



AMERICAN OSTEOPATHIC BOARD OF SURGERY

PROTOCOL FOR OSTEOPATHIC CONTINUOUS CERTIFICATION (OCC)

REQUIREMENTS FOR RECERTIFICATION

The objectives and purposes of the American Osteopathic Board of Surgery (AOBS) are:

1. To define the qualifications required of the osteopathic physician for certification and OCC in the surgical specialties assigned to the Board by the Board of Trustees of the American Osteopathic Association (AOA).
2. To determine the standards of education, formal training and practice required for certification and OCC in the surgical specialties assigned to the Board.
3. To establish procedures for the conduct at least once a year of primary certification examinations. OCC written examinations for primary certification and/or subspecialty certification will be made available twice annually.
4. To provide and issue certificates for certification in all specialty(s) assigned to the Board.
5. To recommend to the Bureau of Osteopathic Specialists the revocation of certificates for cause.
6. To use every means possible to maintain a high standard of practice within the osteopathic profession.

WHAT IS OCC?

Osteopathic Continuous Certification (OCC) is the process by which DOs certified by the American Osteopathic Association maintain current status and demonstrate competency in their specialty area. The goals for OCC are to provide certified physicians and surgeons with a process to continually assess and improve their skills and to assure patients and the public that certified physicians and surgeons are being assessed through reliable and valid measures.

OCC PROCESS

The OCC process is composed of four (4) documentation components, described in detail on Page 3:

- 1: Active state/jurisdictional military licensure
- 2: Lifelong learning (continuing medical education)
- 3: Cognitive assessment (written examination)
- 4: Practice performance assessment (clinical and surgical assessment, self-evaluation and demonstration of surgical practice improvement)

The OCC process is required to be completed over a ten (10) year cycle and to be repeated every ten (10) years, beginning January 1, 2013.

Who is required to participate in OCC? All diplomates with time-limited certification are required to participate in OCC.

How can I meet the OCC requirements if I am not providing patient care? Diplomates with time-limited certification who are in an academic or administrative position and who are not clinically caring for patients

may request a clinically inactive status, which allows diplomates to propose Component 4 activities that are applicable to their current role in osteopathic medicine. The Board must review and approve proposed Component 4 activities. All other OCC components must be satisfied, including the examination. The clinically inactive status applies to unemployed physicians and academic physicians who do not supervise residents providing patient care.

Should the diplomate decide to return to practice (part-time or full-time), he or she must submit proof of 25 hours of 1A CME in the specialty in the first year and take the written examination within the first twelve (12) months upon returning to practice.

Requests for an inactive status must be submitted in writing to the AOBS at the time of application to the OCC process. Documentation is required from an institution or company officer verifying the academic or administrative position. Once the inactive status has been granted, it becomes the responsibility of the diplomate to notify the AOBS within thirty (30) days following return to patient care.

How may I meet the Component 4 requirement if I am not currently practicing in my field of certification? Diplomates who are in an academic or administrative position and who are not clinically caring for patients are required to complete non-patient care modules such as Communications, Ethics and/or Professionalism. Non-patient care modules will demonstrate that the diplomate is still maintaining knowledge of the basic competencies.

Will I remain certified if I don't participate in OCC? By choosing not to participate in OCC, as a diplomate of the AOBS with a time-limited certificate you are voluntarily suspending the rights to your board certification as mandated by the American Osteopathic Association and Bureau of Osteopathic Specialists.

Who has the option of participating? If you have a non-time-limited certification, participation in OCC is voluntary at this time; however, the AOBS strongly encourages your participation. The Federation of State Medical Boards (FSMB) has agreed to accept OCC for Maintenance of Licensure (MOL). If you do not participate in OCC, you may have additional requirements for MOL as prescribed by the state(s) in which you are licensed. If a diplomate with a non-time-dated certification is required by a state licensing board or an outside entity (i.e., insurance provider) to participate in maintenance of certification/OCC, the diplomate will be required to complete all components of the OCC process.

Diplomates with non-time-limited certificates are still required to maintain their license to practice and to maintain AOA membership, which also includes meeting all CME requirements as outlined by the AOA.

Diplomates who have non-time-limited primary specialty certifications and time-limited subspecialty certifications must fully participate in the OCC process for the specialty area of the subspecialty certification in order to maintain the subspecialty certification and be deemed compliant with OCC. The OCC process remains voluntary for the primary specialty certification.

APPLICATION FOR OCC

An official OCC application is required from each diplomate at the beginning of each OCC cycle. The application ensures that the AOBS has the most current contact information for the diplomate. The OCC application is available on the AOBS website at www.aobs.org.

All OCC application and documentation materials remain on file with and shall remain the property of the AOBS.

How do I start OCC for my specialty? Official letters of announcement have been sent to all diplomates who are required to participate in OCC. The AOBS provides an OCC registration process for all diplomates with a time-limited certificate, as well as those diplomates with a non-time-limited certificate who wish to participate voluntarily.

How can I track my progress regarding the continuous certification requirements? The AOA has developed an online platform that can be accessed through www.osteopathic.org

Fellowship Exemption: AOA board-certified physicians who begin fellowship training are exempt from participation in OCC during the training period only.

OCC COMPONENTS

Component 1: Active State/Jurisdictional Military Licensure

Each diplomate is required to maintain a valid and active state license to practice medicine in one of the 50 states or Canada, or a valid and unrestricted jurisdictional military license. In addition, diplomates are required to adhere to the AOA Code of Ethics. The AOBS requires that the diplomate provide proof of valid and unrestricted license annually. The AOBS will conduct, at least once every other year, random verifications of 25% of the diplomates in the OCC process. If, at the time of licensure verification, a diplomate does not have an active license, the diplomate must submit an update every six (6) months until an active license is achieved.

What happens to my AOA board certification if I have a restricted license? The Certification Compliance Review (CCR) Committee, a sub-committee of the AOA Bureau of Osteopathic Specialists (BOS), has been formed. The CCR reviews all OCC files with license restrictions and monitor these suspensions on a case-by-case basis with the input of the individual certifying board.

Component 2: Lifelong Learning

During each three (3) year continuing medical education (CME) cycle, each diplomate must fulfill the AOA-required 60 hours, of which must be Category 1 or 2 primary specialty credit hours as defined by the AOBS. Diplomates holding one or more subspecialty certifications must earn a minimum of 13 specialty credits in each subspecialty area of certification.

A list of AOBS-approved specialty courses is posted on the AOBS website at www.aobs.org. The AOBS strongly recommends that each diplomate attend at least one (1) ACOS Annual Clinical Assembly in every three (3) year CME period. The AOBS requires that the diplomate submit a copy of the AOA CME report at least once during every three (3) year CME cycle. Diplomates who do not fulfill the CME requirements as outlined above will be required to submit in writing a corrective action plan, and they will be expected to fulfill the requirement within the first five (5) months of the next CME cycle as described in the AOA CME Guide.

Component 3: Cognitive Assessment

Each diplomate is required to take and pass a written examination before the expiration of the time-limited certificate. Component 1 must be verified prior to taking an examination.

When will the examinations be offered? The written examinations are offered twice a year (spring and fall). Diplomates may begin taking the examination three (3) years prior to the expiration date of their certification, allowing six (6) opportunities to pass the examination.

Eligibility examples: If a diplomate's original certificate was issued in April 2005 and expires in April 2015, the diplomate's eligibility for the written examination would begin with the spring of 2012 and end with the fall of 2014. If a diplomate's original certificate was issued in September 2005 and expires in September 2015, eligibility for the written examination would begin with the fall of 2012 and end with the spring of 2015.

If the diplomate passes the written examination in a year prior to the year in which the certificate expires, the passing grade will be held and reported to the AOA when all OCC requirements have been met. The new certificate will be valid for ten (10) years from the date of the expiring certificate.

Upon failure of the first examination, the diplomate must register to take the next available exam and pay an examination fee as determined by the Board. Candidates with a time-limited certificate will be deemed as inactive until successfully passing the recertification exam.

OCC Reentry Process: Diplomates whose time-limited certification has been deemed inactive for any reason may petition the AOA BOS Certification Compliance Review (CCR) Committee to reactivate the certification. This process also applies to non-clinical and academic physicians reentering clinical practice and to former non-time-limited certificate holders who did not maintain their board certification as required.

1. Physicians reentering the certification process within three (3) years of the expiration of inactivation of their certification may reenter the process by fulfilling a remedial plan provided by the AOBS or completing any outstanding OCC requirements not fulfilled when the certification became inactive. The date of certification will be effective on the date that all requirements have been satisfied and valid for ten (10) years.
2. Physicians wishing to reenter the certification process more than three (3) years following the expiration or inactivation of their certification must take the Component 3 cognitive assessment examination at the next available administration and immediately begin the OCC process through participation in a Component 4 activity. Additional remedial activities such as training or continuing medical education may also be required.

Component 4: Practice Performance Assessment (PPA)

Each diplomate is required to participate in a practice performance assessment (PPA) process. The goal of the practice performance assessment is to demonstrate performance improvement in surgical knowledge and surgical skills, including assessment activities of AOA-specific core competencies. Diplomates are asked to demonstrate that they can assess the quality of surgical care they provide compared to peers and national benchmarks and then apply the best evidence or consensus recommendations to improve that surgical care using follow-up assessments. Diplomates found to be deficient in the PPA process are required to provide documentation of appropriate remediation of the deficiencies.

The AOBS is currently finalizing the PPA process for each specialty, which includes case-specific modules from a list of surgical procedures most common to the various specialties. A minimum of two (2) PPA modules are required once every three (3) years in the ten (10) year OCC cycle and must be completed by the end of each three (3) year cycle. Each three (3) year PPA cycle, diplomates must select different PPA modules so that, at the end of the ten (10) year OCC cycle, each diplomate will have submitted data on a

minimum of six (6) different case types. An attestation form signed by the diplomate is required for each three (3) year PPA cycle.

PPA Module Collection Information: Diplomates are required to collect data from a minimum of ten (10) consecutive patient records extracted for a designated condition, disease or procedure. Data collected from the patient records must be from patients treated by the diplomate and not by other physicians in a group practice. The AOBS will provide samples of the PPA modules with instructions. Once the PPA data has been collected and the diplomate is ready to begin entering the data into the online platform, the PPA project must be completed within 30 days of its start date. PPA data is confidential. The AOBS reserves the right to audit PPA activities; therefore, it is the responsibility of the diplomate to maintain the patient records in a format that is retrievable in the event of an audit.

The diplomate's data will be compared to accepted national benchmarks or established consensus guidelines. The Board will provide findings and comments to the diplomate. If the diplomate does not meet national benchmarks or established consensus guidelines, a remediation plan will be developed and presented to the diplomate. Remediation must be completed, and appropriate evidence must be submitted, within the time frame established by the Board. After a specified time (6-12 months), the diplomate will again extract patient data from a minimum of ten (10) new consecutive charts. An analysis of improvement or maintenance of national benchmarks or established consensus guidelines will be performed.

The PPA modules are available online. Once a diplomate begins entering the required data, the diplomate will have no longer than 30 days to complete the PPA module. The AOBS PPA online module is designed:

1. To create an osteopathic and specialty-specific modules for the collection of data.
2. To make the entering and collection of data as straightforward and uncomplicated as possible.
3. To provide an online platform for the review of data entered by OCC participants.
4. To provide accessible data in order to create osteopathic surgical benchmarks.
5. To provide a confidential approach to a standardized platform for data to be analyzed.

Limited Scope: Diplomates who verify that 90% or more of their primary practice does not currently fall within the scope of their primary specialty board certification may propose an alternate Component 4 PPA project outside of those currently offered by the AOBS. Projects must meet the requirements for Component 4 as outlined in the BOS Handbook (Article XII, Section 5).

Dually-Certified Osteopathic Physicians (Two or More AOA Specialty Certifying Boards): Because of the unique nature of each specialty, diplomates holding two or more surgical certifications administered through the AOA must meet all criteria for each specialty certifying boards' OCC processes. However, CME earned will apply to each specialty certifying boards, with the exception of the special CME requirements for each specialty and/or subspecialty certification.

Dually-Certified Osteopathic Physicians (AOA and ABMS Certification): Diplomates participating in the Maintenance of Certification (MOC) process through one or more of the ABMS-recognized certifying boards may petition to submit their practice performance assessment activities completed through MOC and apply them to their OCC Component 4 requirements. However, the specialty certifying board may also require an osteopathic component.

What if I miss a step and don't complete all of the requirements by the deadlines? The objective of the AOBS is to stay in contact with all diplomates while they are in the OCC process, with the expectation

that no one will miss a step. Ultimately, it is the responsibility of each diplomate in the OCC process to stay informed and up to date with all of the OCC requirements (see OCC Reentry Process on Page 4).

WRITTEN EXAMINATION PROCESS

Each diplomate must submit an online OCC written examination application and pay the \$2,225.00 examination fee. Applications and exam schedules are available at www.aobs.org.

On the day of the examination, the diplomate must register and show proper photo ID. None of the following items will be allowed in the examination area: cell phones, PDAs or other electronic devices, printed material relating to examination questions, hand bags, brief cases, backpacks or suitcases. The examination staff will not be responsible for storage of examinees' personal property. Violation of this requirement may result in termination of the examination.

In accordance with the AOA Bureau of Osteopathic Specialists Standards Review Committee, the written examination is reviewed by a psychometrician who finds the examination process to be psychometrically sound and defensible and follows the rules of practice established in the APA/AERA National Standards for Education and Psychological Testing. Pass and fail decisions are based solely on the content mastery displayed by the diplomate.

EXAMINATION GRADES

All examination records shall be submitted by the chairman of the Examination Committee to the Board, and the Board of Directors shall determine the final results of the written examination.

The Board sets passing standards for the written examination using an acceptable measurement model known as "criterion-referenced standard setting." Following this model, the Board specifies the particular content and level of content difficulty necessary for an examinee to be considered a passing diplomate. Board members, who are themselves all certified, come from both practice and academic settings. The standard represents the minimal knowledge specified to be considered a certified surgeon.

All examination results are reviewed and approved by the Board of Directors. Diplomates will be notified **no later than 90 days** following the Board's decision. Diplomates failing the written examination will subsequently receive a deficiency report.

APPEAL MECHANISM

If the diplomate believes that the action of the Board constitutes unequal application of regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness or improper conduct of all or any part of an examination conducted by the Board, the diplomate has the right to appeal to the Appeal Committee of the Board.

Appeal policy for OCC written examinations in General Surgery, Cardiothoracic Surgery, Plastic and Reconstructive Surgery, Neurological Surgery, Urological Surgery, General Vascular Surgery and Surgical Critical Care:

Scope of Appeal

- a. **Appealable Issues:** Diplomates may appeal to the AOBS to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice of a member of an examination team or failure to follow established examination procedures).
- b. **Non-Appealable Issues:** The AOBS 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.

Procedure for Appeal

- a. **Appeal Request Form:** In order to appeal concerning the examination, a diplomate must set forth the basis for the appeal on an appeal request form and submit the form to a member of the examination team. Appeal request forms will be provided to all certification diplomates prior to the commencement of the examination. Additional copies of the appeal request form will be available upon request to the examination team. The appellant must submit the completed appeal request form to the examination team within **two (2) hours** following completion of the examination.
- b. **Late Appeals:** All appeals submitted after the two-hour appeal request form submission deadline will be denied.
- c. **Evaluation of Appeal:** Each appeal submitted on an appeal request form within two hours of completion of the examination will be considered by the AOBS Appeal Committee. A majority vote of the Committee will determine whether the AOBS accepts or denies the appeal.
- d. **Notification of Diplomates:** Diplomates will be advised by the AOBS of the Appeal Committee's decision by certified mail.

Effect of Decision

- a. **Decision to Accept Appeal**
 - i. **No Scoring or Recording of Examination:** If the Appeal Committee accepts an appeal, then the diplomate's examination will not be scored or recorded.
 - ii. **Right to Retake Examination:** A diplomate whose appeal is accepted shall have the right to a new examination at the next scheduled examination date with no additional application or examination fee. All other fees and expenses incurred are the responsibility of the diplomate. At that time, the examination will be conducted by a different examination team. The diplomate's original log may be utilized to retake the clinical examination. Retake examinations will be conducted in accordance with the format of the current examination.
 - iii. **Failure to Retake the Examination:** If, for any reason, the diplomate elects NOT to retake the examination at the next scheduled date, the appeal shall be considered null and void, and the diplomate will be required to reapply for the certification examination. The application shall be considered in accordance with the criteria in effect at the time of the new application. Exceptions (for good cause) to this stipulation will be considered on an individual basis by the Executive Committee.
 - iv. **Further Appeals:** (a) **Current Examination:** The diplomate whose appeal is accepted shall NOT have the right to alter the original appeal of the current examination results, either within the AOBS or to the AOA, and (b) **Subsequent Examination:** The diplomate whose appeal is accepted shall NOT have the right to appeal the next scheduled examination to the AOBS under this policy. However, the diplomate shall retain the right to appeal to the AOA.

- b. Decision to Deny Appeal: If an appeal is denied by the AOBS Appeals Committee, the diplomate shall have the right to appeal to the AOA. Diplomates interested in appealing to the AOA should contact the American Osteopathic Association, Department of Education, Division of Certification, 142 East Ontario Street, Chicago, IL 60611.

CERTIFICATES

Certificates are issued by the Board to diplomates who have met all requirements of board certification and OCC and who have been reviewed and approved by the AOA Bureau of Osteopathic Specialists.

REVOCAION AND REINSTATEMENT

Immediately following official notification that a diplomate no longer meets any one of the OCC component requirements, including the official registration process for OCC, the AOA will be notified, the diplomate will be considered not participating, and the certification will lapse on the expiration date of the certification.

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2. Physicians wishing to reenter the certification process three (3) years or more following the expiration or inactivation of their certification must take the Component 3 cognitive assessment at the next available administration and immediately begin the OCC process through participation in a Component 4 activity. Additional remedial activities such as training or continuing medical education may also be required.

APPENDIX A

Upon completion of the official OCC registration process, each diplomate agrees to:

- disqualification from examination and forfeiture of fee or from issuance of a certification of specialization or to the surrender of such certificate of specialization as directed by the American Osteopathic Association (AOA) in the event that any foregoing statements made by the diplomate are false, or in the event that any of the rules, regulations and requirements governing such examinations are violated, or in the event that the diplomate does not comply with any of the Bylaws and Rules and Regulations of the American Osteopathic Board of Surgery (AOBS).
- hold the AOA, the AOBS, its members, examiners, officers and agents free from any damages, expense, or complaint by reason of any action they or any one of them may take in connection with the application, or the failure of the AOBS to recommend issuance of such certification of specialization, or the revocation of any certificate of specialization issued pursuant to the application.
- abide by the Code of Ethics of the AOA, which has been formulated to guide its member physicians and surgeons in their professional lives. The standards presented are designed to address the osteopathic physician's and surgeons ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to the diplomate. The AOA has adopted the position that physicians and surgeons should play a major role in the development and instruction of medical ethics.
- pledge that, if recommended by the AOBS and if certified by the AOA, that the Constitution and Bylaws of the AOA will be upheld, and further pledge that if any violation of ethical conduct occurs, particularly as it

relates to hospital procedure or surgical practices, this shall be deemed cause for revocation of certification by the AOBS and by the AOA.

APPENDIX B

Americans with Disabilities Act and Special Testing Accommodations

The American Osteopathic Board of Surgery is committed to a policy of compliance with federal, state and local laws and regulations. The AOBS, in compliance with the Americans with Disabilities Acts (ADA), has adopted the following policy. Physicians who are eligible for examination may submit an application for accommodation of a disability by using an application form approved by the Board.

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 diplomates for board certification who suffer from a disability as defined in the ADA may apply to a certifying board for accommodation of that disability. The AOBS shall have the discretionary authority, subject to review by the Appeal Committee of the Bureau of Osteopathic Specialists 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 AOBS at least ninety (90) days prior to the examination date. The request must be supported by appropriate documentation of the diagnosis of disability and the need for accommodation, including the evaluation of the diplomate by a qualified professional (see documentation requirements below).
2. Requests for accommodation must be complete and submitted on time. The AOBS will not delay scheduled administrations of examinations due to a diplomate's failure to submit a complete application.
3. The AOBS must complete its review of requests for accommodation in a timely fashion and advise the diplomate within thirty (30) days of its receipt of a request for accommodation: (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.
4. The AOBS may request additional information, including requiring an applicant to secure a second opinion from an outside expert or submitting the

applicant's documentation to an outside expert. The cost of review by an outside expert will be paid by the AOBS.

5. In general, reapplication for special accommodation is not required for each examination administration. However, applicants seeking accommodation of a new disability or a different accommodation of the same disability must submit new applications.

Documentation Requirements

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

- **Identification of the disability**
- **Identification of the requested accommodation(s)** for each identified disability
- **The name and current contact information** (address, telephone number, email address) of each professional providing a report(s) in support of the disability and/or requested accommodation
- **A verification and authorization form** signed by the certification diplomate
- **An education and examination history**, including the following information: (a) the name, location and dates of attendance for all schools the diplomate attended from elementary school to the present, (b) identify the schools which provided accommodations for the disability in examination settings and the nature of accommodations made for the disability, (c) identify standardized tests completed in the course of the diplomates education (e.g., ACT, SAT, MCAT, COMLEX/NBOME); (d) for each test identified, diplomate to indicate whether he/she received an accommodation for the stated disability and identify the nature of the accommodation; (e) if the diplomate sought an accommodation that has been denied, please explain the circumstances involved. If the diplomate has never received an accommodation, please provide a detailed explanation as part of the neuropsychological evaluation discussed below concerning the reasons no accommodation was given in the past and the reason one is needed now.
- **A comprehensive neuropsychological evaluation report for diplomates seeking accommodation of a learning disability** The report should be issued by a qualified professional (i.e., psychiatrist or licensed psychologist) who regularly practices neuropsychology. The report must be based upon examination of the applicant within the last five years. The report must be written on, or accompanied by a letter written on, the evaluating professional's letterhead. The requisite elements of a comprehensive evaluation are an intelligence test, an assessment of neuropsychological functions, an academic achievement test and psychiatric/psychological history. For diplomates

seeking accommodations on the basis of attention deficit disorder or hyperactivity disorder, the evaluation must include a behavioral index. The requirements for the neuropsychosocial report are identified and described in greater detail in Appendix B.

Evaluation of Accommodation Requests

The AOBS will review requests for accommodation upon receipt of the information identified above. The review process will attempt to determine: (a) if a diplomate is disabled and the nature of a disability, (b) whether the disability interferes with the diplomate's ability to take the certifying examinations, (c) whether the requested accommodation is necessary to allow the diplomate to take the examinations, (d) whether a different accommodation would better serve the purpose of the certifying exam while still allowing the diplomate to take the examination.

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

Based on the review of all documentation, the AOBS may decide to: (a) grant a request for accommodation, (b) grant a request for accommodation that is different than the requested accommodation, or (c) deny the request for accommodation. The AOBS will notify the diplomate in writing of its decision. If the AOBS decides not to grant a requested accommodation because a requested accommodation is a fundamental alteration or an undue burden, the Board shall notify the diplomate of any alternative methods of accommodation suggested by the expert which are acceptable to it or, if no such alternatives have been suggested, the AOBS shall inform the diplomate and invite the diplomate to suggest alternative accommodations.

Appeals

If a request for accommodation has not been granted, a diplomate may request that the Board reconsider its decision or appeal the Board's decision to the Appeal Committee of the Bureau of Osteopathic Specialists. Any appeal must be submitted to the secretary of the BOS president within sixty (60) days of the date of the AOBS written decision concerning the request for accommodation.

Procedures for Examination Administration

Where possible, examinations for disabled persons will be proctored and will be given on the same day as other examinations. The location of the examination administration will be determined by the Board on the basis of feasibility of providing necessary services and convenience to the diplomate. Where appropriate, to reduce the effect of the diplomate's disability on his or her performance on the examination, the following accommodations may be provided:

(a) disabled persons may be tested separately, (b) disabled persons may be given assistance in reading or recording answers, (c) auxiliary aids and services can be offered, but only if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test, and they would not result in an undue burden to the Board; and/or (d) time extensions may be granted to accommodate disabled diplomates. Other accommodations will be made upon presentation of appropriate information and documentation supporting the requested documentation.

APPENDIX C

Required Elements of the Neuropsychosocial Report

1. Intelligence Tests. The Wechsler Adult Intelligence Scale-Revised is mandatory. The report may include other estimates of verbal and nonverbal intelligence deemed appropriate by the professional preparing the report, such as Peabody Picture Vocabulary Test, Raven's Progressive Matrices or Leiter International.
2. Assessment of Neuropsychological Functions, including: (a) a complete, integrated neuropsychological battery, such as the Halstead-Reitan Neuropsychological Battery or the Luria Nebraska Neuropsychological Battery; (b) memory assessments that utilize an age-normed, standardized instrument assessing both verbal and nonverbal memory such as the Wechsler Memory Scale-Revised; and (c) assessments of the specific cognitive and perceptual processes affected by the disability. Examples: in cases of auditory-verbal learning disabilities, include specific tests of phonemic processing. In cases of attention deficit disorder, include specific tests of sustained attentional resources, such as the Continuous Performance Test.
3. Academic Achievement Test Results. Standardized, comprehensive academic achievement test, appropriately normed for the diplomate's age group, including assessment of spelling, arithmetic and reading comprehension.
4. Psychological/Psychiatric History, including (a) standardized psychometric assessment of personality and emotional functioning (MMPI-2 or MCMI-II); (b) standard diagnostic interview for presence of current psychiatric disorders; and (c) if the diplomate has undergone treatment for a psychological or psychiatric condition within the past three years, provide a report, including diagnosis, from the treating mental health professional.
5. Behavioral Indices (**required only for diplomates seeking accommodations on the basis of attention deficit disorder or hyperactivity disorder**) using standardized psychometric

assessments of behavioral indices of attention deficit disorder, such as the Wender Scales or the Achenbach Scale.

The professional's report should address all appropriate elements relevant to the request for accommodation of disability. With respect to each element, the report should include the name of each test administered, its date, a

description of the diplomate's performance in each of the areas of the test battery, a summary of test scores, and a complete diagnostic formulation in standard DSM-IV terminology utilizing all diagnostic axes. Diagnostic formulations should integrate current testing findings with academic and psychiatric histories. Raw test data should be available upon request.

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