Handbook of the Bureau of Osteopathic Specialists (BOS)

Containing:

Policies and Procedures of the BOS and AOA Specialty Certifying Boards

Adopted in entirety by the Board of Trustees: July 2010
Revised July 2018
Table of Contents

Policies and Procedures of the Bureau of Osteopathic Specialists ..................5

Mission Statement ..........................................................................................5
Article I. Authority ..........................................................................................5
Article II. Purpose .........................................................................................5
Article III. Duties (B-02/09) .........................................................................6
Article IV. Membership (B-03/13) .................................................................7
Article V. Committees (B-02/09) ..................................................................9
Article VI. Basic Documents (B-02/09) .........................................................16
Article VII. Meetings and Reports .................................................................17
Article VIII. Amendments (B-02/09) ............................................................18

Policies and Procedures of the Bureau of Osteopathic Specialists and AOA
Specialty Certifying Boards .............................................................................20

Article I. Protocol for Establishing Specialty Certifying Boards ..................20
Article II. Specialty Certifying Boards Requesting Jurisdiction in a New Specialty Field .....21
Article III. Dormancy and Relinquishing Jurisdiction for Examinations (B-02/09) ........24
Article IV. BOS Appeal Committee and Hearing Procedures .......................28
Article V. Nominations to AOA Specialty Certifying Boards .......................31
Article VI. Officers of Specialty Certifying Boards of the BOS .....................32
Article VII. Board Eligibility (B-07/10) ........................................................33
Article VIII. Certification ..............................................................................36
Article IX. Examination Results ...................................................................42
Article X. Certificates ..................................................................................42
Article XI. Osteopathic Continuous Certification (B-03/13) ..........................48
Article XII. General Procedures of AOA Specialty Certifying Boards ............53
Article XIII. Subspecialty/CAQ Conjoint Certification Procedures ...............57

Appendix A – AOA Specialty Certification Terminology .............................64
Appendix B – List of Specialty Certifying Boards of the BOS .......................65
Appendix C – Records Retention Policy (B-07/10) .........................................66

Vital Records ...............................................................................................66
Legal Records ..............................................................................................66
Fiscal Records ..............................................................................................66
Personnel Records ........................................................................................67
Policy Records ..............................................................................................67
Certification Records

Other Records

Appendix D – Model Form: Notification Sent to Candidates by Specialty Certifying Boards When They Have Successfully Completed Examination

Appendix E – Appeal Petition

Appendix F – Model Resolution Verbiage

Appendix G – Applicant Statement

Appendix H – Application for Jurisdiction

Appendix I – Guidelines for AOA Certification Exam Standards Report Form

Appendix J – Board Eligibility Process
Policies and Procedures of the Bureau of Osteopathic Specialists
Policies and Procedures of the Bureau of Osteopathic Specialists

Mission Statement

The AOA Bureau of Osteopathic Specialists (BOS) is the Certifying Body for the approved specialty boards of the American Osteopathic Association (AOA) and is dedicated to establishing and maintaining high standards for certification of osteopathic physicians. The BOS seeks to ensure that the osteopathic physicians it certifies demonstrate expertise and competence in their respective areas of specialization. The BOS is deeply committed to delivery of quality healthcare to all patients by working with all of its approved specialty certifying boards in the enhancement and continuous improvement of its certification process.

Adopted and Approved by the BOS (April 2010) and AOA Board of Trustees (July 2010), and amended July 2012, March 2013, July 2014, July 2015, February 2017 and July 2018.

Article I. Authority

A. The BOS will function under the auspices of the AOA Board of Trustees for which it serves as an action and advisory body and from which it receives its purpose.

B. The BOS will take final action on specialty certifying board recommendations for certification, subspecialty certification and Osteopathic Continuous Certification (OCC) completion, subject to appeal, and report these actions to the Board of Trustees for information only. (B-02/94) Recommendations on policy revisions will be reported to the Board of Trustees for final action. (B-07/93)

C. The BOS has procedural safeguards in place to assure that each pathway to osteopathic specialty certifying board certification results in recognition of a terminal level of educational achievement for the respective specialty. (B-02/99)

Article II. Purpose

The AOA, through the BOS, will:

A. Monitor the certification and continuous certification processes for all certifications, including primary certification and subspecialty certification.
B. Provide a mechanism to evaluate the validity and reliability of all certification examinations conducted by AOA specialty certifying boards.

C. Assess examination failure rates and ensure notification to specialty college residency Education and Evaluation Committees (EECs) of failure rates using summary data by program of graduation and report the pass rates on the AOA Opportunities website as required by the AOA Board of Trustees. Individual physician examination results will remain confidential to the certifying board only.

D. Provide a mechanism through which all specialty certifying boards will, upon request from candidates, make available examination results to the corresponding specialty college, so that the specialty college may, at its option and upon request of the candidate, recommend a remedial course of study. (B-07/92; B-02/98) Applicants must sign an appropriate waiver/consent to release their scores. Specialty colleges may require that candidates execute a release/hold harmless agreement as a condition of their preparation of a suggested program of remediation. (B-02/07)

Article III. Duties (B-02/09)

The BOS will:

A. Advise specialty certifying boards with reference to defining and determining the scope of the specialty(s), subspecialty(s) and/or area of added qualifications coming under the certifying boards' jurisdiction.

B. Receive from and act on specialty certifying boards’ amendments to their bylaws, and policies and procedures.

C. Maintain contact with the activities of the specialty certifying boards to ascertain conformity to the standards and procedures adopted, and to advise them, where indicated, regarding corrections in their procedures. If necessary, the BOS will make appropriate recommendations to the AOA Board of Trustees when any specialty certifying board fails to conduct its affairs in an acceptable manner.

D. Provide recommendations to the AOA Board of Trustees concerning the assignment or change in jurisdiction of a specialty or subspecialty.

E. Provide a mechanism to evaluate the validity and reliability of all certification examinations conducted by AOA boards.

F. Provide recommendations to the Board of Trustees concerning the creation of new certifying boards.

G. Establish procedures to determine the qualifications of the applicants for certification and Osteopathic Continuous Certification (OCC).
H. Review and approve candidates presented for certification and continuous certification by specialty certifying boards.

I. Report action recommendations dealing with resident training programs to the Bureau of Osteopathic Education through its appointed representative. (B-03/91; B-07/12)

J. Keep a record of all meetings, transactions and actions of the BOS.

K. Send the Chair or a designated representative to the AOA House of Delegates (HOD) and Board of Trustees (BOT) meetings, who will provide a report back to the BOS.

**Article IV. Membership (B-03/13)**

The membership of the BOS will consist of the Chair, the Vice Chair, the Immediate Past Chair, the Public Member and a representative from each of the specialty certifying boards.

**Section 1. Officers**

A. The AOA President, with approval of the AOA Board of Trustees, will appoint a Vice Chair as a member-at-large from the membership of the Executive Committee.

B. The Chair, Vice Chair and Immediate Past Chair must have commitment to and experience in postdoctoral training and certification, be AOA board certified, and fully participate in all components of Osteopathic Continuous Certification (OCC).

C. The Chair, Vice Chair and Immediate Past Chair terms will be for three (3) non-renewable years.

D. The Chair cannot represent the same specialty as the Vice Chair or Immediate Past Chair.

E. On completion of his or her three (3) year term, the Vice Chair will serve as Chair.

F. On completion of his or her three (3) year term, the Chair will serve as Immediate Past Chair.

G. On completion of his or her three (3) year term, the Immediate Past Chair’s service on the BOS will conclude.

H. BOS term limit rules do not apply to the Chair, Vice Chair and Immediate Past Chair leadership track.
I. In the event of a vacancy in the office of Chair or Vice Chair, the most senior osteopathic physician member on the Executive Committee of the BOS will act as Chair or Vice Chair until the next regular meeting. (B-07/93)

J. If for any reason a specialty certifying board ceases to function, the Chair will assume temporary chairmanship of that specialty certifying board, with restricted powers, to maintain its operating continuity until the next meeting of the BOS. In this capacity he/she will arrange for the evaluation of candidates’ credentials and for their examination, but will not him/herself evaluate or examine. (B-12/57)

Section 2. Public Member

One (1) public member will be appointed for a three (3) year term by the AOA President. (B-02/97) The public member is automatically a member of the Executive Committee and the Standards Review Committee (SRC). There is no limit to the number of terms for which a public member may be appointed.

Section 3. Representatives from Specialty Certifying Boards

A. There will be one (1) representative and one (1) alternate representative elected by and from the membership of each specialty certifying board. These recommendations will be made during the annual meeting of the specialty certifying board and submitted as soon as possible to the Secretary of the BOS. The alternate representative will be empowered to act for the regular representative, if he/she is unable to attend (B-01/63), but not in place of the regular representative’s service on a subcommittee.

B. BOS representatives must hold AOA board certification, active and in good standing, and fully participate in all components of OCC.

C. Bureau representative appointments are staggered and limited to no more than four (4) 3-year terms (lifetime of twelve (12) years). (B-03/93; B-02/94) Once BOS representatives have exhausted their respective term on the BOS, they may not serve on the BOS in any capacity, excepting AOA presidential appointment as Vice Chair. Boards demonstrating hardship may petition the BOS Executive Committee for exceptions to this policy. (B-07/14)

D. A representative’s term on the BOS commences at the close of the AOA Annual Meeting in July of the year of appointment to the BOS.

E. A representative of the BOS will serve until the close of the AOA Annual Meeting in July of the year of the expiration of his/her term on the BOS.

Section 4. Secretary
A. The Secretary of the BOS will be named by the AOA Chief Executive Officer.

B. The Secretary will have the following responsibilities:

1. Keep a record of all meetings, transactions and actions of the BOS and assist the Chair in such other duties as are appropriate to this office. (B-07/58)

2. Maintain and revise the Handbook of the Bureau of Osteopathic Specialists (BOS): Policies and Procedures of the BOS and Specialty Certifying Boards, upon changes being approved by the AOA Board of Trustees.

3. Maintain a file of all current bylaws and policies and procedures and amendments pertaining to the specialty certifying boards and the BOS.

4. Coordinate the standards review process cycle (working closely with the Standards Review Committee advisor in collecting all Standards Review Committee reports, rating information and distributing them to Standards Review Committee members; maintaining records of all Standards Review Committee proceedings, decisions and deadlines mandated by the BOS upon recommendation of the Standards Review Committee; and notifying all boards of their compliance status).

5. Maintain the pages relating to specialty board certification on the AOA website.

6. Check specialty certifying board submissions for candidates recommended for certification and continuous certification and notify the appropriate specialty certifying board and the Chair of the Executive Committee if there is a problem that would defer certification and continuous certification of a candidate. (B-07/92; B-07/12)

7. Retain all electronic submissions related to candidates for certification and Osteopathic Continuous Certification (OCC).

8. Prepare the minutes of each meeting of the BOS and distribute to its members and the Secretaries of the specialty certifying boards within six (6) weeks of the meetings.

9. Transmit board certification examination pass rates to the specialty colleges and Osteopathic Postdoctoral Training Institutions (OPTIs) every twelve (12) months as required by the AOA Council on Postdoctoral Training (COPT). Such pass rates are necessary for enhancement and improvement of graduate medical education.

**Article V. Committees (B-02/09)**

**Section 1. Executive Committee**

A. Membership
1. The BOS Executive Committee will be comprised of five (5) members. The five (5) members will include: the BOS Chair, the BOS Vice Chair, the BOS Immediate Past Chair, the BOS Public Member, and one (1) member selected by the AOA President-Elect following consultation with the BOS Chair.

B. Terms

1. Members of this committee will serve 3-year terms that commence on August 1 and end on July 31 of the appropriate year.

2. If a member of the Executive Committee is not reappointed to the BOS, a replacement will be chosen as described in Letter A., above.

C. Duties

1. Have final authority to approve osteopathic specialty certification and continuous certification. Such approval will indicate the approval of the AOA, and these actions will be reported to the full BOS and to the AOA Board of Trustees.

2. Have final authority on denial of certification and continuous certification, subject to the appeal process to the AOA Board of Trustees. The Executive Committee will act for the BOS between meetings on the call of the Chair. (B-07/64; B-07/93)

3. Review or cause to be reviewed the summaries of candidates being presented for certification and continuous certification. (B-07/85; B-07/92)

4. Review and mediation of administrative problems when there is no apparent resolution of ongoing administrative problems and a lack of compliance with the BOS' administrative requirements, including those directly affecting candidates for certification and administrative operations at the specialty certifying board and AOA levels. The Executive Committee, with the assistance of the AOA Department of Certifying Board Services (CBS), will review such concerns and take necessary action to resolve the problem and provide monitoring when necessary.

5. Respond to requests from the Standards Review Committee regarding specific specialty certifying boards that have exhausted all avenues to comply with the standards review process for specific examinations at the end of the probationary period. The Executive Committee, with the assistance of CBS, will determine whether those specialty certifying boards have technical resources and will make its findings known to the SRC for purposes of placing examinations in dormant status where necessary. The SRC then, as outlined in the policies and procedures of the BOS, may mandate dormant status for examinations that have not met Standards Review Committee standards.

6. Review and evaluate requests from specialty certifying boards for assistance from the AOA Dale Dodson education fund and submit the BOS' evaluation and recommendations to the Dale Dodson educational fund for its evaluation and determination.
D. Meetings

1. The Executive Committee will meet in conjunction with the BOS meetings (Midyear and Annual) and as necessary to conduct the business of the committee.

E. Appeal Process

1. Where a specific specialty certifying board does not agree with the actions taken by the BOS Executive Committee the specialty certifying board will have an opportunity to appeal directly to the full BOS. In the event the full BOS concurs with actions taken by the Executive Committee, the specialty certifying board will have the opportunity to appeal the decision to the AOA Board of Trustees.

Section 2. Appeal Committee

A. Membership

1. The Appeal Committee will be comprised of three (3) members and three (3) alternates, appointed by the BOS Chair from within the membership of the BOS, who are not on the Executive Committee and who are of different specialties. (B-07/04)

   a. One (1) member will be designated as Chair of the Appeal Committee.

   b. An alternate will serve as a regular member on the Appeal Committee if one of the regular members is a representative of the specialty certifying board involved in the appeal.

   c. No member of the Appeal Committee may vote in any appeal where that member has previously acted on the appellant’s case.

B. Terms

1. Members of this committee will serve 3-year terms that commence on August 1 and end on July 31 of the appropriate year.

2. If a member of this committee does not retain his/her appointment to the BOS, a replacement committee member will be appointed by the BOS Chair in accordance with BOS procedures.

C. Duties

1. The Appeal Committee will provide adjudication of any charges by an applicant for certification, subspecialty certification and Osteopathic Continuous Certification (OCC) that meet the requirements in Article IV of the policies and procedures, which in general would consist of allegations of unfairness, discrimination or improper conduct of the
affairs of the Executive Committee of the BOS or the conduct of affairs, including the examination, of any specialty certifying board.

D. Meetings

1. The Appeal Committee will meet in conjunction with the BOS Meetings (Midyear and Annual) and as necessary to conduct the business of the committee.

Section 3. Jurisdiction Committee

A. Membership

1. The Jurisdiction Committee will be comprised of three (3) members appointed by the BOS Chair. The Chair of the committee will be designated by the Chair of the BOS.

B. Terms

1. Members of this committee will serve 3-year terms that commence on August 1 and end on July 31 of the appropriate year.

2. If a member of this committee does not retain his/her appointment to the BOS, a replacement committee member will be appointed by the BOS Chair in accordance with BOS procedures.

C. Duties

1. The Jurisdiction Committee will make recommendations to the BOS concerning any petitions for the establishment of new specialty certifying boards or for the assignment or transfer of jurisdiction over a specialty and/or subspecialty. (B-03/88)

D. Meetings

1. The Jurisdiction Committee will meet by conference call or face-to-face as necessary whenever a request for a new certifying board or change in jurisdiction request is received by the BOS Secretary.

Section 4. Standards Review Committee (SRC)

A. Membership

1. The Standards Review Committee will be comprised of six (6) members appointed by the BOS Chair from within the membership of the BOS, the BOS' Public Member and two (2) alternate members appointed by the BOS Chair. The AOA Psychometric Consultant will serve as a non-voting member of the committee. The Chair of the committee will be designated by the Chair of the BOS. (B-03/01)
B. Terms

1. Members of this committee will serve 3-year terms that commence on August 1 and end on July 31 of the appropriate year.

2. If a member of this committee does not retain his/her appointment to the BOS, a replacement committee member will be appointed by the BOS Chair in accordance with BOS procedures. (B-07/98; B-03/01)

C. Duties

1. Assess examination failure rates and ensure notification to specialty college residency evaluation committees of failure rates using summary data by program of graduation. Individual physician examination results will remain confidential to the specialty certifying board. (B-02/98; B-07/98)

2. Maintain contact with the activities of the specialty certifying boards to ascertain conformity to the standards and procedures adopted and to advise them, where indicated, regarding corrections in their procedures.

3. Provide a mechanism to evaluate the validity and reliability of all certification examinations conducted by the AOA specialty certifying boards and assess board compliance with the AOA certification examination standards. The BOS, upon recommendation by the committee and subject to appeal, will take final action on a specialty certifying board’s compliance with the standards. These actions will be reported to the AOA Board of Trustees.

4. Oversee the policies of the BOS and its specialty certifying boards related to OCC.

D. Meetings

1. The Standards Review Committee will meet in conjunction with the BOS Meetings (Midyear and Annual) and as necessary to conduct the business of the committee.

E. Subsections I & II

1. Membership

   a. Each Subsection will be Chaired by a BOS Representative from the SRC and Co-Chaired by a Psychometrician. There will be seven (7) members on each Subsection, including the Chair and Co-Chair.

2. Duties

   a. Monthly review of technical reports

   b. Review quality of exams, correcting exam deficits
c. Evaluate performance standards

d. Report findings to monthly Standards Review Committee Meetings

Section 5. Innovations Committee

A. Membership

1. The Innovations Committee will be comprised of seven (7) members. The Chair of the Innovations Committee will be the Vice Chair of the BOS. The members will include three (3) bureau members with less than two (2) years tenure and less than five (5) years in practice, one (1) OMS student member, two (2) resident members, and one (1) consultant psychometrician.

B. Duties

1. Monitor and evaluate emerging trends in physician assessment and quality initiatives in clinical practice

2. Evaluate and recommend technology platforms for delivery of OCC components

3. Facilitate adoption by BOS through advocacy

4. Facilitate customer capture and use of technology by GME programs, diplomates and applicants

Section 6. Certification Compliance Review Committee (CCRC) (B-03/13)

A. Membership

1. The Certification Compliance Review Committee (CCRC) will be comprised of three (3) members appointed by the BOS Chair. The Chair of the committee will be designated by the Chair of the BOS.

2. No members of the CCRC will simultaneously serve on the BOS Appeal Committee. A member with a conflict of interest or potential conflict of interest will recuse him/herself from any review or deliberation of a file.

B. Terms

1. Members of this committee will serve 3-year terms that commence on August 1 and end on July 31 of the appropriate year.
2. If a member of this committee does not retain his/her appointment to the BOS, a replacement committee member will be appointed by the BOS Chair in accordance with BOS procedures.

C. Duties

1. The CCRC will review and make initial determinations on:
   a. Licensure review for certification and compliance with OCC
   b. Requests for waivers or special considerations related to Component 4 compliance with OCC

2. Actions of the CCRC may be appealed to the BOS Appeal Committee. No members of the BOS Appeal Committee will have served on the CCRC at the time the original decision was rendered.

D. Meetings

1. The committee will meet by conference call or face-to-face as necessary whenever issues arise requiring committee action.

Section 7. Conjoint Certification Oversight Committee (CCOC)

A. Membership

1. The Conjoint Certification Oversight Committee will be comprised as follows:
   a. The BOS Vice Chair, who will serve as Chair of the committee
   b. The BOS Public Member
   c. One representative from each board participating in any conjoint subspecialty/CAQ.
      i. The representative recommended by the respective certifying board will be the individual appointed by the BOS Chair.
      ii. This individual must be a member of their certifying board, but does not have to be the board’s BOS representative or alternate.

B. Terms

1. Members of this committee will serve 3-year terms that commence on August 1 and end on July 31 of the appropriate year.

C. Duties
1. Have oversight of the conjoint certification process of the conjoint examination committees and make recommendations to the BOS for approval.

2. Provide a report to the BOS at its annual and midyear meetings.

3. Make recommendations to the BOS for certification of all conjoint certification candidates.

D. Meetings

1. The committee will meet semi-annually and as necessary to conduct business.

E. Certificates

1. All conjoint certificates will be signed by the diplomate’s primary certifying board Chair, Secretary and the AOA CEO.

Article VI. Basic Documents (B-02/09)

Section 1. Specialty Certifying Boards

A. The basic documents of the specialty certifying boards will be the bylaws and the policies and procedures, compiled and issued by each specialty certifying board in accordance with AOA requirements as approved by the BOS and the AOA Board of Trustees.

Section 2. Bureau of Osteopathic Specialists

A. The procedures and directives, as adopted by the BOS and the AOA Board of Trustees, will be compiled and issued as the BOS Handbook.

B. The BOS Handbook will be maintained by the Secretary of the BOS and revised regularly in consultation with the Committee on Basic Documents and Operations of Affiliated Organizations, after approval by the BOS and the AOA Board of Trustees.

Section 3. Requirements for Certification and Continuous Certification

A. The requirements for certification and continuous certification will be published on the specialty certifying boards’ websites after changes have been approved. (B-07/92)

B. The requirements for certification and continuous certification will be updated annually by the Secretary of the BOS. (B-07/92)
C. The requirements for certification and continuous certification will be made available on the AOA website as well as the individual specialty certifying board websites. (B-01/93; B-03/13)

**Article VII. Meetings and Reports**

**Section 1. Meetings**

A. There will be a midyear and an annual meeting of the BOS.

B. The Executive Committee, at its discretion, may meet as needed.

C. The official call of each BOS meeting will be issued not fewer than thirty (30) days prior to the opening session.

D. A quorum at any session of any regular BOS meeting will consist of a majority of the designated membership of the BOS.

E. *Robert’s Rules of Order, Newly Revised* will be followed except where they conflict with these rules of procedure. (B-07/64)

F. A quorum at any session of any regular Executive Committee meeting will consist of a majority of the designated membership of the Executive Committee.

**Section 2. Reports to the AOA Board of Trustees**

A. The midyear report of the BOS to the AOA Board of Trustees will contain the following information:

   1. Number of candidates awarded certification or who have completed the OCC process.

   2. Number of candidates awarded subspecialty certification. (B-03/93; B-02/98)

   3. Amendments to the bylaws of specialty certifying boards.

   4. Any other recommendations from the BOS and/or its Executive Committee that require action of the AOA Board of Trustees.

B. The annual report of the BOS to the AOA Board of Trustees will contain the following information:

   1. Candidates awarded certification or who have completed the OCC process.
2. Candidates awarded subspecialty certification.

3. Nominations for membership on specialty certifying boards.

4. Amendments to the bylaws of specialty certifying boards.

5. Amendments to the BOS Handbook.

6. Any other recommendations from the BOS and/or its Executive Committee, which require action of the AOA Board of Trustees. (B-07/76)

**Article VIII. Amendments (B-02/09)**

Amendments to these policies and procedures may be adopted for submission to the AOA Board of Trustees for approval, by the vote of a majority of the members of the BOS registered with the Secretary as present at the annual or midyear meeting, provided the proposed amendments have been submitted in print or electronic format to each member present. (B-07/64)
Policies and Procedures of the Bureau of Osteopathic Specialists and AOA Specialty Certifying Boards
Policies and Procedures of the Bureau of Osteopathic Specialists and AOA Specialty Certifying Boards

Article 1. Protocol for Establishing Specialty Certifying Boards

Section 1. Petitions

A. The BOS is charged by the AOA Board of Trustees (BOT) with providing recommendations concerning the creation of new specialty certifying boards and the assignment or change of specialty, subspecialty and/or added qualifications jurisdiction. The AOA Board of Trustees is the final decision making body concerning such questions.

B. Petitions to establish a new certifying board with jurisdiction in a newly defined specialty may only be submitted by AOA approved practice affiliates to the BOS for study and recommendation. To be accepted as a certifiable field, the specialty(s) must meet the requirements for certification as defined by the BOS. Such petitions must be submitted electronically to the Secretary of the BOS a minimum of sixty (60) days prior to the date of the BOS meeting.

C. Petitions to establish new certifying boards must conform to the forms found in the Appendices of this document and include the following documentation:

1. The name of the proposed board.

2. A list of a minimum of twenty (20) physicians, who are members of both the AOA and the petitioning affiliate, interested in the establishment of the new board.

3. A written study conducted by the petitioning group that justifies the need for the proposed new board and its interrelations with established boards.

4. A list of the specialty(s) over which the new board is seeking jurisdiction.

5. A copy of the AOA approved or proposed basic standards for residency training in the newly defined specialty.

6. A draft of the proposed bylaws and policies and procedures for the new board, including the definition of each specialty and the requirements for certification in each specialty.

D. Notification of the submission of a petition for establishing a new specialty certifying board and/or requesting an assignment or change of jurisdiction will be sent to each AOA specialty college and specialty certifying board by the Secretary of the BOS prior to consideration and recommendation by the BOS.
E. The BOS may not waive any of the following protocols. All final determinations regarding such petitions are the prerogative of the AOA Board of Trustees.

Section 2. Petition Review

A. The Secretary of the BOS will review the documentation for completeness and then submit it to the Jurisdiction Committee for its assessment.

B. The Jurisdiction Committee will report its recommendations to the full BOS.

C. The Secretary of the BOS will provide a copy of the petition to all member specialty certifying boards and establish a deadline by which all boards are to respond, with a minimum of sixty (60) days from the date provided to the member specialty certifying boards. This process is to provide the specialty certifying boards an opportunity to determine if the new specialty field would overlap into other specialty fields and has an identifiable body of knowledge and training common to those specialty fields.

D. The Jurisdiction Committee will review those responses and present its recommendations to the full BOS at its next scheduled meeting.

Section 3. Limitation

Submission of the required documentation does not necessarily guarantee the establishment of a new specialty certifying board and/or the granting of jurisdiction or the establishment of a conjoint certification program with jurisdiction in a certification of added qualifications area. (B-07/85; B-07/89)

Article II. Specialty Certifying Boards Requesting Jurisdiction in a New Specialty Field

Section 1. Petition Process

Petitions requesting jurisdiction over a new specialty or subspecialty field must first be submitted for study and recommendation by an existing certifying board of the BOS. Petitions must follow a two-step process:

A. Definition of the new field, demonstrating the necessity of the new field and demonstrating that the board has the appropriate resources to create and maintain a valid exam.

B. Submission of a full, completed standards report form. (Appendix I)
Both steps of the petition must be approved by the full BOS before the board receives full
jurisdiction in the new specialty or subspecialty field and can examine candidates. The first step and
second step of the petition cannot be submitted concurrently.

Section 2. First Step Petition

First step petitions must be submitted to the Secretary of the BOS a minimum of sixty (60) days
prior to the date of the next BOS meeting. These petitions requesting assignment of jurisdiction
must utilize the form found in the Appendix of this document and must include the following:

A. Definition of the new specialty/subspecialty field.

1. List of the specialty(s)/subspecialty(s) and/or area(s) of added qualifications over which
the board has current jurisdiction and the transfer of jurisdiction being requested.

2. Definition of the tentative specialty field and rationale for examination.

3. Detailed plan for completing a job task analysis to further define the examination.

B. Demonstration of the necessity for the new specialty field. The petition must include:

1. Evidence of potential AOA approved residency sites.

2. List of osteopathic physicians who have training in the new specialty field. The list must
include the physician’s name, AOA number, certifications currently held, and dates and
locations of all residencies in the new specialty.

3. List of osteopathic physicians who have requested to take the exam that do not have
AOA approved or ACGME training in the new specialty field. The list must include the
physician’s name, AOA number, certifications currently held, and dates and locations of
all residencies, and the percent of each physician’s practice spent working in the new
specialty field.

4. The AOA approved or proposed basic standards for residency training in the new
specialty field.

5. Requirements for certification in the new specialty field being considered and any
proposed changes in other basic documents of the board.

6. If a clinical pathway is proposed, the petition must state an expiration date for the
pathway, which must be a maximum of five (5) years following the award of jurisdiction.

C. Demonstration that the board has the resources to create and maintain a valid certification
exam.

1. Subject Matter Experts
Include a listing of at least five (5) qualified subject matter experts in the new specialty field that have committed to serving on the exam committee for this new area of jurisdiction. Include their name, AOA number, and certifications as well as the dates and locations of all their residencies. Also include the percent of the physician's practice that is spent working in this new specialty field. A letter of commitment from each subject matter expert must be submitted.

2. Financial Resources

The board must include a business plan that details how it will fund the development and administration of the exam. Costs and demonstration of funds should be detailed for the following major exam development areas: job task analysis/table of specifications; item writing; exam scoring; and standard setting. Costs and demonstration of funds should be detailed for the following major exam administration areas: item collection/item banking; exam creation/printing; and exam proctoring. (B-07/03)

D. First Step Petition Review

1. The Secretary of the BOS will review the documentation for completeness and then submit it to the Jurisdiction Committee for its assessment.

2. The Jurisdiction Committee will report its recommendations to the full BOS.

3. The Secretary of the BOS will provide a copy of the petition to all member specialty certifying boards and establish a deadline by which all boards are to respond, with a minimum of sixty (60) days from the date provided to the member specialty certifying boards. This process is to provide the specialty certifying boards an opportunity to determine if the new specialty field would overlap into other specialty fields and has an identifiable body of knowledge and training common to those specialty fields.

4. The Jurisdiction Committee will review those responses and present its recommendations to the BOS at its next scheduled meeting.

5. If determined that the new specialty, subspecialty and/or area of added qualifications overlaps into other specialty fields, consideration must be given to establishing a Conjoint Certification Examination Committee, the process for which is published in Article XIII of this document.

6. If the full BOS approves the first step of the petition, the board receives preliminary jurisdiction and may begin to develop its second step petition.

Section 3. Second Step Petition

Second step petitions must be submitted to the Secretary of the BOS a minimum of sixty (60) days prior to the date of the next scheduled BOS meeting. These petitions must include a completed
standards report form for each new specialty field (Appendix I of this document). The process for second step petition includes the following:

A. The Standards Review Committee (SRC) will first evaluate the standards report form.

B. The SRC may request to meet with the specialty certifying board representatives for further description of the proposed exam.

C. The SRC will make a recommendation for the Jurisdiction Committee on the exam’s compliance with the AOA certification standards.

D. The Jurisdiction Committee will review the second step petition, and recommendation for approval or denial will be forwarded to the full BOS for action at the next scheduled meeting. (B-07/03)

**Article III. Dormancy and Relinquishing Jurisdiction for Examinations (B-02/09)**

**Section 1. Placing Examinations into Dormant Status or Relinquishing Jurisdiction (B-07/03; B-02/09)**

A request to place an examination into dormant status or to relinquish jurisdiction must be submitted to the BOS for review and recommendation. The specialty certifying board must submit the following information with its request:

A. Rationale for placing the examination into dormant status or for relinquishing jurisdiction.

B. Description of the lack of activity in the specialty field, to ensure that any residents in those programs are not negatively affected by the dormancy of the examination, which must include:

1. The year in which original jurisdiction was granted.

2. The number of osteopathic residency programs existing in the last seven (7) years.

3. The number of residents in osteopathic programs within the last seven (7) years.

C. If applicable, description of the continuous certification mechanism for all diplomates.

D. If applicable, the number of osteopathic physicians certified in the specialty, broken down by time-limited and non-time-limited diplomates.

E. If applicable, the number of physicians that have taken the examination in the last five (5) years and the number of physicians with active applications on file.
F. The proposed date for the placement of the examination into dormant status or for discontinuation of the examination.

G. The plan for notifying constituents of the status change.

Section 2. Review Process

A. If there are active certificants, the Jurisdiction Committee will request a recommendation from the SRC as to the status of the OCC Component 3 Cognitive Assessment required for the existing certificants.

B. If there are active certificants, the Jurisdiction Committee will request the Vice President, AOA Certifying Board Services (CBS), to report on any financial implications of the dormancy request.

C. After a full review, the Jurisdiction Committee will make its recommendation to the full BOS.

Section 3. Mandatory Placement of an Examination into Dormant Status

At its discretion, the BOS, on the recommendation of the SRC, may mandate dormant status for an examination that has not met the SRC standards. (B-02/04)

Section 4. Reactivating Examinations (B-07/03; B-02/09)

A. Dormant examinations may be reactivated. To reactivate an examination, the board must submit a detailed rationale for reactivation, to include:

1. A listing of existing residency programs in the specialty field and the number of residents in each program. The listing must describe whether the program is an AOA approved program and the total number of osteopathic physicians who have completed training in this specialty field within the last seven (7) years.

2. A listing of osteopathic physicians who have requested to take the examination and have met the AOA criteria for certification.

3. A demonstration that the board has the resources to create and maintain a valid certification examination.

4. A list of a minimum of five (5) qualified subject matter experts in the specialty field committed to serve on the examination committee. The list must include the physician’s name, AOA number, certifications, dates and locations of all residencies, the percent of
the physician’s practice dedicated to this specialty and a letter of commitment to the
examination committee.

5. A business plan that details how the board will fund the development and administration
of the examination. Costs and demonstration of funds should be detailed for the
following major examination development areas: job task analysis/table of specifications;
item writing; examination scoring; standard setting; item collection/item banking;
examination creation/printing; and examination proctoring.

B. To reactivate an examination from dormancy, the SRC with the assistance of the Vice
President, AOA CBS, will review all the information and make a recommendation for
approval or denial to the Jurisdiction Committee. The Jurisdiction Committee will conduct
the final review before submitting its recommendation to the full BOS.

C. Relinquishment of jurisdiction is permanent.

Section 5. Appeal Process for Specialty Certifying Boards Denied Dormancy and/or
Reactivation of a Dormant Examination (B-07/03; B-02/09)

A. Specialty boards declined dormancy and/or reactivation of a dormant examination may
appeal to the BOS.

B. The specialty certifying board must submit a detailed rationale for its appeal at least ninety
(90) days prior to the next business meeting of the BOS.

C. A specialty certifying board representative must be available to answer questions on the day
of the appeal.

D. Following the BOS review, the specialty certifying board may appeal to the AOA Board of
Trustees by submitting a detailed rationale for its appeal at least ninety (90) days prior to the
next business meeting of the AOA Board of Trustees.

Section 6. BOS Standards Review Committee Review – Dormancy of Examinations

Where specific specialty certifying boards have exhausted all avenues to comply with the standards
review process for specific examinations at the end of a probationary period, the SRC may ask the
Vice President, AOA CBS, to determine whether those specialty certifying boards have sufficient
financial funds and technical resources. The Vice President, AOA CBS, after review of financial and
other board resources, will make his/her findings known to the SRC for purposes of placing
examinations in dormant status where necessary. The SRC may then mandate dormant status for
examinations that have not met SRC standards.

A. The format of the review will be self-study with completion of a standards review report.
The report will be completed by the specialty certifying board and submitted to the SRC for
review and action. The Committee will ask the specialty certifying board to provide written evidence that it has met the requirements set forth in the standards. (B-03/01)

The SRC will review the report from each specialty certifying board to assess whether the specialty certifying board’s examination activities are in compliance with the standards. After review and discussion with the SRC, the SRC will meet in person with the specialty certifying board representative to clarify any issues. Representatives from the specialty certifying boards, including at least one physician board member, being reviewed must make themselves available for the SRC meeting. (B-03/01; B-07/03)

After SRC review and discussion, the SRC must either:

1. Recommend to the BOS that the specialty certifying board is in compliance with the standards. If a recommendation of compliance is made, the BOS may then take action on that recommendation. (B-03/01; B-07/03)

2. Defer making any recommendation to the BOS regarding compliance.

3. Recommend to the BOS that an examination jurisdiction be placed into a dormant status. (B-07/03)

Within thirty (30) days of this SRC meeting, the SRC will send the specialty certifying board a written evaluation. This evaluation will relate the SRC findings, may request supplemental information to verify compliance, and will report activities that are not in compliance with the standards. Examination activities found not in compliance with the standards will be clearly described to the specialty certifying board. (B-03/01)

B. Submission of the Specialty Certifying Board Response and Action Plans

Once the written evaluation is received by the specialty certifying board, it will have sixty (60) days in which to respond to the evaluation in writing. The response should include any specialty certifying board comments regarding the evaluation and any supplemental information requested from the SRC. If any examination activities are not in compliance, the response must also include a written action plan. At the next SRC meeting after submission of the response, the board’s supplemental information and the action plan will be examined. Once the SRC approves the submitted action plan, a letter of acceptance is sent to the specialty certifying board. (B-07/15)

C. Non-Compliance

If any examination activities were found not in compliance with the standards, the specialty certifying board must submit an updated report. The specialty certifying board must submit an updated report to the SRC, along with acceptable evidence that shows that all the certification and examination activities are in compliance with the standards, within one (1) year of review. Only areas designated as not in compliance from this evaluation will be reviewed. The specialty certifying board must submit its updated report at least forty-five (45) days before the SRC meets. (B-07/03; B-07/15)
D. Updated Reports

At the next SRC meeting after submission of the updated report, the committee will review the updated report and may request to meet in person with the specialty certifying board representative(s) to clarify any issues. The SRC must make a recommendation to the BOS for action and may recommend that the board is in compliance or is not in compliance with the standards. (B-03/01) The SRC may also recommend to the BOS that an examination jurisdiction be placed in dormant status. (B-07/03)

E. Probation

If the BOS finds the specialty certifying board not in compliance, the BOS may impose a one (1) year probation period. By the end of the probation period, the specialty certifying board must demonstrate compliance with the standards. The applicable specialty college will also be notified of the specialty certifying board’s probationary status. Specialty certifying board failure to comply with the standards will result in a BOS notification to the AOA Board of Trustees that the specialty certifying board is not in compliance and to forward a recommendation for further action to the AOA Board of Trustees. (B-07/03)

F. Appeals

Specialty certifying boards may appeal the decision of the BOS to the AOA Board of Trustees.

Article IV. BOS Appeal Committee and Hearing Procedures

Section 1. Scope of Possible Appeal

An appeal hearing will be granted to determine the facts, which, if the prospective appellant’s allegations are found to be true, would constitute unequal application of the regulations and requirements or standards, or unwarranted discrimination, prejudice, unfairness or improper conduct of all or any part of an examination conducted by any specialty certifying board or action by the Executive Committee or the Certification Compliance Review Committee of the BOS.

The Appeal Committee will not consider issues related to examination content. The Appeal Committee members at the hearing are all from outside the specialty area at issue and are not expected to have subject matter expertise as to the specialty practice area at issue. (B-07/76)

Section 2. Procedures for Requesting an Appeal to the BOS Appeal Committee

All requests for an appeal will be filed with the Chair of the BOS within one (1) year of the decision by the certifying board’s appeal committee and no later than two (2) years after the alleged incident(s) from which the grievance arises. Prior to seeking reviews by the BOS Appeal Committee,
appellants must first appeal to the certifying boards. Appeals that have not been reviewed by the
certifying board may be returned to the appellant with instruction to seek review from the certifying
board before submitting the appeal to the BOS Appeal Committee. The Chair of the BOS will
determine whether sufficient grounds have been alleged, in accordance with Section 1 above, and if
so he/she will notify the prospective appellant, the specialty certifying board involved (or Executive
Committee or Certification Compliance Review Committee), and the Chair of the Appeal
Committee that the appeal will be heard. Appeals will be scheduled in conjunction with one (1) of
the regular meetings of the BOS. Special hearings may be called by the Chair of the Appeal
Committee. (B-03/93)

Section 3. Material in Support of Appeal

The appellant will be asked to prepare a position statement of no more than twenty (20) pages in
length that explains the basis for the appeal. In addition to the position statement, the appellant
should submit any documentation in support of the appeal. The specialty certifying board will be
asked to submit a position statement of no more than twenty (20) pages in length as well as any
documentation in support of the board’s position. The appellant, specialty certifying board involved,
and BOS Chair will be advised that all position statements and documentary material necessary for
proper adjudication of the case will be submitted to the Chair of the Appeal Committee no later
than sixty (60) days prior to the date scheduled for the hearing. The BOS Appeal Committee’s
Secretary will provide the position statements and supporting documents to the committee
members, the appellant and the specialty certifying board.

Section 4. Attendance at Hearing

Barring documented extraordinary circumstances, appellants must be present at the hearing. One (1)
representative of the specialty certifying board involved (or the Chair of the Executive Committee or
his/her designee) must also be present at the hearing to present the position of the specialty
certifying board. Appellants may be represented at the hearing by legal counsel, provided that the
appellant provides the Appeal Committee Secretary with at least thirty (30) days prior notice as to
the use of legal counsel and the name and address of the attorney.

Section 5. Conflicts of Interest

Appeal Committee members will recuse themselves if there is a conflict of interest that prevents
them from objectively reviewing the appeal. Additionally, the specialty certifying board and the
appellant will also have the right to object to the participation of particular members of the Appeal
Committee. The Chair will decide if such objections have merit and if such members will be
excluded as a result thereof.

Section 6. Record of Appeal

Steno typed transcripts of the appeal hearings will be made. The transcripts will be confidential, but
may be made available to authorized representatives of the appellant and specialty certifying board
or Executive Committee, members of the Appeal Committee, and/or members of the AOA Board of Trustees. The transcripts will be kept in the permanent files of the Secretary of the BOS.

Section 7. Attendance at Appeal

The Appeal Committee will meet in closed session. In addition to the appellant, specialty certifying board representative(s) and committee members, the BOS Chair, Vice Chair and Public Member may attend the hearing and, with consent of the Appeal Committee Chair, may ask questions of the appellant and certifying board member(s).

Section 8. Appeal Hearing Procedure

Appeal hearings should take approximately ninety (90) minutes. The Chair has discretionary authority to determine the format of the hearing. In general, however, hearings should follow the format below:

A. Appellant’s presentation (approximately twenty (20) minutes).
B. Specialty Certifying Board’s presentation (approximately twenty (20) minutes).
C. Appellant’s rebuttal (approximately five (5) minutes).
D. Specialty Certifying Board’s rebuttal (approximately five (5) minutes).
E. Questions and answers (approximately twenty (20) minutes).
F. Specialty Certifying Board’s closing statement (approximately five (5) minutes).
G. Appellant’s closing statement (approximately five (5) minutes).

The Appeal Committee will deliberate in executive session. The parties will then be excused, but will be advised to remain for further questions if necessary. (B-07/76)

Section 9. Presentations

Cross examination and presentation of third party witness testimony is not allowed. Third party witness testimony should be presented in affidavit format and submitted with documentation. However, the Chair will have the discretion to permit modification of the format, if necessary, to consider the merits of the allegations contained in the petition. (B-07/76)

Section 10. Deliberations and Decisions
After hearing and considering the presentation of the appellant and the response of the specialty certifying board, the BOS may vote to uphold or overturn the decision of the specialty certifying board, or request additional information. The Appeal Committee may include specific directions for the specialty certifying board (e.g., special examination procedures), but will not have authority to change a failing exam grade to a passing grade. The Appeal Committee will report its decision and recommendation to the BOS, which will in turn report the decision to the AOA Board of Trustees.

Within thirty (30) days of the Appeal Committee’s decision, the appellant and the certifying board will be notified of the decision. The parties will be advised that they have the right to appeal the action of the Appeal Committee to the AOA Board of Trustees and advised of the process to request further appeal to and a hearing before the AOA Board of Trustees. (B-07/76; B-03/93)

Section 11. Appeal Process for Specialty Certifying Boards

For appeals filed at the specialty certifying board level, boards will follow the hearing procedures outlined above.

Article V. Nominations to AOA Specialty Certifying Boards

Section 1. Process of Nominations of Board Members to Serve on AOA Specialty Certifying Boards (B-02/07)

A. Each specialty certifying board will select a nominee from a pool of eligible and qualified candidates to serve on the board. Ideally, a specialty certifying board should consist of members who:

1. Represent a mix of AOA board certified practicing physicians, residency/GME faculty, and physicians involved in academic medicine

2. Have a minimum of five (5) years post graduate clinical practice experience

3. Are geographically and demographically diverse

4. Understand the certification process and all the duties associated with being a member of an AOA specialty certifying board

5. Have formal training in item-writing. If the selected individual has not had item-writing training, training must be obtained within one (1) year of being appointed to the board or he/she will not be eligible to remain on the board.

B. The certifying board will maintain the nominee’s curriculum vitae (CV) and supporting documentation in its files for five (5) years following completion of service on the board.
C. Any specialty affiliate with concern about the election or appointment of specialty certifying board members or leadership may forward that concern to the Chair of the BOS for review and possible action by the BOS Executive Committee.

D. All nominees to a specialty certifying board must be approved by the BOS and AOA Board of Trustees (BOT). Each board will submit its list of nominees to the BOS for review and approval prior to submitting it to the BOT.

Section 2. Term of Office

A. Where possible, specialty certifying boards should institute a maximum term limit of four (4) 3-year terms.

B. All specialty board members’ terms will commence on August 1 following approval by the BOT and end on July 31 of the year their term is scheduled to end.

Article VI. Officers of Specialty Certifying Boards of the BOS

Specialty certifying board officers will be alert to the fact that modification of the existing bylaws and policies and procedures may be needed from time to time and will give prompt attention to amending their papers of organization as directed by the AOA Board of Trustees. (B-07/49)

Section 1. Chair and Vice Chair

A. Following election, the Chair and Vice Chair will familiarize themselves promptly with the status of the specialty certifying board’s activities by conference with retiring officers. The Chair will make the appointments (committees) as designated in the statement of his/her duties in the policies and procedures.

B. The Chair of each specialty certifying board will set up a schedule of the prescribed activities of the specialty certifying board and maintain an appropriate system to assure adequate reminders of necessary action.

C. The Vice Chair will preside at all meetings of the specialty certifying board in the absence of the Chair and assist the Chair in the discharge of the duties of that office.

Section 2. Secretary-Treasurer

The Secretary-Treasurer of the specialty certifying board will perform the duties as follows:
A. Fulfill the duties of the office as described in the bylaws of the specialty certifying board and observe the procedures, as stated in this document, regarding the issuance of certificates and changes in certification status.

B. Report any subsequent change in board membership to the Secretary of the BOS.

C. Inform the Secretary of the BOS, in writing, of the dates and places of all examinations. Examinations will be scheduled early enough so that the dates may be published not later than nine (9) months prior to the date specified, except in the case of individually arranged clinical examinations.

D. Review the annual report; submit pass rate data and other reports as requested for presentation to the Bureau. The report forms are distributed by the Secretary of the Bureau and must be completed and returned by the stated deadline.

E. Review the required documentation for candidates being presented for certification, which are distributed by the Secretary of the BOS.

F. Advise and consult with the board on all fiscal matters.

G. Work with the certification director regarding all secretarial and fiscal matters.

H. At the discretion of the specialty certifying board, this position may be held by a single individual or divided as separate secretary and treasurer positions.

**Article VII. Board Eligibility (B-07/10)**

**Section 1. Board Eligibility**

A. Definition:

1. The time frame between a physician’s completion of a residency training program in a specialty or subspecialty and achievement of initial certification in that specialty or subspecialty. See the explanatory statement regarding completion of residency in paragraph D, below.

B. Notification:

All residents and fellows in AOA or ACGME accredited training programs will be notified by the AOA of the definition and deadline of board eligibility. Such notification will be included with the AOA annual report form sent to residents and fellows.

C. Time Frame:
Board eligibility commences upon the physician’s completion of residency training program in a specialty or subspecialty and terminates on December 31st of the following sixth (6th) year. See the explanatory statement in paragraph D, below.

D. Explanatory statement

Completion of residency means completion of active residency training and specifically does not include academic non-clinical training related issues.

E. Termination:

1. Board eligibility status will automatically be terminated and so recorded by the AOA and the appropriate specialty certifying board:
   a. At the end of the board eligibility time frame, or
   b. Following resolution of an appeal, or
   c. Upon award of certification.

2. In view of a candidate’s right to appeal the results of a failed examination, if board eligibility would have terminated as a result of lapse of the six (6) year time frame, the designation of board eligible will not terminate until the appeal has been resolved.

3. Candidates may not use the designation of board eligible at any time after the termination of board eligibility.

Section 2. Certification Eligibility

A. Candidates are eligible to become certified at any time within the board eligibility time frame.

B. Candidates who have initiated the certification process in the specialty or subspecialty by sitting for an examination prior to July 1, 2009 may continue to pursue certification at any time (after the board eligibility time frame) based upon their board’s requirements prior to July 1, 2009.

C. Candidates who have not initiated the certification process by sitting for an examination in the specialty or subspecialty prior to July 1, 2009 may become certified only by successfully completing the certification examination pathway process.

D. Candidates who are not successful in becoming certified at the conclusion of the final pathway process are no longer eligible to become certified in the specialty or subspecialty.

Section 3. Certification Examination Pathway Process
A. Initial Pathway

1. Candidates must petition the specialty certifying board for entry into the initial pathway process.

2. The specialty certifying board will accept all applicants who have met the entry requirements into the process.

3. Upon acceptance into the process, the candidate must follow the pathway outlined below. Prior activity toward certification will not be recognized in the initial pathway process.
   
   a. Candidates must enter at the beginning of the board’s certification process.
   
   b. Candidates must follow the process as outlined by their boards’ requirements during the six (6) years of board eligibility.
   
   c. Candidates must complete certification during the period of board eligibility.
   
   d. Candidates who have not completed certification during the time frame of board eligibility, their ability to complete certification will terminate and they then may re-enter the certification process via the first re-entry process.

B. First Re-Entry Process

1. Candidates must petition the specialty certifying board for entry into the certification process.

2. Upon acceptance by the specialty certifying board, the candidate must follow the process below:
   
   a. The candidate must start at the beginning of the certification process. Prior activity toward certification will not be recognized in the first re-entry process.
   
   b. Candidates must participate in the first available administration of the exam.
   
   c. The candidate will have two (2) attempts to pass each step of the examination process.
   
   d. If unsuccessful on a given administration, the candidate must participate in the next available examination administration.
   
   e. Candidates who were not successful in becoming certified at the end of the first re-entry pathway process may pursue certification only by petitioning the certifying board for entry into the final pathway process.
C. Final Pathway

1. Candidates must petition the specialty certifying board for entry into the final pathway process.

2. The specialty certifying board is required to establish criteria that must be met prior to granting entry into the final pathway process.
   a. These criteria must be approved by the Standards Review Committee (SRC) of the BOS.
   b. Upon notification of the criteria, the candidate must display efforts to conform and satisfy the requirements without delay.

3. Upon completion of the requirements, the candidate must follow the pathway outlined below. Prior activity toward certification will not be recognized in the final pathway process.
   a. Candidates must enter at the beginning of the board’s certification process.
   b. Candidates must participate in the first available administration of the exam.
   c. The candidate will have two (2) attempts to pass each step of the examination process.
   d. If unsuccessful on a given administration, the candidate must participate in the next available examination administration.

4. Candidates who were not successful in becoming certified at the end of the final pathway have no further opportunity to become certified in the specialty or subspecialty.

Section 4. Specialty Certifying Board Requirements

A. All certifying boards are required to comply with the process as outlined above.

B. During the six (6) years of established board eligibility, a specialty certifying board may have more stringent requirements in the limitation of time in which a candidate for certification must complete the entire certification process.

C. The process to certification will be published in the policies and procedures of each specialty certifying board.

Article VIII. Certification
Section 1. Certification

To be eligible to receive certification from the AOA through member specialty certifying boards, the applicant must meet the following minimum requirements:

A. Osteopathic physicians

1. Be a graduate of a COCA-accredited College of Osteopathic Medicine. (B-07/15)

2. Obtain training complete status from an ACGME/AOA accredited/approved residency training program.

B. Allopathic physicians – US and Canada Programs

1. Be a graduate of a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME).

2. Obtain training complete status from an ACGME osteopathic recognized residency program with documentation that the candidate completed an “osteopathic focused” track within the osteopathic recognized program, or obtain training complete status from an ACGME accredited osteopathic Neuromusculoskeletal Medicine Residency Training Program.

C. Allopathic physicians – Non US and Canada Programs

1. Be a graduate of a medical school outside the United States and meet one of the following additional requirements:

   a. Hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or

   b. Have graduated from a medical school outside the United States and have completed a fifth pathway program provided by an LCME accredited medical school.

2. Obtain training complete status from an ACGME osteopathic recognized residency program with documentation that the candidate completed an “osteopathic focused” track within the osteopathic recognized program, or obtain training complete status from an ACGME accredited osteopathic Neuromusculoskeletal Medicine Residency Training Program.

D. The applicant must hold an active license to practice in a state or territory. An applicant for initial certification holding a restricted license may petition the specialty certifying board for the ability to enter the certification process based upon review of the reason for licensure restriction. (B-02/08; B-07/16)
1. In cases where a state licensing board had taken action against a physician’s license and allows the physician in question to continue to practice with that action on their license, then the physician can remain certified. The BOS has assigned the Certification Compliance Review Committee (CCRC) with the responsibility to review and respond to all licensure questions. (B-07/16)

E. The applicant must be able to show evidence of conformity to the standards set forth in the Code of Ethics of the AOA.

F. The applicant must be a member in good standing of the AOA or the Canadian Osteopathic Association at the time of application. (B-07/13)

G. Each specialty certifying board will establish its individual requirements for years of AOA approved training for each primary or subspecialty certification. (B-02/09) Specialty certifying boards will send all recommendations, complaints, or comments regarding resident training programs to the COPT. The responsibility of making recommendations and requirements relative to training programs designated as approved residencies as defined by the AOA Board of Trustees is, and will be, that of the COPT. (B-12/48)

H. Each specialty certifying board and CCEC will establish its individual eligibility requirements for examination for certification. Practice within each field under each board will be defined in the policies and procedures of each specialty certifying board. (B-02/09)

I. Following satisfactory compliance with the prescribed requirements for examination, the applicant is required to pass appropriate examination(s) planned to evaluate an understanding of the scientific basis of the problems involved in the given specialty/subspecialty; familiarity with the current advances in the given specialty; and possession of sound judgment and of a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of the given specialty, subspecialty, and/or added qualifications. (B-02/09) Specialty certifying boards will determine by examination the applicant’s ability to use the osteopathic concepts in the practice of his/her specialty or subspecialty. (B-12/48; B-02/09)

1. Examinations will be conducted and required in the case of each applicant. The method(s) and content of the examination procedure will be determined by the individual board and will be subject to the approval of the AOA Board of Trustees. Where applicable, the final portion of the examination will be conducted only after the required years of practice have been completed. (B-07/86)

2. Where applicable, a member of the specialty certifying board will personally supervise the conduct of the oral examination. (B-07/86; B-07/10)

3. Where applicable, the conduct of the clinical examination may be delegated to committees of not fewer that two (2) individuals qualified in the specialty or subspecialty. (B-07/71; B-02/86; B-07/10)

4. A full description of the method of conducting the examination is to be provided in each specialty certifying board's policies and procedures.
J. Applicants for certification are required to file an application provided by each specialty certifying board, which will set forth their qualifications for examination as stated in Paragraphs A through G of this Article. The procedure for filing applications is set forth in the policies and procedures of each specialty certifying board. (B-02/09)

K. Subject to the recommendation of the BOS and to the approval of the AOA Board of Trustees, the board may require such further training and/or practice in each of the fields coming under its jurisdiction as, in its judgment, such field may require, provided that the additional requirement for each field is clearly set forth in the policies and procedures of each specialty certifying board.

L. Any changes to training and/or practice requirements will go into effect a minimum of one (1) year subsequent to the announcement of such change.

M. The applicant for certification or continuous certification will not be required to be a member of a specialty college or other similar society. (B-07/53; B-02/09)

N. Signed applications and all material submitted by an applicant to a specialty certifying board, even though the applicant may withdraw as an applicant for certification, will remain the property of the specialty certifying board. (B-07/53)

O. Candidates must fulfill all requirements prior to certification.

Section 2. Clinical Practice Pathway Definition and Eligibility

If applying for certification through a clinical practice pathway, candidates must meet the requirements established by the individual specialty certifying boards or Conjoint Certification Examination Committees for appropriate clinical practice experience.

A. The term “clinical practice” refers to time spent as a physician actively treating patients in a manner as defined by the specialty certifying board or Conjoint Certification Examination Committee.

B. Physicians engaged in full-time graduate medical education programs such as fellowship or additional residencies are not considered in “clinical practice” for the purposes of meeting the requirements for the clinical practice pathway. Even when working part-time as a physician outside of the graduate medical education program.

C. Applicants who are not graduates of a COCA accredited osteopathic medical school must have documented education in osteopathic philosophy and techniques, as determined by the BOS, including as a minimum:

1. Osteopathic philosophy, history, terminology, and code of ethics;

2. Anatomy and physiology related to osteopathic medicine;
3. Indications, contraindications, and safety issues associated with the use of osteopathic manipulative treatment; and

4. Palpatory diagnosis, osteopathic structural examination, and osteopathic manipulative treatment

Section 3. Processing of Applications by AOA Specialty Certifying Boards

A. Specialty certifying boards will verify AOA approval of the completed residency of each candidate prior to submission of the candidate for certification. Verification must include:

1. For Osteopathic Residents
   a. A statement from the Evaluating Committee of the appropriate specialty college that the program has been approved as being complete and that this information has been officially registered with the AOA central office.

2. For Accreditation Council for Graduate Medical Education (ACGME) Residents
   a. A copy of the letter from the AOA granting approval of the training as being complete. (B-04/85; B-07/10)

3. For American Board of Medical Specialties (ABMS) certified DOs seeking AOA certification
   a. Evidence via primary source verification of ABMS certification will be accepted as completion and approval of the ACGME residency program.
   b. The candidate must be certified by the ABMS in the specialty for which AOA certification is sought and the certification must be active and in good standing.
   c. Where allowed by specific AOA specialty certifying boards, ABMS certified osteopathic physicians who participated in a clinical pathway to achieve ABMS certification may be allowed to enter the certification process under the following conditions:
      i. The pathway must have been completed prior to 1995; and
      ii. The candidate must meet any additional requirements set by the specialty certifying board for certification.
   d. The candidate must be an AOA member in good standing at the time of the application process.
e. Osteopathic physicians certified through an approved board of the ABMS and who have received approval from the AOA will be able to enter the AOA certification process.

f. AOA Department of Certifying Board Services staff will receive and process all applications to verify credentials for entry into the AOA certification process.

g. The AOA will notify the appropriate specialty certifying board of this approval.

h. The applicant, if not a current AOA member, will pay the full dues amount at the time of application.

i. The physician applicant will not be required to have state or specialty college membership at the time of application.

j. Applicants will be subject to fees as designated by the specialty certifying board.

k. Applicants may be subject to additional requirements set by the specialty certifying board.

l. The COPT, with the AOA, will monitor the ACGME basic standards for residency training. (B-07/04)

4. For graduates of non COCA accredited schools of medicine, the pathway must have been completed prior to 1995; and

a. The candidate must be an AOA member in good standing at the time of the application process.

b. AOA Department of Certifying Board Services staff will receive and process all applications to verify credentials for entry into the AOA certification process.

c. The AOA will notify the appropriate specialty certifying board of this approval.

d. The applicant, if not a current AOA member, will pay the full dues amount at the time of application.

e. The physician applicant will not be required to have state or specialty college membership at the time of the application.

f. Applicants will be subject to fees as designated by the specialty certifying board.

g. Applicants may be subject to additional requirements set by the specialty certifying boards.
Article IX. Examination Results

Section 1. Notification

The Secretary-Treasurer of each specialty certifying board will, within ninety (90) days of the final action of the specialty certifying board, notify the applicant examined for certification of the results of his/her examination. For candidates who have completed the certification process, the AOA must be provided the list of successful candidates within three (3) weeks of candidate notification, in the format specified by the AOA. (B-07/10)

Section 2. Format of Notification

For those physicians who have passed all of the prescribed examinations, a form letter will be used (See Appendix D), in conformity to the direction of the AOA Board of Trustees, so that the applicant will understand that the passing of the examination does not necessarily complete the requirements for certification.

Article X. Certificates

Section 1. Issuance

A. Certificates are issued by the specialty certifying boards to applicants who have conformed to all requirements for certification and continuous certification.

B. Each certificate will be signed by the Chair and the Secretary of the specialty certifying board. No certificate is valid until it has been signed by the Chief Executive Officer of the AOA, individually or electronically.

C. The date carried by primary certification will correspond with the date on which verification of successful completion of all board requirements by the respective specialty certifying board occurred. All general certifications issued after 2004, or as previously determined by each specialty certifying board, are time-limited to ten (10) years or less. Non-time-limited general certifications, which were issued prior to the board’s established date without a time limit, will remain in effect. (B-02/00)

The date carried by subspecialty certification certificates (and for Certification of Added Qualifications (CAQ) certificates for the American Osteopathic Board of Family Physicians (AOBFP) and the American Osteopathic Board of Preventive Medicine (AOBPM)) will correspond with the date on which verification of successful completion of all board requirements by the respective specialty certifying board occurred. Except as previously approved by the AOA Board of Trustees, all subspecialty certification certificates will be time-limited to ten (10) years or less. (B-02/00)
D. Specialty certifying boards will make every effort to ensure that a candidate has met all requirements for certification or successfully completed all OCC requirements prior to submission to the AOA for final processing, including that training has been deemed complete and that the candidate has met the time requirements for training indicated in the specialty certifying board’s policies and procedures.

E. The Secretary of the Bureau, upon notification of approval of candidates to the Bureau, will notify the candidate and the recommending specialty certifying board of the approval of certification. Only upon receipt of notification from the Bureau will the Secretary of the specialty certifying board have the certificate prepared and numbered. The certificate must be forwarded to the diplomate within ninety (90) days from the date of notification of approval of certification.

F. The Secretary of the specialty certifying board will prepare and send a “receipt of certificate of certification” to accompany the certificate sent to each diplomate. The diplomate will be advised by the specialty certifying board to sign the receipt and return it to the specialty certifying board.

G. The specialty certifying board will notify the diplomate, in writing, of the requirements for maintaining certification.

H. The term “certification” is to be used for certification in a specialty or subspecialty, and the only other term used by the AOA and the Bureau is “certification of added qualifications” used by the American Osteopathic Board of Family Physicians and the American Osteopathic Board of Preventive Medicine. (B-07/91; B-07/92; B-02/98; B-07/15)

Section 2. Certificate Format

The following are minimum standards for the format of specialty certifying board certificates of certification. Proposed changes to the verbiage of the certificate must be submitted to the BOS for approval.

A. Indication of certification by the AOA.

B. Date of approval by the AOA.

C. Physician name in format of: “John Smith, DO” or “John Smith, MD”.

D. Seal of the specialty certifying board.

E. Signatures of specialty certifying board Chair and Secretary.

F. Signature of AOA Chief Executive Officer (original or electronic reproduction).

G. Aesthetically acceptable.
H. Wording to indicate that the physician has pursued an accepted course of study and has satisfactorily completed the required examinations.

I. Certificates should be consecutively numbered.

J. No abbreviations.

K. Criteria should be developed for the issuance of duplicate certificates.

L. Start and end dates for which the certificate is issued. (B-07/96)

Section 3. Terminology

Specialty certifying boards will issue certificates that read as applicable:

A. Primary Certification

1. Initial Certificate

   Certification in (Specialty)

2. OCC Time-Limited Certificate Holders

   Demonstrates Excellence through Compliance with all Requirements for Osteopathic Continuous Certification for Certification in (Specialty)

3. OCC Non-Time-Limited Certificate Holders

   Demonstrates Excellence through Voluntary Compliance with all Requirements for Osteopathic Continuous Certification for Certification in (Specialty)

B. Subspecialty Certification

1. Offered by all AOA specialty certifying boards with the exception of the American Osteopathic Board of Family Physicians (AOBFP).

2. Initial Certificate

   Subspecialty Certification in (Subspecialty)

3. OCC Time-Limited Certificate Holders

   Demonstrates Excellence through Compliance with all Requirements for Osteopathic Continuous Certification for Subspecialty Certification in (Subspecialty)
4. OCC Non-Time-Limited Certificate Holders

Demonstrates Excellence through Voluntary Compliance with all Requirements for Osteopathic Continuous Certification for Subspecialty Certification in (Subspecialty)

C. Certification of Added Qualifications

1. Only offered by the American Osteopathic Board of Family Physicians (AOBFP) and the American Osteopathic Board of Preventive Medicine (AOBPM)

2. Initial Certificate

Certification of Added Qualifications in (CAQ)

3. OCC Time-Limited Certificate Holders

Demonstrates Excellence through Compliance with all Requirements for Osteopathic Continuous Certification for Certification of Added Qualifications in (CAQ)

4. OCC Non-Time-Limited Certificate Holders

Demonstrates Excellence through Voluntary Compliance with all Requirements for Osteopathic Continuous Certification for Certification of Added Qualifications in (CAQ)

Section 4. Certification in More than One (1) Field

An osteopathic physician may hold certification in more than one (1) specialty or subspecialty, either under the same specialty certifying board or under different specialty certifying boards. In such a case, the physician is to be listed under each of the specialties or subspecialties in the roster of certified physicians. (B-07/91; B-02/98)

Section 5. Recording of Multiple Certificates

A. The diplomate is assigned a number for life under each specialty certifying board. Successive certificates issued to the same diplomate by the same specialty certifying board retain the initial certificate number assigned to the diplomate.

B. The diplomate is billed according to each number.

C. Successive certificates are listed on the record after the diplomate’s name by date of their approval.

D. The diplomate retains certificates as acquired for his/her archives and personal satisfaction.
E. The diplomate is listed or known to the specialty certifying board as being certified in each category.

F. The diplomate must maintain general certification, based on subspecialty certification requirements. (B-07/92)

Section 6. Annual Certification Registration Fee and Requirements

A. Active Diplomates

1. AOA dues notices will be mailed to active diplomates. Refer to the AOA website for a delineation of fees. (B-07/76; B-03/90; B-02/98; B-02/02; B-07/12)

2. Physicians certified for the first time will not be required to pay the annual certification registration fee during the fiscal year in which the Executive Committee of the Bureau approved their certification. They are to be billed for the fee beginning with the next fiscal year. (B-07/66)

B. Inactive Diplomates

Diplomates who are classified as inactive will not be required to pay the annual certification registration fee. Inactive diplomates may retain the possession of their certificate(s) and their names will appear in the official registry of certified physicians with a designation of inactive status. A diplomate will be classified as inactive for one of the following reasons:

1. The diplomate is unable to practice the specialty, subspecialty, and/or certification of added qualifications in which he/she is certified because of health or age.

2. The diplomate has voluntarily requested that a non-time-limited certification be inactivated with the right to request reactivation at a future time. Remedial requirements may be assessed by the diplomate’s specialty certifying board in order to reactivate the certification. (B-02/00; B-07/15)

C. Retired Members

1. Certifications will be listed as “retired” when the diplomate is permanently retired and not gainfully employed in any phase of professional activity, and when his/her practice status designation so indicates. Retired diplomates may retain the possession of their certificate(s) and their names will appear in the official registry of certified physicians with a designation of retired status. All certification information will be retained and shown on the AOA Physician Profile when the certification status is retired by reason of membership retirement status. (B-03/01)

2. If a retired diplomate holds a time-limited certification and chooses to become “active” after his/her certification has expired, he/she must re-enter the certification process in
accordance with the policies and procedures of his/her respective specialty certifying board. (B-03/01)

D. Diplomates Holding More Than One (1) Certificate

1. If a diplomate is certified in more than one specialty or subspecialty under the same specialty certifying board, only one annual certification registration fee will be required.

2. If the diplomate is certified in more than one specialty or subspecialty under different specialty certifying boards and elects to retain more than one certificate, an annual certification registration fee for each of the specialty certifying boards under which certification is held will be required. If the diplomate does not elect to retain more than one specialty or subspecialty, the earliest certificate issued will be automatically revoked.

Section 7. Inactivation, Reinstatement and Reactivation (B-02/02)

A. Immediately following official notification that a diplomate no longer meets any one of the following requirements for maintaining certification status with the AOA, his/her certificate will be inactivated according to procedures developed by the BOS and the AOA Department of Client and Member Services. The procedures will give the diplomate ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA certification. (B-02/02)

B. Reinstatement of a certificate that was inactivated when the diplomate was dropped from AOA membership for nonpayment of dues or for nonpayment of the annual registration fee will be automatic upon reinstatement of the diplomate’s AOA membership and/or payment of the registration fee; remedial requirements may be assessed by the specialty certifying board.

C. Reactivation of a certificate of lifetime, non-time-limited certification, which has been voluntarily inactivated by request, will require compliance with the requirements of Paragraph A., above, as well as approval of the appropriate specialty certifying board and the Bureau. Reactivation will also require payment of any back AOA membership dues, up to a maximum period of two (2) years. Reactivation will also require payment of any back AOA certification registration fees, up to a maximum period of two (2) years, as well as other remedial requirements required by the specialty certifying board.

D. Depending on the circumstances for inactivation of a non-time-limited certification, the Certification Compliance Review Committee may award a time-limited certification in lieu of the non-time-limited certification. Such action by the Certification Compliance Review Committee may be appealed to the BOS Appeal Committee and, if necessary, the AOA Board of Trustees, (B-02/00; B-02/02; B-07/11; B-03/13)

Section 8. Revocation of a Certificate

BOS Handbook, Page 47
A. The specialty certifying board will have the power to recommend to the Bureau the revocation of the certificate of any diplomate whose certificate was obtained by fraud or misrepresentation, who exploits the certificate, violates the AOA Code of Ethics, or is otherwise disqualified. (B-01/71; B-02/02)

B. Upon official action revoking a certification, a diplomate’s name will be removed from the certification register of the AOA. The Secretary of the Bureau will notify the diplomate and the Secretary of the appropriate specialty certifying board of any such revocation. (B-02/02)

C. Reinstatement of a certificate that was revoked will require compliance with the requirements of the BOS and approval of the specialty certifying board and the BOS. (B-02/02)

Section 9. Specialty Practice Requirement

A diplomate is not eligible for annual certification registration of his/her certificate if it is determined by the specialty certifying board involved that the diplomate does not qualify within reason as a practicing physician in the particular specialty or subspecialty under the regulations and requirements of that specialty certifying board. The specialty certifying board will notify the Secretary of the Bureau of any such disqualified diplomate so that appropriate action may be taken. (B-07/53; B-02/98)

Article XI. Osteopathic Continuous Certification (B-03/13)

Section 1. Osteopathic Continuous Certification (OCC)

Effective January 1, 2013, all AOA specialty certifying boards implemented a continuous certification process for osteopathic physicians, called “Osteopathic Continuous Certification (OCC)”, and are required to publish the requirements for OCC in their basic documents. The OCC process replaced the specialty certifying boards’ former recertification processes. The OCC process will be valid for no greater than ten (10) years. (B-07/76; B-07/02; B-07/14)

The following components comprise the OCC process and are described more fully in the sections that follow:

A. Component 1: Active Licensure
B. Component 2: Lifelong Learning/Continuing Medical Education
C. Component 3: Cognitive Assessment
D. Component 4: Practice Performance Assessment and Improvement
E. Component 5: Continuous AOA Membership
Section 2. OCC Component 1: Active Licensure

AOA board certified physicians must hold a valid, active license to practice medicine in one (1) of the fifty (50) states or Canada. In addition, they are required to adhere to the AOA’s Code of Ethics. Physicians with restrictions on their license will have their OCC file reviewed by the Certification Compliance Review Committee (CCRC). More information on the CCRC is found in Article V., Section 6. of the policies and procedures of the BOS.

Physicians holding only an active license (or registration) to practice medicine outside the United States and Canada may be considered for OCC on a case-by-case basis.

A. In cases where a state licensing board had taken action against a physician’s license and allows the physician in question to continue to practice with that action on their license, then the physician can remain certified. The BOS has assigned the Certification Compliance Review Committee (CCRC) with the responsibility to review and respond to all licensure questions.

Section 3. OCC Component 2: Lifelong Learning/Continuing Medical Education

A. Continuing Medical Education (CME) requirements for diplomates participating in OCC are as follows:

1. A minimum of 60 CME credits in the specialty area of certification during each specialty board’s CME cycle.

2. Specialty boards wishing to require more than this minimum must:
   a. Examine current CME standards and guidelines for their specialty
   b. Petition the SRC with justification of the need for variance
   c. Receive final approval from the BOS Executive Committee

B. Requirements for in-person specialty CME programs are:

1. The educational presentation must be presented by an AOA or ABMS board certified physician in the specialty topic being discussed.
   a. Exceptions, for non-physicians only, will be reviewed on a case-by-case basis by the specialty board’s CME review committee.
   b. The educational presentation must cover topic(s) of concern to osteopathic physicians in that specialty or subspecialty.
C. Specialty CME will be awarded for the completion of Component 4 activities.

D. Credits for self-assessment activities may be designated by each specialty certifying board.

E. Physicians holding one (1) or more subspecialty certifications must earn a minimum of twenty-five percent (25%) of the requirements for primary specialty certification in each specialty area of certification during each specialty board’s CME cycle.

1. Due to this requirement, physicians holding multiple subspecialty certifications may need to earn more than the minimum of 60 specialty CME credits.

F. Limits to particular types of CME which can be applied during each specialty board’s CME cycle can be found in the “CME Guide for Osteopathic Physicians”.

Section 4. OCC Component 3: Cognitive Assessment

A. Cognitive Assessment of diplomates participating in OCC will be as follows:

1. Diplomates must sit for/complete and pass one (1) (or more) psychometrically valid, on-going assessments during each OCC cycle.

2. The assessment must evaluate the diplomate’s knowledge and skill in the given specialty or subspecialty.

B. The format will be determined by each specialty certifying board (or CCEC for subspecialty/CAQ) and approved by the SRC of the BOS.

C. The assessment may be taken/completed a maximum of three (3) years prior to the expirations of the certification.

1. Each specialty certifying board (or CCEC for subspecialty/CAQ) will determine a diplomate’s eligibility to sit for/begin the assessment.

Section 5. OCC Component 4: Practice Performance Assessment and Improvement

A. Diplomates must engage in continuous quality improvement by satisfying one (1) of the following:

1. Attestation to or online submission of evidence of participation in quality improvement activities.

2. Completion of Practice Performance Assessment Modules (PPA) developed by specialty boards and approved by the SRC of the BOS.
3. Completion of Verifiable, quality driven or clinically focused encounters that assess the physician’s clinical acumen.

B. All activities will include a comparison of personal practice performance as measured against national benchmarks for the medical specialty.

C. All activities must demonstrate the diplomate’s direct involvement in the activity

D. For primary certification, each specialty board will establish the appropriate number of required activities for each OCC cycle and submit these requirements to the SRC for approval.

E. For subspecialty/CAQ OCC, the CCEC with the approval of the CCOC will establish the appropriate number of required activities for each OCC cycle and submit these requirements to the SRC for approval.

F. Specialty certifying boards may audit a given percentage of diplomates’ component 4 activities; any data collected as part of each activity must be retrievable in the event of an audit.

Section 6. OCC Component 5: Continuous AOA Membership

All diplomates must continuously maintain membership in the AOA of the Canadian Osteopathic Association and pay all applicable fees.

Section 7. Non-Time-Limited Certificate Holders

The OCC process for the osteopathic physician holding a non-time-limited certificate (non-expiring, non-dated) is voluntary. Failure in the OCC process will in no way result in the loss of certification for physicians holding lifetime certification. Maintaining AOA membership and payment of the annual registration fee, is required to maintain non-time-limited certification.

Physicians holding a non-time-limited general specialty certification 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 general specialty certification.

Section 8. Time-Limited Certificate Holders

For physicians holding time-limited certification, failure to successfully complete the OCC process will result in the loss of certification at such time as the current time-limited certificate expires.

Section 9. Clinically Inactive Physicians
A. Those physicians who treat no patients (no patient care) may apply for clinically inactive certification status, which allows diplomates to propose Component 4 activities that are applicable to their current role in osteopathic medicine. Each specialty certifying board will determine the requirements for and acceptability of the proposed activities. All other OCC Component requirements must be satisfied, including the examination.

B. Physicians must attest to their clinically inactive status through petition to their specialty certifying board. This status may also apply to academic physicians who do not supervise residents providing patient care and unemployed physicians.

C. Upon re-entry to clinical practice, physicians must notify their specialty certifying board within thirty (30) days following return to patient care.

D. The AOA will report clinically inactive status to the public and any credentialers through the profile service of the American Osteopathic Information Association (AOIA) and the website www.aoaprofiles.org.

Section 10. Limited Scope Osteopathic Physicians

Physicians participating in OCC who verify that 90% or more of their primary practice does not currently fall within the scope of their AOA board certification may propose a Component 4: Practice Performance Assessment and Improvement project outside of those currently offered by their specialty certifying board. Projects must meet the requirements for Component 4 as outlined in Section 5., above.

Section 11. Dually Certified Osteopathic Physicians (Two (2) or More AOA Specialty Certifying Boards)

Because of the unique nature of each specialty, physicians holding two (2) or more general certifications administered through the AOA must meet all criteria for both specialty certifying boards’ OCC processes. However, CME earned will apply to both specialty certifying boards, with the exception of the specialty CME requirements for each specialty and/or subspecialty certification.

Section 12. Dually Certified Osteopathic Physicians (AOA and ABMS Certifications)

Physicians participating in the Maintenance of Certification (MOC) process through one (1) 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 suffice Component 4 requirements.

Section 13. Fellowship Exemption
AOA board certified physicians who begin fellowship training are exempt from participation in Component 4 of OCC during the training period only. Each specialty certifying board will make determinations on the OCC requirements for each diplomate for whom this situation applies upon re-entering full participation in OCC.

Section 14. OCC Re-Entry Process

Physicians whose time-limited certification has been deemed inactive for any reason may petition the Certification Compliance Review Committee to reactivate the certification. This process also applies to non-clinical and academic physicians re-entering clinical practice and to former non-time-limited certificate holders who did not maintain their board certification as required.

A. Physicians re-entering the certification process within three (3) years of expiration or inactivation of their certification may re-enter the process by sufficing 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.

B. Physicians wishing to re-enter the certification process three (3) or more years following the expiration or inactivation of their certification must take and pass at a minimum the primary written certification examination or other applicable examination(s) as determined by the respective board and immediately begin the OCC process through participation in a Component 4 activity. Specialty certifying boards may also require additional examination and remedial activities such as training or CME.

Section 15. Recording of Successful Compliance with OCC

The parts and results of each component of the OCC process will be recorded in the AOA central office and certificates will be valid for no greater than ten (10) years. (B-07/76; B-07/02)

Article XII. General Procedures of AOA Specialty Certifying Boards

Section 1. Bureau Reviews Prior to AOA Board of Trustees

All recommendations concerning specialty certifying boards or the Bureau must be presented to the Bureau before being presented to the AOA Board of Trustees for approval.

Section 2. Certification Recommendation Approval

All actions of the specialty certifying boards relating to governance are subject to the recommendation of the BOS and approval of the AOA Board of Trustees. Certification recommendations of the specialty certifying boards are subject to the final approval of the Executive
Committee of the Bureau. (B-03/93) All changes to the policies and procedures of the specialty certifying boards are subject to the approval of the BOS.

**Section 3. Penalties for non-Compliance**

Failure of any specialty certifying board to cooperate, to a reasonable degree, with the BOS and the AOA in the prescribed manner may be cause for the Bureau to recommend to the AOA Board of Trustees one (1) of the following actions: (B-07/64)

A. Replacement of board officers.

B. Replacement of full board.

**Section 4. Services that Certifying Board Services Must Provide**

To enable specialty certifying boards and their officers to fulfill the several functions assigned to them, each specialty certifying board will promptly adopt, provide, and maintain the following:

A. Application forms.

B. A system of recording permanently the proceedings, transactions, and rulings of the specialty certifying board.

C. A filing system designed to preserve adequately all essential data regarding each applicant for certification (statement of credentials, board eligibility status, record of examination and results) and diplomates of the specialty certifying board (issuance of certificates).

D. An accurate register of certificates issued, showing their numbers, date of issuance, diplomate’s name, and names of the officers signing.

E. A brochure of information for applicants setting forth the requirements and procedures for certification, subspecialty certification and OCC.

F. Instructions for those serving as examiners describing the exact procedure for conducting and reporting examinations.

G. Certificates, the wording and form of which are approved by the Bureau and the AOA Board of Trustees.

H. Appropriate specialty certifying board stationery (that includes the specialty certifying board logo) for the specialty certifying board’s business correspondence, and which states that the specialty certifying board operates under the authority of the AOA.
I. A file of all old and current basic documents and amendments pertaining to the specialty certifying board and the Bureau.

J. Adequate staffing to forward application materials and respond to applicant questions, letters and emails within commonly acceptable standards of customer service (Seven (7) working days). (B-02/04)

K. Process all specialty certifying board/Bureau reports within stipulated deadlines. (B-02/04)

L. Financial statements sent on a quarterly basis to the AOA Department of Finance. (B-02/04)

M. Each board must implement standards for security of candidates’ records and examination/item bank information acceptable to the Bureau and reported in the annual report to the Bureau. (B-02/04)

N. Each specialty certifying board will provide telephone and electronic methods for the public to communicate with certifying board staff.

O. Each specialty certifying board will develop and maintain a website for the public which provides the following information at a minimum:

1. Requirements for certification.
2. Examination information.
3. Requirements for OCC
4. Appeal process information.
5. All fees which may be assessed by the specialty certifying board.
7. Board leadership.
8. Contact information for the specialty certifying board.

Section 5. Submission Deadline for Bureau Meetings

Specialty certifying boards will submit any amendments or revisions of their basic documents or new documents to the Secretary of the Bureau within the time period specified by the BOS.

Section 6. Required Compliance with this Document
Specialty certifying boards will conform to all directives from the BOS and the AOA Board of Trustees.

Section 7. Dates of Approval Required on Documents, Revisions

All basic documents, their revisions or amendments, application blanks and bulletins of information will bear upon them the date of their approval and issuance. (B-07/53)

Section 8. Amendments to Basic Documents

Specialty certifying boards must submit amendments to their basic documents to the Secretary of the Bureau when necessary to conform to amendments to the policies and procedures of the BOS approved by the AOA Board of Trustees.

Section 9. Statements of Requirements for Applicants

Statements of the requirements made to applicants for examination and certification must be made in writing and must be in conformity to the bylaws and policies and procedures of the issuing specialty certifying board as approved at that time. Additions to training and/or practice requirements will go into effect one (1) year subsequent to the announcement of such change. (B-07/64)

Section 10. Distribution List for Official Correspondence

Distribution of official correspondence by board staff will be determined by the elected Secretary and Chair of each specialty certifying board.

Section 11. Scheduling of Meetings

Specialty certifying board meetings will be scheduled at a time that will not interfere with the full attendance of the specialty certifying board’s representative at all BOS meetings. (B-12/48)

Section 12. Queries about Certification Status

A. All inquiries regarding certification status will be referred to the American Osteopathic Information Association (AOIA) so that an AOA Physician Profile can be generated. (B-07/04) If the individual inquiring is a prospective patient and not a credentialer, hospital or health plan, the only information that will be divulged at that time will be whether or not an individual is certified. (B-03/01)
B. Inquiries regarding board eligibility status will be referred to the individual specialty
certifying board. The only information that will be divulged at that time will be whether or
not an individual is board eligible or currently in the certification process. The inquirer will
be told that all other information is confidential. Requests or demands for further
information will be referred to the AOA legal counsel and further information will only be
divulged upon counsel being satisfied that the individual does not object, and that there is no
possible liability that may be imposed upon the AOA, its members, and particularly the
members and personnel of the affected specialty certifying board. (B-07/76)

Section 13. Compliance with Federal and State Regulations

Every specialty certifying board will comply with all applicable federal and state regulations, to
ensure the following:

A. Compliance with Americans with Disabilities Act (ADA):
   All specialty certifying boards will have a mechanism and policy in place to address and
   comply with ADA requirements related to the certification process.

B. Compliance with the Health Insurance Portability and Accountability Act (HIPAA):
   All specialty certifying boards will have a mechanism and policy in place to ensure that board
   operations are in compliance with HIPAA privacy regulations.

Section 14. Selection of Exam Meeting Sites

Due to AOA insurance coverage restrictions, AOA specialty certifying boards will not hold exams
outside the United States. Selection of exam sites must be within the continental USA (board exams
may be held in Hawaii and Alaska if the AOA holds its annual convention in those two (2) states).
All factors, including cost and accessibility to certification candidates, must be taken into
consideration when making final site selections.

Article XIII. Subspecialty/CAQ Conjoint Certification Procedures

Section 1. General Procedures

A. The purpose of a Conjoint Certification Examination Committee (CCEC) is to establish
   procedures for the issuance of a subspecialty certification in conjunction with other
   respective specialty certifying boards.

B. The Conjoint Certification Examination Committee will comply with all applicable
   provisions noted under rules of procedures as outlined in this handbook.

C. All policies and procedures developed by any CCEC must be approved by the Conjoint
   Certification Oversight Committee (CCOC) before submission to the full BOS for approval.
D. The Conjoint Certification Examination Committee does not have formal representation or voting privileges on the BOS.

Section 2. Conjoint Certification Examination Committee (CCEC)

A. Membership

1. Specialty certifying boards are responsible for recommending for appointment one (1) representative to serve as a member on each CCEC of which they have diplomates desiring to achieve or maintain a certification in that subspecialty/CAQ.

2. The participating specialty certifying board’s representative must be certified by their respective specialty certifying board and hold a current certification in the respective conjoint subspecialty/CAQ.

   a. In cases of a newly developing CCEC, this subspecialty certification membership requirement may not be feasible.

   b. Compliance will be required at such time as there is a diplomate certified in said subspecialty/CAQ.

3. A specialty certifying board may appoint an individual who is not a member of the board to a CCEC provided they hold the relevant subspecialty/CAQ certification.

4. The minimum number of members will be four (4).

   a. If there are only two (2) or three (3) participating boards, then each board will have two (2) members appointed.

5. All CCEC representatives must have completed an item writing training program within one (1) year of being appointed to the CCEC.

6. If a member of the Conjoint Certification Examination Committee resigns, it is the responsibility of the member’s specialty certifying board to recommend for appointment a new representative to complete the term on the CCEC.

B. Officers

1. Officers of the Conjoint Certification Examination Committee will include a chair and vice chair. In order to promote equity for the participating specialty certifying boards and their representatives on the Conjoint Certification Examination Committee, the leadership will be rotated amongst the participating specialty certifying boards. In cases where there are fewer represented participating specialty certifying boards than leadership positions, then a rotating schedule for the chair will be followed.
2. Terms of Officers

CCEC officers will be elected by the respective CCEC members for a three (3) year term with elections occurring every three (3) years.

C. Terms

The length of membership is nine (9) years. The term of membership may be extended upon approval of the respective specialty certifying board, the CCOC and the BOS.

D. Duties

The CCEC is responsible for the management of the committee, policy decisions, procedures, as well as item writing, item banking and other items relative to the examination construction. All decisions are subject to the approval of the CCOC and the BOS.

1. Serve as item writers

a. Item writers must be certified by their respective specialty certifying board and must hold a subspecialty certification in the subspecialty being managed by the CCEC. In the case of a newly developing conjoint subspecialty certification examination, where item writers do not hold a subspecialty certification in the subspecialty being managed by the Conjoint Certification Examination Committee they must be considered to be subject matter experts in their respective fields. The officers of the CCEC have the authority to approve/disapprove all materials submitted by these subject matter experts.

b. The length of time that must elapse before an item writer/reviewer can sit for examination will be determined by the Conjoint Certification Examination Committee in conjunction with the respective participating specialty certifying boards and approved by the CCOC. An item writer will receive a “pass” for taking the conjoint OCC cognitive assessment examination if he/she is writing examination questions during his/her period of service on the CCEC.

2. It is the responsibility of each CCEC, in conjunction with the CCOC to determine and periodically review the requirements within the BOS guidelines for candidate eligibility and certification maintenance.

3. Each CCEC will recommend to the CCOC, candidates meeting all requirements for certification in the respective subspecialty/CAQ.

4. The participating members on the CCEC will serve as liaisons between the CCEC and his/her respective specialty certifying board. Their responsibilities include:

a. Verification that all certification requirements have been met

b. Communicating candidates’ status to their primary board
c. Recommendation for approval of candidates to the CCOC

5. Tasks for exam preparation include:
   a. Completion of a Job Task Analysis (JTA)
   b. Approval of a Table of Specifications (TOS)
   c. Review and approval of test items
   d. Review of exam statistics
   e. All other items relative to the exam construction

Section 3. Meetings

A. Annual Meeting
   Each CCEC will hold at least one (1) annual meeting and additional meetings as necessary to transact business.

B. Special Meetings
   Special meetings deemed necessary for the transaction of business of a CCEC may be called by the Chair of the CCEC or by a majority vote of the total membership of the CCEC. Notice of the meeting will be mailed (electronically or postal) to each member of the CCEC by the AOA Department of Certifying Board Services not less than thirty (30) days prior to the proposed meeting date.

C. Quorum
   For the transaction of business at any meeting of the CCEC, a simple majority of participating boards will constitute a quorum.

D. Governing Rules
   Meetings of the CCEC will be governed by Robert’s Rules of Order, Newly Revised, unless otherwise specified.

Section 4. Ad Hoc Committees

A. The CCEC may create ad hoc committees as necessary for its efficient and satisfactory operation and function.
Section 5. Funding and Business Plan

A. All financial and personnel issues related to the creation and maintenance of conjoint examinations will be managed by the Department of Certifying Board Services in coordination with the CCOC and the respective Conjoint Certification Examination Committee.

B. Examination Fees

All examination fees, payments and elapsed-time restrictions will be determined by the Executive Committee of the BOS in conjunction with the Department of Certifying Board Services in coordination with the CCOC and the respective CCEC.

Section 6. Published Requirements to Receive Certification

A. The AOA CBS will publish the minimum requirements for a candidate to receive certification from the AOA. These will include all the requirements noted under Section 8 of this Article plus the following:

1. Successful completion of the appropriate certification examination(s).

2. Any additional requirements approved by the Conjoint Certification Examination Committee, the CCOC and the BOS. These requirements may include years of specialty practice, case records, scientific paper(s), published article(s), etc.

B. Applications for certification in a subspecialty/CAQ will be submitted using the AOA approved application system.

1. The certification director of the respective CCEC will provide notification (via the AOA approved application system), to the certification director of each participating board and that board’s representative, of any submitted applications for further review and approval by that board.

2. The result of that review (deficiencies, approvals, comments) is recorded in the AOA approved application system to be further reviewed by the director of the respective CCEC.

Section 7. Rules for the Conduct of Examinations

A. Examination Components

Components of the examination include when, where, how, and by whom the exam will be conducted; subjects to be covered; the definition of a passing score; average (if applicable); reexamination conditions; further study requirements; and notification to candidates. The
respective conjoint certification examination committee, in conjunction with the participating specialty certifying boards, will determine these components, which must be in compliance with BOS requirements and regulations.

B. Appeal Process

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

2. Attempts will be made to resolve the misunderstanding by this knowledgeable, multidisciplinary committee. However, if the candidate is not satisfied with the results of an appeal before the CCOC, he/she has the right to further appeal to the BOS and the AOA Board of Trustees (BOT).

Section 8. Certificates

A. Issuance of Certificates

The participating specialty certifying board, in conjunction with the Conjoint Certification Examination Committee, will issue and maintain certificates.

B. Issuance of Certificates – Boards Which Have Withdrawn

For candidates who had initiated the certification process prior to a specialty certifying board’s withdrawal from a CCEC, the applicable primary specialty certifying board will issue certificates of certification and OCC completion, to be reimbursed by the CCEC.

C. Revocation

If a diplomate loses his/her primary specialty board certification by revocation or expiration, his/her subspecialty certification will also be revoked if maintenance of primary certification is required for maintenance of the subspecialty certification.

D. Osteopathic Continuous Certification

The completion of the Osteopathic Continuous Certification (OCC) process will occur within a minimum of five (5) years, but not to exceed ten (10) years, of issuance of the initial subspecialty certification. One (1) practice performance assessment module will be required for the period of the certification cycle. Other OCC requirements will be determined by the Conjoint Certification Examination Committee.

E. Terminology

1. Certificates will be issued through the participating specialty certifying boards with terminology that reads:
a. Physicians holding primary certification through the American Osteopathic Board of Family Physicians (AOBFP)
   i. Certification of Added Qualifications in (CAQ)
   ii. Demonstrates Excellence Through Compliance with all Requirements for Osteopathic Continuous Certification for Certification of Added Qualifications in (CAQ)

b. For physicians holding primary certification through all other AOA specialty certifying boards:
   i. Subspecialty Certification in (Subspecialty)
   ii. Demonstrates Excellence Through Compliance with all Requirements for Osteopathic Continuous Certification for Subspecialty Certification in (Subspecialty)

Section 9. Re-Entry into the Certification Process

A candidate whose subspecialty certification eligibility status has been terminated cannot re-register for board eligibility status, but may be eligible to petition the CCEC for re-entry into the certification process as outlined within the BOS Handbook.
Appendix A – AOA Specialty Certification Terminology

Certificates of certification in the following categories may be issued by certifying boards approved by the Board of Trustees of the AOA:

1. General Certification

   The primary certification conferred on diplomates who meet the requirements in a specified field of medical practice under the jurisdiction of a certifying board. General certification represents a distinct and well defined field of osteopathic medical practice. Certificates read, “Certified in (general field)”.

2. Subspecialty Certification

   Subspecialty certification conferred by a certifying board in a specific subspecialty area of the field to which that board certifies. It requires prior attainment of general certification. Certificates read, “Subspecialty Certification in (Subspecialty)”.

   Subspecialty certification indicates the possession of knowledge, skill, training, and successful examination in a subspecialty field over and above that required for general certification, designating additional abilities in limited areas of the general specialty field represented by that board, OCC completion in areas of subspecialty certification varies by subspecialty and may or may not require maintenance of valid general certification.

   When the identifiable body of knowledge for subspecialty certification overlaps more than one (1) specialty or subspecialty area, a conjoint examination program may be developed by the corresponding certifying boards.

3. Certification of Added Qualifications

   CAQs are only offered through the American Osteopathic Board of Family Physicians (AOBFP) and the American Osteopathic Board of Preventive Medicine (AOBPM).

   Constitutes a modification of a general certificate to reflect additional training of at least one (1) year in length and satisfactory completion of a certifying examination in that field. The training required for added qualifications must incorporate a specific and identifiable body of knowledge within the broader practice of the general specialty. For example, a physician can hold general certification in Family Medicine/OMT, with added qualifications in Geriatric Medicine.

   When participating in conjoint subspecialty examination processes, the AOBFP and AOBPM will offer a Certification of Added Qualifications (CAQ) in that subspecialty.
Appendix B – List of Specialty Certifying Boards of the BOS

Anesthesiology

Dermatology

Emergency Medicine

Family Physicians

Internal Medicine

Neurology and Psychiatry

Neuromusculoskeletal Medicine

Nuclear Medicine

Obstetrics and Gynecology

Ophthalmology and Otolaryngology – Head and Neck Surgery

Orthopedic Surgery

Pathology

Pediatrics

Physical Medicine and Rehabilitation

Preventive Medicine

Proctology

Radiology

Surgery
Appendix C – Records Retention Policy (B-07/10)

The goal of this policy is to conform to all legal recordkeeping requirements of the American Osteopathic Association (AOA) and ensure that good business practices are followed in the retention of relevant documentation. These guidelines are applicable for the Bureau of Osteopathic Specialists (BOS) and the individual specialty certifying boards of the AOA.

**Vital Records**

The following vital records are permanently maintained in the business offices:

A. Bylaws
B. Policies and Procedures
C. Minutes of Meetings
D. Annual Corporate Reports
E. IRS Exemption Letters
F. Registered Agent Filings

**Legal Records**

A. Contracts, Leases and Rental Agreements (including independent contractor agreements and agency agreements) – Ten (10) years following the expiration of all obligations under the contract or other legal instrument
B. Insurance Policies – Retained for ten (10) years
C. Trademarks, Copyrights, Service Marks (including filings, registrations and renewals, and materials related thereto) – Permanently retained

**Fiscal Records**

A. Accounts Payable – Seven (7) years
B. Accounts Receivable – Seven (7) years
C. Bank Statements/Canceled Checks – Seven (7) years
D. Employee Classification and Time Records (including exempt and non-exempt status determinations, pay period time records) – Three (3) years
E. Equipment Capitalization Records – Three (3) years after the disposition of the property
F. General Ledgers – Seven (7) years

G. Investment Reports and Records (including investment related decisions, investment management agreements, investment policy statements, investment directions, investment advisor reports and agreements) – Ten (10) years

**Personnel Records**

A. Employee Policy and Procedure Manuals – Seven (7) years after each revision

B. Individual Personnel Files – Seven (7) years following the termination of employment

C. Job Descriptions – Three (3) years after each revision

**Policy Records**

All policy records will be permanently retained. The following are considered policy records:

A. Meeting Books and Supporting Materials

B. Application and Guide Forms

C. Brochures

D. Bylaws

E. Policies and Procedures

F. Manuals

G. Minutes of all Meetings

H. Newsletters

I. Renewal Application Forms

J. Reports of Task Forces and Special Committees

**Certification Records**

A. Applicant information – Retained for lifetime of applicant
B. Application – Ten (10) years from date of candidate’s certification (or until the certificant recertifies) or five (5) years after loss of eligibility for those who do not achieve certification

C. Supporting documentation to application and/or examination (including case logs) – Minimum of six (6) months from the date of candidate’s certification or five (5) years after loss of eligibility for those who do not achieve certification

D. Certificant information – Retained for lifetime of certificant

E. Recertification application/Osteopathic Continuous Certification (OCC) enrollment form – Ten (10) years from date of recertification (or until certificant completes all OCC requirements)

F. Supporting documentation to recertification application, OCC enrollment form and/or examination (including case logs) – Minimum of six (6) months from date of candidate’s recertification/OCC completion or five (5) years after loss of eligibility for those who do not achieve certification

G. Examination booklets – At least two (2) sets of examination books for each administration retained for ten (10) years following examination administration

H. Examination items – Scoreable items retained during life of item. When an item is deleted from examination item pool it will be retained for two (2) years following last use on examination

I. Examination score reports – Retained for ten (10) years following examination

J. General correspondence and correspondence related to examination eligibility (correspondence that restricts, denies, or delineates examination eligibility of an individual candidate) – Retained with application files

K. Test specifications – Retained for twenty (20) years following the date of the last examination for that blueprint

**Other Records**

A. Injury and property damage reports – Five (5) years from date of incident

Including reports of personal injuries sustained by employees, volunteers and other third parties at company employment locations or company sponsored events (e.g., test sites) or in the course of employment or carrying out the duties of employment or pursuant to service contracts reports of property damage in connection with any of the foregoing
Appendix D – Model Form: Notification Sent to Candidates by Specialty Certifying Boards When They Have Successfully Completed Examination

Dear Doctor (insert name here):

We are pleased to inform you that you have successfully completed and passed the examination for certification in (insert designation of specialty, subspecialty and/or added qualifications).

Your credentials will be (or have been) transmitted to the Bureau of Osteopathic Specialists of the American Osteopathic Association (AOA) with the recommendation for its approval of your certification.

After approval of your certification is received from the Bureau of Osteopathic Specialists, your certificates will be printed and registered here and in the AOA Central Office. You should then receive your certificate within approximately sixty (60) days.

Sincerely yours,

Secretary
Certifying Board
Appendix E – Appeal Petition

To: American Osteopathic Association
   Bureau of Osteopathic Specialists
   C/O Department of Certifying Board Services
   142 E Ontario Street
   Chicago, IL 60611

I have been advised that an appeal hearing in the matter of my application for certification has been scheduled for ______ (am/pm), 20__, at (state address here).

I hereby acknowledge that this Appeal Petition form sets forth the following rules with regard to the conduct of the hearing:

A. An appeal hearing is granted to determine the facts, which, if the appellant’s allegations are found to be true, would constitute unequal application of regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness, or improper conduct of all or any part of the examination in question.

B. Both appellant and a representative of the certifying board must be present.

C. Appellant has the right to be accompanied by counsel; if appellant contemplates, at this time, that counsel will be present, counsel’s name and address is:

D. Otherwise, the Bureau of Osteopathic Specialists must be notified no later then thirty (30) days prior to the date of the hearing that counsel will attend and counsel’s name and address.

E. All documentary material necessary for adjudication of the appeal must be forwarded to the Chair of the Appeal Committee not later than sixty (60) days prior to the hearing.

F. The hearing will be conducted by first allowing the appellant or appellant’s representative a reasonable period of time (twenty (20) minutes unless there are compelling reasons for a longer period) to make appellant’s presentation. The specialty certifying board representative will have a like period of time. Each party will then be allowed a brief period for rebuttal. The Appeal Committee may examine documentary material and will have the opportunity to address questions to the parties and their respective representatives.

G. Guidelines for the conduct of and appeal are attached hereto.

H. It is entirely within the discretion of the Appeal Committee whether to call for and review patient charts in response to fact allegations contained herein. Such review would take place in executive session.

I. The calling of witnesses other than the appellant and the representative of the specialty certifying board is solely within the discretion of the Appeal Committee. It is also within the
discretion of the Appeal Committee as to whether the parties may examine witnesses or if such examination will be conducted by the Appeal Committee alone.

J. If the appellant is contemplating calling a witness(es), the name(s) must be submitted to the Secretary of the Bureau of Osteopathic Specialists, along with a general statement as to the anticipated testimony, no later then thirty (30) days prior to the date of the hearing.

My petition is based on the following facts:

___________________________________  ___________________
Appellant’s Signature                Date

___________________________________
Appellant’s Printed Name
Appendix F – Model Resolution Verbiage

For the Establishment of a New Specialty Certifying Board:

RESOLVED, that the petition of the (Specialty College) for the establishment of an American Osteopathic Board of ______________________ with jurisdiction over the examination for certification in (specialty/subspecialty and/or added qualifications) be approved.

RESOLVED, that the proposed Bylaws and Policies and Procedures for the proposed American Osteopathic Board of ______________________, submitted by the (Specialty College), be approved.

For Requesting Assignment of Jurisdiction by an Existing Specialty Certifying Board:

RESOLVED, that the request of the American Osteopathic Board of ______________________ for jurisdiction over the examination for certification in (specialty/subspecialty and/or added qualifications) be approved.

For Requesting the Transfer of Jurisdiction Over a Recognized Specialty/Subspecialty:

RESOLVED, that the request of the American Osteopathic Board of ______________________ for the transfer of jurisdiction over the examination for certification in (specialty/subspecialty and/or added qualifications), currently under the jurisdiction of the American Osteopathic Board of ______________________, be approved.
Appendix G – Applicant Statement

I hereby make application to the American Osteopathic Board of _________________________ (AOB__) for examination leading to (Primary, Subspecialty, Certification of Added Qualifications, completion of OCC Requirements) certification in ___________________. This action is made in accordance with and subject to the Bylaws and Policies and Procedures of the AOB__ and the American Osteopathic Association (AOA).

I understand that the certifying examination is a proprietary document of the AOB__ and the AOA and that I do not and will not have the right to review the examination or any examination questions at any time prior to or following the administration of the examination. I also understand that my examination score, subscale scores, and performance information will be the property of the AOA and the AOB__ and understand they may provide aggregated examination information on a confidential basis to (Specialty College) for purposes of improving postdoctoral education programs.

I agree to disqualification from examination or from issuance of certification or to the surrender of such certification as directed by the AOB__ and/or the AOA in the event that any of the statements made by me in this application are false or in the event that any of the bylaws, policies and/or procedures governing such examinations are violated by me or in the event that I did not comply with any of the provisions of the Bylaws or Policies and Procedures of the AOB__ and/or the AOA.

I agree that my professional qualifications, including my moral and ethical standing in the osteopathic medical profession and my competence in clinical skills, will be evaluated by the AOB__ and that the AOB__ may make inquiry of the persons named in my application and of other persons, such as authorities of licensing bodies, hospitals, program directors or other institutions, as the board may deem appropriate with respect to such matters.

I agree that the sources and all information furnished to the AOB__ in connection with its inquiry will be confidential and not subject to disclosure, through legal process or otherwise, to me or to any person acting on my behalf. I agree that the AOB__ and the AOA will be the sole judge of my credentials and qualifications for admission to the examination and for certification.

I hereby release, discharge, exonerate, and agree to hold harmless the AOA, the AOB__, their members, examiners, trustees, officers, representatives, and agents and free from any action, suit, obligation, damage, expense, claim, demand, or complaint by reason of any action they or any one of them may take in connection with this application, such certifying examinations, the grade or grades given with respect to any certifying examination, and/or the failure of the AOB__ to recommend issuance to me of such certification, or the revocation of any certification issued pursuant to this application.

It is understood that the decision as to whether my performance on any certification examination qualifies me for certification rests solely and exclusively with the AOB__ and the AOA and that their decision is final. I also agree that the extent of any liability arising out of errors or omissions or other misconduct of the AOB__ or the AOA will be limited to the amount of fees paid to the AOB__ and AOA in connection with the board certification process.
In the event that any dispute that will arise concerning the certifying examination’s content and/or administration, or any other issue relating to the certification process, I understand that the AOA has an administrative appeal process available and I agree to first pursue all available administrative appeals and internal reviews before pursuing any other forms of relief.

I further agree that Illinois law, without regard to its provisions concerning conflict of laws, will apply to the resolution of any dispute that I may have with the AOB of the AOA.

I have this day carefully read and agreed to full compliance with the foregoing.

I have hereunto set my hands this ________ day of ____________, 20__.

______________________________                ________________________________
Signature                                      Print
Appendix H – Application for Jurisdiction

PURPOSE
This application should be used by AOA approved specialty certifying boards requesting jurisdiction over new specialties, subspecialties, or areas of added qualifications.

GENERAL REQUIREMENTS AND DEADLINES FOR SUBMISSION
Petitions requesting jurisdiction over new specialty, subspecialty or area of added qualifications must first be submitted by an existing certifying board of the Bureau for study and recommendation. An electronic petition must be submitted to the Secretary of the Bureau of Osteopathic Specialists (BOS) a minimum of sixty (60) days prior to the date of the BOS meeting. Petitions requesting assignment of jurisdiction must include the complete information outlined below.

Date of application submission: ____________________________
AOA board requesting jurisdiction: American Osteopathic Board of ________________________________
Area of jurisdiction being requested: ____________________________________________________________

Please circle the appropriate classification of the jurisdiction request:

A. Primary Certification
B. Certification of Special Qualifications
C. Certification of Added Qualifications

I. A list of the specialty(s), subspecialty(s), and area(s) of added qualifications over which the board has current jurisdiction. Additional sheets may be attached if space below is not sufficient.

<table>
<thead>
<tr>
<th>Primary Certification</th>
<th>Certification of Special Qualifications</th>
<th>Certification of Added Qualifications</th>
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</tr>
</tbody>
</table>

II. Provide a definition of the specialty area being considered. A separate sheet may be attached to this application.
III. Provide a list, supplied by the certifying board(s), of the physicians currently practicing in the
specialty area being considered, who by virtue of education, training, and experience would
qualify for the certification being considered. A separate listing may be attached to this
application.

<table>
<thead>
<tr>
<th>Name</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

IV. Please attach a copy of the AOA approved or proposed basic standards for residency training in
the specialty area being considered. Please note that a jurisdiction request can be approved with
proposed standards but that in order to give the exam, proposed residency standards must first
be approved by the AOA Council on Postdoctoral Training (COPT). The proposed standards
must be submitted by the corresponding specialty college directly to COPT for review.
Questions regarding approval of standards should be referred to the AOA Postdoctoral Training
Division.

Please circle the appropriate selection:

A. Proposed Residency Standards Attached

B. Approved Residency Standards Attached

V. Please provide the proposed requirements for certification in the specialty area being considered
and any proposed changes in other basic documents of the board. The board's other
requirements for certification can be used as an example on how to structure the proposed
requirements. A separate sheet of paper can be attached to this application.

VI. Please provide information related to the board's plan for completing a job task analysis to
further define the examination. A separate sheet of paper can be attached to this application.
VII. Please provide any additional comments the board feels will contribute to the evaluation of the jurisdiction request. Additional sheets may be attached.

VIII. Include a listing of at least five (5) qualified subject matter experts in the new specialty area that have committed to serving on the exam committee for this new area of jurisdiction. Please include their name, AOA number and certifications, as well as the dates and locations of all their residencies. Also include the percent of the physician’s practice that is spent working in this new specialty area. A letter of commitment from each subject matter expert must be submitted with this application.

IX. Please include a detailed business plan detailing how the board will fund the development and administration of the exam. Costs and demonstration of funds should be detailed for the following major exam development areas: job analysis/table of specifications; item writing; exam scoring; and standard setting. Costs and demonstration of funds should be detailed for the following major exam administration areas: items collection/item banking; exam creation/printing/and exam proctoring.

Contact the BOS Secretary
FOR OFFICE USE ONLY

Date that the copy was sent to all boards:____________
Date due back from boards:______________

On __________ (date due back), there were (choose one) [ ] no boards objecting; [ ] were boards objecting, specify ________________________________________________________________

Date received by AOA office:_______________

A. Listing of areas of jurisdiction provided
B. Definition of proposed area of jurisdiction provided
C. Listing of physicians practicing the area of jurisdiction being requested
D. Documentation of subject matter experts for test construction
E. Copy of proposed or approved residency standards
F. Proposal for requirements for certification provided
G. Business plan

Date of initial review of application by BOS Jurisdiction Committee:______________
Additional dates:______________ ______________ ____________
Final disposition of request:______________ ______________
Appendix I – Guidelines for AOA Certification Exam Standards Report Form

GENERAL QUESTIONS

Name of board__________________________________________

Name of Exam__________________________________________

Type of certification:

A. Primary
B. Subspecialty (May stand alone after attainment)
C. Subspecialty (Primary certification must be maintained)
D. OCC Cognitive Assessment

Candidate Fees: _________________________________________

For how many years is the certificate time-dated? __________________________

How often is the exam administered? ______ What is the usual month(s) administered? ______

How many sat/will sit for this exam last year? _____This year? _____ Expected next year? _____

Section I. Planning the Exam – Table of Test Specifications

A. Learning Outcomes

1. Have the learning outcomes of the exam been defined and documented? Please attach a listing of your learning outcomes.

B. Content Areas

1. Has specialty training program criteria/curriculum been compiled and reviewed?

C. Table of Specifications

1. Has a job analysis been completed and fully documented? Please attach a summary report of the job analysis.

2. Does each item have a recorded learning objective?
3. Please attach your table of test specifications (exam blueprint/outline). If you have separate tables for each exam part (written, oral, clinical) please attach all portions.

4. What other types of data or information have been utilized in the development of the table?

5. What is the rationale for the exam?

Section II. Writing, Harvesting and Reviewing of Exam Items

A. Item Writing

1. Please attach the item writing rules/guidelines that are distributed to your item writers.

2. What percent of these item types are on each part (written, oral, clinical) of your exam?

<table>
<thead>
<tr>
<th>Written</th>
<th>Oral</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Answer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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</tr>
</tbody>
</table>

* Answers are based upon physician viewing a set of medical picture slides and answering questions related to those slides.

B. Item Harvesting

1. Describe your formal item writer training program.

2. Has each of your item writers or reviewers completed this training?

3. Describe your systematic process for collecting new items.

4. Is your item banking program computerized? If yes, what’s the name of the item banking program?

5. Does your item banking program record the item text and item statistics?

6. Describe your item collection and review process, including the qualifications of each item writer or reviewer.

7. Do you pretest/pilot-test new exam items?
8. What percentage of items is used from the previous exams?

9. Please check which variables are recorded for each item in your item bank.
   [ ] Specific learning outcome
   [ ] Learning outcome classification (from table)
   [ ] Content area classification (from table)
   [ ] Reference source
   [ ] Author
   [ ] Difficulty
   [ ] Discrimination or fit
   [ ] Point-biserial
   [ ] Standard error or single item reliability

Section III. Proctoring the Exam

A. Proctor
   1. Is at least one (1) board member always present during the exam administration?

B. Security
   1. What process is followed to ensure proper candidate identification for written, oral and/or clinical examinations?
   2. What procedure is followed to ensure security of the exam items for written, oral and/or clinical examinations

Section IV. Computerized Exam Scoring

A. Data Cleaning
   1. Are the exam answer sheets hand scored or computer scored? Is the data file examined for entry errors?

B. Key validation
1. Do you complete a computerized key validation or preliminary item analysis?

2. What is the name of your item analysis program?

C. Item Analysis

1. Do you complete a computerized final item analysis (after changes or corrections in the key)? Please attach a sample page from your item analysis tables.

2. Which statistics are examined by the board/exam committee from the item analysis?

3. Are subscales analyzed and their statistics (difficulty, reliability, correlation coefficients) reviewed by the board?

Section V. The Pass/Fail Decision

A. Standard Setting Method

1. What method (Angoff, contrasting groups, etc.) is used to arrive at the cut score decision for each exam part (written, oral, clinical)?

2. Describe in detail how the written, oral, and clinical cut scores are determined. Also, please attach summary reports of your standard setting procedure.

3. Please describe the equating method that is used to ensure decision stability across administrations. If no method is used, please describe why.

4. Is the pass/fail decision for each exam part (written, oral, clinical) separate?

5. If the scores from the parts are combined, describe in detail how the scores are combined to arrive at the overall pass or fail decision.

Section VI. Reporting to Candidates

A. In what form are final scores reported to examinees (pass/fail, raw, % right, percentile, etc.)? Please attach a sample candidate score report.

B. In what form do you regularly report subscale (content area) scores?

C. Upon a candidate’s special requests, what other information will be provided about their performance?

D. If a candidate requests a rescoring of their exam describe your procedure and charge for this review.
E. From the date of administration, approximately how long does it take for candidates to receive notice of their pass/fail decisions?

Section VII. Ongoing Evaluation/Validity Studies

A. Please list the evaluation/validity studies or internal reports that your board has completed, as well as studies that are planned in the near future. Include the name of the study, the year(s) and primary investigator(s) and the source where they can be obtained. Please attach published papers, final reports or summaries of the studies.

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ORAL EXAM

Do you conduct an oral exam?

If so, please describe in detail the procedures used for conducting the oral exam (Is it unstructured? Have a formal script? Have a form to record scores? # of questions, # of examiners, length of exam, etc.) Please attach the scripts, forms and/or scoring criteria used.

Can your board document the qualifications of all the experts or examiners utilized in the oral exam?

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CLINICAL EXAM

Do you conduct a clinical exam?

If so, please describe in detail the procedures used for conducting the clinical exam. Please attach the scripts, forms and/or scoring criteria used.

Can your board document the qualifications of all the experts or examiners utilized in the clinical exam?
Appendix J – Board Eligibility Process

Board Eligibility (BE)

Application During BE

Take Exam

Pass

Has Not Completed Certification During BE

Fail

Retakes exam according to requirements of specialty board

Applies to specialty board to re-enter process

Re-enters at the beginning of certification process

Has two (2) attempts to pass each section of exam

Successful

Re-applies to specialty board for re-entry

Not Successful

Board develops criteria to be met prior to re-entry

Enters at beginning of certification process

Successful

Certified

Not Successful

No longer eligible for certification