American Board of Medical Genetics, Inc.

2015
Bulletin of Information for Specialty Certification in Medical Genetics – Policies, Procedures and Requirements

~This document supersedes all previous documents by the ABMG concerning policies, procedures and requirements for certification~

ABMG Administrative Office; 9650 Rockville Pike, Bethesda, MD 20814-3998
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Member Board of the

American Board of Medical Specialties
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**Disclaimer:** The ABMG reserves the rights to make changes to its fees, policies and procedures at any time and will make every effort to give advance notice when such changes are made.
The American Board of Medical Genetics

2015 Bulletin of Information

<table>
<thead>
<tr>
<th>Examination Dates:</th>
<th>August 17-21, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Location:</td>
<td>Test centers in the United States, Canada and select international sites</td>
</tr>
<tr>
<td>Type:</td>
<td>Computer-based examinations</td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>November 1, 2014</td>
</tr>
</tbody>
</table>

GENERAL INFORMATION

The 2015 Bulletin of Information, herein known as the Bulletin, provides all the necessary information for qualified individuals interested in taking in the specialty certification examinations of the American Board of Medical Genetics (ABMG). The policies, fees, and procedures described in this Bulletin apply to all aspects of the ABMG examinations for 2015. Since the policies and procedures of the Board evolve over time, candidates must comply with those in effect at the time of their application. For this reason, it is important for candidates to refer to the most recently updated information, which can be found on the ABMG Web site at www.abmg.org under Training & Certification.

Contacting the ABMG

1. Questions related to the examinations that are not addressed in this Bulletin should be directed to the ABMG Administrative Office via email at: abmg@abmg.org or by telephone at (301) 634-7315.

2. To ensure that examination application materials are received in the Administrative Office by the deadline, use a guaranteed delivery service. Do not email or fax examination application materials to the ABMG unless the ABMG has specifically requested so.

3. An email confirmation and further instructions will be sent within two weeks of receipt of application documents. Please contact the Administrative Office ONLY if you have not received a confirmatory email within two weeks of sending your documents.

4. Immediately notify the ABMG of any changes to your name, address, telephone number, fax number or email address. For name changes, a copy of official documentation is required, e.g., marriage license or divorce decree. Changes may be emailed, faxed or mailed to the Administrative Office.

5. The Administrative Office is open Monday through Friday, 9 a.m. to 5 p.m. Eastern Time.

ABMG Certification

Sponsorship and Purpose

The ABMG was incorporated in 1980 under sponsorship of the American Society of Human Genetics, Inc., and has been recognized as a member board of the American Board of Medical Specialties (ABMS) since 1991. One of the functions of the ABMG is to credential and certify individuals who provide clinical services in medical genetics. The ABMG is the sole organization that determines the requirements that must be met to be eligible to take the certification examinations. The ABMG is also responsible for the preparation, administration, and grading of the certification examinations.
Types of Certification

Primary Specialty Certification: The ABMG offers certification in four primary specialties:
- Clinical Genetics
- Clinical Biochemical Genetics
- Clinical Cytogenetics
- Clinical Molecular Genetics

Subspecialty Certification (MDs only): The ABMG offers certification in two subspecialties:
- Medical Biochemical Genetics (MBG) which is focused on the diagnosis, management and treatment of inherited metabolic/biochemical disorders.
- Molecular Genetic Pathology (MGP), which is offered jointly with the American Board of Pathology (ABPath). For information on certification in this subspecialty, please contact the American Board of Pathology at (813) 286-2444 or go to www.abpath.org.

REQUIREMENTS

Training Requirements for Certification

Individuals seeking ABMG certification must fulfill all of the requirements for certification, as detailed in this document. Individuals who hold doctoral degrees earned outside of the U.S., Canada, or Puerto Rico or who received their medical training outside of the U.S., Canada, or Puerto Rico, may need to meet additional requirements (see Section XII).

A. Doctoral degree requirements for each genetics specialty are as follows:
   - Clinical Genetics…………………………..MD or DO
   - Clinical Cytogenetics…………………………MD, DO, or PhD*
   - Clinical Biochemical Genetics…………..MD, DO, or PhD*
   - Clinical Molecular Genetics………………MD, DO, or PhD*

   *PhD must be in genetics, human genetics or a related field within the biological sciences, as determined by the ABMG.

B. The Clinical Genetics specialty training requirements for 2015 include:

   - Satisfactory completion of full-time training in an ACGME-accredited, 2-year clinical genetics residency in addition to satisfactory completion of a minimum of 2 years, full-time training in an ACGME-accredited residency in a specialty other than clinical genetics (e.g., pediatrics, obstetrics and gynecology, internal medicine, etc.);

      OR

   - Satisfactory completion of full-time training in an ACGME-accredited, 4-year clinical genetics residency.

      OR

   - Satisfactory completion of full-time training in a dual-board approved, combined residency program, including pediatrics/medical genetics, internal medicine/medical genetics, or maternal fetal medicine subspecialty/medical genetics. Upon successful completion of the requirements of the combined residency, a trainee is qualified to apply for certification by the ABMG and the other ABMS-member board for the second discipline. Applicants must satisfactorily complete the
specific credentialing requirements of each Board to be eligible to sit for the examination of that Board. Certification in one specialty is not contingent upon certification in the other specialty.

C. The **laboratory specialty** (Clinical Biochemical Genetics, Clinical Cytogenetics and Clinical Molecular Genetics) training requirements include:

- Satisfactory completion of full-time training in an ABMG-accredited, 2-year laboratory genetics postdoctoral training program in one of the clinical laboratory specialties.

- For certification in an additional ABMG laboratory specialty: an additional 12 months of full-time training in an ABMG-accredited laboratory training program in that additional specialty is required.

Table 1. Number of months of ABMG-approved medical genetics training to be completed by number of ABMG specialty certifications sought:

<table>
<thead>
<tr>
<th>Number of ABMG primary specialty certifications*</th>
<th>Months of completed ABMG-approved medical genetics training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24 months</td>
</tr>
<tr>
<td>2</td>
<td>36 months</td>
</tr>
<tr>
<td>3</td>
<td>48 months</td>
</tr>
<tr>
<td>4</td>
<td>60 months</td>
</tr>
</tbody>
</table>

Credentialing Requirements and Process
The credentialing process determines an applicant’s candidate status for the ABMG certifying examination. All documents required for the credentialing process must be submitted to the ABMG Administrative Office and postmarked by the deadline (see Deadlines, Section VI).

Application Components
There are three unique components that comprise the application process: (1) the 2015 Application Password Request Form and Application Statements, (2) Online Logbook and Endorsement Site, and (3) the ABMG Portal account.

- **NOTE**: Trainees will be granted access to the online Logbook as soon as the Program Director submits the required Trainee Information form which is to be submitted at the beginning of the training program.

The application process consists of three components as described below:

**Part 1 - 2015 Application Password Request Form and Application Statements** must be printed, completed, and submitted with original signature and mailed to the ABMG Administrative Office. Payment of the application fee as well as examination fees, and official final transcript of doctoral or medical degree, must accompany the forms in the same envelope. (See details below in section B) The 2015 Application form is available at [http://www.abmg.org/pdf/2015logbook/Prepayment%20password%20request%20and%20statement.pdf](http://www.abmg.org/pdf/2015logbook/Prepayment%20password%20request%20and%20statement.pdf)
Once the above is received and processed, an email will be sent to the applicant with specific instructions for completing the remaining application components.

**Part 2 – Online Logbook and Endorsement Evaluations Site** is located in a proprietary online site.

The **Online Logbook** requires applicants to record cases obtained during their medical genetics training. The URL for the Logbook site is provided to trainees via email upon receipt of the signed Trainee Information form submitted by the Program Director at the beginning of training. Trainees may begin to enter cases as soon as access is provided. Access to the online logbook is granted upon receipt of a Trainee Information form submitted by the program director. **NOTE:** all fees must be paid prior to submitting the logbook for review.

**Three (3) Endorsement Evaluation Forms.** Three Evaluation Forms that positively endorse the applicant are required from ABMG or CCMG certified diplomates. For laboratory specialties, at least one letter must be from the applicant’s specialty training director. Applicants will provide the three names and email addresses in the online form. An automated electronic request will be sent to these individuals for their online submission.

**Part 3 – The ABMG Portal** is located at [www.abmg.org](http://www.abmg.org) and then clicking on “Portal Login.” The applicant is required to enter key biographical and contact information that will be used for all communication between the ABMG and the applicant. It is the applicant’s responsibility to keep this information up-to-date at all times. Applicants must complete specific screens and forms and upload supporting documents, e.g., medical license, CV, certificates and diplomas. The applicant’s password for entry into the Portal is provided to applicants upon receipt of the Trainee Information form from the program director.

**Requirements for Specific Applicant Categories**

1. **First-Time Applicants for ABMG Certification**
2. **ABMG diplomates seeking certification in an additional specialty or subspecialty**
3. **Re-examinees who failed to achieve certification in one or two consecutive cycles**

**1. 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. Hardcopy 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:**
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.
2. ABMG Diplomates Seeking Certification in an Additional Specialty or Subspecialty

*Beginning with the 2015 certification cycle, ABMG diplomates adding a specialty are not required to retake the general examination.

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 if not already on file (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 not be completed by December 31, 2014, 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. Hardcopy 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 go back into the logbook, 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 sent back to the applicant for revision. After making the required changes, she/he resubmits the logbook to the Training Director for approval. If the issues have been resolved, the Training Director will then electronically forward the approved logbook to the Program Director for final approval and electronic submission to the ABMG. The Program Director may approve or decline the logbook. If the logbook is declined, it will be sent back 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 sent 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 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 again. 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 one name and email address of the ABMG or CCMG diplomate who has agreed to complete an online Endorsement Evaluation form for the applicant. An electronic request and link to the form will be sent to the individual 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 US and/or Canada. The license must be valid on the date when the certification
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 US 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.
CHECKLIST and DEADLINES
Diplomates Seeking Certification in an Additional Specialty or Subspecialty

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 (not required if already on file). 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 training program 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 ONE name and email of the person who has agreed to complete an Endorsement Evaluation form. You must confirm with this diplomate 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 tabs:
  • Contact Information
  • Address
  • CV (upload)
  • General Tab
  • Licensure (applicants for Clinical Geneticists only)
  • License History (applicants for Clinical Geneticists only)
  • Genetics Training
  • Medical Training (upload documentation)

Upon receipt of all the required components, the ABMG Credentials Committee will review your application and notify you of their decision.
3. **Category 3 - Re-Examinees who Failed to Achieve Certification in One or Two Consecutive Cycles** (Please read the “Board-Eligibility” and “Active Candidate Status” Policy on the website)

   a. In **one envelope**, mail the following documents to the ABMG Administrative Office:
      - The 2015 Application (Password Request Form and Application Statements)
      - 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 further instructions **via email**, including password and URL for the ABMG Portal.

   b. **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 when the 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 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 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.
CHECKLIST and DEADLINES
Re-Examinees who Failed to Achieve Certification within One or Two Consecutive Cycles

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)
- 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.

- Complete the Portal site including the following tabs – DUE DATE IS DECEMBER 31, 2014:
  - Contact Information
  - Address
  - CV (upload)
  - General Tab
  - Licensure (applicants for Clinical Geneticists only)
  - License History (applicants for Clinical Geneticists only)

Upon receipt of all the required components, the ABMG Credentials Committee will review your application and notify you of their decision.
Special Accommodations for Applicants with a Disability

The ABMG supports the intent of the Americans with Disabilities Act (ADA) and attempts to make reasonable accommodations for applicants with disabilities. Prometric Services [the examination provider] offers examinations in a place and manner accessible to individuals with disabilities or offers alternative accessible arrangements for such individuals. Auxiliary aids and services are offered only if they do not fundamentally alter the measurement of the skills and knowledge the examination is intended to test. Contact the ABMG Administrative Office to request an application.

Applicants requesting special accommodations during the certifying examinations must check the Application for Special Accommodations box on the application form and request the application for special accommodations. Applicants must complete and submit the Application for Special Accommodations to the Administrative Office. Applicants requesting reasonable accommodations because of disabilities must provide appropriate documentation of the disability and specify the extent to which the standard testing procedures need to be modified.

The applicant must notify the ABMG Administrative Office immediately if new circumstances arise after submission of the application that causes the applicant to request special accommodations during the certifying examination.

Recognition of Training by the Canadian College of Medical Geneticists (CCMG)-Accredited Programs and ACGME / ABMG-Accredited Programs

The ABMG recognizes CCMG specialty certification as evidence of successful completion of ABMG- or ACGME-accredited training. Applicants for ABMG certification who are CCMG diplomates or who have received medical genetics training in a CCMG-accredited program must also meet all other applicable credentialing requirements of the ABMG.

Individuals trained in a CCMG-accredited training program, but who are not CCMG certified, may apply to the ABMG for certification. Evidence of completion of a prescribed course of accredited training must be submitted by the applicant’s Program Director. Cases obtained from a CCMG-accredited training program are acceptable and must be submitted in the ABMG logbook format. The ABMG reserves the right to require additional training to ensure that its requirements for certification are met.

Three Endorsement Evaluation forms must be submitted and may come from either CCMG or ABMG diplomates, one of whom must be from the training program director of the applicant’s medical genetics training program.

Applicants are responsible to the ABMG for the full application fee, examination fee(s), and any other application fees and deadlines.

International Doctoral Degrees and International Graduate Medical Training

Every individual seeking certification by the ABMG must fulfill all basic requirements for certification detailed in the Bulletin of Information.

All individuals with a doctoral degree earned outside of the US, Canada or Puerto Rico who are planning to sit for the certification examination are strongly urged to have the ABMG Credentials Committee review their credentials prior to the onset of medical genetics training in an ABMG-accredited fellowship or ACGME-accredited clinical genetics residency program for determination of equivalency of the doctoral degree.

NOTE: The ABMG Credentials Committee reviews applications based on the requirements for ABMG certification only, not eligibility requirements to enter a training program. Training program requirements are set forth by the Program Director of that training program. Interested parties are encouraged to contact the programs
directly to obtain specific program requirements. The ABMG does not limit or influence which trainees the programs accept; the ABMG only comments on a trainee’s eligibility to sit for the ABMG certification examination.

Mail the **Credentials Review Request form** to the ABMG Administrative Office, 9650 Rockville Pike, Bethesda, MD 20814-3998.

The following documentation should accompany the request form:

**For MDs and PhDs applying for certification a Laboratory Specialty:**

- **Credentials Review Request Form** ([http://www.abmg.org/pdf/credential_check.pdf](http://www.abmg.org/pdf/credential_check.pdf))
- Copy of doctoral diploma and original doctoral degree transcript. If not in English, please send English translation as well.
- A course-by-course review of medical or doctoral degree program by an outside agency. We strongly encourage applicants to send documentation from an outside transcript review organization such as World Education Services ([www.wes.org](http://www.wes.org)) or the Foreign Education Credential Service of American Association of Collegiate Registrar and Admissions Offices (AACRAO) ([www.aacrao.org/credentials](http://www.aacrao.org/credentials)).
- Current curriculum vitae with bibliography that includes dates and location of undergraduate education, doctoral education, post-doctoral training and professional employment.
- Individuals with an earned PhD degree or MD degree from a country in which English is not the primary language who are interested in applying for certification in the specialties of Clinical Biochemical Genetics, Clinical Cytogenetics and/or Clinical Molecular Genetics must have taken the TOEFL-iBT examination within two years of entering an accredited training program or applying for ABMG certification. This is a four part exam. Each section of the exam is scored separately. Total minimum passing scores for the four part exam is 85. Applicants must achieve a minimum of 23 on the speaking portion of the examination. Applicants must have the official TOEFL-iBT examination scores sent directly to the ABMG Administrative Office by the Educational Testing Service ([www.ets.org](http://www.ets.org)).

  Applicants must enter the TOEFL code of 8509 on the answer sheet as well as on the Score Report Request Forms (for tests previously taken). These scores will then be sent directly to the ABMG from Educational Testing Service.

  NOTE: Educational Testing Service retains TOEFL examination scores for only two years following the examination. Applicants for ABMG certification must have these scores sent to the ABMG within two years of taking the examination; the examination scores may be sent before the applicant submits any other portions of the application.

**For MDs applying for Certification in Clinical Genetics:**

- **Credentials Review Request Form** ([http://www.abmg.org/pdf/credential_check.pdf](http://www.abmg.org/pdf/credential_check.pdf))
- Copy of a standard certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).
- Individuals who are planning to apply to sit for the certification examination and who have received graduate medical training outside the US, Canada or Puerto Rico, should have the ABMG Credentials Committee review their credentials prior to beginning training in an ACGME-approved residency program. The following must accompany the Credentials Review Request Form:
• Copy of certificate of graduate medical training, letter from the director of the graduate medical training program stating the inclusive dates and the amount of time the individual spent in the training program, and verification of board certification (if applicable).

The ABMG Credentials Committee, after review of all documentation, may grant graduate medical training equivalency for two years, one year, or no years.

If the Credentials Committee grants one year of graduate medical training equivalency, the individual must complete 12 months of full-time training in an ACGME-accredited residency program (other than clinical genetics).

If no graduate medical training equivalency is granted, the individual must complete 12 months of full-time training in an ACGME-accredited residency program (other than clinical genetics) or 48 months of full-time training in an ACGME-accredited 4 year clinical genetics residency or 60 months of training in a combined Clinical Genetics/Pediatrics, Internal Medicine, or OBGYN residency program in order to be considered for eligibility to take the Clinical Genetics certification examination.
Fees
The ABMG is a not-for-profit organization. Fees are based on the cost of maintaining the functions of the ABMG.

All fees must be paid in US currency by either check made payable to the American Board of Medical Genetics or by credit card (MasterCard or Visa).

**Application Review Fee (non-refundable)**
All application review fees must accompany the application (see Deadlines for Applications, Section VI). Fees for all first-time applicants, ABMG diplomates seeking certification in another specialty or subspecialty, and individuals who have failed to achieve certification in two prior examination cycles:

- One specialty $630
- Two specialties $680

**Re-Application Review Fee**
Fee for all individuals who have been active candidates but failed to achieve certification in one or two examination cycles: $400

**Late Application Review Fee**
Additional fee for a 2015 Application (Password Request Form and Application Statements), postmarked between November 2, 2014 and December 31, 2014: $250

**Examination Fees**

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General examination</td>
<td>$865</td>
</tr>
<tr>
<td>Specialty examination:</td>
<td></td>
</tr>
<tr>
<td>Clinical Genetics</td>
<td>$920</td>
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<tr>
<td>Clinical Cytogenetics</td>
<td>$920</td>
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<tr>
<td>Clinical Biochemical Genetics</td>
<td>$920</td>
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<tr>
<td>Clinical Molecular Genetics</td>
<td>$920</td>
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<tr>
<td>Subspecialty examination:</td>
<td></td>
</tr>
<tr>
<td>Medical Biochemical Genetics</td>
<td>$920</td>
</tr>
</tbody>
</table>

**International Testing Fee** $550 per examination

The application fee and examination fees, are due with the initial application packet. Applications received without full payment of the application and examination fees will not be processed. Applicants who require more time to pay the examination fee are encouraged to contact the ABMG in writing prior to submitting an application to set up a payment plan.

**Examination Schedule**

<table>
<thead>
<tr>
<th>Examination Dates: August 17-21, 2015</th>
<th>Examination Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 17, 2015</td>
<td>Clinical Genetics Examination</td>
</tr>
<tr>
<td>Tuesday, August 18, 2015</td>
<td>Clinical Biochemical Genetics Examination</td>
</tr>
<tr>
<td>Tuesday, August 18, 2015</td>
<td>Medical Biochemical Genetics Subspecialty Examination</td>
</tr>
<tr>
<td>Wednesday, August 19, 2015</td>
<td>General Examination</td>
</tr>
<tr>
<td>Thursday, August 20, 2015</td>
<td>Clinical Cytogenetics Examination</td>
</tr>
<tr>
<td>Friday, August 21, 2015</td>
<td>Clinical Molecular Genetics Examination</td>
</tr>
</tbody>
</table>
**Deadlines for 2015 Certification Examination**

Part I – Submission of the 2015 Application (Password Request Form and Application Statements) and all required fees, documents, letters of endorsement, and other non-electronic materials must be submitted to the ABMG Administrative Office postmarked no later than **November 1, 2014**. A late fee will be assessed if posted after the deadline.

The electronic portions of the application must be completed online no later than **December 31, 2014**. This includes the Biographical Form, and required Portal information.

An applicant who will have completed medical genetics training by December 31, 2014, must submit a logbook to the Training Director no later than December 31, 2014. The approved logbook must be submitted to the ABMG by December 31, 2014. See section F below if training does not end by December 31, 2014.

Late Submission: 2015 Application (Password Request Form and Application Statements) postmarked between November 2, 2014 and December 31, 2014, must be accompanied by a late fee (see Fees, Section VII).

A 2015 Application (Password Request Form and Application Statements) postmarked January 1, 2015 or later, will be returned to the applicant without review.

An applicant whose medical genetics training will be completed between January 1, 2015 and July 31, 2015 must submit an approved logbook (approved by both the Training Director as well as the Program Director) to the ABMG by March 31, 2015. [Note: Late fees do not apply to logbooks submitted by March 31, 2015].

Notification of receipt of applications - Applicants will be notified of the receipt of an application via email. Applicants should send any required written materials via a guaranteed delivery service such as Federal Express or the United States Postal Service certified mail with a return receipt of delivery. It is the applicant’s responsibility to ensure on-time delivery of the application.

**Content**

**Subject Outlines** will be posted to the ABMG website in the near future.

The General Examination and specialty examinations are based on content outlines for those specialties.

Content outlines for the general and primary specialty examinations are available online. Note that the content outlines are not intended to be comprehensive lists of test topics. The general examination may contain items from all specialty sections. However, the items will be chosen to be at the knowledge level expected for non-specialist geneticists. There are questions available in all the listed areas for the general and the specialty examinations, although the examinations may not contain a question on every potential area. Questions on many disorders have been listed under general headings; just because a specific name of a disorder is not listed, *does not mean* a question on that disorder is not in the potential pool.

Visit the ABMG website (Exam Essentials) for more information.

**Specialty Examinations**

- **Clinical Genetics:** The specialty examination in Clinical Genetics is intended for individuals with an MD or DO degree (or their equivalent). It is designed to assess the knowledge, understanding, and skills required for the competent diagnostic evaluation, management, and genetic counseling of patients with genetic disorders and their families. Examples of knowledge to be tested are provided
• **Clinical Biochemical Genetics:** The specialty examination in Clinical Biochemical Genetics is intended for persons holding a doctoral degree in medicine, biochemistry, molecular biology, genetics, or a related biological science who have had appropriate laboratory and clinical experience as outlined in the eligibility requirements. It is designed to assess the basic knowledge and technical and interpretive skills required to direct a clinical biochemical genetics laboratory providing diagnostic services and an individual's competence to serve as a consultant in the diagnosis and management of patients and families referred for testing for inborn errors of metabolism. Examples of knowledge to be tested are provided in the Content Outline (under construction) online.

• **Clinical Cytogenetics:** The specialty examination in Clinical Cytogenetics is intended for persons holding a doctoral degree in genetics, medicine, or a related biological science who have met the eligibility requirements. It is designed to assess the basic knowledge and technical and interpretive skills required to direct a clinical cytogenetics laboratory providing diagnostic services and an individual's competence to serve as a consultant in the diagnosis and management of patients and families referred for chromosomal testing, including those with constitutional or acquired cytogenetic abnormalities. Examples of knowledge to be tested are provided in the Content Outline (under construction) online.

• **Clinical Molecular Genetics:** The specialty examination in Clinical Molecular Genetics is intended for persons holding a doctoral degree in medicine, biochemistry, molecular biology, genetics, or a related field who have had appropriate laboratory experience as outlined in the eligibility requirements. It is designed to assess the basic knowledge and technical and interpretive skills required to direct a clinical molecular genetics laboratory providing diagnostic services and an individual's competence to serve as a consultant in the diagnosis and management of patients and families referred for molecular genetic testing. Examples of knowledge to be tested are provided in the Content Outline (under construction) online.

• **Medical Biochemical Genetics:** The subspecialty examination in Medical Biochemical Genetics is intended for physicians certified by the ABMG in Clinical Genetics or certified by other appropriate ABMS recognized boards, who are active in the diagnosis and care of individuals with metabolic disorders. The examination is designed to test basic knowledge in biochemical genetics and the application of that knowledge to treatment of patients with metabolic disorders. This subspecialty differs from the primary specialty of Clinical Biochemical Genetics in that Medical Biochemical Genetics training does not provide the educational experience necessary for an individual to become a director of a biochemical genetics laboratory. Examples of knowledge to be tested are provided in the Content Outline (under construction) online.

**Scheduling and Test Day Policies and Procedures**
Approximately three (3) months prior to the examination date an email will be sent to eligible candidates from the ABMG regarding how to access the scheduling permit. Carefully follow all directions.

**Your Scheduling Permit**
Active candidates should verify the information on the Scheduling Permit before scheduling an appointment. The Scheduling Permit includes the following:

- name, (first and last names must exactly match the government issued identification),
- the examination for which the applicant is registered,
- Scheduling Number, and
- Candidate Identification Number (CIN).
You are strongly encouraged to print your Scheduling Permit at least several days in advance of your scheduled testing appointment to avoid any problems accessing or printing your permit on your scheduled test date.  

**Note:** You will not be able to take the test if you do not bring your Scheduling Permit to the test center.

**Note:** Your Scheduling Number is needed when you contact Prometric to schedule a test appointment. It differs from your Candidate Identification Number (CIN), which is your private key, and is needed to test. Prometric does not have access to your CIN.

**Scheduling the Test Date**

Active candidates must have their Scheduling Permit before contacting Prometric to schedule a testing appointment. Appointments are assigned on a "first-come, first-served" basis; therefore, active candidates should contact Prometric to schedule as soon as possible after receiving the Scheduling Permit. Active candidates are required to provide information found only on the Scheduling Permit. When scheduling the appointment(s), active candidates will receive the following specific information:

- the confirmed test date and time;
- the address and telephone number of the Prometric Test Center where you will test; and
- the Prometric Confirmation Number(s).

After scheduling the testing appointment, print a confirmation of the appointment from the Prometric website ([http://www.prometric.com](http://www.prometric.com)). It is highly recommended to confirm the testing appointment information one week before the test date.

**Rescheduling Testing Site**

A candidate can reschedule their appointment to an alternate testing site; however, to avoid a Prometric rescheduling fee, the candidate must reschedule their appointment by 12 PM local time at least two business days before their scheduled appointment. If the candidate reschedules within two business days, they will be required to contact Prometric and pay the Prometric rescheduling fee (approximately $40) before rescheduling their appointment. Also it’s important to mention, if the candidate (late) cancels their appointment online within two business days of their original appointment and then attempts to reschedule online, the candidate will not be prompted to pay the rescheduling fee however their eligibility will be frozen at which time the candidate would need to contact (most likely by phone) Prometric to pay a fee and reinstate the eligibility record in order to reschedule their appointment within the testing period.

**Test Length and Format**

The General Genetics exam consists of a 15-minute tutorial and 150 multiple-choice test items, divided into three 1-hour blocks, and a 15-minute break, administered in one three-hour and thirty-minute testing session. The Clinical Genetics, Clinical Biochemical Genetics, Clinical Cytogenetics, Clinical Molecular Genetics and Medical Biochemical Genetics exams consist of a 20-minute tutorial and 126 multiple-choice test items divided into three 50-minute blocks, and a 10-minute break, administered in one three-hour testing session.

During the defined time to complete the items in each block, you may answer the items in any order, review your responses, and change answers. After you exit the block, or when time expires, you can no longer review test items or change answers.

**Practicing with the Software**

You should acquaint yourself with the test software well before the test date. Practice time is not available on the test day, and test center staff is not authorized to provide instruction on use of the software. Prior to beginning the test, a brief tutorial on the test day provides a review of the test software, including navigation tools and examination format. It does not provide an opportunity to practice.

Sample test materials to practice with the software are available to eligible applicants at the ABMG website.
**Admission to the Test**

When you arrive at the test center, you must present your Scheduling Permit and the required identification described on your Scheduling Permit. Acceptable forms of identification include the following forms of unexpired identification:

- passport,
- driver's license with photograph,
- national identity card,
- other form of unexpired, government-issued identification.

Your identification must contain both your signature and photograph. If it contains your photograph but not your signature, you can use another form of unexpired identification that contains your signature, such as an employee identification card or a credit card, to supplement your photo-bearing, government-issued identification.

The first and last names on your identification must exactly match the names on your permit. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. Please contact your Registration Board immediately if the name on your permit is misspelled or differs from your name as it appears on your identification. **Name changes or corrections cannot be made within 7 business days of your scheduled testing appointment.**

**Note:** If you do not bring your Scheduling Permit and acceptable identification, you will not be admitted to the test.

**Test Centers and Testing Conditions**

Prometric provides computer-based testing services for academic assessment, professional licensure, and certification. The examinations are given at Prometric Test Centers in the United States and its territories. These centers provide the resources necessary for secure administration, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

You should arrive at the Prometric Test Center 30 minutes before your scheduled testing appointment on your testing day(s). If you arrive after your appointment time, you may not be admitted. If you arrive more than 30 minutes after your scheduled testing appointment, you will not be admitted.

Upon arrival at the test center, you must present the required identification, sign a test center log, be photographed, and store your personal belongings in your assigned locker. You will be asked to empty and turn your pockets inside out prior to entry into the testing room to confirm that you have no prohibited items. You will be asked to repeat this process prior to every entry into the testing room after a break. Test center staff will collect your Scheduling Permit. You will be provided with laminated writing surfaces and markers. You will be instructed to write your name and Candidate Identification Number (CIN) on one of the laminated writing surfaces provided. Your Scheduling Permit will be retained at the Test Center Administrator's station. You may request access to the permit during the examination if it becomes necessary for you to rewrite the CIN on the laminated writing surface. Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. Laminated writing surfaces and markers issued are to be used for making notes and/or calculations during the testing session. They should only be used at your assigned testing station, and only after you have begun your examination by entering your CIN. You must enter your CIN to start the examination, which begins with a brief tutorial prior to the first test block. Depending upon the type of markers provided, you may also be provided an eraser. Otherwise, if you have filled the laminated writing surfaces and need additional space for making notes, you will need to notify test center staff and a replacement will be provided. Laminated writing surfaces must be returned to test center staff at the end of the testing session.

**Completing the Test**

Your entire testing session is scheduled for a fixed amount of time. The computer keeps track of your overall time and the time allocated for each block of the test. **There is an optional 15 minutes of break time allotted for the Clinical General Genetics examination, and an optional 10 minutes of break time for the Clinical Genetics,**
Clinical Biochemical Genetics, Clinical Cytogenetics and Clinical Molecular Genetics exams. If you complete the tutorial or other blocks of the test questions early, the remaining time will be available as authorized break time. This time will not be available to complete other blocks of the test. Authorized breaks include any time taken between test blocks, whether you take a brief break at your seat or you leave the testing room.

The time allowance for each block is 60 minutes for the Clinical General Genetics exam, and 50 minutes for the Clinical Genetics, Clinical Biochemical Genetics, Clinical Cytogenetics Clinical Molecular Genetics, and Medical Biochemical Genetics exams. While you are testing, the block and daytime clocks continue to run even if you leave the testing room, (e.g., for a personal emergency or restroom break). If you leave during a block, the test center staff will report that fact as an irregular incident. In addition, the “unauthorized break” screen, described in the examination tutorial, may appear on the monitor at your workstation during a testing block. As explained in the tutorial, the unauthorized break screen will appear after a defined period of inactivity (no mouse click or key entry). Thirty seconds before the appearance of the unauthorized break screen, an "inactivity timeout" warning will appear. If you do not click as instructed on the warning screen, the unauthorized break screen will appear after 30 seconds. You will then have to enter your Candidate Identification Number (CIN) in order to continue with the examination. Each time you leave the testing room, you are required to sign out and sign in when you return. You must present your identification each time you sign in. Each block ends when the block time expires or when you exit from it.

As you progress through the blocks of the test, you should use the features available in the testing software to monitor how many blocks are remaining and how much break time you have accumulated, if any. If you take too much break time and exceed the accumulated break time, your time to complete the last block in the testing session will be reduced. You should use the time summary feature (as explained in the tutorial) to keep track of the number of blocks completed and the number remaining.

When block time runs out, you will not be able to move to any new screens within that block. The computer will close the block. After you complete or run out of time for each block during the test, you must respond when the computer asks you to indicate whether you want to take a break or continue. After the test blocks, (if time permits) you may be asked to complete an additional block that contains survey questions about your testing experience.

The test session ends when you have started and exited all sections or the total time for the test expires. You will sign out as you leave the test center, hand in the laminated writing surfaces.
If you experience a computer problem during the test, notify test center staff immediately. The testing software is designed to allow the test to restart at the point it was interrupted. In most cases, your test can be restarted at the point of interruption with no loss of testing time. However, it is possible that a technical problem may occur that does not permit you to complete your examination. In the rare event that this occurs, please send a written description of the incident to the ABMG.

Testing Regulations and Rules of Conduct
Test center staff monitor all testing sessions. You must follow instructions of test center staff throughout the examination. Failure to do so may result in a determination of irregular behavior.

Test center staff are not authorized to answer questions from examinees regarding examination content, testing software, or scoring. Test center staff are also not authorized to answer inquiries with regard to registration or retesting.

Personal Items
Unauthorized possession of personal items while in the secure areas of the testing centers may lead to a finding of irregular behavior. It is important that you read and understand the rules regarding personal possessions. You may bring cordless soft-foam earplugs into the testing room. However, they must be out of the packaging and ready for inspection by test center staff during check-in. Earplugs must be left at the workstation during all breaks. Unauthorized items include, but are not limited to:
- mechanical or electronic devices, such as cellular telephones, personal digital assistants (PDAs),
calculators, watches of any type, electronic paging devices, recording or filming devices, radios;
- outerwear, such as coats, jackets, head wear, gloves;
- book bags, backpacks, handbags, briefcases, wallets;
- books, notes, written materials, or scratch paper;
- food, candy, gum, or beverages.

If you bring personal items to the test center, you must store them in a designated locker outside the secure testing
area. You should keep in mind that the storage facilities are small and that all stored mechanical or electronic
devices must be turned off. Personal items and their contents may be subject to inspection. Any materials that
reasonably appear to be reproductions of any examination materials will be confiscated. Making notes of any kind
during an examination, except on the laminated writing surfaces provided by the test center for this purpose, is not
permitted. Removal of those materials from the secure testing area is prohibited.

**Request to Withdraw:** Applicants who withdraw from the examination after Active Candidate Status has been
granted will receive a refund for the examination fees (minus $100 processing fee) if the request is made by March
31, 2015. After that date, examination fees are not refundable. **APPLICATION REVIEW FEES ARE NON-
REFUNDABLE.** Applicants who withdraw after scheduling a testing appointment must cancel their appointments.

An approved candidate, who does not cancel an examination appointment and does not keep the appointment,
forfeits the examination opportunity and all fees. This is considered failure to achieve certification during a
certification cycle.

**Points to Help Applicants Understand the Process of ABMG Certification**

- Requirements for ABMG certification, including doctoral degree requirements, medical training
requirements, medical genetics training requirements, credentialing process and certifying examinations
reside exclusively with the Board of Directors of the ABMG.

- Individuals interested in pursuing ABMG certification must be enrolled in an ABMG-accredited fellowship
or an ACGME-accredited clinical genetics residency. The program must be accredited in the specialty(ies)
in which the trainee plans to seek certification. The list of ABMG-accredited fellowships and ACGME-
accredited clinical genetics residencies is available on the ABMG web site.

- The Program Director must submit to the ABMG Administrative Office documents verifying the successful
completion of training and competency obtained of each medical genetics trainee planning to seek ABMG
certification. The required documents are:

  1. The Trainee Information Form, which is submitted to the ABMG Administrative Office by the
     Program Director at the onset of the applicant’s training. Note that the specific date, month and
     year of the start and conclusion of the trainee’s medical genetics training, and the ABMG
     specialty(ies) for which the trainee is receiving training must be reported on this form. Receipt of
     this form also initiates the process for obtaining access to the online Logbook.

- A trainee is only eligible to apply for ABMG certification in 2015 in specialties for which the necessary
  training will have been completed by July 31, 2015. All program requirements must be completed and
  verified by the Program Director prior to receiving “Active Candidate Status.”

- An individual interested in pursuing medical genetics training and ABMG-certification, and who has
  received a doctoral degree and/or some or all graduate medical training outside of the US, Canada or Puerto
  Rico may need to fulfill additional requirements for certification (see Section XI).
• The ABMG limits Active Candidate Status to individuals who fulfill the criteria for certification. Those practitioners working in the field of medical genetics who do not meet the specific criteria, despite academic or clinical backgrounds, are not eligible to sit for the ABMG certification examination.

• It is strongly recommended that any interested person or trainee whose training does not conform to the training requirements outlined in this document petition the ABMG in writing prior to the onset of medical genetics training to clarify the requirements for certification by the ABMG.

Scoring

Scoring the Examination
In this type of examination, no candidate is expected to know the correct answer to every question. Even if a candidate is not familiar with all aspects of a particular question, he or she should answer all questions, marking for each what is considered to be the best alternative. There is no additional penalty for a wrong answer. Blank answers are treated as incorrect answers.

On the basis of reliable scoring and reporting techniques with a variety of checks and verification procedures, the ABMG is confident that the scores reported for each examinee are an accurate reflection of the answers marked. Since this is a computer examination, we do not offer hand-checks of the answers.

Reporting of Scores
Official notification of examination results will occur approximately 3 months after the examination is administered. In the interest of maintaining confidentiality of examinee information, examination results are not given by telephone, via fax, or email.

Integrity of Scores
The giving or obtaining of unauthorized information or aid, as evidenced by observation or statistical analysis of answers, constitutes sufficient cause to invalidate a candidate's score and to take other appropriate action.

The integrity of the results reported to candidates for their performance on these examinations is protected by every means available. Any score that is deemed not representative of a reasonable assessment of the candidate's knowledge or competence as sampled by the examination shall be deemed irregular. The answers of all candidates are monitored and may be analyzed statistically for purposes of detecting irregular scores.

If evidence suggests that scores may be irregular, the ABMG may withhold a candidate's report of results until determination is made as to whether, in the opinion of the ABMG, the performance of a candidate is a reasonable assessment of the knowledge or competency assessed by the examination. If the ABMG determines that a score is irregular, it may invalidate the results and then notify the candidate of the basis of its decisions.

All candidates for these examinations must acknowledge that they are aware of these regulations for maintaining the integrity of individual scores by signing a statement included in the online examination.

Board Review Course

The ABMG neither administers nor endorses review courses for ABMG certification examinations. Furthermore, the ABMG does not provide content or guidance to organizations offering review courses. Board members do not participate as faculty in such courses nor are practice questions abstracted from previous Board examinations. Participation in review courses does not ensure successful completion of the certification examination.
## APPLICATION PROCESS

### Results of Application Review
The ABMG Credentials Committee will notify each applicant in writing regarding candidate status. If further documentation is required and/or the application is in some manner incomplete, the applicant will be notified.

**Active Candidate Status granted:** Active Candidate Status is granted when all credentialing requirements have been satisfied in one or more specialty areas and all application review fees and examination fees have been paid. An applicant granted Active Candidate Status is eligible to sit the certifying examination(s).

**Active Candidate Status denied:** An applicant who has failed to satisfy one or more credentialing requirements will not be granted active candidate status. Applicants who are denied Active Candidate Status may submit an appeal. Appeals of candidate status must be made in writing to the ABMG Administrative Office within thirty (30) days of receipt by the applicant of notice of the adverse decision. [Examination fees that were paid with the application review fee will be refunded if the application is denied.] To view the appeal process, click here: [http://www.abmg.org/pages/resources_appeal.shtml](http://www.abmg.org/pages/resources_appeal.shtml)

**Note:** Active candidate status expires at the time that the results of the ABMG certification examination are released. If a candidate fails to achieve certification for any reason (including withdrawal from the examination process), the individual loses his or her Active Candidate Status.

### The ABMG Certification Examination
- Approved applicants will be sent written notification of Active Candidate Status and a scheduling permit. Prometric Services provides scheduling services and test centers for the ABMG examination. The examination will be administered at Prometric test centers located in the U.S. and its territories, including Puerto Rico, Canada, and select international sites. Additional fees will apply for international testing sites, contact Administrative Office by December 31, 2014 if you wish to test outside of the US and Canada.

- **Admission to the Prometric Test Center:** A scheduling permit will be available to the applicant approximately two-three months prior to the examination date. Applicants must present this permit, as well as an unexpired, government-issued form of identification (such as a current driver’s license, federal or state identification card, or passport) that includes a photograph and signature to be admitted to the examination site. The first and last names on the identification must exactly match the names on the permit. All personal belongings must be placed in a small locker before being escorted to the testing room.

- **The ABMG Primary Certification Examination Is Comprised of Two Parts:** The examination includes a general examination and a specialty examination in one of four specialty areas. An active candidate for ABMG certification must take the general examination and at least one specialty examination. A candidate may only take the specialty examination(s) for which s/he has been credentialied. Each examination is administered on a separate day.

- **ABMG Diplomates Seeking Certification in an Additional Specialty or Subspecialty:** An active candidate who is an ABMG diplomate and seeking certification in an additional specialty(ies) must take the specialty examination(s) for which s/he has been credentialied; the general examination is not required.
Achieving Certification: To be certified by the ABMG, active candidates must pass both the general examination and at least one specialty examination. *Failure to pass the certifying examination is not grounds for appeal.*

Primary Certification Attempts

- **Candidates must achieve board certification within seven years of the completion of their training in a particular specialty or subspecialty.** If a candidate fails to achieve certification for that specialty within this timeframe, she/he must complete an additional full two (2) year accredited residency/fellowship program before reapplying for certification. Details regarding board eligibility and active candidate status can be found on the ABMG website at [http://www.abmg.org/2013/cert_policies.shtml](http://www.abmg.org/2013/cert_policies.shtml).

Subspecialty Certification Attempts

- **Candidates must achieve board certification within seven years of the completion of their training in a particular specialty or subspecialty.** Failure to achieve certification within 3 consecutive cycles will require the person to complete an additional full one (1) year accredited fellowship before reapplying for certification. Details regarding board eligibility and active candidate status can be found on the ABMG website at [http://www.abmg.org/2013/cert_policies.shtml](http://www.abmg.org/2013/cert_policies.shtml).

- **Failure to Achieve ABMG Certification:** Individuals who do not pass the ABMG certification examination, withdraw from the certification examination, or do not appear at the certification examination site, will not achieve ABMG certification.

- No portion of the ABMG certification examination score will be carried forward to any future certification examination cycle. Thus, if an applicant passes either the general examination or a specialty examination, but not both, neither score will be carried forward.

- **Test Center Issues:** If problems arise while at the test center, it is the candidate’s responsibility to inform the onsite test administrator of any difficulties encountered at the examination site. In addition, candidates must inform the ABMG Administrative Office in writing within one week of the examination of any such difficulties encountered at the examination site. If a problem arises, do NOT leave the testing site. Contact the ABMG Administrative Office immediately at 301-634-7315. The ABMG, along with the National Board of Medical Examiners, will do their best to resolve the issue as quickly as possible.

- **Examination Content:** The content of the certification examinations is proprietary and strictly confidential information. Applicants must sign an application statement agreeing that he/she will not disclose, either directly or indirectly, any question or any part of any question from the examination to any person or entity. The unauthorized receipt, retention, possession, copying or disclosure of any certification examination materials, including but not limited to the content of any examination question, before, during, or after the examination may subject the applicant to legal action. Such legal action may result in monetary damages and/or disciplinary action including denial or revocation of ABMG certification.

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**ABMG CERTIFICATES**

**Time-Limited ABMG Certificates**

Examinees who pass the general examination and at least one specialty examination will become diplomates of the ABMG for a period of ten years AS LONG AS they actively participate in and meet the requirements for the ABMG Maintenance of Certification (MOC) Program. Certificates will be mailed to diplomates within three months of scores being released. This information becomes public information and is listed on the ABMG website and in the official ABMS Directory of Board Certified Medical Specialists and in other authorized ABMS publications.
Certification is a voluntary process by which the ABMG grants recognition to examinees who have met predetermined qualifications specified by the ABMG. Certification and the certificate recognize those examinees who have successfully completed the Board’s educational requirements and demonstrated their skills and abilities at the time of evaluation. Certification is not a guarantee of the competence of the geneticist.

**Revocation of ABMG Certificates**
Any certificate issued by the ABMG shall be subject to revocation at any time should the ABMG determine, in its sole judgment that a candidate who has received a certificate was in some respect not properly qualified to have received it or is in some respect not properly qualified to retain it.

**Participation in Maintenance of Certification (MOC) Program**
The Board began issuing 10-year time-limited certificates in 1993. All diplomates with time-limited certificates are required to continuously meet all the requirements of the ABMG Maintenance of Certification (MOC) program or certification can be revoked (even within the 10-year cycle). Participation in MOC begins as soon as certification is granted. Newly certified diplomates are automatically entered into the MOC program. MOC requirements and timeline are described on the ABMG website under Maintenance of Certification.

**STATUS**
Upon receiving the results of the examination, applicants are no longer considered active candidates. The applicant is either a certified diplomate of the ABMG or holds no status with the ABMG. An applicant must reapply to regain Active Candidate Status.

Upon receiving passing scores on both the general examination and at least one specialty examination, the applicant becomes board certified and is granted the title, “Diplomate” of the ABMG. Since applicants must pass both examinations during the same cycle to be certified, the applicant is certified in a specific area of genetics, not in general genetics.

All diplomates are encouraged to apply to the American College of Medical Genetics (ACMG) to become a Fellow of the ACMG. Those accepted by the ACMG as Fellows (and only then), may use the abbreviation “FACMG” (Fellow, American College of Medical Genetics), after their name.

Guidelines for Stating Certification Status can be found on the website at:
[http://www.abmg.org/pages/training_policies_guidelinesstatingcertificationstatus.html](http://www.abmg.org/pages/training_policies_guidelinesstatingcertificationstatus.html)

**XIV. Examination Information**

**Description of the Examinations**
The ABMG examination consists of one general examination and four specialty examinations. The minimum for each examinee who is not already an ABMG diplomate is two examinations: the General Examination and at least one specialty examination (although more than one specialty examination can be taken).

The General Examination and each specialty examination [Clinical Genetics, Clinical Biochemical Genetics, Clinical Cytogenetics and Clinical Molecular Genetics] are comprised of multiple-choice (one best answer) questions. The questions have been developed to test not only the candidate's knowledge, but also the subtler qualities of discrimination, judgment, and reasoning necessary in a medical genetics setting. In addition, questions evaluate the candidate's judgment as to whether cause and effect relationships exist. Descriptions of laboratory situations or problems presented in narrative, tabular, or graphical form are followed by questions designed to determine the candidate's knowledge and comprehension of the situation described.
**Test Centers**
Examinations can be taken at any time during regular business hours.

Once an application has been approved, ABMG will mail a letter granting Active Candidate Status. An email with scheduling information will be emailed to all active candidates. Active candidates must follow the instructions in the email to schedule your testing site.

Upon receipt of the scheduling email, active candidates must contact Prometric to schedule their examination appointment(s); check their Web site (www.prometric.com) to find a local test center nearby. Examinations will need to be scheduled at an available time slot on the dates specified above. While most examinees will be able to take their exams as scheduled, each center is different, and there may be unanticipated circumstances which delay the start time for an exam on the scheduled date. Examinees are encouraged to build some flexibility into their personal schedules to account for this possibility. No special consideration will be given to examinees who experience delayed start times which do not compromise the total allotted time available to complete an exam. See Scheduling and Test Day Policies and Procedures.

International testing sites (located outside of the US and Canada) are available; however, there is an additional fee that must be paid in advance to take the examination at one of these testing sites. Please contact the ABMG Administrative Office for more information.

Should difficulties at a test site or other emergencies prohibit an examinee from taking an examination on his/her scheduled date, the examinee must contact the ABMG Administrative Office within 24 hours to report the problem. Examination irregularities or other circumstances warranting special consideration will be reviewed on a case-by-case basis at the sole discretion of the ABMG.

**Test-taking Suggestions**

- Pace yourself; examinees will have an average of 1.2 minutes per question. Do not spend a long time on one item. If you are unsure of an answer, mark what you believe to be the correct answer and return to reconsider it later if you have extra time. Set up checkpoints during the examination to determine how well you are pacing yourself.

- Practice using the tutorial provided so that you are familiar with the computerized examination format.

- **MARK AN ANSWER FOR EVERY ITEM.** Each item answered correctly is scored as one point. All items are weighted equally. There is no penalty for wrong answers. You will be able to go back and modify your answers before closing that portion of the examination.

- When you finish the examination, check your work. Be sure that you marked an answer for each question.

- Have a light meal before the examination. Avoid a large, heavy meal, which might make you drowsy.

- Wear comfortable clothes and dress in layers. Testing room temperatures can fluctuate so dressing in layers allows you to remain as comfortable as possible. Note that if you bring a jacket or sweater, the testing center may require you to wear it or tie it around your waist or shoulders.

- Get plenty of sleep before the examination. Avoid the use of stimulants.

- A well-planned and extensive review will prepare you for this examination better than intensive "cramming."
**POLICIES**

**Board Eligibility and Timeframe to Achieve Certification**

Effective January 1, 2012, candidates must achieve board certification within seven years of the completion of their training in a particular specialty or subspecialty.

A candidate is considered “Board Eligible” in a specific specialty or subspecialty (i.e., clinical genetics, clinical molecular genetics, clinical cytogenetics, clinical biochemical genetics or medical biochemical genetics) after satisfactory completion of an accredited training program and before certification by the ABMG.

A candidate may use the term “Board Eligible” for a specific specialty or subspecialty to indicate that he or she is eligible to apply to sit for the ABMG certification examination. If certification is not achieved within seven years following completion of training, the following must occur:

- The candidate must cease and desist from making any representation of Board Eligibility. Any violation of this rule will be considered a breach of ethical standards in medical practice.
- The candidate is no longer eligible for certification in that specialty without fulfilling the requirements for re-entry into the certification process.

In individual instances and for good cause, such as military deployment or catastrophic illness, the ABMG may waive the seven-year time limit to achieve certification. The decision to grant or deny a deferral will be at the sole discretion of the ABMG. All requests for exceptions must be made in writing to the ABMG.

**Individuals training consecutively in more than one specialty will be considered Board Eligible in all specialties for up to 7 years after completion of the most recent of the consecutive training periods.**

Individuals training in more than one specialty in a non-consecutive manner (defined by more than four weeks between the completion of one specialty and the initiation of the subsequent specialty) will have a specific 7 year time limit to achieve certification in each specialty following completion of training in that specialty.

**Active Candidate Status** - The term “Active Candidate Status” recognizes applicants who have fulfilled the requirements for ABMG certification but who have not yet taken the certification examination. Active Candidate Status is granted after all requirements have been met and formally approved by the ABMG. Active Candidate Status is valid only for a single designated examination cycle, and terminates when the results of the examination are released.

**Licensure Requirements for Clinical Genetics Candidates**

Certification and maintenance of certification for the specialty of Clinical Genetics is contingent upon medical licensure. Applicants requesting admission to a certifying examination must have a valid (current), unrestricted license to practice medicine in one of the states, districts, or territories of the United States or a province of Canada or unrestricted privileges to practice medicine in the United States Armed Forces.

The licensure requirement for the initial certification examination may be waived if, during the academic year, the applicant is in clinical training in a state, province, or district in which the medical licensing board does not permit an unrestricted license for a trainee and the trainee is covered by an institutional permit. In order to obtain a waiver, the program director of that training program must submit a written confirmation of the applicant’s training to the ABMG Administrative Office by the application deadline. Following the completion of training, applicants must fulfill all licensure requirements before their certification will be finalized.
Should a medical license become encumbered (i.e., restricted, revoked, suspended) at any time during the certification period, the Board shall undertake proceedings consistent with due process to revoke the certificate(s). Physicians are responsible for notifying the ABMG of any restriction placed on any medical license held, and such notification must occur within 60 days of a final action taken by an authorized agency. Upon successful reinstatement or remedy of the encumbered medical license, and upon the ABMG being notified of such by the former diplomate, and subsequent verification of such by the ABMG, certification may be regained by successful completion of the maintenance of certification process.

A physician’s license shall be deemed “restricted” for purposes of this policy if, as a result of final action by a state or other legally constituted Medical Board (hereafter “State Medical Board”), the physician:
- Shall have had his/her license revoked or surrendered his/her license in lieu of revocation;
- Shall have had his/her license suspended for a specified period of time and the suspension is still in effect;
- May have been placed on probation and the probationary period had not expired;
- May have been made subject to special conditions or requirements which are still in effect (including, but not limited to, supervision, chaperoning during the examination of patients, additional training beyond that required of all physicians for the maintenance of licensure), and regardless of whether or not such conditions or requirements are imposed by order of the State Medical Board or are the result of a voluntary agreement between the physician and the State Medical Board.

**Candidates who completed training prior to January 1, 2012**

Candidates who completed training prior to January 1, 2012 must achieve certification prior to January 1, 2019. Applicants who completed training prior to January 1, 2012 must apply to sit for the certification examination within five years of completing an accredited genetics residency and/or fellowship training program. In addition, applicants who completed training prior to January 1, 2012 have up to three (3) consecutive examination cycles, using one logbook, to achieve certification for that specialty. Applicants who wait to apply for certification may limit their number of opportunities to sit for the examination.