



AMERICAN OSTEOPATHIC ASSOCIATION

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Handbook of the Bureau of Osteopathic Specialists

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Handbook of the Bureau of Osteopathic Specialists

Preface

The Bureau of Osteopathic Specialists (hereinafter also referred to as “the Bureau”) was organized in 1939 as the Advisory Board for Osteopathic Specialists to meet the needs resulting from the growth of specialization in the osteopathic profession. It was thought at that time that there should be standardization of postdoctoral education and regulations for certification in the various specialties or fields of practice. Therefore, the American Osteopathic Association (AOA) Board of Trustees, through the Advisory Board for Osteopathic Specialists, became the Certifying Body for osteopathic medicine.

The Certifying Boards came into existence as follows:

American Osteopathic Board of Radiology (AOBR)	1939
American Osteopathic Board of Surgery (AOBS)	1940
American Osteopathic Boards of Ophthalmology and Otolaryngology -- Head and Neck Surgery (AOBOO) (Formerly the American Osteopathic Board of Ophthalmology and Otorhinolaryngology, 1940-1996)	1940
American Osteopathic Board of Pediatrics (AOBP)	1940
American Osteopathic Board of Proctology (AOBPr)	1941
American Osteopathic Board of Neurology and Psychiatry (AOBNP)	1941
American Osteopathic Board of Internal Medicine (AOBIM)	1942
American Osteopathic Board of Obstetrics and Gynecology (AOBOG)	1942
American Osteopathic Board of Pathology (AOBP _a)	1943
American Osteopathic Board of Dermatology (AOBD)	1945
American Osteopathic Board of Physical Medicine & Rehabilitation (AOBPMR)	1954
American Osteopathic Board of Anesthesiology (AOBA) (Formerly under the Board of Surgery)	1956
American Osteopathic Board of Family Physicians (AOBFP) (Formerly the American Osteopathic Board of General Practice, 1972-1993)	1972
American Osteopathic Board of Nuclear Medicine (AOBNM)	1974
American Osteopathic Board of Neuromusculoskeletal Medicine (AOBNMM) (Formerly the American Osteopathic Board on Fellowship of the American Academy of Osteopathy, 1977-1990)	1977
American Osteopathic Board of Orthopedic Surgery (AOBOS) (Formerly under the Board of Surgery)	1978
American Osteopathic Board of Emergency Medicine (AOBEM)	1980
American Osteopathic Board of Preventive Medicine (AOBPM) (Formerly the American Osteopathic Board of Public Health and Preventive Medicine, 1982-1983)	1982

Examination Committees for certificates of competence and earned fellowships came into existence as follows:

Select Committee on certificate of competence of the American Osteopathic Academy of Sports Medicine	1989
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In the early development of the various specialty groups in the osteopathic profession, the Certifying Boards not only served as examining bodies for their candidates, but also were responsible for development of the various types of postdoctoral educational programs, including residencies, preceptorships and subspecialty residencies (formerly known as assistantships or fellowships).

Until 1948, the Advisory Board was the clearinghouse and the final agency for recommending directly to the AOA Board of Trustees regarding specialty education and certification of candidates. In December 1948, the Committee on Accreditation of Postgraduate Training was established to evaluate training programs in the specialties, other than hospital residencies. By 1943, the Bureau of Hospitals had largely taken over the approval of residencies in the specialty fields existing at that time. In many instances, the Bureau of Hospitals had actually set up the training regulations for residencies.

As the specialty organizations developed, the various Specialty Colleges, beginning with the American College of Osteopathic Surgeons, became responsible for developing educational formats in their specialty fields. At the present time, these Specialty Colleges are responsible for educational programs through their Evaluating Committees, and the Certifying Boards are responsible for the examination of candidates for certification.

In January 1968, the Committee on Postdoctoral Training (COPT) replaced the Bureau of Hospitals for purposes of approval of postdoctoral training. In 1993, the Committee was renamed the Council on Postdoctoral Training (COPT).

In March 1989, the AOA Board of Trustees provided the Advisory Board with the authority to review the appropriate documents of any AOA Specialty College proposing a certificate of competence or an earned fellowship. In July 1991, the Board of Trustees changed the terminology to "certificate of special recognition," and, in July 1992, to "certificate of added qualifications" (CAQ). In February 1994, the term was modified to "certification of added qualifications." Thus, certificates of special recognition or competence are no longer issued.

In 1993, the Board of Trustees changed the name of this body from the Advisory Board to the Bureau of Osteopathic Specialists.

Bureau of Osteopathic Specialists: Mission Statement

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

Adopted and Approved by the Bureau Osteopathic Specialists (January 2002) and AOA Board of Trustees (February 2002)

Rules of Organization and Procedure of the Bureau of Osteopathic Specialists

Article I – Authority

1. The Bureau of Osteopathic Specialists shall function under the auspices of the AOA Board of Trustees which it serves as an action and advisory body and from which it receives its purposes.
2. The Bureau shall take final action on Specialty Certifying Board recommendations for certification, recertification, and certification of added qualifications subject to appeal and report these actions to the Board of Trustees for information only. (B-2/94)
(Recommendations on policy and document revisions shall be reported to the Board of Trustees for final action.) (B-7/93)
3. The Bureau has procedural safeguards in place to assure that each pathway to osteopathic Specialty Board certification results in recognition of a terminal level of educational achievement for the respective specialty. (B-2/99)

Article II – Purposes

1. The Bureau is charged by the AOA Board of Trustees with providing recommendations concerning the creation of new Specialty Certifying Boards and the assignment or change of specialty, subspecialty, and/or added qualifications jurisdiction. The AOA Board of Trustees is the final decision making body concerning such questions.
2. Notification of the submission of a petition for establishing a new Specialty Certifying Board and/or requesting an assignment or change of jurisdiction shall be sent to each AOA Specialty College and Specialty Certifying Board by the Secretary of the Bureau prior to consideration and recommendation by the Bureau.
3. The Bureau may not waive any of the following protocols. All final determinations regarding such petitions are the prerogative of the Board of Trustees.
4. Submission of the required documentation does not necessarily guarantee the establishment of a new Specialty Certifying Board and/or the granting of jurisdiction or the establishment of a conjoint certification program with jurisdiction in a certification of added qualifications area. (B-7/85; 7/89)

The AOA, through the Bureau, will:

1. Monitor the certification, recertification and certification of added qualifications processes.
2. Provide a mechanism to evaluate the validity and reliability of all certification examinations conducted by AOA Specialty Certifying Boards.
3. Assess examination failure rates and ensure notification to Specialty College Residency

Evaluation Committees (EEC) of failure rates using summary data by program of graduation. Individual physician examination results will remain confidential to the Certifying Board only.

4. Provide a mechanism through which all Specialty Certifying Boards will, upon request from candidates, make available examination results to the corresponding Specialty College, so that the Specialty College may, at its option and upon request of the candidate, recommend a remedial course of study. (B-7/92; B-2/98). Applicants must sign an appropriate waiver/consent to release their scores. Specialty Colleges may require that candidates execute a release/hold harmless agreement as a condition of their preparation of a suggested program of remediation. (B-02/07)

Article III – Protocol for Establishing Specialty Certifying Boards

Section 1 – Petitions

- A. Petitions to establish new Certifying Boards with jurisdiction in a newly defined specialty may only be submitted by AOA-approved practice affiliates to the Bureau for study and recommendation. To be accepted as a certifiable field, the specialty(s) must meet the requirements for certification as defined in the *Handbook of the Bureau of Osteopathic Specialists*. Forty (40) copies of such petitions must be submitted to the Secretary of the Bureau sixty (60) days prior to the date of the Bureau meeting.
- B. Petitions to establish new certifying boards must include the following documentation:
 1. The name of the proposed Board.
 2. A list of a minimum of 20 physicians, who are members of both the AOA and the petitioning practice affiliate, interested in the establishment of the new Board.
 3. A written study conducted by the petitioning group that justifies the need for the proposed new Board and its interrelations with established Boards.
 4. A list of the specialty(s) over which the new Board is seeking jurisdiction.
 5. A copy of the AOA-approved or proposed basic standards for residency training in the new defined specialty.
 6. A draft of the proposed Constitution, Bylaws and Regulations and Requirements for the new Board.

These documents must conform to the *Handbook of the Bureau of Osteopathic Specialists* and must include the definition of each specialty and the requirements for certification in each specialty.

Section 2 – Petition Review

The Secretary to the Bureau will review the documentation for completeness and then submit it to the Jurisdiction Committee for its assessment. The recommendations of the Jurisdiction Committee will be reported at the full Bureau meeting. At that time, the Specialty Boards will be given an opportunity to report back to their Boards to determine if the new specialty field would overlap into other specialty fields and has an identifiable body of knowledge and training common to those specialty fields. The Secretary to the Bureau will provide a copy of the petition to all member Specialty Boards and establish

a deadline by which all Boards are to respond. The Jurisdiction Committee will review those responses and present its recommendations to the Bureau at their next scheduled meeting.

Article IV – Specialty Boards Requesting an Assignment of Jurisdiction

Section 1 – Petition Process

Petitions requesting jurisdiction over a new specialty field must first be submitted for study and recommendation by an existing Certifying Board of the Bureau. Petitions requesting jurisdiction over new specialty(s)/ subspecialty(s) and/or areas of added qualification(s) (new specialty field) follow a two-step process:

1. The first step involves defining the new field, demonstrating the necessity of the new field and demonstrating that the Board has the appropriate resources to create and maintain a valid exam.
2. In the second step of the process, the Board must submit a full, completed standards report form.

Both steps of the petition must be approved by the full Bureau before the Board receives full jurisdiction in the new specialty field and can examine candidates. The first step and second steps of the petition cannot be submitted concurrently.

Section 2 – Petition Contents

Step 1: For the first step petition, forty (40) copies of such petitions must be submitted to the Secretary of the Bureau sixty (60) days prior to the date of the Bureau meeting. First step petitions requesting assignment of jurisdiction must include the following:

1. A definition of the new specialty field.
 - a. Submit a list of the specialty(s)/subspecialty(s) and/or areas of added qualification(s) over which the Board has current jurisdiction and the transfer or jurisdiction being requested.
 - b. Describe the tentative specialty field definition and exam rationale.
 - c. Describe a detailed plan for completing a job analysis to further define the exam.
2. A demonstration of the necessity for the new specialty field.
 - a. Submit evidence of potential AOA-approved residency sites.
 - b. Include a listing of osteopathic physicians that have training or interest in the new specialty field. The list must include their name, AOA number, and other certifications as well as the dates and locations of all their residencies in the new specialty.
 - c. If a practice pathway is included as an option in Board basic documents, the Board must state an expiration date for the pathway five (5) years or fewer after jurisdiction is awarded. Also, include a listing of osteopathic physicians that have requested to take the exam that do not have AOA-approved or ACGME training in the new specialty field. Please include their name, AOA number, certifications, the dates and locations of all their residencies, and the percent of the physician's practice that is spent working in this new specialty field.
 - d. Attach a copy of the AOA-approved or proposed basic standards for residency training in the new specialty field.
 - e. Include the requirements for certification in the new specialty field being considered and any proposed changes in other basic documents of the Board.
3. A demonstration that the Board has the resources to create and maintain a valid

certification exam.

- a. Subject-matter experts. Include a listing of at least five qualified subject matter experts in the new specialty field that have committed to serving on the exam committee for this new area of jurisdiction. Please include their name, AOA number, and certifications as well as the dates and locations of all their residencies. Also include the percent of the physician's practice that is spent working in this new specialty field. A letter of commitment from each subject matter expert must be submitted.
- b. Financial resources. The Board must include a business plan that details how it will fund the development and administration of the exam. Costs and demonstration of funds should be detailed for the following major exam development areas: job analysis/table of specifications; item writing; exam scoring; and standard setting. Costs and demonstration of funds should be detailed for the following major exam administration areas: item collection/item banking; exam creation/printing; and exam proctoring. (B-07/03)

Step 2: For the second step petition, twenty (20) copies of such petitions must be submitted to the Secretary of the Bureau ninety (90) days prior to the date of the Bureau meeting. Second step petitions requesting assignment of jurisdiction must include a full, completed standards report form for each new specialty field. The Standards Review Committee will first evaluate the standards report form and may request to meet with Board representatives for further description of the proposed exam. The Standards Review Committee will make a recommendation to the Jurisdiction Committee on whether the exam is in compliance with the guidelines for AOA certification standards. The Jurisdiction Committee will then review the second step petition, and recommendation for approval or denial will be forwarded to the full Bureau for action. (B-07/03)

Section 3 – Petition Review and Approval

The Jurisdiction Committee will review the first step petition. Recommendation for approval or denial of the first step petition will be forwarded to the full Bureau for action. At that time, the Specialty Boards will be given an opportunity to report back to their Boards to determine if the new specialty, subspecialty and/or area of added qualification would overlap into other specialty fields and has an identifiable body of knowledge and training common to those specialty fields. The Secretary to the Bureau will provide a copy of the petition to all member specialty Boards and establish a deadline by which all Boards are to respond. The Jurisdiction Committee will review those responses and present its recommendations to the Bureau at their next scheduled meeting.

If it is determined the new specialty, subspecialty and/or area of added qualification overlaps into other specialty fields, consideration must be given to establishing a conjoint CAQ examination, which is defined in Article V. If the full Bureau approves the first-step of the petition, the Board receives preliminary jurisdiction and may begin to develop their second step petition.

The Standards Review Committee will first evaluate the second step of the petition and the standards report form, and may request to meet with Board representatives for further description of the proposed exam. The Standards Review Committee will make a recommendation to the Jurisdiction Committee on whether the exam is in compliance with the guidelines for AOA certification standards. The Jurisdiction Committee will then review the second step petition, and recommendation for approval or denial will be forwarded to the full Bureau for action. (B-07/03)

Article V – Protocol to Establish a Conjoint Exam Committee for Certification of Added Qualification

Section 1 – Petition Process

When a first step petition for jurisdiction in an area of certification of added qualifications (CAQ), as outlined in Article IV, is filed by a Certifying Board that overlaps into other specialty fields and has an identifiable body of knowledge and training program common to those specialty fields, a conjoint examination committee may be developed by the participating Boards. This certification program should include the following procedures:

1. Establishment of Board participation: Certifying Boards that are members of the Bureau may petition by letter of intent to the Bureau to participate in the certification process in this area. This petition should support the Board's position that this is an area of practice that qualifies as an added qualification in its respective general specialty/subspecialty.

Section 2 – Petition Review and Approval

- A. The petition of all interested Boards will be reviewed by the Jurisdiction Committee, and recommendation for approval or denial to form a conjoint examination program will be forwarded to the full Bureau for action. Note that the approval to form a conjoint examination program does not imply awarding of jurisdiction.
- B. After receiving Bureau approval to form a conjoint examination program, the Conjoint CAQ Examination Committee must go through the process of requesting jurisdiction of CAQ as detailed in Article IV of this document. Additionally, the following criteria must be the same for all Boards participating in the conjoint examination:
 1. Criteria for eligibility
 2. Policies and procedures for the certification program
 3. The certifying examination
- C. Once recommended for approval by the Jurisdiction Committee and approved by the Bureau and the AOA Board of Trustees, the Conjoint CAQ Examination Committee may be formed and must abide by the following:
 1. Each Board will be allowed one voting member on the Conjoint Examination Committee.
 2. When an AOA practice affiliate is deemed by the Bureau to be an integral part of a conjoint certification program, it must be awarded representation on the Conjoint Examination Committee with one vote.
 3. Finances for administration of the examination program will be shared, as determined by each Conjoint CAQ Examination Committee.
 4. A clinical practice pathway eligibility may be developed and must expire five (5) years or fewer after jurisdiction is awarded.
 5. Every candidate must have general certification and must be a diplomate of a participating board (i.e. hold general certification).
 6. All CAQ certificates will be time-limited to 10 years or less. (B-07/96)
- D. Should the jurisdictional request submitted by the Conjoint CAQ Examination Committee be approved by the Bureau, each Board participating in the Conjoint CAQ Examination

Committee would be awarded jurisdiction in the area of certification of added qualifications subject to final approval by the AOA Board of Trustees. Each participating Board would be responsible for exam development and administration and for maintaining the validity of the examination process.

Article VI – Protocol for Withdrawal from Conjoint CAQ Exam Committees, Reestablishing Participation on Committee, or Dissolution of Conjoint CAQ Certifications

Section 1 – Protocol for Voluntary Withdrawal from Conjoint CAQ Exam Committees

- A. Any member Board of a certificate of added qualifications (CAQ) Conjoint Examination Committee may request withdrawal of participation in the conjoint program. A withdrawal of participation by one Board does not in any way affect the jurisdiction in this specialty field for the Boards remaining in the Conjoint Examination Committee. The withdrawing Board must submit its written request to place the exam jurisdiction into dormant status, following the procedures outlined in Article VII of this document. Also, the Board must submit a written request to discontinue its participation in the conjoint CAQ examination program, and it must include justification for this action. In addition, the Board must describe a plan to provide for the recertification of candidates of their Specialty Board who have received certification through the conjoint process. The request will be reviewed by the Jurisdiction Committee of the Bureau and a recommendation for approval/denial will be forwarded to the full Bureau for action. (B-02/98) The request for dormant status of a conjoint examination from one Board, if approved, only places the exam in dormant status for the Board that has requested withdrawal from the conjoint process.
- B. If a request to withdraw from the conjoint certification exam program is approved and the Board wishes to independently administer a CAQ exam similar to this area, they must apply to the Jurisdiction Committee using the full protocol described in Article IV of this document. The Board must also redefine their area of jurisdiction (or new body of knowledge) and demonstrate that the new AOA-approved basic standards for residency training and the certification exam in the specialty area are significantly different from that of the conjoint certification exam program. (B-02/98)

Section 2 – Protocol for Mandatory Withdrawal from Conjoint CAQ Exam Committee

A Conjoint CAQ Exam Committee may petition the Bureau to apply dormant status to a non-compliant participating Board. The written request from the Chair of the Committee should address the reasons for that request, such as non-attendance at meetings, non-participation in the test construction process, or lack of financial support.

Section 3 – Reestablishing Participation on Conjoint CAQ Exam Committee

Any Board who has requested withdrawal from a Conjoint CAQ Examination Committee may request to reestablish its participation with that Committee. A written request should be directed to the Secretary of the Bureau for release to the Chair of that Conjoint CAQ Exam Committee. The request should include the rationale for its change in participation and its confirmation that it will be an active participant. The Conjoint CAQ Exam Committee Chair will provide a written response confirming or denying participation to that Board with a copy to the Secretary of the Bureau. Any denials may be appealed to the Bureau.

Section 4 – Dissolution of Conjoint CAQ Certification

A Conjoint CAQ Examination Committee may be dissolved upon mutual agreement of all participating specialty Boards. A written letter confirming the Committee's dissolution and the reasons leading to that decision should be provided by the Committee Chair to the Secretary of the Bureau for further notification to and comment by the Jurisdiction Committee. Each Specialty Board is also required to request exam dormancy as outlined in Article VII.

Article VII – Protocol For Placing Examinations Into Dormant Status, Reactivating Dormant Status, And Relinquishing Jurisdiction For Examinations That Have Never Been Administered (B-02/09)

Section 1 – Protocol For Placing Examinations Into Dormant Status (Voluntary And Mandatory), (B-07/03; 02/09)

Placing Examinations Into Dormant Status For Examinations Never Administered, Or When There Are No Active Certificants

A. Voluntary requests for dormant status:

1. A petition requesting placement of an examination into dormant status must be submitted to the Bureau for study and recommendation. Examinations that fall into this category will be reviewed by the Jurisdiction Committee to evaluate the possibility of conflicts with other specialties. After its review the Jurisdiction Committee will make its recommend to the full Bureau.
2. The Specialty Certifying Board must submit the following information with its request:
 - A) A rationale for placing the examination into dormant status
 - B) A description of the lack of activity in the specialty field in order to ensure that any residents in those programs are not negatively impacted by the “dormancy” of jurisdiction request. This description must include the year in which original jurisdiction was granted; the number of Osteopathic residency programs existing in the last seven years; and the number of residents in Osteopathic programs within the last seven years.
 - C) The request must include the proposed date for the placement of the examination into dormant status and a plan for notifying constituents of the status change.
 - D) The Bureau Secretary will notify the Specialty Certifying Boards of change in status.

B. Placing examinations into dormant status in areas in which the examination has been administered and has active certificants (B-07/03)

1. Voluntary request for dormant status:
 - A) A petition requesting placement of an examination into dormant status that has active certificants must be submitted to the Bureau for study and recommendation.

Examinations that fall into this category will be reviewed by the Jurisdiction Committee to evaluate the possibility of conflicts with other specialties.

- B) The Jurisdiction Committee will request a recommendation from the Standards Review Committee (SRC) as to the status of the recertification exam required for the existing certificants.
 - C) The Jurisdiction Committee will request the Committee on Administrative and Board Financial Matters (CABFM) to report on any financial implications of the dormancy request.
 - D) After a full review the Jurisdiction Committee will make its recommend to the full Bureau.
2. Requirements for submission of request for voluntary dormancy:
- A) A rationale for placing the examination into dormant status
 - B) A description of the recertification mechanism for all certificants
 - C) The year in which original jurisdiction was granted
 - D) The number of Osteopathic residency programs existing in the last seven years
 - E) The number of residents in Osteopathic programs within the last seven years
 - F) The number of Osteopathic physicians that are certified in the area, broken down by time-limited and lifetime Diplomates
 - G) The number of physicians that have taken the examination in the last five years
 - H) The proposed date for the placement of an examination into dormant status
 - I) The plan for notifying constituents of the jurisdictional change
3. The Bureau Secretary will notify the Specialty Certifying Board of the change in status.
- C. Mandatory placement of an examination into “dormant” status
At its discretion, the Bureau, on the recommendation of the Standards Review Committee, may mandate dormant status for an examination that has not met the Standards Review Committee’s standards (B-02/04)

Section 2 Reactivating examinations from dormant status (voluntary) (B-07/03; 02/09)

- A. The process required for reactivation requires that the Board
Submit a detailed rationale for reactivation:

1. A listing of existing residency programs in the specialty field and the number of residents in each program. The listing must describe whether the program is an AOA-approved program and the total number of Osteopathic physicians who have completed training in this specialty field within the last seven years.
2. A listing of Osteopathic physicians who have requested to take the examination and have met aoa criteria for certification
3. A demonstration that the Board has the resources to create and maintain a valid certification examination
4. The Board must include a list of at least five qualified Subject Matter Experts in the specialty field that are committed to serve on the Examination Committee. The experts must include their name, AOA number, certifications, dates and locations of all their residencies, the percent of the physician's practice dedicated to this specialty and a letter of commitment

The Board must include a business plan that details how it will fund the development and administration of the examination. Costs and demonstration of funds should be detailed for the following major examination development areas: job analysis/table of specifications, item writing, examination scoring, standard setting, item collection/item banking, examination creation/printing and examination proctoring

- B. To reactivate an examination, the Standards Review Committee and the Committee on Administrative and Board Financial Matters will review all the information and make a recommendation for approval or denial to the Jurisdiction Committee. The Jurisdiction Committee will conduct the final review before submitting its recommendation to the full Bureau

Section 3- Appeal process for Specialty Certifying Boards denied dormancy and/or reactivation of a dormant examination. (B-07/03; 02/09)

- A. Specialty certifying boards requesting dormancy and/or reactivation of a dormant examination that were declined may appeal to the Bureau of Osteopathic Specialists and/or the AOA Board of Trustees.
- B. The Specialty Certifying Board must submit a detailed rationale for its appeal at least ninety (90) days prior to the next business meeting of the Bureau.
- C. A Specialty Certifying Board representative must be available to answer questions on the day of the appeal.

Section 4 – Relinquishment of jurisdiction (B-07/03; 02/09)

- A. Petitions requesting relinquishment of a jurisdiction over a specialty(s)/ subspecialty(s) and/or areas of added qualification(s), for examinations that have never been administered or when there are no certificants, must be submitted to the Bureau. This request will be forwarded to

the Jurisdiction Committee for evaluation and recommendations. Relinquishment of jurisdiction is permanent.

- B. The Specialty Certifying Board must submit the following information with its request:
1. A rationale for relinquishing the examination jurisdiction
 2. A description of the lack of activity in the specialty field in order to ensure that any residents in those programs are not negatively impacted by the relinquishment of jurisdiction request. This description must include the year in which original jurisdiction was granted, the number of Osteopathic residency programs existing in the last five years, and the number of residents in Osteopathic programs within the last five years.
 3. The proposed date for the relinquishment of jurisdiction and a plan for notifying constituents of the jurisdictional change
 4. A letter from the corresponding specialty affiliate indicating there are no programs or residents
- C. If a certifying board wishes to withdraw from a conjoint certification examination committee and independently administer a Certificate of Added Qualification similar to the former conjoint examination, they must apply to the Jurisdiction Committee using the full protocol described in Article V of this document. (B-02/98)

Article VIII – Duties (B-02/09)

The Bureau of Osteopathic Specialists shall:

1. Advise Specialty Certifying Boards with reference to defining and determining the scope of the specialty(s), subspecialty(s) and/or area of added qualification(s) coming under the Specialty Certifying Boards' jurisdiction.
2. Establish procedures to determine the qualifications of the applicants for certification, recertification, and certification of added qualifications.
3. Receive from Specialty Certifying Boards amendments to their basic documents and transmit such amendments, with appropriate recommendations, to the AOA Board of Trustees.
4. Review and approve candidates presented for certification, recertification, and certification of added qualifications by Specialty Certifying Boards.
5. Maintain contact with the activities of the Specialty Certifying Boards to ascertain conformity to the standards and procedures adopted, and to advise them, where indicated, regarding corrections in their procedures. If necessary, the Bureau shall make appropriate recommendations to the AOA Board of Trustees when any Specialty Certifying Board fails to conduct its affairs in an acceptable manner.

6. Keep a record of all meetings, transactions, and actions of the Bureau.
7. Report action recommendations dealing with resident training programs to the Bureau of Osteopathic Education. (B-3/91)
8. Provide recommendations to the AOA Board of Trustees concerning the assignment or change of specialty, subspecialty, and/or added qualifications jurisdiction.
9. Provide recommendations to the Board of Trustees concerning the creation of new Specialty Boards.
10. Provide a mechanism to evaluate the validity and reliability of all certification examinations conducted by AOA Boards.

Article IX – Membership (B-02/09)

The membership of the Bureau shall consist of the Chair, the Vice Chair, the Public Member and a representative from each of the Specialty Certifying Boards. The members of the Bureau will be designated according to terms set forth in this article. Appointments are staggered and limited to no more than four (4) three-year terms (lifetime of twelve years): (B-03/93; 02/94)

Section 1 – Chair and Vice Chair

- A. A Chair and Vice Chair are appointed as members-at-large by the AOA President with the approval of the AOA Board of Trustees. Both the Chair and Vice Chair must have commitment to and experience in postdoctoral training and certification. Terms shall be for two (2) years with appointments in alternate years.
- B. The Chair cannot be from the same Specialty College as the Vice Chair or the immediate past Chair. The Chair must be a certified osteopathic specialist and may serve a maximum of three (3) two-year terms within the limitation of four (4) three-year terms as a Bureau of Osteopathic Specialists member.
- C. The Vice Chair cannot be from the same Specialty College as the Chair or the immediate past Vice Chair. The Vice Chair must be a certified osteopathic specialist. Members of the Bureau of Osteopathic Specialists representing Specialty Certifying Boards may be included as candidates for appointment as Vice Chair.
- D. In the event of a vacancy in the office of Chair or Vice Chair, the most senior member on the Executive Committee of the Bureau shall act as Chair or Vice Chair until the next regular meeting. (B-07/93)
- E. If for any reason a Specialty Certifying Board ceases to function, the Bureau Chair shall assume temporary Chairmanship of that Specialty Certifying Board, with restricted powers, to maintain its operating continuity until the next meeting of the Bureau. In this capacity he/she shall arrange for the evaluation of candidates' credentials and for their examination, but shall not himself/herself evaluate or examine. (B-12/57)

Section 2 – Public Member

One public member shall be appointed for a three-year term by the AOA President (B-2/97). The Public Member is automatically a member of the Executive Committee and the Standards Review Committee.

Section 3 – Representatives from Specialty Certifying Boards

This section covers representatives from Specialty Certifying Boards and Conjoint Examination Committees on the Bureau.

- A. There shall be one (1) representative and one (1) alternate representative elected by and from the membership of each Specialty Certifying Board. These recommendations shall be made during the annual meeting of the Specialty Certifying Board and submitted as soon as possible to the Secretary of the Bureau with the required annual or midyear Bureau board reports. The alternate representative shall be empowered to act for the regular representative, if he/she is unable to attend. (B-01/63)
- B. There shall be one (1) representative and one (1) alternate representative, elected annually by and from the membership of each recognized Specialty Certifying Board, serving on the Specialty Certifying Boards and Conjoint Examination Committees. These recommendations shall be made during the annual meeting of the Specialty Certifying Board and submitted as soon as possible to the Secretary of the Bureau and the Executive Director of the AOA with the required annual or midyear Bureau board reports. The representative shall attend meetings of the Bureau without vote, but with voice, on matters germane to the certification of added qualifications. (B-07/89; 02/98)

Section 4 – Council on Postdoctoral Training Representatives

The Chair of the Council on Postdoctoral Training or his/her representative may observe meetings without vote.

Section 5 - Secretary

- A. The Secretary of the Bureau shall be named by the AOA Executive Director.
- B. The Secretary shall have the following responsibilities:
 1. Keep a record of all meetings, transactions, and actions of the Bureau and assist the Chair in such other duties as are appropriate to this office. (B-07/58)
 2. Maintain a file of all current basic documents and amendments pertaining to the Specialty Certifying Boards and the Bureau.
 3. Check “Electronic Summary Sheets” for candidates recommended for certification, recertification, or certification of added qualifications and notify the appropriate Specialty Certifying Board and the Chair of the Executive Committee if there is a problem that would defer certification, recertification, or certification of added qualifications of a candidate. (B-07/92)
 4. Serve as consultant to and assist the Committee on Basic Documents in its responsibilities as follows:
 - a. Upon receipt of the annual or midyear reports of the Specialty Certifying Boards, extract those amendments and recommendations for referral to the Committee on Basic Documents.
 - b. Research and include all pertinent data (current procedures and policies) on each

item and forward to members of the Committee on Basic Documents for review prior to the meeting of the Bureau.

5. Retain “Electronic Summary Sheets” and “Examination Summaries” used by the Executive Committee for one year from the date of the meeting.
6. Maintain and revise the *Handbook of the Bureau of Osteopathic Specialists* upon changes being approved by the AOA Board of Trustees.
7. Update the “Requirements for Certification and Added Qualification” section of the AOA Web site whenever these become effective. (B-01/93)
8. Prepare the minutes of each meeting of the Bureau and distribute to its members and the Secretaries of the Specialty Certifying Boards within six (6) weeks of the meetings.
9. Coordinate the standards review process cycle (working closely with the Standards Review Committee advisor in collecting all Standards Review Committee reports, rating information, and distributing them to Standards Review Committee members; maintaining records of all Standards Review Committee proceedings, decisions, and deadlines mandated by the Bureau upon recommendation of the Standards Review Committee; and notifying all Boards of their compliance status).

Article X– Committees (B-02/09)

Section 1 – Executive Committee

- A. The BOS Executive Committee shall be comprised of eight (8) members who are drawn from the membership of the full Bureau of Osteopathic Specialists and who (where possible) have served at least two years on the BOS. The eight members shall include: the BOS Chair; the BOS Vice Chair; the Public Member; two members selected by the AOA President-ELECT following consultation with the BOS Chair; and three members selected by ballot of the Bureau of Osteopathic Specialists based on recommendations of a nominating committee consisting of the BOS Chair, Vice Chair and Public Member.
- B. Members of the BOS Executive Committee shall serve terms corresponding to their terms on the BOS, but not to exceed three years in length. If a member of the Executive Committee is not re-appointed to the Bureau of Osteopathic Specialists, a replacement shall be chosen as described in Section A, above.
- C. The Executive Committee shall have final authority to approve osteopathic specialty certification, recertification, and certification of added qualifications. Such approval will indicate the approval of the AOA, and these actions will be reported to the full Bureau and to the AOA Board of Trustees.
- D. The Executive Committee shall have final authority on denial of certification, recertification, and certification of added qualifications, subject to the appeal process. The Executive Committee shall act for the Bureau between meetings on the call of the Chair. (B-07/64; 07/93)
- E. The Executive Committee shall review the summaries of candidates being presented for certification, recertification, and certification of added qualifications. (B-07/85, 07/92)
- F. The Executive Committee will verify, to the satisfaction of the Committee, that the representative of each Specialty Certifying Board presenting candidates for certification has

attested to the following questions:

1. Are the files of the candidates being presented complete and satisfactory in every way and in compliance with your Constitution, Bylaws, and Regulations and Requirements?
 2. Were the examinations conducted in a fashion that makes them impartial and secure?
 3. Do you recommend these candidates, without reservation, for certification, recertification, or certification of added qualifications?
- G. Statistical information on the number of candidates passing and those failing the required examinations shall be provided by the Specialty Certifying Boards to the Bureau in the approved format specified by the Bureau.
- H. Each member of the Executive Committee shall review and endorse candidates for certification, recertification, and certification of added qualifications presented via mail ballot and return the required form(s) to the Secretary of the Bureau.

Section 2 – Appeal Committee

- A. The Appeal Committee shall be composed of three (3) members and three (3) alternates, appointed by the Bureau Chair from within the membership of the Bureau, who are not on the Executive Committee and who are of different specialties. (B-07/04)
1. One member shall be designated as Chair of the Appeal Committee.
 2. An alternate shall serve as a regular member on the Appeal Committee if one of the regular members is a representative of the Specialty Certifying Board involved in the appeal.
 3. No member of the Appeal Committee may vote in any appeal where that member has previously acted on the appellant's case.
- B. The Appeal Committee will provide adjudication of any charges by an applicant for certification, recertification, or certification of added qualifications that meet the requirements as contained in Paragraph C below, which in general would consist of allegations of unfairness, discrimination or improper conduct of the affairs of the Executive Committee of the Bureau or the conduct of affairs, including the examination, of any Specialty Certifying Board.
- C. An appeal hearing shall be granted to determine the facts, which, if the prospective appellant's allegations are found to be true, would constitute unequal application of the regulations and requirements or standards, or unwarranted discrimination, prejudice, unfairness or improper conduct of all or any part of an examination conducted by any Specialty Certifying Board or action by the Executive Committee of the Bureau. The Appeal Committee is not expected to have expertise as to the technical aspects of specialty examination and, therefore, is to function as a reviewer of whether there were irregularities in the conduct of examinations or on the part of the Executive Committee. (B-07/76)
- D. All requests for an appeal shall be filed with the Chair of the Bureau within one year of the alleged grievance. The Chair of the Bureau shall determine whether sufficient grounds have been alleged, in accordance with Paragraph C above, and if so he/she shall notify the prospective appellant, the Specialty Certifying Board involved (or Executive Committee), and the Chair of the Appeal Committee that the appeal will be heard. Appeals shall be scheduled in conjunction with one of the regular meetings of the Bureau. Special hearings may be called by

- the Chair of the Appeal Committee. Either party to an issue shall have the right to appeal. (B-03/93)
- E. The appellant, Specialty Certifying Board involved, and Bureau Chair shall be advised that all documentary material necessary for proper adjudication of the case shall be submitted to the Chair of the Appeal Committee not later than sixty (60) days prior to the date scheduled for the hearing.
- F. Under no circumstances will a hearing be conducted without the actual presence of the appellant. One representative of the Specialty Certifying Board involved (or the Chair of the Executive Committee, or his/her designee) MUST also be present at the hearing to present the position of the Board (or Executive Committee). The parties shall be given the opportunity to object to the participation of particular members of the Appeal Committee. The Chair shall decide if such objections have merit and if such members shall be excluded as a result thereof. Stenotyped minutes of the entire proceedings of all appeal hearings shall be made. The minutes shall be confidential, but may be made available to authorized representatives of the appellant and the Specialty Certifying Board or Executive Committee, members of the Appeals Committee, members of the AOA Board of Trustees, and their respective counsel. The minutes shall be kept in the permanent files of the Secretary of the Bureau. (B-07/76)
- G. The appellant shall be allowed a reasonable period of time to present his/her case, and the Specialty Certifying Board or Executive Committee representative shall be given a like period of time. Each party shall then be allowed a brief period for rebuttal. If necessary, the Appeal Committee shall have a reasonable period of time to examine any documentary materials which have been submitted. Each Appeal Committee member shall have the opportunity to address questions to the parties or their respective representatives. The parties shall then be excused, but shall be advised to remain for further questions if necessary. (B-07/76)
- H. The foregoing format may be modified according to the allegations contained in the petition. For instance, facts may be alleged in the petition which would require the calling of witnesses. The Appeal Committee itself may wish to arrange for the presence of such witnesses. If the parties produce witnesses, calling such witnesses would be solely at the discretion of the Committee. It shall also be entirely at the discretion of the Committee as to whether the parties should be allowed to question witnesses or whether the witnesses should be questioned only by the Committee members. In the absence of the Appeal Committee taking the affirmative action of calling witnesses or seeking other evidence, the burden of going forward with the evidence and the burden of proof lay with the appellant. (B-07/76)
- I. After hearing and considering the presentation of the appellant and the response of the Specialty Certifying Board representative and after making any additional investigation as it deems fit, the Appeal Committee shall report its decision and recommendations regarding the case to the Bureau. The Bureau shall in turn report the decision to the AOA Board of Trustees within one year of the finding of the decision. All parties are afforded the right to appeal the action of the Appeal Committee to the AOA Board of Trustees.
- J. Within thirty (30) days of the Appeal Committee's decision, both parties shall be notified of the decision and advised that they may request further appeal to and a hearing before the AOA Board of Trustees by submitting a request for appeal to the AOA Executive Director. Review by the Board of Trustees is discretionary. A request for an appeal to the Board of Trustees shall be presented to the AOA Executive Committee to determine whether a hearing shall be

granted. The party requesting an appeal shall be notified of the Executive Committee's decision within thirty (30) days. (B-07/76; 03/93)

Section 3 – Committee on Basic Documents and Certificates

- A. The Committee on Basic Documents shall consist of three (3) members appointed by the Bureau Chair. The Chair of the Committee shall be designated by the Chair of the Bureau.
- B. The duties of the Committee shall be the following:
 1. Review proposed amendments to the basic documents of the Specialty Certifying Boards to establish conformity with the AOA "Rules of Procedure for Specialty Certifying Boards," the "Standard Constitution and Bylaws," and the "Model Regulations and Requirements" (see *Handbook of the Bureau of Osteopathic Specialists* and Appendices A, B, and C), and forward its recommendations to the Bureau.
 2. Review the policies and procedures as approved by the Bureau and/or the AOA Board of Trustees and, where required, submit recommendations and/or amendments to the Bureau's "Rules of Procedures for Specialty Certifying Boards," the "Standard Constitution and Bylaws," and the "Model Regulations and Requirements" (see *Handbook of the Bureau of Osteopathic Specialists* and Appendices A, B, and C), in accordance with those policies and procedures.
- C. For purposes of this Committee, the "basic documents" shall be defined as the Constitution and Bylaws; the Regulations and Requirements of the Specialty Certifying Boards; and the *Handbook of the Bureau of Osteopathic Specialists*.
- D. The Secretary of the Bureau shall serve as a consultant to the Committee. Upon receipt of amendments to the basic documents of Specialty Certifying Boards or the *Handbook of the Bureau of Osteopathic Specialists*; revised documents; or new documents, the Secretary of the Bureau shall research and include all pertinent data (current procedures and policies) on each item and forward this to members of the Committee for review prior to the meeting of the Bureau. (B-07/76)

Section 4 – Jurisdiction Committee

- A. The Jurisdiction Committee shall be composed of three (3) members, one of whom one will be appointed as Chair by the Bureau Chair.
- B. The Jurisdiction Committee shall make recommendations to the Bureau concerning any petitions for the establishment of new Specialty Certifying Boards or for the assignment or transfer of jurisdiction over a specialty/subspecialty and/or area of added qualifications. (B-03/88)

Section 5 – Committee on Administrative and Boards' Financial Matters

- A. The Committee on Administrative and Boards' Financial Matters shall act as follows:
 1. Monitor and oversee compliance with the Bureau's administrative and financial functions as required of all AOA Specialty Certifying Boards.
 2. Serve as a venue to recommend and/or implement standardization of administrative

- and financial procedures that will safeguard both the AOA as the certification body and the AOA Specialty Certifying Boards as agents of the AOA in the certification process.
3. Be helpful in assisting/guiding Specialty Certifying Boards to comply with what is required of them and to protect the AOA certification process.
 4. Be empowered to make recommendations to the Bureau and its Executive Committee to take any action deemed necessary to bring Specialty Certifying Boards into compliance with Bureau of Osteopathic Specialists administrative and financial responsibilities.
- B. Committee membership: The Committee shall be composed of three (3) members appointed by the Bureau Chair from the regular Bureau membership. One of the three members will be designated as Chair. Two alternates will be designated by the Bureau Chair.
- C. Committee meetings: The Committee shall meet quarterly. (Face-to-face meetings during the midyear and annual meetings of the Bureau and via conference call in March and September)
- D. Main responsibilities of the committee:
1. The Committee shall review and approve midyear and annual reports submitted by AOA Specialty Certifying Boards. Reports will be reviewed for completeness and accuracy of information submitted.
 2. The Committee shall monitor and enforce that board certification examination pass rates are transmitted by the Specialty Certifying Boards to the Specialty Colleges every twelve (12) months as required by the AOA Council On Postdoctoral Training. Such pass rates are necessary for enhancement and improvement of graduate medical education.
 3. The Committee shall conduct administrative audits of each of the Specialty Certifying Boards on a predetermined schedule to ensure compliance with Bureau's administrative requirements. The committee will develop and utilize an audit template to assess areas of compliance with administrative requirements.
- E. Review and mediation of administrative problems: Where there is no apparent resolution of ongoing administrative problems and a lack of compliance with the Bureau's administrative requirements, including those directly affecting candidates for certification and administrative operations at the Specialty Certifying Board and AOA levels, the Committee will review such concerns and will make necessary recommendations and monitor progress to resolution of problem.
- Where administrative and/or financial problems have not been resolved through mediation and recommendations of this Committee and pose a legal and/or financial threat to both the AOA and the Specialty Certifying Board, the Committee can recommend to the Bureau Executive Committee that an onsite inspection of Specialty Certifying Board offices and operations be authorized through the AOA Board Of Trustees and, in extreme cases, may request possible replacement of Specialty Certifying Board officers and/ or staff.
- F. Financial:
1. The Committee shall review quarterly financial statements from each of the Specialty Certifying Boards to ensure these are being submitted to the AOA Department of Finance.

2. The Committee shall review such financial statements for determination of potential financial problems or insolvency by AOA Specialty Certifying Boards (Boards at risk) or whether they are marginally close to being at risk.
 3. The Committee shall review and evaluate requests from Specialty Certifying Boards for assistance from the AOA Dale Dodson Educational Fund and shall submit its recommendations and evaluation to the Dale Dodson Educational Fund for its evaluation and determination.
 4. The Committee will report and make recommendations to the Bureau's Executive Committee on what steps can be taken to ensure Specialty Certifying Board viability.
- G. Relationship to the AOA Standards Review Committee and dormancy of examinations: Where specific Specialty Certifying Boards have exhausted all avenues to comply with the standards review process for specific examinations at the end of the probationary period, the Standards Review Committee may ask that the Committee on Administrative and Board Financial Matters determine whether those Specialty Certifying Boards have sufficient financial funds and technical resources. The Committee on Administrative and Board Financial Matters, after review of financial and other board resources, will make its findings known to the Standards Review Committee for purposes of placing examinations in dormant status where necessary. The Standards Review Committee then, as outlined in Article IX of the *Handbook of the Bureau of Osteopathic Specialists*, may mandate dormant status for examinations that have not met Standards Review Committee Standards.
- H. Appeals process: Where specific Specialty Certifying Boards do not agree with the actions taken by the Committee on Administrative and Boards' Financial Matters, the Specialty Certifying Board will have an opportunity to appeal directly to the Bureau of Osteopathic Specialists Executive Committee and the full Bureau. Where the Bureau of Osteopathic Specialists Executive Committee and the full Bureau concur with actions taken by this Committee, the Specialty Certifying Board will have the opportunity to appeal the decision to the AOA Board of Trustees.

Section 6 – Standards Review Committee

- A. Committee Membership: The Standards Review Committee shall be composed of six (6) elected members from within the membership of the Bureau, the Bureau of Osteopathic Specialists' public member, and two alternate members appointed by the Bureau Chair. The AOA psychometrician will serve as a non-voting member of the Committee. The Chair of the Committee shall be designated by the Chair of the Bureau. (B-03/01)
- B. Terms: Elected members of the Standards Review Committee shall serve three-year terms corresponding to their terms on the Bureau. If a member of the Standards Review Committee does not retain his/her appointment to the Bureau, an interim Committee member shall be appointed by the Bureau Chair until a replacement is elected, in accordance with Bureau procedures. (B-07/98, B-03/01)
- C. Duties: The duties of the Standards Review Committee shall be as follows:
1. Assess examination failure rates and ensure notification to Specialty College Residency Evaluation Committees of failure rates using summary data by program of graduation. Individual physician examination results will remain confidential to the Specialty Certifying Board. (B-02/98, B-07/98)

2. Maintain contact with the activities of the Specialty Certifying Boards to ascertain conformity to the standards and procedures adopted, and to advise them, where indicated, regarding corrections in their procedures.
 3. Provide a mechanism to evaluate the validity and reliability of all certification examinations conducted by AOA Specialty Certifying Boards and assess Board compliance with the AOA certification examination standards. The Bureau, upon recommendation by the Committee and subject to appeal, shall take final action on a Specialty Certifying Board's compliance with the standards. These actions will be reported to the AOA Board of Trustees.
- D. Meetings: The Standards Review Committee will meet in conjunction with the Bureau meetings (midyear and annual). The third review cycle will occur every five years. At each meeting, three Specialty Certifying Boards will be reviewed. (B-07/03)
- E. Reviews: The format of the review will be self-study with completion of a standards review report. The report will be completed by the Specialty Certifying Board and submitted to the Standards Review Committee for review and action. The Committee will ask the Specialty Certifying Boards to provide written evidence that they have met the requirements set forth in the standards. (B-03/01)

The Standards Review Committee will review the report from each Specialty Certifying Board to assess whether the Specialty Certifying Board's examination activities are in compliance with the standards. After review and discussion within the Standards Review Committee, the Standards Review Committee will meet in person with the Specialty Certifying Board representative to clarify any issues. It is required that representatives from the Specialty Certifying Boards (including at least one physician Board member) being reviewed make themselves available for the Standards Review Committee meeting. (B-03/01, B-07/03)

After Standards Review Committee review and discussion, the Standards Review Committee must either:

1. Recommend to the Bureau that the Specialty Certifying Board is in compliance with the standards. If a recommendation of compliance is made, the Bureau may then take action on that recommendation. (B-03/01, B-07/03)
2. Defer making any recommendations to the Bureau regarding compliance.
3. Recommend to the Bureau that an examination jurisdiction be placed into a "dormant" status. (B-07/03)

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

- F. Submission of the Specialty Certifying Board Response and Action Plans: For the first review cycle, the Specialty Certifying Board will have 120 days from the date of the written evaluation to respond to the evaluation in writing. The response should include any Specialty Certifying Board comments regarding the evaluation and any supplemental information requested from the Standards Review Committee. If any examination activities are not in compliance, the

response must also include a written action plan. At the next Standards Review Committee meeting after submission of the response, the Board's supplemental information and the action plan will be examined. Once the Standards Review Committee approves the submitted action plan, a letter of acceptance is sent to the Specialty Certifying Board. (B-03/01, B-07/03)

For second and later review cycles, the submission of a Specialty Certifying Board response or action plan is not required. (B-07/03)

- G. Non-Compliance: If any examination activities were found not in compliance with the standards, the Specialty Certifying Board must submit an updated report.
1. For the first review cycle, the Specialty Certifying Board must submit an updated report to the Standards Review Committee, along with acceptable evidence that shows that all the examination activities are in compliance with the standards, within one year of the Committee's acceptance of the Board's action plan. Only areas designated as not in compliance from the evaluation will be reviewed. (B-07/03)
 2. For the second and later review cycles, the Specialty Certifying Board must submit an updated report to the Standards Review Committee, along with acceptable evidence that shows that all the examination activities are in compliance with the standards, within one year of the review. Only areas designated as not in compliance from this evaluation will be reviewed. The Specialty Certifying Board must submit its updated report at least forty-five (45) days before the Standards Review Committee meets to study the Specialty Certifying Board's updated report (B-07/03).
- H. Updated Reports: At the next Standards Review Committee meeting after submission of the updated report, the Committee will review the updated report and may request to meet in person with the Specialty Certifying Board representative(s) to clarify any issues. The Standards Review Committee must make a recommendation to the Bureau for action and may recommend Board is in compliance or is not in compliance with the standards. (B-03/01) The Standards Review Committee may also recommend to the Bureau that an examination jurisdiction be placed in "dormant" status. (B-07/03)
- I. Probation: If the Bureau finds the Specialty Certifying Board not in compliance, the Bureau may impose a one-year probation period. By the end of the probation period, the Specialty Certifying Board must demonstrate compliance with the standards. The Specialty College will also be notified of the Specialty Certifying Board's probationary status. Specialty Certifying Board failure to comply with the standards will result in a Bureau recommendation to the AOA Board of Trustees that the Specialty Certifying Board is not in compliance and to forward a recommendation for further action to the AOA Board Of Trustees. (B-07/03)
- J. Appeals: Specialty Certifying Boards may appeal the decision of the Bureau to the AOA Board of Trustees.

Article XI – Basic Documents (B-02/09)

Section 1 – Specialty Certifying Boards

- A. The basic documents of the Specialty Certifying Boards shall be the Constitution, Bylaws, and the Regulations and Requirements, compiled and issued by each Specialty Certifying Board in

accordance with the AOA “Rules of Procedure for Certifying Boards,” the “Standard Constitution and Bylaws,” and “Model Regulations and Requirements,” as approved by the Bureau and the AOA Board of Trustees (see *Handbook of the Bureau of Osteopathic Specialists* and Appendices A, B, and C).

- B. The AOA Committee on Basic Documents and Operations of Affiliated Organizations shall review all recommendations concerning the basic documents of Specialty Certifying Boards and report its recommendations to the AOA Board of Trustees. Final action by the AOA Board of Trustees will be reported to the Specialty Certifying Boards and the Bureau. (B-07/79)

Section 2 – Bureau of Osteopathic Specialists

- A. The procedures and directives, as adopted by the Bureau and the AOA Board of Trustees, shall be compiled and issued as the *Handbook of the Bureau of Osteopathic Specialists*. This *Handbook* shall contain the following basic documents:
 - 1. “Rules of Organization and Procedure of the Bureau”
 - 2. “Rules of Procedure for Specialty Certifying Boards”
 - 3. “Standard Constitution and Standard Bylaws of Specialty Certifying Boards”
 - 4. “Model Regulations and Requirements for Specialty Certifying Boards”
- B. The *Handbook* shall be maintained by the Secretary of the Bureau and revised regularly in consultation with the Committee on Basic Documents and Operations of Affiliated Organizations, after approval by the Bureau and the AOA Board of Trustees.

Section 3 – Requirements for Certification, Recertification, or Certification of Added Qualifications

- A. The requirements for certification, recertification, or certification of added qualifications shall be published on the AOA Web site after changes have been approved. The fees charged by the Specialty Certifying Boards shall be omitted. (B-07/92)
- B. The requirements for certification, recertification, or certification of added qualifications shall be updated annually by the Secretary of the Bureau. (B-07/92)
- C. The requirements for certification, recertification, or certification of added qualifications shall be made available on the AOA Web site. (B-01/93)

Article XII – Meetings and Reports

Section 1 – Meetings

- A. There shall be a midyear and an annual meeting of the Bureau.
- B. The Executive Committee, at its discretion, may meet quarterly. (B-3/93)
- C. The official call of each Bureau meeting shall be issued not fewer than thirty (30) days prior to the opening session.
- D. A quorum at any session of any regular Bureau meeting shall consist of a majority of the

designated membership of the Bureau.

- E. *Robert's Rules of Order, Newly Revised* shall be followed except where they conflict with these rules of procedure. (B-07/64)
- F. A quorum at any session of any regular Executive Committee meeting shall consist of a majority of the designated membership of the Executive Committee.

Section 2 – Reports to the AOA Board of Trustees

- A. The midyear report of the Bureau to the AOA Board of Trustees shall contain the following information:
 - 1. Candidates awarded certification or recertification.
 - 2. Candidates awarded certification of added qualifications. (B-03/93; 02/98)
 - 3. Amendments to the documents of Specialty Certifying Boards.
 - 4. Reinstatement of certificates of certification, recertification, and certification of added qualifications.
 - 5. Any other recommendations from the Bureau and/or its Executive Committee that require action of the Board of Trustees.
- B. The annual report of the Bureau to the AOA Board of Trustees shall contain the following information:
 - 1. Candidates awarded certification or recertification.
 - 2. Candidates awarded certification of added qualifications.
 - 3. Nominations for membership on Specialty Certifying Boards.
 - 4. Amendments to the documents of Specialty Certifying Boards.
 - 5. Amendments to basic documents. (B-07/76)
 - 6. Any other recommendations from the Bureau and/or its Executive Committee, which require action of the Board of Trustees (B-07/76).
- C. The annual report to the Board of Trustees shall contain statistical information by training program relative to the number of applicants who have passed the required examinations and those who failed, as reported to the Bureau by its Executive Committee (B-7/54; 7/66).

Article XIII– Amendments (B-02/09)

Amendments to the *Handbook of the Bureau of Osteopathic Specialists* may be adopted for submission to the AOA Board of Trustees for approval by the vote of a majority of the members of the Bureau registered with the Secretary as present at the annual or midyear meeting, provided the proposed amendments have been submitted in print or electronic format to each member present, and that they have been considered by the Committee on Basic Documents. (B-07/64)

Rules of Procedure for Certifying Boards

Article I – Membership

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

- A. The Certifying Boards will select from a pool of eligible and qualified candidates to serve on the Board. Preferably, the Certifying Boards will choose those candidates that have had formal training in item-writing and understand the certification process and all duties associated with being a member of an AOA Board. If the selected individual(s) have not had item-writing training, they must obtain that training within one year of being appointed to the Board or they will not be eligible to remain on the Board.
- B. Each candidate's CV and supporting letter from the Chair of the Certifying Board will be forwarded to the Executive Committee of the Specialty College for their agreement.
- C. If there is agreement with the Specialty College on the candidate(s) to serve on the Certifying Board, the Board then will forward the nominations along with an agreement letter, signed by the Chair of the Certifying Board and the President of the Corresponding Affiliate or their approved designates, to the Bureau for its approval and subsequent submission to the AOA Board of Trustees for final approval.
- D. If a Specialty College fails to approve the candidate(s) submitted by the Certifying Board, the matter shall be resolved by the process outlined in Article I Section 2.

Section 2 – Resolution Process

- A. If there is disagreement on a candidate between the Certifying Board and its corresponding Specialty College, the Chair of the Certifying Board and the President of the corresponding Affiliate shall initiate dialogue to discuss the disagreement.
- B. If the disagreement cannot be resolved, the Affiliate will send a letter of rejection to the Certifying Board and may submit a recommendation to which the Certifying Board may agree or not agree.
- C. If the Specialty Certifying Board accepts the recommendation, the process outlined in Article I Section 1 C will be followed.
- D. If disagreement occurs on the 2nd candidate, the Certifying Board will submit an alternate candidate.
- E. If there is no agreement by the third submission, the Chair of the Certifying Board and the President of the corresponding Affiliate can appeal to the AOA Board of Trustees as the final arbiter.

Section 3 – Timeline for Submission of Nomination Recommendations

- A. In the event of a vacancy, the Certifying Board shall select a candidate and submit the name at its next scheduled meeting. When a Certifying Board nominates a candidate(s), the corresponding Affiliate has four (4) weeks to respond.
- B. All Certifying Boards will submit to the corresponding Specialty College the name of the selected candidate(s) within thirty (30) days of the meeting in which the candidate(s) was selected.
- C. If the Affiliate does not respond within four weeks, by default the candidate(s) will be automatically viewed as accepted by the Specialty College.
- D. If a corresponding Affiliate disapproves a Certifying Board's recommendation, the Certifying Board has four weeks to respond to the Affiliate.

Section 4 – Term of Office

A Certifying Board Member's term is effective the date that he/she is elected to that position by the AOA Board of Trustees. (B-03/84)

Section 5 – Nominations to Conjoint Committee

In the case of a Conjoint Examination Committee, special procedures for nomination of members may be established with the approval of the Bureau and the AOA Board of Trustees. (B-07/76)

Article II – Duties of Officers

Specialty Certifying Board Officers shall be alert to the fact that modification of the existing Constitution, Bylaws, and Regulations and Requirements may be needed from time to time and shall give prompt attention to amending their papers of organization as directed by the AOA Board of Trustees. Officers of Specialty Certifying Boards shall cooperate with the Committee on Basic Documents of the Bureau to insure uniformity of amendments. (B-07/49)

Section 1 – Chair and Vice Chair

- A. Following election, the Chair and Vice Chair shall familiarize themselves promptly with the status of the Specialty Certifying Board's activities by conference with retiring officers. The Chair shall make the appointments (Committees) as designated in the statement of his/her duties in the Bylaws.
- B. The Chair of each Specialty Certifying Board shall set up a schedule of the prescribed activities of the Specialty Certifying Board and maintain an appropriate system to assure adequate reminders of necessary action.
- C. The Vice Chair shall preside at all meetings of the Specialty Certifying Board in the absence of the Chair and assist the Chair in the discharge of the duties of that office.

Section 2 – Secretary-Treasurer

The Secretary-Treasurer of the Specialty Certifying Board shall perform the duties as follows:

- A. Fulfill the duties of the office as described in the Bylaws of the Specialty Certifying Board and observe the procedures, as stated in this document, regarding the issuance of certificates, annual

registration fees, and changes in certification status.

- B. Any subsequent change in personnel should be reported immediately to the Secretary of the Bureau.
- C. Inform the Secretary of the Bureau, in writing, of the dates and places of all examinations. Examinations shall be scheduled early enough so that the dates may be published not later than four (4) months prior to the date specified, except in the case of individually arranged clinical examinations.
- D. Prepare an annual and midyear report for presentation to the Bureau. The report forms are distributed by the Secretary of the Bureau and must be completed and returned to the Bureau Secretary at least thirty (30) days before the date of the Bureau meeting. Instructions for submission of reports shall be noted on the forms. The Secretary-Treasurer may present changes in these reports and recommendations as addenda by submitting the required number of typed copies to the Secretary of the Bureau for distribution to the members of the Bureau at the time of its meeting.
- E. Prepare the "Individual Summary Sheet" and "Examination Summaries for candidates being presented for certification," which are distributed by the Secretary of the Bureau. Instructions for submission of these forms are noted on each form.
- F. Prepare the "Statistical Summary of candidates examined for certification" and submit, with the Specialty Certifying Board's annual report, to the Bureau.
- G. Prepare a financial statement for submission to the AOA in accordance with established AOA guidelines.

Article III – General Procedures

Section 1 – Bureau Reviews Prior to AOA Board of Trustees

All recommendations concerning Specialty Certifying Boards or the Bureau must be presented to the Bureau before being presented to the AOA Board of Trustees for approval.

Section 2 – Certification Recommendation Approval is with Bureau's Executive Committee

All actions of the Specialty Certifying Boards relating to policies and documents are subject to the recommendation of the Bureau and approval of the AOA Board of Trustees. (B-07/64) Certification recommendations of the Specialty Certifying Boards are subject to the final approval of the Executive Committee of the Bureau. (B-03/93)

Section 3 – Penalties for Non-Compliance

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

1. Replacement of Board Officers.
2. Replacement of full Board.

3. The AOA Division of Certifying Board Services, at the request of the Bureau and approval of the AOA Board of Trustees, may be asked to assume direct responsibility over the Specialty Certifying Board operations.

Section 4 – Services that Certifying Boards Must Provide

To enable Specialty Certifying Boards and their Officers to fulfill the several functions assigned to them, each Specialty Certifying Board shall promptly adopt, provide, and maintain the following:

- A. Application blanks.
- B. A system of recording permanently the proceedings, transactions, and rulings of the Specialty Certifying Board.
- C. A filing system designed to preserve adequately all essential data regarding each applicant for certification (statement of credentials, Board eligible status, record of examination and results) and diplomate of the Specialty Certifying Board (issuance of certificates).
- D. An accurate register of certificates issued, showing their numbers, date of issuance, diplomate's name, and names of the officers signing.
- E. A brochure of information for applicants setting forth the requirements and procedures for certification, recertification, and certification of added qualifications.
- F. Instructions for those serving as examiners describing the exact procedure for conducting and reporting examinations.
- G. Certificates, the wording and form of which are approved by the Bureau and the AOA Board of Trustees.
- H. Appropriate Specialty Certifying Board stationery (that includes the Specialty Certifying Board logo) for the Specialty Certifying Board's business correspondence.
- I. A file of all old and current basic documents and amendments pertaining to the Specialty Certifying Board and the Bureau.
- J. Provide adequate staffing to forward application materials and respond to applicant questions, letters, and emails within commonly acceptable standards of customer service. (7 working days) (B-02/04)
- K. Process all Specialty Certifying Board/Bureau reports (annual/midyear, standards review reports) within stipulated deadlines. (B-02/04)
- L. Financial statements are to be sent to the Secretary of the Bureau on a quarterly basis from each Specialty Certifying Board. These can be copies of quarterly reports sent to the AOA Department of Finance. (B-02/04)
- M. Each Board must implement standards for security of candidate records and examination/item bank information acceptable to the Bureau and reported in the annual report to the Bureau. (B-02/04)

Section 5 – Failure to Comply with Provision of Services

If a Specialty Certifying Board is not compliant with the provision of services indicated in Section 4 above, the respective Specialty Certifying Board may be requested to meet with the Committee on Administrative and Board Financial Matters, which will then report and make recommendations to the Bureau Executive Committee for determination of appropriate action. (B-02/04)

Section 6 – Submission Deadlines for Bureau Meetings

Specialty Certifying Boards shall submit the required number of copies (one (1) electronic and two (2) hard copies) of any amendments or revisions of their basic documents or new documents to the Secretary of the Bureau at least sixty (60) days prior to the Bureau meeting.

Section 7 – Required Compliance with this Document

Specialty Certifying Boards shall conform to the AOA “Rules of Procedure for Specialty Certifying Boards.”

Section 8 – Dates of Approval Required on Documents, Revisions

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

Section 9 – Amendments to Basic Documents

Specialty Certifying Boards must submit amendments to their basic documents to the Secretary of the Bureau when necessary to conform to amendments, approved by the AOA Board of Trustees, to the “Standard Constitution and Bylaws of Specialty Certifying Boards” and the “Model Regulations and Requirements.”

Section 10 – Statements of Requirements for Applicants

Statements of the requirements made to applicants for examination and certification must be made in writing and must be in conformity to the Bylaws and Regulations and Requirements of the issuing Specialty Certifying Board as they stand approved at that time. Additions to training and/or practice requirements shall go into effect one (1) year subsequent to the announcement of such change. (B-07/64)

Section 11 – Distribution List for Official Correspondence

Distribution of official correspondence by Board staff shall be determined by the elected Secretary and Chair of each Board.

Section 12 – Scheduling of Meetings

Specialty Certifying Board meetings shall be scheduled at a time that shall not interfere with the full attendance of the Specialty Certifying Board's representative at all Bureau meetings. (B-12/48)

Section 13 – Queries about Certification Status

All inquiries regarding certification status shall be referred to the American Osteopathic Information Association (AOIA) so that an AOA Physician Profile can be generated. (B-07/04) If the individual inquiring is a prospective patient, and not a credentialer, hospital, or health plan, the only information that will be divulged at that time will be whether or not an individual is certified. (B-03/01) Inquiries regarding Board eligibility status shall be referred to the individual Specialty Certifying Board(s). The only information that will be divulged at that time will be whether or not an individual is Board eligible or currently in the certification process. The inquirer will be told that all other information is confidential. It will be AOA policy that requests or demands for further information will be referred to the AOA Legal Counsel and that such further information shall only be divulged upon Counsel being

satisfied that the individual involved does not object, and that there is no possible liability that may be imposed upon the AOA, its members, and particularly the members and personnel of the affected Specialty Certifying Board. (B-07/76)

Section 14 – Compliance with Federal and State Regulations

Every Specialty Certifying Board will comply with all applicable federal and state regulations. Notably all Specialty Certifying Boards must ensure the following:

- A. Compliance with Americans with Disabilities Act (ADA): All Specialty Certifying Boards will have a mechanism and policy in place to address and comply with ADA requirements related to the certification process.
- B. Compliance with the Health Insurance Portability and Accountability Act (HIPAA): All Specialty Certifying Boards will have a mechanism and policy in place to ensure that Board operations are in compliance with HIPAA privacy regulations.

Section 15 – Selection of Exam Meeting Sites

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

Article IV – Administration of Regulations and Requirements

Section 1 – Required Bylaws Statements on Examination Conduct

The proper administration of requirements for certification and the proper conduct of examinations shall be guided by the following statements which shall be included as worded herein in the appropriate section of each Specialty Certifying Board's bylaws:

- A. Specialty Certifying Boards may establish additional individual eligibility requirements for examination in the certification process.
- B. Specialty Certifying Boards shall verify AOA approval of the completed residency of each candidate prior to submission of the candidate for certification. Verification must include:
 1. For Osteopathic Residents: A statement from the Evaluating Committee of the appropriate Specialty College that the program has been approved as being complete and that this information has been officially registered with the AOA central office.
 2. For Accreditation Council for Graduate Medical Education (ACGME) Residents: A copy of the letter from the AOA Postdoctoral Trainee and Review Council granting approval of the training as being complete. (B-04/85)
 3. For American Board of Medical Specialties (ABMS)-certified DOs Seeking AOA Certification: (B-07/04)
 - a. Evidence via primary source verification of ABMS certification will be accepted as completion and approval of the ACGME residency program.
 - b. The candidate must be certified by the ABMS and have completed residency training at least five (5) years prior to submitting an application; or, where allowed by specific AOA Specialty Certifying Boards, ABMS-certified osteopathic physicians who participated in a clinical pathway to achieve ABMS

- certification may be allowed to enter the certification process under the following conditions:
- i. The pathway must have been completed prior to 1995; and
 - ii. The candidate must meet any additional requirements set by the Specialty Certifying Board for certification.
- c. AOA membership will be required by the physician (applicant) at the time of the application process.
 - d. Osteopathic physicians certified through an approved Board of the ABMS and who have received approval from the AOA will be able to enter the AOA certification process.
 - e. AOA staff, under the Department of Education, will receive all applications; the AOA will then work with the appropriate Specialty College and Specialty Certifying Boards to verify credentials for entry into the AOA certification process.
 - f. The AOA will notify the appropriate Specialty College and Specialty Certifying Board of this approval.
 - g. The applicant will maintain Continuing Medical Education (CME) hours to fulfill AOA requirements.
 - h. The applicant, if not a current AOA member, will pay the full dues amount at the time of application.
 - i. The physician applicant will not be required to have State or Specialty College membership at the time of the application.
 - j. Applicants will be subject to fees as designated by the Specialty Certifying Board.
 - k. Applicants may be subject to additional requirements set by the Specialty Certifying Board and Specialty College.
 - l. Existing resolutions will be maintained and monitored annually by the Task Force. When the Task Force completes its charge outlined in Resolution 67, responsibility to maintain and monitor these resolutions, as well as the process of certifying ACGME trained osteopathic physicians will be charged to the Bureau.
 - m. The resolution for re-entry pathway will sunset in October 2008.
 - n. The Council on Postdoctoral Training (COPT), with the AOA, will monitor the ACGME basic standards for residency training. (B-07/04)
- C. The applicant shall be required to pass appropriate examinations planned to evaluate an understanding of the scientific bases of the problems involved in the specialty, subspecialty, and/or certification of added qualifications; familiarity with current advances in the specialty, subspecialty and/or certification of added qualifications; and the possession of sound judgment and of a high degree of skill in the diagnostic and therapeutic procedures involved in the specialty, subspecialty and/or certification of added qualifications.
1. Examinations shall be conducted and required in the case of each applicant. The method(s) and content of the examination procedure shall be determined by the individual Specialty Certifying Board and shall be subject to the approval of the AOA Board of Trustees. Where applicable, the final portion of the examination shall be conducted only after the required years of practice have been completed. (B-02/86)
 2. Where applicable, the members of the Specialty Certifying Board shall personally supervise the conduct of the oral examination, preferably with the Specialty Certifying Board meeting as a whole, and also personally supervise, if not perform, the grading of

- each written examination.
3. Where applicable, the conduct of the clinical examination may be delegated to Committees of not fewer than two (2) individuals maturely qualified in the specialty or field of practice. (B-07/71; 02/86)
- D. A full description of the method of conducting the examination shall be formulated in each Specialty Certifying Board's regulations and requirements, and provision for reexamination shall be made.
- E. Applicants desiring examination for certification are required to file an application, which shall set forth the applicant's qualifications. The procedure for filing applications shall be formulated in each Specialty Certifying Board's regulations and requirements.
- F. Signed applications and all material submitted by an applicant to a Specialty Certifying Board, even though the applicant may withdraw as an applicant for certification, shall remain the property of the Specialty Certifying Board. (B-07/53)
- G. Candidates must fulfill all requirements prior to certification.

Section 2 – Requirements for Specialty Practice

The practice pathway requirements, where applicable, will be determined by the Specialty Certifying Boards.

Section 3 – Applicants for Examination Must Have Satisfactorily Completed an AOA-Approved Training Program. (B-02/09)

Section 4— Two (2) Years of AOA Membership Required by Certification Date

Specialty Certifying Boards must submit the names of applicants for examination to the AOA Membership Department for a report on their ethical standing and AOA membership before examining the applicants. The Secretary of the Bureau must resubmit the names of candidates for certification to the Membership Department thirty (30) days prior to their presentation to the Executive Committee of the Bureau for verification that each candidate, on the date of certification, will have been an AOA member for at least the immediately preceding two (2) years. (B-07/64; 07/76; 07/79; 02/09)

Section 5 – Adherence to AOA Code of Ethics is Required

Each candidate must sign a statement indicating that the candidate will abide by the AOA Code of Ethics. (B-02/09)

Section 6 – Membership in Specialty College Shall Not be Required

The applicant for certification, recertification, and certification of added qualifications shall not be required to be a member of a Specialty College or other similar society. (B-07/53; 02/09)

Section 7 – Use of Osteopathic Concepts is Required in Examinations

Specialty Certifying Boards shall determine by examination the applicant's ability to use the osteopathic concept in the practice of his/her specialty, subspecialty, and/or area of added qualifications. (B-12/48; 02/09)

Article V – Training Program Requirements

Section 1 – Minimum Requirements Must be Stated

Specialty Certifying Boards are required to formulate in specific terms the minimum requirements leading to certification. (B-01/63)

Section 2 – Council on Osteopathic Postdoctoral Training (COPT) is Responsible for Approving Training Programs

Specialty Certifying Boards shall send all recommendations, complaints, or comments regarding resident training programs to the COPT, forwarding residency evaluations to the Committee of the Specialty College and not to individuals or hospitals. The responsibility of making recommendations and requirements relative to training programs designated as approved residencies as defined by the AOA Board of Trustees is, and shall be, that of the COPT. (B-12/48)

Article VI – Board Eligibility

Board Eligibility changes effective July 1, 2009. Please see Appendix K

Section 1 – Definition

Board eligibility is defined as that status granted a candidate who:

- A. Has documented the satisfactory completion of an AOA-approved residency or preceptorship program; or, if applicable,
- B. Has documented the satisfactory completion of the specialty practice requirement when certified through an approved practice pathway. (B-02/09)
- C. Is and remains a member, in good standing, of the AOA or the Canadian Osteopathic Association.
- D. Has met all the requirements as established by the appropriate Specialty Certifying Board.
- E. Has applied to and has been accepted as a registrant by the appropriate Specialty Certifying Board.

Section 2 – Registration

To be registered as Board eligible, a candidate must apply for such status upon completion of residency training. All residents and preceptees in AOA-approved programs shall be notified by the AOA that, upon completion of their AOA-approved training, the candidate must formally apply to the Secretary of the appropriate Specialty Certifying Board for Board eligible status. Such notification shall be included with the AOA annual report form sent to residents and preceptees.

Board eligible status is not granted automatically. A candidate shall not be designated as Board eligible if he/she applies later than six (6) years following completion of residency training or completion of the practice requirement, if applicable.

- A. A candidate who wishes to register for Board eligible status shall request a standard AOA application form from the Secretary of the Specialty Certifying Board.
- B. The candidate shall complete the application and return all copies to the Secretary of the

Specialty Certifying Board along with the following documentation:

1. A copy of the institutional certificate indicating the satisfactory completion of the primary residency training program; and
 2. A letter(s) of recommendation from the program director(s); or, if applicable,
 3. Adequate documentation, as determined by the Specialty Certifying Board, of having met the practice requirement.
- C. The Secretary of the Specialty Certifying Board shall verify AOA approval of the applicant's training as being complete prior to registration of the applicant. Verification shall include:
1. Osteopathic residents: A statement from the Evaluating Committee of the appropriate Specialty College that the candidate's training has been completed and approved.
 2. ACGME residents: A copy of the AOA Council on Osteopathic Postdoctoral Training (COPT) letter granting approval of the training as being complete.
- D. After review and acceptance of the candidate's application, the Specialty Certifying Board shall record the commencement of eligibility to coincide with the date of completion of the primary residency training or the date of completion of the practice requirement.

The Secretary of the Specialty Certifying Board shall complete the bottom portion of the registration application and return the "Applicant Copy" to the candidate along with a statement that Board eligible status is limited to a maximum of six (6) consecutive years.

Effective January 1, 2001, AOA Specialty Certifying Boards are no longer required to submit names of Board eligible applicants to the Bureau. The AOA Department of Education no longer enters Board eligible status into its system. (B-03/01)

- E. The Specialty Certifying Boards may grant Board eligibility status to individuals who have received AOA approval of ACGME residency training completed prior to July 1, 1989. Such Board eligibility status is to be limited to three (3) years from the date of approval by the AOA Board of Trustees. (B-07/91)

Section 3 – Termination of Board Eligible Status

- A. Board eligible status shall terminate on December 31 of the sixth year following the year eligibility was established. (This policy becomes effective the date of action of the AOA Board of Trustees.) (B-07/89)
- B. In view of a candidate's right to appeal the results of a failed examination, Board eligibility shall not be terminated due to failure of examinations until the appeal is complete.
- C. If a candidate does not initiate examination within the period of Board eligibility, then Board eligibility status will be automatically lost and so recorded by the AOA and appropriate Specialty Certifying Board.
- D. The Secretary of the Board will notify the candidate in writing by registered, return receipt mail, a minimum of one (1) year prior to termination of Board eligible status. (B-07/02) The notice shall include a statement that the candidate has the right to appeal to the Bureau or may reenter the examination process, if eligible (See Section 5 of this article).

In the event of extenuating circumstances, a Specialty Certifying Board may approve the extension of a candidate's Board eligibility termination date. Two (2) years shall be the maximum extension. The Secretary of the Bureau shall be notified, in writing, of any such extension.

Section 4 – Maintenance of Board Eligible Records

- A. The Secretary of the Specialty Certifying Board shall maintain a verified and permanent list of candidates determined to be Board eligible.
- B. The Secretary of the Specialty Certifying Board shall provide the Bureau with a list of Board eligible candidates, indicating their registration and termination dates, on an annual basis.

Section 5 – Re-entry into Certification Process

- A. A candidate whose Board eligibility status has been terminated cannot re-register for this status but may be eligible to petition the appropriate Specialty Board for re-entry into the certification process.
- B. Upon approval of such petition, the Specialty Certifying Board shall provide the candidate with a written list of deficiencies.

Article VII – Notice to Applicant of Examination Results

Section 1 – Applicants to be Notified in 30 Days

The Secretary-Treasurer of each Specialty Certifying Board shall, within thirty (30) days of the final action of the Specialty Certifying Board, notify the applicant examined for certification of the results of his/her examination.

Section 2 – Use of Approved Format (Appendix D) is Required

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

Section 3 – Petition to Review Examination Performance

The procedures for applicants who failed and are prohibited from further examination or choose to petition rather than be reexamined are as follows:

- A. The applicant should be sent a letter stating that he/she has the right to petition the Appeal Committee of the Bureau for a hearing. Such a letter should state that the hearing is for the sole purpose of ascertaining the truthfulness of allegations, which, if found to be true, would constitute an unequal application of rules, regulations, or standards, or unwarranted discrimination, prejudice, unfairness or improper conduct of all or any part of an examination conducted by the Specialty Certifying Board, or such similar action by the Executive Committee of the Bureau. The letter should further state that such an appeal must be filed with the Chair of the Bureau within two (2) years of the alleged grievance. It should further be stated that the Chair of the Bureau shall determine whether sufficient grounds have been alleged in the petition

to warrant hearing the appeal. The appellant should be further advised that the appeal will be scheduled on a timely basis, either at the time of full meetings of the Bureau or on an interim schedule.

- B. In order to appeal with sufficient detailed facts that would establish unfairness, discrimination, prejudice, or other improper conduct in connection with the conduct of the examination, an appellant must have had the opportunity to review generally the results of the examination in an oral discussion in the same manner as those who are entitled to reexamination. However, the details of the examination itself need not be reviewed in such discussion, but rather broader questions such as the examiners making judgments as to clinical techniques without sufficient observation of those techniques; conclusions as to the preparation and maintenance of charts and records without reviewing a sufficient number of such documents; or extrinsic evidence that the particular examiners had reason to be and were prejudicial toward the appellant.
- C. Even though the appellant seeks a review of the examination performance for the purpose of preparing an appeal petition, the appellant should not be allowed to obtain a copy of the written examination and the charts and other records reviewed with a view to arguing in the petition on a point by point basis that the examiners erred in their findings. If the appellant is informed that the failure stemmed largely from a failure to maintain proper patient charts, and the appellant has reason to believe that this conclusion is in error, without knowing the specific charts or the items in such charts, the appellant can make such a charge. It is solely within the discretion of the Appeal Committee to call for those charts and review them in Executive Session. If the appellant makes requests or demands for documents through legal counsel, these requests or demands should be referred to the AOA General Counsel. (B-07/76)

Article VIII – Certificates of Certification

Section 1 – Required Format for Physician’s Name

Certificates issued by Specialty Certifying Boards shall carry the name of the individual as "John Smith, D.O." not "Dr. John Smith."

Section 2 – Date of Issuance: General Certifications are for 10 Years or Less; CAQs are for 10 years or Less

The date carried by general certification shall correspond with the date on which verification of successful completion of all Specialty Certifying Board requirements by the respective Specialty Certifying Board occurred. All general certifications issued after January 1, 2004, will be time-limited to 10 years or less. Lifetime general certifications, which were issued prior to this date without a time limit, will remain in effect. (B-02/00)

The date carried by the certificate shall correspond with the date on which verification of successful completion of all Specialty Certifying Board requirements by the respective Specialty Certifying Boards occurred. All certification of added qualifications certificates will be time-limited to 10 years or less.

Section 3 – Required Listing for Specialty Certifying Board

The certified physician shall be identified as a diplomate of the appropriate Specialty Certifying Board.

- A. All certificate formats must be approved by the Bureau before being issued to diplomates.

Section 4 – Issuance of Certificates

- A. The Secretary of the Bureau, upon notification of approval of candidates by the Bureau, shall notify the candidate and the recommending Specialty Certifying Board of the approval of certification. Only upon receipt of notification from the Bureau shall the Secretary of the Specialty Certifying Board have the certificate prepared and numbered. The certificate must be forwarded to the diplomate within ninety (90) days from the date of notification of approval of certification. The Secretary of the Specialty Certifying Board shall record the certificate on the Specialty Certifying Board's register. After signing the certificate, the Secretary shall forward it to the Chair of the Specialty Certifying Board for signature.
- B. After the Chair has signed the certificate, it shall be forwarded to the Secretary of the Bureau and the AOA Department of Education for verification and signature of the AOA Executive Director. After the Executive Director has signed the certificate, it shall be recorded on the certification register at the Central Office by the Bureau Secretary.
- C. The Secretary of the Specialty Certifying Board shall prepare and send a "receipt of certificate of certification" to accompany the certificate sent to each diplomate. The diplomate shall be advised by the Specialty Certifying Board to sign the receipt and return it to the Specialty Certifying Board.
- D. The diplomate shall be notified, in writing, of the requirements for maintaining certification, recertification, and certification of added qualifications.
- E. The term "Certification" is to be used for certification in a specialty or subspecialty, and the only other term used by the AOA and the Bureau is "certification of added qualifications." (B-07/91; 07/92; 02/98)

Section 5 – Certification in More than One Field

An osteopathic physician may hold certification in more than one specialty, subspecialty, and/or area of added qualifications either under the same Specialty Certifying Board or under different Specialty Certifying Boards. In such a case, the physician is to be listed under each of the specialties, subspecialties, and/or area of added qualifications in the roster of certified physicians, which appears in the *AOA Yearbook and Directory*, and each of the specialties, subspecialties, and/or areas of added qualifications are to be indicated by the proper certification symbol in the physician's listing in the geographic section of the *AOA Yearbook and Directory*.

The term "subspecialty" is to refer to areas eligible for certification, and the term "field of interest" is to be used regarding interest or training in areas leading to certification of added qualifications. (B-07/91; 02/98)

Section 6 – Recording of Multiple Certificates

- A. The diplomate is assigned a number for life under each Specialty Certifying Board. Successive certificates issued to the same diplomate by the same Specialty Certifying Board retain the initial certificate number assigned to the diplomate.
- B. The diplomate is billed according to each number.
- C. Successive certificates are listed on the record after the diplomate's name by date of their approval.

- D. The diplomate retains certificates as acquired for his/her archives and personal satisfaction.
- E. The diplomate is listed or known to the Specialty Certifying Board as being certified in each category.
- F. The diplomate must maintain general certification when certification of added qualifications is awarded. (B-07/92)

Section 7 – Annual Registration Fee and Requirements

A. Active Diplomates

1. AOA dues notices mailed to active diplomates shall include a charge of sixty-five dollars (\$65.00) for each of the Specialty Certifying Boards under which the diplomate holds a certificate for the annual registration of the certificate(s). Fifteen dollars (\$15.00) of this fee shall be forwarded by the AOA Controller to the respective Specialty Certifying Board for continuation of their work. Five dollars (\$5.00) of the remaining fee will be allocated to the Dale Dodson Fund and \$15 will be allocated to the corresponding Specialty College Evaluation Committee. The remaining thirty dollars (\$30.00) shall be retained by the AOA to cover costs for processing applications and other ancillary expenses incurred with keeping the certification registration up to date. (B-07/76; B-03/90; B-02/98; B-02/02)
2. Membership cards for those who have paid the current certification registration fee are to designate what Specialty Certifying Board(s) the diplomate has been certified in. Physicians certified for the first time shall not be required to pay the annual certification registration fee during the fiscal year in which the Executive Committee of the Bureau approved their certification. They are to be billed for the fee beginning with the next fiscal year. (B-07/66)

B. Inactive Diplomates

1. Diplomates who are classified as inactive shall not be required to pay the annual certification registration fee. Inactive diplomates may retain the possession of their certificate(s) and their names shall appear in the official registry of certified physicians with a designation of inactive status. Inactive diplomates shall have their certification designated in their individual listing in the geographic section of the *AOA Yearbook and Directory*. A diplomate shall be classified as inactive for one of the following reasons:
 - a. The diplomate is unable to practice the specialty, subspecialty, and/or certification of added qualifications in which he/she is certified because of health or age.
 - b. The diplomate has voluntarily requested that a lifetime, non-time dated, certification be inactivated with the right to request reactivation at a future time. (B-02/00)

C. Retired Members

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

when the certification status is retired by reason of membership retirement status. (B-03/01)

2. If a retired diplomate holds a time-dated certification and chooses to become “active” after his/her certification has expired, he/she must re-enter the certification process in accordance with the Bylaws of his/her respective Specialty Certifying Board. (B-03/01)

D. Diplomates Holding More Than One Certificate

1. If the diplomate is certified in more than one specialty, subspecialty, and/or certification of added qualifications under the same Specialty Certifying Board, only one annual certification registration fee shall be required.
2. If the diplomate is certified in more than one specialty, subspecialty, and/or certification of added qualifications under different Specialty Certifying Boards, and elects to retain more than one certificate, an annual registration fee for each of the Specialty Certifying Boards under which certification is held shall be required. If the diplomate does not elect to retain more than one specialty, subspecialty and/or certification of added qualifications, the earliest certificate issued shall be automatically revoked.

Section 8 – Inactivation, Reinstatement, and Reactivation of Certificates Maintaining Certification Process

A. In order to maintain his/her certificate, a diplomate must:

1. Be a member in good standing of the AOA or the Canadian Osteopathic Association.
2. Pay the annual certification registration fee, unless classified as inactive.
3. Maintain a minimum of 50 hours of Category I or II Continuing Medical Education (CME) in their specialty during the three-year CME cycle and sufficient hours to fulfill the AOA CME membership requirement. (B-02/86, B-07/03)

Section 9 – Inactivation of Certification

- A. In the event that a diplomate does not meet the above requirements, his/her certificate will be inactivated according to procedures developed by the Bureau and the AOA Department of Membership. The procedures will give the diplomate ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA certification. (B-02/02)
- B. Reinstatement of a certificate that was inactivated when the diplomate was dropped from AOA membership for nonpayment of dues, or for nonpayment of the annual registration fee, will be automatic upon reinstatement of the diplomate's AOA membership and/or payment of the registration fee. (B-02/02)
- C. Reactivation of a certificate that has been voluntarily inactivated by request as described in Section 7 Paragraph B above shall require compliance with the requirements of Section 4 8 Paragraph A above, as well as approval of the appropriate Certifying Board and the Bureau. Reactivation will also require payment of any back AOA membership dues, up to a maximum period of two (2) years. Reactivation will also require payment of any back AOA certification registration fees, up to a maximum period of two (2) years. (B-02/00)
- D. If a physician requests reinstatement of his/her certificate in the same AOA fiscal year as the year in which the certification registration fee was not paid, the physician shall be required to pay the registration fee for that year, as well as for the current fiscal year.

Section 10 – Revocation of a Certificate

A Specialty Certifying Board shall have the power to recommend to the Bureau the revocation of the certificate of any diplomate whose certificate was obtained by fraud or misrepresentation, who exploits the certificate, violates the AOA code of ethics, or is otherwise disqualified. (B-01/71, B-02/02)

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

Reinstatement of a certificate that has been revoked for any other reason than that stated in Section 8 above shall require compliance with the requirements of Section 8 Paragraph A above, as well as approval of the appropriate Specialty Certifying Board and the Bureau. (B-02/02)

Section 11 – Specialty Practice is Required to Maintain Certification

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

Article IX – Recertification Process

Each Certifying Board must offer a recertification process, as approved by the Bureau and the AOA Board of Trustees (effective January 1, 1995, B-07/92) The guidelines are as follows:

- A. That the recertification process for the physician be voluntary for those with lifetime certificates. Recertification is required for physicians holding time-dated certification. (B-02/97)
- B. That the recertifying process shall be at no greater intervals than ten (10) years.
- C. That failure in the recertifying process will in no way result in the loss of certification for physicians holding lifetime certification. For physicians holding time-dated certification, failure to successfully complete the recertification process will result in the loss of certification at such time as the current time-dated certificate expires. (B-02/97)
- D. That the recertification process may not be done solely by take-home examination. The recertification method rests with the individual Certifying Boards; however, it is suggested that the following be considered:
 1. Bibliography with examination
 2. Syllabus with bibliography and examination. (B-07/02)
- E. Individual Specialty Boards must establish a reentry mechanism for recertification of expired time-dated certificates. (B-07/02)
- F. The results of the recertification process shall be recorded in the AOA Central Office and be

valid for no greater than ten (10) years. (B-7/76, B-7/02)

Article X – Certification of Added Qualifications

One or more Specialty Certifying Boards may request jurisdiction to offer certification of added qualifications in a field of interest category. Such a request must be submitted to the Bureau for review and recommendation to the AOA Board of Trustees. The request must include the following information, which would be incorporated in the Specialty Certifying Board's basic documents. (B-07/76; 07/92)

A. Definition

B. Qualifications of the candidate

1. Training/practice requirements
2. General certification (required)
3. Scientific paper (if applicable)
4. Letter(s) of recommendation (if applicable)

C. Examination

1. Fee
2. Rules of conduct and format
3. Reexamination

D. A candidate receiving approval under this section will receive a “certification of added qualifications.” All certification of added qualifications certificates will be time-limited to ten (10) years or less. (B-07/92; 07/96r)

E. Where fields of interest cross different existing certification disciplines, there shall be a cooperative effort in designing the qualifications, training/practice requirements, and testing, such that conflict in these areas between the disciplines does not exist.

Appendix A – Standard Constitution of Specialty Certifying Boards of the American Osteopathic Association

Article I – Name

The name of this organization shall be the American Osteopathic Board of _____ (hereinafter also referred to as the Board).

Article II – Purposes

The purposes of the Board are to:

1. Define the qualifications required of osteopathic physicians for certification in the field(s) of _____ and any other specialty, subspecialty, and/or certification of added qualifications that may be assigned to this Specialty Certifying Board.
2. Determine the qualifications of osteopathic physicians for certification in the field(s) of _____ and of any other specialty, subspecialty, and/or certification of added qualifications that may be assigned to this Specialty Certifying Board.
3. Conduct examinations in conformity with the Bylaws of this Specialty Certifying Board.
4. Issue certificates, subject to the approval of the Bureau of Osteopathic Specialists of the American Osteopathic Association (hereinafter referred to as the Bureau), to those osteopathic physicians who are found qualified.
5. Recommend revocation of certificates for cause.
6. Use every means possible to maintain a high standard of practice within the osteopathic profession.
7. Offer a recertification process, as approved by the Bureau of Osteopathic Specialists and the AOA Board of Trustees, no later than January 1, 1995. Issue certificates, subject to the approval of the Bureau, of recertification to candidates who successfully complete the recertification process. (B-07/92)

Article III – Definition

For the purpose of the operation of the Board, the following division(s) of practice is (are) defined:

1. The practice of _____ shall consist of and include _____.
2. The practice of _____ etc.

Article IV – Organization

Section 1 – Membership

The Board shall consist of (#) members elected by the Board of Trustees of the AOA as provided for by the Bylaws of this Specialty Certifying Board in conformity with the Standard Bylaws of Specialty Certifying Boards of the AOA.

Section 2 – Officers

The officers of the Specialty Certifying Board shall be a Chair, Vice Chair and Secretary-Treasurer, whose powers and duties are as described in the Bylaws of this Board in conformity with the Standard Bylaws of Specialty Certifying Boards of the AOA.

Section 3 – Committees

The standing Committees of the Specialty Certifying Board shall be a Credentials Committee, Examination Committee, and such other Committees as may from time to time be authorized and provided for by the Bylaws of the Specialty Certifying Board.

Section 4 – Bureau of Osteopathic Specialists Representatives

The Bureau of Osteopathic Specialists representatives shall consist of the representative and one alternate representative.

Section 5 – Meetings

The Specialty Certifying Board shall hold an annual meeting and such other meetings as provided for by the Bylaws of the Specialty Certifying Board.

Section 6 – Authority

The actions of the Specialty Certifying Board regarding recommendations of certification are subject to the approval of the Bureau of Osteopathic Specialists. Actions of the Specialty Certifying Board regarding policy and other matters are subject to the recommendations of the Bureau and the approval of the AOA Board of Trustees.

Article V – Amendments

Subject to the review and recommendation of the Bureau and the approval of the AOA Board of Trustees, this Constitution may be amended by a vote of two-thirds (2/3) of the total membership of this Board at any annual meeting following notification given at any previous meeting of such intention.

Appendix B – Standard Bylaws of Specialty Certifying Boards of the American Osteopathic Association

Article I – Duties

The duties of the American Osteopathic Board of _____ (hereinafter referred to as “the Board”) are to:

1. Define the qualifications for and to serve as an advisory Board for all applicants for certification in the specialty(s) of _____ and any other subspecialty and/or certification of added qualifications which may be assigned to its jurisdiction.
2. Determine, in accordance with the provisions of these Bylaws, the standards of education, formal training, and practice required for certification in the specialty(s) of _____ and of any other subspecialty and/or certification of added qualifications which may be assigned to its jurisdiction, subject to the recommendation of the Bureau of Osteopathic Specialists (hereinafter "the Bureau") and the approval of the Board of Trustees of the American Osteopathic Association (AOA).
3. Establish procedures, in accordance with the provisions of these Bylaws, for the conduct of examinations at least once a year for general certification areas. Certification of special qualifications and certification of added qualification examinations must be made available at least once every two years.
4. File with the Bureau, at the time specified by the Bureau, its recommendations concerning each applicant for certification, together with any pertinent information required by the Bureau.
5. Provide and issue certificates in all fields assigned to the Board, in accordance with the provisions of these Bylaws.
6. Recommend to the Bureau the revocation of a certificate in accordance with the provisions of these Bylaws.
7. Record and keep permanently on file all applications submitted, complete records of examination results, and maintain a registry of diplomates.
8. Determine and collect the application and examination fees, in accordance with the provisions of these Bylaws, and provide for the funds necessary to finance the operation of the Board.
9. Arrange for all meetings necessary for the Board to carry out its functions as provided for in these Bylaws.
10. Recommend a member of the Board to act as representative on the Bureau. In case of the inability of the regular representative to attend the sessions of the Bureau, an alternate shall be recommended, as provided in the AOA “Rules of Organization and Procedure of the Bureau of Osteopathic Specialists.”

11. Conduct its activities in relation to the officers of the AOA, the Bureau, other Specialty Certifying Boards, and applicants for certification, in accordance with the AOA “Rules of Procedure for Specialty Certifying Boards.”
12. Establish, in conformance with the Constitution and Bylaws, all necessary rules and procedures governing the activities of the Board that are not provided by the Bureau and the AOA Board of Trustees.
13. Report all recommendations regarding candidates for certification to the Bureau for approval, and all other actions, recommendations and activities through the Bureau to the AOA Board of Trustees for approval.
14. Establish a recertification process, as approved by the Bureau and the AOA Board of Trustees, and offer a recertification process no later than January 1, 1995. Issue certificates of recertification to candidates who successfully complete the recertification process. (B-07/92)

Article II – Members

The Board shall consist of ___(##) members elected by the AOA Board of Trustees at its annual meeting from nominees submitted by the (Specialty Board with agreement from the Specialty College) at its annual meeting, through this Specialty Certifying Board to the Bureau of Osteopathic Specialists at its annual meeting and the AOA Board of Trustees. Each member shall be an AOA-certified physician in good standing. Insofar as is practical, membership shall include a representative from each area of (specialty, subspecialty, and/or area of added qualifications) and a representative from each of the time divisions of the United States. (B-03/84; 07/93; 02/98; 02/09)

Section 1 – Process of Nominations of Board Members to Serve on AOA Certifying Boards (B-02/09)

- A. The Certifying Boards will select from a pool of eligible and qualified candidates to serve on the Board. Preferably, the Certifying Boards will choose those candidates that have had formal training in item-writing and understand the certification process and all duties associated with being a member of an AOA Board. If the selected individual(s) have not had item-writing training, they must obtain that training within one year of being appointed to the Board or they will not be eligible to remain on the Board.
- B. Each candidate’s CV and supporting letter from the Chair of the Certifying Board will be forwarded to the Executive Committee of the Specialty College for their agreement.
- C. If there is agreement with the Specialty College on the candidate(s) to serve on the Certifying Board, the Board then will forward the nominations along with an agreement letter, signed by the Chair of the Certifying Board and the President of the Corresponding Affiliate or their approved designates, to the Bureau for its approval and subsequent submission to the AOA Board of Trustees for final approval.
- D. If a Specialty College fails to approve the candidate(s) submitted by the Certifying Board, the matter shall be resolved by the process outlined in Article I Section 2.

Section 2 – Resolution Process

- A. If there is disagreement on a candidate between the Certifying Board and its corresponding Specialty College, the Chair of the Certifying Board and the President of the corresponding Affiliate shall initiate dialogue to discuss the disagreement.
- B. If the disagreement cannot be resolved, the Affiliate will send a letter of rejection to the Certifying Board and may submit a recommendation to which the Certifying Board may agree or not agree.
- C. If the Specialty Certifying Board accepts the recommendation, the process outlined in Article I Section 1 C will be followed.
- D. If disagreement occurs on the 2nd candidate, the Certifying Board will submit an alternate candidate.
- E. If there is no agreement by the third submission, the Chair of the Certifying Board and the President of the corresponding Affiliate can appeal to the AOA Board of Trustees as the final arbiter.

Section 3 – Timeline for Submission of Nomination Recommendations

- A. In the event of a vacancy, the Certifying Board shall select a candidate and submit the name at its next scheduled meeting. When a Certifying Board nominates a candidate(s), the corresponding Affiliate has four (4) weeks to respond.
- B. All Certifying Boards will submit to the corresponding Specialty College the name of the selected candidate(s) within thirty (30) days of the meeting in which the candidate(s) was selected.
- C. If the Affiliate does not respond within four weeks, by default the candidate(s) will be automatically viewed as accepted by the Specialty College.
- D. If a corresponding Affiliate disapproves a Certifying Board's recommendation, the Certifying Board has four weeks to respond to the Affiliate.

Section 4 – Term of Office

- A. Members shall be elected for terms of ____ (#) years. The terms shall be staggered so that the new members elected in any year shall not constitute a majority of the Board.
- B. Whenever a vacancy occurs on the Board due to the death or resignation of a member whose term has not expired, the procedure outlined above shall be followed. If it is deemed urgent that the approval of the nominee be considered prior to the next annual meeting of the AOA Board of Trustees, a nominee may be submitted, according to established procedure, to the AOA Board of Trustees at its next scheduled meeting. If approved, the nominee's term shall run until July of the year it expires.
- C. Members shall continue to serve until their successors are elected.

Article III – Officers

The officers of the Board shall be a Chair, Vice Chair and Secretary-Treasurer. The officers shall be elected by the Board during its annual meeting and shall serve for a term of one (1) year or until such time as their successors are elected.

Section 1 – Chair

The Chair shall preside at all meetings, appoint all Committees, schedule all meetings of the Board, supervise all examinations, and sign all certificates issued by the Board. The Chair shall be Chair of the Examination Committee, may be a Bureau representative, and shall be an ex-officio member of all other Committees.

Section 2 – Vice Chair

The Vice Chair shall preside at all meetings of the Specialty Certifying Board in the absence of the Chair and assist the Chair in the discharge of the duties of that office.

Section 3 – Secretary-Treasurer

The Secretary-Treasurer shall:

- A. Serve as a Bureau representative, if so designated.
- B. In cooperation with the AOA Central Office, keep a permanent record of all proceedings, transactions, and rulings of the Board, and keep on file all examination papers and case records for at least three (3) years. Keep a permanent record of all old and current basic documents.
- C. Maintain a record of all diplomates of the Board.
- D. Have printed and distributed all certificates, application forms, and circulars of information authorized by the Board and necessary for the proper functioning of the Board.
- E. Provide all applicants with the requirements for examination and certification in written form.
- F. Sign all certificates issued by the Board.
- G. Prepare the complete files and other pertinent information in support of recommendations for certification for presentation to the Executive Committee of the Bureau.
- H. Prepare the annual and midyear report for the Bureau in accordance with the AOA “Rules of Procedure for Specialty Certifying Boards.”
- I. Notify the Chair and Secretary of the Bureau and the AOA Executive Director of the officers elected by the Board and of the appointments of Bureau representatives.
- J. Receive, protect, and disburse the funds of the Board and issue an accounting of all funds at the annual meetings or at such other times as requested by the Chair of the Board.
- K. Prepare a financial statement for submission to the AOA in accordance with established AOA guidelines.

Article IV – Committees

Committees shall be appointed by the Chair, the duties of which are herein prescribed:

Section 1 – Credentials Committee

The Credentials Committee shall consist of ___ (#) members. Insofar as practical, the members shall represent different geographical districts. The Committee shall:

- A. Review all completed applications as submitted by the Secretary-Treasurer.
- B. Conduct a comprehensive investigation of each applicant in accordance with the rules governing applications.
- C. Prepare a complete report, with recommendations for each applicant, for presentation to the Board at its next annual meeting.

Section 2 – Examination Committee

The Examination Committee shall consist of a Chair and not fewer than two (2) members of the Board. The Chair of the Board shall be the Chair of the Examination Committee. The Committee shall:

- A. Plan and prepare for the conduct of examinations in the specialty(ies), subspecialty(ies), and/or added qualifications under the jurisdiction of this Board in accordance with the rules stated in these Bylaws and the Regulations and Requirements of this Board.
- B. Report the results of the examinations to the Board.

Article V – Bureau Representatives

Section 1

A Bureau representative shall be recommended from and by the membership of this Board to represent the Board on the Bureau and in all matters where such representation is required.

Section 2

An alternate representative shall be recommended annually from and by the membership of this Board. The alternate shall be empowered to act for regular representative in his/her absence.

Section 3

The Bureau representative shall:

- A. Transmit from the Board all information attesting to the adequacy of the examination.
- B. Have available files and records of all candidates being recommended for certification and such other files as may be requested in advance.
- C. Report to the Bureau on the adequacy of the examinations and the recommendations of the Board on applicants who have completed the examinations.
- D. Report to the Board regarding actions and proceedings of the Bureau.

Article VI - Meetings

Section 1 – Annual Meeting

The Board shall hold a regular annual meeting to transact business and to conduct examinations.

Section 2 – Special Meetings

Special meetings of this Board that are deemed necessary for the transaction of business may be called by the Chair of the Board or by a majority vote of the total membership of the Board. Notice of the meeting shall be mailed to each member by the Secretary-Treasurer not fewer than thirty (30) days prior to the proposed meeting date.

Section 3 – Quorum

For the transaction of business at any meeting of the Board, (#) members shall constitute a quorum.

Section 4 – Governing Rules

Meetings of the Board shall be governed by *Robert's Rules of Order, Newly Revised*, unless otherwise specified in these Bylaws.

Article VII – Requirements for Certification

Section 1

To be eligible to receive certification from the AOA through this Board, the applicant must meet the following minimum requirements:

- A. The applicant must be a graduate of an AOA-accredited college of osteopathic medicine.
- B. The applicant must hold an unrestricted license to practice in a state or territory. An applicant for initial certification or recertification that has a restricted license may petition the specific certifying board for the ability to enter the certification or recertification process based upon review of the reason for licensure restriction. (B-02/08)
- C. The applicant must be able to show evidence of conformity to the standards set forth in the Code in Ethics of the AOA.
- D. The applicant must have been a member in good standing of the AOA or the Canadian Osteopathic Association for the two (2) years immediately prior to the date of certification.
- E. A period of ____ (#) years of AOA-approved training in (specialty, subspecialty, and/or added qualifications) shall be required. (B-02/09)
- F. (If applicable) The applicant must practice in (specialty, subspecialty, and/or added qualifications) for a period of ____ (#) years subsequent to the required ____ (#) years of AOA-approved training. Practice within each field under this Board shall be defined in Regulations and Requirements of this Board. (B-02/09)

(Each Specialty Certifying Board shall establish its individual eligibility requirements for examination for certification)

- G. Following satisfactory compliance with the prescribed requirements for examination, the

applicant is required to pass appropriate examinations planned to evaluate an understanding of the scientific bases of the problems involved in (specialty, subspecialty, and/or added qualifications); familiarity with the current advances in (specialty, subspecialty, and/or added qualifications); and possession of sound judgment and of a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of (specialty, subspecialty, and/or added qualifications). (B-02/09)

1. Examinations shall be conducted and required in the case of each applicant. (The method(s) and content of the examination procedure shall be determined by the individual Board and shall be subject to the approval of the AOA Board of Trustees. Where applicable, the final portion of the examination shall be conducted only after the required years of practice have been completed.) (B-07/86)
2. (Where applicable, the members of the Board shall personally supervise the conduct of the oral examination, preferably with the Board meeting as a whole, and also personally supervise, if not perform, the grading of each written examination.) (B-07/86)

A full description of the method of conducting the examination is formulated in this Board's Regulations and Requirements, and provision for reexamination is made.

- H. Applicants for examination for certification are required to file an application, which shall set forth their qualifications for examination as stated in Paragraphs A through G in Section 1 of this Article. The procedure for filing applications is set forth in the Regulations and Requirements of this Board. (B-02/09)

Section 2

Subject to the recommendation of the Bureau and to the approval of the AOA Board of Trustees, the Board may require such further training and/or practice in each of the fields coming under its jurisdiction as, in its judgment, such field may require, provided that the additional requirement for each field is clearly set forth in the Regulations and Requirements of this Board. Additions to training and/or practice requirements shall go into effect one (1) year subsequent to the announcement of such change.

Article VIII – Certificates

Section 1 – Issuance

- A. Certificates are issued by the Board to applicants who have conformed to all requirements for certification described in Article VII of these Bylaws and who have received the approval of the Bureau.
- B. Each certificate shall be signed by the Chair and the Secretary-Treasurer of this Board. No certificate is valid until it has been signed by the Executive Director of the AOA.
- C. The date carried by general certification shall correspond with the date on which verification of successful completion of all Board requirements by the respective Specialty Certifying Boards occurred. All general certifications issued after 2004 will be time-limited to 10 years or less. Lifetime general certifications, which were issued prior to this date without a time limit, will remain in effect. (B-02/00)
- D. The date carried by certification of added qualifications (CAQ) certificates shall correspond with the date on which verification of successful completion of all Board requirements by the respective Specialty Certifying Boards occurred. All CAQ certificates will be time-limited to 10 years or less. (B-02/00)

Section 2 – Inactivation, Reinstatement and Reactivation (B-02/02)

- A. Immediately following official notification that a diplomate no longer meets any one of the following requirements for maintaining certification status with the AOA, his/her certificate will be inactivated according to procedures developed by the Bureau and the AOA Department of Membership. The procedures will give the diplomate ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA certification: (B-02/02)
 - 1. The diplomate must be a member of the AOA or the Canadian Osteopathic Association.
 - 2. The diplomate must pay the annual certification registration fee, unless classified as inactive.
 - 3. The diplomate must maintain a minimum of fifty (50) hours of Category I or II CME in their specialty during the three-year CME cycle and sufficient hours to fulfill the AOA CME membership requirement. (B-02/86, B-07/03)
- B. Reinstatement of a certificate that was inactivated when the diplomate was dropped from AOA membership for nonpayment of dues, or for nonpayment of the annual registration fee, will be automatic upon reinstatement of the diplomate's AOA membership and/or payment of the

registration fee.

- C. Reactivation of a certificate of lifetime, non-dated certification, which has been voluntarily inactivated by request, shall require compliance with the requirements of Paragraph A above, as well as approval of the appropriate Specialty Certifying Board and the Bureau. Reactivation will also require payment of any back AOA membership dues, up to a maximum period of two (2) years. Reactivation will also require payment of any back AOA certification registration fees, up to a maximum period of two (2) years. (B-02/00, B-2/02)

Section 3 – Revocation of a Certificate

The Specialty Certifying Board shall have the power to recommend to the Bureau the revocation of the certificate of any diplomate whose certificate was obtained by fraud or misrepresentation, who exploits the certificate, violates the AOA Code of Ethics, or is otherwise disqualified. (B-02/02)

- A. Reinstatement of a certificate that was revoked for any other reason than that stated in Section 2 Paragraph B above shall require compliance with the requirements of Section 2 Paragraph A above, as well as approval of this Board and the Bureau. (B-02/02)

Section 4 – Recertification

Certificates of recertification are issued to candidates who successfully complete the recertification process and who are approved by the Bureau. This process must be available by January 1, 1995, and be approved by the Bureau and the AOA Board of Trustees. (B-07/92)

Article IX – Amendments

Subject to the review and recommendation of the Bureau and to the approval of the AOA Board of Trustees, these Bylaws may be amended by a two-thirds (2/3) vote of the total membership of this Board at any meeting, provided each member has been notified at least thirty (30) days prior to the date of the meeting of it being called and of the intention to amend.

Appendix C – Model Regulations and Requirements for Specialty Certifying Boards of the American Osteopathic Association

Article I – Procedures

To expedite and direct its activities, the American Osteopathic Board of _____ (hereinafter referred to as “the Board”) shall place into effect this set of Regulations and Requirements. This document is in addition to, but based on, the American Osteopathic Association (AOA) "Rules of Procedure for Certifying Boards" and the Constitution and Bylaws of this Specialty Certifying Board.

Article II – Meetings

Section 1 – Annual Meeting

The Board shall hold a regular annual meeting to transact business and to conduct examinations.

Section 2 – Special Meetings

Special meetings of this Board that are deemed necessary for the transaction of business may be called by the Chair of the Board or by a majority vote of the total membership of this Board. Notice of the meeting shall be mailed to each member by the Secretary-Treasurer not less than thirty (30) days prior to the proposed meeting date.

Section 3 – Quorum

For the transaction of business at any meeting of the Board, _____ (~~#~~) members shall constitute a quorum.

Section 4 – Governing Rules

Meetings of the Board shall be governed by *Robert's Rules of Order, Newly Revised* unless otherwise specified.

Section 5 – Orders of Business

- A. Call to Order
- B. Roll Call
- C. Report of Secretary-Treasurer
- D. Communications
- E. Report of Credentials Committee
- F. Report of Examination Committee
- G. Reports of Special Committees
- H. Old Business
- I. New business
- J. Adjournment

Article III – Funds

(Deposit, signature on checks, annual audit, bond of Secretary-Treasurer, etc.)

Article IV – Committees

(Detailed description of Committees including membership and duties)

Article V – Membership

Section 1 – Election of Members

(Describe procedure, qualifications, etc.; see section in Bylaws)

Section 2 – Term of Membership

(Length and provision for death or resignation see section in Bylaws)

Section 3 – Officers

(List, giving term of office; see section in Bylaws)

Section 4 – Bureau of Osteopathic Specialists Representatives

(Recommendation; see section in Bylaws)

Article VI – Board Eligibility

Section 1 – Definition

Board eligibility is defined as that status granted candidates who:

- A. Have documented the satisfactory completion of an AOA-approved residency or preceptorship program; or, if applicable,
- B. Have documented the satisfactory completion of the practice requirement. (B-02/09)
- C. Are and remain members, in good standing, of the AOA or the Canadian Osteopathic Association.
- D. Have met all the requirements as established by this Board.
- E. Have applied to and have been accepted as a registrant by this Board.

Section 2 – Registration

To be registered as Board eligible, a candidate must apply for such status upon completion of residency training. All residents and preceptees in AOA-approved programs shall be notified by the AOA that, upon completion of their AOA-approved training, it shall be necessary to formally apply to the Secretary of the appropriate Specialty Certifying Board for Board eligible status. Such notification shall be included with the AOA annual report form sent to residents and preceptees.

Board eligible status is not granted automatically. A candidate shall not be designated as Board eligible if he/she applies later than six (6) years following completion of residency training or completion of the practice requirement, if applicable.

- A. A candidate who wishes to register for Board eligible status shall request a standard AOA application form from the Secretary of this Board.
- B. The candidate shall complete the application and return all copies to the Secretary of this Board along with the following documentation:
 1. A copy of the institutional certificate indicating the satisfactory completion of the residency training program; and
 2. A letter(s) of recommendation from the program director(s); or, if applicable, adequate documentation, as determined by this Board, of having met the practice requirement. (B-02/09)
- C. The Secretary of this Board shall verify AOA approval of the applicant's training as being complete prior to registration of the applicant. Verification shall include the following:
 1. Osteopathic residents: A statement from the evaluating Committee of the (appropriate Specialty College) that the training has been approved as being complete.
 2. ACGME residents: A copy of the AOA Board of Trustees or Council on Postdoctoral Training letter granting approval of the training as being complete.
- D. After review and acceptance of the Board eligible application, the Board shall establish the date of registration as the date of completion of residency training or the date of completion of the practice requirement, if applicable.
- E. The Secretary of the Board shall complete the bottom portion of the registration application and return the "Applicant Copy" to the candidate along with a statement that Board eligible status is limited to a maximum of six (6) consecutive years.

Section 3 – Termination of Board Eligible Status

- A. Board eligible status shall terminate on December 31 of the sixth (6th) year following the year eligibility was established. (This policy becomes effective the date of action of the AOA Board of Trustees). (B-07/89)
- B. In view of a candidate's right to appeal the results of an examination, Board eligibility shall not be terminated due to failure of examinations.
- C. If a candidate does not initiate examination within the period of Board eligibility, then Board eligibility status will be automatically lost and so recorded by the AOA and this Board.
- D. The Secretary of the Board will notify the candidate in writing by registered, return receipt mail a minimum of one (1) year prior to termination of Board eligible status. (B-07/02) The notice shall include a statement that the candidate has the right to appeal to the AOA Bureau of Osteopathic Specialists or may reenter the examination process, if eligible (See Article X of this document).

In the event of extenuating circumstances, this Board may approve the extension of a candidate's Board eligibility termination date (two (2) years shall be the maximum extension). The Secretary of the Bureau of Osteopathic Specialists shall be notified, in writing, of any such extension.

Article VII – Requirements for Certification

Section 1

The minimum requirements to be eligible to receive certification from the AOA through this Board are as follows. The applicant must:

(Insert appropriate section from the Specialty Certifying Board's Bylaws and add any additional requirements, which might include years of specialty practice, case records, scientific paper(s), published article(s), and any modification of requirements. Subspecialty certification requirements, if applicable, must be detailed.)

Article VIII – Examination Fees

(This article should include amount, when payable, reexamination fees, elapsed time, Board eligibility registration fee, if applicable, etc.)

Article IX – Rules for the Conduct of Examinations

(Detail the procedures for all portions of the examination: when; where; how and by whom; subjects to be covered; passing grades; average, if applicable; reexamination conditions; further study requirements; notification to the applicant; and length of time (as determined by the Specialty Certifying Board) that must elapse before an item writer/reviewer can sit for examination. Include a section on appeal mechanism: see below.) (B-07/99)

- A. If a candidate feels that the actions of this Board, with regard to any part of the examination, constitute unequal application of the regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness, or improper conduct of the examination, he/she has the right to appeal to the Board.
- B. If the candidate is not satisfied with the result of an appeal before this Board, he/she has the right to further appeal to the AOA Bureau of Osteopathic Specialists and the AOA Board of Trustees.

Article X – Reentry into the Certification Process

- A. A candidate whose Board eligibility status has been terminated cannot re-register for this status, but may be eligible to petition this Board for reentry into the certification process.
- B. Upon approval of such petition, this Board shall provide the candidate with a written list of deficiencies.

Article XI – Certificates

(Insert appropriate section from the Specialty Certifying Board's Bylaws; issuance, revocation,

reinstatement, recertification)

Article XII – Amendments

Subject to the review and recommendation of the AOA Bureau of Osteopathic Specialists and to the approval of the AOA Board of Trustees, these Regulations and Requirements may be amended by a two-thirds (2/3) vote of the total membership of this Board at any meeting.

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

Dear Doctor (insert name here):

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

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

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

Sincerely yours,

Secretary
Certifying Board

Appendix E – Model Appeal Petition / Guidelines for Conduct of an Appeal

To: American Osteopathic Association
Bureau of Osteopathic Specialists
C/O Department of Education
142 E. Ontario
Chicago, Illinois 60611

I have been advised that an appeal hearing in the matter of my application for certification has been scheduled for _____(a.m./pm.), 200__ __, at (state address here).

- I. I hereby acknowledge that this Appeal Petition form sets forth the following rules with regard to the conduct of the hearing:
1. An appeal hearing is granted to determine the facts, which, if the appellant's allegations are found to be true, would constitute unequal application of regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness, or improper conduct of all or any part of the examination in question.
 2. Both appellant and a representative of the Certifying Board must be present.
 3. Appellant has the right to be accompanied by counsel; if appellant contemplates, at this time, that counsel shall be present, counsel's name and address is:

Otherwise, the Bureau of Osteopathic Specialists must be notified no later than thirty (30) days prior to the date of the hearing that counsel will attend and counsel's name and address.
 4. All documentary material necessary for adjudication of the appeal must be forwarded to the Chair of the Appeal Committee not later than sixty (60) days prior to the hearing.
 5. The hearing will be conducted by first allowing the appellant or the appellant's representative a reasonable period of time (twenty (20) minutes unless there are compelling reasons for a longer period) to make appellant's presentation. The Specialty Certifying Board representative shall have a like period of time. Each party shall then be allowed a brief period for rebuttal. The Appeal Committee may examine documentary material and shall have the opportunity to address questions to the parties and their respective representatives.
 6. Guidelines for the Conduct of an Appeal are attached hereto.
 7. It is entirely within the discretion of the Appeal Committee whether to call for and review patient charts in response to fact allegations contained herein. Such review would take place in executive session.

8. The calling of witnesses other than the appellant and the representative of the Specialty Certifying Board is solely within the discretion of the Appeal Committee. It is also within the discretion of the Appeal Committee as to whether the parties may examine witnesses or if such examination will be conducted by the Appeal Committee alone.
9. If the appellant is contemplating calling a witness(es), the names(s) must be submitted to the Secretary of the Bureau of Osteopathic Specialists, along with a general statement as to the anticipated testimony, no later than thirty (30) days prior to the date of the hearing.

II. My petition is based on the following facts:

Date

Appellant

American Osteopathic Association – Bureau of Osteopathic Specialists

Appeal Committee – Guidelines for the Conduct of an Appeal

The Appeal Committee of the Bureau of Osteopathic Specialists is composed of three (3) members. An appeal hearing is granted to determine the facts, which, if the appellant's allegations are found to be true, would constitute unequal application of regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness, or improper conduct of all or any part of an examination conducted by any Certifying Board or action by the Executive Committee of the Bureau of Osteopathic Specialists.

Each member of the Appeal Committee must be a representative from a different Specialty Certifying Board. If a member of the Committee is a representative from the same Specialty Certifying Board that the appellant is challenging, that member shall be excused and the alternate member will be called.

The appellant and Specialty Certifying Board involved (or Executive Committee) shall be advised that all documentary material necessary for proper adjudication of the case shall be submitted to the Chair of the Appeal Committee not later than sixty (60) days prior to the date scheduled for the hearing. The Chair of the Appeal Committee shall then refer the materials to the Secretary of the Bureau of Osteopathic Specialists for distribution to all of the members of the Appeal Committee, the appellant, and the Specialty Certifying Board involved in the appeal.

Both the appellant and a representative from the Specialty Certifying Board must be present at the hearing. The appellant has the right to be accompanied by counsel. If the appellant will be accompanied by counsel, the Secretary of the Bureau of Osteopathic Specialists must be notified no later than thirty (30) days prior to the scheduled hearing. If the appellant is accompanied by counsel, the AOA General Counsel will also be present.

Hearings before the Appeal Committee are conducted in accordance with established procedure. Both the appellant and the representative from the Specialty Certifying Board are given twenty (20) minutes in which to present their case. Following these presentations, time is allotted for rebuttal by both the appellant and the Specialty Certifying Board representative. Further time is then allotted for each Appeal Committee member to ask questions of the appellant and the Specialty Certifying Board representative.

The Appeal Committee will then discuss the situation in executive session. As soon as the Appeal Committee reaches a decision, it will be reported to the Executive Committee of the Bureau of Osteopathic Specialists at its next meeting for ratification. This decision will also be reported to the appellant and the Specialty Certifying Board at approximately the same time. The Bureau of Osteopathic Specialists will then report the decision to the AOA Board of Trustees.

Stenotype minutes will be made of all hearings and will be available from the Secretary of the Bureau of Osteopathic Specialists at cost to both the appellant and/or the Specialty Certifying Board.

Both the appellant and the Specialty Certifying Board have the right to further appeal the decision of the Appeal Committee to the AOA Board of Trustees.

Appendix F – Model Resolutions

Establishment of a New Specialty Certifying Board Assignment/Transfer of Specialty Jurisdiction

For the Establishment of a New Specialty Certifying Board:

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

RESOLVED, that the proposed Constitution, Bylaws, and Regulations and Requirements for the proposed American Osteopathic Board of _____, submitted by the (Specialty College), be approved.

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

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

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

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

Appendix G – Minimum Standards for the Format of Specialty Certifying Board Certificates

In 1989 the American Osteopathic Association (AOA) Bureau of Osteopathic Specialists (then the Advisory Board for Osteopathic Specialists) established the following minimum standards for the format of Specialty Certifying Board certificates of certification:

1. Indication of certification by the AOA.
2. Date of approval by the AOA.
3. Seal of the Specialty Certifying Board.
4. Signatures of Specialty Certifying Board Chair and Secretary.
5. Signature of AOA Executive Director.
6. Aesthetically acceptable.
7. Wording to indicate that the physician has pursued an accepted course of study and has satisfactorily completed the required examinations.
8. Certificates should be consecutively numbered.
9. No abbreviations.
10. Correct gender identification.
11. Criteria should be developed for the issuance of duplicate certificates.
12. The AOA shall maintain a file of the current original certificate of each Specialty Certifying Board.
13. Time-dated certificates must indicate the start and end date for which the certificate is issued. (B-07/96)

Appendix H – AOA Specialty Certification Terminology

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

1. General Certification: The primary certification conferred on diplomates who meet the requirements in a specified field of medical practice under the jurisdiction of a Certifying Board. General certification represents a distinct and well-defined field of osteopathic medical practice. Certificates read, "Certified in (general field)."
2. Certification of Special Qualifications: Subspecialty certification conferred by a Certifying Board in a specific subspecialty area of the field to which that Board certifies. It requires prior attainment of general certification. Certificates read, "Certified in (subspecialty field)."

Certification of Special Qualifications indicates the possession of knowledge, skill, training, and successful examination in a subspecialty field over and above that required for general certification. Certification of special qualifications designates additional abilities in limited areas of the general specialty field represented by that Board. For example, Cardiology is a limited area within the field of Internal Medicine for which physicians may earn special qualifications. Recertification in areas of special qualification does not require maintenance of valid general certification.

3. Certification of Added Qualifications: Constitutes a modification of a general certificate or certificate of special qualifications to reflect additional training of at least one year in length and satisfactory completion of a certifying examination in that field. The training required for added qualifications must incorporate a specific and identifiable body of knowledge within the broader practice of the general specialty. For example, a physician can hold general certification in Family Practice, with added qualifications in Geriatric Medicine.

When the identifiable body of knowledge for certification of added qualifications overlaps more than one specialty or subspecialty area, a conjoint examination program may be developed by the corresponding Certifying Boards. Certification of added qualifications requires maintenance of valid general or special qualifications certification from which the added qualification was modified.

Recertification in areas of added qualification requires maintenance of valid general or special qualifications certification from which the added qualification was modified. (B-02/94)

Appendix I – Applicant Statement

I hereby make application to the American Osteopathic Board of _____

(AOB____) for examination leading to (Primary, Certification of Special Qualifications, Certification of Added Qualifications, Recertification) certification in _____. This action is made in accordance with and subject to the constitution, bylaws, and regulations and requirements of the AOB _____ and the American Osteopathic Association (AOA). I understand that the Certifying examination is a proprietary document of the AOB _____ and the AOA and that I do not and will not have the right to review the examination or any examination questions at any time prior to or following the administration of the examination. I also understand that my examination score, subscale scores, and performance information shall be the property of the AOA and the AOB _____ and understand they may provide such information on a confidential basis to _____ for purposes of improving postdoctoral education programs.

I agree to disqualification from examination or from issuance of certification or to the surrender of such certification as directed by the AOB _____ and/or the AOA in the event that any of the statements made by me in this application are false or in the event that any of the bylaws, rules, or regulations and requirements governing such examinations are violated by me or in the event that I did not comply with any of the provisions of the constitution, bylaws, or regulations and requirements of the AOB _____ and/or the AOA.

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

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

I hereby release, discharge, exonerate, and agree to hold harmless the AOA, the AOB _____, their members, examiners, trustees, officers, representatives, and agents and free from any action, suit, obligation, damage, expense, claim, demand, or complaint by reason of any action they or any one of them may take in connection with this application, such as Certifying examinations, the grade or grades given with respect to any Certifying examination, and/or the failure of the AOB _____ to recommend issuance to me of such certification, or the revocation of any certification issued pursuant to this application. It is understood that the decision as to whether my performance on any certification examination qualifies me for certification rests solely and exclusively with the AOB _____ and the AOA and that their decision is final. I also agree that the extent of any liability arising out of errors or omissions or other misconduct of the AOB _____ or the AOA shall be limited to the amount of fees paid to the AOB _____ and AOA in connection with the board certification process.

In the event that any dispute shall arise concerning the Certifying examination's content and/or administration, or any other issue relating to the certification process, I understand that the AOA has an administrative appeal process available and I agree to first pursue all available administrative appeals and internal reviews before pursuing any other forms of relief.

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

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

I have hereunto set my hands this _____ day of _____, 20____.

Signature

Print

Appendix J - Osteopathic Continuous Certification (OCC)

The AOA Board of Trustees mandates that all AOA Osteopathic Certifying Boards implement a continuous certification process for osteopathic physicians, which shall be called “Osteopathic Continuous Certification (OCC)”. This process shall be operations no later than 2012.

The following components will comprise Osteopathic Continuous Certification:

Proposed Components of Osteopathic Continuous Certification (OCC) Process
Component I – Unrestricted Licensure
Component II – Lifelong Learning/Continuing Medical Education Component
Component III – Practice Performance Assessment (<i>CAP or some similar process for clinical assessment</i>)
Component IV – Cognitive Assessment Component (<i>requires a proctored closed-book exam</i>)
Component V – Continuous AOA Membership Requirement

As the BOS and its Osteopathic Continuous Certification Committee continue to refine the OCC process, the BOS will continue to provide updates to the AOA Board of Trustees.

Appendix K – Amendment to Board Eligibility Requirement for AOA Board Certification

Proposal to revise the current BOS board eligibility process

1. A candidate for certification will have six years to be board eligible and complete the certification process.
2. At the end of six years of board eligibility, if the candidate has not obtained final certification, the candidate may petition the board to reenter the certification process. The board will grant the candidate the ability to reenter the process. The candidate must begin at the beginning of the process and must start at the next available administration of the exam. The candidate will have two attempts to pass each step of the examination process. If a failure of any of the steps occurs the candidate must repeat that failure at the next available administration.
3. After exhausting the above process the candidate is not eligible to continue the process.
4. In order for a candidate to be eligible to reenter the certification process a candidate must re-petition the board. The board will establish criteria that must be met prior to granting re-entry. The reentry process needs to be submitted and approved by the SRC of the BOS. The applicant upon approval of the board will follow the same process as outlined in number 2. If the candidate is unsuccessful in this attempt, there will be no further opportunities to become certified.
5. Certifying boards may have more stringent requirements in the limitation of time in which a candidate for certification must complete the entire certification process.

This shall become effective July 1, 2009.