

**AMERICAN BOARD  
OF PREVENTIVE MEDICINE®**



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**SAMPLE**

**APPLICATION DEADLINE IS JUNE 1 EACH YEAR**

**LATE FEES ARE APPLIED TO ANY APPLICATION SUBMITTED AFTER JUNE 1**

# INSTRUCTIONS FOR COMPLETING THE APPLICATION

## DEADLINES

- JUNE 1: Deadline for applications and application and examination fees.  
JULY 15: Deadline for receipt of additional information not included with the June 1 application.  
AUGUST 1: Deadline for completion of Alternative and Special pathway requirements to sit for the examination.

Residency Pathway requirements need to be completed 15 business days prior to the first day of the examination.

## COMPLETING THE APPLICATION

1. The Board stresses careful and complete preparation of the application. Incomplete applications may result in an additional fee or possible disqualification.
2. Return all numbered pages of the application along with supporting documentation. Reference all enclosures by application item number. Additional copies of Form A (page 12) should be submitted as necessary.
3. The Board cannot accept faxed applications.
4. You must use the application form for the current year.

## REQUIRED DOCUMENTATION TO BE SUBMITTED TO ABPM

1. Completed application.
2. Application and examination fees.
3. Photocopy of other ABMS Board certificate (if applicable).
4. Photocopy of all current medical license renewals showing expiration date(s).
5. Photocopy of certificate of completion of clinical year.
6. Official graduate transcript of M.D. or equivalent masters or doctoral post graduate degree (if applicable). Transcripts should be sent directly from the university to the Board address.
7. Official transcript showing completion of three-credit hour postgraduate level academic course work in each of the required core areas (if applicable). Transcripts should be sent directly from the university to the Board address.
8. Documentation of completion of Preventive Medicine residency (if applicable).
9. Documentation of essentially full-time Preventive Medicine practice/training:
  - a. Residency Pathway: at least one of the three years preceding application for certification in preventive medicine for residency pathway applicants.
  - b. All other Pathways: at least two of the five years preceding application for certification in the specialty area for which certification is being sought for alternative pathway and special pathway applicants.
  - c. Practice time required for the alternate pathway to certification (if applicable).
10. Three letters of reference from physicians verifying content of, and amount of time in, Preventive Medicine practice (at least one letter must be from a physician certified by ABPM in the specialty area for which certification is being sought). (See *Instructions for Letters of Reference, page 2*)
11. Curriculum vitae.

# APPLICATION AND EXAMINATION FEES

**NON-REFUNDABLE APPLICATION FEE**

Residency pathway (MPH or equivalent masters or doctoral post graduate degree plus accredited Preventive Medicine residency) .....	\$410.00*
Complementary pathway .....	\$590.00*
Special pathway (ABPM diplomates only) .....	\$590.00*
Alternate pathway to certification.....	\$705.00*

**LATE FEES**

These fees are in addition to the application and examination fees for any application submitted after 12am CST June 2.

Applications submitted June 2 through June 9 .....	\$400*
Applications submitted June 10 through June 17 .....	\$800*
Applications submitted June 18 through June 25 .....	\$1200*
Applications submitted June 26 through July 5 .....	\$1600*

**NON-REFUNDABLE RE-REVIEW FEE**

Applicants not approved who wish to document fulfillment of outstanding requirements within two years of the original application date .....\$190.00\*

**EXAMINATION FEE**

The examination fee is due with the application and is non-refundable if registration for the exam is canceled less than 48 hours prior to the exam. If your application is not approved, the examination fee will be refunded .....\$1950.00\*

**FEE PAYMENT**

Fees may be paid by credit card by completing the information below and submitting it with the application to the ABPM Board office. You may also complete this entire process online at [www.theabpm.org](http://www.theabpm.org) Personal checks and money orders are also accepted for fees. There is a \$25.00 handling charge for returned checks. Only U.S. dollars may be used; no foreign currencies are acceptable. Make check/money order payable to: The American Board of Preventive Medicine.

SAMPLE

A \$50 administrative fee will be deducted from all refunds.

*\*All fees are reviewed annually and subject to change at the direction of the Board.*

**CREDIT CARD INFORMATION**


Name (as it appears on credit card): \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Select type of credit card:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |
|--|--|--|--|

Credit Card Number:

Security Code:      Exp Date:   /     Amount: \$

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Security Code is the 3 or 4 digit code found on the back (or front for American Express) of your credit card. All fees are in US dollars.

# CHECKLIST OF DOCUMENTATION

1. Application .....Must be received by June 1
2. Application and Examination Fees.....Must be received by June 1
3. Photocopy of other ABMS Board certificate (if applicable).....[ ] included  
[ ] to be submitted by July 15
4. Section B: Photocopy of all current medical license renewal(s) showing expiration date(s).....[ ] included  
[ ] to be submitted by July 15
5. Section C: Photocopy of certificate of completion of clinical year(s) of training.....[ ] included  
[ ] to be submitted by July 15
6. Section D: Official graduate transcript of M.P.H. or equivalent masters or doctoral post graduate degree (if applicable) .....[ ] included  
[ ] to be submitted by July 15
7. Section D: Official transcript documenting three-credit hour postgraduate level academic course work in the four core areas (if applicable) .....[ ] included  
[ ] to be submitted by July 15
8. Section E: Photocopy of certificate of completion of Preventive Medicine residency (if applicable) .....[ ] included  
[ ] to be submitted by July 15
9. Form A (page 12) **Applicants who completed their practicum year of residency training in the last three years should disregard this section:**  
Description of essentially full-time Preventive Medicine practice/training:
  - a. Residency Pathway: at least one of the three years preceding application for certification in Preventive Medicine .....[ ] included  
[ ] to be submitted by July 15
  - b. All other pathways: at least two of the three years preceding application for certification in the specialty area for which certification is being sought .....[ ] included  
[ ] to be submitted by July 15
  - c. toward the practice time required for the alternate pathway to certification (if applicable).....[ ] included  
[ ] to be submitted by July 15
10. Page 7: Three letters of reference from physicians at least one of whom is certified by ABPM in the specialty area for which certification is being sought. Letters should verify training or content of, and amount of time in, Preventive Medicine practice/training (see Instructions for Letters of Reference, page 2) .....[ ] included  
[ ] to be submitted by July 15
11. Curriculum vitae .....[ ] included  
[ ] to be submitted by July 15
12. Applicants requesting accommodations because of disability must advise the Board in writing at the time of application.....[ ] included  
[ ] to be submitted by July 15

SAMPLE

Please note: If completion date of a requirement is after July 15, send appropriate documentation to the Board office immediately upon completion.

Send completed application, all fees, and documentation to the Board office at the address on the cover.

## INSTRUCTIONS AND TEMPLATE FOR LETTERS OF REFERENCE

The Board requires three letters of reference from physicians at least one of whom is certified by ABPM in the specialty area for which certification is being sought. In addition, at least one letter must have been written by someone who is familiar with the applicant's professional work activities within three years of the date of application for examination.

Please insure that all physicians from whom you request a letter receive these *Instructions for Letters of Reference*. All letters must address all areas noted below to be considered complete. All letters must be on letterhead and signed by the author (e-mail letters are not acceptable).

Letters should comment on:

1. The length of time you have known the applicant and in what capacity.
2. The most recent period of time in which you have had direct contact with the applicant.
3. The performance of the applicant, including clinical abilities if applicable.
4. The professional conduct and ethics of the applicant.
5. The amount of time the applicant spends in practice/training in Preventive Medicine.
6. Information on where you can be contacted if necessary.

A reference letter template can be downloaded from the ABPM web site ([www.theabpm.org/publications.cfm](http://www.theabpm.org/publications.cfm)).

# SAMPLE

## SIGNATURES AND ACKNOWLEDGEMENTS

I hereby apply for admission to the examination for certification as a diplomate of the ABPM in the specialty area of Preventive Medicine cited below (check one):

Aerospace Medicine

Occupational Medicine

Public Health and General Preventive Medicine

In making this application and in consideration of its acceptance by the ABPM, I hereby agree to accept and be bound by the terms and conditions governing certification as a diplomate of the ABPM as set forth in the Articles of Incorporation, Bylaws, Policies and Procedures, of the ABPM, as they now exist and as they may be amended from time to time in the future.

In further consideration and as a condition of my acceptance by ABPM for examination, I hereby further agree:

1. To indemnify and hold harmless the ABPM and each of its members, trustees, officers, agents, employees and examiners, individually and collectively, from and against any claim or liability arising out of any act or omission related to or arising out of (a) the processing of this application, (b) the examination or the grading of it, or (c) the granting or failure to grant certification or diplomate status;
2. That any certificate of diplomate status issued to me shall be and shall remain the property of the ABPM and that I shall promptly return the certificate to the ABPM in the event my status as a diplomate is terminated, either voluntarily or by action of ABPM;
3. That the application fee which accompanies this application for examination will not be refunded;
4. That if my application for examination is accepted, but I do not register for the examination in 2016, my examination fee will be applied to a future examination. If my application is not approved the examination fee will be refunded;
5. That I am obligated to inform the ABPM immediately of any change in my status as described in this application occurring after its submission, and I understand that my failure to so inform the Board is grounds for my disqualification as a candidate for examination or as a diplomate, if I am certified;
6. That my name, along with names of all physicians certified as diplomates of the American Board of Preventive Medicine, will be published in *The Official ABMS Directory of Board Certified Medical Specialists*, and will be posted on the ABMS web site ([www.abms.org](http://www.abms.org)) and the ABPM web site ([www.theabpm.org](http://www.theabpm.org)). I understand that this information is available to the public. I further understand that in the event I become a diplomate of the ABPM, I will be contacted concerning the form and content of my listing and any special limitations I might identify;
7. That I have been provided with a copy of the ABPM Cheating Policy and agree to refrain from any activities that are prohibited in the Cheating Policy;
8. For residency pathway applicants only: That my examination test results will be provided to my residency program director for use in evaluating the overall performance of the residency program.

I CERTIFY that all statements and representations made as part of the application are true and accurate and I FULLY ACKNOWLEDGE AND ACCEPT the foregoing terms and conditions of my application for admission to the examination.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

In further consideration of my acceptance for examination by the ABPM, I hereby authorize the ABPM to request information from any of the persons or organizations to which I have referred in this application and to take such further action as it deems necessary, in its absolute discretion, to verify that I possess the training, experience, and medical licensure required to be admitted for the examination.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**1. General Considerations**

The American Board of Preventive Medicine (ABPM) expects that all candidates will refrain from cheating, the appearance of cheating, or enabling another candidate to cheat. All examinations will be openly and visibly proctored. The testing center facilities will be arranged in a manner that minimizes the opportunity to cheat.

The ABPM also expects that all candidates will refrain from any communication, written or spoken, with other examinees concerning the content of the examination for the entire duration of the examination offering.

**2. Responsibility**

Any candidate observing cheating behavior must bring it to the attention of the testing center proctor.

**3. Candidate Monitoring**

The testing centers will proctor the examinations through video and direct surveillance and will capture testing events via audio and video recording. Video and audio tapes of testing sessions will be retained at the testing centers for thirty (30) days. At least one certified proctor shall maintain direct line-of-sight monitoring at all times during the examination administration.

**4. Counseling and Conditions of Termination**

If the testing center proctor observes or becomes aware of candidate behavior that in any way suggests inappropriate activity or cheating, the proctor shall counsel the candidate and may separate the candidate into a separate testing area. The proctor may allow the candidate to complete the test but will generate a detailed irregularity report immediately upon awareness of the irregularity. The testing center will make available to the Board this report as well as video and/or audio tapes of the activity in question.

**5. Removal From Examination**

The testing center proctor has the option of removing a candidate from the examination if such candidate does not cooperate with the steps taken to assure examination and site security, candidate verification, and candidate monitoring. For reasons of privacy and protection from disruption, the Board and the testing center reserve the prerogative not to remove a candidate showing irregular behavior from the examination or to relocate the candidate. The Board also reserves the right subsequently to invalidate the examination of the candidate or of those candidates judged to be involved in cheating.

**6. Actions**

Upon confirmation of observed cheating behavior, the candidate will be disqualified. The disqualified candidate will be so notified and the respective score(s) dropped from aggregate scoring. Readmission for examination will be considered after a period of three years contingent upon Board review of credentials using criteria for admission applicable at the time of review, including current letters of reference.

SAMPLE