

CERTIFICATION EXAM APPLICATION FAQs

Below are frequently asked questions (FAQs) regarding the ABNM certification exam:

EXAM SCHEDULE

- 1. When can I apply for the Certification exam?** The application is available on line at the ABNM website (www.abnm.org) starting April 1, 2009 and will be closed at midnight (EST) May 31, 2009 (See 2009 Examination Schedule and Fees online).
- 2. How often is the certification exam given?** Once a year, usually during the first full week in October. The 2009 exam will be given the week of October 5-9, 2009.

EXAM FEES

- 1. How much does the exam cost?** \$2400. More information can be found in the document titled *2009 Examination Schedule And Fees* that can be found on the ABNM website (www.abnm.org).
- 2. Can I pay my fees over the phone?** No, the ABNM will not accept fee payments over the phone. Instructions on payment options are listed in the online application.
- 3. Is there a fee if a check is returned for insufficient funds?** Yes – the fee is \$100.
- 4. Why is the application processing fee (\$500) non-refundable?** Administrative costs are incurred when an application is submitted and processed. This fee is to cover those costs.
- 5. Can I pay the balance of my application fees payment after the application submission deadline (5/31/09)?** Yes, you have until July 15, 2009 to pay the balance of your application fees. A **late fee of \$500** will be added to the exam fee between July 16-July 31, 2009. Applications will be rejected if all fees are not paid by July 31, 2009.
- 6. What happens if I withdraw my application after July 31, 2009?** All fees for applications withdrawn after this date are non –refundable and cannot be applied to future examinations.

DOCUMENTS

1. What documents are required for the application?

The following forms that can be downloaded from the ABNM website must be mailed to the ABNM office with original signatures. Documents without original signatures will not be accepted:

- a. ABNM Certification Examination Application Statement
- b. Confirmation of Post-Doctoral Residency Training (for all US or Canadian accredited residency training including internships)-The program director should mail the form directly to the ABNM.
- c. Evaluation of Clinical Competence (for all US or Canadian accredited nuclear medicine training) - The program director should mail the form directly to the ABNM.

Copies of the following documents are accepted:

- a. Medical School diploma (and translation if applicable)
- b. Medical Certificates (ECFMG-US or MCC-Canada) or Medical Examinations (USMLE-Step 1, 2, 3 or Complex-Level 1, 2-CE, 2-PE, 3 or NBME or FLEX)
- c. Medical License (all states licenses, valid at the time of exam (October 9, 2009). If you will have a training/institutional license at the time of the exam, the ABNM will accept your license contingent upon confirmation of enrollment from your training program.
- d. Certificates from other specialties
- e. Certificates from residency training completed outside the US and Canada
- f. Letters from the ABNM accepting your prior training as being equivalent to training that is required.

2. How should I send my documents? For documents that do not need an original signature, the best and quickest way to send your documents will be to upload them to your online application. Instructions on how to upload documents are listed on each application page. If you are not able to upload, you should mail or email a clean copy to the ABNM office. Due to the poor quality of fax copies, they are not accepted.

3. How will I know the ABNM has received my documents? Every time a document is processed, you will receive an email which displays the pages of your application and notes what has been received, what is still pending and also comments to the applicant regarding the application. IT IS YOUR RESPONSIBILITY TO ADDRESS THOSE ISSUES REGARDING YOUR APPLICATION. DELAYS IN YOUR RESPONSE WILL AFFECT YOUR APPLICATION BEING ACCEPTED FOR THE EXAM.

4. Can I call the ABNM to verify documents have been received? The ABNM staff processes the documents as soon as they are received. Communication about documents received is done through email notification only.

5. Can I take the exam if I don't have all my documents in? The ABNM will accept applications and allow candidates to take the certification exam if they have not received their valid medical license. **YOU WILL NOT RECEIVE THE RESULTS OF THE EXAMINATION UNTIL COPIES OF ALL OF YOUR MEDICAL LICENSES ARE RECEIVED BY THE ABNM.** The deadline for receipt of all medical licenses is **DECEMBER 31, 2009**. All exam results will be null and void if the medical license is not received by that date.

LICENSURE REQUIREMENTS

- 1. What is the medical license requirement?** A photocopy of **EVERY** unexpired medical license held by the applicant must be submitted to the Board. Photocopies must show the expiration date. Every license must be valid at the time of the exam. It cannot expire before October 10th, 2009.
- 2. One of my medical licenses expires before October 10th, 2009. What should I do?** Submit a photocopy of your medical license. When your license is renewed, submit the updated copy. You will not receive the results of the exam until you submit your license with an expiration date that was valid at the time of the exam.
- 3. What do I do if I only have a medical training license?**
 - Applicants can present a restricted (in-training-residency or fellowship) medical license if **applicant will be in a training program after July 1**. A letter is required from the program director of the program to confirm enrollment of the resident.
 - Applicants can present an institutional license (hospital privileges) as long as a **letter is received from their department chair** (or appropriate supervisor) confirming they have hospital privileges after completing their residency training.

APPLICATION STATUS

- 1. How will I know the status of my application?** During the application period you will be receiving emails regarding missing/received documents/fees due. These emails will often show the Review Checklist with messages for each application page.
- 2. Can I call the ABNM office to inquire about my application status?** Application status information is not released over the phone by the ABNM to ensure confidentiality during the process.
- 3. Why is my application status “In Progress”?** You must complete every page of the application and click the “submit” button or it will not be reviewed. **APPLICATIONS CAN NOT BE REVIEWED UNTIL THEY HAVE BEEN SUBMITTED.**
- 4. What happens when I submit by application?** The ABNM will notify you of any missing documents. When all documents are received, the ABNM reviews your application. Then you will receive an email notification if your application has been accepted or rejected. This process can take a number of months depending on when your application is complete.
- 5. What does the “Under Consideration” status mean?** The ABNM is reviewing the pages of your application and waiting for documents to be received.
- 6. What does the “Requires Attention” status mean?** The ABNM has not received documents or material pertinent to the review of your application. You will receive an email when a page needs your attention. What is missing from the application will be noted in the “Comments for Applicant” dialog box.
- 7. What does the “Complete” status mean?** The pages have been reviewed, documents received and no action is needed by the applicant. The application will not be accepted until all pages have been accepted.

8. **What is the “Item Checklist”?** This lists all documents/fees that are required and when received, will be checked “Received”. This gives the applicant a quick glance as to what is missing/received in the application.
9. **How soon will I know my application has been accepted or rejected?** Once all documents are received, reviewed and accepted, you will receive an email notifying you that your application has been **APPROVED or REJECTED**. This process can take a number of months and is dependent on when the application is complete. THE SOONER YOUR DOCUMENTS ARE RECEIVED, THE SOONER REVIEW OF YOUR APPLICATION WILL BE REVIEWED.
10. **Once I have been notified my application has been accepted, what happens next?** The first week in August, registration letters are sent to all candidates. This letter will list detailed instructions on how to register for the exam (including choosing your exam day and location) and will list your registration number (Candidate ID number).
11. **Can I apply for the exam after the deadline?** No applications will be accepted past the May 31, 2009 deadline.

APPLICATION WITHDRAWAL

1. **How do I withdraw my application?** You should contact the ABNM in writing requesting your application be withdrawn from consideration. An email request is preferred.
2. **If I withdraw my application will the fees be refunded?** The application processing fee (\$500) is non-refundable, regardless of when you withdraw your application. If you withdraw your application before July 31, 2009, part of your application fee will be refundable. If you withdraw your application after July 31, 2009, none of your fees will be refundable. **Non-refundable fees cannot be applied to future examinations.**

STUDY MATERIALS

1. **What resources are available for me to study for the exam?** The ABNM has some sample questions listed on our website and you can contact the Society for Nuclear Medicine (SNM) for additional resources. You should also **complete the tutorial for the computer-based examination** on the Measurement Research Associates website (<http://www.measurementresearch.com/testing/tutorial.shtml>).

RESULTS

1. **Once the exam is complete, how soon will I receive the results?** The pass/fail results (by candidate ID) are posted on the ABNM website by the first week in December. **You will need your candidate id number to lookup your results. The candidate id number will not be given out by the ABNM** after the registration letters are mailed. You will also be notified of the results of the examination by letter **within three months** after the date of the examination.