Resident Registration and Evaluation of Training Form Instruction Letter

Please review these instructions as well as the Board’s established training requirements prior to completing the Resident Registration and Evaluation of Training Form. The form and training requirements can be downloaded from the Board’s website, www.abplsurg.org, under the Residents tab. Retain a photocopy of the completed form before you submit it to the Board Office.

An official evaluation of prerequisite training by the Board is required prior to the initiation of residency training in plastic surgery for residents entering Independent Programs, and after the first year of residency for those in Integrated plastic surgery programs. This material does not have a deadline. However, please keep in mind that processing of this material takes approximately 3-4 weeks.

**ABPS Confirmation Letter**

- Will be sent directly to you after review and approval of your training. Provide your plastic surgery program director with a photocopy of this letter. The Board will not issue a Confirmation Letter and you will be unable to complete the online Application for Examination and Certification (completed during last year of plastic surgery residency) until this form has been received and approved by the Board.
- The Plastic Surgery Matching Program (SF Match) requires you to provide a photocopy of the Board’s Confirmation Letter for their application, usually due in the fall of each year.

**Submit the Following to the Board Office**

- **Required:**
  - Completed Resident Registration and Evaluation of Training Form (4 pages)
  - A check or money order for the Processing Fee (in United States Funds only) made payable to The American Board of Plastic Surgery, Inc. Refer to the current year’s Booklet of Information for all Board fees. Note: The Processing Fee is non-refundable.
  - Photocopy of medical school diploma

- **If applicable:**
  - Photocopy of dental school degree
  - Photocopy of Certificate or Letter of Admissibility to any ABMS Board Examination process
  - A letter from your prerequisite program director attesting to the completion of training, including a chief year, and recommending you to the American Board of Surgery examination process.

- **Canadian Residents:**
  - Proof of entry into a plastic surgery residency program through the Canadian Residency Match Program (CaRMS).
  - Must obtain certification in plastic surgery by the RCPSC (not required with this form but must be uploaded with the Application for Examination and Certification).
  - Please review the training requirements found in the Booklet of Information specific to Canadian Residents.

**Once Your Form is Submitted to the Board Office**

- Will be processed and if training is approved, the Board will issue a Confirmation Letter to confirm that you have met the Board’s established prerequisite and/or requisite training requirements.
- **Please notify the Board Office when:**
  - There are any alterations to the training plan you submitted on the form, as the prerequisite requirements may be different.
  - Your prerequisite training is complete.
- The Board will send a Verification Form to your prerequisite program director in order to substantiate your prerequisite training.
- Once the completed Verification Form is returned, you will be issued a Final Confirmation Letter.
FOLLOW THESE INSTRUCTIONS CAREFULLY

PAGE ONE:
- Numbers 1-11 – Contact Information
  - Include: name, date of birth, social security number, contact information (including address and email), the name of your medical school and year of graduation.

PAGE TWO:
- Number 12 – Prerequisite Training (Independent Residents)
  - If you are completing full training in general surgery, you must list **ALL** five years in number 12 of the form.
  - If you are completing less than full training in general surgery, you must also list your anticipated plastic surgery residency training in Number 13 of the form.
  - Each level should be listed individually and in chronological order.

- Number 13 – Requisite Training (Integrated Residents)
  - If you are completing an integrated plastic surgery residency program, you must list **ALL** six years in Number 13 of the form.
  - Each level should be listed individually and in chronological order with the year level and number of months to be completed at each level.

- Number 14 – Fellowships
  - List any fellowships you have completed before, during, or after your prerequisite or requisite training.

PAGE THREE:
- Number 15 – Rotations
  - You must list your month by month rotations for your **entire** prerequisite training sequence.
  - Integrated Residents should list the month by month rotations for plastic surgery year’s I-III.
  - If you are certified or admissible by a Member Board of the American Board of Medical Specialties (ABMS) or by the American Board of Oral and Maxillofacial Surgery, this section does not require completion. Certification must be from one of the acceptable pathways of the Board. Please refer to the Training Requirements section on the website. **A photocopy of the certificate or letter of admissibility must be included.**

PAGE FOUR:
- Number 16 – ABMS Boards
  - If you are certified or admissible by a Member Board of (ABMS), please check off the Board and include documentation.

- Number 17 – Signature
  - Sign and Date the form.

It is essential that you notify the Board Office via email that your prerequisite training is complete.

Correspondence regarding a resident’s training will be exclusively between the resident and the Board Office and will not be shared with other individuals.

Should you have any questions after careful review of this letter, please contact the Board Office via email, info@abplsurg.org.

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Instruction Cover Letter for Resident Registration and Evaluation of Training Form 2015