



AMERICAN BOARD
of OBESITY MEDICINE

Early Application Deadline

October 15, 2017

Application Deadline

November 15, 2017

ABOM Certification Examination

February 26-March 1, 2018

Computer-Based Testing Centers



The matters described in this Policies & Procedures Manual are subject to change, without notice, at the sole discretion of the ABOM.

Table of Contents

Introduction	1	Additional Information	9
• Definition of Obesity Medicine		• Examination Communications via Email	
• Function of the ABOM		• Report of Results	
• National Board of Medical Examiners		• Analysis of Examination Results	
• Prometric		• Retesting	
Application	2	• Reapplication	
• Certification Pathways		Americans with Disabilities Act (ADA)	10
• Application Approval		• Purpose	
Examination	4	• Policy	
• Exam Development		• Test Accommodations	
• Exam Question Format		Deadlines and Fees	11
• Answer Strategy		• Deadlines and Fees	
• Test Content Outline		• Rescheduling Fee	
Examination Scheduling	5	• Score Recheck Fee	
• Your Scheduling Permit		• 2016 Fees	
• Scheduling Your Test Date		Diplomate Information	12
• Test Length and Format		• Recertification	
Examination Administration	6	• Qualifications for Recertification	
• Computerized Testing		• Recertification Retesting	
• Admission to the Test		• Lapse in Diplomate Status	
• Test Centers and Testing Conditions		• Use of Diplomate Designation	
• Completing the Test		• Ethical Requirements	
• Reports Regarding the Quality of the Testing Site		• Revocation of Diplomate Status	
• Testing Regulations and Rules of Conduct		• Status of Individuals	
• Personal Items		Test Content Outline	13
		ADA Forms available at the end of this document.	

Definition of Obesity Medicine

An obesity medicine physician is a physician with expertise in the field of obesity medicine. This field of medicine requires competency in and a thorough understanding of the treatment of obesity and the genetic, biologic, environmental, social, and behavioral factors that contribute to obesity. The obesity medicine physician employs therapeutic interventions including diet, physical activity, behavioral change, and pharmacotherapy. The obesity medicine physician utilizes a comprehensive approach, and may include additional resources such as nutritionists, exercise physiologists, psychologists and bariatric surgeons as indicated to achieve optimal results. Additionally, the obesity medicine physician maintains competency in providing pre- peri- and post-surgical care of bariatric surgery patients, promotes the prevention of obesity, and advocates for those who suffer from obesity.

Function of the ABOM

The American Board of Obesity Medicine (“ABOM”) was established to serve the public and the field of obesity medicine through the establishment and maintenance of criteria and procedures for examination and certification of candidate physicians who seek recognition of their accomplishments in obesity medicine. Physicians who complete the ABOM certification process in obesity medicine are designated Diplomates of the American Board of Obesity Medicine.

National Board of Medical Examiners

The National Board of Medical Examiners (NBME) is a nonprofit institution that strives to provide the highest quality testing and research services to organizations involved in the licensure and certification of medical and health science professionals. NBME provides test development, test administration, editorial production, and psychometric services to the American Board of Obesity Medicine.

Prometric

NBME currently delivers certification examinations by computer through Prometric. Prometric administers testing programs for educational institutions, professional associations, corporations, and other organizations. Examinations are delivered in test centers that have secure rooms dedicated to test delivery.

Application

The American Board of Obesity Medicine (ABOM) processes applications through its online application portal. All supporting documentation must accompany the application and can be uploaded at the online application portal.

No extensions will be provided for submission of supporting documentation beyond the applicable application deadline.

The examination fee is submitted after you have been notified that you are eligible to sit for the exam.

There are two pathways for initial certification.

Applicants may choose either pathway, based on their qualifications.

1. CME Pathway Qualifications for Certification

- Proof of an active medical license in the U.S. or Canada.
- Proof of completion of U.S. or Canadian medical residency.
- Proof of active board certification in an American Board of Medical Specialties (“ABMS”) member board or osteopathic medicine equivalent.
- A minimum of 60 credit hours of continuing medical education (CME) recognized by the American Medical Association Physician Recognition Award (AMA PRA) Category 1 Credits on the topic of obesity are required for certification.
 - The CME credits **must include** at least 30 credits earned through attendance at one or more of the GROUP ONE meetings listed below.
 - The remaining 30 CME credits may be completed through attendance at additional GROUP ONE meetings or through GROUP TWO study, which includes at-home CME activities and/or attendance at other live meetings where obesity is the specific educational topic.

GROUP ONE (at least 30; no maximum)

- Obesity Medicine Association Fall Meeting
- Obesity Medicine Association Spring Meeting
- Harvard Blackburn Course in Obesity Medicine
- Columbia University IHN Obesity Course
- ObesityWeek

GROUP TWO (max 30)

- At-home CME on the topic of obesity
- All other live meetings on the topic of obesity not listed in GROUP ONE

IMPORTANT INFORMATION:

- ABOM does not accept CME credits earned through Medscape or Up to Date.

- NOTE FROM THE ABOM MEDICAL DIRECTOR REGARDING CME ACTIVITIES: ABOM applicants (excluding Fellowship Pathway applicants) and Diplomates are required to meet minimum continuing medical education (CME) credit hour requirements on the topic of obesity as set forth in the current ABOM Policies & Procedures. The ABOM will not accept CME credit hours on topics outside the field of obesity medicine and has sole discretion regarding whether a CME course fulfills the field of obesity medicine requirement. The ABOM CME requirement is intended to direct self-study in an in-depth and comprehensive manner that prepares applicants to become ABOM Diplomates but does not guarantee an applicant’s success.
- The following obesity-related topics will be accepted for CME credit:
 - Cardiovascular disease: hypertension, coronary artery disease, adiposopathic dyslipidemias
 - Diabetes: prediabetes, gestational diabetes, type 2 diabetes
 - Endocrinology: Cushing’s disease, hypothyroidism, PCOS
 - Gastroenterology: hepatosteator, GERD
 - Metabolic syndrome
 - Musculoskeletal disorders: osteoarthritis, low back pain
 - Psychosocial disorders: depression, anxiety, binge eating disorder, night eating syndrome
 - Reproductive endocrinology: adiposopathic infertility
 - Sleep disorders: apnea, insomnia, restless leg syndrome
- Recognition by the College of Family Physicians of Canada (CFPC) Mainpro M1 credits and the Royal College of Physicians and Surgeons of Canada (RCPSC) MOC Section 1 credits on the topic of obesity will also be accepted.

2. Fellowship Pathway Qualifications for Certification

- Proof of an active medical license in the U.S. or Canada.
- Proof of completion of U.S. or Canadian medical residency.
- Proof of active board certification in an American Board of Medical Specialties (“ABMS”) member board or osteopathic medicine equivalent.
- Successful completion of an on-site clinical fellowship with an obesity component where the fellowship director attests to at least 500 hours on the topic of obesity or obesity-related conditions.

Application Approval

The ABOM will notify applicants if they are, or are not, accepted as candidates for certification. ABOM, acting as a committee of the whole, reserves the right to deny or revoke certification if granting certification or permitting continuance of certification would adversely affect ABOM or is not in the best interest of patient health or public welfare or safety. If the applicant wishes to exercise the right to appeal this decision, the applicant must inform ABOM in writing of this intention within thirty (30) days of the date of receipt of written notification of the decision not to accept the application.

Any candidate whose license to practice medicine has been revoked, restricted or suspended in any way shall be ineligible for certification until such time as the encumbered license is reinstated in full. Should a license be revoked, restricted, or suspended following the submission of an application for certification, but prior to the notification of Diplomate status, the application and certification will be simultaneously invalidated.

It is the responsibility of the candidate to inform ABOM in writing immediately upon a change in licensure status. If the candidate fails to notify ABOM of any revocation, restriction, suspension, or probation within sixty (60) days after the effective date, he or she shall be ineligible to seek certification for up to one year following the reinstatement of full and unrestricted licensure.

For purposes of ABOM certification, a medical license is considered to be restricted if it is currently subject to any adverse action by a state or provincial licensing agency which encumbers the ability of a physician to diagnose, manage, and/or treat patients. Questions about licensure should be presented to the ABOM in writing.

ABOM reserves the right to revoke certification erroneously granted to unqualified candidates, including certification granted as a result of clerical errors.

Examination

The Certification Examination is administered during an established four-day testing period at computer based testing facilities managed by Prometric Inc. Test centers are located in every U.S. state, as well as Guam, Puerto Rico and the U.S. Virgin Islands. Canadian test centers are located in Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, Ontario, Quebec, Saskatchewan, and Yukon.

Note: Prometric test center locations are subject to change, and there is no guarantee that a center listed on the Prometric website at the time of application will be available for a future ABOM administration. The most efficient way for candidates to check for test center locations is to log on to www.prometric.com/ABOM and select 'locate a test center'. This provides the most up to date information.

Exam Development

ABOM has contracted with the National Board of Medical Examiners (NBME) to assist in the development, administration, scoring, and reporting of results for the certification examination. Using the Test Content Outline as a basis, the ABOM makes the final determinations regarding exam content and the number of items in each area.

Questions (items) for the exam are solicited from content area experts currently practicing obesity medicine. Item writers attend workshops and receive instruction to enable them to write high quality, practice-related test items. Test items undergo extensive editing and review by subject matter experts and professional test editors before approved to be placed on the examination.

Exam Question Format

Questions (items) are designed to test synthesis and analysis levels of cognitive skills as well as content knowledge. The exam is composed of objective multiple choice questions with answer choices. There will be approximately 200 items on the exam.

Answer Strategy

You should consider answers to each question carefully and eliminate the least likely ones instead of randomly selecting an answer. Please keep in mind that there is no penalty for incorrect responses. Since test scores are based on the actual number of questions answered correctly, it is to the candidate's advantage to select an answer for each question rather than leaving any blank. There is only 1 correct answer for each question.

Test Content Outline

The ABOM Test Content Outline is based on a detailed practice analysis conducted by the ABOM Board of Directors. A practice analysis involves extensive research, including survey data and judgments of subject matter experts, of the knowledge, tasks, and roles that describe obesity medicine practice. The ABOM Board of Directors develops a written exam from the Test Content Outline and includes a percentage of questions from each of the major content areas identified in the practice analysis.

Examination Scheduling

After your examination fee has been paid, ABOM will send you an e-mail with instructions on how to access and download your electronic scheduling permit online. You must have your scheduling permit before you contact Prometric to schedule a test date. Check to make sure that the information on your permit is correct, and that your name (first name, middle initials, last name) exactly matches your name on the identification you will use on the day of the examination. If the name on your permit does not match the name on your identification, you must contact ABOM immediately. Name changes or corrections cannot be made within 7 business days of your scheduled testing date. You will be denied admission to the test if the name on the permit does not match the name on your identification.

Your Scheduling Permit

You should verify the information on your Scheduling Permit before scheduling your appointment. Your Scheduling Permit includes the following:

- your name,
- the examination for which you registered,
- your Scheduling Number,
- your Candidate Identification Number (CIN).

You must either print and take your Scheduling Permit, or present it electronically (e.g., via Smartphone).

You are strongly encouraged to print your Scheduling Permit at least several days in advance of your scheduled testing appointment to avoid any problems accessing or printing your permit on your scheduled test date.

Note: You will not be able to take the test if you do not have your Scheduling Permit at the test center.

Note: Your Scheduling Number is needed when you contact Prometric to schedule a test appointment. It differs from your Candidate Identification Number (CIN), which is your private key, and is needed to test. Prometric does not have access to your CIN.

Scheduling Your Test Date

You must have your Scheduling Permit before you contact Prometric to schedule a testing appointment. Appointments are assigned on a "first-come, first-served" basis; therefore, you should contact Prometric to schedule as soon as possible after you print your Scheduling Permit.

You will be required to provide information found only on your Scheduling Permit. When you schedule your appointment, you will receive the following specific information:

- the confirmed test date and time;
- the address and telephone number of the Prometric Test Center where you will test; and
- your Prometric Confirmation Number(s).

After you schedule your testing appointment, you can print a confirmation of your appointment from the Prometric website (www.prometric.com/ABOM). It is highly recommended to confirm your testing appointment information one week before your test date.

Test Length and Format

The total testing time will be 5 hours, as follows:

- Tutorial – 15 minutes
- Four 60-minute test blocks, each with 50 items
- Break time – 45 minutes
- Post-test survey (optional) – if time is available at the end of the test

Examination Administration

Computerized Testing

The ABOM examination is administered by computerized testing. The examination questions are presented on computers and candidates provide their responses using a mouse or keyboard.

Please be aware that there may be test takers from other professions taking examinations during your test administration. Their exam schedule may differ from your schedule, and they may arrive and depart at different times.

Admission to the Test

When you arrive at the test center, you must present your Scheduling Permit and the required identification described on your Scheduling Permit. Acceptable forms of identification include the following forms of unexpired identification:

- passport,
- driver's license with photograph,
- national identity card,
- other form of unexpired, government-issued identification.

Your identification must contain both your signature and photograph. If it contains your photograph but not your signature, you can use another form of unexpired identification that contains your signature, such as an employee identification card or a credit card, to supplement your photo-bearing, government-issued identification.

The first and last names on your identification must exactly match the names on your permit. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. Please contact your Registration Board immediately if the name on your permit is misspelled or differs from your name as it appears on your identification. Name changes or corrections cannot be made within 7 business days of your scheduled testing appointment.

Note: You will not be admitted to the testing room without presenting either a printed or electronic copy of your permit and an unexpired, government-issued form of identification (such as a driver's license or passport) that includes **both** your photograph and signature.

Test Centers and Testing Conditions

Prometric provides computer-based testing services for academic assessment, professional licensure, and certification. The examinations are given at Prometric Test Centers. These centers provide the resources necessary for secure administration, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

You should arrive at the Prometric Test Center 30 minutes before your scheduled testing appointment on your testing day(s). If you arrive after your appointment time, you **may not** be admitted. If you arrive more than 30 minutes after your scheduled testing appointment, you **will not** be admitted.

Upon arrival at the test center, you must present the required identification, sign a test center log, be photographed, and store your personal belongings in your assigned locker.

Please note the following:

- You will be asked to empty and turn your pockets inside out; you will be asked to repeat this process prior to every entry into the testing room after a break.
- You will be required to remove eyeglasses for visual inspection by the test center administrators. These inspections will take a few seconds and will be done at check-in and upon return from breaks.
- Jewelry, except for wedding and engagement rings, is prohibited
- Hair accessories are subject to inspection. You should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. Any examinee wearing any of these items may be prohibited from wearing them in the testing room, and asked to store such items in their locker.

ABOM candidates can reference their appointment confirmation email for a link to the Prometric FAQs including test center regulations found at <https://www.prometric.com/en-us/for-test-takers/prepare-for-test-day/documents/TestCenterRegulations.pdf>

Test center staff will collect your Scheduling Permit. You will be provided with laminated writing surfaces and markers. You will be instructed to write your name and Candidate Identification Number (CIN) on one of the laminated writing surfaces provided. Your Scheduling Permit will be retained at the Test Center Administrator's station. You may request access to the permit during the examination if it becomes necessary for you to rewrite the CIN on the laminated writing surface. Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. Laminated writing surfaces and markers issued are to be used for making notes and/or calculations during the testing session. They should only be used at your assigned testing station, and only after you have begun your examination by entering your CIN. You must enter your CIN to start the examination, which begins with a brief tutorial prior to the first test block. Depending upon the type of markers provided, you may also be provided an eraser. Otherwise, if you have filled the laminated writing surfaces and need additional space for making notes, you will need to notify test center staff and a replacement will be provided. Laminated writing surfaces must be returned to test center staff at the end of the testing session.

Completing the Test

Your entire testing session is scheduled for a fixed amount of time. The computer keeps track of your overall time and the time allocated for each block of the test. **There is 45 minutes of break time allotted for this examination.** If you complete the tutorial or other blocks of the test questions early, the remaining time will be available as authorized break time. This time will not be available to complete other blocks of the test. Authorized breaks include any time taken between test blocks, whether you take a brief break at your seat or you leave the testing room.

The time allowance for each block is 60 minutes. While you are testing, the block and daytime clocks continue to run even if you leave the testing room, (e.g., for a personal emergency or restroom break). If you leave during a block, the test center staff will report that fact as an irregular incident. In addition, the "unauthorized break" screen, described in the examination tutorial, may appear on the monitor at your workstation during a testing block. As explained in the tutorial, the unauthorized break screen will appear after a defined period of inactivity (no mouse click or key entry). Thirty seconds before the appearance of the unauthorized break screen, an "inactivity timeout" warning will appear. If you do not click as instructed on the warning screen, the unauthorized break screen will appear after 30 seconds. You will then have to enter your Candidate Identification Number (CIN) in order to continue with the examination. Each time you leave the testing room, you are required to sign out and sign in when you return. You must present your identification each time you sign in. Each block ends when the block time expires or when you exit from it.

As you progress through the blocks of the test, you should use the features available in the testing software to monitor how many blocks are remaining and how much break time you have accumulated, if any. **If you take too much break time and exceed the accumulated break time, your time to complete the last block in the testing session will be reduced. You should use the time summary feature (as explained in the tutorial) to keep track of the number of blocks completed and the number remaining.**

When block time runs out, you will not be able to move to any new screens within that block. The computer will close the block. After you complete or run out of time for each block during the test, you must respond when the computer asks you to indicate whether you want to take a break or continue. After the test blocks, (if time permits) you may be asked to complete an additional block that contains survey questions about your testing experience.

The test session ends when you have started and exited all sections or the total time for the test expires. You will sign out as you leave the test center, AND hand in the laminated writing surfaces.

If you experience a computer problem during the test, notify test center staff immediately. The testing software is designed to allow the test to restart at the point it was interrupted. In most cases, your test can be restarted at the point of interruption with no loss of testing time. However, it is possible that a technical problem may occur that does not permit you to complete your examination. In the rare event that this occurs, please send a written description of the incident to the ABOM in accordance with the reporting rules set forth below.

Reports Regarding the Quality of the Testing Site

If you encounter a problem during the administration of the test, immediately report such problem to the test center staff and send written notification to ABOM as set forth below.

Any and all complaints regarding the quality of the testing site, including, but not limited to, the professionalism of the proctor, computer glitches, software glitches, room temperature, distracting noises, lighting, examination interruption, etc. shall be sent in writing to ABOM no later than seven (7) calendar days after the candidate's examination date via facsimile or certified mail to:

American Board of Obesity Medicine
Attn: Test Center Complaint
2696 S. Colorado Boulevard, Suite 340
Denver, CO 80222
303.770.9104 (Fax)

Any written complaints received by ABOM after the seven (7)-day deadline will not be considered by ABOM. The candidate shall retain proof of ABOM's receipt of any complaint (i.e., a fax transmittal report or certified mail receipt). Such written complaint shall include "Test Center Complaint" in the subject line, a description of the problem/complaint, the candidate's name, address, Scheduling Number, Candidate Identification number, the examination date, the test center name and location, and the building or room in which you were tested, if known. ABOM shall consider any timely written complaints and determine, in ABOM's sole and absolute discretion, whether a corrective measure, if any, shall be provided to such candidate.

Testing Regulations and Rules of Conduct

Test center staff monitor all testing sessions. You must follow instructions of test center staff throughout the examination. Failure to do so may result in a determination of irregular behavior.

If any test center staff determines, in his or her sole and absolute discretion, a candidate has exhibited irregular behavior during any testing session, ABOM may, in its sole

and absolute discretion, cancel such candidate's score. If a candidate's score is canceled due to a determination of irregular behavior, candidate shall not receive any refund for examination or application fees. ABOM may, in its sole and absolute discretion, prohibit such candidate from rescheduling the examination and may revoke such Diplomate's certification. If ABOM allows such candidate to reschedule the examination, such candidate shall be charged for the reexamination fees.

Test center staff are not authorized to answer questions from examinees regarding examination content, testing software, or scoring. Test center staff are also not authorized to answer inquiries with regard to registration or retesting.

Personal Items

Unauthorized possession of personal items while in the secure areas of the testing centers may lead to a finding of irregular behavior. **It is important that you read and understand the rules regarding personal possessions.** You may bring cordless soft-foam earplugs into the testing room. However, they must be out of the packaging and ready for inspection by test center staff during check-in. Earplugs must be left at the workstation during all breaks.

Unauthorized items include, but are not limited to:

- mechanical or electronic devices, such as cellular telephones, personal digital assistants (PDAs), calculators, watches of any type, electronic paging devices, recording or filming devices, radios;
- outerwear, such as coats, jackets, head wear, gloves;
- book bags, backpacks, handbags, briefcases, wallets;
- books, notes, written materials, or scratch paper;
- food, candy, gum, or beverages.

If you bring personal items to the test center, you must store them in a designated locker outside the secure testing area. You should keep in mind that the storage facilities are small and that all stored mechanical or electronic devices must be turned off. Personal items and their contents may be subject to inspection. Any materials that reasonably appear to be reproductions of any examination materials will be confiscated. Making notes of any kind during an examination, except on the laminated writing surfaces provided by the test center for this purpose, is not permitted. Removal of those materials from the secure testing area is prohibited.

Additional Information

Examination Communications via Email

All ABOM communications with candidates will be sent via email to the email address provided on the application submitted by the candidate. These communications will include notification of receipt of application, additional documentation requests from the ABOM Credentialing Committee, notification of approval to sit for the examination, scheduling permits and score reports.

Candidates are responsible for notifying ABOM immediately of any changes in their email address by emailing info@abom.org.

Report of Results

Examinee score reports will include content area performance profiles, pass/fail decision, performance interpretation guidelines and norm tables. Candidates will be notified that Score Reports are ready to be downloaded 8-10 weeks from the closing of the test administration window.

Analysis of Examination Results

The examination is subject to close review, standard-testing and relevance-testing.

The ABOM Board of Directors and NBME staff members review items that did not perform adequately and determine whether the item should be used in scoring or not. Once scores are processed, staff from NBME and the ABOM meet for a careful review of the data to set a minimum passing score for the examination.

Retesting

Applicants who fail their first attempt are entitled to retake the examination one time, upon payment of a retesting fee, without resubmitting evidence of compliance with the qualifications stated previously. The candidate must retake the exam the following time it is offered or forfeit this opportunity. Any additional retesting will require a reapplication for board certification.

Applicants who forego their first attempt, by withdrawal or failure to appear, are entitled to take the examination one time, upon payment of a reinstatement fee, without resubmitting evidence of compliance with the qualifications stated previously. The candidate must take the exam the following time it is offered or forfeit this opportunity. Any additional retesting will require a reapplication for board certification.

Reapplication

ABOM declares void the application of a candidate who has failed to satisfy the examination requirement after two attempts. The candidate may reapply by submitting a new application. Such application shall be subject to the fees, rules, privileges and requirements that apply at the time of reapplication. Applicants whom ABOM determines meet existing eligibility requirements will be permitted to sit for the ABOM certification examination.

Americans with Disabilities Act (ADA)

Purpose:

This policy provides the guidelines for the evaluation and granting of requests for reasonable accommodations in the administration of The American Board of Obesity Medicine ("ABOM") certification examinations to qualified applicants with disabilities and to ensure that the examination is administered in a manner that does not discriminate against such applicants in violation of the Americans with Disabilities Act (ADA).

Policy:

The ABOM will grant reasonable testing accommodations to qualified individuals with disabilities that timely apply and provide the necessary supporting documentation. All requests for accommodations will be considered on a case-by-case basis. It is the responsibility of the person with a disability to provide advance notice and appropriate documentation of the disability with a request for test accommodations. If an applicant identifies functional limitations or special needs that would prevent him or her from taking the certification exam under standard testing conditions, ABOM in consultation with its testing agency, will evaluate and respond to that applicant's needs for special arrangements. Applicants will be notified of the decision regarding the request and the accommodations that will be provided.

Test Accommodations:

The American Board of Obesity Medicine provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation. The ABOM determines whether accommodations are warranted and decides what specific accommodations may be reasonable for a particular examinee.

An applicant who wishes to request test accommodations to take a certifying examination due to a disability is urged to notify the ABOM in writing of the need for accommodations as early as possible during the application period even if they have received accommodations on a prior exam. All accommodation requests should be submitted as early as possible to provide sufficient time for ABOM to assess the effort in providing non-standard accommodation requests and in time for the standard accommodations to be processed for delivery.

The appropriate forms can be found at the end of the Policies & Procedures. Documentation should be sent directly to American Board of Obesity Medicine, 2696 S. Colorado Boulevard, Suite 340, Denver, CO 80222.

by the final deadline for the registration. Any questions should be directed to the ABOM office.

Deadlines and Fees

ABOM is a non-profit corporation. The directors of the Board serve without compensation.

In the event an application is not accepted, or the application is accepted and subsequently withdrawn by the candidate, fee(s) covering administrative services will be retained and the balance of any fees paid for the examination will be refunded according to the schedule stated in this manual.

Examination fees will be charged to candidates whether they have failed a previous examination, canceled a scheduled appointment for examination in less than thirty (30) days prior to the examinations, or failed to appear for any examination for which they were properly scheduled.

Applicants may pay fees by credit card, using either Visa or MasterCard.

After the ABOM has accepted an application, the applicant is expected to take the next certifying examination offered. However, an applicant may withdraw by submitting a written notice. Refund of fees paid will be made according to the refund schedule.

Deadlines and Fees

The examination fee is submitted after you have been notified that you are eligible to sit for the exam. Examination fees are submitted via the online application portal at www.abom.fluidreview.com.

Examination fees will be charged to candidates even if a candidate cancels a registration, fails to take a test or fails to follow the procedures set forth for test scheduling and administration, such as: if a candidate misses a test appointment, if a candidate arrives late and the Examination cannot be administered, if a candidate does not complete an Examination; if the minimum time for rescheduling is not met; if a candidate fails to present the required materials upon arrival for a scheduled test appointment and is therefore not tested; or if a candidate fails to schedule a testing appointment or otherwise fails to sit for the Examination during the testing window, even if the eligible candidate cancels or reschedules by providing notice.

Rescheduling Fee

If you are unable to keep a testing appointment and would like to reschedule, you must contact Prometric by 12:00 PM ET of the second business day prior to your appointment. Examinees may reschedule a previously-scheduled test appointment or change a test center location via Prometric's on-line scheduling system or by calling the telephone number listed on the scheduling permit. The rescheduled test date must fall within the testing window. Fees from your previously scheduled test will be transferred to the rescheduled exam as follows:

- a. If you contact Prometric by 12:00 pm ET of the second business day prior to your test date, you will not be charged a fee.

- b. If you cancel your appointment within 2 business days of your test date, when you attempt to reschedule your exam within the testing window you must contact Prometric Candidate Cares and pay a \$75 fee to reinstate your eligibility record.
- c. If you do not appear on your test date, and would like to reschedule your exam within the testing window, you must contact Prometric Candidate Cares and pay a \$75 fee to reinstate your eligibility record.

Score Recheck Fee

Candidates agree to pay ABOM a score recheck fee of \$100 per request. Score recheck results will be reported within ten (10) business days of the request.

2018 Fees

Deadlines

Early Application Deadline: 10/15/17

Application Deadline: 11/15/17

Fees

\$1500 for applications submitted by the early application deadline

\$1750 for applications submitted after the early application deadline

Retake Fees

\$450

Exam Refunds

- \$1000 through December 15, 2017
- \$500 through December 31, 2017
- No Refunds after December 31, 2017

Diplomate Information

All Physician candidates who successfully complete the written certification examination shall be known as Diplomates of the American Board of Obesity Medicine. Diplomates receive an appropriate certificate which remains the property of the American Board of Obesity Medicine. The Diplomate to whom the certificate is issued is entitled to its possession unless it is revoked (see "Revocation of Diplomate Status.") If a Diplomate's certificate is lost or destroyed, the Board will issue a replacement certificate upon written request and justification. The certificate replacement fee must accompany the request. Contact the Board office for current fees.

Recertification

Diplomates have time-limited board certification status for 10 years. Recertification requires submitting an application and taking the certification examination.

When recertification is required, the following items must be submitted with the examination application.

Qualifications for Recertification

1. Proof of an active medical license in the U.S. or Canada.
2. Proof of completion of U.S. or Canadian medical residency.
3. Active board certification in an American Board of Medical Specialties ("ABMS") member board or osteopathic medicine equivalent.
4. A minimum of 120 credit hours of continuing medical education (CME) recognized by the American Medical Association Physician Recognition Award (AMA PRA) Category 1 Credits on the topic of obesity are required for recertification.* The 120 credit hours can be completed within the 10 years prior to recertification. A copy of the applicant's CME certificates should accompany the application.

*Recognition by the College of Family Physicians of Canada (CFPC) Mainpro M1 credits and the Royal College of Physicians and Surgeons of Canada (RCPSC) MOC Section 1 credits on the topic of obesity will also be accepted.

Recertification Retesting

If the Diplomate does not pass the recertification exam during the final year of their certification term, he/she may take the exam the following year, upon payment of the recertification exam fee. If the Diplomate chooses not to take the recertification exam during his/her final year of certification, the incompleteness will be considered as a failure on the exam during that year. The physician will not be considered a Diplomate during any time their certification term has lapsed.

If a Diplomate does not pass or does not complete the exam for two (2) years in a row, the Diplomate may reinstate his/her board certification status by retaking and passing the Written Examination under the same terms as a new Candidate.

Lapse in Diplomate Status

Diplomates who fail or do not complete the recertification exam during the year they are scheduled will be required to remove their certification status from their letterhead and any printed or web marketing materials.

Use of Diplomate Designation

Use of the ABOM Diplomate status or of the Board's official logo in advertising media to imply official endorsement of the Diplomate or the Diplomate's practice, methods, programs or products will be considered a violation of the terms and conditions of certification. The Board may terminate the Diplomate's status upon a three-fourths (3/4ths) affirmative vote of the Board.

Ethical Requirements

ABOM is committed to maintaining a high level of ethical conduct and integrity by its Board and its Diplomates. Accordingly, Diplomates shall not only uphold a strong commitment to ethics and integrity but shall also comply with general principles of medical ethics, including but not limited to, the American Medical Association's Code of Medical Ethics.

Revocation of Diplomate Status

A certificate is issued by ABOM with the understanding that it remains the property of the Board during the life of the Diplomate. A Diplomate must immediately inform ABOM if such Diplomate:

- Fails to comply with the continuing requirements for Diplomate status.
- Misuses the Diplomate designation.
- Commits fraud or misrepresentation in the application or recertification process.
- Fails to abide by the ABOM Bylaws or any rules or requirements established by the Board, including, but not limited to, ABOM's Ethical Requirements.
- Has a license or certificate to practice medicine suspended, revoked, or otherwise limited.

Any certificate issued by the Board shall be subject to revocation if any of the aforementioned events occur.

Status of Individuals

The American Board of Obesity Medicine does not use the term "board eligible" because the term does not have a consistent definition.

Except as required by law, ABOM will respond to inquiries regarding the status of an individual by providing a statement of only whether the individual has been certified or not.

Test Content Outline

I. Basic Concepts – 25%

- A. Determinants of Obesity**
 - 1. Lifestyle/Behavioral
 - 2. Environmental/Cultural
 - 3. Genetic
 - 4. Secondary
 - 5. Epigenetics and Fetal Environment
- B. Physiology/Pathophysiology**
 - 1. Neurohormonal
 - 2. Enterohormonal/Microbiota
 - 3. Body Fat Distribution
 - 4. Pathophysiology of Obesity-Related Disorders/Comorbidities
 - 5. Body Composition and Energy Expenditure
 - 6. Energy Balance and Hormonal Adaptation to Weight Loss
 - 7. Obesity Related Cell Physiology and Metabolism
 - 8. Brain, Gut, Adipocyte Interaction
- C. Epidemiology**
 - 1. Incidence and Prevalence, Demographic Distribution
 - 2. Across the Life Cycle
- D. General Concepts of Nutrition**
 - 1. Macro and Micronutrients
 - 2. Gastrointestinal Sites of Nutrient Absorption
 - 3. Obesity Related Vitamin and Mineral Metabolism
 - 4. Macronutrient Diet Composition and Effects on Body Weight and Metabolism
- E. General Concepts of Physical Activity**
 - 1. Biomechanics and kinesiology
 - 2. Cardiorespiratory Fitness and Body Composition

II. Diagnosis and Evaluation – 30%

- A. History**
 - 1. Medications
 - 2. Family History
 - 3. Comorbidities/Assessment and evaluation
 - 4. Sleep
- B. Lifestyle/Behavior/Psychosocial**
 - 1. Demographic/Socioeconomic/Cultural/Lifestyle/Occupational
 - 2. Physical Activity
 - 3. Nutrition/Diet
 - 4. Eating Disorders/Disordered Eating
 - 5. Body image disturbance
- C. Physical Assessment**
 - 1. BMI
 - 2. Waist Circumference
 - 3. Physical Findings of obesity and Comorbid Conditions
 - 4. Vital Signs
 - 5. Underlying Syndromes
 - 6. Signs of Nutritional Deficiency
 - 7. Growth indices
- D. Procedures and Laboratory Testing**
 - 1. Resting Metabolic Rate
 - 2. Body Composition Analysis
 - 3. Diagnostic Tests
 - a. Comorbidities
 - b. Secondary Obesity
- E. Screening Questionnaires**
- F. Research Tools**

III. Treatment – 40%

- A. Behavior**
 - 1. Behavioral Counseling Techniques/Therapies
 - 2. Self-Monitoring Techniques/Tools
- B. Diet**
 - 1. Calorie and Micro/Macronutrient
 - 2. Very Low Calorie Diet
 - 3. Meal Replacements
 - 4. Effect on Comorbid Conditions
- C. Physical Activity**
 - 1. Prescription
 - 2. Mechanisms of Action
 - 3. Effect on Comorbid Conditions
- D. Pharmacotherapy, Pharmacology and Pharmacokinetics**
 - 1. Risks, Benefits, and Adverse Effects
 - 2. Indications/Contraindications
 - 3. Monitoring and Follow Up
 - 4. Prescription Dose and Frequency
 - 5. Drug-Drug, Drug-Nutrient, Drug-Herbal Interactions
 - 6. Off Label Usage/Over-the-counter (OTC)
 - 7. Multi-drug/Combination Therapy
 - 8. Management of Drug-Induced Weight Gain
 - 9. Effect on Comorbid Conditions
- E. Alternative, Emerging, and Investigational Therapies**
- F. Surgical Procedures**
 - 1. Types, Risks, Benefits
 - 2. Indications and Contraindications
 - 3. Complications
 - 4. Pre-operative Assessment and Preparation
 - 5. Post-operative Management
 - a. Medical Inpatient
 - b. Medical Outpatient
 - c. Nutritional
 - 6. Adolescent Surgery
 - 7. Effect on Comorbid Conditions

- G. Strategies**
 - 1. Age-Related Treatment
 - 2. Risks Associated with Excessive Weight Loss
 - 3. Management of Weight Plateau
 - 4. Prevention of Obesity and Weight Gain
 - 5. Management of Comorbid Conditions During Weight Loss
 - 6. Effect of Weight Loss on Comorbid Conditions
 - 7. Treatment of Comorbid Conditions
- H. Pediatric obesity**
 - 1. Treatment Guidelines
 - 2. Pharmacotherapy
 - 3. Bariatric Surgery
 - 4. Family Support and Participation

IV. Practice Management – 5%

- A. Patient care Issues**
 - 1. Weight Bias, Stigma/Discrimination
 - 2. Culturally Tailored Communication
 - 3. Ethics
- B. Office Procedures**
 - 1. Policies and Protocols
 - 2. Adult Obesity Management Guidelines and Recommendations
 - 3. Physician Personal Health Behaviors
 - 4. Online and remote management tools
- C. Interdisciplinary Team**
- D. Advocacy/Public Health**
- E. Other**
 - 1. Cost Effectiveness of Treatment Options
 - 2. Awareness of Societal Cost of Obesity
 - 3. Reimbursement and Coding

Please note: The American Board of Obesity Medicine certification exam covers information that pertains to individuals throughout the entire life cycle. The overall content of the exam includes:

- pediatric and adolescent content (15%)
- adult content (20%)
- content relevant to the entire life cycle (65%)

Within each domain detailed in the Test Content Outline there may be content related to pediatric and adolescent patients and/or adult patients.



Requests must be supported by documentation from a qualified professional. Review of a request for test accommodations will be deferred until complete documentation is received. Submission of incomplete information will slow the processing of your request.

Send completed form with the supporting documentation by the final application deadline to:
American Board of Obesity Medicine, 2696 S. Colorado Boulevard, Suite 340, Denver, CO 80222.
Applicants will select a computer testing center after a decision has been made on the test accommodation request.

Please type or print.

Accommodations are requested for the following examination:

Examination Name: _____ Year: _____

1. Name: _____
LAST FIRST MIDDLE INITIAL

2. Address: _____
NUMBER STREET

CITY STATE/PROVINCE ZIP CODE

COUNTRY

DAYTIME TELEPHONE MOBILE TELEPHONE

E-MAIL ADDRESS

3. Nature of Disability:

- Visual Disability
- Hearing Disability
- Learning Disability
- Physical Disability
- Psychiatric/Mood Disorder
- Attention Deficit/Hyperactivity Disorder
- Other

4. In order to document your need for accommodation(s) as completely as possible, please attach, in addition to professional documentation, a personal statement describing your disability and its impact on your daily life and educational functioning.



5. What accommodations(s) are you requesting? Accommodation(s) must be appropriate to your disability.
(Check all that apply)

- Assistance with Marking Answers
- Extended Testing Time _____
AMOUNT REQUESTED AS SUPPORTED BY YOUR DOCUMENTATION
- Screen Magnifier (clear screen placed in front of monitor to enlarge the display of text and images)
- Zoom Test (ability to alter front, as needed)
- Reader
- Individual Testing Room (for those whose disability necessitates separation from all other examinees)
- Special Physical Accommodations at the site _____
(SPECIAL LIGHTING, CHAIR, ETC.)
- Permission to have and use diabetic supplies
- Permission to have and use light provisions, including water on a spill-proof bottle and/or a small snack
- Portable air supply
- Prescribed medication (other than pills)
- Other _____

6. Do you require wheelchair access at the examination facility? Yes No

7. Prior classroom or test accommodation(s) that you have received:

Standardized Examinations (Check all that apply)
Attach documentation showing the accommodations granted when the examination was administered.

Medical College Admission Test (MCAT) Month/Year: _____

ACCOMMODATION(S) RECEIVED

United States Medical Licensing Exam (USMLE) Month/Year: _____

ACCOMMODATION(S) RECEIVED

Other Month/Year: _____

ACCOMMODATION(S) RECEIVED

Medical School/Residency

If yes, provide a statement from your medical school and/or residency training program explaining the type of accommodations made and date approved.

College _____

ACCOMMODATION(S) RECEIVED



8. Authorization:

I certify that the above information is true and accurate. If the testing accommodations granted to me include a deviation from the standard testing time schedule, I agree that, from the time I begin the examination until I have completed it, I will not communicate in any way, to the extent possible, with any other individuals taking the examination and I will not communicate in any way with any such individuals about the content of the examination.

Signature: _____ Date: _____

If clarification or further information regarding the documentation provided is needed, I authorize ABOM to contact the professional(s) who diagnosed the disability and/or those entities which have provided me test accommodations. I authorize such professional(s) and entities to communicate with the ABOM with such clarification and/or further information.

Signature: _____ Date: _____



AMERICAN BOARD
of **OBESITY MEDICINE**

Certification of Prior Test Accommodations

To be completed by a medical school official responsible for student disability services.

Please type or print.

Applicant Name: _____

I, _____, hold the position of _____
TITLE

I certify that _____ has officially approved and provided
NAME OF INSTITUTION

The following test accommodations for the above applicant beginning on _____
DATE (MONTH/YEAR)

Accommodation(s) provided:

Reason for provision of accommodation(s):

Signature: _____ Date: _____

Telephone Number: _____



Send completed form with the supporting documentation by the final published deadline to:
American Board of Obesity Medicine, 2696 S. Colorado Boulevard, Suite 340, Denver, CO 80222.
Applicants will select a computer testing center after a decision has been made on the test accommodation request.

- I have received test accommodation for a prior ABOM Examination and am requesting the same accommodations as previously provided. (Submitting this form constitutes your official notification.)
- I require different accommodations than those previously provided, due to a change in the nature or extent of my disability.

If there has been a change in the nature or extent of your disability please fill out the **ABOM Test Accommodation Request — New Request** and attach documentation supporting the change in accommodation(s).

Please type or print.

Accommodations are requested for the following examination:

Examination Name: _____ Year: _____

1. Name: _____
LAST FIRST MIDDLE INITIAL

2. Address: _____
NUMBER STREET

CITY STATE/PROVINCE ZIP CODE

COUNTRY

DAYTIME TELEPHONE MOBILE TELEPHONE

E-MAIL ADDRESS

Signature: _____ Date: _____