



AMERICAN OSTEOPATHIC ASSOCIATION

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Policies and Procedures of the American Osteopathic Board of Preventive Medicine

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**POLICIES AND PROCEDURES OF THE
AMERICAN OSTEOPATHIC BOARD OF PREVENTIVE MEDICINE**

Article I. Procedures

To expedite and direct its activities, the American Osteopathic Board of Preventive Medicine (hereinafter also referred to as “the Board” or AOBPM) 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 AOBPM will follow the board eligibility process and procedure as outlined in Article VIII of the *Policies and Procedures of the BOS*.

A candidate whose board eligibility status has been terminated cannot re-register for this status, but may be eligible to petition this Board for reentry into the certification process. Upon approval of such petition, this Board shall provide the candidate with a written list of deficiencies, if applicable. The evaluating committee of the American Osteopathic College of Occupational and Preventive Medicine will assist, if requested by the candidate, in developing a training program designed to meet the individual's needs.

- A. Such programs shall be reviewed and approved by the evaluating committee of the American Osteopathic College of Occupational and Preventive Medicine. (R-10/07)
- B. The American Osteopathic College of Preventive Medicine shall provide verification to the Board that the program was conducted and satisfactorily completed. (R-10/07)
- C. Upon receipt of verification from the American Osteopathic College of Occupational and Preventive Medicine, this Board shall permit the candidate to continue the certification process. (R-10/07)

Article IV. Certification Eligibility Requirements

Section 1. General Eligibility Criteria

To be eligible to receive certification from the AOA through the AOBPM, applicants for examination for certification are required to file an application which shall set forth their qualifications for examination. Applicants must demonstrate the minimum requirements for AOA board certification outlined in Article IX of the *Policies and Procedures of the BOS*.

Section 2. Aerospace Medicine

To be eligible, the applicant must have obtained a Master of Public Health or its academic equivalent and must have satisfactorily completed one (1) year of AOA-approved training in Aerospace Medicine. (B-07/02)

Section 3. Occupational/Environmental Medicine

To be eligible, the applicant must have obtained a Master of Public Health or its academic equivalent and must have satisfactorily completed one (1) year of AOA-approved training in Occupational/Environmental Medicine. (B-07/02)

Section 4. Public Health/Community Medicine

To be eligible, the applicant must have obtained a Master of Public Health or its academic equivalent and must have satisfactorily completed one (1) year of AOA-approved training in Public Health/Community Medicine and Preventive Medicine. (B-07/02)

Section 5. Equivalency Pathway

An equivalency pathway is available only for osteopathic physicians earning their degree prior to 1990. The following requisites pertain: (R-10/07)

- A. Masters in Public Health degree (MPH) or its academic equivalent (e.g.: MSPH, MOH, etc. (2/94, B-07/02)
- B. A minimum of four (4) years full time practice experience (immediately preceding application) in the appropriate subdivision of Preventive Medicine: Public Health/Community Medicine, Aerospace Medicine, or Occupational/ Environmental Medicine. (2/94, B-07/02)
- C. Must have accumulated 200 hours of continuing medical education (CME), in addition to the Masters degree, in an area of Preventive Medicine. (2/94)

Section 6. Certification Re-Entry Program (Resolution 56)

In the case of osteopathic physicians, who meet all board eligibility requirements and are currently diplomates of the American Board of Preventive Medicine (ABPM) who wish to affiliate with this Board (AOBPM) in a diplomate status, will make application to the AOBPM and if qualified sit for and successfully complete only the oral examination (B-2/96; R-10/07)

Section 7. Certification Program for ABPM eligible candidates

In the case of osteopathic physicians who meet all ABPM board eligibility requirements and are currently not diplomates of the American Board of Preventive Medicine (ABPM) who wish to affiliate

with this Board (AOBPM) in a diplomate status, must apply and successfully complete the written and oral components of the examination. (R-10/07)

Section 8. Application Requirements

Applicants desiring examination for certification are required to file an application which shall set forth the applicant's qualifications for examination as stated in this article.

If requested, the applicant must submit two (2) papers which are suitable for publication or past publications. Each paper must contain original material derived from the author's practice and/or training program and at least one (1) of these papers must be presented before the American Osteopathic College of Occupational and Preventive Medicine. (R-10/07)

Section 9. Additional Certification Requirements

Subject to the recommendation of the BOS and to the approval of the AOA Board of Trustees, the AOBPM 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.

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 the specialty of Preventive Medicine and the applicable subspecialty of Aerospace Medicine, Occupational/Environmental Medicine and Public Health/Community Medicine. Eligible candidates may also sit for a Certificate of Added Qualifications in Occupational Medicine. The process is designed to explore the applicant's familiarity with current advances, soundness of judgment and degree of skill possessed in the practice of the specialties/subspecialties aforementioned. (B-07/02)

- A. Written and oral examinations shall be conducted and required in the case of each applicant for Board certification. Written examination shall be conducted and required for an applicant for the Certificate of Added Qualification. The applicant may be allowed to take the examination at the first midyear meeting following the completion of the training or practice requirement outlined above, providing the documentation is in order.
- B. Where applicable, the members of the Board shall personally supervise the conduct of the oral examination, preferably with the Board meeting as a whole, and also personally supervise, if not perform, the grading of each written examination.
- C. Where applicable, the conduct of the clinical examination may be delegated to committees of not fewer than two (2) individuals qualified in the specialty or field of practice. (R-10/07)

Section 2. Examination Timeframe

The applicant may be allowed to take the examination, with the date and location of examination to be determined by the Board following the completion of the required training or practice requirement providing the documentation is in order.

Section 3 Examination Opportunities

The AOBPM Policy and Procedure for re-examination is found in Article VII of this document.

Section 4. Examination Fees

The fees for board eligibility determination, board certification examination, certificate of added qualification examination, and OCC will be assessed as determined by this Board.

Article VI. Rules for the Conduct of Examinations

Section 1. General Examination Rules

The following rules govern all examination in the specialties coming under the jurisdiction of the American Osteopathic Board of Preventive Medicine.

- A. Emphasis is placed on obtaining a clear idea of the applicant's ability, capability and attainments.
- B. Each applicant should be thoroughly acquainted with the definition of the division of preventive medicine for which examination is being conducted and the scope of practice that it covers and thoroughly acquainted with the AOA Code of Ethics.
- C. There are two (2) parts to each examination:
 - 1. A review of credentials which may include a personal interview conducted by the Credential Committee of the Board. The personal interview may be waived if so determined by the Committee.
 - 2. A written and oral examination. There shall be as many parts to these examinations as required by the Board. (R-10/07)

Section 2. Scoring the Written and Oral Examinations

- A. The written and oral parts are considered to be separate examinations. (R-10/07)
- B. All written and oral examinations are conducted by members of the Board.
- C. All written examination papers are read and scored under direction of members of the Board.
- D. The method of scoring the examination papers is determined by the Examination Committee at the time of the examination. Current methods in education trends shall be the guide.

Section 3. - Notification to Applicant

Following the meeting of the Examination Committee of this Board, the Secretary-Treasurer shall notify each applicant of the results of the examination and inform the applicant that the action of the Board is subject to the approval of the Bureau. The official date of certification is the date of verification of successful completion of all Board requirements, e.g. - the date of specialty board action regarding a candidate. The AOBPM will follow the procedures outlined in Article VIII of the *Policies and Procedures of the BOS*.

Article VII. Reexamination

A Board-eligible candidate may sit for re-examination three (3) times in a six year (6) period. This Board may require evidence of further training prior to re-examination. (R-10/07)

Article VIII. Certificates

Section 1. Process

The AOBPM will issue and maintain certificates of certification and OCC in accordance with the *Policies and Procedures of the BOS*.

Section 2. 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 after 1993 shall be time-limited to nine (9) years. The certificate will expire on December 31 of the ninth year following issuance of the certificate. Lifetime primary certifications issued prior to this date without a time limit will remain in effect. (4/13)

Section 3. Certificate Dates – Certification of Added Qualifications

The date carried by certification of added qualifications (CAQ) certificates shall correspond with the date on which successful completion of all Board requirements is confirmed by the Board. All certification of added qualifications certificates shall be time-limited to 9 years. The certificate will expire on December 31 of the ninth year following issuance of the certificate. Life-time certificates which were issued prior to this date without a time limit will remain in effect. (4/13)

Section 4. Certificate Dates – OCC Certificates

The date carried by OCC certificates shall correspond with the date on which successful completion of all Board requirements is confirmed by the Board. All OCC certificates shall be time-limited to 9 years. The certificate will expire on December 31 of the ninth year following issuance of the certificate. (4/13)

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

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

Article IX. Recertification / Osteopathic Continuous Certification

Section 1. - Eligibility

To be eligible for OCC, a diplomate must demonstrate eligibility as outlined in Article XII of the *Policies and Procedures of the BOS* and satisfactorily complete the examination process.

Section 2. - Application Requirements

Candidates must submit the required application, fees and supporting documents as required by this Board within established deadlines as determined by the Board.

Section 3. - Examination

An examination shall be required and conducted in the case of each applicant. The method(s) and content of the examination procedure shall be determined by the Board and shall be subject to the recommendation and approval of the BOS.

- A. Date and location of examination will be determined by the Board.
- B. The process shall be designed to explore the applicant's familiarity with advances in technology, regulations, and concepts occurring since the time of original certification.
- C. Members of the Board shall over-see and score the examination.

Section 4. Reentry Process if Failure to Recertify within Required Period

Those boarded members who fail to recertify prior to the expiration of their certification will be subject to the following requirements in order to reinstate their certification, and be awarded a new OCC Certificate:

- A. If certification lapse is for less than one year, the candidate, having otherwise met all the requirements in Sections 1 and 2 above, will be allowed to sit for examination. Upon successful completion of examination, the candidate will be recommended to the BOS for approval.
- B. If certification lapse is for greater than one (1) year but less than three (3) years, the candidate must demonstrate an additional twenty-five (25) hours of CME specifically related to his/her field of specialty over current AOA annual CME requirements. Once this is accomplished, the candidate, having otherwise met all the requirements in Sections 1 and 2 above, will be allowed to sit for examination. Upon successful completion of examination, the candidate will be recommended to the BOS for approval.
- C. If certification lapse is for greater than three years, the candidate must reapply for eligibility in accordance with requirements set out in article vii, above, using the equivalency pathway format. Once a candidate has been determined eligible, he/she must sit for certification examination in accordance as outlined in Articles V and VI. (B-02/05)

Section 5. Timeline for Cognitive Assessment

A diplomate may sit for the OCC cognitive assessment up to two (2) years prior to the expiration of his/her existing certificate. The new OCC certificate will become effective as of the date of the expiration of the previous certificate.

Article X. Appeals

Section 1. Right of Appeal

If a candidate feels that the actions of the Board, with regard to any part of the examination, constitute unequal application of the regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness or improper conduct of the examination, he/she has the right to appeal to this Board.

Section 2. Appeal Process

An appeal to the Board must be made in writing by the applicant to the Secretary-Treasurer of this Board, stating the reasons for requesting an appeal.

Section 3. Level of Appeal

If the candidate is not satisfied with the results of an appeal before this Board, he/she has the right to further appeal to the Bureau of Osteopathic Specialists and the AOA Board of Trustees.

Section 4. Limitations

During any level of appeal described above the candidate will not be allowed by this Board to review any previous examination items.

Article XI. Compliance with Federal Regulations

The Board supports the intent of the Americans with Disabilities Act (ADA) for candidates who meet ADA eligibility. The board will make a reasonable effort to provide qualified board candidates who have documented disabilities the necessary auxiliary aids and services that do not fundamentally alter the measurement of the skills or knowledge the board assessment process is intended to test or result in an undue burden.

Article XII. Inquiries Regarding Status of a Physician

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

Article XIII. Amendments

Amendments to the Policies and Procedures of the AOBPM may be adopted for submission to the BOS for approval by a two-thirds (2/3) vote of the total membership of this Board at any meeting, provided each member has been notified at least thirty (30) calendar days prior to the date of the meeting of the intention to amend.