



ABP Corporate Policy Application Procedure

The policy of the American Board of Pediatrics (ABP) is to ensure that it considers all diplomates and candidates for examination on a consistent and non-discriminatory basis and affords them with appropriate due process according to the ABP Appellate Review Procedure. Accordingly, the ABP has adopted the following procedures for an applicant to apply to take an ABP general and/or subspecialty initial certifying examinations.

APPLICATION FILING

The ABP maintains written information stating the application procedure and required qualifications for taking the ABP's examinations for initial certification in general pediatrics and in pediatric subspecialties. Potential applicants may obtain information from the ABP by request or from the ABP website. Information for maintenance of certification is located on the ABP website.

Applicants must complete examination applications and provide supporting documentation as specified by the ABP and its subspecialty subboards. If the applicant fails to provide any required information or documentation, the ABP will notify the applicant. The ABP will not consider an application complete until the applicant furnishes the missing material.

REVIEW OF APPLICATION

Upon receipt of a completed application for examination, the ABP shall review it.

If the ABP determines that the application is in proper form and that the applicant satisfies all of the conditions required to take the ABP's general or subspecialty examination, then the ABP will advise the applicant that he/she may take the examination.

If the ABP determines that the application is deficient or if the applicant does not satisfy all of the conditions required to take the ABP's general or subspecialty examination, the ABP will notify the applicant of the reason(s) for this determination. If the reasons for the denial of the application fall under the ABP's Appellate Review Procedure, the applicant, if he or she desires, may then appeal the ABP's determination.

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