

AMERICAN OSTEOPATHIC BOARD OF PEDIATRICS

TO: ALL CANDIDATES

FROM: ARLEN FOULKS, DO
AOBP CHAIR

SUBJECT: GENERAL PEDIATRICS CERTIFICATION EXAMINATION

EXAMINATION DETAILS

The General Pediatrics Certification Examination will be administered in a computerized format remotely proctored through Monitor Edu. The exam is a written, multiple choice type exam and many items utilize visual images. The exam consists of 8 sessions of 50 questions (approximately 400 items). Each section is timed for 60 minutes each for a total of 480 minutes (8 hours). It is required that candidates spend no more than one hour on each session to complete each individual session. After the 2nd, 4th, and 6th section there will be a scheduled 10-minute break.

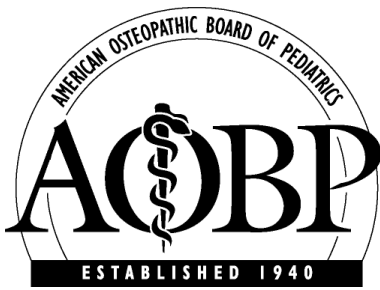
When successfully completed, this examination will constitute the examination requirement set forth by this Board and the American Osteopathic Association for certification through the American Osteopathic Board of Pediatrics.

REGISTRATION

Once a candidate has been approved to sit for the exam, following the application deadline, instructions pertaining to registration will be emailed to the candidate. After scheduling, candidates will receive a confirmation email from Monitor Edu. Candidates will receive confirmation of their registration and scheduling via email. Any issues with registering should be addressed to AOBP staff via phone, (312) 202-8267, or via email, aobp@osteopathic.org.

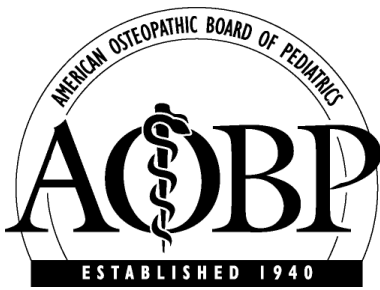
ADA REQUEST FOR SPECIAL ACCOMMODATIONS

Physicians who are eligible for examination must select this in the application followed with an email to the AOBP indicating the request for accommodation of a disability. ADA forms are available in the AOBP Policies and Procedures. Requests must be submitted in writing to AOBP staff at aobp@osteopathic.org at the time of application.



EXAM RESULTS

1. Exam results and analysis will be posted electronically within 90-days following the examination date. If you have changed your address, e-mail or phone numbers, please inform us at the time of examination.
2. Certificates for training complete candidates will be mailed to the successful candidate after final approval by the AOA Bureau of Osteopathic Specialties is received.
3. Appeals for failure are only allowed for the conduct of the exam. Appeals on the basis of exam content are not accepted. Details regarding the appeals process may be found in the AOBP policies and procedures published on our [website](#). Appeals for written exams must be made, in writing to aobp@osteopathic.org, **within 30 days of receipt of the exam scores.**
4. Please visit the www.AOBP.org for more information regarding Osteopathic Continuous Certification and maintaining your certificate.

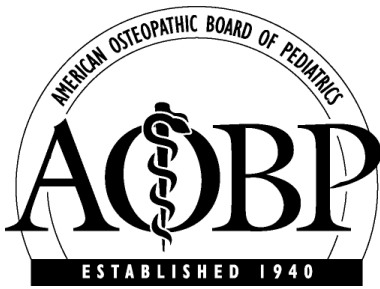


EXAMINATION FEES

General Pediatrics Certification Examination: \$1,700

- The AOBP recommends that candidates submit their application early to ensure all vetting processes are completed prior to examination date.
- The examination fee is payable via credit card. Credit card payments will be accepted online only and will appear as an AOA charge on your statement
Retake fees are the same as the exam fee, only check one.
- Candidates who are registered and wish to cancel or withdraw their examinations should contact the AOBP.

Refund Policy will apply



APPEALS POLICY OF THE
AMERICAN OSTEOPATHIC BOARD OF PEDIATRICS

The American Osteopathic Board of Pediatrics is committed to assuring that aggrieved candidates for certification have access to an appeal process to address concerns regarding all certification and OCC cognitive examinations and other decisions of the AOBP. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOBP to the AOA Bureau of Osteopathic Specialists (BOS). Thereafter, where necessary, candidates may appeal the decision of the BOS to the Board of Trustees. **BEFORE PURSUING AN APPEAL WITH THE AOA, CANDIDATES FOR CERTIFICATION FROM THE AOBP SHALL FIRST APPEAL DECISIONS RELATED TO ANY EXAMINATION TO THE AOBP AS SET FORTH IN THE FOLLOWING POLICY.**

I. Scope of Appeal

- A. Appealable Issues. Candidates may appeal to the AOBP to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice/unfairness of the exam or of a member of an examination team or failure to follow established examination procedures).
- B. Non-Appealable Issues. The AOBP will not consider appeals based on examination content, sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.

II. Procedure for Appeal.

- A. Appeal Request Form. In order to appeal concerning the examination, a candidate must set forth the basis for his/her appeal on an Appeal Request Form and submit the form to the chairman of the AOBP. Appeal Request Forms are available to all certification candidates on the [AOBP website](#). The appellant must submit the completed Appeal Request Form to the board within 30 days of receipt of notification of failure in the case of all written exams or within **two hours** after he/she has completed any oral examination.
- B. Late Appeals. All appeals submitted after the thirty (30) day deadline for written exams or the two hour deadline in case of an oral exam will be denied.
- C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form will be considered by the AOBP. A majority vote of the Board will determine whether the AOBP accepts or denies the appeal.
- D. Notification of Candidates. Candidates will be advised by the AOBP of the decision by certified mail.

III. Effect of Decision.

- A. Decision to Accept Appeal.
 1. No Scoring or Recording of Exam. If the Board accepts an appeal, then the candidate's examination will not be recorded in the case of a written exam or scored and recorded in the case of an oral exam.

2. Right to Retake Examination. A candidate whose appeal is accepted shall have the right to a new examination at the next scheduled examination date at no additional application or examination fee. (All other fees incurred are the responsibility of the candidate.) In the case of an oral examination, the examination will be conducted by a different examination team. The candidate's original logs may be utilized and the examination will be conducted in accordance with the format for the current examination
 3. Failure to Retake Examination. If for any reason the candidate elects NOT to retake the examination at the next scheduled date, his/her appeal shall be considered null and void and the candidate will be required to reapply for the certification examination and his/her application shall be considered in accordance with the criteria in effect at the time he/she submits the new application. Exceptions (for good cause) to this stipulation will be considered on an individual basis by the Board.
 4. Further Appeals.
 - a. Current Examination. The candidate whose initial appeal is accepted by the board shall *not* have the right to further appeal of the current examination results, either within the AOBP or to the AOA.
 - b. Subsequent Examination. The candidate whose initial appeal is accepted shall *not* have the right to appeal the next scheduled examination to the AOBP under this Policy. However, the candidate shall have the right to appeal to the AOA.
- B. Decision to Deny Appeal. If the initial appeal is denied by the AOBP, the candidate shall have the right to appeal to the AOA. Candidates interested in appealing to the AOA should contact the American Osteopathic Association, Department of Certifying Board Services, and 142 East Ontario St., Chicago, IL 60611. Appeals can be sent to AOAcertification@osteopathic.org.