



**THE AMERICAN OSTEOPATHIC BOARD
OF PREVENTIVE MEDICINE**

**APPLICATION TO DETERMINE
CERTIFICATION OF ADDED QUALIFICATION
(CAQ) ELIGIBILITY AND REQUEST
TO SIT FOR EXAMINATION**

Applications must be received by January 15 for exams in the Spring and by August 15 for exams in the Fall. PLEASE NOTE: ALL MATERIALS MUST BE TURNED IN BY THE APPLICATION DEADLINE.

TYPE OR PRINT LEGIBLY				DATE: _____
Last Name	First	Middle		
Home Address	City	State	Zip Code	
Office Address	City	State	Zip Code	
E-mail Address				
Mailing Address - Use Home _____ or Office _____				
Home Telephone Number ()	Office Telephone Number ()	Date of Birth: (Month - Day - Year)		
AOA Membership Number and Effective Date	Cell Telephone Number ()	CAQ Interest in (Check One): <input type="checkbox"/> Occupational/Environmental Medicine <input type="checkbox"/> Public Health/Preventive Medicine		
REQUIRED DOCUMENTATION AND OTHER REQUIRED ELEMENTS FOR SUBMISSION (Check if attached)				
<input type="checkbox"/> Notarized Copy of DO Degree	<input type="checkbox"/> Notarized copy of Primary Board Certification			
<input type="checkbox"/> CME and/or other documentation of related training in area of CAQ interest CME 120 hours (every 3 years) 30 hours in Category 1-A 90 hours in Categories 1A, 1B, 2A, 2B 50 hours must be in a primary specialty	<input type="checkbox"/> Notarized Copy of Current State License(s) (Include notarized statement detailing any and all restrictions on your medical license in the state in which you practice.)			

	<i>For more information please see CME FAQ's on AOBPM.org</i>		
	<i>Letters of Recommendation</i>		<i>Curriculum Vitae</i>
	<i>Two (identical) passport sized photos</i>		Questions Each applicant must submit ten (10) multiple choice questions (which must be textually referenced) in the area of interest for the Board's review. See "Item Writing Guide" on the AOBPM site for more information.
	<i>Practice Documents</i>		Check payable to AOBPM Credit Card payments are welcome. Please call 1-800-621-1773 x 8229.

APPLICATION STATEMENT

I hereby make application to the AOBPM for admission to the Certification for Added Qualification (CAQ) examination in Occupational/Environmental Medicine.

I agree that my professional qualifications, including my moral and ethical standing in the medical profession and my competence in clinical skills, will be evaluated by the Board and that the Board may make inquiry of institutions named in this application as the Board may deem appropriate with respect to such matters; and I agree that the sources and all information furnished to the Board in connection with its inquiry shall be confidential and not subject to disclosure, through legal process or otherwise, to me or to any one acting on my behalf. I agree that the AOBPM and the AOA shall be the sole judge of my credentials and qualifications for admission to the examination and for certification.

I hereby declare under penalty of perjury that the information given in this application is true and correct to the best of my knowledge and belief. I also agree, if awarded a CAQ, to maintain the required CME hours, and will forward a copy of the AOA CME printout, every 3 years, to the AOBPM.

Signature

Date

RETURN APPLICATION MATERIALS TO:

AOBPM
142 East Ontario, 4th Floor
Chicago. IL 60611-2864

ELIGIBILITY APPLICATION FEE	\$250.00
EXAMINATION FEE	\$850.00
TOTAL TO REMIT	\$1100.00

CREDENTIALS COMMITTEE ACTION

CAQ ELIGIBILITY:

_____ **APPROVED**

_____ **DISAPPROVED**

COMMENTS/EXPLANATION:

EFFECTIVE DATE OF REGISTRATION:

DATE OF TERMINATION:

CHAIRMAN'S SIGNATURE

DATE

EXAMINATION COMMITTEE ACTION

DATE OF EXAMINATION

PLACE OF EXAMINATION

EXAMINATION NUMBER

GRADES:

ORAL

MULTIPLE CHOICE

[] PASS

[] FAIL

EXAMINER(S):

1. _____

2. _____

3. _____

CHAIRMAN'S SIGNATURE

DATE



American Osteopathic Board of Preventive Medicine

142 East Ontario Street - Chicago, IL 60611 - Phone (312) 202-8229 - Fax (312) 202-8224 - www.aobpm.org

CERTIFICATION EXAMINATION RELEASE STATEMENT

I hereby agree to disqualification from examination and forfeiture of fee or from issuance of a certificate of specialization or to the surrender of such certificate of specialization as directed by the American Osteopathic Association in the event that any of the forgoing statements made by me are false or in the event that any of the rules, regulations and requirements governing such examinations are violated by me or in the event that I did not comply with, or shall violate any of the provisions of the Constitution and Bylaws of the American Osteopathic Board of Preventive Medicine.

I agree to hold the American Osteopathic Association, the American Osteopathic Board of Preventive Medicine, their members, examiners, officers and agents free from any damage, expense or complaint by reason of any action they or any one of them may take in connection with this application, or the failure of the American Osteopathic Board of Preventive Medicine to recommend issuance to me of such certificate of specialization, or the revocation of any certificate of specialization issued pursuant to this application.

I pledge that, if recommended by the American Osteopathic Board of Preventive Medicine and if certified by the Board of Trustees of the American Osteopathic Association, I shall abide by and uphold the Constitution and Bylaws of the American Osteopathic Association.

I further pledge that, if recommended by the American Osteopathic Board of Preventive Medicine and if certified by the Board of Trustees of the American Osteopathic Association, any violation of ethical conduct on my part, particularly as it related to hospital procedures or preventive medicine practice, shall be deemed for revocation of my certificate by the American Osteopathic Association.

I hereby certify that all information recorded on this application and any accompanying documents are accurate and support my application for certification, for which I now apply. I agree to full compliance with the information set forth above.

Signature of Applicant:

Printed Name:

Date: _____

APPEALS POLICY OF THE AMERICAN OSTEOPATHIC BOARD OF PREVENTIVE MEDICINE

The American Osteopathic Board of Preventive Medicine is committed to assuring that aggrieved candidates for certification have access to an appeal process to address concerns regarding all certification and recertification examinations and other decisions of the AOBPM. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOBPM to the AOA Bureau of Osteopathic Specialists (BOS). Thereafter, where necessary, candidates may appeal the decision of the BOS to the Board of Trustees. **BEFORE PURSUING AN APPEAL WITH THE AOA, CANDIDATES FOR CERTIFICATION FROM THE AOBPM SHALL FIRST APPEAL DECISIONS RELATED TO ANY EXAMINATION TO THE AOBPM AS SET FORTH IN THE FOLLOWING POLICY.**

I. Scope of Appeal

- A. Appealable Issues. Candidates may appeal to the AOBPM to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice/unfairness of the exam or of a member of an examination team or failure to follow established examination procedures).
- B. Non-Appealable Issues. The AOBPM will not consider appeals based on examination content, sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.

II. Procedure for Appeal.

- A. Appeal Request Form. In order to appeal concerning the examination, a candidate must set forth the basis for his/her appeal on an Appeal Request Form and submit the form to the chairman of the AOBPM. Appeal Request Forms are available to all certification candidates on the AOBPM website. Additional copies of the Appeal Request Form can be made available upon request at the examination site. The appellant must submit the completed Appeal Request Form to the board within 30 days of receipt of notification of failure in the case of all written and oral exams.
- B. Late Appeals. All appeals submitted after the thirty (30) day deadline will be denied.
- C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form will be considered by the AOBPM. A majority vote of the Board will determine whether the AOBPM accepts or denies the appeal.
- D. Notification of Candidates. Candidates will be advised by the AOBPM of the decision by certified mail.

III. Effect of Decision.

- A. Decision to Accept Appeal.
 - 1. No Scoring or Recording of Exam. If the Board accepts an appeal, then the candidate's examination will not be recorded in the case of a written exam or scored and recorded in the case of an oral exam. Right to Retake Examination. A candidate whose appeal is accepted shall have the right to a new examination at the next scheduled examination date at no additional application or examination fee. (All other fees incurred are the responsibility of the candidate.) In the case of an oral examination, the examination will be conducted by a different examination team. The candidate's original logs may be utilized and the examination will be conducted in accordance with the format for the current examination.
 - 2. Failure to Retake Examination. If for any reason the candidate elects NOT to retake the examination at the next scheduled date, his/her appeal shall be considered null and void and the candidate will be required to reapply for the certification examination and his/her application shall be considered in accordance with the criteria in effect at the time he/she submits the new application. Exceptions (for good cause) to this stipulation will be considered on an individual basis by the Board.
 - 3. Further Appeals.
 - a. Current Examination. The candidate whose initial appeal is accepted by the board shall *not* have the right to further appeal of the current examination results, either within the AOBPM or to the AOA.
 - b. Subsequent Examination. The candidate whose initial appeal is accepted shall *not* have the right to appeal the next scheduled examination to the AOBPM under this Policy. However, the candidate shall have the right to appeal to the AOA.
- B. Decision to Deny Appeal. If the initial appeal is denied by the AOBPM, the candidate shall have the right to appeal to the AOA. Candidates interested in appealing to the AOA should contact the American Osteopathic Association, Department of Education, Division of Certification, and 142 East Ontario St., Chicago, IL 60611.



American Osteopathic Board of Preventive Medicine

142 East Ontario Street - Chicago, IL 60611 - Phone (312) 202-8229 - Fax (312) 202-8224 - www.aobpm.org

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TO: Candidates for Certification and Recertification in Preventive Medicine

**FROM: Executive Committee
American Osteopathic Board of Preventive Medicine**

RE: Appeal Policy for Preventive Medicine

As required by the American Osteopathic Association (AOA) Bureau of Osteopathic Specialists (BOS), it is the responsibility of the American Osteopathic Board of Preventive Medicine (AOBPM) to offer all candidates a primary appeal mechanism prior to pursuing those appeal mechanisms offered by the BOS Bureau of the Osteopathic Specialists and/or the AOA Board of Trustees.

Acknowledgement of your receipt of the AOBPM Appeal Policy is required prior to sitting for the certification examination and is verified by your signature below.

I, (print name)
acknowledge receipt of the AOBPM examination Appeal Policy.

(Signature)

(Date)