



## ABP Corporate Policy Guidelines for Exceptional Circumstances

These guidelines have been developed to address requests for extensions due to exceptional circumstances that affect many people over an extended period of time. Depending upon the exceptional circumstance, the American Board of Pediatrics, at its discretion, will use these guidelines to respond in a fair and consistent manner.

1. In considering requests for extensions due to exceptional circumstances, the following qualifying events have been identified as valid exceptional circumstances:
  - a. Disasters, including natural disaster and human events that affect a sizable portion of the population, that have been declared an Emergency Declaration (Declaration Type) by the federal government. A list of natural disasters that meet this criterion appear on the Federal Emergency Management Agency's website at <https://www.fema.gov/disasters/>.
  - b. For personal emergencies involving diplomates maintaining certification, the responses found in Section 5 will apply.
2. For exceptional circumstances that affect either the Initial Certification or MOC examination testing windows for large numbers of diplomates, the ABP response may be:
  - a. Extend the testing window up to 2 months or a period of time as determined by the ABP
  - b. In cases where a diplomate is unable to reschedule the MOC exam before the end of the calendar year, the diplomate's certification will lapse until they are able to take and pass the exam during the next calendar year.
  - c. ABP will refund all fees if the diplomate defers the exam until next calendar year.
  - d. Documentation is not required for exceptional circumstances; however, for learning purposes, the ABP will note the reasons.
3. For other situations related to initial certification examinations, please refer to the "Applicants for the Initial Certification Unable to Appear for a Scheduled Exam" policy.
4. For exceptional circumstances that affect Time Limited Eligibility, extension requests will be handled on a case by case basis.
5. For exceptional circumstances that affect the deadline for MOC requirements, the ABP response will be:
  - a. Extensions for MOC Certification requirement deadlines will not be granted.
  - b. If requirements are not met by the end of the year deadline, the diplomate's certification will lapse. Certification is regained immediately upon rectifying the deficits in requirements.
  - c. The diplomate may request a letter from the ABP to explain the gap in certification. The diplomate will be expected to regain certification within six (6) months of the lapse.
  - d. Fees will not be refunded.
  - e. Additional documentation is not required; reasons will be noted for ABP learning purposes.
  - f. The current practice of only displaying certified diplomates on the ABP website will continue.
6. In the rare case when an exceptional circumstance results in an extended recovery and creates a situation that:
  - impacts the care provided to children,
  - results in a prolong economic crisis for pediatricians, and



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- results in other pediatric organizations providing relief to trainees and pediatricians, the ABP may waive all or part of the initial certification and/or MOC fees for one year for qualified individuals residing within the affected area.

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