

American Osteopathic Board of Family Physicians

Geriatric Medicine

Certificate of Added Qualifications (CAQ)

Requirements and Procedures Guideline



American Osteopathic Board of Family Physicians
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I. Eligibility Requirements for CAQ in Geriatric Medicine

The Geriatric Medicine Examination for a Certificate of Added Qualifications (CAQ) is developed by the American Osteopathic Board of Family Physicians for AOA certified family physicians. This program is designed to recognize excellence among those certified family physicians who care for the elderly. Candidate's primary certification must be current and in good standing to qualify for this examination.

A. Training

Certification by the AOA in family medicine and one year of AOA- approved training in geriatric family medicine with noted Diplomate's satisfactory clinical competence in geriatric family medicine. The latter substantiation should be provided by the program director in the geriatric family medicine fellowship training program.

Eligibility timeframe for examination for candidates who have completed the training requirement is six years from the date of completion of the residency training program.

B. Licensure

A valid, unrestricted license to practice medicine in a state of the United States is required of all candidates. A photocopy of the medical license in that state of the current practice must be submitted with the application. Candidates with a restricted or suspended or revoked license in any jurisdiction at the time of application will not be admitted to the examination.

II. Application Procedure

Acceptance of application forms is dependent on their being completed in their entirety including the inclusion of all supporting documents. Note that letters of recommendation must be on the official letterhead of the hospital and bear original signatures with the title/position of the signer.

A. Documentation and Fees

Following documentation is required:

1. Completed, signed and dated application
 - A cancellation will result in a refund of fees (minus any applicable processing fees), and require the submission of a new application with materials and full exam fee.
2. Copy of current state medical license with expiration date for the principle location of clinical practice
3. Copy of AOA-approved geriatric family medicine fellowship certificate, if training completed
- **Completed training:** copy of letter from AOA granting approval of both years of training in geriatric medicine and stating that the "program is complete."

- ***Incomplete training***: exam may be completed in Spring of training year with recommendation for certification deferred until AOA has awarded ‘complete and approved’ status to fellowship training.

4. Letter of recommendation from Program Director in geriatric family medicine

Submit all documentation to:

Geriatric Medicine CAQ
American Osteopathic Board of Family Physicians
330 E. Algonquin Road, Suite 6
Arlington Heights, IL 60005

III. Exam Administration

AOBFP requires at least three weeks for processing of candidate materials. Once approved, candidates receive an authorization-to-test letter. Once received, it is recommended candidates quickly contact Pearson VUE (www.pearsonvue.com/aobfp) to select preferred test sites because availability is on a first-come, first-served basis. Pearson VUE administers the exam through its regional test sites.

The written (cognitive) examination is a half-day computer-based examination consisting of approximately 200 multiple-choice questions.

Candidates are provided detailed information from Pearson VUE for test selection after their completed application and supporting documents have been received by the AOBFP.

IV. Preparation for the Exam

The Board makes no specific recommendation about study methods, review courses, etc. to prepare for the examination. However, extensive self-study of geriatric family medicine in texts and journals and participation in continuing medical education programs and review courses in geriatric family medicine should be useful.

The Geriatric Family Medicine CAQ exam covers the broad aspects of geriatric family medicine that physicians caring for the elderly are expected to know. Clinical situations involving diagnosis, etiology, prognosis and natural history of disease and management will be stressed.

V. Special Accommodations

Test accommodations are individualized and considered on a case-by-case basis.

A. Disability (American with Disabilities Act--ADA)

https://www.ada.gov/regs2014/testing_accommodations.html

Candidates seeking special ADA accommodations for either the written or OMT practical must submit the required documentation as specified within the AOBFP 'Criteria Policy for Documentation of a Disability – Request for Accommodation Candidate Handbook' along with the AOBFP 'Request for Accommodation Application'. The information and application are on our website. The request for accommodation application and supporting documentation must be submitted with the completed application for examination and postmarked by the initial deadline date.

B. Religious Observance

Candidates finding conflict with scheduled examination dates (for either exam) due to religious observances must provide a written explanation of the conflict with letters of verification from the clergy on official stationery with original signature and dated, which is to accompany the completed application and supporting documents due by the initial postmark deadline date.

C. Comfort Aid

Comfort aids do not require pre-approval for the written examination site. They will be allowed in the testing room upon visual inspection by the PearsonVue Test Center staff.

[https://home.pearsonvue.com/Documents/Accommodations/Comfort-aids-\(2\)/pvue_comfort_aids.aspx](https://home.pearsonvue.com/Documents/Accommodations/Comfort-aids-(2)/pvue_comfort_aids.aspx)

D. Other Considerations

Candidates seeking nursing mom consideration (e.g., expressing breast milk) for the written examination should inform AOBFP and PearsonVue of their intent *in advance* of the event. (<https://home.pearsonvue.com/test-taker/Test-accommodations/Testing-Exceptions-for-Nursing-Mothers.aspx>)

VI. Examination Results

Candidates are informed of the written (cognitive) exam results within 90 days following the examination date. Those who passed the examination will receive a Certificate of Added Qualifications (CAQ) in Geriatric Family Medicine notating an expiration date of ten years thereafter.

Two retake examinations are allowed prior to further review by the Board. Upon written request and payment of a fee of \$100, candidates may obtain rescoring of the examination within a year of receiving the results. The answer sheets of candidates will be destroyed three years after administration of the examination.

VII. Appeals

Any appeal of failure decisions must be received in writing by the AOBFP main office within 30 days of the failure.

Issues that can be appealed include:

- Unequal application of the regulations and requirements or standards
- Unwarranted discrimination, prejudice, unfairness or improper conduct of the examination

Exam content and scoring may not be appealed. The documentation, including the rationale as to why the candidate believes the examination results should be reviewed, will be evaluated by the AOBFP Executive Committee and a decision rendered within 30 days of receipt of the original appeal. In the event that the candidate still wishes to contest the examination results, the candidate may then appeal to the AOA Bureau of Osteopathic Specialists (BOS).

VIII. Recommendation for CAQ in Geriatric Medicine

The certificate is awarded after the AOA Bureau of Osteopathic Specialists gives final approval of the exam process for each candidate. This approval process will take about six months following the notification of successful completion of the examination.