

The American Board of Plastic Surgery, Inc.®



# CONTINUOUS CERTIFICATION IN PLASTIC SURGERY

*(Formerly MOC-PS)*

## BOOKLET OF INFORMATION FOR ACTIVITIES

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## Important Dates and Deadlines for the 2019 Continuous Certification Program Requirements

<b>January 2019</b>	<b>All 2019 Continuous Certification Activities available on ABPS Tracking Page</b>
<b>April 1 – 30, 2019</b>	<b>Self-Assessment Questions available after log in at ABPS website</b>
<b>June 15, 2019</b>	<b>Continuous Certification Fee due</b> Payment accepted by credit card only via ABPS Website
<b>December 1, 2019</b>	<b>Deadline - 2019 Continuous Certification Activities</b> Year 3, 6: Practice Improvement Activity Year 3, 6, 9: CME Report Year 3, 9: Professional Standing Update
<b>December 2 – 31, 2019</b>	<b>Late Deadline Period - 2019 Continuous Certification Activities</b> Year 3, 6: Practice Improvement Activity Year 3, 6, 9: CME Report Year 3, 9: Professional Standing Update
<b>December 1, 2019</b>	<b>Continuous Certification Certificates mailed prior to original certificate expiration date.</b> Diplomates must be current on all requirements.

- Email reminders will be sent from the Board Office periodically before approaching deadlines
- Log in to the Board’s website, [www.abplasticsurgery.org](http://www.abplasticsurgery.org)
  - 🖥️ Click “Tracking Page” to view your Continuous Certification Requirements and to complete all activities
  - 🖥️ Click “My Profile” to update contact information and to provide a public address reported in the Public Search results available on the Board’s home page through the “Is Your Plastic Surgeon ABPS Board Certified?” link
- Contact the Board Office at [staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org) with questions

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# **Continuous Certification Program Preliminary Reference Information**

# Target Audience

**2019 Continuous Certification Activities Booklet  
audience:**

**Time-limited Certificate Holders**






**Lifetime Certificate Holders participating in the ABPS  
Continuous Certification Program**

*For specific deadline information, please visit your Tracking Page after logging into the ABPS Website*

## Physician Profile and Log in





**Update your contact information and stay current on your Continuous Certification requirements.** Diplomates must log in to the Board's website to access their Profile and complete online processes.

## Log in to the Board's website

-  Go to [www.abplasticsurgery.org](http://www.abplasticsurgery.org)
-  Click Login in the top right corner of the home page and enter your username and password.
-  Unless previously customized, your username is your six-digit Board ID number and your password is your last name with the first letter capitalized (e.g. Smith).
-  You may change your username and/or password at any time in the "My Profile" tab.
-  Contact the Board Office if you need log in assistance.

## My Profile page

Diplomates may update the following information by clicking on "My Profile":

-  contact information including email address
-  public address and telephone number for consumers
-  username and/or password
-  retired status with effective date

**The Board Office will send email notices to the applicable diplomates prior to any deadlines. Be sure that your email address is updated on your profile page.**

## Continuous Certification Online Tracking page

The Board's website features individual tracking for each diplomate participating in the Continuous Certification Program. Once logged in, access the **Tracking Page** tab for a customized list of requirements, deadline dates, status and completion dates. Once the requirements are met each cycle year, diplomates have the ability to download an annual Verification letter.

**Help the Board keep each diplomate on track! If you notice an "overdue" or "incomplete" status under your Alerts, please email the Board Office [staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org) to verify and update if necessary.**

## Continuous Certification Activities - Documentation Audit

The Continuous Certification Activities required in years 3 and 9 include the Professional Standing Update. Diplomates completing the Year 9 Professional Standing Update will be required to upload documentation as a *full audit*. This update replaces the previously required MOC-PS Exam Application.

Documentation required during the *full audit* includes medical licenses, hospital privilege letters, outpatient center accreditation certificates, advertising material and peer evaluations. All documents must be uploaded as PDF files before finalizing the Professional Standing Update.

The Board reserves the right to audit the professionalism information provided by the diplomate at any time during the Continuous Certification Program cycle by requiring supporting documentation. If a diplomate receives the request via email from the Board Office, the documents must be emailed as PDF file attachments. **Note: All diplomates are required to provide supporting documentation of CME hours independent of being selected for audit.**

## "Is Your Plastic Surgeon ABPS Board Certified?"- Public Search Tool

The link to the public search tool on the Board's website is available on the home page. This tool allows consumers and credentialing specialists to search for board-certified plastic surgeons by name and/or geographic location.

The diplomate's name, city, state, zip code, certification status, certification history, and participation status are automatically reported in the search results.

- Diplomates should perform a personal search using this online feature to ensure accuracy of the information reported.

- Diplomates may log in to the Board’s website and access “My Profile” to enter a public address and phone number for consumers. This information is only published if entered by the diplomate. Otherwise, only the current city, state and zip code of the diplomate’s address of record is displayed.

### **Reporting Continuous Certification Participation**

The Board reports Continuous Certification participation status for each diplomate through the “Is Your Plastic Surgeon ABPS Board Certified?” link. A status of “**not current**” will only be reported if the diplomate is **more than six months overdue** on one or more requirement.

The American Board of Medical Specialties (ABMS) also reports Continuous Certification Participation status on the consumer-focused website, [www.certificationmatters.org](http://www.certificationmatters.org).

### **Alerting the Public to Medical License Actions**

If the ABPS is notified of a state medical board action in the primary state where the diplomate practices, an alert to “See FSMB” will appear in the certification status column. Additional information may be obtained from the Federation of State Medical Boards (FSMB) by following the link provided. Certification may be suspended or revoked based on a suspended or revoked medical license. An active, unrestricted license is a requirement for certification.

**Email the Board Office at [staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org) if there are any discrepancies.**



## ABPS Status Definitions for Reporting Certification and Continuous Certification Status to the public on the Board’s website

<b>Certification Status Definitions</b>	
<b>CERTIFIED</b>	Diplomate has met the Board’s residency training requirements in an accredited institution in the U.S. or Canada. Diplomate successfully completed both written and oral plastic surgery examinations to achieve ABPS Board certification.
<b>EXPIRED</b>	Certification has lapsed. The diplomate has not met the requirements to renew certification.
<b>RETIRED</b>	Diplomate is no longer in the active practice of plastic surgery.
<b>REVOKED</b>	Certification is no longer valid due to failure by the diplomate to maintain required ethical or professionalism standards.
<b>SUSPENDED</b>	Certification is suspended due to suspension of medical license by a state medical board. Length of certificate suspension is concurrent with medical license suspension.
<b>SEE FSMB</b>	ABPS was notified of a state medical board action in the primary state where the diplomate practices. Contact the individual state medical board for details via the Federation of State Medical Boards (FSMB) service, <a href="http://www.docinfo.org">www.docinfo.org</a> .
<b>Continuous Certification Participation Status Definitions</b>	
<i>Participating/Current</i>	All current requirements have been fulfilled. All diplomates with time-limited certification (certified since 1995) are automatically enrolled upon initial certification. Diplomates with lifetime certification (certified prior to 1995) may voluntarily participate in the Continuous Certification Program.
<i>Participating/Not Current</i>	Diplomate is participating, and also 6 months overdue with one or more requirements.

**Time-limited certification** – applies to diplomates certified 1995 and thereafter. Certificates are valid for 10 years. **Participation in the Continuous Certification Program is mandatory.**

**Lifetime certification** – applies to diplomates certified prior to 1995. Certificates are valid indefinitely. **Participation in the Continuous Certification Program is voluntary.**

# **Continuous Certification Program Activities**

# ABPS Continuous Certification Program

## *Timeline of Activities*

<b>Year 1</b>	Continuous Cert Fee	Self-Assessment Questions*		
<b>Year 2</b>	Continuous Cert Fee	Self-Assessment Questions*		
<b>Year 3</b>	Continuous Cert Fee	Self-Assessment Questions*	Professional Standing Update with CME Report	Practice Improvement Activity
<b>Year 4</b>	Continuous Cert Fee	Self-Assessment Questions*		
<b>Year 5</b>	Continuous Cert Fee	Self-Assessment Questions*		
<b>Year 6</b>	Continuous Cert Fee	Self-Assessment Questions*	CME Report only	Practice Improvement Activity
<b>Year 7</b>	Continuous Cert Fee	Self-Assessment Questions*		
<b>Year 8</b>	Continuous Cert Fee	Self-Assessment Questions*		
<b>Year 9</b>	Continuous Cert Fee	Self-Assessment Questions*	Professional Standing Update ( <i>full audit</i> ) with CME Report	
<b>Year 10</b>	Continuous Cert Fee	Self-Assessment Questions*		

\*Self-Assessment initially OPTIONAL during pilot. **Diplomates must accrue at least 8 successfully completed assessments within the 10 year cycle. Diplomates who successfully complete the self-assessments in the 10-year cycle will satisfy the examination component of Continuous Certification.**

**Note: Continuous Certification Examination is required for diplomates expiring in 2020 and 2021.**

# Annually: Self-Assessment

Beginning in 2019, the ABPS will introduce a Longitudinal Learning Assessment, referred to as “Self-Assessment.” The Board’s focus is to pilot a format that will more closely match the objective of lifelong learning while being less burdensome to the diplomate, compared to a high stakes longer exam at a testing center. This Self-Assessment will be available the entire month of April and will contain 30 questions in the diplomate’s chosen module (Comprehensive, Cosmetic, Craniomaxillofacial, or Hand) and be completed annually. Diplomates must accrue at least eight successfully completed assessments within the ten year cycle.

## **New Testing Format**

The annual Self-Assessment questions will be available in an Internet-Based Testing format, rather than a Computer-Based Test which traditionally involved traveling to a testing center. The questions can be completed on any device with internet connection and is no longer limited to one day with a four hour window.

The Self-Assessment will now incorporate relevant content for each question, essentially a built-in study guide. After answering a question, the diplomate will be directed to the supporting rationale. After reading the rationale, the diplomate will be offered an additional opportunity to answer the question if incorrectly answered on the first attempt.

## **Accessing the Self-Assessment**

The Self-Assessment can be accessed at any point throughout the administration period April 1-30, 2019 and diplomates can exit and re-enter as many times as necessary to complete. The questions must be completed by April 30, 2019. No extensions or exceptions will be granted.

The Self-Assessment will be accessed through a link on the diplomate’s Tracking Page. Clicking this link will direct the diplomate to the testing website where they will automatically be logged in.

Email notifications and reminders will be sent in the weeks and days leading up to the assessment window. The Board recommends diplomates sign in and complete the tutorial exam on any device they plan to use to complete the questions. This should be done well in advance of the testing window.

## Self-Assessment Content

The Self-Assessment consists of 30 multiple choice questions, taken annually in the month of April. The questions are based on a broad range of professional activities encompassing the specialty of plastic surgery. Because the questions emphasize current surgical practice and continuing education, the emphasis is different from the cognitive emphasis of the initial Written Examination of the Board. This assessment is designed in a modular form to allow diplomates to match the assessment to their practice profiles. Diplomates may take a Comprehensive Plastic Surgery module or one of the specialty modules: Cosmetic Surgery, Craniomaxillofacial Surgery, and Hand Surgery. Each assessment includes 20 questions specific to the module, and 10 core and contemporary questions common to all modules.

Assessment and examination questions prepared by, or at the direction of, The American Board of Plastic Surgery, Inc. (hereinafter "Board"), are the sole and exclusive property of the Board, and said items are protected under the copyright laws of the United States and other countries. The assessment and examination items may only be used for such purposes as are designated from time to time by the Board. The assessment materials cannot be used for other purposes without explicit permission. The Board reserves all other rights. The Board appreciates the cooperation of the Plastic Surgery Foundation and American Society for Surgery of the Hand for granting permission for use of In-Service test items and the journals, *Plastic and Reconstructive Surgery* (PRS) and *Aesthetic Surgery Journal* (ASJ) for use of CME Journal items for the Continuous Certification examination. Copying, by any means, of all or any part of such assessment or examination items or the unauthorized use in any way whatsoever of said items is strictly prohibited.

## Results and Reinforcement

**Scoring for the assessment is based on the final response.** When the diplomate completes all 30 Self-Assessment questions, a Pass/Fail determination will be known immediately. Content-based evaluation methods will be utilized by subject matter experts for each module ahead of the assessments annually, determining the passing score.

Though the passing score is determined by the final response, the initial first responses will be analyzed to acknowledge and attempt to correct any knowledge gaps. The Board will provide an individualized performance report, linking to society and other outside resources according to the topics in which the diplomate performed poorly.

If a knowledge gap is determined in one or more topics, the diplomate will be delivered reinforcement questions in the month of August, in the same manner as the April Self-Assessment. This repetition of topics will support practice improvement and the development of further learning in those areas that a diplomate may be deficient or

more unfamiliar. An email notification will be sent to diplomates encouraged to complete the reinforcement questions.

### **Failing or Missing an Administration**

Diplomates must accrue at least eight passing scores within the 10-year cycle to complete the cognitive component of the Continuous Certification Program. With this requirement, the diplomate will have up to two opportunities to fail to obtain a passing score: either by substandard performance, or by not completing the questions within the 30-day administration window.

If a diplomate does not complete the Self-Assessment within the administration window, those questions will be inaccessible until the following year's Assessment. All past due Self-Assessments will be available in April of each year, with the ability to complete all missing years during one administration window.

If a diplomate does not successfully complete the eight Self-Assessments before the expiration of the original certificate, the certificate will expire.

### **Transitioning to Longitudinal Learning**

ABPS is currently in a pilot program with the American Board of Medical Specialties, which will conclude in 2021. The pilot will consider statistical analysis of the performance data of those who completed the traditional 200-question exam compared to the same group's performance on the Self-Assessment. The 200-question Continuous Certification Exam will be available congruent to this pilot timeline. This means diplomates with certificates expiring in 2020 and 2021 will be required to take the traditional cognitive exam and the Self-Assessment questions will be optional until a new certificate is issued and the new Continuous Certification cycle begins.

The Board understands that a majority of diplomates will be in the middle of their certification cycles at the beginning of the Self-Assessment requirement in 2019. Diplomates with certificates expiring in 2022 and later are encouraged to complete the Self-Assessments each year before their certificate expires in order to satisfy the exam component of their recertification.

**For any questions about specific timelines or requirements, please contact the Board Office at [staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org) or by telephone at 215-587-9322.**

# Annually: Continuous Certification Fee

This fee is mandatory for diplomates with time-limited certificates. This fee assists in maintaining the databases for reporting certification to health care consumers, tracking Continuous Certification activities over the 10-year cycle and developing additional web-based services for diplomates. Payment is made via credit card after secure log in to the Board's website. The link is accessed on the Tracking Page.

**Note: The Board is a nonprofit organization, IRS Code 401(c)(6), and the fees of diplomates are used solely for defraying the actual expenses of the Board. ABPS does not engage in lobbying activities. The Directors of the Board serve 6-year terms without remuneration.**

## Years 3 and 6: Practice Improvement Activity

The Practice Improvement component of the ABPS Continuous Certification Program was designed to recognize the work that physicians are already doing to improve patient care in their practices. Physician participation in one of four options can satisfy the diplomate's Practice Improvement Activity:

- **Quality Improvement Publication**
- **Quality Improvement Project**
- **Registry Participation**
- **Tracer Procedure Log**

To complete the Practice Improvement Activity, log in to the Board's website, [www.abplasticsurgery.org](http://www.abplasticsurgery.org), to access your Tracking Page and click the "Practice Improvement Activity" link to select an activity. The guidelines and applications are available on the Board's website.

### Submission of Applications

Applications to submit a QI Publication, QI Project, or Registry Participation for consideration are available for download on your Practice Improvement Activity page on the ABPS Website after secure log in. After completion, please submit to [staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org)

Submissions are reviewed by the Continuous Certification Program Committee and, upon approval, will satisfy the Practice Improvement requirement. Please contact the Board Office with any questions regarding these alternative options to the Tracer Procedure Log.

## Quality Improvement Publication

The ABPS will accept a recently authored article within three years of publication as evidence of a Quality Improvement activity for credit towards completing the Practice Improvement component of the Continuous Certification program. The article must describe a Quality Improvement process that resulted in a demonstrable improvement in patient care.

## Quality Improvement Project

The ABPS will accept a recent Quality Improvement project within three years of completion for credit towards completing the Practice Improvement component of the Continuous Certification program. To be eligible for credit the project must have a specific aim to be evaluated and identify specific metrics to measure.

## Registry Participation

Participation in national registries, followed by practice comparison to those of peers, can result in improved practices. The ABPS will recognize this type of activity for the Practice Improvement component of the Continuous Certification program. To be eligible, please submit the application available on the website with a report that documents the entry of at least 10 cases of the same procedure, within three years of submission. This report should display your practice results for this procedure compared to the registry aggregate.

## Tracer Procedure Log

1. **Select ONE tracer procedure from the list of 24** by accessing the Tracer Procedure Log under the Practice Improvement Activity link on the Board’s website. Review 10 consecutive patient charts for cases completed in the last three year period. Complete the data fields for each of the 10 cases selected. The data entry must be finalized by December 1<sup>st</sup>.
  - The required content for each of the tracer procedures is available for preview before selection. Click the **“Preview/Print tracer procedure data fields”** link found at the top of Practice Improvement Activity page under Reference Documents.

### Tracer Procedure Selection

Diplomates are encouraged to repeat the same tracer procedure for two sequential (three-year) cycles in order to document practice improvement from the first to the second assessment. For example, select Breast Reduction in years 3 and 6.

Diplomates will be provided with their historical tracer data for comparison purposes and to demonstrate improvement between cycles.



After two cycles of the same procedure, selection of a different tracer procedure is recommended to optimize other areas of practice.

### Tracer Procedures for Practice Improvement

Comprehensive	Cosmetic	Craniofacial	Hand Surgery
1. Reduction Mammoplasty	1. Augmentation Mammoplasty	1. Cleft Palate	1. Carpal Tunnel Syndrome
2. Breast Reconstruction (Primary) - Autologous	2. Face Lift	2. Zygomatoc/Ocular 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. Mandible Fractures	5. Metacarpal Fractures
6. Wound Management (including burns)	6. Rhinoplasty		
7. Pressure Sores			

**NOTE: Diplomates must contact the Board Office in writing with a detailed explanation if they do not perform any of the tracer procedures available.**

2. **Review benchmarking report:** This is a self-assessment step for the practitioner to compare to his or her peers. A “pearl” of best evidence is provided with the benchmarking report for each tracer procedure.
3. **Complete only ONE of the following educational activities aligned with the selected tracer procedure:**
  - (1) Read an ABPS-approved article, from *Plastic and Reconstructive Surgery* (PRS) Journal or other specialty society journal (CME credit for this activity is not required), **OR**
  - (2) Complete an ABPS-approved, procedure-specific educational course sponsored by a specialty society offered online or at a live symposium.

The Educational Activity can be completed **within the three years** leading up to the current activities year. Therefore, diplomates who are attending a society meeting which offers Continuous Certification-approved courses **before** the activities are required in year 3 and 6 of the 10-year cycle will satisfy the requirement as long as the course is completed within the three years prior to the December 1<sup>st</sup> deadline and aligned with the completed tracer procedure. The available courses are listed on the Practice Improvement Activity page under Reference Documents. Links to the websites where the online articles are located are also available on the Educational Activity screen once the Tracer Procedure Log is finalized.

**The activity must be aligned with the specific tracer procedure selected.**

The following societies and medical journals offer ABPS-approved activities:

- ❖ American Society of Plastic Surgeons (ASPS) and the Journal, *Plastic and Reconstructive Surgery* (PRS) - [www.psenetwork.org](http://www.psenetwork.org)
- ❖ American Society for Aesthetic Plastic Surgery (ASAPS) and *Aesthetic Surgery Journal* (ASJ) - [www.surgery.org](http://www.surgery.org) or [www.aestheticsurgeryjournal.com](http://www.aestheticsurgeryjournal.com)
- ❖ American Society for Surgery of the Hand (ASSH) and *Journal of Hand Surgery* (JHS) - [www.assh.org](http://www.assh.org) or [www.jhandsurg.org/cme/home](http://www.jhandsurg.org/cme/home)
- ❖ American Association for Hand Surgery (AAHS) - [www.handsurgery.org](http://www.handsurgery.org)
- ❖ Northeastern Society of Plastic Surgeons (NESPS) - [www.nesps.org](http://www.nesps.org)
- ❖ California Society of Plastic Surgeons (CSPS) - [www.californiaplasticsurgeons.org](http://www.californiaplasticsurgeons.org)
- ❖ Southeastern Society of Plastic and Reconstructive Surgeons (SESPS) – [www.sesprs.org](http://www.sesprs.org)

4. **Complete the Action Plan** (Self Evaluation for Improvement) to note planned changes in practice after completion of the practice-assessment module, educational activity and review of your benchmarking report. Select at least two areas where improvement can be made to your practice/patient care.

# Years 3, 6, 9: CME Report

- **Upload a report, from a CME Provider, of 150 hours of CMEs completed between the period starting January 1, 2016 and ending December 3, 2019.** The flexibility of more than 3 years is offered to assist those completing the requirement early in the year. **The CME requirement must be completed by the deadline and meet the following minimum categories:**
  - At least 60 hours in Category I
  - At least 50 hours in plastic surgery activities
  - At least 20 hours in patient safety
  
- ◆ Submission of the American Society of Plastic Surgeons (ASPS) Summary of CMEs (current and previous CME cycle reports) or the American Medical Association (AMA) Physicians Recognition Program Report is preferred.
  
- ◆ **ASPS members who use the society’s website to track CME credits can transfer their CME files directly from the ASPS website.** Simply click the “Import” button on the CME Report link from the Tracking Page of the Board’s website.
  
- ◆ A self-reported summary of CME activities is acceptable. **A certificate for each Category I CME course listed must be uploaded online to complete each record manually entered.** The certificates must include the name of the course; date of the course; category; and number of CMEs awarded.
  
- ◆ Patient Safety Credits must be identified on the certificates or CME provider report to be accepted. If needed, patient safety CME resources are listed on the Board’s website under the Diplomates section accessible from the home page. Refer to the Board’s policy for the Acceptance of Patient Safety CME Credits also available on the Board’s website.

# Year 3: Professional Standing Update

- **State Medical License(s):** List all state licenses with license numbers and expiration dates
  
- **Hospital Privileges:** List hospital names, addresses, dates of appointments. The hospitals must be accredited by the Joint Commission or other approved organization authorized by the Centers for Medicare and Medicaid Services (CMS). Active, inpatient admitting hospital privileges in plastic surgery are required.

- **Advertising Materials from the last 12 months:** Select all that apply.
- **Peer Evaluation:** List names, titles and email addresses of three peers.
- **Outpatient Facility Accreditation:** List all outpatient facilities with name, city, state and accrediting body. **It is expected that all surgery performed under IV sedation or a general anesthetic will be performed in an accredited center.**

## Year 9: Professional Standing Update *(full audit)*

**All supporting documentation is required in order to finalize.** Please assemble all required documents and scan each file to a PDF.

- **State Medical License(s):** All state medical licenses with license numbers and expiration dates. Diplomates may print to PDF the online verification from the State Medical Board website or scan any licenses.
- **Hospital Privilege Letters:** List hospital names, addresses and dates of appointments. All hospitals must be accredited by the Joint Commission or other approved organization authorized by CMS. Appointment Letters must include the following:
  - ◆ Dated in 2019 or current appointment dates included
  - ◆ Signed letter in English on the hospital's official letterhead
  - ◆ Indication of status: active, courtesy, temporary. **Current, inpatient admitting privileges in plastic surgery are required**
  - ◆ Confirmation of "plastic surgery" privileges. If letters do not specify "**plastic surgery,**" include your delineation of privileges indicating that your privileges extend to performing **plastic surgery** procedures
  - ◆ If practice is outside the United States, verification of privileges to practice in a hospital accredited by the appropriate country is required (must be translated into English)
  - ◆ *Privileges held exclusively at outpatient surgical facilities do not meet the requirements*
- **Advertising Material:** Upload a current copy of the home page & bio page of any active practice website(s). Also include screen shots of social media accounts created for your practice or other internet advertisements (e.g. Groupon). Upload copies of all print advertising materials published within the past 12 months.
  - ◆ Examples of print advertisements include, but are not limited to, letterhead, brochures, telephone book (yellow pages), billboard images

(digital proof copy in a PDF file is acceptable), announcement flyers, and magazine and newspaper advertising. Scan all advertising material as a group or separately by category and upload to professional standing form **(4 megabyte limit for each PDF file)**.

- **Three Peer Evaluations are required:** Enter the name, titles and email addresses of three peers. A secure link will be emailed to your peers to complete an evaluation for you that will be submitted electronically to the Board Office. **Peer Evaluations are due by the activities deadline of December 1<sup>st</sup>.** The diplomate must check their individual Tracking Page on the Board’s website to verify that the Peer Evaluations have been completed. The dashboard page will update automatically as the online forms are received. Peers must fall into the following categories:
- ◆ Chief of Staff, Chief of Surgery or Chief of Plastic Surgery\*
  - ◆ ABPS certified plastic surgeon
  - ◆ Anesthesiologist
  - ◆ Nursing Supervisor

**\*At least one evaluation must be completed by the Chief of Surgery, Chief of Staff or Chief of Plastic Surgery** at one hospital where the diplomate practices plastic surgery. The hospital must be accredited by the Joint Commission or other approved organization authorized by CMS. **Chief positions held only at outpatient surgery centers are not acceptable.**

- **Outpatient Facility Accreditation:** List all outpatient facilities. Letters or certificates from AAAASF, AAAHC, State Board or Medicare certification are acceptable. **It is expected that all surgery performed under IV sedation or a general anesthetic is performed in an accredited center.**
- ◆ Certificates are not required for hospital-based surgical centers accredited by the Joint Commission but the outpatient facilities must be identified on the professional standing form and the affiliated hospital indicated.

### **Technical Support**

**For technical support, contact Web Data Solutions at 312-944-0642 or [ABPS@datahARBORSolutions.com](mailto:ABPS@datahARBORSolutions.com) (M-F 9:00am – 5:00pm CST).**

### **Other Questions**

**Contact the Board Office at 215-587-9322 or [Staff@abplasticsurgery.org](mailto:Staff@abplasticsurgery.org) (M-F 8:30am – 5:00pm EST)**

## **Reciprocity for Continuous Certification credit**

The Board will accept Continuous Certification credit for Professionalism and Lifelong Learning activities if completed through the American Board of Surgery or other relevant ABMS Board. Valid documentation from the ABMS member board must be submitted verifying completion to receive credit. Contact the Board Office for assistance.

## **Confirmation of Participation**

### **Annual Verification of Status**

When the Continuous Certification requirements are completed each year, a letter of verification is available for download on the diplomate's Tracking Page when logged in to the Board's website.

## **Consequences of incomplete requirements**

- **Continuous Certification Status - "Not Current":** The Board will report a diplomate's Participation status as "Not Current" to consumers and to ABMS if the diplomate is six months overdue on one or more Continuous Certification requirement.
- **450 CME credits** for the 10-year period must be submitted. Those who do not submit 150 credits in years 3 and 6 of the 10-year certification cycle must document 450 total CME credits by year 9.
- **All past due fees and requirements, including the Annual Continuous Certification Fee, must be complete to recertify and begin a new cycle.**

## **Consequences for Diplomates who do not complete all Continuous Certification requirements by year 10 of the certification cycle\***

The components of Continuous Certification must be completed in the required time frame as outlined in the beginning of this booklet. If the components are not completed in the required time frame, the following will occur:

- **Certification will expire.** All previous incomplete Continuous Certification requirements must be satisfied in order to renew primary certification.
- Expired certification will be reported on the Public Search page on the Board's website.
- Notification to ABMS and removal from database of certified diplomates.
- Notification to the Board's Sponsoring Organizations and major plastic surgery societies.

# **Board Policies & Reference Information**

## **2018-2019 OFFICERS**

JOSEPH E. LOSEE, M.D., Chair

PAUL S. CEDERNA, M.D., Chair-Elect

JAMES C. GROTTING, M.D., Vice-Chair

LAWRENCE B. COLEN, M.D., Secretary-Treasurer

KEITH E. BRANDT, M.D., Executive Director

R. BARRETT NOONE, M.D., Executive Director Emeritus

## **2018-2019 DIRECTORS**

PAUL S. CEDERNA, M.D.	Ann Arbor, MI
LAWRENCE B. COLEN, M.D.	Norfolk, VA
WILLIAM W. DZWIERZYNSKI, M.D.	Wauwatosa, WI
FELMONT F. EAVES, III, M.D.	Atlanta, GA
JEFFREY D. FRIEDMAN, M.D.	Houston, TX
JAMES C. GROTTING, M.D.	Birmingham, AL
JULIANA E. HANSEN, M.D.	Portland, OR
MARY JO IOZZIO, Ph.D.	Boston, MA
DEBRA J. JOHNSON, M.D.	Sacramento, CA
LOREE K. KALLIAINEN, M.D.	Chapel Hill, NC
JOAN E. LIPA, M.D.	Toronto, CAN
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MICHAEL J. MILLER, M.D.	Columbus, OH
STEVEN L. MORAN, M.D.	Rochester, MN
MICHAEL W. NEUMEISTER, M.D.	Springfield, IL
WILLIAM C. PEDERSON, M.D.	Houston, TX
J. PETER RUBIN, M.D.	Pittsburgh, PA
GEORGE A. SAROSI, JR., M.D.	Gainesville, FL
DAVID B. SARWER, Ph.D.	Philadelphia, PA
DAVID H. SONG, M.D.	Washington, DC
PETER J. TAUB, M.D.	New York, NY
JAMES E. ZINS, M.D.	Cleveland, OH

### **EX-OFFICIO**

Donna L. Lamb, DHSc, MBA, BSN, RRC-PS, Executive Director

### **HISTORIAN**

Loree K. Kalliainen, M.D.



## 2018-2019 Continuous Certification Program Committee

Debra J. Johnson, M.D., Chair

Keith E. Brandt, M.D.	Michael J. Miller, M.D.
Paul S. Cederna, M.D.	Steven L. Moran, M.D.
James C. Grotting, M.D.	William C. Pederson, M.D.
Juliana E. Hansen, M.D.	George A. Sarosi, Jr., M.D.
Mary Jo Iozzio, Ph.D.	David B. Sarwer, Ph.D.
Debra J. Johnson, M.D., Chair	David H. Song, M.D.
Loree K. Kalliainen, M.D.	Peter J. Taub, M.D.
Joan E. Lipa, M.D.	James E. Zins, M.D.

### Advisory Council Members

The members listed below were nominated from the American Association of Plastic Surgeons (AAPS), the American Society of Plastic Surgeons (ASPS), the American Society for Aesthetic Plastic Surgery (ASAPS), the American Association for Hand Surgery (AAHS), the American Society for Surgery of the Hand (ASSH), the American Society of Maxillofacial Surgeons (ASMS), the American Society for Craniofacial Surgery (ASCFS) and the American Society for Reconstructive Microsurgery (ASRM).

#### Comprehensive Plastic Surgery

Jeffrey E. Janis, M.D. (AAPS)  
Debra J. Johnson, M.D. (ABPS)  
Gabriel M. Kind, M.D. (ASRM)  
Raman Mahabir, M.D. (ASPS)  
Deepak Narayan, M.D. (AAPS)  
Julie E. Park, M.D. (ASPS)  
H. Song, M.D. (ABPS), Chair

#### Cosmetic Surgery

Felmont F. Eaves, III, M.D. (ABPS)  
Heather J. Furnas, M.D. (ASPS)  
James C. Grotting, M.D. (ABPS), Chair  
Karen M. Horton, M.D. (ASPS)  
Nolan Karp, M.D. (ASAPS)  
Daniel C. Mills, M.D. (ASAPS)

#### Craniofacial Surgery

William Y. Hoffman, M.D. (ASMS)  
Francis A. Papay, M.D. (ASPS)  
Russell R. Reid, M.D. (ASMS)  
Peter J. Taub, M.D. (ABPS)  
Mark M. Urata, M.D. (ASCFS)  
James E. Zins, M.D. (ABPS), Chair  
James E. Zins, M.D. (ABPS), Chair

David

#### Hand Surgery

Gregory M. Buncke, M.D. (ASPS)  
Jeffrey B. Friedrich, M.D. (ASSH)  
Michael W. Neumeister, M.D. (ABPS)  
Scott N. Oishi, M.D. (ASSH)  
William C. Pederson, M.D. (ABPS), Chair  
Anthony A. Smith, M.D. (AAHS)  
Bradon J. Wilhelmi, M.D. (AAHS)

Keith E. Brandt, M.D., Executive Director is an Ex-Officio member of each council.

### Board Staff

Melissa A. Karch	Administrator
Stephanie L. Broadbelt	Continuous Certification and HSE Coordinator
Maria K. D'Angelo	Test Manager/Examination Editor
Gwen A. Hanuscin	Examination and Projects Coordinator
Melissa M. Hill	Oral Examination Coordinator
Cassandra Kosielowski	Examination Associate
Sarah S. Praul	Administrative Assistant
Cassandra Kosielowski	Examination Associate

## **Sponsoring Organizations of The American Board of Plastic Surgery, Inc.**

Aesthetic Surgery Education and Research Foundation (**ASERF**)

American Council of Academic Plastic Surgeons (**ACAPS**)

The American Association for Hand Surgery (**AAHS**)

American Association of Pediatric Plastic Surgeons (**AAPPS**)

American Association of Plastic Surgeons (**AAPS**)

The American Burn Association (**ABA**)

American Cleft Palate-Craniofacial Association (**ACPA**)

American College of Surgeons (**ACS**)

American Society for the Peripheral Nerve (**ASPN**)

American Society for Aesthetic Plastic Surgery, Inc. (**ASAPS**)

The American Society for Craniofacial Surgery (**ASCFS**)

American Society for Reconstructive Microsurgery (**ASRM**)

American Society for Surgery of the Hand (**ASSH**)

American Society of Maxillofacial Surgeons (**ASMS**)

American Society of Plastic Surgeons, Inc. (**ASPS**)

American Surgical Association (**ASA**)

Canadian Society of Plastic Surgeons (**CSPS**)

Plastic Surgery Research Council (**PSRC**)

Plastic Surgery Foundation (**PSF**)

American Head & Neck Society (**AHNS**)

## **Mission Statement**

The Mission Statement of The American Board of Plastic Surgery, Inc. is to promote safe, ethical, efficacious plastic surgery to the public by maintaining high standards for the education, examination, certification and continuous certification of plastic surgeons as specialists and subspecialists.

## **Purpose**

The purpose of this Booklet of Information is to describe the Board's Continuous Certification Program Activities. This Booklet of Information supersedes all previously published information of the Board covering requirements, policies and procedures and may be modified at any time.

## **The Board approved Continuous Certification for the following reasons:**

1. To uphold the mission of the Board to promote safe, ethical, efficacious plastic surgery to the public by maintaining high standards for examination and certification.
2. To allow diplomates a mechanism to confirm their Lifelong commitment to Learning and Practice Improvement.
3. To provide diplomates who hold a 10-year time-limited certificate an opportunity to renew certification.
4. To remain in the mainstream of contemporary medicine and join with the other Member Boards of the American Board of Medical Specialties (ABMS).
5. Certain State Medical Boards and some organizations will accept Continuous Certification participation as documentation of compliance with CME and other requirements. Contact your State Board or privileging hospital to determine what documentation they will accept.

## **Who needs Continuous Certification?**

Continuous Certification is offered to all diplomates who voluntarily seek evidence of their continuing qualifications in the specialty of plastic surgery. All 24 member boards of the American Board of Medical Specialties offer a similar program. The Continuous Certification Program replaced the Maintenance of Certification Program (MOC-PS) effective January 1, 2019, and before that, the Recertification in Plastic Surgery in 2007.

1. Diplomates certified in 1995 and after, who hold a 10-year time-limited certificate, are required to participate in the Continuous Certification Program to renew certification.
2. Directors, Advisory Council Members, Examiners of the Board and ABPS-approved course instructors are required to participate in Continuous Certification.
3. The Board of Directors of ASPS, PSF, ASAPS, AAPS, and all Program Directors are strongly encouraged to participate.

4. Diplomates certified in 1994 or earlier who hold a lifetime certificate and who may desire to show evidence of Lifelong Learning and Practice Improvement in plastic surgery by participating voluntarily in the program.

### **Board Office Policies and Reminders**

- Diplomates with incomplete materials will be notified via email.
- Change in address, telephone number, email, etc. must be updated on the Board's website. Diplomates must log in and click "My Profile."
- Payment is accepted only by credit card – VISA, Master Card, or American Express.
- Note all Board deadline dates carefully to avoid late fees or exclusion from assessments.
- Log in to the Board's website to review your Tracking Page and stay current on all Board requirements.

### **Web-based Services**

The Board's web-based services for the Continuous Certification processes include:

- Customized Physician Profile with online tracking of Continuous Certification requirements, status and deadline dates.
- Submission of change of address and questions to the Board.
- Downloadable reference documents, approval letters, and result letters.
- Online submission of registration, peer evaluation, and Continuous Certification Activities.
- Notification of examination results.
- Completion of Continuous Certification activities, including Practice Improvement.
- Payment by credit card.
- Payment history for Continuous Certification Fee.
- Annual verification of status documents, available once the requirements are met each year.
- Consumer Look-up feature "Is Your Plastic Surgeon ABPS Board Certified?" to verify physician certification and Continuous Certification participation status.

### **Rules and Regulations**

The Board at its sole discretion may change the requirements for the Continuous Certification Program, issuance of certificates, and notice of requirements as necessary.

All diplomates must comply with the current regulations in effect for the year in the Continuous Certification Program. It is the responsibility of diplomates to seek information concerning the current requirements for the Continuous Certification program through the Board. The Board will make every effort to notify diplomates of changing requirements, incomplete requirements, or expiration of certified status. To

do this, the Board must have the diplomate's current contact information. Please log in to the Board's website annually to confirm your status and update your contact information if necessary via your physician profile.

## **Decisions of the Board**

No Officer or Director of the Board is solely empowered to make decisions on the qualifications of any diplomate. Decisions on certification status are rendered only on the basis of completed program requirement materials submitted to the Board Office, the completion of all requirements of the Board as published, and upon successful completion of the cognitive examination or equivalent Self-Assessment activities.

## **Request for Special Consideration or Review**

Diplomates who do not meet the established requirements and require a Committee review must send a detailed letter of request or letter of explanation, Credentials Review Fee (as listed on the Fee Schedule), Curriculum Vitae and recommendation letters. Deadlines are as follows:

- ◆ Spring Meeting (deadline for receipt of all material and fees is February 1<sup>st</sup>)
- ◆ Fall Meeting (deadline for receipt of all material and fees is September 1<sup>st</sup>)

## **Inquiries as to Status**

The Board does not consider a diplomate's record to be in the public domain. When an inquiry is received regarding a diplomate's status with the Board, a general, but factual, statement is provided which indicates the diplomate's status within the Continuous Certification Program. The Board will provide the date of the original certificate, whether or not it is still in effect, and whether the plastic surgeon is currently maintaining certification. ABMS reports only on the current status of certified diplomates and if they are participating in Continuous Certification.

## **Certificates**

New certificates are mailed in December of the year of expiration. Certificates issued by the Board shall be in such form as the Directors determine. Certificates are signed by the Chair, Secretary-Treasurer and Executive Director of the Board.

Certificates shall state that the holder has met the requirements and is certified by the Board as a medical specialist in plastic surgery and is entitled to be known as a "**diplomate of The American Board of Plastic Surgery, Inc.**" Since 1995, certificates issued by the Board are dated and will be valid for 10 years but subject to participation in the Continuous Certification Program. Certificates issued prior to 1995 are valid indefinitely. Because certificates awarded prior to 1995 were not time-limited when granted, the Board has no mechanism or right to revoke the certificate if recertification

is not obtained. The Board must adhere to the requirements in effect at the time of certification.

The names of all diplomates will be submitted to the American Board of Medical Specialties (ABMS) for publication in its directory. Diplomates should notify the Board in advance if they do not wish to be listed.

Additional certificates are available upon written request. A fee according to the current Fee Schedule for each certificate ordered must be included with the request. The diplomate's name should be listed as it should appear on the certificate. Only medical degrees (e.g. M.D., D.O., D.M.D., and D.D.S.) verifiable by documents submitted during the application process and present in the diplomate's file can be listed.

### **Physicians with Special Circumstances**

The Board's policy for Physicians with Special Circumstances is located on the Board's website under the "About Us – Policies" links. This policy allows a diplomate to maintain their certification if they do not meet all of the Continuous Certification requirements due to current state of practice, academic position held or retirement. Contact the Board Office at [staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org) or 215-587-9322 for further details. A formal request from the diplomate outlining his or her current practice situation must be received in the Board Office for consideration of approval by the Board's Executive Director.

For those approved and participating in the Continuous Certification Program under the Physicians with Special Circumstances Policy, a patient safety educational activity must be completed in lieu of the Practice Improvement activity in years 3 and 6 of the 10-year cycle. The ABMS has worked with the National Patient Safety Foundation (NPSF) to offer a patient safety curriculum via a web-based link accessible through the Board's website. ASPS and other societies also offer ABPS-approved patient safety educational activities. Courses are listed on the Board's website under the Diplomates – CME Resources section of the home page. Evidence of completion of CME activities will be submitted electronically. Physicians with Special Circumstances must also complete the Professional Standing Update in years 3 and 9.

## **Re-entry to Surgical Practice**

The ABPS supports the re-entry of surgeons to active surgical practice after a significant leave of absence (two or more years) and endorses guidelines for surgeons seeking to re-establish their clinical careers. The ABPS has developed a policy for Re-entry to Surgical Practice to assess the skill set of a returning physician and assist with their assimilation back into clinical practice.

Those diplomates who wish to re-enter practice after a leave of absence of two or more years should contact the Board Office for assistance.

## **Continuous Certification Activities FAQs**

Answers to commonly asked questions are provided on the Board's website as reference.

# Continuous Certification Program Requirements over the 10-year cycle

## Each Year:

- ✓ Self-Assessment\* (30 questions in selected module)
- ✓ Continuous Certification Fee

\*Must accrue eight successfully completed assessments in 10-year cycle

## In years 3 and 9:

- ✓ Professional Standing Update which requires the diplomate to:
  - List medical license, hospital privileges, outpatient facilities, advertising material and peer evaluations.
  - In year 9 only, supporting documentation is required as part of a full audit.

## In years 3, 6 and 9:

- ✓ Upload CME summary report(s) for the current and previous CME cycles from the ASPS website, or from another CME Provider, confirming at least 150 CMEs from the last three years.

## In years 3 and 6:

- ✓ Select one Practice Improvement Activity of the following options:
  - Quality Improvement Publication
  - Quality Improvement Project
  - Registry Participation
  - Tracer Procedure Log (benchmarking, educational activity, and action plan)

**Please Note:** Diplomates with certificates expiring in **2020** and **2021** are required to take the 200-question Continuous Certification Exam prior to expiration. Registration available on the Board's website.

**Please contact the Board Office if you have any questions**  
**[staff@abplasticsurgery.org](mailto:staff@abplasticsurgery.org)**



# Fee Schedule

The fees for the Continuous Certification Program are determined by the Board. The fees are set annually and may be adjusted at the discretion of the Board to cover the expenses of the Continuous Certification Program. Payment for all online processes must be submitted by credit card. All fees are non-refundable and must be submitted in United States currency only. Foreign currencies, including Canadian, are unacceptable.

<b>ABPS ITEM</b>	<b>FEE</b>
<b>Annual Continuous Certification Fee</b>	<b>\$395.00</b>
<b>Missing/Incomplete Items Fee</b>	<b>\$130.00</b>
<b>Program Committee Review Fee &amp; Ethics Review Fee</b>	<b>\$500.00</b>
<b>Informal Appeal Fee</b>	<b>\$800.00</b>
<b>Formal Appeal Fee</b>	<b>\$1,780.00</b>
<b>Additional Certificate Fee</b>	<b>\$145.00</b>

As of January 1, 2019 the ABPS Continuous Certification Fee of \$395 will encompass all other processing fees throughout the ten year cycle, resulting in an overall reduction of fees.



The registered trademark logo of the American Board of Plastic Surgery depicts Gaspare Tagliacozzi (1545-1599) of Bologna, considered to be the father of modern plastic surgery. His contributions are summarized in the treatise he authored in 1597, "De Curtorum Chirurgia per Insitionem." The founding year of the Board, 1937, is included on the Logo. **The Board's trademarked logo is not permitted for use on diplomate or candidate websites.**



**Member Board of ABMS: The Power of 24**