



The American Board of Otolaryngology Head and Neck Surgery

New Application and Extended Admissibility for Initial Board Certification

Upon successful completion of an ACGME-accredited residency in otolaryngology-head and neck surgery, the candidate has 5 years to complete the process to become Board Certified by the American Board of Otolaryngology-Head and Neck Surgery (ABOHNS). If not completed successfully within 5 years, the candidate is no longer eligible for initial board certification. To become eligible again, the candidate must submit a Re-Application for Eligibility. If the Re-Application for Eligibility is approved by the Board of Directors of the ABOHNS, then the candidate has one further 5-year period to successfully become Board Certified. Regardless of whether the candidate passed the Written Qualifying Examination during the candidate's initial period of eligibility, a candidate who is granted a second period of eligibility must pass both the Written Qualifying Exam and Oral Certifying Exam during the second 5-year period of eligibility.

To be considered for a second period of eligibility, the candidate must submit the Re-Application within 18 months after the termination of the first period of eligibility. The candidate may not represent that he or she is "Board Eligible" following the termination of the first period of eligibility until and unless the ABOHNS Board of Directors approves the Re-Application for Eligibility, and violation of this provision will be grounds for denial of the Re-Application. If the Re-Application is not approved then the candidate can appeal that decision based on the process described in the Applicant Challenging a Determination of Non-eligibility to Sit for an Examination policy. If the candidate does not become Board Certified by the end of the 5-year extended admissibility period, then the candidate will not be eligible for board certification by the ABOHNS.

The initial eligibility period for individuals who completed otolaryngology-head and neck surgery training from an ACGME-accredited residency program before July 1, 2013 terminated on January 1, 2019. These individuals can submit a Re-Application for Eligibility up to January 1, 2021.

Materials to be submitted to the ABOHNS for Re-Application for Extended Admissibility:

In addition to standard forms and verification of all license and credentials, the requirements are listed below.

Re-Application:

1. \$800 fee.
2. Verification of unrestricted state medical licenses for all locations of practice.
3. Appointment/reappointment letters verifying hospital privileges in otolaryngology head and neck surgery at each hospital where practice
4. ABOHNS Peer Evaluations
 - a. A Letter of Support must be submitted by the Chief of Staff or Chief of Otolaryngology-Head and Neck Surgery at each hospital where the candidate holds privileges. This letter must describe if the candidate is in good standing and if there are any sanctions (i.e. FPPE).
 - b. Three Letters of Support must be submitted by peers that the candidate directly works with and is knowledgeable with the candidate's practice, in any of the following categories: Anesthesiologist, Nursing Supervisor, ABOHNS board certified otolaryngologist-head and neck surgeon. At least one Letter of Support must come from an ABOHNS diplomate, in good standing, but this cannot constitute the source from all three letters.
5. CME completion reports demonstrating a minimum of 25 category 1 PRA AMA CME credits annually for previous 2 years.
6. Summary of malpractice claims during the last five years, with a confirmation letter from the candidate's malpractice carrier.
7. A personal statement from the individual describing any extenuating circumstances that led to the inability to become Board Certified during the first board eligibility period.
8. If the applicant was previously denied admission to an examination due to an adverse determination by the Credentials and Ethics Committee ("CEC"), a statement by the applicant setting forth any changes in circumstances that would justify allowing the candidate to become eligible for certification despite the prior decision of the CEC.