



AMERICAN OSTEOPATHIC ASSOCIATION

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Policies and Procedures of the American Osteopathic Board of Neurology and Psychiatry

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CONTENTS

Article		
I	Procedures.....	3
II	Committees	3
III	Board Eligibility.....	3
IV	Certification Eligibility Requirements.....	3
V	Examination.....	5
VI	Rules for the Conduct of Examinations	6
VII	Reexamination.....	9
VIII	Certificates.....	12
IX	OSTEOPATHIC CONTINUOUS CERTIFICATION	12
X	Appeals	13
XI	Compliance with Federal Regulations	14
XII	Inquiries Regarding Status of a Physician	14
XIII	Amendments.....	14

**POLICIES AND PROCEDURES OF THE
AMERICAN OSTEOPATHIC BOARD OF NEUROLOGY AND PSYCHIATRY**

Article I. Procedures

To expedite and direct its activities, the American Osteopathic Board of Neurology and Psychiatry (hereinafter also referred to as “the Board” or AOBNP) shall place into effect this set of Policies and Procedures.

This document is in addition to, and based upon, the American Osteopathic Association (AOA) Procedures of the Bureau of Osteopathic Specialists and AOA Specialty Certifying Boards (“*Policies and Procedures of the BOS*”) and the Bylaws of the Board.

Article II. Committees

Board committees will be established and administered as denoted in the Bylaws of the Board.

Article III. Board Eligibility

The AOBNP will follow the board eligibility process and procedure as outlined in Article VIII of the *Policies and Procedures of the BOS*. In the event of extenuating circumstances, this Board may approve the extension of a candidate's board eligibility termination date; the maximum extension will be three (3) years. The Secretary of the BOS shall be notified, in writing, of any such extension.

Article IV. Certification Eligibility Requirements

Section 1. General Eligibility Criteria

To be eligible to receive certification from the AOA through the AOBNP, applicants for examination for certification are required to file an application which shall set forth their qualifications for examination. All applicants must demonstrate:

- A. The minimum requirements for AOA board certification outlined in Article IX of the *Policies and Procedures of the BOS*.
- B. Satisfactory completion of an internship of at least one (1) year in a hospital approved for intern training by the American Osteopathic Association.
- C. Specific training and other requirements set forth below for the desired certification.

Section 2. Neurology

Three (3) years of AOA approved training in neurology after the one year of AOA approved internship. The three years of approved training may be accomplished in a general neurology residency program,

1 child neurology residency program, or a combination of the two. As determined by this Board in special
2 circumstances one (1) year of credit may be given for two (2) years in another AOA approved residency
3 training program (i.e., Internal Medicine, Neurosurgery). (Amend 05/05)
4

5 Section 3. Psychiatry

6 Three (3) years of AOA approved training in psychiatry after the one (1) year of AOA approved
7 internship. This training must include a minimum of two (2) years of general psychiatry. The third year
8 of training may be accomplished in a general psychiatry residency program or a child/adolescent
9 psychiatry residency program. (Amend 05/05)
10

11 Section 4. Child Neurology

12 Four (4) years of AOA approved training, of which two (2) years must be of an AOA-approved training
13 program in child neurology, and at least two (2) years of AOA-approved residency training in general or
14 child neurology, or one (1) year of general neurology and one (1) year of an AOA-approved residency
15 training program in pediatrics after the prerequisite one year AOA-approved internship. Each applicant
16 for certification in child neurology must be certified by the Board in general neurology prior to applying
17 for examination in child neurology. (Amend 05/05)
18

19 Section 5. Child/Adolescent Psychiatry

20 Four (4) years of AOA approved training program in psychiatry: two (2) years of adolescent and two (2)
21 years of general psychiatry after the prerequisite one (1) year AOA-approved internship. Each applicant
22 for certification in child/adolescent psychiatry must be certified by the Board in general psychiatry prior
23 to applying for examination in child/adolescent psychiatry. (Amend 05/05)
24

25 Child/Adolescent Psychiatry or Neurology certification must have AOA approval of their training in
26 writing sent to the AOBNP before they will be accepted to sit for the examination. (B-A/99)
27

28 Section 6. Subspecialty in Addiction Medicine

29 The examination program for subspecialty in addiction medicine is designed to recognize excellence
30 among those with advanced or concentrated training in addiction psychiatry. The period of eligibility is
31 six (6) years from the date of completion of the AOA-approved addiction psychiatry program.

32 Applicants must meet the following requirements:
33

- 34 A. Primary AOA Certification Psychiatry or Neurology, current, active and in good standing
- 35
- 36 B. Completion of one year of AOA training in addiction psychiatry evidenced by a copy of the
37 addiction psychiatry certificate and letter of recommendation from the program director, or
38
- 39 C. Substantiation of satisfactory clinical competence in addiction psychiatry, provided by the
40 program director in the addiction psychiatry approved training program.
41

42 Section 7. Subspecialty in Neurophysiology

43 The subspecialty in Neurophysiology examination intends to measure the knowledge, skills, and
44 judgment of osteopathic neurologists who have been properly trained and are experienced clinical
45 neurophysiologists. The examination evaluates the neuroscientific basis, terminology, and interpretation
46 of electroencephalography, evoked potentials, electromyography, and polysomnography as applied to

1 clinical judgment in the diagnosis and treatment in the practice of osteopathic neurology. The field of
2 neurophysiology includes the diagnosis, localization, etiology, and treatment of neurological disease
3 using neurophysiologic methodology and testing.
4

5 Applicants must meet the following minimum requirements:
6

- 7 A. General certification in neurology awarded by the AOBNP, current, active and in good standing.
8
- 9 B. Successful completion of an AOA-approved residency training program in neurology which
10 included a minimum of three (3) months of EEG with evoked potentials and three (3) months
11 of EMG;
12
- 13 C. Practice neurophysiology at least 20% of the clinical time; and have completed 30 hours of
14 clinical neurophysiology CME instruction approved by the ACONP; and
15
- 16 D. Completion of a one year approved fellowship in EMG/EEG or neurophysiology with
17 provision of a copy of fellowship certificate from the neurophysiology program.
18

19 Section 8 - Requirements for Subspecialty in Geropsychiatry

20 The subspecialty in Geropsychiatry examination intends to measure the knowledge, skills, and judgment
21 of osteopathic psychiatrists who have been properly trained and are experienced geriatric psychiatrists.
22 Physicians in this specialty have expertise in managing patients in a variety of clinical settings including
23 ambulatory, inpatient, assisted living, and long- term care. They likewise have specialized training in the
24 unique interplay of aging physiology and pharmacology with advanced level skills in the diagnosis and
25 management of aging-related mental health problems including dementias, late life depression, late life
26 schizophrenia, delirium, and the sequela of iatrogenesis.
27

28 Applicant must meet the following minimum requirements:
29

- 30 A. General certification in psychiatry awarded by the AOBNP, current, active and in good standing.
31
- 32 B. Successful completion of a one (1) or two (2) year AOA-approved geriatric psychiatry residency
33 program or successful completion of an ACGME-approved psychiatry and geriatric psychiatry
34 residency training programs, with AOA approval.
35

36 Section 9. Subspecialty in Hospice and Palliative Medicine

37 The subspecialty in Hospice and Palliative Medicine examination intends to measure the knowledge,
38 skills, and judgment of osteopathic physicians who have been properly trained and are experienced
39 hospice and palliative neurologists or psychiatrists. Physicians in this specialty have expertise in hospice
40 and palliative medicine. This substantiation must be provided by the program director in the Hospice
41 and Palliative Medicine fellowship or by two references in a supervisory or colleague role if applying via
42 the Clinical Practice Pathway.
43

- 44 A. General certification in neurology or psychiatry awarded by the AOBNP, current, active and in
45 good standing.
46

- B. Successful completion of a one (1) year AOA-approved fellowship in hospice and palliative medicine, completed after July 1, 2009.

Section 10. Subspecialty in Sleep Medicine

The subspecialty in Sleep Medicine examination intends to measure the knowledge, skills, and judgment of osteopathic physicians who have been properly trained and are experienced sleep medicine neurologists or psychiatrists. Physicians in this specialty have expertise in sleep medicine. This substantiation must be provided by the program director in the Sleep Medicine fellowship.

- C. General certification in neurology or psychiatry awarded by the AOBNP, current, active and in good standing.
- D. Successful completion of a one (1) year AOA-approved fellowship in sleep medicine, completed after July 1, 2008.

Section 11. Certification Requirements for ACGME Trained/ABMS Certified Osteopathic Physicians

Applicants must meet the requirements set forth in Article IX of the *Policies and Procedures of the BOS*. In addition, to become certified through the AOBNP, the applicant must document:

- A. Application as provided by the AOBNP.
- B. Satisfactory completion of an ACGME accredited residency training program in the specialty of Neurology or Psychiatry.
- C. Current certification/Osteopathic Continuous Certification, active and in good standing, from the American Board of Psychiatry and Neurology (ABPN)
- D. Successful completion of the ABPN Part I Written Examination, which fulfills the requirements for the AOBNP Part I Written Examination in both Neurology and Psychiatry.
- E. Passing the AOBNP Part II Clinical and Oral Examination, with an added osteopathic principles and practices written section

Section 12. Additional Certification Requirements

Subject to the recommendation of the BOS and to the approval of the AOA Board of Trustees, the AOBNP may require such further training and/or practice in each of the specialties or subspecialties coming under its jurisdiction as, in its judgment, such subspecialty may require, provided that the additional requirement for each specialty or subspecialty is clearly set forth in the Policies and Procedures of the Board. Additions to training and/or practice requirements shall go into effect one (1) year subsequent to the announcement of such change.

Section 13. Application Timeline

An applicant may apply for written examination (Part I) as early as six (6) months prior to completion of their residency. Such an applicant is eligible for the clinical and oral examination (Part II) only after successful completion of the written examination. (Part I).

1 Section 14. Application Deadline

2 Complete applications must be submitted no less than sixty (60) days prior to the published date of
3 examination.

4
5 Section 15. Application Requirements

6 Applicants must submit and file an application on a standard form provided by this Board, and must
7 bear the signatures of two physicians as endorsements. The two endorsements must be made by any two
8 of the following who have a personal knowledge of the applicant and the applicant's work:

- 9
10 A. Hospital Chief of Staff
11 B. Residency Program Director
12 C. AOBNP or ABNP Certified Psychiatrist or Neurologist
13 D. Hospital Department Director
14 E. Hospital Vice President of Medical Affairs
15

16 The application shall include the following documentation:

- 17
18 A. Osteopathic Residents
19 1. Graduation from an AOA-accredited college of osteopathic medicine.
20 2. Satisfactory completion of an AOA-approved internship.
21 3. A letter from the director of the residency program certifying that the applicant is within six
22 (6) months of completion of residency program and that he/she is in good standing.
23
24 B. ACGME Residents
25 1. Graduation from an AOA-accredited college of osteopathic medicine.
26 2. Satisfactory completion of an AOA-approved internship.
27 3. A letter from the director of the residency program certifying that the applicant is within six
28 (6) months of completion of residency program and that he/she is in good standing.
29 4. A letter from the American College of Osteopathic Neurologists and Psychiatrists granting
30 approval of the program as being complete.
31
32 D. The application may include letters of endorsement.
33
34 E. The applicant must be a member in good standing of the AOA.
35
36 F. The completed application shall be filed with the Secretary- Treasurer of this Board
37 accompanied the required fee.
38
39 G. Upon successful completion of the written examination and AOA approval of residency
40 training, the applicant is eligible for the oral/clinical portion of the examination.
41
42 H. The applicant for certification is required to practice the specialty as stated in the Regulations
43 and Requirements of the Board. Except as otherwise stated by certification, a minimum of
44 seventy-five percent (75%) of the total practice must be within the scope of the specialty.
45

- I. All case records and case reports furnished by the applicant for certification to this Board, in support of the specialty training program, shall become the property of this Board.

Section 16. Application Requirements – Subspecialty in Addiction Medicine

At the time of application, the applicant must submit the following to the Board:

- A. Completed application signed and dated by applicant
- B. Notarized passport-sized photo attached to the application
- C. Copy of current state medical license indicating expiration date
- D. Application fee in the form of a check
- E. Two letters of recommendation
- F. Copy of addiction medicine program certificate, documentation of addiction CME credits and copy of AOA Individual Activity Reports for practice years

Section 17. Application Requirements – Subspecialty in Neurophysiology

At the time of application, the applicant must submit the following to the Board:

- A. Completed application signed and dated by applicant
- B. Notarized passport size photo attached to the application
- C. Copy of current state medical license indicating expiration date
- D. Application fee in the form of a check
- E. Copy of Certificate of Neurology Board Certification
- F. Copy of fellowship certificate from the neurophysiology program or letter from the program director or letter from the chief of neurology or neurophysiology section as outlined in Section 6 above

Article V. Examination

Section 1. General Examination Information

Following satisfactory compliance with the prescribed requirements for examination, the applicant is required to pass appropriate examinations planned to evaluate an understanding of the scientific bases of the problems involved in neurology, psychiatry, child neurology and/or child psychiatry; familiarity with the current advances in neurology, psychiatry, child neurology and/or child psychiatry; possession of sound judgment; and a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of neurology, psychiatry, child neurology and/or child psychiatry.

- 1 A. Oral, written and clinical examinations are conducted and required in the case of each applicant.
2 Upon successful completion of the written examination, the applicant is eligible for the clinical
3 and oral portion of the examination.
4
- 5 B. The members of this Board shall review, if not perform, the scoring of each written
6 examination. The conduct of the clinical examination may be delegated to a committee of not
7 fewer than two (2) individuals qualified in neurology, psychiatry, child neurology and/or child
8 psychiatry.
9
- 10 C. A full description of the method of conducting the examination is formulated in this Board's
11 Policies and Procedures, and provisions for reexamination are made.
12
- 13 D. Applicants desiring examination for certification are required to file an application which shall
14 set forth their qualifications for examination as stated in Article IV.
15

16 Section 2 Examination Opportunities

17 The AOBNP Policy and Procedure for reexamination is found in Article VII of this document.
18

19 Section 3. Examination Fees

- 20
- 21 A. A fee as determined by the Board is required for examination by this Board. One-half of this fee
22 shall accompany the application at the time of filing such application with the Secretary-
23 Treasurer of this Board.
24
- 25 B. Once approved to sit for a given examination, the unpaid balance must be paid thirty (30) days
26 prior to the administration of the examination. If paid by check, checks must be cleared 30 days
27 in advance. [r-2/97]
28
- 29 E. A non-refundable application fee as determined by this Board shall accompany the board
30 eligibility application.
31
- 32 F. No amount of the examination fee paid shall be returned after the application has been
33 processed.
34
- 35 G. Withdrawals within fourteen (14) days of an examination dates will incur a non-refundable
36 penalty fee.
37
- 38 F. If an applicant fails any part of the examination for certification, the fee for reexamination shall
39 be determined by the Board.
40

41

42 **Article VI. Rules for the Conduct of Examinations**

43

44 Section 1. – Examination Committee

45 The duties of the Examination Committee shall be as defined in the Bylaws of the Board.
46

1 Section 2. Notification of Examination

2 Candidates will be notified by the Secretary-Treasurer of this Board by publishing the dates for the
3 examination on the AOBNP website (www.aobnp.org) and in the *ACN Journal*.

4
5 Section 3. Time and Place of Examination

- 6
7 A. For General Psychiatry and Neurology certifications, written (Part I) and oral/clinical
8 examinations (Part II) are administered at least once a year at a site and time determined by the
9 Board.
- 10
11 B. For Child Neurology and Psychiatry certifications, examinations will be administered at least
12 once every two (2) years, and will be administered annually in the event that a minimum of two
13 (2) eligible candidates apply for the examination.
- 14
15 C. For Subspecialties in Addiction Medicine and Neurophysiology, examinations will be
16 administered once yearly at a site and time determined by the Board, generally offered in the fall,
17 concurrent with the AOA annual convention.

18
19 Section 4. Written Examination Format and Content

20 A summary of the written exam general content (utilizing a table of specifications) will be provided to all
21 registered candidates. The written examination will be in the following format:

- 22
23 A. The psychiatry written exam will be one exam consisting of questions on diagnosis, treatment,
24 basic sciences and osteopathic principles, and neurology for the psychiatrist.
- 25 B. The neurology written exam will be one exam consisting of questions on therapeutics, basic
26 sciences and osteopathic principles, psychiatry for the neurologist, and diagnosis.

27
28 Section 5. Oral Examination

29 The candidate is expected to be up-to-date with current advances in his/her discipline. The oral
30 examination will consist of questions on practical, current, clinical problems. The questions are designed
31 to insure appropriate evaluation of the candidate's knowledge, problem solving, and thought processes.

32
33 Section 6. Clinical Examination

34 The examination candidate will be presented with a patient to examine and will be expected to format
35 and deliver a written assessment of: history; signs and symptoms; findings; diagnosis; differential
36 diagnosis; and treatment plan.

37
38 Section 7. Child Neurology

39 The child neurology examination shall be in two parts: patient examination of infant and child, either a
40 live patient or through electronic means; and an oral examination without patient. The child neurology
41 patient section examination will include the history and physical, followed by a discussion based upon
42 the patient's disorder and related condition(s).

43
44 Section 8. Child Psychiatry

45 The child psychiatry examination will consist of three (3) parts: (1) a written examination; (2) a clinical
46 examination of a live child or adolescent patient; (3) an oral examination without patient, covering

1 consultation, liaison, and community psychiatry. Video vignettes of child or adolescent patients will also
2 be included in this segment. The live patient interview will include history, mental status followed by
3 discussion of diagnosis and treatment.

4 5 Section 9. Addiction Medicine

6 Addiction Medicine consists of that medical care which applies to the common problems of addiction
7 exhibited in patients of all ages. This is a three-hour written examination consisting of multiple-choice
8 single answer questions taken from current literature, including journals, monographs, recent
9 publication, and recognized texts.

10 11 Section 10. Neurophysiology

12 The neurophysiology examination is a three-hour written examination consisting of 150 multiple-choice
13 single answer questions taken from current literature, including journals, monographs, recent
14 publications, and recognized texts. In addition, questions will be obtained from recent ACONP
15 educational meetings where didactic lectures have been given pertaining to neurophysiology topics.

16 17 Section 11. Geropsychiatry

18 The Geropsychiatry examination is a three-hour written examination consisting of 100 multiple-choice
19 single answer questions taken from current literature, including journals, monographs, recent
20 publications, and recognized texts. In addition, questions will be obtained from recent ACONP
21 educational meetings where didactic lectures have been given pertaining to geriatric psychiatric topics.

22 23 Section 12. Hospice and Palliative Medicine

24 The Hospice and Palliative Medicine (HPM) program for subspecialty certification is developed by a
25 conjoint effort of the American Osteopathic Boards of Family Medicine, Internal Medicine, Neurology
26 and Psychiatry, and Rehabilitation Medicine. This program is designed to recognize excellence among
27 physicians who are specialists in HPM. This is a five-hour written examination consisting of multiple-
28 choice single answer questions taken from current literature, including journals, monographs, recent
29 publication, and recognized texts.

30 31 Section 13. Sleep Medicine

32 The sleep medicine program for subspecialty certification is developed by a conjoint effort of the
33 American Osteopathic Boards of Family Medicine, Internal Medicine, Neurology and Psychiatry, and
34 Ophthalmology and Otorhinolaryngology. This program is designed to recognize excellence among
35 physicians who are specialists in sleep medicine. this is a five-hour written examination consisting of
36 multiple-choice single answer questions taken from current literature, including journals, monographs,
37 recent publication, and recognized texts.

38 39 Section 14. Osteopathic Continuous Certification Examination

40 The osteopathic continuous certification method of this Board will be by written, multiple choice
41 examination. This is a three-hour written examination consisting of 100 multiple-choice single answer
42 questions taken from current literature, including journals, monographs, recent publications, and
43 recognized texts. In addition, questions will be obtained from recent ACONP educational meetings
44 where didactic lectures have been given pertaining to neurology and psychiatry topics.

1 Section 15. Scoring

2 There will be one (1) pass/fail score for the entire written examination. The clinical and oral exam is also
3 a pass/fail system, with a passing scale score of 400. For the child neurology and child psychiatry
4 examinations, the candidate must pass all parts of the examination, with a passing scale score of 400.
5 Subspecialty examinations are in pass/fail format, with all questions evenly weighted. All AOBNP
6 examinations are subjected to conventional psychometric analysis using accepted modern methods of
7 key validation and item scoring.

8
9 Section 16. Notification to Examinees

10 The Secretary-Treasurer shall notify each applicant of the results of the examination within ninety (90)
11 days of completion of each part of the examination. Unsuccessful candidates will be advised of their
12 weakness in failed area(s). Successful candidates will be informed that the action of the Board is subject
13 to the final approval of the BOS. The AOBNP will follow the procedures and models outlined in
14 Article X of the *Policies and Procedures of the BOS*.

15
16
17 **Article VII. Reexamination**
18

19 Section 1. Written Examination

20 If an applicant fails the written (Part I) examination, reapplication may be made and the applicant must
21 retake the entire written examination. An additional fee may be charged as determined by the Board. On
22 second failure of the written examination, the applicant must reapply for full examination as determined
23 by the Board and is required to pay an additional fee as determined by the Board.

24
25 Section 2. Clinical/Oral Examination

26 If the candidate fails the first examination of Part II (oral/clinical), the Board will permit the candidate
27 two additional examinations of the entire or parts of the oral/clinical examination. If unable to complete
28 the entire examination successfully after three attempts, the entire examination process must be
29 repeated; i.e., written, oral and clinical examinations, based on resubmission of respective application
30 and examination fee.

31
32 Section 3. Child Neurology

33 The failed candidate must be reexamined in the failed category and should retake the examination within
34 one (1) year. If the candidate fails the second examination, the board will outline a specific
35 recommended program and allow reexamination after two (2) years.

36
37 Section 4. Child Psychiatry

38 The failed candidate must be reexamined in the failed category. The board will permit the candidate two
39 additional examinations. If unable to complete the entire examination successfully after three (3)
40 attempts, the entire examination process must be repeated, based on resubmission of application and
41 examination fee.

42
43 Section 5. Subspecialty

44 The Board will permit a failed candidate two additional examination attempts if unsuccessful with each
45 opportunity. The subspecialty examinations will be offered at least every other year at a site to be
46 determined by the Board.

Article VIII. Certificates

Section 1. Process

The AOBNP will issue and maintain certificates of certification and Osteopathic Continuous Certification in accordance with the *Policies and Procedures of the BOS*.

Section 2. Annual Registration

To remain in good standing, a diplomate, unless classified as inactive, shall pay an annual registration fee of twenty-five dollars (\$25.00) to the AOA. Notice of registration will be mailed with the annual dues notice of the AOA.

Section 3. Certificate Dates – Primary Certification

The date carried by primary certification certificates shall correspond with the date on which successful completion of all Board requirements is confirmed by the Board. All primary certifications issued in 1996 and thereafter shall be time-limited to ten (10) years. The certificate will expire on December 31 of the tenth year following issuance of the certificate. Lifetime primary certifications issued prior to this date without a time limit will remain in effect.

Section 4. Certificate Dates –Osteopathic Continuous Certification Certificates

The date carried by Osteopathic Continuous Certification certificates shall correspond with the date on which successful completion of all Board requirements is confirmed by the Board. All Osteopathic Continuous Certification certificates shall be time-limited to ten (10) years. The certificate will expire on December 31 of the tenth year following issuance of the certificate based on ten (10) year increments from date of initial certification.

Section 5. - Inactivation, Revocation, Reinstatement, and Reactivation

The AOBNP will follow the procedures regarding certificate inactivation, revocation, reinstatement and reactivation in accordance with Article XI of the *Policies and Procedures of the BOS*.

Section 6. – Lapsed Certifications

The AOBNP will follow the procedures as defined in the Policies and Procedures of the BOS for all lapsed certifications of no more than 3 years. Certifications that have lapsed for over 3 years will require the individual to complete and pass the Part II Oral/Clinical Examination and the Osteopathic Continuous Certification Examination. The individual will also be required to complete an additional 25 1-A or 1-B CME credits within the last year prior to sitting for the Part II Oral/Clinical Examination.

Article IX. Osteopathic Continuous Certification

Section 1. Osteopathic Continuous Certification

The American Osteopathic Board of Neurology and Psychiatry offers cognitive assessments in neurology, psychiatry, child psychiatry, and child neurology to those physicians participating in Osteopathic Continuous Certification.

1 Section 2. Voluntary Osteopathic Continuous Certification

2 Holders of non-time-limited certification by this Board may voluntarily seek Osteopathic Continuous
3 Certification. Voluntary Osteopathic Continuous Certification in no way affects the lifetime certificate,
4 pass or fail. A diplomate who successfully completes a Osteopathic Continuous Certification
5 examination will be issued a ten (10) year time-dated Osteopathic Continuous Certification certificate.
6 The diplomate may recertify every ten (10) years.
7

8 Section 3. Time-Limited Certificates

9 Osteopathic Continuous Certification is required for physicians holding time-limited certifications issued
10 in 1996 and thereafter. A diplomate who successfully completes an Osteopathic Continuous
11 Certification examination will be issued a ten (10) year time-limited certificate.
12

13 Section 4. Failure in the Osteopathic Continuous Certification Process

14 For physicians holding time-dated certification, failure to successfully complete the Osteopathic
15 Continuous Certification process will result in the loss of certification at such time as the current time-
16 dated certification expires. See section 2 of this article regarding non-time-limited certificates.
17

18 Section 5. Notification of Osteopathic Continuous Certification Deadline

19 The AOBNP will notify all holders of time-limited certificates at least six (6) months prior to such time
20 as Osteopathic Continuous Certification is to be undertaken by announcement notice via the USPS.
21

22 Section 6. Timeline for Osteopathic Continuous Certification Examination

23 A diplomate may sit for an Osteopathic Continuous Certification examination up to two (2) years prior
24 to the expiration of his/her existing certificate. The new Osteopathic Continuous Certification
25 certificate will become effective as of the date of the expiration of the previous certificate. The AOBNP
26 will notify all holders of time-limited certificates by announcement notice via the USPS. These notices
27 are sent out in June on an annual basis.
28

29 Section 7. Eligibility for Osteopathic Continuous Certification

30 To be eligible for Osteopathic Continuous Certification, a diplomate must demonstrate eligibility as
31 outlined in Article XII of the *Policies and Procedures of the BOS*.
32

33 Section 9. – Osteopathic Continuous Certification Application Requirements

34 Candidates must submit the required application, fees, release form and supporting documents as
35 required by the Board within established deadlines as determined by the Board.
36

37 Section 10. Osteopathic Continuous Certification Examination

38 An examination will be required and conducted in the case of each applicant. The method and content
39 of the examination shall be determined by the Board and is described in Article VI.
40

41
42 **Article X. Appeals**

43
44 Section 1. Right of Appeal

45 If a candidate feels that the actions of the Board, with regard to any part of the examination, constitute
46 unequal application of the regulations and requirements or standards, unwarranted discrimination,

1 prejudice, unfairness or improper conduct of the examination, he/she has the right to appeal to this
2 Board.

3
4 Section 2. Appeal Process
5

- 6 A. An appeal to the Board must first be made in writing by the candidate to the chair of the Board
7 stating the reasons for the appeal. All supporting documentary material necessary for proper
8 review of the case must be submitted. The appeal must be filed by the applicant as a single
9 mailing within thirty (30) days of receipt of examination results.
10
11 B. The appeal will be reviewed and deliberated by the Board at its next scheduled meeting, and a
12 determination of the appeal request will be made. The appellant will be notified of the Board's
13 final decision no later than thirty (30) days after the meeting. Such decision will be sent by
14 certified mail.
15

16 Section 3. Level of Appeal

17 If the candidate is not satisfied with the results of an appeal before this Board, he/she has the right to
18 further appeal to the BOS and the AOA Board of Trustees.
19

20 Section 4. Limitations

21 During any level of appeal described above the candidate will not be allowed by this Board to review any
22 previous examination items. The AOBNP will not consider appeals based on examination content,
23 sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring
24 individual questions in the examination, and/or the determination of the minimum passing score.
25

26
27 **Article XI. Compliance with Federal Regulations**
28

29 The Board supports the intent of the Americans with Disabilities Act (ADA) for candidates who meet
30 ADA eligibility. The board will make a reasonable effort to provide qualified board candidates who have
31 documented disabilities the necessary auxiliary aids and services that do not fundamentally alter the
32 measurement of the skills or knowledge the board assessment process is intended to test or result in an
33 undue burden. See Appendix A for a copy of the AOA approved Americans with Disabilities Act policy
34 statement.
35

36 The Board supports the intent of the Health Insurance portability and accountability act (HIPAA) for all
37 patients or patient records that may be used as part of any part of the AOBNP board certification
38 process. See Appendix B for a copy of the approved AOBNP/AOA "Patient Authorization to
39 Disclose" policy statement.
40

41
42 **Article XII. Inquiries Regarding Status of a Physician**
43

44 The AOBNP will process inquiries regarding a physician's application and certification status as outlined
45 in Article XIII, Section 13, of the *Policies and Procedures of the BOS*.
46

Article XIII. Amendments

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3 Amendments to the Policies and Procedures of the AOBNP may be adopted for submission to the BOS
4 for approval by the vote of a two-thirds (2/3) vote of the total membership of the Board at any meeting.
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APPENDIX A

American Osteopathic Association
Bureau of Osteopathic Specialists
Americans with Disabilities Act and Special Testing Accommodations

The American Osteopathic Association (AOA) is committed to a policy of compliance with federal, state and local laws and regulations. The AOA's Bureau of Osteopathic Specialists supervises eighteen (18) certifying boards that develop and administer board certification examinations. The BOS, in compliance with the Americans with Disabilities Acts (ADA), adopts the following policy, which shall be applicable to all certifying boards.

Physicians who are eligible for examination by a certifying board may submit an application for accommodation of a disability by using the attached Application Form.

Definition of Disability

Under the ADA, a disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities of the individual. An individual is not substantially limited in a major life activity if the limitation does not amount to a significant restriction when compared with the abilities of the average person.

Policy Statement

All qualified candidates for board certification who have a disability that as defined in the ADA may apply to a certifying board for accommodation of that disability. Boards shall have the discretionary authority, subject to review by the BOS Appeals Committee and the AOA Board of Trustees, to determine if an accommodation is appropriate.

Procedure for Applying for Accommodation of Disability

1. Requests for accommodation of a disability must be submitted in writing to the appropriate certifying board at least ninety (90) days prior to the examination date. The request must be supported by appropriate documentation of the diagnosis of disability and impairment and the need for accommodation, including the evaluation of the candidate by a qualified professional. (See Documentation Requirements, below.)
2. Requests for accommodation must be complete and submitted on time. Certifying Boards will not delay scheduled administrations of examinations because of an applicant's failure to submit a complete application.
3. Certifying boards must complete their review of requests for accommodation in a timely fashion and advise the applicant within thirty (30) days of its receipt of a request for accommodation if:
(a) the requested accommodation will be granted, (b) the requested accommodation will be granted in part; (c) additional information is required; or (d) the requested accommodation will be denied.

- 1 4. Certifying boards may request additional information, including requiring an applicant to secure
2 a second opinion from an outside expert or submitting the applicant's documentation to an
3 outside expert. The cost of review by an outside expert will be paid by the certifying board.
4
- 5 5. In general, reapplication for special accommodation is not required for each examination
6 administration. However, applicants seeking accommodation of a new disability or a different
7 accommodation of the same disability must submit new applications.
8

9 Documentation Requirements¹

10 Requests for accommodation must be supported by appropriate documentation of the disability and the
11 need for the requested accommodation. At a minimum, the application should provide the certifying
12 board with the following information and documentation, which is to be prepared and *furnished at the*
13 *applicant's expense*.
14

- 15 1. Identification of the disability and functional impairment
- 16 2. Identification of the requested accommodation(s) for each identified disability
- 17 3. The name and current contact information (address, telephone number, email address) of each
18 professional providing a report(s) in support of the disability and/or requested accommodation
- 19 4. A Verification and Authorization form signed by the certification candidate
- 20 5. An Education and examination history, including the following information: (1) the name,
21 location and dates of attendance for all schools you attended from elementary school to the
22 present, (2) identify the schools which provided accommodations of your disability in
23 examination settings and the nature of accommodations made for your disability, (3) identify
24 standardized tests completed in the course of your education (e.g., ACT, SAT, MCAT,
25 COMLEX/NBOME); (4) for each test identified, please indicate whether you received an
26 accommodation for your stated disability and please identify the nature of the accommodation;
27 and (5) if you have sought an accommodation that has been denied, please explain the
28 circumstances involved. If you have never received an accommodation, please provide a detailed
29 explanation as part of the neuropsychological evaluation discussed below concerning the reasons
30 no accommodation was given in the past and the reason one is needed now.
- 31 6. For applicants seeking accommodation of a learning disability, a comprehensive
32 neuropsychological evaluation report. The report should be issued by a qualified professional
33 (psychiatrist or licensed psychologist) who regularly practices neuropsychology. The report must
34 be based upon examination of the applicant within the last five years. The report must be
35 written on, or accompanied by a letter written on, the evaluating professional's letterhead. The
36 requisite elements of a comprehensive evaluation are an intelligence test, an assessment of
37 neuropsychological functions, an academic achievement test and psychiatric/psychological
38 history. For candidates seeking accommodations on the basis of attention deficit disorder or
39 hyperactivity disorder, the evaluation must include a behavioral index. The requirements for the
40 neuropsychosocial report are identified and described in greater detail in Appendix A.

¹ Candidates should note that the certifying boards may require additional information and/or examination by an outside expert to evaluate the application for accommodation. In the event that questions arise concerning the existence of the disability or the need for accommodation.

1 7. Evaluation of Accommodation Requests

2 Certifying boards will review requests for accommodation upon receipt of the information identified
3 above. The review process will attempt to determine (1) if an applicant is disabled and the nature of a
4 disability, (2) whether the disability interferes with the candidate’s ability to take the certifying
5 examinations, (3) whether the requested accommodation is necessary to allow the candidate to take the
6 examinations, (4) whether a different accommodation would better serve the purpose of the certifying
7 exam while still allowing the candidate to take the examination.

8
9 Answers to these questions may not be clear from the documentation presented. Therefore, the
10 certifying boards may request an opinion from an outside expert and either send the documentation
11 submitted by the applicant to the expert for review or ask the applicant to be examined by an outside
12 expert. Cost of consultation with an outside expert will be paid by the certifying board.

13
14 Based on their review of all documentation, certifying boards may decide to: (1) grant a request for
15 accommodation, (2) grant a request for accommodation that is different than the requested
16 accommodation or (3) deny the request for accommodation. Certifying Boards will notify the candidate
17 in writing of their decision. Where certifying boards decide to not grant a requested accommodation
18 because a requested accommodation is a fundamental alteration or an undue burden, the boards should
19 notify the candidate of any alternative methods of accommodation suggested by the expert which are
20 acceptable to it or, if no such alternatives have been suggested, the certifying boards should inform the
21 candidate and invite the candidate to suggest alternative accommodations.

22
23 **Appeals**

24 If a request for accommodation has not been granted, a candidate may request that the Board reconsider
25 its decision or appeal the certifying board’s decision to the Appeal Committee of the Bureau of
26 Osteopathic Specialists. Any appeal must be submitted to the Secretary of the Bureau of Osteopathic
27 Specialists President within sixty (60) days of the date of the certifying board’s written decision
28 concerning the request for accommodation.

29
30 **Procedures for Examination Administration**

31 Where possible, examinations for disabled persons will be proctored and will be given on the same day
32 as other examinations. The location of the examination administration will be determined by the Board
33 on the basis of feasibility of providing necessary services and convenience to the candidate. Where
34 appropriate, to reduce the effect of the candidate’s disability on his or her performance on the
35 examination, the following accommodations may be provided: (1) disabled persons may be tested
36 separately, (2) disabled persons may be given assistance in reading or recording answers, (3) auxiliary aids
37 and services can be offered, but only if they do not fundamentally alter the measurement of skills or
38 knowledge the examination is intended to test and they would not result in an undue burden to the
39 Board; and/or (4) time extensions may be granted to accommodate disabled candidates. Other
40 accommodations will be made upon presentation of appropriate information and documentation
41 supporting the requested documentation.

APPENDIX B

PATIENT AUTHORIZATION TO DISCLOSE CERTAIN HEALTH INFORMATION

The American Osteopathic Board of Neurology and Psychiatry (AOBNP) is a member certifying board of the American Osteopathic Association (AOA). Its board certification process includes a formal written examination. Many of the examination questions/items are based upon patient medical records, including photographic or videotape information from a specific treatment or procedure or case history information drawn from actual patient records. In connection with the exam process, your physician and AOBNP are seeking your consent and authorization to provide certain information to the AOBNP, which will then use the information in its board certification examinations.

I, _____ (“Patient”), an individual residing in the State of _____, hereby authorize _____, D.O. (“Physician”) to release certain patient medical information from my medical records, including photographs, videotapes and/or case histories, to the AOBNP and the AOA.

1. I authorize Physician and/or Physician’s staff to disclose the following information to the AOBNP: photographs, videotapes and/or case histories with respect to Physician’s performance of the following procedure(s) and/or treatment of the following condition(s):

2. I understand and approve the disclosure of the information to the following persons:

(a) The board members of the AOBNP and other members of the AOBNP involved in examination construction;

(b) The staff of the AOBNP who assist it in developing, preparing and administering the certification examinations; and

(c) Individual physicians who take the AOBNP’s certification examination.

3. I understand that the purpose of the disclosure is to allow for the AOBNP’s use of the health information in administering its board certification examinations.

4. This Patient Authorization to Disclose Certain Health Information (“Patient Authorization”) is given on condition that neither I, nor any member of my family, will be identified by name in any examination or publication. I understand that in some circumstances the photographs videotapes and/or case histories may, by their nature, portray features or provide information that makes my identity recognizable

5. I understand that I have the right to revoke this Patient Authorization in writing at any time by sending a signed, written statement with my name, date of treatment/procedure, and a formal statement expressing my desire to revoke this Patient Authorization to Physician’s office and/or to the AOBNP at the following address:

American Osteopathic Board of Neurology and Psychiatry
1620 North Harris Drive
Mesa, AZ 85203
fax (480) 610-0244

If I do not revoke this Patient Authorization, then it shall remain in effect for a period of ten (10) years from the date on which this Patient Authorization is signed.

6. I am completing this Patient Authorization as my free and voluntary act. I understand that my decision to authorize or not authorize the disclosure of information to the AOBNP will not affect my treatment by Physician and that Physician may not make my agreement to provide protected health information to the AOBNP a condition of treatment.

7. I understand that once Physician has provided my records to the AOBNP pursuant to this authorization, the records may be subject to re-disclosure by the Board and may no longer be protected by the Health Insurance Portability and Accountability Act of 1996.

By signing this statement on the line indicated, I indicate that I have read, understood and agreed with the terms of this Patient Authorization.

Patient’s Signature

Date

Patient’s Name

WITNESS/PHYSICIAN: _____

Parental Consent for Minor Patients:

I am the parent, guardian or conservator of _____, a minor and I have legal authority to sign this Patient Authorization on his/her behalf. I have read and understood this Patient Authorization and confirm my agreement with its contents with my signature.

Parent/Guardian _____