FEES

BACKGROUND

This policy provides for the following:

- Collection of fees
- Refundable fees
- Nonrefundable fees
- Nonrefundable administrative fees
- Testing center rescheduling fees

POLICY

The American Board of Emergency Medicine (ABEM) charges fees for services. In specific circumstances determined by ABEM, some fees may be refundable. ABEM will retain an administrative fee to cover processing costs when fees are refundable.

Fees Related to the In-training Examination

- A per-resident examination fee is due and payable when the residency program submits the roster of residents taking the examination.
- An in-training examination fee for an individual resident is refundable, less a 10 percent administrative fee, provided the residency program submits a written notification of the resident's withdrawal dated at least one business day prior to the administration of the examination.

Fees Related to the Certification Application

- An application fee is due and payable upon submission of a certification application.
- Application fees and application late fees are nonrefundable.

Fees Related to the Qualifying Examination

Approved applications for certification are considered open. Open and closed applications are defined in the Policy on Board Eligibility.

- A Qualifying Examination fee is due and payable at the time of registration.
- A Qualifying Examination fee, less a 10 percent administrative fee, is refundable under the following circumstances:
  - The candidate cancels their examination appointment with the testing vendor no later than the day before their examination appointment and submits to ABEM a written notice of withdrawal with an email date stamped no later than the day before the last day of the examination.
  - The candidate does not schedule an appointment and submits to ABEM a written notice of withdrawal no later than the day before the last day of the examination.

  - ABEM excuses the candidate due to illness, and if scoring is an option, the physician does not choose to have the examination scored and does not reschedule an appointment in the same examination administration.
  - ABEM cancels the examination appointment, and if scoring is an option, the physician does not choose to have the examination scored and does not reschedule an appointment in the same examination administration.
- A Qualifying Examination fee is not refundable under the following circumstances:
  - ABEM removes the candidate from an examination due to disruptive behavior or irregular conduct.
  - The candidate leaves an examination prior to its completion without being excused by ABEM.
  - The candidate does not appear (i.e., “no show”) for the scheduled examination appointment.
  - The candidate appears more than 30 minutes late for the scheduled examination appointment.
- An examination rescheduling fee is due each time a candidate reschedules their examination appointment less than 24 hours prior to the existing appointment; this includes rescheduling due to illness or failure to appear at the initially scheduled appointment.
- Examination fees cannot be deferred to another examination administration.
- Qualifying Examination late fees are nonrefundable.

Fees Related to the Oral Certification Examination

- An Oral Certification Examination fee is due and payable when the candidate accepts an examination assignment.
- The Oral Certification Examination fee, less a 10 percent administrative fee, is refundable under the following circumstances:
  - The candidate submits a written notice of withdrawal, which ABEM receives at least 14 days before the candidate’s examination.
  - ABEM cancels an entire examination administration, an examination session, or an individual candidate’s examination, and the affected candidate does not register for the rescheduled or subsequent available examination.
  - The chief examiner removes the candidate due to illness.
- An Oral Certification Examination fee is not refundable under the following circumstances:
  - The candidate does not appear (i.e., “no show”) for the scheduled examination appointment.
  - The candidate fails to submit written notice of withdrawal at least 14 days prior to their scheduled examination date.
  - ABEM removes the candidate from an examination due to disruptive behavior or irregular conduct.
  - The candidate leaves an examination prior to its completion without being excused by ABEM.
  - The candidate leaves an examination due to illness without being removed by the chief examiner.
- If ABEM cancels an Oral Certification Examination after the session begins due to an emergency, ABEM cannot ensure a refund of candidates’ examination fees.
- Examination fees cannot be deferred to another examination administration.
- Oral Certification Examination late fees are nonrefundable.

Fees Related to Certificates

- Diplomates are notified when their certificates are being mailed. If a diplomate does not receive their certificate, they must notify ABEM within two months of the mail date to have it reissued at no additional charge.

- Diplomates who notify ABEM of failure to receive a certificate beyond two months after the mail date will be charged the standard certificate replacement fee.
- If a diplomate's certificate is lost or destroyed, or the diplomate's name has changed, and they want a certificate with the new name, ABEM will issue a replacement certificate upon written request and justification. The certificate replacement fee must accompany the request. Reissued certificates will indicate that they are replacement certificates.

Fees Related to Lifelong Learning and Self-Assessment

- ABEM charges a registration fee for Lifelong Learning Self Assessment (LLSA) tests to board eligible physicians who must complete LLSA tests to maintain board eligibility and to physicians who use LLSA tests to regain certification.
- LLSA fees are nonrefundable.
- LLSA CME Activity fees are nonrefundable.

Fees Related to MyEMCert/Learning Modules

- For Physicians with Certificates Issued Prior to 2021:
  - ABEM charges a registration fee for MyEMCert modules to physicians whose certifications are for ten years, which is due and payable at registration.
  - MyEMCert/Learning module fees are nonrefundable.
- MyEMCert/Learning module CME fees are nonrefundable.

Fees Related to Continuing Certification for Physicians with Certificates Issued in 2021 and Later

- ABEM will charge an annual certification fee.
- Payment of any annual fees that are due, including the current year annual fee, for all certifications is required for a physician to access any continuing certification activity.
- The annual fee must be paid by the end of the calendar year.
  - There will be a three-month grace period for payment of the annual fee.
  - A late fee will be assessed to physicians who pay the annual fee after the grace period.
- Any physician who does not pay the annual fee by the end of the following calendar year will be decertified.
- The annual fee is nonrefundable.
- Late fees are nonrefundable.

Fees Related to International Medical Licensure

- ABEM will charge a fee to review a physician's application to have an international medical license recognized to meet ABEM Policy on Medical Licensure requirements for meeting continuing certification requirements.
- The fee is due upon submission of the application.
- The application fee is nonrefundable.

Fees Related to Subspecialty Examinations *(see Exception section for certain co-sponsoring board applicants)*

Approved applications for certification are considered open and active. Applications of candidates who do not appear for an examination or fail an examination will be changed to an open and inactive status. Open, active, closed, and inactive applications are defined in the Policy on Maintaining Open and Active Subspecialty Certification Applications and the Policy on Maintaining Open and Active Subspecialty Applications to Regain Certification.

- Application fees are due and payable upon submission of the application form.
- Application fees are nonrefundable.
- Examination fees are due and payable upon submission of the application form, except for Medical Toxicology and Emergency Medical Services examination fees, which are due upon registration for the examination.
- ABEM charges a reactivation fee to candidates with inactive status who wish to take a subspecialty certification, recertification, or continuing certification examination. Reactivation fees, including late reactivation fees, are nonrefundable.
- Examination fees paid when the application form is submitted are fully refundable if ABEM determines the application does not meet the eligibility requirements.
- The examination fee, less a 10 percent administrative fee, is refundable under the following circumstances:
  - The candidate cancels their examination appointment with the testing vendor no later than the day before their examination appointment and submits to ABEM a written notice of withdrawal postmarked no later than the day before the last day of the examination.
  - The candidate does not schedule an appointment and submits to ABEM a written notice of withdrawal no later than the day before the last day of the examination.
  - The candidate submits a notice of withdrawal from a written examination postmarked no later than the day before the examination date.
  - The physician is excused due to illness, and if scoring is an option, the candidate does not choose to have the examination scored, and they do not reschedule an appointment in the same examination administration if there is a multiday testing window.
  - The administering board cancels the examination or the examination appointment, and if scoring is an option, the candidate does not choose to have the examination scored, and they do not reschedule an appointment in the same examination administration if there is a multiday testing window.
- ABEM charges a nonrefundable deadline exception fee when a candidate is approved to submit an application after the established application deadline.
- Examination fees are not refundable under the following circumstances:
  - The candidate is removed from an examination due to disruptive behavior or irregular conduct
  - The candidate leaves an examination prior to its completion without being excused
  - The candidate does not appear for the scheduled examination appointment
  - For examinations administered in testing centers, the candidate is more than 30 minutes late for their scheduled appointment.
- For examinations administered in testing centers, the board administering the examination may charge a reseating fee if a candidate reschedules an examination appointment less than 24 hours prior to the existing appointment.

Other Fees

- ABEM charges an administrative fee for final appeal hearings related to credentialing or examination decisions. This fee is not refundable.

APPEALS

Candidates may appeal retained examination fees.

EXCEPTIONS

This policy does not apply to Health Care Administration, Leadership, and Management or Medical Toxicology Examination candidates who applied through the American Board of Anesthesiology, the American Board of Family Medicine, the American Board of Pediatrics, or the American Board of Preventive Medicine. Candidates who apply through a co-sponsoring board are subject to that board's fee policies.