

American Board of Preventive Medicine



Preventive Medicine Program Directors  
Guidebook

2023



# Introduction to ABPM Program Director Guide

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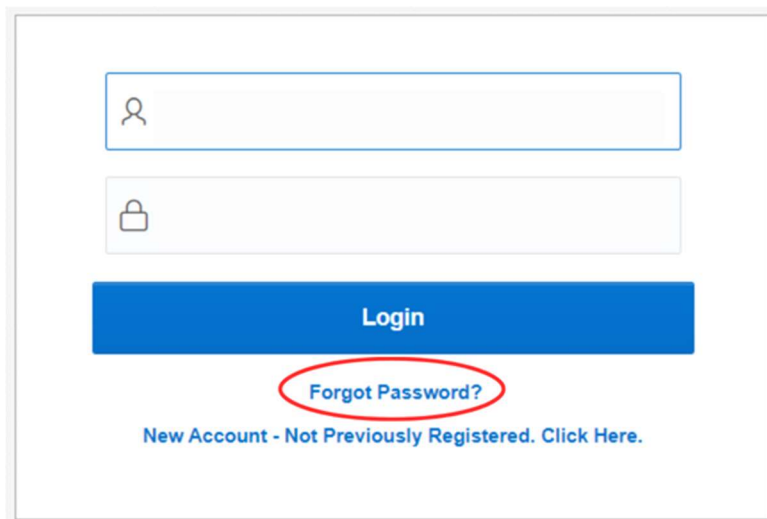
## Getting Started on the Physician Portal

The ABPM launched an all-new, user-friendly Physician Portal in March 2023. Through the Physician Portal, physicians will be able to apply for eligibility to take the certification exams, register for an exam, track and complete Continuing Certification Program (CCP) requirements, print a verification of certification, and more.

### Logging In – For Current Diplomates

Current Diplomates received an email with instructions for logging into the Physician Portal in mid-March 2023. ABPM staff will be happy to re-send this email if necessary. Please contact us at [abpm@theabpm.org](mailto:abpm@theabpm.org).

When you receive your login credentials, please go to [https://physicianportal.theabpm.org/abpmssa/ssaauthmenu.show\\_top\\_menu](https://physicianportal.theabpm.org/abpmssa/ssaauthmenu.show_top_menu) and click on the “Forgot Password?” link.



The image shows a login form with two input fields. The top field contains a person icon, and the bottom field contains a lock icon. Below the fields is a blue button labeled "Login". Underneath the button is a red circle around the text "Forgot Password?". At the bottom of the form, there is a link that says "New Account - Not Previously Registered. Click Here."

On the next screen, enter your email address, Customer ID (provided in the email with login instructions) or user name (also provided in the email with login instructions). Please note that if you choose to enter your email address, it will need to match exactly the email address associated with your ABPM Physician Portal account.

## Self Service Portal

Please enter any **ONE** of the following items to identify yourself:

Email Address:

or

Customer Id:

or

User Name:

After clicking “submit,” you will receive an email from [abpm@theabpm.org](mailto:abpm@theabpm.org) with the subject line “Credentials.” Use the password reset link in that email to set up your password and gain access to the Physician Portal.

### Creating an Account

Physicians who have never had an account with the ABPM should go to Physician Portal login page at [https://physicianportal.theabpm.org/abpmssa/ssaauthmenu.show\\_top\\_menu](https://physicianportal.theabpm.org/abpmssa/ssaauthmenu.show_top_menu) and click the “New Account – Not Previously Registered” link.

[Forgot Password?](#)

[New Account - Not Previously Registered. Click Here.](#)

## Accessing the Physician Portal

After you set up your account, you can access the Physician Portal at [https://physicianportal.theabpm.org/abpmssa/ssaauthmenu.show\\_top\\_menu](https://physicianportal.theabpm.org/abpmssa/ssaauthmenu.show_top_menu).

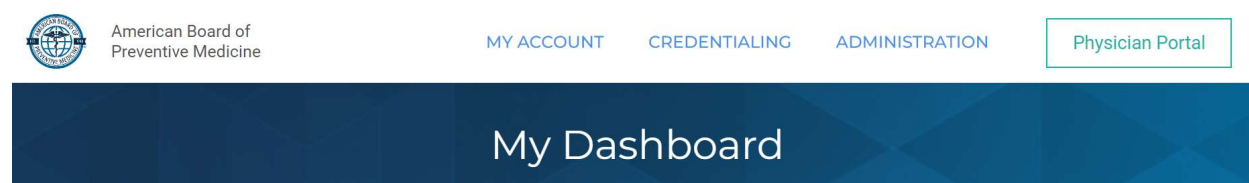
## Resetting Your Password

If you've forgotten your password, you can reset it by using the same process described in the "Getting Started – For Current Diplomates" section above.

## Navigating the Physician Portal

### Menus

After logging in, you will access the Physician Portal Dashboard. Across the top of the dashboard, you will see three drop-down menus that offer several useful functions.



### My Account Menu

- Individual Profile – Review and update your personal and demographic information.
- Communication Preferences – Tell us which emails you would like to receive from us.
- Change Password
- Bio – Add a photo and a short biography – strictly optional.
- Board Verification Letter – Download a primary-source verification of your ABPM certification.
- Log Off

### Credentialing Menu

- Certification Directory – Search for other ABPM Diplomates by name and location using the ABMS' Certification Matters directory.


### Administration Menu

- Invoice History – View your ABPM invoices.
- Pay Open Invoices
- Manage Medical Licenses – Add, edit, or delete your medical licenses.

## Dashboard

The “My Dashboard” screen will display a number of widgets. The specific widgets shown are based on your status with ABPM. For example, current Diplomates who are participating in the Continuing Certification Program (CCP) will see the “Continuing Certification Annual Attestation” widget, while physicians who are in the process of applying for a certification exam will see an “Applications in Progress” widget.

My Dashboard



Manage My Picture

Address

Work Phone

Email

[Update Profile](#)

### Continuing Certification Annual Attestation

During Phase One of the CCP, in effect for calendar years 2023 and 2024, you have only three annual requirements. You can learn more about CCP requirements [here](#).

- ▲ 1. Annual Fees: You may now pay your annual fee which is due by the end of the year. Payment can be submitted through the “Pay Open Invoices” section of your Physician Portal or by clicking [here](#).
- ▲ 2. Lifelong Professional Development CME Attestation: Once you have submitted payment for your annual fee, you may submit your attestation of compliance with the Lifelong Professional Development component of the CCP.
- ✓ 3. Medical License: You must maintain a current, valid, and unrestricted medical license in every US state, US territory, or Canadian province in which you are licensed to practice medicine.

### Certifications

Specialty	Status	Cert Number	Start Date	Expiration Date
Public Health & Gen Prev Med	CERTIFIED	[REDACTED]	01/01/2019	12/31/2028

### Licenses

License #	Country	State	Exp Date
[REDACTED]	USA	MD	

[Manage My Licenses](#)

### Email History

Messages to View: 5

[view all](#)

Date Sent LT	Subject	Message Detail	Attachments
03/17/2023	Your ABPM Physician Portal Login	🔍	
03/15/2023	Your ABPM Physician Portal Login	🔍	

### Invoices

Show:  Paid Invoices  Unpaid Invoices  All Invoices

Invoice	Invoice Date	Description	Total Charges	Payments	Balance	Due Date	Actions
610127	01/01/2023	Public Health and General Preventive Medicine Annual Fee (01/01/2023-12/31/2023)	\$175.00	\$0.00	\$175.00	01/01/2023	<a href="#">Print</a>

[See All Invoices](#)



## Program Director Functions

### Exam Scores

Your program graduates' ABPM certification exam scores will be available soon through the Physician Portal. In the meantime, if you have questions or need historical exam score information, contact ABPM staff at [abpm@theabpm.org](mailto:abpm@theabpm.org).

### Verifying Applicants

When the residents or fellows who completed your program apply to the Board for the certification exam, they are required to request their program director to verify their successful completion of the program as part of the application process.

You will receive an email when a resident or fellow requests a verification from you. The email will include a unique ID and code for each individual resident's or fellow's verification. Click the link in the email and enter the ID and code to access the online verification form.



American Board of  
Preventive Medicine

[Physician Portal](#)

## Verifier Login

Verification Id:	<input type="text"/>
Verification Code:	<input type="text"/>
<input type="button" value="Submit"/>	

## Applications

To apply, your residents/fellows should go to the “Become Certified” section of the ABPM’s website at <https://www.theabpm.org/become-certified/>. They can review general requirements and the application and review process here.

From there, an applicant will choose their specialty or subspecialty.

## Requirements for Certification

Please choose a specialty or subspecialty to review available pathways and eligibility requirements.

### Specialties

[Aerospace Medicine >](#)

[Occupational and  
Environmental Medicine >](#)

[Public Health and General  
Preventive Medicine >](#)

### Subspecialties

[Addiction Medicine >](#)

[Clinical Informatics >](#)

[Medical Toxicology >](#)

[Undersea & Hyperbaric  
Medicine >](#)

On the following page, applicants will find specialty-specific information, including eligibility requirements for each available pathway. After reviewing this information, they should click “Apply Now” to begin an application.

### ACGME-Accredited Fellowship Pathway

Requires successful completion of a minimum of 12 months in an ACGME-accredited Addiction Medicine fellowship program. If the program is longer than 12 months, the physician must successfully complete all years of training for which the program is accredited in order to meet the eligibility criteria for certification.

- ▶ **Fellowship:** Completion of a fellowship of at least 12 months that is acceptable to the ABPM in the subspecialty for which certification is being sought.
- ▶ Current ABMS Board Certification.

**OR** AOA board certification or Canadian Board Certification (RCPSC or CFPC) will be recognized as an acceptable primary certificate for physicians seeking subspecialty certification in Addiction Medicine from ABPM.

To be eligible to take the ABPM subspecialty certification examinations, AOA-board certified and Canadian-board (RCPSC or CFPC) certified physicians must successfully complete an Accreditation Council for Graduate Medical Education (ACGME) accredited fellowship in the relevant subspecialty, as well as meet all other current ABPM requirements for that subspecialty.

#### Documents and Verifications

- ▶ CV/Resume, if 24 months past fellowship completion date
- ▶ Medical License Verification (ABPM will confirm after application)
- ▶ Board Certification Verification (ABPM will confirm after application)
- ▶ Fellowship Verification
- ▶ 1 Letter of Reference from a physician who is certified by the ABMS, if 24 months past fellowship completion date

[Apply Now](#)

Applicants will be directed to log into ABPM’s Physician Portal. If they do not already have an account on the new Physician Portal, they should click the “New Account” link as shown on page 6. After logging in or creating their account, applicants will be able to proceed with the online application.

## Specialty Applications: General Requirements

- **Medical License:** An unrestricted and currently valid license to practice medicine in a State, Territory, Commonwealth, or possession of the United States, or in the District of Columbia, or in a Province of Canada is required. No licenses may be restricted, revoked, suspended, or currently under such notice.
- **Medical Degree:** Graduation from a medical school in the United States which at the time of the applicant's graduation was accredited by the Liaison Committee on Medical Education, a school of osteopathic medicine approved by the American Osteopathic Association, an accredited medical school in Canada, or a medical school located outside the United States and Canada that is deemed satisfactory to the Board is required.
- **Graduate Coursework:** At least 15 total equivalent hours of graduate-level courses are required in the core coursework areas of biostatistics, epidemiology, social and behavioral sciences, health services administration, and environmental health sciences.

## Aerospace Medicine

### Residency Pathway: Requirements

- **Clinical Training:** One year of supervised postgraduate clinical training provided as part of an ACGME-accredited graduate medical education program. Clinical training accredited by ACGME International Advanced Specialty Accreditation, American Osteopathic Association (AOA), the Royal College of Physicians and Surgeons of Canada (RCPSC), or the College of Family Physicians of Canada (CFPC) is also acceptable.
  - Clinical training must include at least ten months of direct patient care comprising ambulatory and inpatient experience involving diagnostic workup and treatment of individual patients.
- **Residency:** Two years of ACGME-accredited or RCPSC Aerospace Medicine residency training which includes supervised experience in the practice of Aerospace Medicine.
- **Graduate Coursework:** Successful completion of a Master of Public Health (MPH) degree, including coursework in the five content areas (biostatistics, epidemiology, social and behavioral sciences, health services administration, environmental health sciences).
- **Practice Activity:** If applying more than 24 months after completing residency training, the applicant must be able to document one year of Aerospace Medicine practice within the past three years.

### Residency Pathway: Required Documentation

All supporting documentation must be received by July 31 of the year the application is submitted.

- **Graduate Coursework transcript**
- **Residency Program verification**, completed by the Residency Program Director. If the program is completed after July 31, the verification must be completed immediately upon graduation. *An example of the residency verification form is found in Appendix A.*
- **Clinical training verification**, completed by the Residency Program Director
- **Clinical training program, internship, or PGY1 certificate**
- **CV/Resume** required only if applicant completed residency more than 24 months prior to applying for certification.
- **Letters of Reference:** If the applicant completed residency more than 24 months prior to applying for certification, three letters of reference are required.
  - At least one letter of reference must be written by an ABPM Diplomate certified in Aerospace Medicine.
  - At least one letter of reference (which may or may not be the same as the letter written by an ABPM Diplomate) must be written by a physician who is familiar with the applicant's professional work activities within the three years immediately preceding the date the applicant applied for initial certification.
- ABPM will verify the applicant's medical license

## Complementary Pathway Requirements

- **Clinical Training:** Two years or more of supervised postgraduate clinical training as part of an ACGME-accredited graduate medical education program. Clinical training accredited by ACGME International Advanced Specialty Accreditation, American Osteopathic Association (AOA), the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) is also acceptable.
  - Clinical training must include at least ten months of direct patient care comprising ambulatory and inpatient experience involving diagnostic workup and treatment of individual patients.
- **Residency Training:** A year of ACGME-accredited residency training in Aerospace Medicine which provides supervised experience in the practice of Aerospace Medicine.
  - Aerospace Medicine residency training must include a minimum of 8 months of direct patient care.
- **Graduate Coursework:** Successful completion of a Master of Public Health (MPH) degree, including coursework in the five content areas (biostatistics, epidemiology, social and behavioral sciences, health services administration, environmental health sciences).

## Complementary Pathway: Required Documentation

- **CV/Resume**
- **Clinical training program, internship, or PGY1 certificate**
- **Graduate coursework transcript**
- **Residency program verification** completed by the Residency Program Director. *An example of the residency verification form for the complementary pathway is found in Appendix B.*
- **Clinical training verification** completed by the Residency Program Director.
- **Three letters of reference**
  - At least one letter of reference must be written by an ABPM Diplomate certified in Aerospace Medicine.
  - At least one letter of reference (which may or may not be the same as the letter written by an ABPM Diplomate) must be written by a physician who is familiar with the applicant's professional work activities within the three years immediately preceding the date the applicant applied for initial certification.

ABPM will verify the applicant's medical license

## Other Pathways and Resources

- Current requirements for the residency pathway and all other pathways are available at <https://www.theabpm.org/become-certified/specialties/aerospace-medicine/>.
- Requirements and Documentation Table <https://www.theabpm.org/become-certified/specialties/aerospace-medicine/table/>
- FAQs <https://www.theabpm.org/become-certified/specialties/aerospace-medicine/aerospace-medicine-faq/>

## Occupational and Environmental Medicine

### Residency Pathway: Requirements

- **Clinical Training:** One year of supervised postgraduate clinical training provided as part of an ACGME-accredited graduate medical education program. Clinical training accredited by ACGME International Advanced Specialty Accreditation, American Osteopathic Association (AOA), the Royal College of Physicians and Surgeons of Canada (RCPSC), or the College of Family Physicians of Canada (CFPC) is also acceptable.
  - Clinical training must include at least 10 months of direct patient care comprising ambulatory and inpatient experience involving diagnostic workup and treatment of individual patients.
- **Residency:** Two years of ACGME-accredited or RCPSC Occupational and Environmental Medicine residency training which includes supervised experience in the practice of Occupational and Environmental Medicine.
- **Graduate Coursework:** Successful completion of a Master of Public Health (MPH) degree, including coursework in the five content areas (biostatistics, epidemiology, social and behavioral sciences, health services administration, environmental health sciences).
- **Practice Activity:** If applying more than 24 months after completing residency training, the applicant must be able to document one year of Occupational and Environmental Medicine practice within the past three years.

### Residency Pathway: Required Documentation

All supporting documentation must be received by July 31 of the year the application is submitted.

- **Graduate Coursework transcript**
- **Residency Program verification**, completed by the Residency Program Director. If the program is completed after July 31, the verification must be completed immediately upon graduation. *An example of the residency verification form is found in Appendix A.*
- **Clinical training verification**, completed by the Residency Program Director
- **Clinical training program, internship, or PGY1 certificate**
- **CV/Resume** required only if applicant completed residency more than 24 months prior to applying for certification.
- **Letters of Reference:** If the applicant completed residency more than 24 months prior to applying for certification, three letters of reference are required.
  - At least one letter of reference must be written by an ABPM Diplomate certified in Occupational and Environmental Medicine.
  - At least one letter of reference (which may or may not be the same as the letter written by an ABPM Diplomate) must be written by a physician who is familiar with the applicant's professional work activities within the three years immediately preceding the date the applicant applied for initial certification.
- ABPM will verify the applicant's medical license

## Complementary Pathway Requirements

- **Clinical Training:** Two years of supervised postgraduate clinical training as part of an ACGME-accredited graduate medical education program. Clinical training accredited by ACGME International Advanced Specialty Accreditation, American Osteopathic Association (AOA), the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) is also acceptable.
  - Clinical training must include at least 10 months of direct patient care comprising ambulatory and inpatient experience involving diagnostic workup and treatment of individual patients.
- **Residency Training:** A year of ACGME-accredited residency training in Occupational and Environmental Medicine which provides supervised experience in the practice of Occupational and Environmental Medicine.
  - Occupational and Environmental Medicine residency training must include a minimum of 8 months of direct patient care.
- **Graduate Coursework:** Successful completion of a Master of Public Health (MPH) degree, including coursework in the five content areas (biostatistics, epidemiology, social and behavioral sciences, health services administration, environmental health sciences).

## Complementary Pathway: Required Documentation

- **CV/Resume**
- **Clinical training program, internship, or PGY1 certificate**
- **Graduate coursework transcript**
- **Residency program verification.** *An example of the residency verification form for the complementary pathway is found in Appendix B.*
- **Clinical training verification** completed by the Residency Program Director.
- **Three letters of reference**
  - At least one letter of reference must be written by an ABPM Diplomate certified in Occupational and Environmental Medicine.
  - At least one letter of reference (which may or may not be the same as the letter written by an ABPM Diplomate) must be written by a physician who is familiar with the applicant's professional work activities within the three years immediately preceding the date the applicant applied for initial certification.

ABPM will verify the applicant's medical license

## Other Pathways and Resources

- Current requirements for the residency pathway and all other pathways are available at <https://www.theabpm.org/become-certified/specialties/occupational-medicine/>
- Requirements and Documentation Table <https://www.theabpm.org/become-certified/specialties/occupational-medicine/table/>
- FAQs <https://www.theabpm.org/become-certified/specialties/occupational-medicine/occupational-medicine-faq/>



## Public Health and General Preventive Medicine

### Residency Pathway: Requirements

- **Clinical Training:** One year of supervised postgraduate clinical training provided as part of an ACGME-accredited graduate medical education program. Clinical training accredited by ACGME International Advanced Specialty Accreditation, American Osteopathic Association (AOA), the Royal College of Physicians and Surgeons of Canada (RCPSC), or the College of Family Physicians of Canada (CFPC) is also acceptable.
  - Clinical training must include at least ten months of direct patient care comprising ambulatory and inpatient experience involving diagnostic workup and treatment of individual patients.
- **Residency:** Two years of ACGME-accredited or RCPSC Public Health and General Preventive Medicine residency training which includes supervised experience in the practice of Public Health and General Preventive Medicine.
- **Graduate Coursework:** Successful completion of a Master of Public Health (MPH) degree, including coursework in the five content areas (biostatistics, epidemiology, social and behavioral sciences, health services administration, environmental health sciences).
- **Practice Activity:** If applying more than 24 months after completing residency training, the applicant must be able to document one year of Public Health and General Preventive Medicine practice within the past three years.

### Residency Pathway: Required Documentation

All supporting documentation must be received by July 31 of the year the application is submitted.

- **Graduate Coursework transcript**
- **Residency Program verification**, completed by the Residency Program Director. If the program is completed after July 31, the verification must be completed immediately upon graduation. *An example of the residency verification form is found in Appendix A.*
- **Clinical training verification**, completed by the Residency Program Director
- **Clinical training program, internship, or PGY1 certificate**
- **CV/Resume** required only if applicant completed residency more than 24 months prior to applying for certification
- **Letters of Reference:** If the applicant completed residency more than 24 months prior to applying for certification, three letters of reference are required.
  - At least one letter of reference must be written by an ABPM Diplomate certified in Public Health and General Preventive Medicine.
  - At least one letter of reference (which may or may not be the same as the letter written by an ABPM Diplomate) must be written by a physician who is familiar with the applicant's professional work activities within the three years immediately preceding the date the applicant applied for initial certification.
- ABPM will verify the applicant's medical license

## Complementary Pathway Requirements

- **Clinical Training:** Two years of supervised postgraduate clinical training as part of an ACGME-accredited graduate medical education program. Clinical training accredited by ACGME International Advanced Specialty Accreditation, American Osteopathic Association (AOA), the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) is also acceptable.
  - Clinical training must include at least 10 months of direct patient care comprising ambulatory and inpatient experience involving diagnostic workup and treatment of individual patients.
- **Residency Training:** A year of ACGME-accredited residency training in Public Health and General Preventive Medicine which provides supervised experience in the practice of Public Health and General Preventive Medicine.
  - Public Health and General Preventive Medicine residency training must include a minimum of 4 months of direct patient care.
- **Graduate Coursework:** Successful completion of a Master of Public Health (MPH) degree, including coursework in the five content areas (biostatistics, epidemiology, social and behavioral sciences, health services administration, environmental health sciences).

## Complementary Pathway: Required Documentation

- **CV/Resume**
- **Clinical training program, internship, or PGY1 certificate**
- **Graduate coursework transcript**
- **Residency program verification.** *An example of the residency verification form for the complementary pathway is found in Appendix B.*
- **Clinical training verification** completed by the Residency Program Director.
- **Three letters of reference**
  - At least one letter of reference must be written by an ABPM Diplomate certified in Public Health and General Preventive Medicine.
  - At least one letter of reference (which may or may not be the same as the letter written by an ABPM Diplomate) must be written by a physician who is familiar with the applicant's professional work activities within the three years immediately preceding the date the applicant applied for initial certification.

## ABPM will verify the applicant's medical license Other Pathways and Resources

- Current requirements for the residency pathway and all other pathways are available at <https://www.theabpm.org/become-certified/specialties/public-health-general-preventive-medicine/>
- Requirements and Documentation Table <https://www.theabpm.org/become-certified/specialties/public-health-general-preventive-medicine/table/>
- FAQs <https://www.theabpm.org/become-certified/specialties/public-health-general-preventive-medicine/public-health-and-general-preventive-medicine-faq/>

## Subspecialty Applications: General Requirements

- **Medical License:** An unrestricted and currently valid license to practice medicine in a State, Territory, Commonwealth, or possession of the United States, or in the District of Columbia, or in a Province of Canada is required. No licenses may be restricted, revoked, suspended, or currently under such notice.
- **Medical Degree:** Graduation from a medical school in the United States which at the time of the applicant's graduation was accredited by the Liaison Committee on Medical Education, a school of osteopathic medicine approved by the American Osteopathic Association, an accredited medical school in Canada, or a medical school located outside the United States and Canada that is deemed satisfactory to the Board is required.
- **ABMS Member Board Certification:** Primary certification through a member board of the American Board of Medical Specialties (ABMS) is a core requirement.
  - **ABMS subspecialty board certification:** Some ABMS board accept subspecialty certification as meeting the primary certification requirements. In those cases, the applicant would be listed as certified in the primary specialty. The status of primary certification is determined by each individual board. For more information about qualifying primary specialty certificates, please visit the ABMS website at <https://www.abms.org/member-boards/specialty-subspecialty-certificates/>.
  - **Other board certifications:** Applicants currently certified through the American Osteopathic Association (AOA), the Royal College of Physicians and Surgeons of Canada (RCPSC), or the Canadian of Family Physicians of Canada (CFPC) may be eligible for subspecialty certification if they have completed an ACGME-accredited fellowship in the subspecialty in which they are seeking certification.

## Addiction Medicine

### ACGME-Accredited Fellowship Pathway Requirements

- **Fellowship:** Completion of an ACGME-accredited Addiction Medicine fellowship of at least 12 months that is acceptable to the ABPM.
- **Current Primary Board Certification:** Current certification through one of the following organizations:
  - An ABMS Member Board
  - The American Osteopathic Association (AOA)
  - The Royal College of Physicians and Surgeons of Canada (RCPSC), or
  - The Canadian of Family Physicians of Canada (CFPC)

### ACGME-Accredited Fellowship Pathway Required Documentation

- **Fellowship Program verification**, completed by the Fellowship Program Director. If the program is completed after July 31, the verification must be completed immediately upon graduation.
- **CV/Resume** required only if applicant completed residency more than 24 months prior to applying for certification.
- **One letter of reference** required if applicant completed residency more than 24 months prior to applying for certification. The letter must be written by a physician currently certified by a member board of the American Board of Medical Specialties (ABMS).
- ABPM will verify the applicant’s medical license and primary board certification.

### Practice Pathway Requirements

Note: The practice pathway for Addiction Medicine will be open through 2025.

- **Time in Practice:**
  - A minimum of 1,920 hours in which applicants were engaged in the practice of Addiction Medicine at the sub-specialty level is required.
  - The required Addiction Medicine practice time must occur over at least 24 of the 60 months immediately previous to application. The 24 months of practice does not need to be continuous, but must have occurred in the five-year period preceding June 30 of the application year.
  - Practice must consist of broad-based professional activity with significant Addiction Medicine responsibility.
  - At least 25% of the required practice time (a minimum of 480 hours) must be direct patient care in Addiction Medicine.
  - Addiction Medicine practice that is not direct patient care, such as research, administration, and teaching activities, may count for a combined maximum of 75% (a maximum of 1,440 hours).
  - Up to 25% of the required practice time (a maximum of 480 hours) may be general practice. The remaining 75% (1,440 hours) must be specific Addiction Medicine practice.
- **Non-Accredited Fellowship Training:**
  - Training in a non-ACGME-accredited Addiction Medicine fellowship program of at least 12 months that is acceptable to the ABPM may be substituted for the “Time in Practice”

requirements listed above. The fellowship training curriculum and a description of the training experience must be submitted with the application.

Fellowship training of less than 12 months may be applied towards the “Time in Practice” requirements listed above.

#### Practice Pathway: Required Documentation

- **CV/Resume**
- **Practice and training verification**, if using practice activity to qualify
- **Fellowship verification**, if using credit from a fellowship to qualify. The fellowship verification form will be completed by the fellowship program director. *An example of the fellowship verification is found in Appendix C.*
- **One letter of reference** from a physician who is certified by an ABMS member board
- ABPM will verify the applicant’s medical license and primary board certification.

#### Other Pathways and Resources

- Current requirements for the fellowship pathway and all other pathways are available at <https://www.theabpm.org/become-certified/subspecialties/addiction-medicine/>
- Requirements and Documentation Table <https://www.theabpm.org/become-certified/subspecialties/addiction-medicine/table/>
- FAQs <https://www.theabpm.org/become-certified/subspecialties/addiction-medicine/faq/>

## Clinical Informatics

### ACGME-Accredited Fellowship Pathway Requirements

- **Fellowship:** Completion of an ACGME-accredited Clinical Informatics fellowship of at least 24 months that is acceptable to the ABPM.
- **Current Primary Board Certification:** Current certification through one of the following organizations:
  - An ABMS Member Board
  - The American Osteopathic Association (AOA)
  - The Royal College of Physicians and Surgeons of Canada (RCPSC), or
  - The Canadian of Family Physicians of Canada (CFPC)

### ACGME-Accredited Fellowship Pathway Required Documentation

- **Fellowship Program verification**, completed by the Fellowship Program Director. If the program is completed after July 31, the verification must be completed immediately upon graduation. The fellowship verification form will be completed by the fellowship program director. *An example of the fellowship verification is found in Appendix C.*
- **CV/Resume** required only if applicant completed residency more than 24 months prior to applying for certification.
- **One letter of reference** required if applicant completed residency more than 24 months prior to applying for certification. The letter must be written by a physician currently certified by a member board of the American Board of Medical Specialties (ABMS).
- ABPM will verify the applicant's medical license and board certification.

## Practice Pathway Requirements

Note: The Practice Pathway for Clinical Informatics will be open through 2022.

- **Time in Practice:**
  - Three years of practice of at least .25FTE in Clinical Informatics is required.
  - Practice time does not need to be continuous but must have occurred in the five-year period immediately preceding June 30 of the application year.
  - Practice must consist of broad-based professional activity with significant Clinical Informatics responsibility.
  - Fellowship training that is less than 24 months in duration or which is non-ACGME-accredited may be applied towards these time-in-practice requirements. The actual training must be described.
  - Clinical Informatics research and teaching activities may also be submitted for review towards these requirements.
- **Masters or PhD in Biomedical Informatics:**
  - Completion of a 24-month Masters or PhD program in Biomedical Informatics, Health Sciences Informatics, Clinical Informatics, or a related subject from a university in the US or Canada deemed acceptable by ABPM may be substituted for the “Time in Practice” requirements listed above.
  - Applicants should compare the curriculum of their Masters or PhD program with that of NLM programs as a guide to ensure a similar curriculum. Information on NLM programs is available at <https://www.nlm.nih.gov/ep/GrantTrainInstitute.html>.

## Practice Pathway: Required Documentation

- **CV/Resume**
- **Practice and training verification**, if using practice activity to qualify
- **Fellowship verification**, if using credit from a fellowship to qualify
- **Graduate coursework transcript**, if using a graduate degree to qualify
- **Graduate program curriculum**, if using a graduate degree to qualify
- **One letter of reference** from a physician who is certified by an ABMS member board
- ABPM will verify the applicant’s medical license and primary board certification.

## Additional Resources

- Current requirements for the fellowship pathway and all other pathways are available at <https://www.theabpm.org/become-certified/subspecialties/clinical-informatics/>
- Requirements and Documentation Table <https://www.theabpm.org/become-certified/subspecialties/clinical-informatics/table/>
- FAQs <https://www.theabpm.org/become-certified/subspecialties/clinical-informatics/clinical-informatics-faqs/>

## Undersea and Hyperbaric Medicine

The Undersea and Hyperbaric Medicine certification exam is given in even-numbered years only. Physicians will be able to apply for the exam only in a year in which the exam is given.

### ACGME-Accredited Fellowship Pathway Requirements

- **Fellowship:** Completion of an ACGME-accredited Undersea and Hyperbaric Medicine fellowship of at least 12 months that is acceptable to the ABPM.
- **Current Primary Board Certification:** Current certification through one of the following organizations:
  - An ABMS Member Board
  - The American Osteopathic Association (AOA)
  - The Royal College of Physicians and Surgeons of Canada (RCPSC), or
  - The Canadian of Family Physicians of Canada (CFPC)

### ACGME-Accredited Fellowship Pathway Required Documentation

- **Fellowship Program verification**, completed by the Fellowship Program Director. If the program is completed after July 31, the verification must be completed immediately upon graduation. *An example of the fellowship verification is found in Appendix C.*
- **CV/Resume** required only if applicant completed residency more than 24 months prior to applying for certification.
- **One letter of reference** required if applicant completed residency more than 24 months prior to applying for certification. The letter must be written by a physician currently certified by a member board of the American Board of Medical Specialties (ABMS).
- ABPM will verify the applicant's medical license and board certification.

### Additional Resources

- Current requirements for the fellowship pathway are available at <https://www.theabpm.org/become-certified/subspecialties/undersea-and-hyperbaric-medicine/>
- Requirements and Documentation Table <https://www.theabpm.org/become-certified/subspecialties/undersea-and-hyperbaric-medicine/table/>
- FAQs <https://www.theabpm.org/become-certified/subspecialties/undersea-and-hyperbaric-medicine/undersea-and-hyperbaric-medicine-faq/>



## Medical Toxicology

ABPM is a co-sponsoring Board for the Medical Toxicology subspecialty with the American Board of Emergency Medicine (ABEM). Only current ABPM Diplomates will be able to apply for Medical Toxicology through the ABPM; all other physicians should apply through ABEM. ABEM administers the Medical Toxicology subspecialty certification exam.

### ACGME-Accredited Fellowship Pathway Requirements

- **Fellowship:** Completion of an ACGME-accredited Medical Toxicology fellowship of at least 24 months that is acceptable to the ABPM.
- **Current Primary ABPM Certification:** Current certification in one of the ABPM specialties (Aerospace Medicine, Occupational and Environmental Medicine, or Public Health and General Preventive Medicine).

### ACGME-Accredited Fellowship Pathway Required Documentation

- **Fellowship Program verification**, completed by the Fellowship Program Director. If the program is completed after July 31, the verification must be completed immediately upon graduation. *An example of the fellowship verification is found in Appendix C.*
- **CV/Resume** required only if applicant completed residency more than 24 months prior to applying for certification.
- **One letter of reference** required if applicant completed residency more than 24 months prior to applying for certification. The letter must be written by a physician currently certified by a member board of the American Board of Medical Specialties (ABMS).
- ABPM will verify the applicant's medical license and board certification.

### Additional Resources

- Current requirements for the fellowship pathway are available at <https://www.theabpm.org/become-certified/subspecialties/medical-toxicology/>
- Requirements and Documentation Table <https://www.theabpm.org/become-certified/subspecialties/medical-toxicology/table/>

## Am I Eligible? Quiz

<https://www.theabpm.org/am-i-eligible/>

Your residents/fellows can take the “Am I Eligible?” quiz before they begin an application to the ABPM. The quiz is designed to assist in the determination of whether a physician is eligible to become certified by the ABPM in one or more of its specialties/subspecialties and if so, which pathway may be available to them.

The screenshot shows a web interface for the 'AM I ELIGIBLE? SELECT SPECIALTY' quiz. At the top left is the ABPM logo. The main heading is 'AM I ELIGIBLE?' with the subtitle 'SELECT SPECIALTY'. Below this, the question 'What specialty are you applying for?' is displayed. The interface is divided into two sections: 'Specialties' and 'Subspecialties'. Each section contains several buttons, each with a specialty name and a 'Take Quiz' button. The 'Specialties' section includes Aerospace Medicine, Occupational Medicine, and Public Health and General Preventive Medicine. The 'Subspecialties' section includes Addiction Medicine, Clinical Informatics, Medical Toxicology, and Undersea and Hyperbaric Medicine. At the bottom, there are 'GO BACK' and 'START OVER' buttons.

AM I ELIGIBLE?  
SELECT SPECIALTY

What specialty are you applying for?

Specialties

- Aerospace Medicine  
Take Quiz
- Occupational Medicine  
Take Quiz
- Public Health and General Preventive Medicine  
Take Quiz

Subspecialties

- Addiction Medicine  
Take Quiz
- Clinical Informatics  
Take Quiz
- Medical Toxicology  
Take Quiz
- Undersea and Hyperbaric Medicine  
Take Quiz

GO BACK START OVER

## Application Policies

Policies related to initial certification with the ABPM (as well as the initial certification exam and the ABPM's continuing certification program) can be found on the ABPM website at <https://www.theabpm.org/about-us/abpm-policies/>.

### Duration of Each Year of Training Policy

Find this policy and others related to Applicant qualifications at <https://www.theabpm.org/about-us/abpm-policies/applicant-qualifications/>.

"A training or experience year ("Training Year") must consist of a minimum of forty-eight (48) weeks of Active Service. In addition to the four (4) weeks of non-Active Service, an additional two (2) weeks of non-Active Service is allowed in any given Training Year but only if such additional two (2) weeks of non-Active Service is in accordance with the training institution's policies on medical, family, or parental leave.

"Longer authorized interruptions in a Training Year with documentation of conformance with approved policies on medical, family, or parental leave may be accepted as determined on an individual case basis provided the combined time to be credited includes at least forty-eight (48) weeks of Active Service within an overall period of two (2) calendar years. These special circumstances will be reviewed, and exceptions approved by the Board in its sole and absolute discretion on a case-by-case basis. A decision by the Board pursuant to this subsection shall be binding upon the Board and the Applicant/Candidate and shall not be subject to appeal or further consideration."

## “Pending Approval” Requests

Residents and fellows may request the Board review their applications before they have completed certain requirements; for example, a resident may request a pending approval if he or she will complete the program off-cycle (after June 30 but before the certification exam is administered in October). Another common example is a resident who has applied for a full state medical license but has not yet received it.

### **Requesting a pending approval**

1. A resident or fellow may request a pending approval by submitting an application anytime between March 15<sup>th</sup> and June 30<sup>th</sup> of the year they plan to complete their program.
2. If the resident or fellow applies before the completion of their program, the program director will receive an interim verification form when the application has been submitted and will attest that the applicant is in good standing and on track to complete their program on the specified date.
3. The program director will receive a final verification form to be completed on or after the date that the resident or fellow completes their program.
4. The Board reviews all requests for pending approval. If granted, the resident/fellow will be able to register for the exam. Exam results will be held by the Board until all pending requirements are met and all required documentation is received.

***Note: A request for a pending approval and the Board’s consideration of a pending approval request does not guarantee approval of the application.***

## Initial Certification Exams

### General Exam Information

Exam questions are all multiple-choice; examinees should choose the best single answer from among four or five possible responses.

Examinees will have access to a calculator, a drug name list, and normal range values during the exam.

Exams do NOT include true/false items, K-type questions, trick questions, or “experimental” questions.

For more information about the initial certification exams, please see the ABPM website at <https://www.theabpm.org/become-certified/exam-information/>. ABPM has answered several frequently asked questions about the exam: find them at <https://www.theabpm.org/become-certified/certification-exam-faqs/>.

### Exam Format

Each Specialty certification exam includes 200 questions. Specialty exams are a total of 4.5 hours in length, including a 15-minute tutorial and a 15-minute break.

The Addiction Medicine and Clinical Informatics exams each include a total of 200 questions. The exams are a total of 4.5 hours in length, including a 15-minute tutorial and a 15-minute break.

The Undersea and Hyperbaric Medicine exam includes a total of 150 questions and is a total of 3.5 hours in length, including a 15-minute tutorial and a 15-minute break.

## Content Outlines

You can find content outlines for each of the exams on the ABPM website using the links below.

### Specialties

- Core (included in each of the Specialty certification exams) <https://www.theabpm.org/become-certified/exam-content/preventive-medicine-core-content-outline/>
- Aerospace Medicine <https://www.theabpm.org/become-certified/exam-content/aerospace-medicine-content-outline/>
- Occupational and Environmental Medicine <https://www.theabpm.org/become-certified/exam-content/occupational-medicine-content-outline/>
- Public Health and General Preventive Medicine <https://www.theabpm.org/become-certified/exam-content/public-health-and-general-preventive-medicine-content-outline/>

### Subspecialties

- Addiction Medicine <https://www.theabpm.org/become-certified/exam-content/addiction-medicine-content-outline/>
- Clinical Informatics <https://www.theabpm.org/become-certified/exam-content/clinical-informatics-content-outline/>
- Medical Toxicology <https://www.theabpm.org/become-certified/exam-content/medical-toxicology-content-outline/>
- Undersea and Hyperbaric Medicine <https://www.theabpm.org/become-certified/exam-content/undersea-and-hyperbaric-medicine-content-outline/>

## Current Deadlines

Updated deadlines for the current year's application and exam cycle are posted at <https://www.theabpm.org/become-certified/dates-fees/>.

## Pass Rates

Pass rates are available for the previous four years for each of the Specialty and Subspecialty certification exams. Find them at <https://www.theabpm.org/become-certified/exam-pass-rates/>.

## Registration and Scheduling

To learn about registering for and scheduling exams, please see the ABPM website at <https://www.theabpm.org/become-certified/exam-registration/>.

## Continuing Certification Program (CCP)

The ABPM’s CCP was developed in compliance with the new Standards for Continuing Certification mandated by the American Board of Medical Specialties (ABMS) and in response to feedback from ABPM Diplomates, who wanted a simpler but more meaningful program, and who overwhelmingly preferred an innovated alternative to the traditional high-stakes, point-in-time Maintenance of Certification (MOC) exam.

**Find your specific CCP requirements online by logging into the ABPM’s new Physician Portal.**

### Three Phases of CCP

To ensure a smooth transition to the CCP, ABPM is introducing the new program in three separate and distinct phases as shown in the chart below.

CONTINUING CERTIFICATION PROGRAM (CCP)		PHASE 1 January 1, 2023 – December 31, 2024	PHASE 2 January 1, 2025 – December 31, 2029	PHASE 3 January 1, 2030 – December 31, 2039
Professionalism & Licensure	Maintain a full, valid, and unrestricted license to practice medicine	✓	✓	✓
Annual Certification Fee Requirement	Submit an annual \$175 certification fee	✓	✓	✓
Lifelong Professional Development	Earn general and certificate-specific Continuing Medical Education (CME) credits	20 AMA PRA Category 1 CME Credits™ Annually 6 credits must be certificate-specific	20 AMA PRA Category 1 CME Credits™ Annually 6 credits must be certificate-specific	20 AMA PRA Category 1 CME Credits™ Annually 6 credits must be certificate-specific
Longitudinal Assessment Program (LAP)	Participation in Annual LAP which will be subject to psychometric analysis and a minimum passing score (MPS)	Not Required	Answer 30 certificate-specific questions using LAP Platform and achieve an MPS in 4 out of 5 years	Answer 30 certificate-specific questions using LAP Platform and achieve an MPS in 4 out of 5 years
Improving Health and Health Care (IHHC)	Complete an activity designed to positively impact and improve a Diplomate's practice	Not Required	Not Required	TBD* <small>*Subject to final approval by ABMS' Continuing Certification Committee</small>

Find your specific requirements by visiting the Continuing Certification link on the ABPM website at [www.theabpm.org](http://www.theabpm.org)



### Phase 1: 2023-2024

In Phase 1, in effect for calendar years 2023 and 2024, Diplomates have only three annual requirements:

1. Maintain a current, valid, and unrestricted medical license in every US state, US territory, or Canadian province in which the Diplomate holds a license to practice medicine;
2. Pay the annual fee using the ABPM's Physician Portal;
3. Attest to earning 20 AMA PRA Category 1 Credits™ (using the ABPM's Physician Portal). Six of the credits must be relevant to Diplomates' ABPM Certification(s). Diplomates will choose for themselves which CME courses are relevant to the ABPM Specialties or Subspecialties in which they are Certified.

### Phase 2: 2025-2029

Phase 2 of the transition will begin in January 2025 and continue through December 2029, and will include all the elements of Phase 1.

In addition, Phase 2 will include an expansion of the Longitudinal Assessment Program (LAP) pilot for each ABPM Specialty and Subspecialty. The LAP will be an open-resource assessment that includes 30 questions annually, designed to be an innovative replacement for the traditional, high-stakes, point-in-time MOC exam.

#### *Longitudinal Assessment Program (LAP) Transition Plan (January 1, 2025, through December 31, 2029)*

Beginning on January 1, 2025, all time-limited Diplomates will be required to participate in the LAP. This includes answering thirty Specialty/Subspecialty-specific questions annually. Diplomates who are certified in multiple ABPM specialties or subspecialties will need to answer thirty questions for each of the ABPM certifications they currently hold.

The LAP is open-book and Diplomates may consult reference materials to answer the questions. Additionally, there will be no time limit in which a Diplomate must respond to an individual question; however, after a Diplomate "opens" a question, the Diplomate must answer and cannot close the browser window. Closing the window without providing an answer will result in the response being marked incorrect.

ABPM will conduct industry-standard psychometric analysis for longitudinal assessment platforms. Each year, the ABPM will determine a minimum passing score (MPS); Diplomates who achieve the MPS will pass that year's LAP. Diplomates who fail to meet the MPS in four of the five LAP administrations during Phase 2 will be required to participate in a remediation activity.

### Phase 3: 2030 and beyond

Finally, in January 2030, ABPM will launch Phase 3 that will include all the elements of both Phase 1 and Phase 2 as well as an Improvement in Health and Healthcare component, the details of which are in development and will be shared once they have been finalized.

## Communication with the ABPM

### ABPM staff contacts

Executive Director:	Christopher J. Ondrula, JD <a href="mailto:condrula@theabpm.org">condrula@theabpm.org</a>
Chief Administrative Officer:	Loreta Krutulis, MEd <a href="mailto:lkrutulis@theabpm.org">lkrutulis@theabpm.org</a>
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Project Administrator:	Rimsha Naseer <a href="mailto:rnaseer@theabpm.org">rnaseer@theabpm.org</a>

*You can also reach the ABPM team by email at [abpm@theabpm.org](mailto:abpm@theabpm.org). ABPM staff read and respond to all messages sent to this address.*

### LinkedIn Company Page

Follow us for the latest news and announcements at <https://www.linkedin.com/company/american-board-of-preventive-medicine/>.

### Quarterly Email Newsletter

The newsletter is emailed to Diplomates and other stakeholders four times each year, in January, April, July, and October. ABPM shares announcements, reminders, profiles of ABPM Directors and other Diplomates, and news from our specialty societies.

If you don't already receive the newsletter, sign up at <https://mailchi.mp/theabpm/newsletter>.

## Resident & Fellowship Director Resources

### Combined Training Programs

#### **Definition**

Combined training programs allow a resident/fellow to complete training in dual residencies, dual fellowships, or combined residency/fellowship programs. This can reduce training time by allowing educational components required for each residency/fellowship program to be applied to each residency/fellowship program, which would otherwise be duplicated if the residency/fellowship were programs were completed separately.

#### **Approval**

ABPM may approve and oversee combined residency and fellowship programs with other ABMS Member Boards. Combined training programs are governed by the involved Member Boards.

Proposals for a combined training program must be submitted to both the ABPM and the other involved ABMS Member Board for approval before physician can be accepted into a combined training program.

Each residency or fellowship in a combined training program must be independently accredited by the relevant Residency Review Committees of the ACGME.

The approval of the combined training program will become effective as of the date the second ABMS Member Board approved the program. The approval will be for a period of five years from the beginning date of the first class of the combined training program.

Find the combined training program application and a listing of all currently approved combined training programs on the ABPM website at <https://www.theabpm.org/for-program-directors/combined-training-programs/>.

## Integrated Training Experiences (ITEs)

### Definition

The ABPM's Integrated Training Experience (ITE) is designed to accommodate a single physician who wishes to shorten their training time by completing two residencies or fellowships concurrently.

### Guidelines

These guidelines are intended to assist the ABPM Board of Directors in its determination of whether to approve an ITE request. However, while these guidelines set out a framework for consideration by the Board of Directors, each ITE request shall be considered individually and no prior approval or denial will be precedential as to any future approval/denial.

As used in these guidelines, "must" and "shall" are intended to describe mandatory requirements. "Should" is not mandatory but is used when providing guidance about what may be considered in the interest of providing appropriate responses to each individual ITE request.

- Programs requesting an ITE must confirm that the residencies and fellowships that the ABPM-sponsored Specialty or Subspecialty shall not be truncated or otherwise shortened as part of the ITE program.
- The ITE program experience must run concurrently.
- The proposed ITE request must confirm that the requesting entity has an ACGME-accredited fellowship and/or residency in the Specialty or Subspecialty for which ABPM certification is being sought and provide the ACGME Program Number.
- Program requests must include a clearly described written curriculum for the Specialty or Subspecialty for which ABPM certification is being sought. The curriculum must assure a cohesive, planned, educational experience. It must not simply comprise a series of rotations between the two specialties/subspecialties. The request must list all the educational requirements of the categorical standard ACGME-accredited residency or fellowship requirements for the specialty or subspecialty for which ITE approval is being sought. By way of example and not limitation, the ITE request for a Clinical Informatics and Pulmonary Critical Care program should compare the ITE rotations and requirements to the standard ACGME-accredited two-year Clinical Informatics.
- The ITE request must also list all the educational requirements of ITE program which will be used to meet the ABPM initial certification requirements for the specialty or subspecialty for which certification is being sought.
- The ITE request must explain any gaps or differences in the requirements for the ITE program and the categorical or stand-alone ACGME-accredited residency or fellowship program.
- If new rotations for the ABPM initial certification requirements are being offered during the ITE that are not used for the categorical ACGME-accredited residency or fellowship, the requesting entity must describe in sufficient detail how the new rotations meet the core competencies and training experiences of the stand-alone ACGME-accredited residency or fellowship program.
- Requests for changes to the rotations within the Preventive Medicine residency/fellowship must be submitted to ABPM for approval. Changes that are limited to timing (i.e., PGY2 to PGY3) and

that do not decrease the number of Preventive Medicine residency/fellowship rotations do not require prior approval.

- The curricular components of an ITE must conform to the program requirements for accreditation in the ABPM specialty or subspecialty for which certification is being sought.
- Proposals for an ITE must be submitted to ABPM as well as the other ABMS Member Board and be approved by both entities before a candidate can be accepted into an ITE.
- The approval of an ITE will be effective as of the date the ITE request is approved by the second of the two Boards approving the ITE request and shall remain in effect until such time as the candidate completes the ITE, withdraws, or is otherwise deemed no longer participating in the ITE program.
- The sponsor of the ABPM specialty program shall include the expected dates of completion in the ITE request.
- ABPM will maintain a list of approved and denied ITEs with the name of the candidate and the expected date of completion. ABPM shall review the application records to determine if the candidate has registered for board certification for the seven-year board eligibility period following successful completion of the ITE program. Reports to the Board will include statistics identifying the number of ITEs that seek board certification and the rate of success.
- ABPM will engage in annual reviews of the ITEs to monitor the status of the applicants.

### **Application/Approval**

ABPM may approve and oversee ITEs with other ABMS Member Boards on terms and conditions to be agreed to by the Board on a case-by-case basis.

Please contact ABPM staff at [abpm@theabpm.org](mailto:abpm@theabpm.org) for more information about seeking approval of an ITE.

## ACGME Program Requirements and FAQs

Preventive Medicine (Aerospace Medicine; Occupational and Environmental Medicine; Public Health/General Preventive Medicine; Addiction Medicine; Clinical Informatics; Medical Toxicology; and Undersea and Hyperbaric Medicine, effective 7/1/2020).

<https://www.acgme.org/Specialties/Program-Requirements-and-FAQs-and-Applications/pfcatid/20/Preventive%20Medicine>

## American Board of Medical Specialties (ABMS)

<https://www.abms.org/>

## Federation of State Medical Boards (FSMB)

<https://www.fsmb.org/>

## ABMS Certification Matters Physician Lookup

Find ABMS-certified physicians by name, specialty, and state using ABMS' Certification Matter website at <https://www.certificationmatters.org/find-my-doctor/>.