
ABPS 111-2014

Information and Requirements Diplomate Self-assessment



This document contains information specific to the 2014 examinations only.

American Board of Podiatric Surgery®

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Introduction

Maintenance of certification is a major element of the current healthcare environment as prepaid health plans and health maintenance organizations require ongoing evaluation of their providers. The American Board of Podiatric Surgery® (ABPS) has always included a process for ongoing Diplomate evaluation in its policies and procedures. Through 1990, the ABPS Diplomates participated in a Self-assessment Examination (SAE) every 10 years that provided data to assist a Diplomate in choosing continuing education endeavors. In 1991, the ABPS revised the evaluation process requiring passage of a written examination demonstrating a level of knowledge in the Diplomate's category(ies) of certification. Under current bylaws, the ABPS requires Diplomates to participate in the evaluation process in effect when certified.

Note: Diplomates of the American Board of Ambulatory Foot Surgery (a section of the American Board of Podiatric Surgery®) do not have an ongoing evaluation requirement.

Until 1991, the ABPS had one certification category. When two categories (Foot Surgery and Reconstructive Rearfoot/Ankle Surgery) were established in 1991, Diplomates certified prior to 1991 were designated "Foot and Ankle Surgery" Diplomates. These Diplomates may voluntarily convert to certifications in Foot Surgery and Reconstructive Rearfoot/Ankle Surgery by participating in a process developed by the Board of Directors (ABPS 112 document describes recertification/conversion of status). ABPS 111 document describes the self-assessment requirements as promulgated for the 2014 examinations.

Overview of Self-assessment

The ABPS requires Diplomates certified prior to 1991 to complete a self-assessment process every 10 years. Diplomates must participate in the self-assessment process in the eighth, ninth, or 10th year following the last certification achieved. To maintain status, Diplomates repeat the self-assessment process every 10 years. A Diplomate must apply for the evaluation during the three-year window, demonstrate active surgical practice in foot and ankle surgery, and complete the SAE in good faith.

Candidates for self-assessment take an examination developed by the Examinations Committee and approved by the Board of Directors.

Calendar of Important Dates

November 1	Application opens
January 31	Application closes
January 31	Last day to withdraw
February 7-22	Examination administration

Self-assessment of Foot and Ankle Surgery Diplomates

A Diplomate certified in Foot and Ankle Surgery (1975-1990) self-assesses according to the process described below.

Requirement

Under provisions of the bylaws in effect at the time of their certification, ABPS requires Diplomates certified in Foot and Ankle Surgery (1975-1990) to successfully complete in good faith the SAE every 10 years to maintain certification.

Method

The self-assessment process includes the following requirements:

Examination

The SAE is a computer-administered, multiple-choice examination as approved by the Board of Directors. The ABPS offers the examination at computer test sites from February 7 through February 22, 2014.

Proof of current active surgical practice

Diplomates must demonstrate current active surgical practice by providing proof of current active surgical privileges commensurate with the applicable certification category.

Content

The examination involves diagnostic, intraoperative, and perioperative care of the podiatric surgical patient encompassing the foot and ankle. The ABPS 420 (Study Guide) provides a full discussion of specific subject areas tested. Candidates may find the Study Guide on the ABPS website at www.abps.org. In addition, ABPS offers an online practice examination based on the ABPS 420 on the website.

Scoring

Diplomates must appropriately complete all items in the examination

The ABPS provides only examination scores or results; the ABPS does not provide copies of the test items. Questions remain in the active examination item pool for future use unless removed by authority of the psychometric consultant or the examinations committee.

Notification

The ABPS mails examination statistics in an envelope marked "Personal and Confidential."

Three-year Window of Opportunity

Diplomates must take the SAE in the eighth, ninth, or 10th year following initial certification and again every 10 years.

Noncompliance

Diplomates failing to take the SAE within the prescribed period may have their Diplomate status revoked.

Reinstatement

A Diplomate with revoked status for not taking the SAE must request reinstatement by the Board of Directors.

Effect of Self-assessment

A Foot and Ankle Surgery Diplomate maintains certification by successfully completing the SAE every 10 years following the original date of certification.

Designation

Diplomates who have self-assessed are **not** recertified. ABPS verification statements include “took the Self-assessment Examination to maintain certification.”

Notification and Fees**Notification**

The ABPS sends a notice in November of eligibility to Diplomates whose certification dates are within the three-year window of opportunity for the 2014 SAE.

Fees¹

Examination	Application fee (nonrefundable)	Examination fee	Total fee
Foot and Ankle Surgery	\$225	\$650	\$875
Late fee for not completing SAE by close of window			\$500

Late Withdrawal Penalty

There is a late withdrawal penalty of \$100 for any withdrawal made after Friday, January 31, 2014. Candidates withdrawing after January 31, 2014 receive a withdrawal number that candidate must present if questions arise concerning withdrawal.

Absence Without Withdrawing

Any candidate not taking the examination or not withdrawing before the first day of the examination forfeits all fees.

Applying, Documentation, and Payment of Fees**Applying**

The application is online. Beginning November 1, go to www.abps.org and login using an ABPS username and password; click “My Tasks” on the left navigation bar; then click “Apply for an Exam” in the dropdown menu and follow the instructions on the application screen. Candidates without a username and password may obtain either by following the instructions on the ABPS website

¹ Diplomates completing the self-assessment process are not required to pay the annual reregistration fee for the year following completion of the self-assessment.

homepage, or contact the ABPS by e-mail at info@abps.org or by telephone at 415-553-7800, extension 110. Online applications are considered signed when submitted.

Examination Site Selection and Admission

Candidates must pay all fees before site selection is permitted. Candidates sitting for the SAE schedule their date, time, and location to take the examination through the website of the test administrator, Pearson VUE, at www.pearsonvue.com/signin. On the website are two panels. Scroll down on the right side of the screen, and click on American Board of Podiatric Surgery®. The logon screen opens. **Use the ID and password sent from the ABPS for site selection.** After selecting a date, time, and location, **print a copy of the confirmation.** The confirmation includes the schedule, location and directions to the testing center.

Candidates must present **two forms of current identification.** Please note that one piece of ID must be a nonexpired government-issued photo identification with signature. The name on the two forms of ID must match the name on the Examination Confirmation letter. If, for example, a candidate maintains a maiden name for the ABPS records and the married name on the driver's license or passport, contact the ABPS at 415-553-7800, extension 122, at least 72 hours before the scheduled examination to secure a revised Examination Confirmation letter containing the same information as the two pieces of identification provided to the test center.

Failure to present acceptable ID as previously noted prevents entry into the test center. If this occurs, the candidate is marked "Absent" and forfeits the entire examination fee.

Documentation of Active Surgical Privileges

Diplomates must request the hospital/surgery center to submit proof of active surgical privileges in foot and ankle surgery. The documentation must contain a notarized signature of a hospital/surgery center official, or said signature with the embossed seal of the hospital/surgery center.

Payment Method

Candidates must pay by debit card or credit card (American Express, VISA, or MasterCard). Follow the online instructions when completing the application.

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If more information is required after reading these instructions,
please contact the ABPS Applications Manager at
Voice: 415/553-7804 FAX: 415/553-7801
M-F 7 am to 3 pm (Pacific time), or e-mail questions to info@abps.org.

The ABPS must receive the application, privilege documentation, and payment by **5 pm Pacific time, January 31, 2014.**