



STANDARD REAPPLICATION INSTRUCTION LETTER

Requirements for the Extended Admissibility Application process are outlined in the ABPS Admissibility Policy available on the Board's website [ABPS Admissibility Policy](#). The documents listed below are also required to be submitted for the Extended Admissibility Application process in addition to the items listed in the policy.

Board Eligible: If you are not currently ABPS admissible/eligible, you cannot advertise as such.

Please carefully read this entire letter

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

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.

Email to the Board Office in one compiled PDF file in the order listed below:

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

- ▶ ABPS Reapplication Form – download from Board's website
- ▶ Reapplication Fee – refer to the fee schedule on Board's website
- ▶ State medical licenses
- ▶ Report of Continuing Medical Education in plastic surgery and patient safety
- ▶ ABPS Peer Review Forms – download from Board's website
- ▶ Hospital appointment/reappointment letters
- ▶ Recommendation Letters
- ▶ Outpatient Surgical Facilities Accreditation Certificate(s) if applicable
- ▶ ABMS Member Board Certificate or Letter indicating currently in the examination process (if applicable)
- ▶ ABPS Malpractice Claims Form – download from Board's website
- ▶ Advertising and Marketing Materials
- ▶ Curriculum Vitae

Reapplication Form (download from Board's website)

The Reapplication for Examination and Certification Form must be downloaded from the Board's website [ABPS Reapplication Forms](#).



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. Mail a check or money order in United States Funds made payable to "The American Board of Plastic Surgery." **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 letter indicating Board admissibility/eligibility to the examination process, such as an approval letter or result letter.

Hospital Privilege Letters - Appointment/Reappointment Letters (sample letter on Board's website)

NUMBER 11 – Review the **SAMPLE** appointment/reappointment hospital privilege letter. Include 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 hold active inpatient admitting privileges in plastic surgery.** All appointment/reappointment letters must include the following information:

- ▶ Letters must be dated within the last three months.
- ▶ Be in English.
- ▶ On official hospital letterhead and signed.
- ▶ Include status of "Active or Provisional."
- ▶ Must include active inpatient admitting privileges in plastic surgery.
- ▶ **TEMPORARY privileges are not accepted.**
- ▶ Include designation of "**plastic surgery privileges** or include your delineation of privileges indicating that your privileges extend to performing **plastic surgery** procedures.
- ▶ Letters must include an expiration date and/or reappointment date.
- ▶ Privileges held exclusively in outpatient facilities **are not** acceptable.



Accreditation Certificates for Outpatient Surgical Facilities (sample certificates on Board's website)

NUMBER 12 - Review the **SAMPLE** accreditation certificates for outpatient surgical facilities documents. Include current accreditation certificates or documentation from all non-hospital outpatient surgical facilities at which you operate. (E.g. AAAASF, AAAHC, 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 Reapplication Form (certificates for these facilities are not required).** It is expected that all surgery performed under general anesthesia or intravenous sedation be performed in an accredited surgical facility.

State or Province Medical License(s)

NUMBER 13 - Include copies of all active, valid, full and unrestricted state medical licenses to practice medicine in all states/provinces where you are currently practicing or plan to practice. **All state medical license(s) must include an expiration date(s) and be currently valid.**

If practicing in a country other than the United States or Canada, a valid, full, unrestricted license which includes the expiration date, translated into English, from that country is required. International medical 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.

Examination under the Candidates with Disabilities Policy

NUMBER 17 - If you require special accommodations to take the Written Examination, required documented evidence of your disability and the request for special test accommodations must have been submitted and approved by the Board at the time of the initial Application during the final year of plastic surgery residency training.

For the Board to approve special accommodations to take the Written Examination under the Board's established policy for "Examination of Candidates with Disabilities," documentation of a comprehensive psychoeducational or neuropsychological evaluation must be completed.

Malpractice Claims Form (download from Board's website)

The Malpractice Claims Form must be downloaded from the Board's website [ABPS Reapplication Forms](#). If you answered "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.



Recommendation Letters

Provide **two** recommendation letters from ABPS board certified 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.**

Continuing Medical Education

Include a report or certificates from an accredited CME provider for 125 hours of CMEs in Category I in plastic surgery during the previous five years and at least 25 hours in patient safety, which averages 25 CMEs per year. You must include the following:

- ▶ CMEs must be in Category 1 in plastic surgery
- ▶ CMEs must be earned during the previous five years
- ▶ At least 25 hours in patient safety
- ▶ 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 Board's 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. **Forms completed by individuals in 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 to 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; and
2. Two additional evaluations must be completed by peers in any of the following four categories: Chief of Plastic Surgery, Chief of Anesthesiology, O.R. Nursing Supervisor, ABPS board certified plastic surgeon.

Curriculum Vitae

Include your current Curriculum Vitae.



ABPS Advertising Policy

Review the Advertising Policy posted on the Board's website [ABPS Advertising Policy](#). The Board continues to be aware of ethical issues and advertising violations on the part of candidates in the examination process. The Board has assumed a leadership role in promoting a culture of ethical behavior throughout the specialty of plastic surgery.

Candidates may advertise "**board eligible**" while in the ABPS examination process after receiving an ABPS application approval letter. The term "**board eligible**" may be used until admissibility to the ABPS examination process expires. (***Please review your state medical board guidelines regarding Board certification and advertising***). Candidates and diplomates are NOT permitted to use the Board's Logo.

A candidate may be deferred from the examination process for at least one year if the Board receives written documentation of misleading advertising or other Code of Ethics violations, especially claiming certification by the ABPS. Those joining a group practice must be very careful that the group's advertising does not list the candidate's name along with other group members as "board certified" or with the ASPS symbol as the public may regard this as evidence of certification by the Board. Candidates and diplomates are NOT permitted to use the Board's Logo. The Board recommends a search of the web to check on this. Once certified, a Diplomate logo becomes available to represent certification by The American Board of Plastic Surgery, Inc.

Booklet of Information

Review the current Booklet of Information, available on the Board's website [ABPS Booklet of Information](#).

ABPS Code of Ethics and Professionalism

Review the ABPS Code of Ethics and Professionalism available on the Board's website [ABPS Code of Ethics and Professionalism](#).

Examination Security Reminder - The Pledge of Ethical Behavior

You signed a pledge of ethical behavior on the Application for Examination and Certification Form and agree not to divulge any questions or content of any ABPS examination to any individual or entity. You agreed 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.**



Mailing Address, Email, and Phone Number

Corrections to your mailing address, email, and phone number must be completed on the Board's website under the "My Profile" tab. Email is the primary source of communication between you and the Board. It is your responsibility to ensure the Board has an accurate email address on file at all times. Please note: University email addresses become inactive after graduation and Board notifications will not reach you if you do not update your email address with the Board Office.

Board Office 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.

- ▶ Payment of the Reapplication fee is accepted only by check or money order, **not by credit card**. The Board's current fee schedule is on the Board's website.
- ▶ Checks returned from the bank for non-payment are subject to a fee.
- ▶ Candidates with incomplete materials will be notified by email.
- ▶ Incomplete submissions may result in a Missing or Incomplete Items Fee.
- ▶ Incorrect submissions requiring additional processing may result in an Administrative Fee.
- ▶ Reissue of Board letters or documents may require a photocopying or Processing Fee. Retain electronic or hard copies of all materials submitted to the Board Office.
- ▶ Note all Board **deadline dates carefully** to avoid penalties or exclusion from examination.

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