



# *American Osteopathic Boards of Ophthalmology and Otolaryngology-Head and Neck Surgery*

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## **PROTOCOL FOR CERTIFICATION**

The objectives and purposes of the American Osteopathic Boards of Ophthalmology and Otolaryngology-Head and Neck Surgery (AOBOO-HNS) are:

1. Define and determine the qualifications required of osteopathic physicians for certification in the specialty(s) of ophthalmology, otolaryngology and otolaryngology/facial plastic surgery and any other specialty, subspecialty and/or certification of added qualifications which may be assigned to the jurisdiction of this Board.
2. Determine the standards of education, formal training and practice required for certification in the specialty(s) of ophthalmology, otolaryngology and otolaryngology/facial plastic surgery and any other specialty, subspecialty and/or certification of added qualifications which may be assigned to the jurisdiction of this Board, subject to the recommendation of the Bureau of Osteopathic Specialists and the approval of the Board of Trustees of the American Osteopathic Association.
3. Establish procedures for the conduct of examination at least once a year for general certification areas. Certification of special qualifications and certification of added qualification examinations must be made available at least once every two years.
4. Provide and issue certificates in all specialty(s) assigned to this Board, subject to the recommendation of the Bureau of Osteopathic Specialists of the American Osteopathic Association, to those osteopathic physicians who are found qualified.
5. Recommend to the Bureau of Osteopathic Specialists the revocation of certificates for cause.
6. Use every means possible to maintain a high standard of practice within the osteopathic profession.
7. Offer a recertification process, as approved by the Bureau and the AOA Board of Trustees. Issue certificates, subject to the approval of the Bureau, of recertification to candidates who successfully complete the recertification process.

### **SPECIALTY DEFINED**

For the purpose of the operation of this Board, the following divisions of practice are defined:

- (a) The practice of Ophthalmology shall consist of the diagnosis and treatment of the disorders and diseases of the eye and its adnexa, including refraction.
- (b) The practice of Otolaryngology shall include the diagnosis and treatment of disorders and diseases of the ear, nose and throat, and may include such other subspecialties as have a definite relationship to Otolaryngology.

- (c) The practice of Otolaryngology/Facial Plastic Surgery shall include the diagnosis and treatment of disorders and diseases of the ear, nose and throat, and also includes the medical and surgical fields of Facial Plastic Surgery.

## REQUIREMENTS FOR CERTIFICATION

The American Osteopathic Boards of Ophthalmology and Otolaryngology-Head and Neck Surgery (hereafter referred to as the "Board") will accept for examination for certification only osteopathic physicians who are specializing in one or more of the specialties under the jurisdiction of this Board. It shall be the policy of this Board to require the Credentials Committee to carefully scrutinize the scope of specialty practice represented in each candidate's report. Unless the candidate presents evidence that the scope of his/her specialty practice is sufficiently varied and of a major character, the Credentials Committee shall not recommend the candidate for certification.

The candidate for certification by the AOA through the American Osteopathic Boards of Ophthalmology and Otolaryngology-Head and Neck Surgery must meet the following requirements:

1. The candidate must have graduated from an AOA-accredited College of Osteopathic Medicine.
2. The candidate must be licensed to practice in the state or territory where his/her practice is conducted.
3. **The candidate must be a member in good standing of the AOA or the Canadian Osteopathic Association throughout the certification process. Following the examination process, if a candidate is found to be delinquent in their maintenance of membership and payment of membership dues, certification may be delayed.**
4. The candidate must have satisfactorily completed a one (1) year AOA-approved traditional rotating internship. In otolaryngology/facial plastic surgery, when applicable, a one (1) year specialty track internship (which includes general surgery) is acceptable.
5. The candidate must have satisfactorily completed an AOA-approved residency training program in one of the specialties under the jurisdiction of this Board after the required year of internship. The training program must encompass all aspects of the particular specialty include adequate training in the basic medical sciences, with emphasis on the osteopathic principles as related to the specialty. The required number of years of residency training in each specialty are as follows:
  - a. Ophthalmology: a minimum of three (3) years of AOA-approved residency training in ophthalmology.
  - b. Otolaryngology, Otolaryngology/Facial Plastic Surgery: a minimum of three (3) years of AOA-approved residency training in the particular specialty(s) if training was begun prior to July 1, 1986. A period of four (4) years of AOA-approved residency training in the particular specialty(s) if training was begun on or after July 1, 1986. After 1986, following a one (1) year AOA-approved internship, one (1) year of general surgery is required prior to the four (4) year residency (exception, refer back to Item #4).
6. Following satisfactory compliance with the prescribed requirements for examination, the candidate is required to pass appropriate examinations planned to evaluate an understanding of the scientific bases of the problems involved in ophthalmology, otolaryngology, otolaryngology/ facial plastic surgery, familiarity with the current advances in these specialties, possession of sound judgment and of high degree of skill in the diagnostic and therapeutic procedures involved in the practice of these specialties.

7. Candidates for examination for certification are required to file an application which shall set forth their qualifications for examination.
8. All candidates for certification will be issued time-dated certificates for ten (10) year period starting in the year 2000 (ophthalmology) and 2002 (otolaryngology, otolaryngology/facial plastic surgery), after which the diplomate must apply for recertification. The Board will make available, beginning in the 8<sup>th</sup> year of certification, the ability to take the recertification examination.

## REQUIREMENTS FOR CERTIFICATION OF ADDED QUALIFICATIONS

Certification of added qualifications (CAQ) constitutes a modification of a general certificate of special qualifications to reflect additional training and satisfactory completion of a certifying examination in that field. The training required for added qualifications must incorporate a specific and identifiable body of knowledge within the broader practice of the general subspecialty.

To be eligible to sit for an examination for a CAQ, the applicant must meet the following minimum requirements.

1. The applicant must be certified by this Board in otolaryngology or otolaryngology/facial plastic surgery.
2. The applicant must have completed one (1) year of AOA or AOCOO-HNS approved training in otolaryngic allergy (may consist of a two (2) or three (3) year interrupted post-residency fellowship).
3. The applicant is required to pass a written and oral examination. The written examination shall consist of multiple choice questions covering all aspects of otolaryngic allergy including basic science, immunology, clinical performance, testing, desensitization, etc. The oral examination shall consist of case studies, as prescribed by this Board. Case studies must reflect techniques and methodologies that adhere to approved methods. They must adhere to accepted policies regarding set testing, in vitro testing, and food testing. Cases must be from the past two (2) years. Treatment may consist of avoidance, chemotherapy, and/or immunotherapy. Documentation must include diagnosis, therapy, protocol and response. Patients must have been followed for at least six (6) months.

## BOARD ELIGIBILITY

### Definition of Board Eligibility

The designation "Board Eligibility" is defined as that status granted by the AOA, registered through this Board, to candidates who:

1. Have documented program complete status by the AOCOO-HNS
2. Have met all the requirements for this designation as established by this Board.
3. Have made application and have been accepted as a candidate by this Board.
4. Are and remain a member in good standing of the AOA or the Canadian Osteopathic Association.

### Registration of Board Eligibility

1. After a resident enters the last three months of an AOA approved residency training program, an application for board eligibility status will be completed and registered by this Board. Upon

documentation of program complete status from the Specialty College, the Board will establish the date of registration as the date of completion of the training program.

2. The Board shall, upon determination that the candidate is board eligible, shall notify the candidate in writing. The notice shall include a statement that the status is limited to a maximum of six (6) consecutive years.
3. The board eligibility registration form will be sent to the candidate, requesting date and signature of the candidate, which will indicate that the information on the form is correct.
4. After completing the registration form, the candidate must return a copy of the form to the Administrative Secretary of the Board.
5. The Board shall maintain a verified and permanent list of candidates determined to be board eligible and, on an annual basis, shall provide the Bureau with an up-to-date list of eligible candidates.
6. Board eligibility status shall terminate on December 31<sup>st</sup> of the sixth year following the year eligibility was established.
7. If a candidate does not initiate examination within the six (6) year period of board eligibility, the board eligible status will be automatically lost and so recorded by the AOA and the Board. **Loss of board eligibility does not preclude application for or completion of the certification process.** The Board shall, upon termination of board eligibility, notify the candidate in writing. The notice must include the reason(s) for loss of status. A copy of each notice must be filed with the Bureau of Osteopathic Specialists. The candidate receiving such notice has the right to appeal to the Bureau.

## APPLICATION FOR EXAMINATION

### **Eligibility for the written qualifying examination (first time candidate):**

1. Candidate may be in their final year of residency training (senior resident).
2. Candidate must have all previous years of residency training reviewed and approved by the Specialty College.

### **The candidate shall:**

1. Make written application on a form provided by the Administrative Secretary of the Board.
2. Provide the following at the time the application is submitted:

Photostatic copies of:

- a) Diploma of graduation from AOA-approved College of Osteopathic Medicine
- b) Certificate or Diploma of Internship
- c) Certificate or Diploma of Residency (upon completion)
- d) Certificate of Licensure
- e) Verification of program complete status from Specialty College.
- f) A letter of verification of the above certificates from the Training Institution's Administrator and/or Chairman of Department or Director of Medical Education of the Hospital in which you are on staff
- g) Letter of recommendation from your residency Program Director
- h) Two (2) letters of endorsement from osteopathic physicians certified in ophthalmology, otolaryngology, otolaryngology /facial plastic surgery

3. Submit all requirements and other data referred to in this document to be on file in the Board office by March 31st preceding the annual meeting of the Board. Failure of the candidate to have submitted all required data for the completion of his/her application on or before the deadline stated above may defer consideration of his/her application by the Credentials Committee in the current year.
4. Submit the required fee(s) with the application. No part of the application fee shall be returned, nor applied to future examinations without candidate's written request and Board approval. A fee schedule shall be provided with the application for examination, or upon request of the candidate.
5. Pass the examinations in all subjects in which he/she applied.

**Eligibility for the oral certifying examination:**

1. The candidate must have successfully completed the written qualifying examination.
2. The candidate must submit a letter of intent to take the oral certifying examination. The examination fee must accompany the letter.
3. The candidate shall demonstrate eligibility for the examination in any other manner required by the Board.
4. **In order to enter the final phase of certification, the candidate must have achieved program complete status from the Specialty College and all the documentation requested at the time of original application submission MUST be in the Candidate's file.**

**PROCEDURE FOR THE CERTIFICATION PROCESS**

Prior to the examination the Chairman of the Board, or his/her designate, shall address the candidates, explaining the routine of the examination and the steps following the examination leading to certification:

1. Routine of written qualifying and oral certifying examinations.
2. Report of the results to the candidate within ninety (90) days for the written qualifying examination and sixty (60) days for the oral certifying examination by the Administrative Secretary of the Board.
3. Procedure for presentation of recommendation for certification to the Bureau of Osteopathic Specialists of the AOA by this Board.
4. Report of the action of the Bureau of Osteopathic Specialists of the AOA to this Board.
5. Report of the action taken by the Bureau of Osteopathic Specialists to the candidate by the AOA and to this Board.

Prior to the examination, all examiners' shall meet for a briefing by the Chairman of the Board on the conduct of the examinations, method of grading, recording and the responsibilities of the examiners.

## RULES FOR THE CONDUCT OF EXAMINATIONS

### Written Qualifying Examination

The written examination may be taken upon completion of the required number of years of residency training and with compliance of the requirements for certification. Questions on the examination shall be based on factual information relating to the science of the particular specialty. Subjects for the examination may include: basic science, clinical medicine and surgical management. The format for the written examination may include, but not be limited to, multiple choice and short essay.

On the day of examination, the candidate must register and show picture identification. The candidate will receive an envelope containing an exam ID number, file update form and any other applicable information and instructions. The candidate must place only this exam ID number on the examination score sheets and test booklet cover. The file update form is to be filled out and returned to the examination staff at the registration desk. No cell phones, PDAs or other electronic devices are permitted in the examination room. The examination answer sheet(s) will be provided by the Board to a Psychometric Consultant for grading.

In accordance with the AOA Bureau of Osteopathic Specialists Standards Review Committee, the written examination process is reviewed by a psychometrician who finds the examination process to be psychometrically sound and defensible, and follows the rules of practice established in the APA/AERA National Standards for Education and Psychological Testing. Pass and fail decisions are based solely on the content mastery displayed by the candidate.

### Oral Certifying Examination

**In order to enter the final phase of certification (oral certifying examination), the candidate must have achieved program complete status from the Specialty College.**

The oral certifying examination shall be given to the candidates individually. Clinical problems and clinical case presentations shall be presented within the range of the questions approved by the Board and in the manner prescribed by the Board. Examiners will provide candidates with patient cases. Cases include presenting problems and statements made by the patient, and may include laboratory reports and/or studies appropriate to the etiology of the condition. Candidates participate in the examination by offering initial/suspected possible diagnoses, interpretation of labs and imaging studies, differential diagnosis, proposed treatment options, case management and possible troubleshooting. The examination shall be designed to evaluate judgmental processes and ability to solve clinical problems. At least one question shall embrace the osteopathic philosophy of disease as it pertains to the particular specialty.

On the day of examination, the candidate must register and show picture identification. The candidate will receive an envelope containing an ID number badge, file update form and any other applicable information and instructions. The file update form is to be filled out and returned to the examination staff at the registration desk immediately following the examination.

Candidates are expected to conduct themselves according to the honor system, respecting the integrity of the examination and protecting their fellow examinees. Under no circumstances should the candidate speak to other candidates about the examination questions or examination process. Failure to comply will result in invalidation of your examination and constitutes a failure as well as an ethical violation, which will be stated on your official Board file and reported to the AOA. No cell phones, PDAs or other electronic device are permitted in the examination room(s).

In accordance with the AOA Bureau of Osteopathic Specialists Standards Review Committee, the oral examination process is reviewed by a psychometrician who finds the examination process to be

psychometrically sound and defensible, and follows the rules of practice established in the APA/AERA National Standards for Education and Psychological Testing. Pass and fail decisions are based solely on the content mastery displayed by the candidate.

## EXAMINATION GRADES

All examination records shall be submitted by the Chairman of the Examination Committee to the Board and the entire Board shall determine the final grade of each portion of the examination.

The Board sets passing standards for the written and oral examinations using an acceptable measurement model known as “criterion-referenced standard setting.” Using this model, the Board specifies the particular content and level of content difficulty necessary to be considered a passing candidate. Board members, who are themselves all certified, come from both practice and academic settings. The standard represents the minimal knowledge specified to be considered a successful ophthalmologists and/or otolaryngologists.

All examination results are reviewed and approved by the entire Board. Candidates will be notified **no later than 60 days** following the Board's decision. Candidates failing any part of the examination process will subsequently receive a deficiency report.

A passing grade in each portion (written and oral) of the examination process must be received for a candidate to be recommended for certification. After a candidate has met all requirements and successfully passed the examinations, the Board makes a recommendation to the AOA Bureau of Osteopathic Specialists for certification. The AOA will inform the candidate in writing of their certification and certificate number. The Board office is notified at the same time, at which time the Board will order the certificate to be printed.

## FAILURE OF AN EXAMINATION

Following an initial or second failure in the written and/or oral examinations, the candidate may apply for reexamination and shall be required to pay an examination fee, as determined by the Board. Applications for reexamination shall be required to take the examination within a two (2) year period following the initial or second failure. If the candidate fails to take the examination within this period, the candidate's file shall be considered inactive. Any further application shall be considered as a new application at the discretion of the Board.

If the candidate fails three (3) successive examinations, he/she must provide documentation of a minimum of seventy-five (75) hours of graduate study in the specialty in which he/she is seeking certification.

## APPEAL MECHANISM

If the candidate believes that the action of the Board constitutes unequal application of regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness or improper conduct of all or any part of an examination conducted by the Board, the candidate has the right to appeal to the Appeal Committee of the Board.

Appeal process:

1. The candidate must submit, in writing, a request and subsequent reason for an appeal.
2. The Board office will notify the candidate of the location, date and time of the next scheduled Appeal, as well as the complete appeal instructions.
3. The candidate must submit, in writing, a position statement (specific basis for the appeal) and all supporting documentary material necessary to conduct an appeal no later than sixty (60) days prior to the date scheduled for the appeal.

4. The Candidate shall be notified, in writing, of the decision of the Appeal Committee no later than 30 days following the appeal.

If the candidate is not satisfied with the results of an appeal to the Appeal Committee, the candidate has the right to further appeal to the Bureau of Osteopathic Specialists (BOS).

## CERTIFICATES

Certificates are issued by the Board to candidates who have conformed to all requirements for certification and who have received the approval of the Bureau of Osteopathic Specialists. Each certificate shall be signed by the Chairman and Vice Chairman of the Board. No certificate is valid until it has been signed by the Executive Director of the AOA.

1. The date carried by ophthalmology certification shall correspond with the date on which verification of successful completion of all specialty board requirements by the Board occurred. Diplomates certified in the specialty of ophthalmology beginning with the year 2000 will be issued a time-dated certificate for a 10-year period. Life-time general certifications, which were issued prior to this date without a time limit, will remain in effect.
2. The date carried by otolaryngology/facial plastic surgery certification shall correspond with the date on which verification of successful completion of all specialty board requirements by the Board occurred. Diplomates certified in the specialty of otolaryngology and/or otolaryngology/facial plastic surgery beginning with the year 2002 will be issued a time-dated certificate for a 10-year period. Life-time general certifications, which were issued prior to this date without a time limit, will remain in effect.
3. The date carried by CAQ certificates shall correspond with the date on which verification of successful completion of all specialty board requirements by the specialty board occurred. All certification of added qualifications certificates will be issued a time-dated certificate for a 10-year period.

### **Revocation and Reinstatement**

Immediately following official notification that a diplomate no longer meets any one of the following requirements for maintaining certification status with the AOA, the certificate will be inactivated according to procedures developed by the Bureau and the AOA Department of Membership. The procedure will give the diplomate ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA certification. The diplomate must:

1. be a member of the AOA or the Canadian Osteopathic Association.
2. pay the annual certificate registration fee, unless classified as inactive.
3. maintain a minimum of 120 hours of approved and documented AOA continuing medical education credits within a three-year period, at least one-third of which shall be in their primary specialty (Category I or II).

Reinstatement of a certificate which was revoked when the diplomate was dropped from AOA membership for nonpayment of dues, or for nonpayment of the annual board eligibility registration fee, will be automatic upon reinstatement of the diplomate's AOA membership and/or payment of the board eligibility fee.

Reinstatement of a certificate which has been revoked for any other reason than that stated above, shall require compliance with the AOA or COA membership and annual dues requirement, as well as an affirmative vote of two-thirds (2/3) of the total membership of this Board and approval of the Bureau of Osteopathic Specialists.

## RECERTIFICATION

**Voluntary Recertification:** Lifetime holders of certification by this Board may voluntarily seek recertification. Voluntary recertification in no way affects the lifetime certificate, pass or fail. A diplomate who successfully completes a recertification examination will be issued a ten (10) year time-dated recertification certificate. The diplomate may recertify every ten (10) years. Failure in the recertifying process will in no way result in the loss of certification for physicians holding lifetime certification.

**Guidelines for Maintenance of Certification (recertification):** A diplomate certified by this Board with an AOA time-dated certificate may enter the recertification process within three years prior to the expiration date of the certificate. The Board offers the recertification examination in the 8<sup>th</sup> year, allowing three (3) opportunities to pass the examination. If the diplomate passes the recertification examination prior to the 10<sup>th</sup> year, the passing grade will be held and reported to the AOA on the 10<sup>th</sup> year, which maintains the 10-year time period on certification. The new certificate issued will be valid for ten (10) years from the date of expiration of the original certificate.

Any diplomate who has exceeded the time limit on a time-dated certification, may enter the recertification examination process at any time, as long as the diplomate meets the “Recertification Requirements” listed below. Upon successfully completing the recertification examination, the diplomate will be issued a time-dated certificate for ten (10) years, dated from the date of the original certificate.

In the event of failure, the diplomate may reenter the examination process the following year prior to the expiration of their certificate upon paying the appropriate fees. Upon failure of the recertification examination on the third attempt the AOA will be notified and the certification will end. The examinee’s deficiencies will be referred to the Specialty College for remediation recommendations. Once this remediation is completed, the examinee may reenter the recertification process.

### Recertification Requirements

1. The diplomate should be in an active practice, have maintained state licensure, and be in good standing with the AOA (membership and CME credits).
2. Application (letter of intent) for recertification may be made anytime after January 1<sup>st</sup> and prior to March 31<sup>st</sup> of the year the diplomate wishes to be recertified. All materials supplied shall remain the property of the Board. The recertification examination is administered once a year (during the annual clinical assembly of the AOCOO-HNS).
3. The letter of intent to take a recertification examination must be sent to the Administrative Secretary of the Board and accompanied by:
  - a. The examination fee determined by the Board.
  - b. Letter from the AOA attesting to membership in good standing of the AOA.
  - c. A copy of the diplomate's AOA record of continuing medical education for the three (3) year period preceding application.
  - d. A copy of the diplomate's current state licensure.
4. The diplomate must also demonstrate eligibility for the recertification examinations in the individual manner prescribed by the Board.
5. The diplomate shall be required to take a written examination of the multiple choice type. This examination shall be constructed to assure that the diplomate’s medical and surgical knowledge continues to demonstrate current knowledge.

## APPENDIX A

### Americans with Disabilities Act and Special Testing Accommodations

The American Osteopathic Boards of Ophthalmology and Otolaryngology-Head and Neck Surgery is committed to a policy of compliance with federal, state and local laws and regulations. The AOBOO-HNS, in compliance with the Americans with Disabilities Acts (ADA), has adopted the following policy. Physicians who are eligible for examination may submit an application for accommodation of a disability by using an application form approved by the Board.

#### ***Definition of Disability***

Under the ADA, a disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities of the individual. An individual is not substantially limited in a major life activity if the limitation does not amount to a significant restriction when compared with the abilities of the average person.

#### ***Policy Statement***

All qualified candidates for board certification who suffer from a disability that as defined in the ADA may apply to a certifying board for accommodation of that disability. The AOBOO-HNS shall have the discretionary authority, subject to review by the BOS Appeals Committee and the AOA Board of Trustees, to determine if an accommodation is appropriate.

#### ***Procedure for Applying for Accommodation of Disability***

1. Requests for accommodation of a disability must be submitted in writing to the AOBOO-HNS at least ninety (90) days prior to the examination date. The request must be supported by appropriate documentation of the diagnosis of disability and the need for accommodation, including the evaluation of the candidate by a qualified professional (see documentation requirements below).
2. Requests for accommodation must be complete and submitted on time. The AOBOO-HNS will not delay scheduled administrations of examinations because of a candidate's failure to submit a complete application.
3. The AOBOO-HNS must complete their review of requests for accommodation in a timely fashion and advise the candidate within thirty (30) days of its receipt of a request for accommodation: (a) the requested accommodation will be granted, (b) the requested accommodation will be granted in part; (c) additional information is required; or (d) the requested accommodation will be denied.
4. The AOBOO-HNS may request additional information, including requiring an applicant to secure a second opinion from an outside expert or submitting the applicant's documentation to an outside expert. The cost of review by an outside expert will be paid by the AOBOO-HNS.
5. In general, reapplication for special accommodation is not required for each examination administration. However, applicants seeking accommodation of a new disability or a different accommodation of the same disability must submit new applications.

#### ***Documentation Requirements***

Requirements for accommodation must be supported by appropriate documentation of the disability and the need for the requested accommodation. At a minimum, the application should provide the certifying board with the following information and documentation, which is to be prepared and furnished at the applicant's expense:

- **Identification of the disability**
- **Identification of the requested accommodation(s)** for each identified disability
- **The name and current contact information** (address, telephone number, email address) of each professional providing a report(s) in support of the disability and/or requested accommodation.
- **A verification and authorization form** signed by the certification candidate
- **An education and examination history**, including the following information: (a) the name, location and dates of attendance for all schools the candidate attended from elementary school to the present, (b) identify the schools which provided accommodations for the disability in examination settings and the nature of accommodations made for the disability, (c) identify standardized tests completed in the course of the candidates education (e.g., ACT, SAT, MCAT, COMLEX/NBOME); (d) for each test identified, candidate to indicate whether he/she received an accommodation for the stated disability and identify the nature of the accommodation; (e) if the candidate sought an accommodation that has been denied, please explain the circumstances involved. If the candidate has never received an accommodation, please provide a detailed explanation as part of the neuropsychological evaluation discussed below concerning the reasons no accommodation was given in the past and the reason one is needed now.

- **For candidates seeking accommodation of a learning disability, a comprehensive neuropsychological evaluation report.** The report should be issued by a qualified professional (psychiatrist or licensed psychologist) who regularly practices neuropsychology. The report must be based upon examination of the applicant within the last five years. The report must be written on, or accompanied by a letter written on, the evaluating professional's letterhead. The requisite elements of a comprehensive evaluation are an intelligence test, an assessment of neuropsychological functions, an academic achievement test and psychiatric/psychological history. For candidates seeking accommodations on the basis of attention deficit disorder or hyperactivity disorder, the evaluation must include a behavioral index. The requirements for the neuropsychosocial report are identified and described in greater detail in Appendix B.

### ***Evaluation of Accommodation Requests***

The AOBOO-HNS will review requests for accommodation upon receipt of the information identified above. The review process will attempt to determine (a) if a candidate is disabled and the nature of a disability, (b) whether the disability interferes with the candidate's ability to take the certifying examinations, (c) whether the requested accommodation is necessary to allow the candidate to take the examinations, (d) whether a different accommodation would better serve the purpose of the certifying exam while still allowing the candidate to take the examination.

Answers to these questions may not be clear from the documentation presented. Therefore, the certifying boards may request an opinion from an outside expert and either send the documentation submitted by the candidate to the expert for review or ask the candidate to be examined by an outside expert. Cost of consultation with an outside expert will be paid by the AOBOO-HNS.

Based on the review of all documentation, the AOBOO-HNS may decide to: (a) grant a request for accommodation, (b) grant a request for accommodation that is different than the requested accommodation, (c) deny the request for accommodation. The AOBOO-HNS will notify the candidate in writing of their decision. If the AOBOO-HNS decides to not grant a requested accommodation because a requested accommodation is a fundamental alteration or an undue burden, the Board shall notify the candidate of any alternative methods of accommodation suggested by the expert which are acceptable to it or, if no such alternatives have been suggested, the AOBOO-HNS shall inform the candidate and invite the candidate to suggest alternative accommodations.

### ***Appeals***

If a request for accommodation has not been granted, a candidate may request that the Board reconsider its decision or appeal the Board's decision to the Appeal Committee of the Bureau of Osteopathic Specialists. Any appeal must be submitted to the Secretary of the BOS President within sixty (60) days of the date of the AOBOO-HNS written decision concerning the request for accommodation.

### ***Procedures for Examination Administration***

Where possible, examinations for disabled persons will be proctored and will be given on the same day as other examinations. The location of the examination administration will be determined by the Board on the basis of feasibility of providing necessary services and convenience to the candidate. Where appropriate, to reduce the effect of the candidate's disability on his or her performance on the examination, the following accommodations may be provided: (a) disabled persons may be tested separately, (b) disabled persons may be given assistance in reading or recording answers, (c) auxiliary aids and services can be offered, but only if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test and they would not result in an undue burden to the Board; and/or (d) time extensions may be granted to accommodate disabled candidates. Other accommodations will be made upon presentation of appropriate information and documentation supporting the requested documentation.

## APPENDIX B

### **Required Elements of the Neuropsychosocial Report**

1. Intelligence Tests. The Wechsler Adult Intelligence Scale-Revised is mandatory. The Report may include other estimates of verbal and nonverbal intelligence deemed appropriate by the professional preparing the report, such as Peabody Picture Vocabulary Test, Raven's Progressive Matrices or Leiter International.
2. Assessment of Neuropsychological Functions, including: (a) a complete, integrated neuropsychological battery, such as the Halstead-Reitan Neuropsychological Battery or the Luria Nebraska Neuropsychological Battery; (b) memory assessments that utilize an age-normed, standardized instrument assessing both verbal and nonverbal memory such as the Wechsler Memory Scale-Revised; and (c) assessments of the specific cognitive and perceptual processes affected by the disability. Examples: in cases of auditory-verbal learning disabilities, include specific tests of phonemic processing. In cases of attention deficit disorder, include specific tests of sustained attentional resources, such as the Continuous Performance Test.
3. Academic Achievement Test Results. Standardized, comprehensive academic achievement test, appropriately normed for the candidate's age group, including assessment of spelling, arithmetic and reading comprehension.
4. Psychological/Psychiatric History, including (a) standardized psychometric assessment of personality and emotional functioning (MMPI-2 or MCMI-II); (b) standard diagnostic interview for presence of current psychiatric disorders; and (c) if the candidate has undergone treatment for a psychological or psychiatric condition within the past three years, provide a report, including diagnosis, from the treating mental health professional.
5. Behavioral Indices (**required only for candidates seeking accommodations on the basis of attention deficit disorder or hyperactivity disorder**) using standardized psychometric assessments of behavioral indices of attention deficit disorder, such as the Wender Scales or the Achenbach Scale.

The Professional's report should address all appropriate elements relevant to the request for accommodation of disability. With respect to each element, the report should include the name of each test administered, its date, a description of the candidate's performance in each of the areas of the test battery, a summary of test scores, and a complete diagnostic formulation in standard DSM-IV terminology utilizing all diagnostic axes. Diagnostic formulations should integrate current testing findings with academic and psychiatric histories. Raw test data should be available upon request.

### **IMPORTANT DATES TO REMEMBER**

Application deadline for written examinations - March 31<sup>st</sup>  
The written examination date –  
Wednesday, May 2, 2007, The Ritz Carlton, Sarasota, FL

Deadline for oral examinations – February 15<sup>th</sup>  
The oral examination date –  
Tuesday, May 1, 2007, The Ritz Carlton, Sarasota, FL

