REGISTRATION FORM FOR
PART II (ORAL) EXAMINATION

The Part II (Oral) examinations are scheduled for November 10 & 11, 2014 in Philadelphia and March 2015 in Chicago.

You may request a location for your examination. However, the AOBEM will make the final determination of your testing date and location. Since there are limited spaces available, early registration is suggested. **This form must be postmarked by June 1, 2014 in order to reserve a space in this testing cycle.**

(Please Print)

NAME ________________________________ AOA# __________
ADDRESS ____________________________________________
EMAIL ADDRESS _______________________________________
TELEPHONE # (____)(____)________

*Please indicate if you have a change of address.

☐ I wish to register for the Part II (Oral) examination for November 10 & 11, 2014. I understand that this does not guarantee my testing date / location. **The Board may select a different date / location if necessary.**

☐ I wish to register for the Part II (Oral) examination for March 2015. I understand that this does not guarantee my testing date / location. **The Board may select a different date / location if necessary.**

☐ I have enclosed a check in the amount of $550.00 (retakes) **OR** $800.00 as payment for the Part II examination.

☐ Verification that you are currently practicing Emergency Medicine. This may be verified by your hospital administrator. Verification must be on official stationary.

☐ Copy of current unrestricted license. Do you hold a medical license that is restricted? ☐ Yes ☐ No
Candidate Confidentiality Agreement

Candidate agrees that he or she will not discuss, disclose, paraphrase, publish or otherwise make known to anyone any test item, information relating to any AOBEM examination, or other confidential property belonging to the AOBEM. Candidate acknowledges and agrees that the AOBEM will consider any violation by the candidate of this confidentiality agreement “irregular conduct” and may result in the non-scoring or voiding of the candidate’s examination and assignment of a “Fail” score and/or other sanctions which the AOBEM may impose in its sole discretion. The AOBEM is also entitled to recover from the candidate all damages and losses incurred by the AOBEM, including reasonable attorneys’ fees and costs, caused by any irregular conduct of the candidate. The candidate acknowledges and agrees that the AOBEM has no adequate remedy at law and in its sole discretion is entitled to injunctive and/or other relief without bond to prevent or limit any disclosure of test items or other confidential property of the AOBEM, as an additional remedy of the AOBEM.

The testing sessions will be proctored and also have video and audio recording for security and quality control.

The Oral board exams include three stations with two emergency medicine cases at each station. The examiner will present the cases and may role play, pretending to be the patient or consulting physician. We recommend you "work through" these cases just as you would in your normal practice. All ancillary data (e.g., ECG, radiographs, laboratory results) will be shown on a monitor.

AOBEM does our best to avoid conflicts. If you feel the examiner has a conflict with you (i.e. partner, fellow resident, attending in your residency program, etc.) , you must inform the examiner immediately and request a different examiner. Once the exam has started, you cannot request a new examiner.

__________________________________
Print Name

__________________________________                                     __________________
Candidate Signature                                                                           Date
AOBEM GUIDELINES FOR THE CONDUCT OF AN APPEAL

Section 1. Right of Appeal
If a candidate feels that the actions of the AOBEM, with regard to any part of the examination, constitute unequal application of the policies and procedures or standards, unwarranted discrimination, prejudice, unfairness of improper conduct of the examination, the applicant has the right to appeal to the AOBEM.

Section 2. Appeal Timeframe
All appeals must be made in writing to the Board and must be received within 24 hours of completion of the examination. If the deadline is not met, no further appeal is permitted.

Section 3. Levels of Appeal
If the candidate is not satisfied with the results of an appeal before this Specialty Certifying Board, the applicant has the right to further appeal to the BOS and the AOA Board of Trustees.

Section 4. Limitation
Appeals disputing the content of any written or oral exam are not permitted and will not be accepted.

Section 5. AOBEM Appeals Policy
The American Osteopathic Board of Emergency Medicine is committed to assuring that aggrieved candidates for certification have access to an appeal process to address concerns regarding all certification and recertification examinations and other decisions of the AOBEM. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOBEM to the AOA Bureau of Osteopathic Specialists (BOS). Thereafter, where necessary, candidates may appeal the decision of the BOS to the Board of Trustees. Before pursuing an appeal with the AOA, candidates for certification from the AOBEM shall first appeal decisions related to any examination to the AOBEM as set forth in the following policy.

I. Scope of Appeal
A. Appealable Issues. Candidates may appeal to the AOBEM to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice/unfairness of the exam or of a member of an examination team or failure to follow established examination procedures).

B. Non-Appealable Issues. The AOBEM will not consider appeals based on examination content, sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.
II. Procedure for Appeal

A. Appeal Request Form. In order to appeal concerning the examination, a candidate must set forth the basis for the appeal on an Appeal Request Form and submit the form to the chairman of the AOBEM. Appeal Request Forms are available to all certification candidates on the AOBEM website. The appellant must submit the completed Appeal Request Form (available on the website at www.aobem.org) to the board within 30 days of receipt of notification of failure in the case of all exams.

B. Late Appeals. All appeals submitted after the deadline will be denied.

C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form will be considered by the AOBEM. A majority vote of the Board will determine whether the AOBEM accepts or denies the appeal.

D. Decision to Deny Appeal. If the initial appeal is denied by the AOBEM, the candidate shall have the right to appeal to the AOA. Candidates interested in appealing the AOA should contact the American Osteopathic Association, Department of Education, Division of Certification, at 142 East Ontario Street, Chicago, IL 60611.

__________________________________                                     __________________
Candidate Signature                                           Date

Please return this form to:

A.O.B.E.M
8765 W. Higgins Road
Suite 200
Chicago, IL 60631
AOBEM Video Recording Policy

Oral stations for the cognitive assessment and Part 2 of the primary certification exam are video and audio recorded. The video and audio recording is for quality assurance and professional behavior. The video recordings may not be viewed by the candidate. The recordings will be erased after 45 days from the date of the examination unless an issue has been raised. The only portion of a video recording that may be reviewed is the time the candidate enters the room to the time that they exit. The video recordings may only be viewed by AOA, BOS and AOBEM representatives. The video recordings will be stored at the AOBEM office in Chicago or/and at a board member’s residence. For those candidates who refuse videotaping, AOBEM requires two examiners be present in each testing station. Both examiners will grade the candidate and sign the grading sheet. This may necessitate rescheduling of the candidate, depending on examiner availability.

Candidate Statement

All oral stations will be video recorded for quality assurance and irregular behavior. The video recording will only be viewed by AOBEM or Bureau of Osteopathic Specialist/AOA representatives. The candidate cannot request to view the video recording. The video/audio recording will be erased after 45 days from the date of examination. If the candidate does not want to be video recorded, the candidate must notify AOBEM, in writing, 30 days prior to the exam. The candidates not being video recorded may have to be tested after the end of the regular testing session/day. If the candidate notifies AOBEM less than 30 days before the scheduled exam that they do not want to be video recorded, then they will be rescheduled for the next exam cycle.