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## BOARD ELIGIBILITY FOR CANDIDATES COMPLETING TRAINING IN CANADA

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See appendices A and B for pathway and eligibility periods.

### Admission for Board Eligibility - Requirements:

- 1) Successful completion of a residency in Otolaryngology-Head and Neck Surgery at a program accredited by the Royal College of Physician and Surgeons of Canada (RCPS(C)). The residency program needs to be accredited for the entirety of the candidate's residency.
- 2) Completion of residency June 30, 2016, or thereafter.
- 3) Achievement of certification in Otolaryngology-Head and Neck Surgery in Canada (becoming a Fellow of the RCPS(C)); attainment of certification must include examination conducted by the RCPS(C); being in good standing with Continuing Certification requirements.
- 4) Hold a license to practice medicine in the United States or Canada prior to taking the oral certifying exam. The license must show non-restricted status and date of expiration.
- 5) Demonstration of a plan for clinical practice in Canada or the United States after completion of all training and the oral certifying exam. A verification letter from current or future employer needs to be submitted prior to the oral certifying exam.

If these individuals do not become board certified by ABOHNS by the end of the fifth annual exam cycle following residency completion, they are no longer considered board eligible. A candidate may apply for Extended Admissibility for a second 5-year period of board eligibility, with requirements described below.

For board subcertification, individuals must be board-certified by ABOHNS and must complete an ACGME-accredited fellowship in the subspecialty. The candidate for subcertification must pass the ABOHNS subcertification exam(s) within 6 years of completion of the ACGME-accredited fellowship.

Graduates from RCPS(C)-accredited residency programs between July 1, 2007 and June 30, 2015, who are board certified by RCPS(C) can apply for a single 5-year period of board eligibility with the Extended Admissibility application requirements as described below. The deadline to apply for Extended Admissibility for these individuals is December 31, 2020. The candidate may not represent that he or she is "Board Eligible" by the ABOHNS until and unless the ABOHNS Board of Directors approves the application for eligibility, and violation of this provision will be grounds for denial of the application. If the application is not approved, the candidate can appeal that decision based on the process described in the Applicant Challenging a Determination of Non-eligibility to Sit for an Examination policy. If the candidate does not become board certified by the end of this single 5-year period, the candidate will no longer be eligible for board certification by the ABOHNS.

The ABOHNS Specially Qualified Applicant (International) Policy applies to those that completed residency between July 1, 2000 and June 30, 2007. ABOHNS board eligibility policies for graduates from ACGME-accredited residency programs apply to those that completed residency before July 1, 2000.

### Extended Admissibility for Initial Board Certification:

Upon successful completion of a RCPS(C)-accredited residency in otolaryngology-head and neck surgery, the candidate has 5 years to complete the process to become board certified by the American Board of Otolaryngology-Head and Neck Surgery (ABOHNS). If not completed successfully within 5 years, the candidate is no longer eligible for initial board certification. To become eligible again, the candidate must submit a Re-Application for Eligibility. If the Re-Application for Eligibility is approved by the Board of Directors of the ABOHNS, then the candidate has one further 5-year period to successfully become Board Certified. Regardless of whether the candidate passed the Written Qualifying Examination during the candidate's initial period of eligibility, a candidate who is granted a second period of eligibility must pass both the Written Qualifying Exam and Oral Certifying Exam during the second 5-year period of eligibility.

To be considered for a second period of eligibility, the candidate must submit the Re-Application within 18 months after the termination of the first period of eligibility. The candidate may not represent that he or she is "Board Eligible" by the ABOHNS following the termination of the first period of eligibility until and unless the ABOHNS Board of Directors approves the Re-Application for Eligibility. Violation of this provision will be grounds for denial of the Re-Application. If the Re-Application is not approved then the candidate can appeal that decision based on the process described in the Applicant Challenging a Determination of Non-eligibility to Sit for an Examination policy. If the candidate does not become Board Certified by the end of the 5-year extended admissibility period, then the candidate will not be eligible for board certification by the ABOHNS.

**Materials to be submitted to the ABOHNS for Re-Application for Extended Admissibility:**

In addition to standard forms and verification of all license and credentials, the applicant must submit the following:

Application:

- 1) \$800 fee, non-refundable.
- 2) Verification of unrestricted medical licenses by Canadian Provincial Colleges or US States for all locations of practice.
- 3) Verification of having an active clinical practice in Canada or the United States.
- 4) Appointment/reappointment letters verifying hospital privileges in otolaryngology-head and neck surgery at each hospital where the applicant practices.
- 5) ABOHNS Peer Evaluations
  - a. A Letter of Support must be submitted by the Chief of Staff or Chief of Otolaryngology-Head and Neck Surgery at each hospital where the candidate holds privileges. This letter must describe whether the candidate is in good standing and if there are any sanctions.
  - b. Three Letters of Support must be submitted by peers that the candidate directly works with and who are knowledgeable about the candidate's practice, in any of the following categories: Anesthesiologist, Nursing Supervisor, ABOHNS board certified otolaryngologist-head and neck surgeon, Fellow of the RCPS(C) in otolaryngology-head and neck surgery. At least one Letter of Support must come from an ABOHNS diplomate (preferred) or Fellow of the RCPS(C), in good standing, but this cannot constitute the source from all three letters.
- 6) Verification of continuously being a Fellow of the RCPS(C) in good standing with continuing certification since attaining initial certification. This requires submitting a report of the candidate's 5-year continuing certification cycle and number of points obtained.
- 7) Summary of malpractice claims during the last 5-years, with a report and confirmation letter from the Canadian Medical Protective Association.
- 8) A personal statement from the individual describing any extenuating circumstances that led to the inability to become Board Certified during the first board eligibility period.
- 9) If the applicant was previously denied admission to an examination due to an adverse determination by the ABOHNS Credentials and Ethics Committee ("CEC"), a statement by the applicant setting forth any changes in circumstances that would justify allowing the candidate to become eligible for certification despite the prior decision of the CEC.

Appendix A: Pathways to ABOHNS Board Certification

Residency Completion Dates	Pathway to ABOHNS Certification	Due Date
Prior to July 1, 2000	ABOHNS admissibility policy for year training was completed - Call Board Office if you wish to apply	12/31/2020
July 1, 2000 to June 30, 2007	International Pathway - Call Board office if you wish to apply	March 30th of Exam Year
July 1, 2007 to June 30, 2015	See Extended Admissibility Policy for initial Board certification in Canada	12/31/2020
On or after July 1, 2016	See requirements in policy and chart for eligibility period	May 1 of Exam Year

Appendix B: Initial Board Eligibility Periods

= Board Eligibility Period									
	Academic Year								
	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2028 - 2029	2029 - 2030
Residency Completion Year									
2016	█								
2017	█	█							
2018	█	█	█						
2019	█	█	█	█					
2020	█	█	█	█	█				
2021		█	█	█	█	█			
2022			█	█	█	█	█		
2023				█	█	█	█	█	
2024					█	█	█	█	█

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