AMERICAN OSTEOPATHIC BOARD OF EMERGENCY MEDICINE

INFORMATION TO APPLICANTS FOR EXAMINATION AND CERTIFICATION
IN EMERGENCY MEDICINE

Revised 03/2015
Effective for 2015 and 2016 Examinations
Effective July 1, 2009 the Board eligibility policy for AOA certification will be as follows:

1. Candidates for certification will have six years to be board eligible and complete the certification process.

2. At the end of six years of board eligibility, if the candidate has not obtained final certification, the candidate may petition the Board to reenter the certification process. The Board will grant the candidate the ability to reenter the process. The candidate must begin at the beginning of the process and must start at the next available administration of the exam. The candidate will have two attempts to pass each step of the examination process. If a failure of any of the steps occur the candidate must repeat that failure at the next available administration.

3. After exhausting the above process the candidate is not eligible to continue the process.

4. In order for a candidate to be eligible to reenter the certification process a candidate must re-petition the Board. The Board will establish criteria that must be met prior to granting re entry. The reentry process needs to be submitted and approved by the Standards Review Committee (SRC) of the Bureau of Osteopathic Specialists (BOS). The applicant upon approval of the Board will follow the same process as outlined in number 2. If the candidate is unsuccessful in this attempt, there will be no further opportunities to become certified.

5. Certifying boards may have more stringent requirements in the limitation of time in which a candidate for certification must complete the entire certification process.

Any candidate entering the certification process after July 1, 2009 will be effective by this policy change. Please contact the AOA Division of Certification, 800/ 621-1773 extension 8266 with any questions.
I. **ELIGIBILITY REQUIREMENTS FOR CERTIFICATION**

The following eligibility requirements must be met by each candidate seeking examination and certification in Emergency Medicine. These are in accordance with those set forth in the Bylaws of the American Osteopathic Board of Emergency Medicine as set forth in Article VII, Sections 1 and 2. **All requirements must be completed by application deadline of April 1.**

Section 1: To be eligible to receive certification from the AOA through the American Osteopathic Board of Emergency Medicine, the applicant must satisfy the following:

A. Be a graduate of an AOA accredited college of Osteopathic Medicine.

B. Possess a valid and unrestricted license to practice in the state or territory where his/her practice is conducted.


D. Be a member in good standing of the American Osteopathic Association or the Canadian Osteopathic Association, as per their guidelines.

E. Candidates completing ACGME residency training must have training approved by the AOA through the re-entry process. Candidates should contact the department of postdoctoral training at the AOA.

Candidates must have satisfactorily completed an AOA training in emergency medicine.

F. Applicants must continue the practice of emergency medicine while completing the certification examination process.

G. Applicants successfully completing an AOA approved emergency medicine residency program will be eligible to complete the certification examination process after evidence of 6 months of practice in emergency medicine, or 6 months of subspecialty training which directly relates to the practice of Emergency Medicine, upon approval by the Board.

H. Applicants having successfully completed an AOA approved dual residency program in Emergency Medicine and other specialties will
be eligible to enter the certification process upon completion of both programs and complete the certification process after evidence of 6 months of practice in Emergency Medicine.

I. Following satisfactory compliance with prescribed requirements for examination, applicants shall be required to pass appropriate examinations. These examinations evaluate: an understanding of the scientific basis of problems involved in emergency medicine, the familiarity with current advances in emergency medicine, the possession of sound judgment, and a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of emergency medicine.

1) Oral and written examinations shall be conducted and required for each applicant.

2) Members of the Board shall review and participate in the grading of each written and oral examination.

J. A description of the method of conducting the examination is formulated in the Board's Regulations and Requirements, and provision for re-examination is determined.

K. Applicants for the certification examination are required to file a completed application which shall set forth qualifications for examination as stated in paragraphs A through I in Section 1 of this article. The procedure for filing applications is set forth in the Rules and Regulations of the Board.

Section 2 Subject to the recommendation of the Bureau and the approval of the AOA Board of Trustees, the AOBEM may require such further training and/or practice in each of the fields coming under its jurisdiction, as in its judgment such field may require, provided the additional requirements for each field are clearly set forth in the Rules and Regulations of the Board. Additions to training and/or practice requirements shall be effective one (1) year subsequent to the announcement of such change.
II. APPLICATION PROCEDURE AND EXAMINATION FEES

Section 1 - Obtaining Application

Applicants desiring examination for certification shall be required to file an application which shall set forth the applicant's qualifications as stated in Article VIII.

Section 2 - Application Filing Procedure

The procedure for filing applications shall be as follows: The applicant shall:

1. Request in writing an application from the office of the Board.

2. Fully complete a type written or legibly printed application and send the application and supporting documentation to the Board by September 1\textsuperscript{st} of the year preceding the examination.

3. In addition to the written application, submit the following material:

   a) A $1,100.00 application and examination (Part I) fee. $300.00 application fee is non-refundable. If the candidate submits a check that is returned because of insufficient funds, the candidate may not be allowed to take the examination during the current testing cycle.

   b) Letter(s) of verification of time worked in Emergency Medicine department(s) or Service(s) from Hospital Administrator(s). Verification must be on stationary. If in the final year of residency, your residency director will confirm that you are in good standing in the final year of residency.

   c) A copy of valid and unrestricted licensure in states which the applicant holds a license.

Section 3 - Oral Examination

1. Eligible candidates for the oral examination (Part II) shall be notified by the Board of the date and times for the administration of the examination.

2. The fee for the oral examination (Part II) shall be $800.00, payable not less than sixty (60) days prior to the date of administration. If the candidate submits a check that is returned because of insufficient funds, the candidate may not be allowed to complete the examination during the current testing
cycle. Checks returned because of insufficient funds requires replacement with a certified check and a penalty and processing fee of $100.00.

Section 4 - Re-examinations

1. Re-examinations for candidates not successfully completing the Part I examination shall be scheduled annually in conjunction with the regularly scheduled examination. Candidates must notify the AOBEM of their intent to sit for the examination by September 1\textsuperscript{st} of the year preceding the examination.

2. Re-examination for candidates not successfully completing the Oral examination shall be scheduled on a bi-annual basis in conjunction with the regularly scheduled Oral examinations.

3. The fee for each re-examination, either written or oral, shall be $550.00 payable not less than ninety (90) days prior to the administration of the examination. If the candidate submits a check that is returned because of insufficient funds, the candidate may not be allowed to complete the examination during the current testing cycle. Checks returned because of insufficient funds requires replacement with a certified check and a penalty and processing fee of $100.00.

III EXAMINATION

Section 1 – Computerized Examination

1. The Part I - computerized examination shall be developed and administered by the National Board of Medical Examiners for Osteopathic Physicians and Surgeons in conjunction with the examination committee of the Board.

2. Content - The content of the computerized examination is to include Emergency Medicine as it pertains to the following disciplines:

   a) Abdominal and Gastrointestinal Disorders
   b) Cardiovascular Disorders
   c) Cutaneous Disorders
   d) Endocrine, Metabolic and Nutritional Disorders
   e) Environmental Disorders
   f) Head, Ear, Eye, Nose, Throat Disorders
   g) Hematologic Disorders /Immune system Disorders
   h) Systemic Infectious Disorders
   i) Musculoskeletal Disorders (Non-traumatic)
3. Format of Part I (computerized) Examination - The examination shall be administered simultaneously to all candidates sitting for the examination at that time. No books, notes or electronic devices allowed during the examination. Questions concerning the content of the examination will not be answered during the administration of the examination. The examination may be administered in one part or in multiple parts as deemed necessary for convenience, both of the candidates sitting for the examination, as well as the examiners. The examination shall be administered in its entirety in one day.

The format of the examination by the American Osteopathic Board of Emergency Medicine will reflect clinical and practical aspects of the subject areas.

Section 2 - Oral Examination

Following successful completion of the Written Examination, candidates will be notified of the date and time of the Oral Examination.

1. Content

The purpose of the Oral Examination is to evaluate the candidate's clinical ability and skill in diagnosing and treating emergency department cases. This is to include, but not limited to: interpretation of diagnostic studies and the recognition of disease presentations, description of emergency procedures and developing the appropriate differential diagnosis and therapeutic plan for the presented clinical cases.

2. Format

The format of the Oral Examination will be clinical presentations, either involving specific data related to Emergency Medicine cases or in simulated patient encounter stations involving Emergency Medicine cases. The
candidates will be evaluated regarding their ability to use the Osteopathic
concept in these clinical situations. Additionally, the candidates to recognize
visual representation of various clinical presentations will be tested along with
description of emergency medicine procedures.

Section 3 - Notification of Results of Examinations

Each candidate will be notified in writing by the Secretary of the American
Osteopathic Board of Emergency Medicine within sixty (60) days of completion of
each part of the examination as to the results of the completed portion of the
examination.

Successful candidates will receive their certificates upon completion of the
certification process as described in Article VIII of the Bylaws.

Unsuccessful candidates may obtain information concerning re-examination from the
Secretary of the American Osteopathic Board of Emergency Medicine.

IV RE-ENTRY INTO THE CERTIFICATION PROCESS

A. A candidate whose active candidate status has been terminated cannot re-
register for this status, but may be eligible to petition the Board for re-entry
into the certification process. If such petition is approved by the Board, the
individual shall be allowed to re-enter the certification process beginning with
the written portion of the examination process for a period of three years from
the effective date of approval, and be eligible for a maximum of two
consecutive examination attempts on each portion of the certification
examination process.

Beginning July 1, 2009, candidates have 6 years from graduation of residency
to complete the certification process. Candidates who do not complete the
certification process in that time, may petition AOBEM for a one time re-
entry into the certification process. If AOBEM grants the physician re-entry,
the candidate then starts the certification process from the beginning with the
next available administration of the exam. Candidates are then allowed 2
attempts to pass each step of the examination process. If the candidate fails
during any step of the process, he or she may again petition AOBEM for re-
entry. If the candidate is unsuccessful in this third attempt, he or she will have
no further opportunity to become AOBEM certified in Emergency Medicine.

B. Each candidate's petition must contain the following requirements in order to
re-enter the certification process:
1. Valid and unrestricted license in states which the applicant holds a license;

2. Verification of satisfactory clinical competence by the applicant's local medical authorities;

3. Continuous AOA membership during the 48 month period of time prior to re-entry into the certification process;

4. Must be able to document evidence of conformity to the standards set in the code of ethics of the AOA [www.do-online.org/index.cfm?PageID=aoa_ethicsa_ethics](http://www.do-online.org/index.cfm?PageID=aoa_ethicsa_ethics);

5. Completion of 100 hours of board review continuing medical education, accredited by the AOA, and approved by the Education Committee of the American College of Osteopathic Emergency Physicians, within 48 months of approval of the applicant’s petition for sitting for the certifying examination. No more than 50% of the board review course credits may be satisfied by means of home study courses.

6. Completed application for certification and examination.

C. Upon approval of such petition, the Board shall provide the candidate with a written list of deficiencies, if applicable, and cooperate with the Education Committee of the American College of Osteopathic Emergency Physicians in developing a training program designed to meet the individual’s needs. The Board will present the candidate with such a plan within a specified period of time to ensure the candidate sufficient time is allotted to meet the candidate’s educational needs.

1. Educational plans designed by the Board will be reviewed and approved by the Education Committee of the American College of Osteopathic Emergency Physicians.

2. The AOBEM in conjunction with the Education Committee of the ACOEP will review the completed educational plan of the candidate when verification of its completion is presented to the Board by the candidate. AOBEM will verify that all educational goals and objectives of the plan are met. The candidate can then continue the certification process.

**POLICY ON REFUNDS FOR PART I & II REGISTRATION FEES**

Due to the logistics involved in scheduling, the candidates are highly encouraged to make the examination site and date assigned to him or her. In the event a candidate is unable to make
an examination at the site and date assigned, the candidate should notify the Board office immediately and is responsible for this notification in writing.

If the Candidate notifies the Board more than two weeks (15 days) prior to the examination date and the assigned space can be reassigned, then 75% of the registration fee may be refunded upon request in writing or 100% of the registration fee may be applied to the next exam cycle.

If the Candidate notifies the Board between 5 and 15 days prior to the examination date then 50% of the registration fee may be refunded upon request in writing or 50% of the registration fee may be applied to the next exam cycle. The registration fee must be paid in full and submitted with the registration form before the Candidate may take the exam.

If the Candidate fails to notify the Board, or notifies the Board less than 5 days prior to the examination date, or fails to show for the exam at the assigned date and site, the registration fee is forfeited and the Candidate will have to pay the full registration fee prior to the next examination registration dated in order to take the next exam.

Refunds must be requested within thirty (30) days after the examination date. If there are fee's which can be applied to the next exam, these will automatically be applied to the next exam unless a refund is requested.

If the Candidate fails to make the next exam, then money applied to that exam will be forfeited.

**EXAMINATION RECOMMENDATION FOR CANDIDATES WITH DISABILITIES**

Upon request, the American Osteopathic Board of Emergency Medicine will make reasonable accommodations in its examination procedure for candidates with documented disabilities. Candidates with disabilities may request consideration in examination format or presentation to accommodate a documented disability which would impede performance on an examination, but would not affect the quality of their work as an Emergency Physician. Such requests for accommodations must be submitted in writing to the Board at the time of application for the examination.

**EXAMINATION IRREGULARITIES**

The examination will be administered by the National Board of Osteopathic Medical Examiners. Any irregularities noted during the examination will be reported to the American Osteopathic Board of Emergency Medicine and the Board will take the appropriate action to protect the integrity of the examination process.

The examinations administered by the National Board of Osteopathic Medical Examiners for the American Osteopathic Board of Emergency Medicine are copyrighted and any use of the
examination material without written consent of the American Osteopathic Board of Emergency Medicine is prohibited.

RECERTIFICATION

All physicians certified after January, 1994 have an expiring certification of ten (10) years dated from the date of their certification. Recertification will be required to maintain certification. Effective January 1, 2004, the AOBEM has adopted CCEM as outlined below:

Continuous Certification in Emergency Medicine

The American Osteopathic Board of Emergency Medicine (AOBEM) believes certification should be a continuous process rather than an episodic one. To that end, AOBEM has created the Continuous Certification in Emergency Medicine (CCEM), designed to assist physicians in remaining current with standards of practice in the specialty of Emergency Medicine. This process includes continual components that occur throughout a ten-year cycle. Entry into CCEM begins immediately upon achievement of initial certification in Emergency Medicine through the American Osteopathic Association / AOBEM, and the CCEM process also applies to currently certified and re-certified physicians. It should be noted that physicians currently certified with life-time certificates in emergency medicine by the AOA / AOBEM will not have that status changed.

COMPONENTS OF CCEM

Step I. **Professional Status**

Diplomats must maintain a valid, unrestricted and unqualified medical license in the states where they practice, or in any one state if in active military practice. Current, non-expired documentation of licensure is required to be on file with the AOBEM. Each time a license is renewed, it is the responsibility of the Diplomat to send a documented copy to the AOBEM, so that a current license remains on file. In addition, any new license obtained must be submitted to AOBEM, and each renewal thereafter. Diplomats must also maintain continuous membership in good standing in the American Osteopathic Association, thus insuring that physicians meet the AOA’s continuing Medical Education (CME) requirements for certification, and adhere to its Code of Ethics.

Step II. **Continuous Osteopathic Learning Assessment (COLA)**

Eight COLA modules will be made available over a ten-year cycle. In order to be eligible for the Cognitive Assessment Examination at the conclusion of their current certification or re-certification, Diplomats must take and pass eight (8) COLA modules within the ten year examination cycle. Merely taking (and passing) six (6) COLA modules will not satisfy the requirement, as the physician must have attempted at least eight (8), or in the case of currently certified / re-certified physicians, the full number required as set forth in the table below. Each COLA
module will be on the Internet for only three years, and the candidate will have a maximum of three (3) opportunities to successfully complete any one module. Diplomats have access only to those modules that are available on the Internet, thus it is important that physicians keep current with each of the modules. **Diplomats who fail to meet entry requirements must re-enter the certification process in its entirety.** These Diplomats would maintain their current certification until such time it expires; however, to become “re-certified” the physician must actually re-enter the certification process.

Content of COLA is based upon the AOBEM’s Table of Specificity for Certification / Re-Certification examinations. This document is available from the AOBEM or the AOBEM web site at [www.aobem.org](http://www.aobem.org). Each year, a module will be offered that contains components of our core content categories as listed below. Further notification from the AOBEM of references and areas of study suitable for each COLA module will be provided. AOBEM encourages the CME providers in Emergency Medicine, such as the ACOEP and others, to provide CME programs that will follow the content and sequence of the modules in order to facilitate the Diplomats learning of that module.

Modules are listed by core content area in a repeating eight-year cycle [http://aobem.org/continuous.htm](http://aobem.org/continuous.htm)

**Step III. Cognitive Assessment Examination**

The entire Table of Specificity and its Core Content will be covered in the cognitive assessment examination. Diplomats will be required to take this examination every ten years to maintain certification. This examination will have two components, a written multiple-choice component, and an oral examination component. Note-Diplomats may take the cognitive assessment examination as early as 2 years prior to expiration of certification status. Diplomats also have a maximum of 3 years after expiration of certification status to successfully complete cognitive assessment examination. Once this process is successfully completed, Diplomats will receive a certificate that will be valid for ten (10) years. **Failure to successfully complete the cognitive assessment examination will require the physician to re-enter the certification process in its entirety.**

**ALL CORRESPONDENCE OR INQUIRES SHOULD BE FORWARDED TO:**

A.O.B.E.M.
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Chicago, IL 60611
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**PLEASE NOTE:** IT IS THE RESPONSIBILITY OF THE CANDIDATE TO NOTIFY
THIS BOARD, IMMEDIATELY, OF ANY ADDRESS CHANGE!