

INFORMATION ABOUT MAINTENANCE OF CERTIFICATION IN FACIAL PLASTIC AND RECONSTRUCTIVE SURGERY®

by the American Board of Facial Plastic and Reconstructive Surgery, Inc.®

July 2011–June 2012

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About This Booklet

The booklet provides information for applicants for Maintenance of Certification in Facial Plastic and Reconstructive Surgery® by the American Board of Facial Plastic and Reconstructive Surgery, Inc.®

It is published annually to advise applicants of policies and procedures governing the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program. The Board reserves the right to modify its policies and procedures without issuing a new booklet of information.

Each edition of this booklet supersedes all previously published editions. Applicants are advised to ensure that they have the most recently published booklet. Adherence to procedures will ensure the timely review of each applicant's credentials throughout the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® process.

Registration form. Applicants for the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program must first register their intent to participate BEFORE they apply. The *Registration Form* is available online only at www.abfprs.org.

Application materials. The *Application for Maintenance of Certification in Facial Plastic and Reconstructive Surgery®* is available online only at www.abfprs.org.

Study of these materials should supply necessary information concerning registration for the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program, submission of application materials, preparation for the examination, and other procedures for recertification. If additional information is needed, inquiries may be addressed to the Board Secretary through the ABFPRS office, 115C South Saint Asaph Street, Alexandria, VA 22314.

Contents

Officers and Directors	4
Sponsoring Organizations	5
Purposes of the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® Program	6
Who May Participate	6
What Happens if Program Not Completed	7
Duration of New Certificate Validity	8
Program Standards and Components	8
Recertification Process	10
Recertification Fees	12
The Examination	13
Examination Schedule	14
Special Situations	15
Right to Review	16
Submission of New Applications or Re-examination	17
Recertification and Revocation	17
Important Dates for ABFPRS Certification	18
Future Exam Dates and Sites	19

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and Reconstructive Surgery, Inc.®**

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(Years in parentheses indicate term expiration; * Indicates Executive Committee members)

Sponsoring Organizations

American Academy of Facial Plastic and Reconstructive Surgery
American Academy of Otolaryngology-Head and Neck Surgery
American Rhinologic Society
Arkansas Academy of Otolaryngology-Head and Neck Surgery
California Society of Facial Plastic Surgery
Canadian Academy of Facial Plastic and Reconstructive Surgery
Canadian Society of Otolaryngology-Head and Neck Surgery
Facial Plastic Surgery Society of St. Louis
Florida Society of Facial Plastic and Reconstructive Surgery
Florida Society of Otolaryngology-Head and Neck Surgery
Georgia Society of Otolaryngology-Head and Neck Surgery
Greater Atlanta Otolaryngology-Head and Neck Surgery Society
Illinois Society of Ophthalmology and Otolaryngology
Indiana Otolaryngology Society
Marion County (Ind.) Society of Otolaryngology-Head and Neck Surgery
Michigan Oto-Laryngological Society
Minnesota Academy of Otolaryngology-Head and Neck Surgery
Missouri Society of Otolaryngology-Head and Neck Surgery
New Jersey Society of Otolaryngology-Head and Neck Surgery
New York Facial Plastic Surgery Society
New York State Society of Otolaryngology
North Carolina Ear, Nose and Throat Society
Northwest Academy of Otolaryngology
Pennsylvania Academy of Otolaryngology-Head and Neck Surgery
Texas Society of Facial Plastic Surgery
Texas Association of Otolaryngology-Head and Neck Surgery

Purposes of the Maintenance of Certification in Facial Plastic and Reconstructive Surgery Program®

Beginning in 2001, the certificates issued by the American Board of Facial Plastic and Reconstructive Surgery (ABFPRS) are valid for 10 years only. The ABFPRS's program for Maintenance of Certification in Facial Plastic and Reconstructive Surgery® offers diplomates whose certificates are time-limited a way to renew their certification. The program encourages surgeons to engage in, and measure up to, a comprehensive set of standards designed to help them maintain high professional standing, participate regularly in continuing medical education, remain current in critical knowledge areas, and perform well in their surgical practices. The program validates applicants' efforts to meet these standards through a rigorous process of peer review and examination.

As with the primary certificate issued by the ABFPRS, certificates issued through the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program are neither degrees nor legal licenses to practice medicine or the specialty of facial plastic and reconstructive surgery. Their possession indicates neither total qualification for practice privileges nor exclusion of others not so certified.

The ABFPRS does not endorse out of field surgery by surgeons who have not completed certification requirements in the specialty relevant to the services performed. The organization conferring said board certification should meet the criteria of well-recognized and authoritative organizations such as those sponsored by the American Board of Medical Specialties, or their equivalent.

Who May Participate

All ABFPRS diplomates are encouraged to participate in the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program on a voluntary basis; however, diplomates who were certified prior to January 1, 2001, are not required to participate as their certificates have lifetime validity.

Participation is mandatory for diplomates who were certified in 2001 or later and who want to maintain their certification. Their certificates are valid for 10 years, through December 31 of the tenth year following certification. Thus, a diplomate certified on June 26, 2003, or September 19, 2003, must complete Maintenance of Certification in Facial Plastic and Reconstructive Surgery® requirements by December 31, 2013.

The Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program is the same for diplomates who hold lifelong certificates and enter it voluntarily and those who are required to do so to maintain their certification.

What Happens If Program Not Completed

Time-limited certificates will expire if Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program requirements are not met by their expiration date. At that time, inquiries at the board office about a surgeon's status will be answered by stating the date of his or her original certificate and its expiration date.

A surgeon whose certificate has expired because he/she simply did not apply to the MOC in FPRS® program will be offered an uncertified grace period for up to two years. If the lapsed diplomate accepts the "grace period," he/she agrees to complete MOC in FPRS® requirements as soon as possible within the 2-year period. Once all requirements are met, the lapsed diplomate is reinstated and begins a new 10-year cycle based on the original anniversary date.

At the end of two years, if the lapsed ABFPRS diplomate hasn't completed MOC in FPRS® requirements, he/she must retake the initial primary certifying examination and submit all other initial certification requirements in order to regain certification.

The lifetime certificate of a diplomate who fails to complete the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program will remain valid.

Duration of New Certificate's Validity

For lifelong certificants, Maintenance of Certification in Facial Plastic and Reconstructive Surgery® certificates will be good for a 10-year period, from the date the program is completed until December 31 in the 10th year to follow. Their primary certification, however, does not expire. Surgeons holding time-limited certification are eligible to take the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® examination three years prior to their certification expiration date. Upon successful completion of the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program, the surgeon's certification would be valid for 10 years from the expiration date of his/her original time-limited certificate, not from the year of the examination.

Further, Maintenance of Certification in Facial Plastic and Reconstructive Surgery® certificates may be revoked for cause.

Program Standards and Components

The Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program embraces four principles: professional standing, evidence of lifelong learning, demonstration of cognitive expertise, and practice performance. To achieve recertification, diplomates must meet standards in each of these areas, as follows:

Professional Standing

Professional standing will be assessed in a number of ways, including:

- Prior, earned ABFPRS certificate.
- Possession of a current, earned certificate from the American Board of Otolaryngology or the American Board of Plastic Surgery, or from the Royal College of Physicians and Surgeons in Canada (in otolaryngology/head-and-neck-surgery or plastic surgery).
- Possession of an unrestricted license to practice medicine in a state, commonwealth, territory, or possession of the US or a province of Canada.

- Acceptable responses to a questionnaire regarding past or pending adverse actions by state medical boards, hospital privileging committees, employers, medical societies, courts of law, disciplinary boards, etc.
- Satisfactory status with the Federation of State Medical Boards and the National Practitioners Data Bank.
- Documentation of hospital privileges to practice facial plastic surgery in an accredited institution(s) or satisfactory explanation that lack of privileges is not related to adverse action by accredited institutions; or, if the surgeon operates in an office setting and uses Level II anesthesia or above, documentation of the facility's accreditation by The Joint Commission (formerly JCAHO), AAAHC, or another third-party entity qualified to issue such accreditation.
- If the surgeon has a history of chemical dependency, documentation of successful completion of a treatment program, attestation to being drug/alcohol free, and submission of a state medical board statement that he/she is physically and mentally able to satisfactorily discharge the responsibilities of practice.
- Attestation to compliance with the ABFPRS Code of Ethics.

Continuing Medical Education

From January 2007 forward, candidates for recertification must complete 50 hours of continuing medical education every two years. All CME must be ACCME-approved Category I of the AMA's Physician Recognition Program, and 80% of the hours must be relevant to the specialty.

It is each diplomate's responsibility to maintain his or her CME records.

Cognitive Expertise

Candidates must achieve a passing score on proctored written and oral examinations that are psychometrically validated and scored on an absolute standard.

Candidates may choose among three exam modules:

- 100% cosmetic surgery
- 100% reconstructive surgery or
- 50% cosmetic and 50% reconstructive

A passing score on each module is 250 points out of a possible 375.

The Maintenance of Certification in Facial Plastic and Reconstructive Surgery® exams will be administered in Washington, D.C., at the same time as the primary examination to ensure the integrity of the examination process and to safeguard exam materials.

Practice Performance

To ensure high practice performance standards, candidates:

(1) *must* submit a sequential operative log that lists all procedures performed during the year preceding submission of an application for the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program. The sequential operative log must contain a minimum of 50 procedures which are eligible for credit toward certification, as listed on the ABFPRS Acceptable Procedures Chart. Operative reports for the last 35 sequential cases on the sequential operative log must be submitted with the application.

(2) *may* submit such other evidence of successful practice performance as the candidate believes demonstrates the caliber of his/her practice, including but not limited to patient satisfaction surveys, risk management and quality assurance programs performed in the candidate's office, and outcomes research documentation.

Recertification Process

To renew certification by the American Board of Facial Plastic and Reconstructive Surgery Inc.®, applicants must complete a three-step process.

Step One: Register for the Program

Candidates must register to enter the Maintenance of Certification in Facial Plastic and Reconstructive Surgery®

program. From the date of registration, they must complete all requirements within three years.

A Registration Form is available online at www.abfprs.org. On the form, candidates are asked to designate whether they plan to renew their certification in cosmetic or reconstructive surgery, or both. Requests for a change in module must be received in the Board's office no later than 6 weeks prior to exam date.

Step Two: Complete an Acceptable Application

Documentation of professional standing, CMEs, and practice performance will be required to qualify to sit for the examination.

For the application to be acceptable, applicants must accumulate points for a minimum of 750 total points, with a minimum of 250 points earned by meeting all professional standards, another 250 by documenting sufficient CMEs, and a final 250 by submitting 50 case reports that pass peer review.

Applications must be postmarked no later than January 15 in the year the candidate wants to take the examination. Applications that are incomplete or postmarked after January 15 will not be reviewed until the following year, if complete then.

During February and March, completed applications will be reviewed by the ABFPRS Credentials Committee for compliance with program standards regarding professional standing, CMEs, and practice performance.

Step Three: Pass Written and Oral Exams

By April 15, applicants will be notified as to whether or not they have earned a minimum of 750 points and are thus eligible to sit for the ABFPRS examination module they have designated. The notification letter will be accompanied by hotel and travel information, together with the date, time, and location of the examination and the specific room to which the candidate is to report.

The examination will be held June 17, 2012, in Washington, D.C. At a mandatory registration session, candidates will receive their identification number and personal examination

schedule. Examination scores will be reported to applicants within 30 days. Scores also will be reported to the Credentials Committee, which will total application and examination scores and recommend to the Board those candidates who meet the ABFPRS's standards for re-certification. The Board will consider the committee's recommendation at its next regularly scheduled meeting in the fall and notify candidates of its action.

Notice of acceptance will be mailed within two weeks of Board action. The Board reserves the right to reject any application for the examination or re-certification for reasons bearing on its purpose as a board.

Change of address

It is the responsibility of the applicant to immediately notify the Board office of any change in mailing address that takes effect during the recertification process. Notification should be sent to ABFPRS, 115C South Saint Asaph Street, Alexandria, VA 22314.

Maintenance of Certification in Facial Plastic and Reconstructive Surgery® Fees

The fee for Maintenance of Certification in Facial Plastic and Reconstructive Surgery® is US\$1,250. This is to be submitted in two parts. With the *Registration Form*, the candidate must submit US\$250. With the *Application*, the remaining US\$1,000 is to be submitted. Half of this sum (US\$500) is the fee for the exam, and if the application is not acceptable, the exam fee will be returned to the applicant.

If an application is not acceptable, a new application may be submitted, for the fee of US\$1,000.

If the application is acceptable, but the examination is not passed, the exam may be retaken for US\$500. There is no discount if the surgeon only retakes one part of the examination (oral or written).

The application fee of US\$1,000 must be paid by January 15, and no application will be processed without it. Late applications will be accepted until February 15, if

accompanied by the penalty fee of US\$300. No applications will be accepted after that date.

Applicants who are accepted for the examination, but who withdraw in writing up to 30 days in advance of the examination, will be refunded the exam fee only (US\$500). If they reapply in another year, they must meet any new requirements or fees. Applicants who withdraw less than 30 days in advance of the examination may apply to the Executive Committee for a partial refund. Each such request will be decided on an individual basis.

Applicants who fail to achieve enough points on their application or examination may request that their scores be reviewed. An administrative fee of US\$300 must accompany a written request for either review (see below).

All fees must be paid in US dollars. Applicants residing outside the United States must submit payment in the form of an international money order.

A fee of US\$25 will be charged for any check returned by the bank for insufficient funds. In the unlikely event that the Board should have to postpone an examination session, all fees will be applied to the next scheduled session.

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The Examination

The examination will be administered once each year in Washington, D.C. Each examination session will allow approximately 100 candidates to be examined. As examination space is limited, available spaces will be assigned on a first-come, first-served basis, in accordance with application postmark dates.

The examination process requires on-site registration and a mandatory orientation to examination protocols and security procedures.

Each module (cosmetic, reconstructive or combination) is scheduled to take place during a single day. The written test for each module contains 100 multiple-choice clinical items and is given over a two-hour period. The oral test contains four oral protocols administered in one hour by two examiners.

Candidates may be sequestered during the examination for purposes of maintaining security.

Candidates should arrive well-rested, as the examination requires intense concentration.

For more specific details about preparing for an examination, candidates may refer to the *Examinees Guide to the Written and Oral Exams*, which is available online at www.abfprs.org. This guide pertains specifically to the primary certification exam but contains advice valuable to anyone who has not taken an examination for a while.

Examination Preparation Materials

The exam is based on multiple sources, so there is no one course of study, but rather it is best to keep up with the general literature in the specialty. These study materials are recommended:

- The ABFPRS practice exam (available online at www.abfprs.org)
- AAFPRS Foundation courses
- Courses offered by other surgical specialty societies
- AAFPRS Curriculum Compendium Bibliography (available online at www.aafprs.org)
- ABFPRS Reading List (available online at www.abfprs.org)
- General literature in the field

Examination Schedule

The modular examinations will be held on Saturday or Sunday, with each module complete in one day.

A Saturday schedule is as follows:

Saturday 1pm–2pm: Mandatory Registration and
Orientation Session

Saturday 2pm–4pm: Written Examination
Saturday 4pm–7pm Oral Examination

On Sunday the schedule is as follows:

Sunday 7am–8am: Mandatory Registration and
 Orientation Session
Sunday 8am–10am: Written Examination
Sunday 11am–3pm: Oral Examination

Candidates must attend all sessions to which they are assigned at the times specified. If they are delayed for any reason, they should notify the Board staff immediately. Any candidate who misses registration and orientation may, at the discretion of the Board, be denied permission to sit the examination. No admission will be granted to candidates who arrive more than 15 minutes late. No candidate may leave the examination once it has started. Any candidate exhibiting disruptive behavior will not be admitted to or will be asked to leave the examination.

Special Situations

Examination of candidates with disabilities

Candidates requiring special arrangements must make their needs known to the Board at the time of application. The Board will make reasonable accommodations as necessary.

Substance abuse or chemical dependency

Applicants with a history of abuse or dependency will not be admitted to the certification process unless they satisfy the Board that they have completed a treatment program and are free of such abuse or dependency.

Examination irregularities

The Board protects the validity of examination scores by every means possible, by assuring integrity in test administration and honesty in test taking. It will not report a score that it has determined is invalid due to any irregularity and therefore misrepresentative of the candidate's knowledge and competence.

Irregularities in test administration, such as defective test booklets or power outages in the examination room, are usually minor, rarely affect a candidate's ability to finish the

test, and are handled by standard procedures. If the candidate is unable to finish the exam or the Board determines that a procedural irregularity has adversely affected his or her performance, the candidate will be invited to sit the next examination at no additional charge.

Irregularities in test taking, such as giving or receiving aid during the examination or unauthorized possession, reproduction, or disclosure of examination questions before, during, or after the examination, may be sufficient cause for the Board to terminate an applicant's participation in the examination, to invalidate the results of the examination, to withhold an applicant's scores or certificate, to bar an applicant permanently from all future examinations, to revoke a certificate, or to take other appropriate action.

Proctors will circulate among candidates during the written examination, and any suspicion of any irregularity may result in the candidate's removal to a more isolated area or termination of his or her participation in the examination. Suspected irregularities will be investigated via statistical comparison to answers of other candidates. If a probability of irregularity exists, the Board will afford the suspected individual procedural due process in order to assure fairness in the determination as to whether an irregularity has occurred.

Right to Review

In accordance with the *Standards for Educational and Psychological Testing*—jointly published by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education— the Board provides an appeal process to any applicant who wishes his or her application or examination scores reviewed. An administrative fee of US\$300 is charged for each part of the review.

For the application, the US\$300 fee covers a review of the complete application, including all operative reports by the ABFPRS Credentials Committee. The applicant is provided with a detailed report of additional measures of professional standing, CMEs, or practice performance required to be

eligible for the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® examination.

For the examination, the US\$300 fee covers rescoring the written examination and providing the examinee with a detailed analysis of test performance according to content areas of the examination. A complete review of the oral examination ratings also is conducted, and the total examination score is recomputed. The review does not include access to written test booklets, answer keys, or other secure test materials.

Requests for review must be made in writing within six months following the examination or Board action on the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® application. The review process will be completed no later than three months prior to the next examination. The Board reserves the right to make appropriate rulings, interpretations, decisions, and departures from the *Standards*, and its decisions are not subject to further appeal. The review process is the exclusive remedy for a dissatisfied examinee.

Submission of New Applications and Re-examination

There is no limit on the number of times candidates may submit an application for the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® program. Candidates for recertification are prohibited from attempting to pass the examination more than three times in three years.

Recertification and Revocation

The Board will issue a new, time-limited certificate to all candidates who satisfactorily complete all requirements set forth in this booklet.

The Board will not issue a certificate, and may revoke any certificate already issued, if it determines that the person involved:

- Did not possess the required qualifications and requirements for the Maintenance of Certification in Facial Plastic and Reconstructive Surgery® process.
- Misstated or withheld information in his or her application or made any other intentional or unintentional misrepresentation to the Board.
- Has been convicted of a felony or misdemeanor involving moral turpitude, and in the opinion of the Board, having a material relationship to the practice of medicine.
- Had a license to practice medicine revoked or restricted, or shall have been disciplined or censured by any court or other body having proper jurisdiction and authority because of any act or omission arising from the practice of medicine.

All persons to whom the Board has issued a certificate shall report immediately to the Board if any adverse action enumerated above has been taken against them.

If the Board determines that there is just cause to withhold or revoke a certificate, the person shall be informed in writing of the reasons for the Board's action. Such action by the Board shall be considered final unless the person submits a written request for review of such action within 30 days after the Board's notice has been mailed.

Certificates are the property of the Board and all copies of a person's certificate must be returned to the Board upon revocation.

Reinstatement

The Board may consider restoring Diplomate status to a surgeon whose certificate has been revoked if (1) he/she demonstrates to the Board's satisfaction that the deficiency that led to revocation has been removed or corrected, and (2) he/she again successfully completes all current requirements for the ABFPRS primary certification program.

Important Dates For ABFPRS Recertification

Oct. 31, 2011	Application materials available for the next ABFPRS Maintenance of Certification in Facial Plastic and Reconstructive Surgery® cycle. Interested applicants should submit a Registration Form and US\$250 fee.
Jan. 15, 2012	Last postmark date for application materials and \$1,000 fee. Note: Examination space is limited; available spaces will be assigned on a first-come, first-served basis, in accordance with application postmark date. Only fully complete applications will be processed.
Jan. 15–Feb. 15, 2012	Applications accepted with \$300 penalty fee.
Feb. 15, 2012	No applications accepted after this date.
Feb.–March, 2012	Credentials Committee reviews applications.
April 15, 2012	Applicants notified of acceptance for examination. Note: If applicant is not accepted for exam, the US\$500 examination fee will be refunded.
May 4, 2012	Last date to request change in examination module.
May 17, 2012	Last postmarked date for candidates to submit written notification of withdrawal from examination. Note: Examinees who withdraw by this date will be refunded the \$500 examination fee only. After

	this date, partial refunds may be granted upon application to the Executive Committee.
June 17, 2012	Written and oral examinations administered in Washington, D.C.

Future Examination Dates and Sites

Year	Month/Day	Location
2012	June 17	Washington, D.C.
2013	June 23	Washington, D.C.
2014	June 15	Washington, D.C.

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