



AMERICAN BOARD OF OTOLARYNGOLOGY-HEAD AND NECK SURGERY

Serving the Public and the Profession since 1924

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March 20, 2020

To: Otolaryngologists - Head and Neck Surgeons that completed
RCPS(C) accredited residency training in Canada

Re: Application process for Board Eligibility with the ABOHNS

The American Board of Otolaryngology – Head & Neck Surgery (ABOHNS) is now accepting applications for Board Eligibility from individuals completing Otolaryngology-Head and Neck Surgery training at an accredited RCPS(C) residency program. Attached is the ABOHNS Canada Board Eligibility Policy and a check list of documents needed to apply. We recommend acquiring all documents before accessing the portal.

Once the ABOHNS receives your submitted application, the information will be reviewed, and you can expect an update on your status in approximately 4 weeks. The deadline for submitting your eligibility materials for the upcoming Written Qualifying Exam on September 1, 2020 is April 30, 2020.

Instructions to Apply:

Go to www.abohns.org and click on “Board Eligibility application for Canadian-trained, RCPS(C) certified OTO-HNS” and then follow the steps outlined in the portal.

Once you enter your name and other demographic information, the program will automatically create an account for you. If you need to exit the program before completing all other steps, you may regain entry to the portal by logging in through the “Physicians/Program Coordinator” section.

Please contact Rosa La Neve, Certification Coordinator at rml@abohns.org if you have questions regarding the process, or Aliyah Forte (abf@abohns.org), Administrative Assistant if you need assistance logging into an established account.

Thank you and we look forward to working with you.

Brian Nussenbaum, MD, MHCM
Executive Director



BOARD ELIGIBILITY FOR CANDIDATES COMPLETING TRAINING IN CANADA

Admission for Board Eligibility - Requirements:

- 1) Successful completion of a residency in Otolaryngology-Head and Neck Surgery at a program accredited by the Royal College of Physician and Surgeons of Canada (RCPS(C)). The residency program needs to be accredited for the entirety of the candidate's residency.
- 2) Completion of residency June 30, 2016, or thereafter.
- 3) Achievement of board certification in Otolaryngology-Head and Neck Surgery in Canada (becoming a Fellow of the RCPS(C)); being in good standing with Continuing Certification requirements.

If these individuals do not become board certified by ABOHNS the end of the fifth annual exam cycle following residency completion, they are no longer considered board eligible. A candidate may apply for Extended Admissibility for a second 5-year period of board eligibility, with requirements described below.

For board subcertification, individuals must be board-certified by ABOHNS and must complete an ACGME-accredited fellowship in the subspecialty. The candidate for subcertification must pass the ABOHNS subcertification exam(s) within 6 years of completion of the ACGME-accredited fellowship.

Graduates from RCPS(C)-accredited residency programs between July 1, 2007 and June 30, 2015, who are board certified by RCPS(C) can apply for a single 5-year period of board eligibility with the Extended Admissibility application requirements as described below. The deadline to apply for Extended Admissibility for these individuals is December 31, 2020. The candidate may not represent that he or she is "Board Eligible" by the ABOHNS until and unless the ABOHNS Board of Directors approves the application for eligibility, and violation of this provision will be grounds for denial of the application. If the application is not approved, 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 this single 5-year period, the candidate will no longer be eligible for board certification by the ABOHNS.

The ABOHNS Specially Qualified Applicant (International) Policy applies to those that completed residency between July 1, 2000 and June 30, 2007. ABOHNS board eligibility policies for graduates from ACGME-accredited residency programs apply to those that completed residency before July 1, 2000.

Extended Admissibility for Initial Board Certification:

Upon successful completion of a RCPS(C)-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 then 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" by the ABOHNS following the termination of the first period of eligibility until and unless the ABOHNS Board of Directors approves the Re-Application for Eligibility. 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.

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 applicant must submit the following:

Application:

- 1) \$800 fee.
- 2) Verification of unrestricted medical licenses by Canadian Provincial Colleges for all locations of practice.
- 3) Appointment/reappointment letters verifying hospital privileges in otolaryngology-head and neck surgery at each hospital where the applicant practices.
- 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 whether the candidate is in good standing and if there are any sanctions.
 - b. Three Letters of Support must be submitted by peers that the candidate directly works with and who are knowledgeable about the candidate's practice, in any of the following categories: Anesthesiologist, Nursing Supervisor, ABOHNS board certified otolaryngologist-head and neck surgeon, Fellow of the RCPS(C) in otolaryngology-head and neck surgery. At least one Letter of Support must come from an ABOHNS diplomate (preferred) or Fellow of the RCPS(C), in good standing, but this cannot constitute the source from all three letters.
- 5) Verification of being a Fellow of the RCPS(C) in good standing with continuing certification. This requires submitting a report of the candidate's 5-year continuing certification cycle and number of points obtained.
- 6) Summary of malpractice claims during the last 5-years, with a report and confirmation letter from the Canadian Medical Protective Association.
- 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 ABOHNS 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.

Appendix A: Pathways to ABOHNS Board Certification for Candidates Completing Training in Canada

Residency Completion Dates	Pathway to ABOHNS Certification	Due Date
Prior to July 1, 2000	ABOHNS policy for year training was completed - Call ABOHNS Office if you wish to apply	December 31, 2020
July 1, 2000 - June 30, 2007	International Pathway - Call ABOHNS Office if you wish to apply	March 30th of Exam Year
July 1, 2007 - June 30, 2015	See Extended Admissibility portion of Board Eligibility for Candidates Completing Training in Canada Policy	December 31, 2020
On or after June 30, 2016	See Admission for Board Eligibility portion of Board Eligibility for Candidates Completing Training in Canada Policy. Refer to table in Appendix B.	May 1 of Exam Year

Appendix B: Initial Board Eligibility Periods if Completed Training in Canada on or after June 30, 2016 and fulfill all Board Eligibility requirements.

= Board Eligibility Period									
Academic Year									
Residency Completion Year	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2028 - 2029	2029 - 2030
2016									
2017									
2018									
2019									
2020									
2021									
2022									
2023									
2024									

Note: After Initial Board Eligibility Period is completed, then see Extended Admissibility for Initial Board Certification portion of this policy

CHECK LIST FOR INDIVIDUALS APPLYING FOR ABOHNS BOARD ELIGIBILITY VIA CANADIAN TRAINING PATHWAY

Training completed prior to July 1, 2007 – Call Rosa La Neve at 713-850-0399 for assistance.

Training completed between July 1, 2007 – June 30, 2015

- \$800 fee
- Verification of unrestricted medical licenses by Canadian Provincial Colleges for all locations of practice.
- Appointment/reappointment letters verifying hospital privileges in otolaryngology- head and neck surgery at each hospital where the applicant practices.
- ABOHNS Peer Evaluations
 - 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 whether the candidate is in good standing and if there are any sanctions.
 - Three Letters of Support must be submitted by peers that the candidate directly works with and who are knowledgeable about the candidate's practice, in any of the following categories: Anesthesiologist, Nursing Supervisor, ABOHNS board certified otolaryngologist-head and neck surgeon, Fellow of the RCPS(C) in otolaryngology-head and neck surgery. At least one Letter of Support must come from an ABOHNS diplomate (preferred) or Fellow of the RCPS(C), in good standing, but this cannot constitute the source from all three letters.
- Verification of being a Fellow of the RCPS(C) in good standing with continuing certification. This requires submitting a report of the candidate's 5-year continuing certification cycle and number of points obtained.
- Summary of malpractice claims during the last 5-years, with a report and confirmation letter from the Canadian Medical Protective Association.
- 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. (optional)
- If the applicant was previously denied admission to an examination due to an adverse determination by the ABOHNS 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. (optional/where applicable)

Training completed On or after June 30, 2016

- Letter from training program stating successful completion of an accredited RCPS(C) otolaryngology residency program
- Letter stating achievement of specialty certification in Otolaryngology-Head and Neck Surgery in Canada (becoming a Fellow of the RCPS(C)); being in good standing with Continuing Certification requirements.