



ABP Corporate Policy

Refund of Initial Certifying Examination Fees

The fees for ABP initial certifying examinations consist of two parts:

- 1) a non-refundable processing and evaluation fee and
- 2) an examination fee. A late registration fee is collected during a late application registration period for applicants who miss the regular registration period, and this fee is non-refundable.

The processing and evaluation fee represents costs for the efforts expended for personnel, materials, and computer resources associated with registering, credentialing, verification of medical licensure, miscellaneous correspondence and other communications, and administration of the examination at testing center. These efforts are expended regardless of whether an applicant is accepted for and/or takes the certifying examination. Thus, the processing and evaluation fee is non-refundable.

The examination fee may be refunded in full if the ABP is notified by an applicant that he or she will postpone the examination by the specified withdrawal deadline for the specific examination administration.

- No refunds will be issued to applicants who cancel their applications subsequent to the deadline, or who fail to appear for the examination.
- Under conditions of a documented emergency or hardship situation, e.g., military deployment, illness, or natural disaster, the ABP may, at its discretion, refund the examination fee on a case-by-case basis.

Policy Adopted Date: 04/84

Last Non-Contextual Revised: 09/19

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