



**American Board of Psychiatry and Neurology, Inc.**

A Member Board of the American Board of Medical Specialties (ABMS)

# 2023

# Information for Applicants

## Initial Certification Examination

## in

## Neurodevelopmental

## Disabilities

**The information contained in this document and the 2023 ABPN Board Policies supersede all previously printed publications concerning Board requirements, policies, and procedures. For the most current information, please visit our website at [www.abpn.com](http://www.abpn.com).**

# Initial Certification Exam in Neurodevelopmental Disabilities

Dates Choices	October 23-27, 2023
Application Deadline	April 27, 2023
Late Deadline	May 4, 2023

## 2023 Fee Schedule\*

<b>Examination fee</b>	<b>\$1900</b>
If your application is denied for any reason, the board will retain \$500 of the examination fee for processing/evaluation of the application.	
<b>Miscellaneous Fees</b>	
Late fee (in addition to the above)	\$500
Application/licensure appeal fee**	\$350
Examination administration appeal fee**	\$350
Irregular behavior appeal fee****	\$350
Application for testing accommodations appeal fee**	\$350
Duplicate certificate fee	\$150
Returned check charge	\$50
*All fees must be submitted in U.S. currency	
**Appeal fees are refundable if the decision is in the appellant's favor	
Please note: The ABPN reserves the right to revise fee schedule at any time. Throughout this publication, the American Board of Psychiatry and Neurology, Inc. may be referred to as "the Board" or as "ABPN". ATTENTION VETERANS: Some or all of your exam fees may be reimbursed through the Department of Veterans Affairs. Please contact the DVA for further information.	

## Important Dates for the Initial Certification Exam in Neurodevelopmental Disabilities

Exam Date Choices	October 23-27, 2023
Deadline for required certification in child neurology and pediatrics	December 31, 2022
Applications Available	December 27, 2022
Applicant completing training after July 31, 2023, should contact the Board regarding eligibility	January 15, 2023
Application Deadline	April 27, 2023
Deadline for Requesting an Application for ADA Accommodations	April 27, 2023
Deadline for Requesting an Application for Nursing Mother Accommodations	April 27, 2023
Late Application Deadline	May 4, 2023
Graduation verification due to the Board for residents graduating June 30, 2023	July 15, 2023
Graduation verification due to the Board for residents graduating July 31, 2023	August 15, 2023
Applicant should contact the Board if they have not received notification regarding their application	August 31, 2023
Scheduling Instructions Emailed	August 16, 2023
Pearson VUE Registration Opens	August 21, 2023

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# I. Training Information for Initial Certification Exam in Neurodevelopmental Disabilities

## A. General Training Requirements

Applicants for certification in neurodevelopmental disabilities must be certified by the ABPN in neurology with special qualification in child neurology and by the American Board of Pediatrics by **December 31 of the year prior to the examination**.

All neurodevelopmental disabilities training must be completed in programs accredited by the ACGME. Training programs approved by the Residency Review Committees and accredited by the ACGME can be found on the ACGME website, [www.ACGME.org](http://www.ACGME.org).

All applicants other than those initially admitted during the practice pathway period are required to submit documentation of successful completion one of the following residency training tracks:

1. Neurodevelopmental Disabilities (NDD Track)- A single program that includes 24 months of residency training in pediatrics, followed by 36 months of residency training in child neurology and 12 months of residency training in neurodevelopmental disabilities.
2. Child Neurology/Neurodevelopmental Disabilities Track (CN-NDD Track)-Completion of a residency in child neurology followed by a one-year fellowship in neurodevelopmental disabilities.

Note that the pediatric rotations in both training tracks must be such that the trainee becomes eligible for certification by the American Board of Pediatrics.

The required four full-time equivalent (FTE) years of specialized training in neurology/neurodevelopmental disabilities may be completed on a part-time basis, as long as it is not less than half time; credit is not given for periods of training lasting less than one year, except under special circumstances that must be approved by the ABPN Credentials Committee. In such cases, it is the responsibility of the applicant to provide detailed documentation from the respective training directors, including exact dates (month/day/year to month/day/year) outlining training content, duties, and responsibilities. Each case is considered on an individual basis.

The ABPN requires that all programs allow a minimum of four weeks of leave time (including vacation, sick time, maternity/paternity leave, etc.) during training per year. These four weeks should be averaged over the four-year training period. Leave or vacation time may NOT be used to reduce the total amount of required residency training or to make up deficiencies in training. Programs must allow a minimum of 6 weeks of time away from training for purposes of parental, caregiver, and medical leave at least once during training, without exhausting all other allowed time away from training and without extending training. Within ABPN and ACGME policy guidelines, it is up to the program director and the program clinical competency committee to determine whether a given resident has met training requirements or must extend their period of training.

## II. Requirements for Admission to the Initial Certification Exam in Neurodevelopmental Disabilities

### A. General Requirements for All Applicants

#### To qualify to sit for examination, an applicant must:

1. Be a graduate of an accredited medical school in the United States or Canada or of an international medical school listed by the World Health Organization.
2. Have an active, full, unrestricted medical license as defined in the ABPN **Board Policies** on the ABPN website. Applicants are required to update their active, full, unrestricted medical licenses in their ABPN Physician Portal account.
3. Be certified by the ABPN in neurology with special qualification in child neurology and by the American Board of Pediatrics by December 31 of the year prior to the examination.
4. Have satisfactorily completed the Board's specific training requirements in neurodevelopmental disabilities, as described in Section I of this document.
5. Submit a completed official online application including all required attachments and the appropriate application and examination fees by the specified deadlines. Applicants are required to apply online through their ABPN Physician Portal account at [www.abpn.com/physicianportal](http://www.abpn.com/physicianportal).

**All training must be confirmed by submitting documentation noting the completion of training requirements.**

If you are unable to activate your account, you may need to submit a request to apply for the examination. This process may take up to three business days. Therefore, we encourage applicants to allow enough time to submit the request prior to the deadline for applications.

**The deadline for submission of a completed application is April 27, 2023.**

### B. Initial Certification in Neurodevelopmental Disabilities

The ABPN and the American Board of Pediatrics (ABP), in concurrence with the ABMS, established a joint Committee on Certification in the subspecialty of neurodevelopmental disabilities in March 1999. This was done to officially establish the field of neurodevelopmental disabilities as a definite area of subspecialization in neurology with special qualification in child neurology and in pediatrics and to provide a means of identifying properly trained and experienced neurodevelopmental disabilities specialists.

The actual mechanics of certification of qualified candidates have been delegated by the Board to the Committee, which operates under the supervision of and in accordance with the policies of the Board.

Any candidate who was accepted for examination during the practice pathway period may reapply for examination until the candidate has passed the examination for the subspecialty. Candidates who were accepted by the ABP during the practice pathway period may reapply through the ABP.

Currently, there is no limit on the number of times an applicant may apply to take the initial certification in the subspecialty of neurodevelopmental disabilities examination.

# III. Initial Certification Exam in Neurodevelopmental Disabilities: Application Process, Procedures, Format and Content

## A. Application Process Information

**Information in this section is important for all candidates. Please read carefully.**

Applications are to be completed and submitted using the online application through the ABPN Physician Portal at [www.abpn.com/physicianportal](http://www.abpn.com/physicianportal). Through the ABPN Physician Portal, physicians may update licensure information and change their contact information.

Physicians wishing to maintain certification in more than one specialty and/or subspecialty may use the CC Combined examination format. (See the Combined CC Exams section on the website). Only CC examinations administered by the ABPN may be combined.

See Important Dates at the beginning of this document for application availability. INFORMATION FOR APPLICANTS documents are revised each year and may be downloaded from the website. Only applications submitted through the ABPN Physician Portal are accepted. Faxed copies or revised applications from a previous administration year are not accepted.

Applications are reviewed in the order of receipt. It may take up to 16 weeks for the applicant to receive further information regarding the status of the application. Initial Certification in Neurodevelopmental Disabilities applicants who do not receive any notification from the Board regarding their application by August 31, 2023, should contact the Board office to inquire about the status of their application.

Applicants accepted for examination are notified via email. Applicants denied admission to the examination are notified of their deficiencies in meeting the standards of the Board via regular mail.

Candidates who fail to present themselves for the first scheduled examination following the date of acceptance of their applications are required to reapply online and pay the current examination fee.

## B. Applicants with Disabilities

The Board recognizes that physicians with disabilities may wish to take the examinations and will attempt to make accommodations for applicants with verified disabilities. The Board supports the intent of the Americans with Disabilities Act (ADA) and amendments thereto. The Board will provide reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Applicants are reminded that modifications, accommodations, auxiliary aids and/or services can only be offered if they do not “fundamentally alter the measurement of the skills or knowledge the examination is intended to test” (28 C.F.R. §36.309(b)(3)).

Any applicant who requests accommodations during the application process because of a disability must advise the Board electronically or in writing no later than the deadline for submitting applications for examination.

All items must be submitted to the Board no later than 30 days after the application deadline regardless of previous requests and/or granted accommodations:

- An [Application for Testing Accommodations pdf form](#),
- All appropriate checklists,
- Personal statement,
- All documentation,
- All other evidence substantiating the disability, and
- If available, previous NBME/NBOME accommodation approval letter

### C. Applicants who are Nursing

Any applicant who will be nursing at the time of their examination may request a private space for lactation by advising the Board in writing by emailing [this form](#) to [questions@abpn.com](mailto:questions@abpn.com). There may be a delay in scheduling an appointment at a Pearson VUE test center if your request is received later than 90 days prior to the first published administration date of the examination.

### D. Computer-Administered Examination Procedures

Examinations are administered at over 200 Pearson VUE Professional Centers throughout the United States and Canada, as well as at many international locations.

View the [Computer Based Testing at Pearson VUE FAQs](#) for more information. ABPN examination [Sample Screens](#) can be found on the ABPN website.

Approximately two months prior to the examination, scheduling information is emailed to candidates whose applications have been approved. Candidates are urged to contact Pearson VUE as soon as scheduling opens to make an appointment for the examination. A delay in contacting Pearson VUE can result in fewer available openings for the examination in a candidate's choice of date and location. ABPN does not guarantee the availability of locations, dates and/or times of Pearson VUE test centers.

If the name that the candidate applied under is different than the name that appears on the identification, certified, legal documentation (marriage license, name change determination, etc.) verifying the name change must be submitted to the Board office prior to the date of the examination. Address and/or email address changes must be updated online through the ABPN Physician Portal at [www.abpn.com/physicianportal](http://www.abpn.com/physicianportal). These changes will be automatically uploaded to Pearson.

Candidates are required to present two forms of identification upon arrival at the testing center. One of the forms of identification must be government issued and must display a recent, permanently-affixed photograph. Both forms of identification must be signed and both must be valid (not expired). The first and last names on both identifications must match the name on file with the ABPN. Failure to comply with these requirements may result in the candidate's inability to gain admission to the examination. If a name change has recently occurred, it is recommended to bring a copy of legal documentation to the testing center on the appointment date. Government issued identification includes military identification, passports, driver's licenses, and state identification cards. Secondary Identification includes a valid, signed Social Security card, credit card, bank automated teller machine card.

Candidates may NOT bring food, drink, cellular phones, pagers, other electronic devices, books, study materials, or other personal belongings, including watches and wallets, into the examination room. A secure locker is available to store personal items. Candidates may not access phones or other devices of any kind while on optional or unscheduled breaks. Accessing prohibited items during optional or unscheduled breaks constitutes irregular behavior and may be cause for invalidation of examination result (See [ABPN Board Policies](#)).

Candidates are NOT permitted to leave the testing center's building during a test section. Leaving the building during a test section constitutes irregular behavior and may be cause for invalidation of examination results (See [ABPN Board Policies](#)).

Candidates are photographed and are required to provide an electronic signature at the computer test centers. For security purposes, candidates are required to place each hand on a palm vein device each time they enter or leave the computer test center. This information is stored electronically. Candidates must agree to the Pearson VUE Professional & Regulatory Candidate Rules. Candidates must agree to the *ABPN Nondisclosure Agreement* before taking the examination. **If the NDA is not agreed to within 5 minutes, the examination will end.**

Candidates are observed at all times while taking the examination. This observation includes direct monitoring by testing center staff, as well as video and audio recording of the examination session.



General questions about requirements and logistics of ABPN examinations may be asked of ABPN staff by telephone. Verbal complaints to staff, directors, proctors, or examiners that continue after explanation of ABPN policy that rise to the level of harassment may be considered irregular behavior (See [ABPN Board Policies](#)).

Candidates are required to sit for the examination for which they have applied. Candidates who fail to do so are required to reapply by submitting a new application form, copies of all medical licenses, meeting the current credentialing requirements and paying the application fee and the examination fee.

**Candidates withdrawing from an examination:** The examination fee, less a non-refundable \$500 evaluation/processing fee, is refunded to candidates withdrawing from an examination, provided the President and CEO of the Board is notified in writing no less than one week prior to the first date of the examination date range. Failure to notify the Board in writing no less than one week prior to the first date of the examination date range results in forfeiture of all examination fees.

**Candidates unable to sit for an examination on the scheduled date:** Candidates who are unable to sit for the examination on the date that they have scheduled must first contact Pearson VUE no less than 24 hours in advance of their appointment to reschedule the examination. If Pearson VUE is unable to reschedule the examination date, candidates should then contact the Board office to determine the availability of rescheduling opportunities. Candidates may be rescheduled, provided there is still an opening in the testing date range. These candidates may be required to pay an additional \$200 seating fee. If there is no other date available in the testing date range, they must sit for the originally scheduled date or forfeit their fees.

**Candidates unable to sit for their scheduled examination due to an unforeseen medical or other emergency:** Candidates who are unable to sit for their scheduled examination due to an unforeseen medical or other emergency should submit a personal statement and supporting documentation of the emergency to the Board office, no later than 30 days after the date of the examination. The Board will then evaluate the documentation and determine whether the absence is excusable. In determining whether an absence is excusable, the Board will consider whether the claimed emergency could have been anticipated and/or foreseen prior to the examination. Candidates suffering from pre-existing and/or chronic conditions generally will not be excused for medical or other emergencies relating to such conditions. If the absence is determined excusable, the candidate's examination fee will be refunded and such candidates will be required to re-apply in order to sit for examination.

**Negative Determination:** Candidates who fail the initial computer-administered examination may reapply for a future administration of the examination through their ABPN Physician Portal.

## **E. Neurodevelopmental Disabilities Initial Certification Examination Format and Content**

Examinations are administered at Pearson VUE testing centers. Details on examination format and content are available at <https://www.abpn.com/become-certified/taking-a-subspecialty-exam/neurodevelopmental-disabilities/>.

The Board recommends that candidates use the following resources for test preparation: peer-reviewed journals, current monographs and textbooks, review publications, practice guidelines, accredited CME programs, and attendance at professional meetings.

## **F. Grade Letters and Certificates**

### **1. Grade Letters**

The President and CEO of the Board notifies candidates in writing of their results no later than ten to twelve weeks from the last date of the testing date range.

### **2. Certificates**

Successful candidates receive their certificates approximately three months after grade letters are mailed. It is the candidate's responsibility to notify the Board office, in writing, if he or she does not receive a certificate within six

months. If a candidate does not submit a written notification that the certificate was not delivered, the candidate must request a duplicate certificate and pay the appropriate fee. (See Fees at the beginning of this document).

### **3. Duplicate Certificates**

Photocopies of Board certificates are not available from the ABPN. Requests for duplicates of ABPN certificates must specify the diplomate's:

- Name
- Address
- Phone number
- Birth date
- Signature
- Preference of how their name will be printed on the certificate
- Specialty or subspecialty certification for which they are requesting a duplicate certificate

The diplomate must include:

- A copy of each current medical license held, showing the expiration date
- For security purposes, a copy of government-issued photo identification, such as a driver's license or passport
- The appropriate fee (See Fees at the beginning of this publication.)

*NOTE: For any name changes on a certificate, the diplomate must submit certified, legal documentation (marriage license, name change determination, etc.) to the Board office.*

A form for requesting a duplicate certificate may be obtained from the ABPN website at [www.abpn.com](http://www.abpn.com). Certificates are printed approximately four times per year. Depending on when a duplicate certificate is requested, it may be four to six months until the diplomate receives the duplicate certificate.

### **G. Computer-Administered Examination Appeal Procedures**

The Board provides applicants appeals procedures for certain negative determinations. Specifically, a candidate may appeal:

- The rejection of credentials for admission to an examination (See procedure 1 below)
- Invalidation of an examination score due to irregular behavior (See procedure 1 below)
- The denial of a request for disability accommodations (See procedure 1 below)
- A failing grade on a computer-administered examination (See procedure 2 below)

#### **1. Appeal Procedure for Rejection of Credentials, Invalidation of Examination Score Due to Irregular Behavior, or Denial of a Request for Disability Accommodations**

An applicant may appeal the decision if:

- The applicant submitted a formal application and received a negative determination regarding the application
- The applicant's examination scores are invalidated because of irregular behavior
- The applicant's request for disability accommodations was denied

Such applicants or candidates must submit the following materials to the President and CEO at the Board office:

- Written request for a formal appeal
- Applicable appeal fee (See Fee Schedule)
- Additional written information that supports the appeal

The appeal materials must be sent in a single mailing that is post-marked within 30 days of the date indicated on the letter of negative determination. The materials are sent to the respective Appeals Committee, which reviews the materials, deliberates, and decides. In all events, the Appeals Committee's determination is final and binding on both the Board and the candidate.

If the appeal is granted, the appeal fee will be returned to the candidate.

#### **2. Appeal Procedure for Computer-Administered Examination Compromise in Administration**

A candidate who believes there was a compromise in the administration of their examination should report the

alleged compromise to the Board office in writing within 72 hours of the alleged incident by sending an email to [questions@abpn.com](mailto:questions@abpn.com).

Appeals are limited to a review of an alleged compromise in the administration of the examination. Specifically, that the examination was administered in a manner that was atypical or did not meet the Board's guidelines. An appeal does not result in a review of a candidate's performance on an examination.

An appeal will never reverse a negative determination of a computer-administered examination. Rather, a successful appeal will result in the examination being invalidated and the candidate being rescheduled to sit for the examination at the next available administration.

Candidates who wish to appeal the administration of an examination must submit the following materials to the President and CEO at the Board office in a single mailing post marked within 30 days of the administration of the examination:

- Written request for a formal appeal of the exam administration
- Applicable appeal fee (See Fee Schedule)
- Additional written information in support of the appeal

The materials are sent to the respective Appeals Committee, which reviews the materials, deliberates, and decides. In all events, the Appeals Committee's determination is final and binding on both the Board and the candidate.

If the appeal is granted, the appeal fee will be returned, the score for the examination will be invalidated, and the candidate will be rescheduled to sit for the examination at the next available administration.

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