



## ABP Corporate Policy

### Applicants for Initial Certification who are unable to appear for a Scheduled Examination

Applicants for a certifying examination who are unable to appear for the examination due to the following circumstances may petition the ABP for an alternative test date. Alternative test dates must be scheduled no later than 6 weeks following the test date originally scheduled by the ABP.

#### Qualifying Events:

- Complicated pregnancy, temporary physical disability or sudden onset of physical disability
- Pregnancy with due date within 6 weeks before the test date and 2 weeks after the test date
- Birth or adoption of child within 6 weeks before the test date and 2 weeks after the test date
- Serious medical condition of candidate or \*immediate family member during the exam week
- Death of \*immediate family member within two weeks before the test date
- Military Deployment

Candidates must provide documentation of the circumstances that prevent them from appearing at their scheduled appointment. Candidates are urged to submit petitions to the ABP as soon as possible, but no later than 3 business days following the test date. Documentation of medical disabilities, medical emergencies, qualifying pregnancy or birth of child must be provided by the treating physician. Decisions as to whether a qualifying event results in a rescheduled exam are at the sole discretion of the ABP. If the alternative test date is missed, the ABP will not consider a second alternative date.

Alternatively, candidates may elect to delay the examination until the next scheduled administration and receive a refund of the examination fee. The processing fee and any late fee will be retained. However, the time-limited eligibility to achieve certification will not be extended.

\*Immediate family member: spouse/partner, child, stepchild, parent, stepparent, grandchild, grandparent, sibling, stepsibling or parent-in-law.

*Policy Adopted Date: 06/17*

*Last Non-Contextual Revised: 09/19*

*Last Revision Approved by the Board of Directors/Executive Committee: 06/17*