

MAINTENANCE OF CERTIFICATION EXAM APPLICATION FAQs

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

EXAM SCHEDULE

- 1. When can I apply for the Maintenance of 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). The ABNM no longer has paper exam applications.
- 2. How often is the Maintenance of 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

(See 2009 Examination Schedule and Fees online)

- 1. How much does the exam cost?** \$1900. 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 What happens if I withdraw my application after July 31, 2009?** All fees for applications withdrawn after this date are non –refundable and cannot be applied to future examinations.

EXAM ELIGIBILITY REQUIREMENTS

- 1. What do I need to do before I apply for the MOC Exam?** You must be participating in the ABNM Maintenance of Certification program to be eligible to take the MOC Exam. Participation in MOC includes the following:

My MOC

- a. You should have a My MOC profile on the ABNM website (www.abnm.org) submitted Part 1
 - b. **All MOC fees must be paid** before your MOC Exam application will be accepted
- 2. My certificate has expired, am I still eligible to take the MOC Exam?** If your certificate expired within the last 5 years, you will be eligible to take the MOC exam. If your certificate expired greater than 5 years, you must take the Certification Exam and pass the exam before your certificate will be reinstated.
 - 3. Do I need to be currently practicing nuclear medicine to take the MOC exam?** No.

DOCUMENTS

- 1. What documents are required for the MOC Exam Application?**

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

- a. ABNM MOC Examination Application Statement

Copies of the following document/s are accepted:

- a. Certificates from other specialties
- 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.

LICENSURE REQUIREMENTS

- 1. What is the medical license requirement?** In the online application, list all of the currently valid unrestricted state or provincial medical licenses that you have. Do not send documentation unless asked to do so by the ABNM.
- 2. Are licenses other than US or Canadian licenses accepted?** If you practice medicine exclusively in another country, your license will be accepted.

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 DETERMINE THE 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.
- 2. What happens to my status if I fail the exam?** If you have a time-limited certificate that has not yet expired, there will be no change in your status. If you have a time-limited certificate that has expired, you will not be listed as being certified by the American Board of Nuclear Medicine until you pass the exam.

If you have a lifetime certificate, you will still be listed as being certified by the American Board of Nuclear Medicine but you will not be listed as participating in MOC.