2023
Information for Applicants
Initial Certification Examination in Neurology

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.

© 2022 American Board of Psychiatry and Neurology, Inc.
### Initial Certification Exam in Neurology

<table>
<thead>
<tr>
<th>Dates Choices</th>
<th>September 11-15, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>February 2, 2023</td>
</tr>
<tr>
<td>Late Deadline</td>
<td>March 2, 2023</td>
</tr>
</tbody>
</table>

#### 2023 Fee Schedule*

<table>
<thead>
<tr>
<th>Exam</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examination fee</strong></td>
<td>$1945</td>
</tr>
<tr>
<td>If your application is denied for any reason, the board will retain $500 of the examination fee for processing/evaluation of the application.</td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous Fees**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late fee (in addition to the above)</td>
<td>$500</td>
</tr>
<tr>
<td>Application/licensure appeal fee**</td>
<td>$350</td>
</tr>
<tr>
<td>Examination administration appeal fee**</td>
<td>$350</td>
</tr>
<tr>
<td>Irregular behavior appeal fee****</td>
<td>$350</td>
</tr>
<tr>
<td>Application for testing accommodations appeal fee**</td>
<td>$350</td>
</tr>
<tr>
<td>Duplicate certificate fee</td>
<td>$150</td>
</tr>
<tr>
<td>Returned check charge</td>
<td>$50</td>
</tr>
</tbody>
</table>

*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 Initial Certification Exam in Neurology

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Date Choices</td>
<td>September 11-15, 2023</td>
</tr>
<tr>
<td>Applications Available</td>
<td>October 31, 2022</td>
</tr>
<tr>
<td>Applicant completing training after July 31, 2023, should contact the Board regarding eligibility</td>
<td>January 15, 2023</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>February 2, 2023</td>
</tr>
<tr>
<td>Deadline for Requesting an Application for ADA Accommodations</td>
<td>February 2, 2023</td>
</tr>
<tr>
<td>Deadline for Requesting an Application for Nursing Mother Accommodations</td>
<td>February 2, 2023</td>
</tr>
<tr>
<td>Late Application Deadline</td>
<td>March 2, 2023</td>
</tr>
<tr>
<td>Applicant should contact the Board if they have not received notification regarding their application</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Scheduling Instructions Emailed</td>
<td>July 5, 2023</td>
</tr>
<tr>
<td>Pearson VUE Registration Opens</td>
<td>July 10, 2023</td>
</tr>
<tr>
<td>Graduation verification due to the Board for residents graduating June 30, 2023</td>
<td>July 15, 2023</td>
</tr>
<tr>
<td>Graduation verification due to the Board for residents graduating July 31, 2023</td>
<td>August 15, 2023</td>
</tr>
<tr>
<td>Active, full, unrestricted license due to the Board or application is denied</td>
<td>September 1, 2023</td>
</tr>
</tbody>
</table>
## Table of Contents

<table>
<thead>
<tr>
<th>I. Training Information for Initial Certification Exam in Neurology</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Training Requirements</td>
</tr>
<tr>
<td>B. Training in More Than One Residency Training Program</td>
</tr>
<tr>
<td>C. Specific Training Requirements</td>
</tr>
<tr>
<td>D. Canadian Training Programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Requirements for Admission to the Initial Certification Exam in Neurology</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Requirements for all Applicants</td>
</tr>
<tr>
<td>B. Initial Certification in Neurology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Neurology Certification Exam: Application Process, Procedures, Format and Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Application Process Information</td>
</tr>
<tr>
<td>B. Off-Cycle Graduating Residents</td>
</tr>
<tr>
<td>C. Other</td>
</tr>
<tr>
<td>D. Applicants with Disabilities</td>
</tr>
<tr>
<td>E. Applicants who are Nursing</td>
</tr>
<tr>
<td>F. Computer-Administered Exam Procedures</td>
</tr>
<tr>
<td>G. Neurology Certification Exam Format and Content</td>
</tr>
<tr>
<td>H. Grade Letters and Certificates</td>
</tr>
<tr>
<td>I. Computer-Administered Exam Appeals Procedures</td>
</tr>
<tr>
<td>1. Appeal Procedure for Rejection of Credentials, Invalidation of Examination Score Due to Irregular Behavior, or Denial of a Request for Disability Accommodations</td>
</tr>
<tr>
<td>2. Appeal Procedure for Computer-Administered Examination Compromise in Administration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Special Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Supplementary Certification</td>
</tr>
<tr>
<td>B. Combined Training Leading to Certification by Two Boards</td>
</tr>
</tbody>
</table>
I. Training Information for the Initial Certification Exam in Neurology

A. General Training Requirements

References to residency refer to entry at the second year of postgraduate (PGY-2) training, unless otherwise stated. Residency training must be in the specialty in which the applicant seeks certification, except for residents who are in an approved combined training program.

Training programs approved by the residency review committees and accredited by the ACGME can be found on the ACGME website at www.acgme.org.

The required years of training may be completed on a part-time basis, provided that it is no less than half-time.

The ABPN requires that all programs allow a minimum of four weeks of leave time (including vacation, sick time, parental 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.

All training must be completed by September 30, 2023.

Effective for residents entering residency training (PGY-2 in neurology) as of July 1, 2002:
The 36 months of full-time, specialized residency training must be completed in no more than two blocks. If completed in two blocks, the blocks must not be more than 10 years apart.

Effective for residents entering residency training (PGY-2 in neurology) as of July 1, 2011:
Full time residency training must be completed in no more than two blocks. If completed in two blocks, the blocks must not be more than five years apart and the shorter block must not be less than six months long. One-year full time equivalent of subspecialty residency training must be completed in a continuous block of not less than one half-time.

B. Training in More Than One Residency Training Program

To ensure continuity of training, the Board requires that two of the three years of residency training, excluding the PGY-1, be spent in a single program. The ABPN credentials committee will consider an exception to this rule only under extraordinary circumstances. In such cases, respective program directors should contact the Board office, in writing, prior to the transfer. The letters must outline the resident’s training content, duties, and responsibilities, including exact dates (month/day/year to month/day/year) of training, and indicate clearly that the resident will satisfy all ACGME program requirements as outlined on the ACGME website, www.ACGME.org. Each case will be considered on an individual basis.

If the credentials committee approves the request, the Board will notify the program directors in writing. A copy of this letter should be given to the resident as well as noted in the resident’s ABPN preCERT® record. Residents who have not received prior approval from the Credentials Committee risk the possibility that the Board will deny their application.

When training is completed in more than one program, the training director of the first program should send the
training director of the second program a letter detailing the training satisfactorily completed, including exact dates (month/day/year to month/day/year) of training, and areas of training that are deficient. After reviewing this documentation, the training director of the second program should inform the resident whether or not the second program will be able to provide the resident with the experience necessary to remove the deficits.

**C. Specific Training Requirements**

Unless otherwise specified, all training must be completed in programs accredited by the ACGME.

An applicant seeking admission to examination for certification in neurology must have satisfactorily completed an ACGME-accredited PGY-1 (see below) and three full years of postgraduate, specialized residency training in a neurology program accredited by the ACGME. The PGY-1 must be completed prior to the three years of residency training. Different requirements apply for applicants who began training in neurology prior to 1991. These candidates should call the Board office if they have any questions.

All applicants for the neurology certification examination must successfully complete five clinical skills evaluations that comply with the standards set forth in the document *Requirements for Clinical Skills Evaluation of Residents in Neurology and Child Neurology.*

Two patterns of training are acceptable:

1. Three-year Neurology Residency Program
   A. A full year of ACGME-accredited training in internal medicine.
   B. Or an acceptable alternative is a full year in an ACGME-accredited program in which a minimum of six months of training must be in internal medicine, the details of which must be documented by the training director. The composition of these six months may NOT include rotations in neurology, family medicine, or emergency medicine. To ensure that these six months constitute a high-quality experience, they should emphasize progressive responsibility for the resident.
   i. At least two of the additional six months of training must be spent in any combination of internal medicine, pediatrics, and/or emergency medicine.
   ii. For candidates entering neurology residency training on or after July 1, 2001, at least two of the additional six months must be spent in any combination of internal medicine, pediatrics, family medicine, and/or emergency medicine.
   iii. No more than four months may be spent in neurology.

   **AND**

   Three full years of postgraduate, specialized residency training in a neurology program accredited by the ACGME

   **OR**

2. Four-year Neurology Residency Program
   A. Four years of training in a neurology residency program accredited by the ACGME
   Effective for residents entering residency training in neurology as of July 1, 2002, six months of neurology credit may be granted for ACGME accredited neurosurgery training, provided that the training has not been accepted by another board for certification. A letter from the neurology program director detailing the proposed training must be submitted to the Board office for review and approval. Documentation, including exact dates of the neurosurgery training (from month/day/year to month/day/year), should accompany the letter.

**D. Canadian Training Programs**

Canadian residents may apply for the ABPN examination if they meet the following requirements:

1. Completed their training in a Canadian program accredited by the Royal College of Physicians and Surgeons of Canada **AND**
2. Achieve certification by the Royal College of Physicians and Surgeons of Canada AND
3. Possess an unrestricted license to practice medicine in a Canadian province

All requirements must be met, and documentation must be received by September 1, 2023. Please contact the Board for additional information at credentials@abpn.com.

Other International Training: Currently, the ABPN does not accept other international training.
II. Requirements for Admission to the Initial Certification Exam in Neurology

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. Have completed five clinical skills evaluations.
4. Have satisfactorily completed the Board’s specific training requirements in neurology, as described in Section I.
5. Submit a completed official online application including all required attachments and the appropriate examination fees by the specified deadlines. Applicants are required to apply online through their ABPN Physician Portal account at www.abpn.com/physicianportal.

All training must be confirmed either by way of the ABPN preCERT® system or 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 February 2, 2023.

*Applicants for specialty certification examinations who do not yet have an unrestricted medical license because they are in training are not required to submit their medical license at the time of application for the examination. However, such applicants must update their active, full, unrestricted medical licenses in their ABPN Physician Portal account no later than September 1 of the year of the examination. If the active, full, unrestricted medical license has not been updated in the appropriate Physician Portal account by September 1, the application will be denied, and the Board will retain $500 of the examination fee for processing/evaluation of the application.

B. Initial Certification in Neurology
Effective January 1, 2012, ABPN will require physicians to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty.

Graduates may take the ABPN certification examination as many times as allowed during the 7-year period. Certification examinations are offered once a year.

For instance, individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.

Individuals who do not become certified during the 7-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one block of Continuing Certification (CC) requirements [(90 CME credits, 24 self-assessment CME credits, and 1 PIP Activity (includes a clinical module or feedback module)] in order to be credentialed to take the ABPN Certification Examination.

Changes in the Credentialing Process
The ABPN has made changes in the credentialing process effective for residents who entered residency training in
psychiatry on or after July 1, 2007 (PGY-1) or July 1, 2008 (PGY-2). Some of the clinical skills evaluations that were conducted previously in the Part II oral examination are now taking place within the residency program and the residents will be required to submit documentation of satisfactory performance in the evaluation of clinical skills as part of the ABPN credentialing process. Assessment of other clinical skills has been integrated into the computerized Certification examination beginning in 2011.

Candidates who successfully pass the neurology/child neurology certification examination will be awarded a certificate in their specialty. NOTE: there is no Part II oral examination for candidates who entered residency training in neurology/child neurology on or after July 1, 2007 (PGY-1) or July 1, 2008 (PGY-2).

Admission to the neurology/child neurology certification examination requires completion of five clinical skills evaluations that comply with the standards set forth in the document Requirements for Clinical Skills Evaluation in Neurology and Child Neurology.

In addition to documentation of their PGY-1 and residency training, all physicians must submit documentation from the program director of an ACGME accredited neurology/child neurology program verifying completion of the five clinical skills evaluations or verifying that the five clinical skills evaluations will be completed by July 31, 2023. Physicians who do not provide acceptable documentation of successful completion of the five clinical skills evaluations by the deadline will be denied an opportunity to sit for the certification examination. For physicians in the preCERT® system, verification of training is done in preCERT®.

Residents who entered residency training in neurology/child neurology prior to July 1, 2007 (PGY-1) or July 1, 2008 (PGY-2):

Physicians who entered neurology/child neurology training prior to July 1, 2007 (PGY-1) or July 1, 2008 will not have completed the clinical skills evaluations that are currently required during residency training. Such physicians will be required to complete the required five clinical skills evaluations in an ACGME-accredited program and comply with the standards set forth in the document Requirements for Clinical Skills Evaluation in Neurology and Child Neurology before they will be admitted to the certification examination. Evaluations must be completed by July 31, 2023. Refer to document on the ABPN website.
III. Neurology Certification Exam: Application Process, Procedures, Format and Content

A. Application Process Information
Information in this section is important for all candidates. Please read carefully.

Applicants are required to apply online through their ABPN Physician Portal at www.abpn.com/physicianportal. 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 Information for Applicants publication and the associated Application for Initial Certification are revised each year. The Information for Applicants document may be downloaded from the ABPN website.

The applicant will receive an email confirming that the application was received.

Applications are reviewed in the order of receipt. Applicants who do not receive any notification from the Board regarding their applications by June 30, 2023, should contact the Board office to inquire about the status of their application. Applicants are required to keep their email, mailing address, and license information up to date in ABPN Physician Portal.

NOTE: Applicants denied admission to the examination are notified of their deficiencies in meeting the requirements of the Board. If your application is denied for any reason, the Board will retain $500 of the examination fee for processing/evaluation of the applicant.

B. Off-Cycle Graduating Residents
Prior to July 31, the ABPN must receive written notification from the program director that the resident will not finish training by July 31 but will finish no later than September 30, 2023. The program director must confirm to ABPN via the preCERT system that training has been successfully completed immediately after he/she has finished training. Once confirmation is received that the resident has completed training, we will notify the applicant that they may proceed with scheduling a date for their exam.

Once approved, ABPN will email the applicant scheduling instructions that allows them to schedule the certification exam. Applicants must sit for certification within three weeks of being approved. This may require sitting for the examination in mid to late October. Applicants are responsible for updating their email address through their ABPN Physician Portal account to ensure they receive the instructions in a timely manner. The Board will be unable to extend examination dates due to an incorrect email address on file.

Please note that ABPN does not guarantee the availability of locations, dates and/or times of Pearson VUE test centers. If an applicant cannot schedule an appointment that initially suits their needs, the applicant should make the best appointment he/she can at that time. The applicant may then contact Pearson VUE periodically to reschedule if a more suitable appointment becomes available.

ABPN will not allow a candidate to sit for the certification examination if training has not been completed by September 30 in the year of the certification examination.

C. Other
Applicants who complete training after September 30, 2023, will be denied an opportunity to sit for the 2023 Neurology Certification Examination.

Training Licenses
Applicants who submit a training license with their application, must update their active, full, unrestricted license in
their ABPN Physician Portal account by September 1, 2023. Applicants who do not update their full, unrestricted medical license by September 1, 2023, will be denied to sit for the 2023 Neurology Certification Examination.

Training Program Documentation
Applicants who do have training records in the ABPN preCERT® system:
• Please check with your program if you are unclear if your information is in preCERT®
• Please note that before you can apply, your rotations from PGY-1 through PGY-3 must be entered by your program, attested to and marked complete. In addition, your PGY-4 rotations must be entered but not attested to.

Applicants who do not have training records in the ABPN preCERT® system:
• All documentation must include exact dates of training (from month/day/year to month/date/year) and be submitted by letter from the program director.

Note: For residents who completed both the PGY-1 and residency training in the same program, a letter documenting both may be included together in one letter.

• For residents completing training on June 30, 2023:
If documentation of successful completion of training by attestation in the ABPN preCERT® system is not received by the July 15, 2023 deadline, the candidate may be removed from the examination roster and may be denied to sit for the 2023 Neurology Certification Examination.

• For residents completing training after June 30 but by September 30, 2023.
If documentation of successful completion of training by attestation in the ABPN preCERT® system is not received by the September 30, 2023 deadline, the candidate may be removed from the examination roster and may be denied to sit for the 2022 Neurology Certification Examination.

D. Applicants with Disabilities
The Board recognizes that physicians with disabilities may wish to take the examinations and will attempt to provide 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. Any new requests that have not been approved by the ABPN for testing accommodations made at the Pearson VUE test center on a testing day will be denied.

All items must be submitted to the Board by emailing the complete application to questions@abpn.com 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, and
• All other evidence substantiating the disability.
• If available, previous NBME/NBOME accommodation approval letter.

E. 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. 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. Any new requests that have not been approved by the ABPN for testing accommodations made at the Pearson VUE test center on a testing day will be denied.

F. Computer-Administered Examination Procedures

Approximately two months prior to the examination, scheduling information is emailed to candidates whose applications have been approved using the email address provided through the candidate’s portal. Candidates are urged to contact Pearson VUE as soon as scheduling opens using their Pearson account 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 first and last 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. 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. Pearson will not verify middle names, initials or suffixes for admission to an examination. 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 Social Security card, valid 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 an unscheduled break. Accessing prohibited items during an unscheduled break 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 expected 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 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.

**G. Neurology 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-specialty-exam/neurology/.

The Board recommends that examinees 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.

**H. 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 the results are released. It is the diplomate’s responsibility to notify the Board office, in writing, if they do not receive a certificate within six months. If a diplomate does not submit a written notification that the certificate was not delivered, the diplomate must request a duplicate certificate and pay the appropriate fee. (See Fees at the beginning of this document.)

3. Duplicate Certificates
   Photocopies and electronic versions of Board certificates are not available from the ABPN. Requests for duplicates of ABPN certificates must specify the diplomate’s:
   - Name
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. See our website for instructions.

A form for requesting a duplicate certificate may be obtained from the ABPN website at 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.

I. 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 makes a determination. 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
An examinee 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.

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.

After notifying the ABPN of a compromise in the administration of the examination within 72 hours of sitting for an examination, candidates who wish to appeal the administration of an examination must then 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.
IV. Special Programs

A. Supplementary Certification
Candidates may apply for certification in another specialty. A candidate may have more than one application on file with the Board if the applications are for certification in different specialties or subspecialties. Candidates completing training both in psychiatry and in neurology or child neurology may apply to sit for examinations in both specialties.

1. Dual Certification in Psychiatry and in Neurology
Unless otherwise specified, all training must be completed in programs accredited by the ACGME.

Applicants seeking certification both in psychiatry and neurology who began residency training prior to January 1, 1999 should contact the Board office for requirements.

The ABPN has approved programs for combined training in psychiatry and neurology. Residents interested in completing a combined residency training program in psychiatry and neurology should complete their training in one of the ABPN approved combined psychiatry and neurology training programs.

For residents entering non-ABPN-approved combined psychiatry and neurology residency training on or after July 1, 1999:

Program directors should contact the Board office for a copy of the combined psychiatry/neurology guidelines. The respective program director(s) should submit a proposal to the Board office, no later than the beginning of the PGY-3, detailing the training proposed for the resident. As stipulated in the combined training guidelines, the resident is required to complete a PGY-1 that meets the requirements for neurology.

B. Combined Training Leading to Certification by Two Boards
The American Board of Psychiatry and Neurology (ABPN) currently has the following program for neurology:

1. Dual Certification in Neurology and Internal Medicine
The American Board of Internal Medicine (ABIM) and the ABPN have approved programs for combined training in neurology and internal medicine. Residents interested in completing a combined residency training program in neurology and internal medicine must complete their training in one of the ABPN/ABIM approved training programs.