



The American Board of Pathology

A Member Board of the American Board of Medical Specialties

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If you have questions concerning the application process, the examinations, verification of certification, or other activities of the American Board of Pathology, please review the documents found on the ABP Web site (www.abpath.org). Click 'Examination Announcements and Information Links' on the home page to access our *Booklet of Information*, *Instructions for Candidates* and *Instructions for PATHway to Online Applications*. If you do not find the answers to your questions in these locations, check **Frequently Asked Questions** below. If you still need additional information, e-mail your questions to questions@abpath.org. Please indicate the general nature of your question (i.e., primary examination, subspecialty examination, medical license question) in the subject line so that we can direct your question to the appropriate department.

Frequently Asked Questions

Where can I find information regarding examination dates, deadlines for filing, fees, requirements for certification, and other general information?

The ABP Web site contains all of this information, click 'Examination Announcements and Information Links' on the home page. The *Booklet of Information* describes the policies, procedures, and requirements for certification. *Instructions for Candidates* contains useful information for applicants for primary certification. The *Voluntary Recertification Booklet of Information* contains information regarding voluntary recertification. *Instructions for PATHway to Online Applications* contains detailed instructions for completing primary and subspecialty applications and registration forms on line.

How does the ABP communicate with applicants?

All communication between the ABP and applicants for certification regarding their applications occurs through *PATHway*. This includes notice of approval of the application, assignment of a period of qualification, and date assignment. Applicants will also be able to track the progress of their applications on this site. Please check your *PATHway* Board Correspondence tab frequently.

You may also receive e-mails during the application process, so please be sure the e-mail address on your Profile tab is correct. Please check your e-mail regularly.

How can I request an application?

The primary and subspecialty applications and registration forms are available through *PATHway*.

The following applications are **NOT** available online, and must be downloaded, completed using Microsoft Word, and mailed to the ABP (available under 'Candidates' on the ABP Web site):

- Additional Period of Board Qualification Application
- Single Certification Application
- Recertification Application

When can I submit the application?

The opening date and final filing dates for applications and registrations are available on the ABP Web site (www.abpath.org) under *Exam Dates and Deadlines*. When applications open, you may complete an application or registration any time before the final filing deadline. However, please do not wait until the deadline to complete the application.

You may complete an application or registration for the next examination administration. If you do not plan to sit for the next examination, do not complete the current application or registration. *Applications and registration forms are not transferable to the next examination*. A \$500 fee is assessed for requesting a transfer to a future examination. Example: In December, you begin to fill in the primary application for the Spring examination, but decide to wait until Fall to sit for the exam. Do not finalize the application. When the Fall application is available, complete and finalize the primary application for the Fall examination.

What is required regarding medical licensure?

Each applicant must upload a copy of his/her currently valid, full and unrestricted license(s) to practice medicine or osteopathy in the United States or in Canada. It is not necessary to have the copy notarized. A copy must be uploaded in PDF format.

If you have applied for but have not yet received a medical license, you may upload a copy of the letter or email received from the medical licensing board stating they are in receipt of your application for licensure and evidence of successful completion of USMLE Step 3 or other examination required by the licensing authority. If the information is not submitted, the application cannot be finalized. Your PATHway Board Correspondence tab indicates where your application is in the process. You will be allowed to sit for the examination but the results will not be released until evidence of licensure is received by the ABP.

If a copy of the currently valid, full and unrestricted license is not uploaded to the Profile tab by the time the examination results are released, the results will not be released. If such evidence is not received within 2 years from the date of the examination, the examination results will be declared null and void.

Applicants for subspecialty certification must upload a copy of their currently valid, full and unrestricted license to practice medicine or osteopathy in the United States or in Canada. Evidence of passing USMLE Step 3 and applying for licensure is ***not acceptable*** for subspecialty certification.

My medical license is currently valid but will expire before I receive my examination results. What do I need to do?

Before examination results are released, you must upload a copy of your renewed license showing the expiration date to the Profile tab.

When will the examination dates be assigned?

Please refer to the ABP Web site (www.abpath.org) under *Exam Dates and Deadlines*. A notice will be posted on the ABP home page and you will receive an e-mail notification to check your PATHway Board Correspondence tab. The exact examination date assignments will be posted to your PATHway Board Correspondence tab. The date will not change once assigned.

Can I request a date for my examination?

Requests for specific examination dates are not accepted. The dates are assigned by the computer system.

What can I do if my examination date is not acceptable?

For primary certification, if the date is not acceptable, applicants have two weeks from the date of the notification to cancel and transfer the application and fee to the next examination session for which the applicant qualifies. Requests for transfer of examination dates are assessed a \$500 fee. Transfers cannot be made within the same sessions, and dates cannot be exchanged with other candidates.

For subspecialty certification, there is no opportunity to cancel the date after the filing deadline without forfeiture of the fee, unless there is verified illness at the time of the examination.

When will my application be processed?

Applications are processed in order of date received until date assignments have been made. Once the examination date is assigned, the applications are processed in order of date assigned. Applicants will be able to track the progress of their applications through their PATHway Board Correspondence tab.

Your application may not be reviewed immediately upon finalization. A description of the review process is available in *Instructions for PATHway to Online Applications*. Please do not call or e-mail the Board office regarding the status of your application.

How should I notify the ABP of a change in my address?

You may change your e-mail address, mail address, and phone number through PATHway on your Profile tab.

How should I notify the ABP of a change in my name?

Changes in name must be made in writing with the applicant's signature and must be accompanied by legal verification (marriage license, court order, etc.). A form for submitting name changes is available on the ABP Web site and can be downloaded, printed, and either faxed or mailed to the ABP with the supporting documentation.

When will the results of the examination be available?

Results will be posted to your PATHway Board Correspondence tab 4 to 6 weeks after the last examination date. A notice will be posted on the ABP home page and you will receive an e-mail notification to check your PATHway Board Correspondence tab.

How are the examinations graded?

The examinations are graded using a criterion-based method. That means there will be a set passing score, which will be a 3-digit scale score that must be met in order to pass the examination.

Even though the ABP no longer gives credit for post-sophomore fellowships, can autopsies done during such a fellowship count toward the certification requirement of 50 autopsies?

No. Since no credit is awarded for post-sophomore fellowships, activities performed during this time (including autopsies) cannot be used to satisfy numerical training requirements.

I am an AP/CP resident. I will have completed the AP requirements by July 1. Can I take the AP examination in June and then take the CP exam after my CP requirements are finished?

No. If you are an AP/CP candidate, you cannot sit for any portion of the examinations until your training in both AP and CP is completed.

If I currently hold a non-time-limited primary certificate and I choose to voluntarily recertify, what happens to my primary certificate when voluntary recertification lapses in ten years?

Nothing. Your primary certificate will still be in effect.

I am unable to view any of the documents accessed by the links on my "Board Correspondence" tab. Clicking on the links results in a blank page.

Sometimes clicking 'F5' on your keyboard refreshes the page and the contents appear. Please e-mail questions@abpath.org if you continue to have problems.