First-Time Applicants for ABMG Certification

a. In one envelope, mail the following documents to the ABMG Administrative Office:
   - The 2015 Application (Password Request Form and Application Statements)
   - Official final transcript of doctoral or medical degree (copies are not acceptable) Final transcripts may also be mailed directly from the school to the ABMG Administrative Office.
   - Application review fee
   - Examination fees
   - ADA form if requesting special accommodations (contact the ABMG for access to the form)

Upon receipt of the above materials, the ABMG will send confirmation of receipt of payment and further instructions via email.

Fellows and residents must complete all required medical genetics training NO LATER THAN July 31, 2015 to be eligible to apply for the 2015 certification examination. If the required medical genetics training will be completed between January 1, 2015 and July 31, 2015, the ABMG Administrative Office will contact the program/residency director at the conclusion of the medical genetics training period to verify successful completion of training. Fellows and residents whose training ends after July 31, 2015 are not eligible for the 2015 certification examination.

b. **Logbook Instructions**: A separate online logbook must be submitted for each specialty or subspecialty certification sought. Applicants may enter up to 300 cases during the inclusive dates of medical genetics training and then select a representative 150 that meet the current logbook requirements. Logbook cases must be entered into the online form, electronically submitted to and approved by the Program Director and the Laboratory Training Director, if applicable. Hardecopy logbooks are not accepted.

After the applicant chooses the 150 logbook cases to submit, he/she is required to perform the "preliminary data check" of the logbook cases ("Step 3" in the Logbook site). If errors are found, applicants are instructed to correct the errors and rerun the “preliminary data check” until no errors are found. Only then does the applicant submit the logbook electronically to the Training Director (“Step 4” in the Logbook site); the applicant’s access to the logbook is locked at this point. If the Training Director finds errors in the logbook, they must “decline” approving the logbook and it is electronically returned to the applicant for revision. After making the required changes, the applicant resubmits the logbook to the Training Director for approval. Once the issues are resolved, the Training Director will then electronically forward the logbook to the Program Director for final approval and submission to the ABMG. The Program Director may approve or decline the logbook. If the logbook is declined, it will be returned to the applicant for revision and must be resubmitted to the Training Director again for approval.

After the logbook is approved by the Program Director, it is automatically submitted to the Credentials Committee for review. If the Committee finds issues with the logbook, an email explaining the concerns and required changes is sent to the applicant with a copy to the Training Director and Program Director. The applicant will have two weeks to make the necessary change(s) and resubmit for approval to the Training Director and Program Director through the same process as described above.
If the logbook is not approved by the Credential Committee after revision, the Program Director will be contacted by the ABMG and will be expected to respond in writing to the concerns raised in order to assure that the problems are addressed.

NEW: Applicants will have two opportunities to correct/revise their logbooks in response to concerns raised by the Credentials Committee. If the logbook is not acceptable by the Credentials Committee after the second revision (third submission), there will be an assessment of $300 to resubmit a revised logbook. If the logbook is rejected after the third revision (fourth submission), the applicant will not be credentialed for the 2015 certification examination. We implore you to carefully review the logbook requirements and discuss logbook cases with your Training and/or Program directors prior to submission.

Categorical Clinical Genetics Residents – Beginning with the 2015 logbook, you may electronically transfer your ACGME logbook into the ABMG logbook system. Instructions are posted on the ACGME site. After submission, you will need to carefully review the cases to make sure all data transferred properly, identify the 150 representative cases you plan to submit and complete any required fields that are not part of the ACGME logbook.

Logbook Deadlines:
Applicants who complete medical genetics training by December 31, 2014 must submit a completed and approved logbook by December 31, 2014.

Applicants who complete training between January 1, 2015 and July 31, 2015, must submit a completed and approved logbook by March 31, 2015. [Note: In this situation, late fees do not apply for logbooks submitted by March 31, 2015].

c. **Endorsement Evaluation forms** – Applicant are required to submit the three names and email addresses of the ABMG or CCMG diplomates who have agreed to complete an online Endorsement Evaluation form for the applicant. An electronic request and link to the form will be sent to these individuals for online submission.

**Endorsement Evaluation Form Submission Deadline:**
All evaluation forms must be submitted electronically by December 31, 2014 for applicants who have completed training by 01/31/2015. Evaluation forms are due by March 31, 2015 for applicants who are completing training between February 1, 2015 and July 31, 2015.

d. **The ABMG Portal** – Applicants must complete the “My Profile” section of the Portal and upload the following documentation:

  **Clinical Geneticists**:
  - **Curriculum Vitae**. A current, dated CV that includes dates and location of undergraduate education, doctoral education, post-doctoral training, medical genetics training and professional employment.
  - **Documentation of required training in an ACGME-accredited residency other than clinical genetics**. Either an original letter from the director of the ACGME-accredited residency program (other than clinical genetics) documenting satisfactory completion of 24 months of the ACGME-accredited residency training and/or documentation of board certification in an ABMS-recognized specialty. If in a combined training program, a letter from the director of the non-medical genetics specialty is required documenting satisfactory completion of that specialty. This documentation should be uploaded in the Portal under the Medical Training tab.
• **License.** A current, valid and unrestricted license to practice medicine in the U.S. and/or Canada. The license must be valid on the date on which the ABMG certifying examination is taken. A temporary, limited license such as an educational or institutional license or house staff permit is not acceptable except in special cases that have been approved by the ABMG prior to application.

**Laboratory Geneticists:**
- **Curriculum Vitae.** A current, dated CV that includes dates and location of undergraduate education, doctoral education, post-doctoral training, medical genetics training and professional employment.

**Medical Biochemical Geneticists Subspecialty:**
- **Curriculum Vitae.** A CV with bibliography that includes dates and location of undergraduate education, doctoral education, post-doctoral training, medical genetics training and professional employment.
- **License.** A current, valid and unrestricted license to practice medicine in the U.S. and/or Canada. The license must be valid on the date on which the ABMG certifying examination is taken. A temporary, limited license such as an educational or institutional license or house staff permit is not acceptable except in special cases that have been approved by the ABMG prior to application.
- If not certified by the ABMG, provide documentation of certification by another ABMS board. A copy of your certificate will suffice. This documentation should be uploaded in the Portal under the Medical Training tab.

e. If your medical or doctoral degree was earned outside of the U.S. or Canada, you should have had your credentials reviewed prior to entering a training program. If you have not, you must do so before submitting your application. For more information, go to [International Doctoral Degrees and International Graduate Medical Training](#).
CHECKLIST and DEADLINES
First-Time Applicants

In **one envelope**, mail the following documents to the ABMG Administrative Office (9650 Rockville Pike, Bethesda, MD 20814-3998) – **DUE DATE NOVEMBER 1, 2014. IF POSTMARKED BETWEEN NOVEMBER 2 – DECEMBER 31, 2014, YOU MUST INCLUDE A LATE FEE**

- 2015 Application (Password Request Form and Application Statements)
- Official final transcript of doctoral or medical degree (copies are not acceptable)
  Final transcripts may also be mailed directly from the school to the ABMG Administrative Office.
- Application review fee
- Examination fees
- Application for Special Accommodations, if applicable

Upon receipt of this information, you will receive a confirmation email from the ABMG. Use the information contained in the email to access the subsequent components of the application.

- Submit your online Logbook to your Specialty Training Director for approval.
  Applicants who complete medical genetics training by December 31, 2014 must submit a completed and approved logbook by December 31, 2014.

  Applicants who complete training between January 1, 2015 and July 31, 2015, must submit a completed and approved logbook by March 31, 2015. [Note: In this situation, late fees do not apply for logbooks submitted by March 31, 2015].

- In the online application, enter the names and email addresses of three diplomates who agreed to complete an Endorsement Evaluation Form. You must confirm with these diplomates their agreement prior to submitting their names. Applicants who complete training by 01/31/2015, DUE DATE DECEMBER 31, 2014. For applicants who complete training between February 1, 2015 and July 31, 2015, evaluation forms are due by March 31, 2015.

- Complete the Portal site including the following sections – **DUE DATE DECEMBER 31, 2014**
  - Personal Profile
  - Contact Information
  - Address
  - CV (upload)
  - General Tab
  - Licensure (applicants for Clinical Geneticists only) (upload)
  - License History (applicants for Clinical Geneticists only)
  - Degree
  - Genetics Training
  - Medical Residency Training (upload documentation)

Upon receipt of all the required components, the ABMG Credentials Committee will review your application and notify you of their decision.