



## ABAM MAINTENANCE OF CERTIFICATION PART III

**D**iplomates applying for the ABAM MOC Part III examination will complete their application online via the ABAM website at [www.abam.net](http://www.abam.net) and email their completed application directly to the ABAM MOC Department. Applications should be completed by the Diplomate directly and not by family members, office assistants, program directors or professors.

The examination application consists of TBD sections, beginning with Section 1. Diplomate Profile. Applicants are responsible for completing all application sections and any required special documentation (Appendix A for additional medical licenses, request form for special examination accommodations, legal name change documentation and/or health monitoring documentation of good health and/or recovery).

Throughout the application, links are provided that diplomates can click on for helpful hints on completing each section and to obtain more information.

Diplomates should use the “Tab” key to move to the next field on the application.

The steps for completing the ABAM MOC Part III Examination Application are outlined below.

### STEP 1

Go to the ABAM website at [www.abam.net](http://www.abam.net) and click on the Maintenance of Certification tab. The “Apply Now” button, which will take you to the online ABAM MOC Part III Examination Application.

### STEP 2

#### Complete Section 1. Diplomate Profile.

You will be asked to provide your first name, full middle name, last name, suffix, degree(s), birth date, gender, preferred address, city, state or province, zip or postal code, country, preferred phone, cell phone, preferred

email, employer, medical facility, title/position, primary specialty and secondary specialty.

Please be sure to enter your first and last name exactly as it appears on your government-issued photo identification. This information will be verified when you present your identification at the Prometric Testing Center to take your examination. It must match exactly.

### STEP 3

#### Complete Section 2. Medical Education.

Graduates of U.S. or Canadian medical schools will be asked to provide the six-digit code of their U.S. or Canadian medical school, city, state or province, year of graduation, degree and attestation of school approval by the Liaison Committee on Medical Education (U.S. Medical Schools Conferring M.D. Degrees); the Committee of Accreditation of Canadian Medical Schools (CACMS); or from a school of osteopathic medicine approved by the American Osteopathic Association (AOA).

Graduates of foreign medical schools will be asked to provide the six-digit code of their foreign medical school, city, country, year of graduation, degree and attestation of a current and valid standard certificate from the Educational Commission for Foreign Medical Graduates (ECFMG); or having passed the Medical Council of Canada Evaluating Examination (MCCEE).

### STEP 4

#### Complete Section 3. Medical License.

You will be asked to provide the license number, state or province, expiration date and attestation on restrictions for all medical licenses held.

If there is a license restriction that is the result of a disciplinary, legal or administrative action, you will be asked to describe the action(s).

If there is a license restriction that involves participation in a physician's health monitoring program or other appropriately monitored treatment program for substance use disorders or medical or behavioral illness, you will be asked to include documentation of at least 18 months of continuous good health and recovery status from a reliable monitoring source with your examination application.

If you have more than nine (9) medical licenses, you will need to click on the "Appendix A" link at the bottom of the page, provide information on your other medical licenses, and submit Appendix A with your examination application.

## STEP 5

### Complete Section 4. Eligibility

Diplomates meet the eligibility requirements for MOC Part III by attesting to completing the previous cycle ABAM MOC Program Requirements and are aware that the MOC Requirements must be complete by December 15th deadline.

## STEP 6

### Complete Section 5. Name Change

If your name has changed since you last sat for the ABAM Certification Examination, legal documentation verifying your name change (marriage license, divorce decree, or legal name change court document) must be emailed to ABAM along with your examination application.

## STEP 7

### Section 6. Request for Special Examination Accommodations.

ABAM provides reasonable examination accommodations, modifications, or auxiliary aids/services for candidates with ADA-covered disabilities who demonstrate a need for accommodation.

You will be asked if you require a special accommodation, modification, or auxiliary aid/service for this examination. If yes, you will click on the link for the "ABAM Special Examination Accommodations Form," complete it and include the form with the required documentation requested when submitting your examination application.

## STEP 8

### Complete Section 7. Applicant Attestation.

You will be asked to read the Applicant Attestation and date, agree and print your name at the end of the attestation.

## STEP 9

### Section 8. Application Deadlines and Fees.

Review the information on the application periods, deadlines and fees. Make sure that your application, requirement special documentation and fees are submitted and paid not later than July 1, 2015 (11:59 p.m. PST) for consideration for the 2015 ABAM certification examination.

## STEP 10

### Section 9. Review and Save Application.

Review your examination application to ensure that all questions are answered.

Save your completed application on your computer or laptop.

## STEP 11

### Section 10. Review and Save Special Documentation.

If your application requires you to submit special documentation (Appendix A for additional medical licenses, request form for special examination accommodations, health monitoring documentation of good health and/or recovery and/or legal name change documentation), review each document to ensure that all questions are answered and information is provided as requested.

Save each of your required special documents on your computer or laptop.

## STEP 12

### **Section 11. Submit Application and Special Documentation to ABAM.**

Attach the application and special documentation (if required) that you saved on your computer or laptop to an email. In the “Subject” line, type your first name, last name and 2015 Examination Application (for example: John Smith 2015 Examination Application). Send your email with your attached application and documentation to ABAMExamApp@abam.net.

## STEP 13

### **Section 12. Pay Your Application Fee.**

Within five (5) minutes of sending your email to ABAM with your application and special documentation you will receive an automatic email reply from ABAM, confirming receipt of your application.

The automatic email reply will contain a link for you to immediately pay your application fee. Click on the link and you will be directed to a secure credit card payment page to pay your application fee. Please note that applications are not considered complete and/or reviewed until the application fee has been paid.