

# BOOKLET OF INFORMATION

For Applicants for Certification by the  
International Board For Certification in Facial  
Plastic and Reconstructive Surgery, Inc.

Sponsored by the  
International Federation of Facial Plastic Surgery Societies

American Academy of Facial Plastic and Reconstructive Surgery

ASEAN Academy of Facial Plastic and Reconstructive Surgery

Australasian Academy of Facial Plastic Surgery

Brazilian Academy of Facial Plastic Surgery

Canadian Academy of Facial Plastic and Reconstructive Surgery

Colombian Society of Facial Plastic Surgery and Rhinology

Ecuadorian Society of Rhinology and Facial Surgery

European Academy of Facial Plastic Surgery

Korean Academy of Facial Plastic and Reconstructive Surgery

Mexican Society of Rhinology and Facial Surgery

Pan Asia Academy of Facial Plastic and Reconstructive Surgery

Taiwan Academy of Facial Plastic and Reconstructive Surgery

Venezuelan Society of Rhinology and Facial Plastic Surgery

July 2016 – July 2017

The Executive Director of the IBCFPRS is Laurie Wirth

The Executive Offices are in Virginia:

115C South Saint Asaph Street, VA 22314 USA

Phone: (703) 549-3223, ext. 229; Fax: (703) 549-3357

[info@abfprs.org](mailto:info@abfprs.org)

[www.abfprs.org](http://www.abfprs.org)

## **About This Booklet**

The *Booklet of Information* provides information for applicants for certification by the International Board for Certification in Facial Plastic and Reconstructive Surgery, Inc., and for Fellows of the International Federation of Facial Plastic Surgery Societies. All surgeons who participate in the IFFPSS Fellowship Program must take an oral and written examination, which is administered by the American Board of Facial Plastic and Reconstructive Surgery. Passing the examination is not only a requirement for completion of a fellowship, but also one requirement for certification by the International Board For Certification in Facial Plastic and Reconstructive Surgery, Inc. The examination described herein tests both groups of surgeons.

This booklet is published annually to advise applicants of policies and procedures governing examination and certification. The IBCFPRS reserves the right to modify its policies and procedures without issuing a new booklet of information.

Each edition of this booklet supersedes all previously published editions. Applicants are advised to ensure that they have the most recently published booklet.

**Application materials and reading lists.** An IBCFPRS application is available only on-line at: [www.IBCFPRS.com](http://www.IBCFPRS.com) or [www.iffpss.org](http://www.iffpss.org). Study materials for the examination, such as the Examinee's Guide to the Written and Oral Exams, Practice Examinations, and the ABFPRS Reading List may be found by going to: [www.abfprs.org](http://www.abfprs.org). Click on Applying, then click Regular or Fellow Track. Additional study materials and courses are available through the Educational and Research Foundation for the American Academy of Facial Plastic and Reconstructive Surgery. The examination draws from these sources as well as from the general literature.

Study of these materials should supply necessary information concerning submission of application materials, preparation for the examination, and procedures for certification. Adherence to procedures will ensure the timely

review of each applicant's credentials throughout the certification process.

Inquiries about the examination or the IBCFPRS Program may be addressed to:

Roxana Cobo, M.D.  
IBCFPRS Credentials Chairman  
c/o Laurie Wirth or Janice Knouse  
115C South Saint Asaph Street  
Alexandria, VA 22314  
USA

Phone: (703) 549-3223

Fax: (703) 549-3357

Or, you can e-mail:

[lwirth@abfprs.org](mailto:lwirth@abfprs.org)

[jknouse@abfprs.org](mailto:jknouse@abfprs.org)

## **Contents**

<b>Officers and Directors</b>	<b>5</b>
<b>IFFPSS Member Societies</b>	<b>6</b>
<b>Purposes of the Board</b>	<b>8</b>
<b>Definition of the Specialty</b>	<b>9</b>
<b>Meaning of Certification</b>	<b>10</b>
<b>Eligibility Requirements</b>	<b>10</b>
<b>Certification Process</b>	<b>12</b>
<b>Application for Examination and Certification</b>	<b>14</b>
<b>Certification Fees</b>	<b>16</b>
<b>The Examination</b>	<b>17</b>
<b>Examination Schedule</b>	<b>18</b>
<b>Special Situations</b>	<b>19</b>
<b>Right to Review</b>	<b>20</b>
<b>Re-examination and Submission of New Operative Experience Reports</b>	<b>21</b>
<b>Certification and Revocation</b>	<b>22</b>
<b>Important Dates for IBCFPRS Certification</b>	<b>23</b>
<b>Future Exam Dates and Sites</b>	<b>24</b>

## **The International Board For Certification in Facial Plastic and Reconstructive Surgery, Inc.**

The activities of the IBCFPRS are governed by the Board of Directors, which meets on a semi-annual basis. The IBCFPRS Program, which is sponsored by the IFFPSS, has an application process that is reviewed by the IBCFPRS Credentials Committee, which presents its recommendations to the IBCFPRS Board of Directors for approval.

### **IBCFPRS Executive Committee**

Peter A. Adamson, M.D., President  
Roxana Cobo, M.D., Vice President  
Mr. Santdeep Paun, FRCS, Secretary  
Holger Gassner, M.D., Treasurer  
Laurie Wirth, Executive Director (Ex Officio)

### **IBCFPRS Board of Directors**

Fazil Apaydin, M.D.  
João Maniglia, M.D.  
Frederick Wong, M.D.

### **IFFPSS Executive Committee**

Prof. Pietro Palma, M.D., President  
Tuan V. Pham, M.D., Vice President  
Keith A. LaFerriere, M.D., Secretary  
Jose Antonio Patrocinio, M.D., Treasurer  
Jose Juan Montes Bracchini, M.D., Immediate Past President

### **IFFPSS Board of Directors**

Fred G. Fedok, M.D., American AFPRS  
Vito C. Quatela, M.D., American AFPRS  
Choladhis Siractanant, M.D., ASEAN AFPS  
Eduardo Yap, M.D., ASEAN AFPS  
George Marcells, M.D., Australasian AFPS  
Paul Gerarchi, M.D., Australasian AFPS  
Antonio C. Cedin, M.D., Brazilian AFPS  
Mario Ferraz, M.D., Brazilian AFPS  
Corey C. Moore, M.D., Canadian AFPRS  
S. Mark Taylor, M.D., Canadian AFPRS  
Claudia Garcia, M.D., Colombian SFPSR

Jorge Alberto Espinosa Reyes, M.D., Colombian SFPSR  
Jose J. Letort, M.D., Ecuadorian SRFS  
Mr. Julian Rowe Jones, European AFPS  
Hong Ryul Jin, M.D., PhD, Korean AFPRS  
Rafael Espinosa, M.D., Mexican SRFS  
David Galarza Lozano, M.D., Mexican SRFS  
Yong Ju Jang, M.D., PhD, Pan Asia AFPRS  
Chuan-Hsiang (Steve) Kao, M.D., Taiwan AFPRS  
Chih-Wen (Jeremy) Twu, M.D., Taiwan AFPRS  
Rosalinda Dao, M.D., Venezuelan SRFPS

**The Educational and Research Foundation for the  
American Academy of Facial Plastic and Reconstructive  
Surgery**

**BOARD OF DIRECTORS**

Fred G. Fedok, M.D., President  
Edwin F. Williams, III, M.D., Immediate Past President  
William H. Truswell, M.D., President-elect  
Minas Constantinides, M.D., Secretary  
William H. Truswell, M.D., Treasurer  
Richard E. Davis, M.D., GVP for Education  
Paul J. Carniol, M.D., GVP for Membership and Society Relations  
Craig S. Murakami, M.D., GVP for Research, Development and  
Humanitarian Programs  
Wm. Russell Ries, M.D., GVP for Public and Regulatory Affairs  
Steven J. Jurich, Executive Vice President (Ex Officio)

**The FPS Fellowship Examination Corporation**

**DIRECTORS**

Robert M. Kellman, M.D.  
Fred G. Fedok, M.D.  
Theda C. Kontis, M.D.  
Robert L. Simons, M.D., RLS Leadership Society Chairman  
Harrison C. Putman, III, M.D., Senior Financial Adviser  
Laurie Wirth, Executive Director (Ex Officio)

**The Member Societies of the IFFPSS Participating in the  
IBCFPRS Program are the:**

American Academy of Facial Plastic and Reconstructive Surgery  
ASEAN Academy of Facial Plastic and Reconstructive Surgery  
Australasian Academy of Facial Plastic Surgery  
Brazilian Academy of Facial Plastic Surgery  
Canadian Academy of Facial Plastic and Reconstructive Surgery  
Colombian Society of Facial Plastic Surgery and Rhinology

Ecuadorian Society of Rhinology and Facial Surgery  
European Academy of Facial Plastic Surgery  
Korean Academy of Facial Plastic and Reconstructive Surgery  
Mexican Society of Rhinology and Facial Surgery  
Pan Asia Academy of Facial Plastic and Reconstructive Surgery  
Taiwan Academy of Facial Plastic and Reconstructive Surgery  
Venezuelan Society of Rhinology and Facial Plastic Surgery

## **Purposes of the International Board For Certification in Facial Plastic and Reconstructive Surgery, Inc.**

The international certification process is aimed at setting similar standards of knowledge in the area of facial plastic surgery worldwide. The only established certification in the area of facial plastic surgery is that offered by the American Board of Facial Plastic and Reconstructive Surgery (ABFPRS). Specialists who have trained outside North America are not eligible for ABFPRS certification. Keeping this in mind, and with the support of the ABFPRS, the AAFPRS, and the IFFPSS, the International Board For Certification in Facial Plastic and Reconstructive Surgery, Inc., was established. Eligibility criteria were developed following the standards of excellence established by the ABFPRS. Today, if international specialists fulfill the criteria, they may be eligible for certification by the IBCFPRS, sponsored by the IFFPSS and the national facial plastic surgery society in their country or geographic area.

To carry out its mission, the IBCFPRS has established a mechanism for the education, qualification, training, review, and certification of international surgeons specializing in facial plastic and reconstructive surgery.

### **The specific objectives of the IBCFPRS are:**

- To establish standards of qualification for international facial plastic and reconstructive surgeons.
- To determine which candidates fulfill these standards of qualification.
- To utilize the ABFPRS examination to test such candidates and to issue IBCFPRS certificates upon satisfactory completion of requirements.
- To improve and broaden the opportunities for graduate education and training of facial plastic and reconstructive surgeons.

The IBCFPRS, sponsored by the IFFPSS, is neither an educational institution nor a licensing body, and the certificates it issues are neither degrees nor legal licenses to practice medicine or the specialty of facial plastic and reconstructive surgery. Possession of an IBCFPRS certificate indicates neither total qualification for practice privileges nor exclusion of others not so certified. IBCFPRS



certification in no way limits the professional activities of any licensed physician in delivery of legitimate healthcare services. Finally, certification implies no intent by the IBCFPRS for its diplomates to gain special privileges, recognition, or hospital staff positions or to define who shall or shall not perform facial plastic and reconstructive procedures. The IBCFPRS is not a primary source of censure or primary review of ethical problems.

### **Definition of the Specialty**

The IBCFPRS interprets the term “facial plastic and reconstructive surgery” in a comprehensive but specific manner. The discipline requires a prerequisite knowledge embracing the basic sciences of anatomy, biochemistry, embryology, genetics, histology, immunology, microbiology, pathology, pharmacology/toxicology, and physiology, and other areas common to all surgical specialties. The discipline also requires essential clinical skills requisite to diagnosis and pre-operative, operative, and post-operative management of the following areas of primary responsibility in the head and neck region:

- **Congenital diseases and disorders**, including genetic and non-genetic (familial).
- **Acquired diseases and disorders**, including degenerative, developmental, iatrogenic/complications, idiopathic, infectious, inflammatory, metabolic/endocrine, neoplastic benign, neoplastic malignant, psychogenic, traumatic, vascular, and other.
- **Medical management of diseases and disorders**, including complications, diagnosis/assessment (hematology, radiology, special tests), disease prevention, emergencies, medico-legal, office/ambulatory, psychology/psychiatry, rehabilitation, pre-operative treatment, intra-operative treatment, post-operative treatment, non-operative treatment, and other.
- **Reconstructive surgery**, including complications, congenital defects, emergencies, laser, neoplasia/ablation and repair, orthognathic/dental, scar revision, septal/sinus surgery, skeletal/maxillofacial/craniofacial surgery, Mohs’ surgery, grafts, flaps, other soft tissue techniques, soft tissue and skeletal trauma, and other.

- **Cosmetic surgery**, including blepharoplasty, chemical peel/skin exfoliation, complications, dermabrasion, direct browlift, emergencies, forehead lift, filling agents/implants, hair replacement, laser, liposuction/lipoaugmentation, malar/submalar augmentation, otoplasty, rhinoplasty, rhytidectomy, skeletal augmentation, and other.

## **The Meaning of Certification**

Certification by the International Board for Certification in Facial Plastic Surgery signifies excellence in the field of facial plastic and reconstructive surgery. Surgeons who receive this designation may refer to themselves as board-certified in facial plastic surgery or as a Diplomate of the IBCFPRS.

The IBCFPRS does not recognize or use the term “board-eligible” or “board-qualified.” When a request is received regarding the status of a physician, the IBCFPRS will only state whether the physician is or is not certified. The IBCFPRS believes it is inappropriate to provide any additional information.

**The IBCFPRS does not endorse out of field surgery by surgeons who have not completed certification requirements in the specialty relevant to the services performed. The organization conferring said board certification should meet the criteria of well-recognized and authoritative organizations such as those sponsored by the American Board of Medical Specialties, or their equivalent.**

## **Eligibility Requirements**

The following qualifications are minimum requirements for acceptance into the certification process:

- **Adherence to code of ethics.** The applicant shall possess high moral and ethical standards as determined by, and in the sole discretion of, the IBCFPRS and its Credentials Committee.
- **Education.** The applicant shall be a graduate of an accredited school of medicine and have completed an

acceptable graduate medical education program in otolaryngology-head and neck surgery or plastic surgery or both that includes clearly identifiable training in facial plastic and reconstructive surgery. The accreditation organization must apply standards equivalent to the Royal College of Physicians and Surgeons of Canada.

- **Licensure.** The applicant shall submit verification of a valid, non-restricted medical license to practice medicine in his/her country of residence and must continue to be licensed throughout the certification process. A temporary limited license such as an educational, institutional, or house staff permit is not acceptable.
- **Board certification.** The applicant must have earned prior certification in the fields of otolaryngology-head and neck surgery and/or plastic surgery.
- **Experience.** The applicant must be in practice for a minimum of two years and demonstrate to the Board's satisfaction a primary interest in facial plastic and reconstructive surgery. The credentialing process typically requires submission of detailed case reports of a large number of facial plastic and reconstructive procedures.
- **Documentation of hospital privileges.** The applicant must provide documentation of hospital privileges to practice facial plastic surgery in an accredited institution(s) or satisfactory explanation that lack of privileges is not related to adverse action by accredited institutions; or, if the surgeon operates in an office setting and uses Level II anesthesia or above, documentation of the facility's accreditation by a recognized authority within the practice jurisdiction. Regardless of the level of anesthesia, every applicant either (1) must have hospital staff privileges to perform the procedures and to admit patients to a neighboring hospital or (2) must have formal arrangements for transfer of patients needing hospitalization to a neighboring hospital. If the accreditation of the facility itself requires such privileges or transfer agreement, the applicant need not submit additional information beyond demonstrating the accreditation; if, however, the facility is not accredited because the level of anesthesia does not require such accreditation, the applicant must provide with the application acceptable evidence of compliance with this requirement.

The IBCFPRS reserves the right to ask applicants to demonstrate qualifications beyond the minimum or, under rare and exceptional circumstances, to consider alternatives to these requirements. The IBCFPRS also reserves the right to request information about any applicant and to ask applicants to submit any additional information it deems necessary to verify that the applicant meets all requirements.

### **Certification Process**

Certification by the IBCFPRS is a two-phase, point-based, process. In the first phase, applicants verify their credentials, training, and experience. In the second phase, applicants demonstrate knowledge of the specialty by passing a rigorous written and oral examination. Both phases must be passed in order to achieve certification.

The minimum passing score to become certified is 750. A minimum of 250 points must be earned from phase one (credentials, training and experience) and a minimum of 500 points must be earned from phase two (examination).

### **Phase and Point Summary**

		<b>Minimum Required</b>	<b>Maximum Allowed</b>
<b>1 – Experience and Training</b>	<u>Operative Reports</u> (Minimum 250 points are earned by required Operative Reports; additional 500 points may be earned through additional surgical procedures)	250	750
<b>2 – Examination</b>	Written Exam and Oral Exam Combined Score	500	750
<b>Total Points</b>		750	1,500

**Phase one points.** The 250 minimum phase one points are earned by submitting operative reports on 50 patient cases per year for each of two consecutive years within the past five years, for a total of 100 reports. Each case must report at least one acceptable facial plastic or reconstructive

procedure, but may describe multiple procedures. Procedures performed during a candidate's fellowship program are not acceptable for submission. (For more information on acceptable procedures, selection of reporting period, selection of operative reports and reporting of procedures on the required sequential operative log, see the Application for Certification.)

The additional phase one points that will usually be necessary for certification will be earned from the complete listing of the candidate's procedures on the candidate's sequential operative log. The downloadable log form is available on the IFFPSS website. These procedures must be performed during the same two-year reporting period used for the patient case operative reports. The total number of procedures submitted on the log, which also includes the procedures that were described in the applicant's operative reports, will be averaged per year and awarded points as described below.

An average of 1 to 100 additional procedures per year, beyond the 50 minimum procedures reported in the required operative reports, earns 2.5 points per procedure, for a possible additional 250 points. These points are added to the 250 points that were already awarded for the candidate's operative reports, for a possible total of 500 phase one points.

The next level of additional procedures is calculated at .714 points per procedure. An average of 101 to 350 additional procedures per year can earn a possible additional 250 points, which, when added to the points already earned from the candidate's operative reports and first batch of additional procedures, can total the maximum allowable 750 points.

Please review the examples below to get a better understanding of phase one point calculation.

**First example – earning additional phase one points.**

Applicant's procedural tally (question 14E) totals 444 procedures, which yields an average of 222 procedures per year. This figure includes the required minimum 50 average (100 total) procedures that were submitted with his operative reports. To determine the additional procedures, he/she

must subtract 50 from his tally average of 222. The result is weighted using two values: 2.5 for the first 100 additional procedures and .714 for the remaining additional procedures.

	<b>Procedures</b>	<b>Points</b>
Average from procedural tally	222	
Subtract 50 from procedural tally average	-50	
Leaves <u>additional</u> procedures (222 – 50 = 172)	172	
First 1-100 additional weighted at 2.5/procedure	100	100 x 2.5 = 250
Second 101-350 additional weighted at .714/procedure	172 – 100 = 72	72 x .714 = 51.4
Points awarded for operative reports (50 reports/year)		250
Total points awarded for operative experience		250 + 51.4 + 250 = <b>551.4</b>

**Second example.** Applicant's procedural tally totals 266 procedures, which is an average of 133 procedures per year.

	<b>Procedures</b>	<b>Points</b>
Average from procedural tally	133	
Subtract 50 from procedural tally average	-50	
Leaves <u>additional</u> procedures	83	83 x 2.5 = 207.5
Points awarded for operative reports (50 reports/year)		250
Total points awarded for operative experience		207.5 + 250 = <b>457.5</b>

**Phase two points.** A candidate must pass the examination. A candidate who fails to achieve the minimum passing grade of 500 on the combined parts receives no points towards certification. A candidate may score a maximum of 750 points on the examination.

### **Application for Examination and Certification**

To apply for certification, candidates must submit a complete application, including all materials requested on the

application and the examination fee, with a postmark date no later than November 15, 2016. Late applications will be accepted until December 15, 2016, if accompanied by the penalty fee of U.S. \$300. No applications will be accepted after that date.

During December, completed applications will be reviewed by the IBCFPRS Credentials Committee for compliance with phase one standards regarding credentials, training, and experience. A successful applicant will have all credentials in order and show a minimum of 250 points in training and experience.

By April 15, 2017, applicants will be notified as to whether or not they have passed phase one and are eligible to sit for the examination administered by the ABFPRS as part of IBCFPRS certification requirements (phase two). The notification letter will be accompanied by hotel and travel information, together with the date, time, and location of the examination and the specific room to which the candidate is to report.

The examination for Asian, Australasian, Central and South American candidates will be held June 24-25, 2017, in Washington, D.C. The examination for candidates who are members of the EAFPS will be held in London approximately 2 weeks after the Washington, D.C. exam. At a mandatory registration session, candidates will receive their identification number and personal examination schedule.

Examination scores will be reported to applicants within 45 days. Scores also will be reported to the Credentials Committee, which will total phase one and two scores and recommend to the Board those candidates who meet the Board's standards for certification. The IBCFPRS Board of Directors will consider the committee's recommendation at its next regularly scheduled meeting and notify candidates of its action.

The IBCFPRS Board regularly meets two times each year. Notice of acceptance will be mailed within two weeks of IBCFPRS Board action. The Board reserves the right to reject any application for the examination or certification for reasons bearing on its purpose as a board.

**Change of address.** It is the responsibility of the applicant to immediately notify the IBCFPRS Credentials Committee of any change in mailing address that takes effect during the certification process. Notification should be sent to the IBCFPRS Credentials Committee member to whom the application was originally submitted.

**Fellowship rules.** Certain special rules apply to graduate fellows of the IFFPSS who are taking the examination to fulfill educational requirements. Fellowship applicants must sit for the examination the year the fellowship is completed unless a written request for deferment is granted by the IFFPSS. The IFFPSS may grant deferment two times. If the second deferment does not result in taking the examination, a complete application will need to be submitted again. Upon passing the examination, fellowship candidates have up to five years to accumulate the minimum number of points for training/experience, as noted above, for certification by the IBCFPRS. To be considered for certification this year, a completed application must be postmarked no later than November 15, 2016. A graduate fellow does not achieve certification until he/she has completed all requirements.

### **Certification Fees**

The fee for IBCFPRS certification is U.S. \$4,000 for new applicants or reapplicants, and is due upon receipt of the candidate's application.

The fee for examination of surgeons in the IFFPSS fellowship program is U.S. \$2,500 and is due upon registration for the examination. The fee for certification and phase one review of experience for graduate fellows who previously passed the examination is set by the IBCFPRS and is U.S. \$1,500.

The fee for reapplication to phase one only is U.S. \$1,500. The fee for reapplication for the examination only is U.S. \$2,500 for both parts, or U.S. \$1,875 for either part alone.

(Fees are subject to change upon the determination of the IBCFPRS Board of Directors. Please note that fees will increase during the 2018 examination cycle.)



The applicable fee must be paid by November 15, 2016, and no application will be processed without it. Late applications will be accepted until December 15, 2016, if accompanied by the penalty fee of U.S. \$300. No applications will be accepted after that date.

Applicants who are accepted for the examination, but who withdraw in writing up to 30 days in advance of the examination, will be refunded the exam fee only (\$2,500). The applicant may sit for the examination within five years of this withdrawal, but must submit a letter of intent to the IBCFPRS Credentials Committee and meet any new requirements or fees. Applicants who withdraw less than 30 days in advance of the examination may apply to the IBCFPRS Credentials Committee/and or IBCFPRS Board of Directors for a refund of 50 percent of the examination fee. Each such request will be decided on an individual basis, and refunds are not guaranteed.

Applicants who do not pass the examination or who fail to accumulate sufficient points for certification (750 points) may request that their examination and/or certification scores be reviewed. An administrative fee of U.S. \$300 must accompany a written request for either review.

All fees must be paid in U.S. dollars. Applicants must submit payment in the form of a credit card, an international money order, or by bank wire transfer, as described on page 10 of the application.

A fee equivalent to U.S. \$25 will be charged for any payment refused for insufficient funds.

In the unlikely event that the Board should have to postpone an examination session, all fees will be applied to the next scheduled session.

## **The Examination**

The examination will be administered once each year in Washington, D.C. and in London for EAFPS candidates only. Each examination session will allow approximately 100 candidates to be examined. As examination space is

limited, available spaces will be assigned on a first-come, first-served basis, in accordance with application and registration form postmark dates.

The examination process requires on-site registration, a mandatory orientation to examination protocols and security procedures, and a full eight hours of examination over a two-day period. Candidates should arrive well-rested, as the examination requires intense concentration. The written test contains 300 multiple-choice test items and is given over a five and one half-hour period in two sessions. The oral test contains 12 oral protocols and is administered in three sessions. The written and oral examinations are administered in English only. Candidates may be sequestered during the examination for purposes of maintaining security.

For specific details of the examination, candidates should refer to the *Examinee's Guide to the Written and Oral Exams*, which is available on-line at [www.abfprs.org](http://www.abfprs.org).

Any candidate wishing to obtain the *Graduate Fellowship Curriculum Bibliography*, upon which some of the examination is based, may do so by contacting the AAFPRS Foundation at (703) 299-9291. It is recommended that candidates download a copy of the *Examination Reading List* from the ABFPRS website at [www.abfprs.org](http://www.abfprs.org).

Candidates are also encouraged to utilize the ABFPRS on-line practice examinations. Visit [www.abfprs.org](http://www.abfprs.org) for more information.

## **Examination Schedule**

The examination schedule is as follows.

Saturday 8:00 am:	Mandatory Registration and Orientation Session
Saturday 9:00 am – noon:	Written Examination – Part A
Saturday 1:00 pm – 4:00 pm:	Written Examination – Part B
Sunday morning or afternoon:	Oral Examination

Candidates must attend all sessions to which they are assigned at the times specified. If they are delayed for any reason, they should notify the ABFPRS staff immediately. Any candidate who misses registration and orientation may, at the discretion of the ABFPRS, be denied permission to sit the examination. No admission will be granted to candidates who arrive more than 15 minutes late. No candidate may leave the examination once it has started. Any candidate exhibiting disruptive behavior will not be admitted to or will be asked to leave the examination.

### **Special Situations**

**Examination of candidates with disabilities.** Candidates requiring special arrangements must make their needs known to the IBCFPRS at the time of application. The IBCFPRS will notify the Credentials Committee Chairman and the determination to make reasonable accommodations as necessary will be at the discretion of the ABFPRS.

**Substance abuse or chemical dependency.** Applicants with a history of abuse or dependency will not be admitted to the certification process unless they satisfy the IBCFPRS that they have completed a treatment program and are free of such abuse or dependency.

**Examination irregularities.** The ABFPRS protects the validity of examination scores by every means possible, by assuring integrity in test administration and honesty in test taking. It will not report a score that it has determined is invalid due to any irregularity and therefore misrepresentative of the candidate's knowledge and competence.

Irregularities in test administration, such as defective test booklets or power outages in the examination room, are usually minor, rarely affect a candidate's ability to finish the test, and are handled by standard procedures. If the candidate is unable to finish the exam or the ABFPRS determines that a procedural irregularity has adversely affected his or her performance, the candidate will be invited to sit the next examination at no additional charge.

Irregularities in test taking, such as giving or receiving aid during the examination or unauthorized possession, reproduction, or disclosure of examination questions before, during, or after the examination, may be sufficient cause for the ABFPRS to terminate an applicant's participation in the examination, to invalidate the results of the examination, to withhold an applicant's scores, to bar an applicant permanently from all future examinations, or to take other appropriate action.

Proctors will circulate among candidates during the written examination, and any suspicion of any irregularity may result in the candidate's removal to a more isolated area or termination of his or her participation in the examination. Suspected irregularities will be investigated via statistical comparison to answers of other candidates. If a probability of irregularity exists, the ABFPRS will afford the suspected individual procedural due process in order to assure fairness in the determination as to whether an irregularity has occurred.

### **Right to Review**

In accordance with the *Standards for Educational and Psychological Testing* – jointly published by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education – the IBCFPRS provides an appeal process to any applicant who wishes his or her examination or certification scores reviewed. An administrative fee of U.S. \$300 is charged for each part of the review.

For the examination (phase two), the \$300 fee covers rescoring the written examination and providing the examinee with a detailed analysis of test performance according to content areas of the examination. A complete review of the oral examination ratings also is conducted, and the total examination score is re-computed. The review does not include access to written test booklets, answer keys, or other secure test materials. This analysis is performed for the IBCFPRS by the ABFPRS.

For experience/certification (phase one), the \$300 fee covers a review of the complete application, including all operative reports, by the IBCFPRS Credentials Committee. The applicant is provided with a detailed report of additional training, experience, or credentials required to be eligible for certification.

Requests for review must be made in writing within six months following the examination or IBCFPRS Board of Directors action on certification. The review process will be completed no later than three months prior to the next examination. The IBCFPRS reserves the right to make appropriate rulings, interpretations, decisions, and departures from the *Standards*, and its decisions are not subject to further appeal. The review process is the exclusive remedy for a dissatisfied examinee.

### **Re-examination and Submission of New Operative Experience Reports**

Candidates who do not receive a combined passing score for the written and oral parts of the examination may be eligible upon reapplication to sit again for the examination. Candidates may retake only that portion of the examination (written or oral) that they failed. Candidates may apply to retake the examination three times.

If, after three attempts, sufficient points are not earned to pass the examination, the IBCFPRS may require candidates to satisfactorily complete IBCFPRS-approved additional training before being eligible to reapply.

Candidates for certification who failed to achieve the minimum number of points (250) required in phase one (surgical experience) may apply to resubmit phase one operative experience reports a maximum of two times for any new two-year period that occurs within five years of passing the examination.

The fee for re-examination of both parts is U.S. \$2,500.

## **Certification and Revocation**

The IBCFPRS will make a certificate available to all candidates who satisfactorily complete all requirements set forth in this *Booklet of Information*.

The IBCFPRS will not issue a certificate, and may revoke any certificate already issued, if it shall determine that the person involved:

- Did not possess the required qualifications and requirements for either phase of the certification process.
- Misstated or withheld information in his or her application or made any other intentional or unintentional misrepresentation to the IBCFPRS.
- Has been convicted of a felony or misdemeanor involving moral turpitude, and in the opinion of the IBCFPRS, having a material relationship to the practice of medicine.
- Had a license to practice medicine revoked or restricted, or shall have been disciplined or censured by any court or other body having proper jurisdiction and authority because of any act or omission arising from the practice of medicine.

All persons to whom the IBCFPRS has issued a certificate shall report immediately to the IBCFPRS if any of the adverse actions previously listed have been taken against them.

If the IBCFPRS determines that there is just cause to withhold or revoke a certificate, the person shall be informed in writing of the reasons for the IBCFPRS's action. Such action by the IBCFPRS shall be considered final unless the person submits a written request for review of such action within 30 days after the IBCFPRS's notice has been mailed.

Certificates are the property of the IBCFPRS and all copies of a person's certificate must be returned to the IBCFPRS upon revocation.

**Reinstatement.** The IBCFPRS may consider restoring Diplomate status to a surgeon whose certificate has been revoked if (1) he/she demonstrates to the IBCFPRS's satisfaction that the deficiency that led to revocation has been removed or corrected, and (2) he/she again successfully completes all current requirements for IBCFPRS certification.

**Important Dates for IBCFPRS Certification**

October 31, 2016	Application materials available for the next IBCFPRS certification cycle.
November 15, 2016	Last postmark date for application materials and fees.  <b>Note:</b> Examination space is limited; available spaces will be assigned on a first-come, first-served basis, in accordance with application postmark date. Only fully complete applications will be processed.
November 15, 2016 – December 15, 2016	Applications accepted with \$300 penalty fee
December 15, 2016	No applications accepted after this date
December 2016 – January 2017	Credentials Committee reviews applications.
April 15, 2017	Applicants notified of acceptance for examination. <b>Note:</b> If applicant is not accepted for exam, the \$2,500 examination fee will be refunded.
May 23, 2017	Last date for candidates to postmark written notification of withdrawal from examination.  <b>Note:</b> Examinees who withdraw by this date will be

	refunded the \$2,500 examination fee only. After this date, partial refunds may be granted upon application to the IBCFPRS Credentials Committee and/or IBCFPRS Board of Directors.
June 24-25, 2017	Written and oral examinations administered in Washington, D.C.
Early July 2017, specific dates TBD	Written and oral examinations administered in London for EAFPS candidates

**Future Examination Dates and Sites**

<b>Year</b>	<b>Location</b>	<b>Month/Day</b>
2018	Washington, D.C.	June 23-24
	London for EAFPS candidates	Early July, specific dates TBD
2019	Washington, D.C.	June 22-23
	London for EAFPS candidates	Early July, specific dates TBD

The IBCFPRS Executive offices are in Virginia:  
 115C South Saint Asaph Street  
 Alexandria, VA 22314 USA  
 Phone: (703) 549-3223  
 Fax: (703) 549-3357  
 info@abfprs.org