first letter capitalized, e.g. Smith). You may change this at any time.**
  - **If you previously customized your username and password, you will log in with the same username and password you created.**

#### Update email address in "My Profile"

Email is the primary source of communication between you and the Board. Keep your email address current through the "My Profile" link after you log in to the Board's website. An email address which is not specific to your geographic location/institution that you check more frequently may be preferable. You will be notified by email of incomplete or incorrect submission of materials.

#### Assistance is Available

- ❖ For technical support please contact Web Data Solutions at [support@dataharborsolutions.com](mailto:support@dataharborsolutions.com) or at 312-944-0642 (M-F 9:00 am – 5:00 pm CST).
- ❖ For questions regarding the MOC-PS Program requirements, please contact the Board Office at [staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org) or 215-587-9322 (M-F 8:30am – 5:00pm EST).

**All MOC-PS requirements must be current as of December 1, 2017  
for approval of the 2018 MOC-PS Examination Application.**

## 2017-2018 IMPORTANT DEADLINE DATES

January 2017	Online Application available on the Board's website
September 1, 2017	Finalized Application with required documents and \$445.00 Application Fee
September 2-8, 2017	Finalized Application with required documents, \$445.00 Application Fee and \$160.00 Late Fee
December 1, 2017	Application Approval letters and online Reply Form available
January 16, 2018	Finalized Reply Form with required documents and \$1,120.00 Examination Fee
January 17-23, 2018	Finalized Reply Form with required documents, \$1,120.00 Examination Fee and \$250.00 Late Fee
March 1, 2018	Scheduling permits posted to MOC-PS Tracking page
April 1-30, 2018	MOC-PS Program Computer Based Test (CBT) – scheduled by diplomate for one day in April
End of June	Result letters available
December 1, 2018	Certificates mailed from Board Office to those with a certificate expiration date on 12/31/2018. All MOC requirements must be current.

### Required documentation for online application:

1. Current state medical licenses
2. Three Peer Evaluations (review form emailed to peers through the online application)
  - ✓ **Peer requirements: One from the Chief of Staff, Chief of Surgery or Chief of Plastic Surgery at one hospital and two from ABPS certified plastic surgeon, Anesthesiologist or Nursing Supervisor.**
3. Accreditation certificates for all outpatient surgical facilities **(if applicable)**
4. Report of 150 credits of Continuing Medical Education from CME Provider or Summary Sheet of CMEs **with certificates** from January 1, 2014 – September 1, 2017.
  - ✓ **Category requirements: 60 credits in Category I, 50 credits in plastic surgery related activities, 20 credits in patient safety**
5. Advertising Material published within the last twelve months
6. Explanation of Professional Issue Questions answered "YES" **(if applicable)**
7. Supporting documentation for disability request **(if applicable)**
8. Hand Surgery Certificate from ABS or ABOS **(if applicable - Not required if through ABPS)**
9. Current driver's license or valid passport

**NOTE:** Documents must be uploaded as PDF files. You may access a resource such as [www.pdfonline.com](http://www.pdfonline.com) to convert files to PDF.

### Items on the application that do not require supporting documentation:

10. Listing active, admitting hospital privileges in plastic surgery
  - ✓ **documentation will be required with Reply Form available after application approval**
11. Listing certification from any ABMS Board other than ABPS **(if applicable)**
12. Listing current membership in one of the 20 Sponsoring Organizations of the Board **(if applicable)**
13. Listing participation in Patient Satisfaction Surveys **(if applicable)**

Refer to the 2017-2018 MOC-PS Examination Booklet of Information for detailed instructions.  
Failure to correctly submit materials in their entirety may result in a Missing Items Fee.