

The American Board of Plastic Surgery, Inc.®

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2019 CONTINUOUS CERTIFICATION EXAMINATION APPLICATION MATERIAL COVER LETTER

The deadline for the online Application is September 1, 2018

The Continuous Certification Program's Cognitive Examination will be administered from April 1-30, 2019 as an Internet-Based Test offered online, rather than traveling to a testing center. The 200 multiple-choice question examination is offered throughout the entire month of April and diplomates can exit and enter as many times as needed during this time. The online Application must be finalized on the Board's website by September 1st. Diplomates will be admissible to the Continuous Certification Examination upon approval.

To access the Application:

-  Log in to the Board's website at www.abplasticsurgery.org.
-  Access the link to the Continuous Certification Exam Application under "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 or at 312-944-0642 (M-F 9:00 am – 5:00 pm CST).
- ❖ For questions regarding the Continuous Certification Program requirements, please contact the Board Office at staff@abplasticsurgery.org or 215-587-9322 (M-F 8:30am – 5:00pm EST).

**All Continuous Certification requirements must be current as of December 31, 2018
for approval of the 2019 Continuous Certification Examination Application.**

2018-2019 IMPORTANT DEADLINE DATES

June 2018	Online Application available on the Board's website
September 1, 2018	Finalized Application with required documents and \$445.00 Application Fee
September 2-7, 2018	Finalized Application with required documents, \$445.00 Application Fee and \$160.00 Late Fee
January 1, 2019	Application Approval letters and online Reply Form available
January 31, 2019	Finalized Reply Form with required documents
February 1-7, 2019	Finalized Reply Form with required documents
March 1, 2019	Access information posted to Continuous Certification Tracking page
April 1-30, 2019	Continuous Certification Program Internet Based Test can be taken anywhere with internet connection throughout the month of April.
End of June 2019	Result letters available
December 1, 2019	Certificates mailed from Board Office to those with a certificate expiration date on 12/31/2019. All Continuous Certification 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, 2015 – September 1, 2018.
 - ✓ **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 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)**

As of 2018, reporting of society membership and patient satisfaction practices are no longer required.

Refer to the 2019 Continuous Certification Examination Booklet of Information for detailed instructions.