2019
INFORMATION FOR APPLICANTS AND CANDIDATES

SIXTY-SIXTH EDITION
*Please discard all earlier booklets.*

Gerald H. Jordan, M.D.
Executive Secretary
600 Peter Jefferson Pkwy, Suite 150
Charlottesville, VA 22911
434/979-0059
www.abu.org

A Member Board of the
American Board of Medical Specialties (ABMS)
EXAMINATION DATES:
All examination dates are subject to change.

QUALIFYING (PART 1) EXAMINATION
July 12 or 13, 2018
July 11 or 12, 2019

CERTIFYING (PART 2) EXAMINATION
February 22-23, 2019
February 21-22, 2020

Application Filing Deadlines: See back cover

THIS HANDBOOK IS SUBJECT TO CHANGE

The Board reserves the right to change dates, procedures, policies, requirements, and fees without notice or issuance of a new handbook.

CHANGE OF ADDRESS:
It is the responsibility of the Diplomate to ensure the Board office has current phone numbers, postal and email addresses.

ADDRESS ALL CORRESPONDENCE TO:

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Charlottesville, VA 22911

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MISSION STATEMENT

The mission of the American Board of Urology is to act for the benefit of the public by establishing and maintaining standards of certification for urologists, working with certified urologists, working with Life Long Learning to insure the delivery of high quality, safe and ethical urological care.
CHANGE OF ADDRESS POLICY

The processes of Certification, Recertification, subspecialty Certification, and Life Long Learning (LLL) have become increasingly complex, requiring significant exchanges of information between the American Board of Urology and its Diplomates. For many reasons, standard mail, telephone calls, and faxes have become inefficient. The cost involved is significant for the Board, having the potential to influence fees.

It is imperative that the American Board of Urology has current, accurate mailing and electronic contact information for all Diplomates, including those with time unlimited certificates, those in recertification, those in subspecialty certification, and those in LLL. It is the obligation of the Diplomate to maintain that information with the ABU. Failure to do so compromises the Board’s ability to transfer important information to the Diplomate and currency in LLL, recertification, or certification could be impacted. Diplomates are required to verify their contact information annually and if one’s information changes, the ABU must be notified. A lapse in this information could result in the revocation of your certificate.
American Board of Urology
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Madison, WI 53705

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* Dr. Bruce H. Stewart, 1981-1983
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    Dr. Jay Y. Gillenwater, 1982-1988
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Dr. Ian M. Thompson, 2010-2016
Dr. J. Christian Winters, 2011-2017
Dr. Kevin R. Loughlin, 2011-2017
Dr. J. Brantley Thrasher, 2010-2016
Dr. H. Ballentine Carter, 2012-2018
Dr. Fred E. Govier, 2012-2018

* Deceased
ORGANIZATION

The American Board of Urology was organized in Chicago on September 24, 1934. Members of the Board present from the American Association of Genito-Urinary Surgeons were Dr. William F. Braasch, Dr. Henry G. Bugbee, and Dr. Gilbert J. Thomas; those from the American Urological Association were Dr. Herman L. Kretschmer, Dr. Nathaniel P. Rathbun, and Dr. George Gilbert Smith; those from the Section of Urology of the American Medical Association were Dr. Clarence G. Bandler, Dr. A. I. Folsom, and Dr. T. Leon Howard.

The officers of the Board elected at this meeting were Dr. Herman L. Kretschmer, President; Dr. Clarence G. Bandler, Vice President; and Dr. Gilbert J. Thomas, Secretary-Treasurer.

The American Board of Urology is a nonprofit organization. It was incorporated May 6, 1935, and held its first legal meeting on May 10, 1935.

The Board of Trustees has twelve members (including officers). No salary is paid for service on the Board.

The nominating societies of this Board and sponsors of its activities are: the American Urological Association, the American Association of Genitourinary Surgeons, the American Association of Clinical Urologists, the Society of University Urologists, the American College of Surgeons, and the Society of Pediatric Urologists.
The American Board of Urology and 23 other medical specialty boards are members of the American Board of Medical Specialties (ABMS), which includes as associate members the Association of American Medical Colleges, the American Hospital Association, the American Medical Association, the Federation of State Medical Boards of the U.S.A., the National Board of Medical Examiners, and the Council of Medical Specialty Societies.

The trademark and seal of the American Board of Urology are registered. Any unauthorized use of the trademark or seal is prohibited without express permission of the Board.

U.S. CORPORATION CO., DOVER, DELAWARE
(Local Representation at Dover, Delaware)

**PURPOSE OF CERTIFICATION**

The American Board of Urology, Inc., hereinafter sometimes referred to as “the Board,” is organized to encourage study, improve standards, and promote competency in the practice of urology. The objective of the Board is to identify for the public’s knowledge those physicians who have satisfied the Board’s criteria for certification, life long learning, and recertification in the specialty of urology, as well as the subspecialties of Pediatric Urology and Female Pelvic Medicine and Reconstructive Surgery.

Certification by the Board does not guarantee competence in practice, but does indicate that the physician has completed basic training requirements and has demonstrated at the time of examination a fund of knowledge and expertise in the care of those patients whose cases were reviewed by the Board, as described elsewhere in this handbook. Application for certification is completely voluntary. Some certified and all subspecialty certified physicians are required to meet the
requirements of the Life Long Learning (LLL) program. Certification of these Diplomates involved in LLL verifies that these Diplomates are in an ongoing process of lifelong learning and practice verification as well as demonstrating knowledge by passing examinations.

FUNCTIONS OF THE BOARD

The Board evaluates candidates who are duly licensed to practice medicine, and arranges and conducts examinations for the purpose of certification, subspecialty certification, recertification, and ongoing life long learning. Certificates are conferred by the Board to candidates who successfully complete all requirements for a given certificate. All certificates are the property of the Board, and the Board holds the power to censure, suspend or revoke such certificates.

The Board endeavors to serve the public, hospitals, medical schools, medical societies, and practitioners of medicine by preparing a list of urologists whom it has certified. Lists of Diplomates of this Board are published in The Official ABMS Directory of Board Certified Medical Specialists and in the Directory of Physicians of the American Medical Association.

The Board is not responsible for opinions expressed concerning an individual’s credentials for the examinations or status in the certification process unless they are expressed in writing and signed by the President or Executive Secretary of the Board.

Application for certification is strictly voluntary. The Board makes no attempt to control the practice of urology by license or legal regulation, and in no way interferes with or limits the professional activities of any duly licensed physician.
THE CERTIFICATION PROCESS

Applicants approved by the Board to enter the certification process must complete both a Qualifying (Part 1) Examination and, after passing this examination, a subsequent Certifying (Part 2) Examination to become certified. Assessment of clinical practice through review of practice logs and peer review will also be carried out prior to admission to the Certifying (Part 2) Examination.

Effective with the June 2014 graduating residents: Certification must be achieved within six years of the successful completion of an ACGME accredited urology residency. An applicant will have no more than three attempts to pass the Qualifying (Part 1) Examination and no more than three attempts to pass the Certifying (Part 2) Examination. Applicants who have not successfully completed the certification process within six years of completion of their urology residency or who have failed either the Qualifying (Part 1) Examination or Certifying (Part 2) Examination three times must repeat and successfully complete the urology portion of an ACGME accredited urology residency program in order to re-enter the certification process.

Applicants who finished urology residency prior to July 2014 who have not successfully completed the certification process within five years of the completion of their urological residency will be required to pass a written Preliminary Examination before being permitted to re-enter the certification process.

The Preliminary Examination is currently given each November in conjunction with the annual AUA In-Service Examination. After passing the Preliminary Examination, the applicant must take the Qualifying (Part 1) Examination one of the next two times it is offered. Any such candidate who fails to do so must successfully retake the Preliminary Examination to proceed with
certification. Contact the Board office prior to the August 1 deadline for more Preliminary Examination information.

The last Preliminary Examination will be administered in November 2018. After this time, the only pathway back into the certification process will be by means of repeating and successfully completing the urology portion of an ACGME accredited urology residency program.

If an applicant is successful in passing the Preliminary Examination, he/she will then have 6 years to complete the certification process. An applicant will have no more than three attempts to pass the Qualifying (Part 1) Examination and no more than three attempts to pass the Certifying (Part 2) Examination within the six year window.

EDUCATIONAL REQUIREMENTS

An applicant may initiate application for certification by the Board during the final year of his or her residency training or at some point thereafter. Every applicant must meet certain basic requirements as follows:

**Education & residency:** The applicant must be a graduate of a medical school approved by the Liaison Committee on Medical Education or a school of osteopathy approved by the Commission on Osteopathic College Accreditation of the American Osteopathic Association, and have completed a urology residency program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or Royal College of Physicians and Surgeons of Canada [RCPS(C)]. A variance from these requirements may be considered on a case by case basis. ACGME training programs in urology are described in the American Medical Association *Graduate Medical Education Directory*, Section II, “Essentials of Accredited Residencies in Graduate Medical Education: Institutional and Program Requirements.”
**Postgraduate training requirements:** The American Board of Urology mandates a minimum of 5 clinical years of postgraduate medical training. Training must include:

- 48 months in an ACGME- or RCPS(C)- approved urology program entirely dedicated to clinical urology

- 3 months of general surgery in an ACGME- or RCPS(C)- approved surgical program

- 3 months of core surgical training (e.g. intensive care unit, trauma, vascular surgery, cardiac surgery, etc.) in an ACGME- or RCPS(C)- approved surgical program

- 6 months of other rotations, not including dedicated research time, in an ACGME- or RCPS(C)- approved core surgery program

Research rotations cannot interfere with the mandated 12 months of general surgery or the 48 months of clinical urology.

Residents must comply with the guidelines in place at the time he/she enrolled in the program.

All rotations listed above that are not part of the core urology training must have been approved by the candidate’s program director. As part of the core urology training, the candidate must have completed at least 12 months as a chief resident in urology with the appropriate clinical responsibility and under supervision during the last two years of training in an ACGME-approved program.

To be admissible to the Certifying (Part 2) Examination, a Canadian trained candidate must be certified by the RCPS(C). Medical graduates from schools outside the United States or
Canada who provide an equivalent medical background and who have completed an ACGME-approved urology residency in the United States may qualify for examination by the American Board of Urology. All such applicants must have a valid certificate from the Education Committee for Foreign Medical Graduates (ECFMG).

**Canadian Medical School Graduates:** Physicians who attended medical school in Canada and received all pre-urology and urology residency training in approved Canadian programs must satisfactorily complete the same training as listed above. Certification by the RPCS(C) is not required for the Qualifying (Part 1) Examination, but is required to be admissible to the Certifying (Part 2) Examination.

**International Medical School Graduates:** Applications from medical graduates from schools outside the United States or Canada who provide an equivalent medical background and a) who have completed an ACGME-approved urology residency and the prerequisite ACGME-approved pre-urology training in the United States may qualify for examination or b) who have completed a RCPS(C)-approved urology residency in Canada will be reviewed on a case by case basis. All such applicants must have a valid certificate from the Education Committee for Foreign Medical Graduates (ECFMG).

**Changing programs:** A resident may only transfer once during the urology portion of training and the last two years of residency training must be spent in the same institution. A resident who wishes to transfer must notify the ABU in writing six months in advance of the transfer and copy the current Program Director and DIO. The Program Director from the recipient program must send a letter to the ABU verifying there is an appropriate residency slot in the program for the resident to fill.
Leaves of absence: Each program may provide sick leave and vacation leave for the resident in accordance with the institutional policy. However, a resident must work forty-six (46) weeks each year of residency; that is, one year of credit must include at least forty-six weeks of full-time urologic education. Vacation or leave time may not be accumulated to reduce the total training requirement. If a circumstance occurs in which a resident does not work the required forty-six weeks, the Program Director must submit a plan to the ABU for approval on how the training will be made up, which may require an extension of the residency.

Leave for educational/scientific conferences are at the discretion of the program director.

Internationally Trained Urologists:

Entrance into the certification process differs for individuals that completed a urology residency program not approved by the Accreditation Council for Graduate Medical Education (ACGME) or Royal College of Physicians and Surgeons of Canada (RCPSC). For these International Medical Graduates (IMG), an alternate pathway into the certification process is available. However, The American Board of Urology (ABU) considers this situation to be extraordinary, and approves or disallows entrance into this alternate pathway on a case-by-case basis. The requirements for application and entrance into the certification process are listed below.

REQUIREMENTS FOR APPLICATION

1- Provided extraordinary clinical and educational full-time service for at least 7 years in an RRC approved participating institution within an ACGME-approved urology residency program. The 7 years of service may be at different institutions and must be completed prior to application.
Achieved the rank of full professor within that urology department/division through a credible university promotion process.

Received the written approval of the urology chair and the program director.

REQUIREMENTS FOR ENTRANCE INTO CERTIFICATION PROCESS

1- Letters of recommendation from urologists in active practice at the applicants current practice site (3 letters), and outside the U.S. (3 letters), highlighting the very exceptional accomplishments of the applicant within the U.S. that bring extraordinary clinical skills and teaching talents to a residency training program thereby advancing urologic education.

2- Documentation of extraordinary scholarship and evidence for continued contributions, as well as national recognition, in one or more of the following areas: Research, Education, Clinical Care, Program Development, Service (see application form that can be downloaded at www.abu.org).

a. Evidence of scholarship in the above areas are: original research publication record, grant funding, organization and/or participation in national and/or international meetings, invitations to serve as visiting professor or give lectureships, professional society awards, appointments to national and/or international committees for policy or guideline development, editorial positions, educational leadership positions, curriculum development and/or design and implementation of educational programs, mentoring of residents and fellows, leadership and/or participation in clinical trials, etc.
3- Copy of current CV (download format at www.abu.org).

OTHER REQUIREMENTS

Credentials approval: Applicants for certification must be approved by the Credentials Committee of the Board. Additional information may be requested by the Executive Secretary. No duty or obligation to assist any applicant in completing the application process is implied. The applicant is responsible for ensuring that all supporting documents are received in the Board office by the indicated time.

Release of liability: As a condition of application to the certification process, applicants must sign a waiver releasing, discharging, and exonerating the Board, its trustees, officers, members, examiners, employees, and agents from any and all claims, losses, costs, expenses, damages, and judgments (including reasonable attorneys’ fees) alleged to have arisen from, out of, or in connection with the certification process.

Release of results: As a condition of application to the certification or life long learning process, the applicant must sign a waiver agreeing to allow the Board to release application information or examination results achieved in the Qualifying, Certification or Life Long Learning knowledge assessments to the residency program director, the Residency Review Committee for Urology, and any third parties the Board deems necessary.

Disability accommodations policy: An applicant requesting accommodations during Board examinations due to a physical or mental disability that substantially limits a major life activity
must indicate this request on the application provided by the Board. A recent evaluation and appropriate formal documentation by a qualified professional that substantiate the disability must accompany the application. The Board may then have any and all documentation and/or evaluations submitted by the candidate reviewed by an additional qualified professional. This can be done at the Board’s discretion and the Board will bear the cost of any additional review or evaluation. The Credentials Committee of the Board will make the final decision regarding the accommodations that will be offered if the request under consideration is made by a candidate for certification.

**Misrepresentation and nonresponse procedure:** Applicants for certification who misrepresent or do not respond to questions on the application will be, at a minimum, deferred from the process for one year.

**Requirements for applicants with a history of chemical dependency:** Such applicants will not be admitted to the Qualifying (Part 1) or Certifying (Part 2) Examinations unless they present evidence to the Board that they have satisfactorily completed the program of treatment prescribed for their condition. In addition, any such applicants for the Certifying (Part 2) Examination may have a site visit of their practices by a representative of the Board.

**THE QUALIFYING (PART 1) EXAMINATION**

The ABU has a responsibility to protect the integrity of its examination material from unauthorized use. All ABU exams are considered intellectual property. Hence, all ABU examinations are copyrighted on an annual basis.
The Qualifying (Part 1) Examination is given annually in a computer-based format at over 200 Pearson VUE Testing Centers across the United States.

The examination is given during the month of July. The candidate may take the examination on either of the two days it is offered, dependent upon site availability. An appointment to sit for the examination can be scheduled at the prescribed time, after the candidate has met all requirements, paid all fees, and been approved by the Board. A letter will be sent to the candidate notifying the candidate he or she is eligible to sit for their examination and when he or she may schedule an examination appointment.

The examination is made up of 300 multiple choice questions which will be presented in groups of 150 each over two three-hour sessions in one day, with a lunch break between sessions.

The examination is designed to assess knowledge of the entire field of urology and allied subjects. This includes, but may not be limited to: ethics, professionalism, epidemiology, andrology (including infertility), calculous disease (including endourology and shock-wave lithotripsy), congenital anomalies, pediatric urology, urologic disorders of females, infectious diseases, neurourology and urodynamics, obstructive diseases, renovascular hypertension and renal transplantation, sexuality and impotence, adrenal diseases and endocrinology, trauma, urologic imaging and interventional radiology, urologic oncology, and geriatric oncology.

Application: An application provided by the Executive Secretary shall be completed by the applicant and returned to the Board office by courier for guaranteed receipt. Applications must be in the Board office by November 1 in order to permit the applicant to be admitted for the Qualifying (Part 1) Examination the
following July. Applications and documentation not postmarked by November 1 will incur a late fee (non-refundable) of $750.

**No applications will be accepted after December 1. No application will be considered by the Credentials Committee or the Board unless it is submitted by the deadline set forth and is complete and includes all required supporting documentation.** The Executive Secretary will determine if an application is complete.

**Documentation of education and training:** The application must be accompanied by a notarized copy of a graduation certificate from a medical school approved by the Liaison Committee on Medical Education or from a school of osteopathy approved by the Commission on Osteopathic College Accreditation of the American Osteopathic Association.

The candidate must provide specific verification of successful completion of the pre-urology postgraduate training requirement in a program approved by the ACGME (such as a notarized certificate or an original letter from the director of the program(s) where the applicant completed PGY 1 and 2). Pre-urology training must be documented separately from urology training.

Graduates of medical schools not approved by the Liaison Committee on Medical Education, the Commission on Osteopathic College Accreditation of the American Osteopathic Association, or the Accreditation Committee of the RCPS(C), must furnish a notarized copy of a valid ECFMG certificate.

The director of the program where the applicant is finishing residency training must provide a letter to the Board office by January 1 confirming that the applicant is expected to have successfully completed one year of training in the capacity of chief resident during the calendar year in which the Qualifying
(Part 1) Examination is to be taken. The Program Director must also complete an evaluation form supplied by the Board. This evaluation must be received in the Board office by March 1 preceding the Qualifying (Part 1) Examination given in July.

In the event that a Program Director recommends that an applicant, who has completed all requirements listed above, not be allowed to take the examination for reasons unrelated to the requirements above (e.g. behavioral, professionalism, etc), the trustees may allow the applicant to proceed without grading the examination until questions regarding the applicant have been fully resolved.

**Failure to pass the examination:** An applicant failing the Qualifying (Part 1) Examination must repeat the exam the next year unless the absence is excused by the Board office. Failure to retake the examination at the first available opportunity will result in assessment of an unexcused absence fee on subsequent applications. The applicant must pass the Qualifying (Part 1) Examination process in sufficient time to allow for completion of the certification process within the allotted six years of completion of residency. Applicants who fail the Qualifying (Part 1) Examination three times must repeat and successfully complete the urology portion of an ACGME accredited urology residency program in order to re-enter the certification process.

Applicants who finished urology residency prior to July 2014, who have not successfully completed the certification process within five years of the completion of their urological residency, will be required to pass a written Preliminary Examination before being permitted to re-enter the certification process. The Board will honor the old pathway criteria to a point and applicants will have one opportunity to sit and pass the Preliminary Examination. If an applicant is successful in passing the Preliminary Examination, he/she will then have 6 years to
complete the certification process. An applicant will have no more than three attempts to pass the Qualifying (Part 1) Examination and no more than three attempts to pass the Certifying (Part 2) Examination within the six year window. The Preliminary Examination will no longer be an option after November 2018.

THE CERTIFYING (PART 2) EXAMINATION

Candidates for the Certifying (Part 2) Examination must have met all training requirements and have passed the Qualifying (Part 1) Examination. Candidates will be expected to demonstrate knowledge and surgical experience in the broad domains of urology such as: infertility, impotence, calculous disease, Endourology, extracorporeal shock wave lithotripsy, neurourology, urodynamics, urologic imaging, uropathology, female urology, pediatric urology, infectious disease, obstructive disease, psychologic disorders, renovascular disease, transplantation, genitourinary sexuality, trauma, urologic oncology, and geriatric oncology.

The Certifying (Part 2) Examination includes assessment of clinical practice through review of practice logs, peer review, and oral examinations.

Period of admissibility: The candidate must successfully complete all components of the Certifying (Part 2) Examination within six years of the completion of residency, unless an extension has been granted (five years for those applicants who finished urology residency prior to July 2014).

In the event a candidate does not successfully complete certification within the six year time-frame or a candidate fails the Certifying (Part 2) Exam three times, he/she must repeat
and successfully complete the urology portion of an ACGME accredited urology residency program in order to re-enter the certification process at the Qualifying (Part 1) level. Applicants who finished urology residency prior to July 2014 and are unsuccessful in completing certification within five years must pass the Preliminary Examination to re-enter the certification process. Applicants will have one opportunity to sit and pass the Preliminary Examination. **The Preliminary Examination will not be offered after November 2018.**

A yearly extension of the period of admissibility may be granted by the Board for approved fellowships relevant to urology of one year or longer. Credit is subject to Board approval; notarized documentation of fellowship training is required. A four-month credit toward the 16-month practice period requirement may be awarded to an individual for fellowship training approved by the Board, effective with documentation of the successful completion of the fellowship. The candidate must notify the Board in writing if he or she spends one or more years in post-residency fellowship training.

In the eyes of the Board, one is either a Practitioner or a Fellow.

All extensions of the period to complete certification are granted by the Board because of extenuating circumstances (e.g., involvement in a fellowship of one or more years’ duration subject to Board approval, and deferral for an inadequate practice log). The candidate should request such extensions in writing, and include the reason for the request.

**Application:** Application for admission to the Certifying (Part 2) Examination is made by completing the Supplemental Application form mailed from the Board office in May to all potential applicants. This application and fee should be returned by courier for guaranteed receipt, and must be received in the Board office by July 1 prior to the Certifying (Part
2) Examination of the following year. Applicants will be assessed $750 for applications received between July 2 and August 1. No applications will be accepted after August 1.

**Licensure requirements:** Applicants seeking certification by the Board of Urology must have a valid medical license that is not subject to any restrictions, conditions, or limitations. The applicant must inform the Board of any conditions or restrictions in force on any active medical license he or she holds. When there is a restriction or condition in force on any of the applicant’s medical licenses, the Credentials Committee of the Board will determine whether the applicant satisfies the licensure requirement. **Diplomates practicing outside the US without a US License:** Diplomates who practice outside of the United States or its territories without maintaining a valid state license will be considered “clinically inactive”. During this period, which cannot exceed ten years, they must comply with LLC and remain in contact with the ABU office on an annual basis. If these requirements are met, they can re-enter the LLL process at an appropriate level when they reacquire their state license and return to active clinical practice in the United States. If the Diplomate practices outside the United States or its territories for more than ten years and his/her certificate lapses, the Diplomate will be required to follow the current expired certificate reentry policy.

**Practice requirements:** Candidates for the Certifying (Part 2) Examination must be in the active practice of urology and must be licensed to practice medicine in the area of current practice activity. In addition, the candidate must have engaged in a minimum of 16 months of urological practice with primary patient responsibility in a single community, an academic institution, or in the Armed Forces.
Other documentation: The following completed documents must be submitted to the Board office on or before September 1 to avoid a late fee (non-refundable):

1) Completed Practice Breakdown form
2) Log Verification Statement with notarized signature
3) Complications narratives

Practice log: Candidates must submit logs of all office visits, hospital, ambulatory care, and office procedures for each facility where they practice, for the same consecutive six-month period within the seventeen month period between April 1, 2016 and August 31, 2018. Procedures performed as the primary surgeon, and procedures performed by auxiliary personnel and billed by the candidate should be included. Procedures done outside of the United States are acceptable. In the case of military or public health physicians subject to unexpected changes of assignment, the Board may accept cases from the previous assignment.

Log Resubmission Policy: All logs must be provided in the format prescribed by the Board and must be received in the Board office by September 1 prior to the Certifying (Part 2) Examination. Logs must be verified by the candidate. It is imperative that you carefully review the data contained in your log submission. Your signature is required on a Practice Log Verification Statement attesting that you have reviewed the data contained in your log submission and that it is a true, complete, and accurate log of your consecutive office visits and surgical procedures for the required time period. If, following review by the ABU Committee charged with reviewing logs, it becomes necessary to repeat processing on a log submission due to errors, oversights, or omissions, a $500 fee will be assessed for this process.
Applicants will be assessed $750 for logs received between September 2 and September 15. No practice logs will be accepted after September 15.

Candidates deferred on the basis of their practice log must submit a new log with their next application. The six-year (five-year for applicants who finished urology residency prior to July 2014) period of admissibility for completing certification will be extended one time by one year for candidates whose certification is delayed because of an inadequate practice log.

Detailed instructions for completing the electronic log are included in the application packet mailing and are available on the Board’s website: www.abu.org.

Practice log review is an important component of the certification process. The Board will review the practice logs of urologic subspecialists in the context of the expected subspecialty experience. While there is not currently a minimum number of cases established for an acceptable log, a practice experience well below the norm for the peer group may be cause for delaying the certification process until there is sufficient experience to adequately assess a candidate’s practice pattern and management abilities.

On the basis of practice log review and other file information, the Board may, at its discretion, request copies of specific hospital and/or office records. The applicant shall be responsible for providing requested patient records, and is expected to furnish them within the time frame specified by the Board. The candidate shall ensure that the patient records so disclosed do not contain any patient-identifying information.

**Peer review:** To further ascertain and document the candidate’s qualifications for certification, the Board requests completion of confidential peer review questionnaires from the Chief of
Urology and/or Surgery, the Chief of Anesthesiology, and the Chief of Staff for each facility in which the applicant performs at least 50 cases annually, documenting the applicant’s status in the medical community. The candidate must sign a waiver authorizing any and all third parties contacted by the Board to furnish to the Board such records and information, including confidential information related to the candidate’s abilities and reputation as a urologist, as the Board (in its sole discretion) may deem necessary or advisable. Under no circumstances will the source of any peer review be revealed to any person other than Trustees and Staff of the Board.

**Board review of credentials:** Upon receipt of the practice logs and peer review information, the Credentials Committee of the Board will review the candidate’s credentials. Evidence of ethical, moral, and professional behavior, and an appropriate pattern of urologic practice including experience with an adequate volume and variety of clinical material, will be sought. Areas of inadequacy may be cause for deferment or discontinuation of the certifying process until these areas are clarified or corrected. Actions of the Board to achieve clarification may include:

a. Inquiry by the Credentials Committee of the Board into practice irregularities;

b. Request for certified copies of candidate’s health care facility and/or office records for review;

c. Invitation to appear before the Board for a personal interview;

d. A site visit to the candidate’s community at the candidate’s expense ($2,000 + expenses): and/or
e. Other appropriate measures that may be deemed necessary to assess apparent deviations from standard urologic practice.

The candidate will not be permitted to continue the certification process until the Board has satisfied itself of the appropriateness of the candidate’s practice pattern and professional behavior. The Board may elect to defer continuation of the certification process pending investigation and resolution of any inadequacies or deviations. It may deny certification when serious practice deviations or unethical conduct are detected. These include, but are not limited to, cheating on or improper or disruptive conduct during any examination conducted by the Board, the solicitation or distribution of examination materials, and misrepresentation of an applicant’s or candidate’s status in the certification process.

**Oral examination:** The oral examinations are given annually in February in Dallas, Texas. The examination is an interactive process between examiner and candidate during which an assessment is made of the candidate’s ability to diagnose and manage urologic problems. There are two one-hour examination encounters with different examiners, composed of three protocols each.

Since the candidate has passed the Qualifying (Part 1) Examination, the examiner presumes in the oral examination that the candidate has a satisfactory degree of cognitive knowledge or urology. Therefore, the oral examination will concentrate on the candidate’s professional conduct, problem-solving ability, and response to changes in clinical situations.

Evaluation is made of the candidate’s ability to collect pertinent information systematically, integrate it, assess the problem, and propose appropriate solutions. The candidate’s ability to manage changing clinical conditions is evaluated through the
flexible interaction between the examiner and the candidate. Changed clinical conditions may be posed by the examiner in order to assess the various responses by the candidate, or may be developed by the examiner from the outcome of management recommendations offered by the candidate during the interview.

The candidate’s attitude, interaction with the examiner, and expression of management concerns contribute to the assessment of professional behavior.

**Failure to pass the examination:** An applicant failing the Certifying (Part 2) Examination may repeat the exam the next year, provided the candidate is still within the allotted five or six years of completion of residency. Certifying (Part 2) application components carry over for one exam cycle (i.e. practice log).

**Oral Examination Dress Code:** The American Board of Urology has a practice of anonymity for applicants to the Certifying (Part 2) Examination with respect to training, practice location, and a candidate’s name. Wearing a military uniform makes a candidate identifiable in that military regulation not only mandates a nametag on the uniform, but the uniform itself reveals the practice type of the candidate in question. The ABU asks that military candidates for board certification appear in civilian clothing throughout the examination process. Military candidates who present in uniform may be denied access to the examination process. Appropriate, professional attire is recommended for all candidates for board certification by the American Board of Urology.

**IRREGULAR EXAMINATION BEHAVIOR**

The American Board of Urology is committed to maintaining the integrity of qualifying and certifying examinations. These tests
Irregular behavior threatens the integrity of the ABU certification process. Irregular behavior is defined as any action by applicants, examinees, potential applicants, or others that subverts or attempts to subvert the examination process.

Examples of irregular behavior include, but are not limited to:

- Falsifying information
- Giving, receiving or obtaining unauthorized assistance during the exam.
- Altering or misrepresenting scores.
- Behaving in a disruptive or unprofessional manner at a testing
- Theft of examination materials.
- Unauthorized reproduction, by any means, and/or dissemination of examination content or other copyrighted materials.
- Posting or discussing content on any website, or asking others to do so.

If the Board is made aware of irregular behavior on the part of an individual participating in an ABU examination process, the Board will review the information and determine if there is sufficient evidence of irregular behavior. The individual in question is required to cooperate during that review/investigation with ABU officials. Consequences for irregular behavior may include but are not limited to a warning, censure, deferral from the certification process, or suspension, or revocation of a current ABU certificate.

**FEES AND DEADLINES**

[See summary chart on back cover]
Preparation of the protocols for the oral examination, ABU office administration of the applications, fee collection, and scheduling, as well as responding to written, electronic and telephone queries, payment for psychometric evaluation and analysis of examination outcomes, plus the actual expenses relating to the examination add up to approximately a quarter of the Board’s 2.1 million dollar operating budget.

The current examination fees may be changed without notice. Fees reimburse the Board for expenses incurred in preparing and processing the applications and examinations of the candidate.

**Application fees:** Payment of $1,300 must accompany the initial application for the Qualifying (Part 1) Examination. Chief residents only may delay the fee payment for their Qualifying (Part 1) examination until January 5.

An additional fee of $1,800 must accompany the application for the Certifying (Part 2) Examination. An applicant or candidate secures no vested right to certification as a result of paying an examination fee.

**Late fees** (non-refundable): A $750 late fee will be assessed for any application and/or documentation and/or fees and/or log not received in the Board office by the prescribed deadlines. Courier service for guaranteed receipt is recommended.

**Cancelation fees:** Cancelation fees are as follows: $750 for failure to appear; $500 for an unexcused absence; $250 for an excused absence (in cases of personal or family illness or death).

**Excused absences:** Only one excused absence is permitted, at the discretion of the Board, and this extends the period of admissibility for one year. The excused absence fee of $250 will
be assessed. Following one excused absence, any subsequent absences are classified as unexcused. There will be no further extensions of admissibility, and an unexcused absence fee and reinstatement fee, if any, will be assessed.

**Inactive status:** Applications will be considered inactive if two successive examination appointments are canceled by the applicant. A reinstatement fee is assessed after two consecutive absences. If the candidate has not already exceeded the six-year time limit (five for applicants who finished urology residency prior to July 2014), he or she may re-gain active status by paying the reinstatement fee of $700 plus an additional fee for an unexcused absence or for a non-appearance.

**Other fees:** A $100 fee will be assessed for all returned checks. The re-examination fees for the Qualifying (Part 1) Examination are $350. The re-examination fee for the Certifying (Part 2) Examination is $1,800. The fee for the Preliminary Examination is $1,000. If a Preliminary Examination appointment is canceled, a $500 cancelation fee will be assessed. The fee for a site visit by a Board representative is $2,000 plus expenses.

**Refunds:** Fees are refundable, less an administrative fee, in most cases of cancelation or deferral. Fees shall be refunded to candidates deferred by the Board, less a $100 administrative fee; or, if deferred for an inadequate practice log, a $200 administrative fee. Late fees are non-refundable.

**Log Resubmission Fee:** A $500 fee will be assessed to the candidate for any resubmission of practice log data due to their error or omission.

**Annual Certificate Fee:** Beginning the year following satisfactory completion of the certification process, the Diplomate will be invoiced a mandatory annual certificate fee.
This fee will replace any fees for the life long learning program. The amount is currently $200 per year, but is subject to change.

**Life Long Learning Program**

Beginning in 2007, those doctors who become certified, recertified, or subspecialty certified will enter a process of Life Long Learning (LLL) formerly known as Maintenance of Certification (MOC). LLLC is designed to evaluate the continued competence of a Diplomate. LLL was developed by the American Board of Medical Specialties (ABMS) and its 24 member boards and has been supported by the Accreditation Council for Graduate Medical Education (ACGME), the American Medical Association (AMA), the Federation of State Medical Boards (FSMB), and many other organizations.

LLL is a continual developing process and thus the requirements may change as mandated by the ABMS.

All subspecialty certificates issued by the American Board of Urology are time limited and subject to the Life Long Learning (LLL) program. They are valid for 10 years only and will expire on the anniversary of the date of issue.

Diplomates who were originally certified before 1985 and have time-unlimited certificates will maintain those certificates as time-unlimited. However, if the Diplomate also earns a subspecialty certificate, the Diplomate will enter the LLL process which includes the subspecialty and general certificate.

Diplomates who were originally certified in 1985 or later have time-limited certificates. If a Diplomate also earns a subspecialty certificate, the original urology certificate will be extended to have the same expiration date as the subspecialty certificate. The Diplomate will enter the LLL process as of
completion of subspecialty certification, and will be required to complete all components on that timeline.

The LLL process will extend over a ten year period, with some requirements in the process to be completed every four years. A chart showing the requirements appears on the last page of this handbook. Life Long Learning will be integrated into the current recertification process. Diplomates will be required to periodically complete self-assessment programs developed by the Board, meet continuing medical education requirements, and submit practice logs as part of this process. Successful completion of a knowledge assessment will be required within the three year period prior to expiration of the Diplomate’s certification.

For those who have already entered a LLL cycle through Certification or Recertification; following Subspecialty Certification, a new LLL cycle will begin at Level 1 regardless of prior completion.

The first level of LLL will include submission of an application form, documentation of an unrestricted medical license, completion of peer review, submission of CME’s, completion of Patient Safety Module, completion of Professionalism and Ethics Module and completion of a Practice Assessment Protocol (PAP) in an area of their practice. The PAPs are non-graded practice improvement tools developed by the Board and based on current Clinical Guidelines where possible. In certain subspecialty areas, PAPs are also developed in accordance with the best available literature. They will involve a self-review of a small number of sequential cases in a specific area; a comparison of the Diplomate’s evaluation and management of these cases to accepted practice guidelines or literature as stated above; and the successful answering of a short series of questions regarding the clinical guidelines. The applicant will be linked via the internet to an AUA Guideline or similar document.
with the appropriate answers and will correct any errors until he or she has answered the questions correctly. The PAP is not scored and no scores are maintained for Diplomates. The PAP is designed as a self-assessment tool only. This process will be completed via the internet and the Board office will be automatically notified when the PAP is completed.

Requirements for Levels 4 are shown in the chart at the back of this handbook. They include documenting unrestricted medical licensure, completion of further PAPs, patient safety and ethics modules, completion and documentation of CME credits, satisfactory peer reviews, and an adequate practice log submission, culminating with a computer-based knowledge assessment at the end of Level 4.

The office of the American Board of Urology will notify Diplomates holding a time-limited certificate when each phase of LLL is required. The handbook will be available at the Board’s web site, www.abu.org and on request from the Board office. It is essential, and the Diplomate’s responsibility, to be sure that the ABU office has current contact data. Notification of the AUA of an address change does not mean that the ABU has been notified.

A physician who fails to complete the LLL process by the certificate expiration date is no longer considered a Diplomate of the Board. Additionally, the American Board of Medical Specialties and sponsoring organizations will be notified that the certificate has expired.

More specific details will be available on the Board website, www.abu.org, in the annual ABU Report newsletter, and in various mailings, talks and articles by the Trustees as the implementation process progresses.
Diplomates are responsible for keeping the Board office informed of changes in their mailing and email addresses. Failure to do so could risk expiration of the Diplomate’s certificate.

POLICIES

PROFESSIONALISM AND ETHICS

The American Board of Urology is committed to the principle that patient welfare is preeminent. This principle presupposes a responsibility to the patient that transcends personal gain and thereby engenders both individual patient and public trust. It is the cornerstone of the ethical and moral framework by which the physician is bound.

The physician-patient relationship, however, is part of a more complex social network that also includes relationships within the profession and society as a whole. A variety of societal forces increasingly conflict with the responsibility of physicians to their patients and the public. Rapidly advancing technologies, relationships with commercial entities, increased demands for documentation, rising health care costs, declining reimbursement, and increasing patient autonomy place conflicting demands on the physician and potentially lead to compromise of patient welfare.

Urologists, in particular, are faced with technological advances that demand increased training but also offer increased opportunity for entrepreneurialism. From this perspective medicine is viewed as a specialized personal service at variance with public responsibility and one that belies the trust instilled in the physician. As a consequence, there has been a call for a renewed commitment to professionalism.
A number of organizations have attempted the development of a code of ethics and professionalism that set forth principles and responsibilities the physician can consult for guidance when confronting an ethical dilemma. In these documents, a number of qualities or virtues are repeatedly espoused, including justice, honesty, competence, impartiality, preservation of patient confidentiality, patient autonomy, and unbiased medical care. To address this need, representatives from the American Board of Internal Medicine Foundation, the European Federation of Internal Medicine and the American College of Physicians-American Society of Internal Medicine collaborated on the Medical Professionalism Project which was charged with developing a charter that provides a basic set of tenets for ethical and professional behavior. The group intended to create a document that is applicable across medical and surgical specialties, healthcare systems, and cultures. To that end, they set forth three Fundamental Principles and a set of ten core commitments that serve to guide the professional and ethical conduct of physicians.

Although this Charter has met with widespread enthusiasm, it has not been uniformly endorsed by all physician groups; indeed it has been criticized for emphasizing a duty-based ethic (that is, duty to those around us), rather than a virtue-based ethic (which focuses on individual traits of human character). Likewise, some have objected to the emphasis on achieving “competence” rather than encouraging excellence, and to the contractual tone of the document that implies an inherent basis of mistrust. While these criticisms may be valid, the document serves as a starting point for a conversation about professional responsibility and provides a framework for moral, ethical and professional conduct. The American Board of Urology endorses the Physician Charter and encourages and expects the urologic community will uphold the commitments which support the fundamental principles set forth by the document.
CODE OF ETHICS

Ethics are moral values. They are aspirational and inspirational, as well as model standards of exemplary professional conduct for all applicants for certification and all Diplomates certified by the American Board of Urology. The term urologist as used here shall include all such candidates and Diplomates.

The issue of ethics in urology is resolved by a determination that the best interests of the patient are served. It is the duty of a urologist to place the patient’s welfare and rights above all other considerations. Urological services must be provided with compassion, respect for human dignity, honesty, and integrity.

A urologist must maintain qualification by continued study, performing only those procedures in which he or she is qualified by virtue of specific training or experience, or with the assistance of one who is so qualified. This experience must be supplemented with the opinions and talents of other professionals and with consultations when indicated.

Open communication with the patient, or the patient’s relatives or other authorized representative if the patient is unable to understand this communication, is essential. Patient confidences must be safeguarded within the constraints of the law. The performance of medical or surgical procedures shall be preceded by the appropriate informed consent of the patient or the patient’s authorized representative. Timely communication of the patient’s condition to referring and consulting physicians should also be practiced.

Urologic surgery shall be recommended only after careful consideration of the patient’s physical, social, emotional, and occupational needs. The preoperative assessment must document indications for surgery. Performance of unnecessary surgery is an extremely serious ethical violation.
Fees for urologic services must not exploit patients or others who pay for those services. In addition, a urologist must not misrepresent any service which has been performed or is to be performed or the charges which have been made or will be made for that service. Payment by or to a physician solely for the referral of a patient (fee splitting) is unethical.

Delegation of services is the use of auxiliary health care personnel to provide patient care for which the urologist is responsible. A urologist must not delegate to an auxiliary those aspects of patient care within the unique practice of the urologist (excluding those permitted by law to be performed by auxiliaries). When other aspects of patient care for which the urologist is responsible are delegated to an auxiliary, the auxiliary must be qualified and adequately supervised. A urologist may make different arrangements for the delegation of patient care in special circumstances, such as emergencies, if the patient’s welfare and rights are placed above all other considerations.

Providing a patient’s postoperative medical or surgical care until that patient has recovered is integral to patient management. The operating urologist should provide those aspects of postoperative patient care within the unique experience of the urologist (excluding those permitted by law to be performed by auxiliaries). Otherwise, the urologist must make arrangements before surgery for referral of the patient to another urologist, with the approval of the patient and the other urologist. The urologist may make different arrangements for provision of those aspects of postoperative patient care within the unique experience of the urologist in special circumstances, such as emergencies or when no other urologist is available, if the patient’s welfare and rights are placed above all other considerations. Fees should reflect postoperative medical or
surgical care arrangements with advance disclosure to the patients.

Scientific investigations and communications to the public must be accurate. They must not convey false, deceptive, or misleading information through statements, testimonials, photographs, graphs, or other means. They must not omit material information without which the communication would be deceptive.

Communications must not appeal to an individual’s anxiety in an excessive or unfair way; they must not create unjustified expectations of results. If communications refer to benefits or other attributes of urologic procedures which involve significant risks, a realistic assessment of safety and efficacy must also be included, as well as the availability of alternatives, with descriptions and/or assessments of the benefits and other attributes of those alternatives when necessary to avoid deception.

Communications must not misrepresent a urologist’s credentials, training, experience, or ability, or contain material claims of superiority which cannot be substantiated. If a communication results from payment to a urologist, such must be disclosed, unless the nature, format or medium makes that apparent. Offering or accepting payment for referring patients to research studies for finder’s fees is unethical.

Those urologists who are deficient in character or who engage in fraud, deception, or substance abuse should be identified to appropriate local, regional, state, and/or national authorities. A physically, mentally, or emotionally impaired urologist should withdraw from those aspects of practice affected by the impairment.
Diplomates of the Board must accurately state their certification status at all times. This includes descriptions in curriculum vitae, advertisements, publications, directories, and letterheads. Diplomates with expired time-limited certificates may not claim board certification and must revise all descriptions of their qualifications accordingly. When a physician misrepresents certification status, the Board may notify local credentialing bodies, licensing bodies, law enforcement agencies and others.

Diplomates of the Board must notify the American Board of Urology in writing of any action taken by any state medical board against a medical license, even if the action does not result in revocation.

**DISCIPLINARY ACTION**

The Board of Trustees of the American Board of Urology shall have the sole power to censure, suspend, or revoke the certificate of any Diplomate. Certificates issued by the Board are the property of the Board and are issued pursuant to the rules and regulations of the Board. Each certificate is issued to an individual physician who, by signature, agrees to censure or suspension or revocation of the certificate as described herein. If it is determined by the Board that any certificate issued to a Diplomate is to be suspended or revoked, this decision shall apply to all certificates issued to that Diplomate.

The Board of Trustees shall have the sole power, jurisdiction, and right to determine and decide whether the evidence and information before it is sufficient to constitute one of the disciplinary actions by the Board. The levels of disciplinary action and manner of notification, appeal, and reinstatement, shall be defined as follows:

**Notification**
If the action of the Board is to censure, suspend, or revoke the certificate of a Diplomate, the Board shall send written notice thereof to the Diplomate. The notice shall state the reasons for the Board’s decision.

**Censure & Suspension**

A Diplomate may be censured or have his or her certificate suspended if he or she has been found by the Board to have engaged in professional misconduct or moral turpitude or for violations of the *Code of Ethics* of the American Board of Urology not warranting certificate revocation. Alterations in licensure such as probation or suspension will necessitate a change in certification status until the license status is returned to unrestricted.

The Board of Trustees of the American Board of Urology shall have the sole power to determine the level of disciplinary action and the designated level of suspension. Censure or suspension of a Diplomate may be listed in the annual *ABU Report*.

**Censure:** A censure shall be a written reprimand to the Diplomate. Such censure shall be made part of the file of the Diplomate.

**Suspension:** A suspension shall be a written reprimand to the Diplomate. Such suspension shall be made part of the Diplomate file and the ABMS will be notified immediately. The Board shall have the sole power to determine the designated length of suspension. The Diplomate should notify the Board at any time during the suspension if and when any encumbrance is resolved. The Board will notify both the Diplomate and the ABMS in writing once the suspension is officially removed. Recertification will be necessary if a time-limited certificate
expires during the period or suspension, and will be subject to LLL.

**Revocation of Certificate**

Certificates issued by this Board are the property of the Board and are issued pursuant to the rules and regulations of the Board. Each certificate is issued to an individual physician who, by signature, agrees to revocation of the certificate in the event that:

a. the issuance of the certificate or its receipt by the physician so certified shall have been contrary to, or in violation of any provision of the Certificate of Incorporation, Bylaws, or rules and regulations of the Board in force at the time of issuance; or

b. the physician or party certified shall not have been eligible to receive such certificate, regardless of whether or not the facts constituting ineligibility were known to, or could have been ascertained by, the Trustees of the Board at the time of issuance of such certificate; or

c. the physician or party so certified shall have made a material misstatement of fact in application for such certification or recertification or in any other statement or representation to the Board or its representatives; or

d. the physician so certified shall at any time have neglected to maintain the degree of knowledge in the practice of the specialty of urology as set up by the Board, and shall refuse to submit to re-examination by the Board; or

e. the physician so certified is convicted of a felony, scientific fraud, or a crime involving illicit drugs; or

f. any license to practice medicine of the physician so certified is surrendered, suspended, revoked, withdrawn, or voluntarily returned in any state regardless of continuing licensure in any other state, or
he or she is expelled from any of the nominating societies, a county medical society, or a state medical association for reasons other than non-payment of dues or lack of meeting attendance; or
g. the physician so certified has been found guilty by the Board of serious professional misconduct or moral turpitude or for serious violation of the Code of Ethics of the American Board of Urology that adversely reflects on professional competence or integrity.
h. Revocation may occur if a Diplomate, after repeated notification, fails to pay the required $200 annual fee and applicable late fees (non-refundable) by November 1 in a given year.
i. If a Diplomate does not comply with LLL deadlines in the calendar year in which they are required, his/her certificate may be revoked.

Revocation of a Diplomate’s certificate may be mentioned in the annual ABU Report and on the Board’s website.

**Reinstatement of Certificate**

Should the circumstances that justified revocation of the Diplomate’s certificate be corrected, the Board may allow the candidate to reapply for certification. The Board of Trustees shall have the sole power to determine the time of initiation of the reinstatement process. The applicant whose certificate has been revoked may be required to complete the certification or recertification process at the discretion of the Board.

Prior to reinstatement of certification, the applicant may be required to meet with the Board. The Diplomate will be required to attest that he or she has read and understands the above provisions regarding disciplinary action and the procedures to be followed and agree to hold the Board, its
officers, and agents harmless from any damage, claim, or complaint by reason of any action taken which is consistent with such procedures.

**APPEALS PROCEDURE**

1. **Certification is a Matter of the Board’s Professional Judgment and Discretion:** Final action regarding each applicant’s certification is the sole prerogative of the Board and is based upon the applicant’s training, professional record, performance in clinical practice, and the results of the examinations given by the Board.

   Regardless of the sequence by which the various steps of certification may have been accomplished, the process itself is not considered complete until the Board’s final action. At any point in the process, the Board may delay or even deny certification upon consideration of information that appears to the Board to justify such action. The activities described in this handbook proceed from the Certificate of Incorporation and Bylaws, which state the nature of the business, objects, and purposes proposed to be transacted and carried out by this corporation.

2. **Adverse Decision Inquiry - Individual Requirement:** During the course of the Certification, Recertification, or Life Long Learning process, a candidate or Diplomate may receive an adverse decision regarding an individual requirement of the process. A candidate who believes he or she may have received such an adverse decision may inquire in writing to the Executive Secretary within 30 days after written notification by the Board of the adverse decision about which the candidate inquires. Adverse decision inquiries will be handled as follows:
a. For inquiries concerning a candidate’s failure of the examination, the Board will review the candidate’s examination responses;

b. For inquiries concerning peer review, practice logs, and/or malpractice and professional responsibility experience, the Board, will review the individual requirement in question.

For the purposes of conducting its review, in either situation (a) or (b) above, the Board may authorize the Chairman of the Credentials Committee, or the full Credentials Committee to act in its stead. In such cases the Chairman or the Committee shall act with full authority of the Board in reviewing the individual requirement in question.

After its review of the individual requirement in question, the Board shall make a determination as to the candidate’s fulfillment of the requirement. The Board may (1) confirm the adverse decision; (2) determine that the candidate satisfied the individual requirement in question and reverse the adverse decision; (3) vacate the adverse decision and direct the candidate to take action to fulfill the individual requirement in question; or (4) make another determination.

3. **Adverse Decisions - Certification or Revocation:** After reviewing a candidate’s application for certification and the supporting materials thereof, the Board shall make a determination as to the candidate’s fulfillment of the requirements for certification. The Board may (1) determine that the candidate has satisfied the requirements, and grant certification; (2) determine that the candidate has not satisfied the requirements, and deny certification; or (3) make another determination.
Should the Board decide to deny subspecialty certification to a Diplomate or to revoke the certificate of a Diplomate, the Board shall send written notice thereof to the applicant or Diplomate. The notice shall state the reasons for the Board’s decision.

4. **Request for Hearing; Hearing Fee and Deposit:** A candidate who receives a notice that his or her certification was denied may request a hearing to appeal the denial. In order to request a hearing, the candidate must, within thirty (30) days after notification by the Board, send written notice to the Board that he or she wishes to request a hearing to appeal the Board’s decision. The written notice shall set forth the specific reasons given by the Board which are alleged to be erroneous and shall indicate whether the applicant wishes to attend the hearing. In order to be considered by the Board, a Request for Hearing must be accompanied by two certified checks, made payable to the Board, as follows:

   a. A certified check in the amount of $2,000.00 in satisfaction of the required, non-refundable filing fee; and

   b. A certified check in the amount of $10,000.00 as a deposit for costs of the hearing, pursuant to paragraph 6 below.

Any purported Request for Hearing that is not accompanied by two certified checks as provided above shall be considered untimely.

A candidate properly making a Request for Hearing in the manner provided above shall be referred to as an “appellant.”
5. **Notice of Hearing:** If the Board receives an appellant’s Request for Hearing in a timely manner, the Board shall set the date, time, and place of the hearing, and shall give the appellant at least thirty (30) days prior written notice thereof.

6. **Fees, Costs, and Expenses of Revocation Hearing:**

   a. As noted above, the appellant shall pay to the Board a $2,000.00 fee and a $10,000.00 deposit for the costs of the hearing. Board guidelines for travel, meals, and lodging shall apply to all such expenses.

   b. The appellant’s costs and expenses shall be the sole responsibility and obligation of the appellant.

   c. The Board’s costs and expenses shall be the sole responsibility and obligation of the Board.

   d. The $10,000 deposit shall be refunded if the appellant notifies the Board in writing at least 30 days before the date of the hearing that he has decided not to pursue the appeal.

   The $2,000 hearing fee is not refundable under any circumstances.

7. **Hearing:** The hearing shall be held before the Board of Trustees or before a hearing panel consisting of one or more persons appointed by the Board, as it may determine in its sole discretion. The President of the Board, or, if a hearing panel is appointed, a person appointed by the Board of Trustees, shall preside at the hearing. At the hearing, the burden shall be on the appellant to prove by a preponderance of the evidence that the Board’s decision was erroneous.
8. **Failure to Appear:** Failure to appear at the hearing may result in the forfeiture of the right to a hearing, as the Board of Trustees (or the hearing panel) may determine, in its sole discretion. Despite such failure to attend, the Board of Trustees (or the hearing panel) may nevertheless hold the hearing, consider the information submitted, and decide the appeal. In all cases where a hearing panel is appointed, the hearing panel shall act with full authority of the Board, and its decisions shall be the Board’s decisions.

9. **Hearing Procedure:** The appellant may appear at the hearing to present his or her position in person, at the time and place specified by the Board, subject to any conditions established by the Board. A transcript of the proceedings shall be kept. The Board shall not be bound by technical rules of evidence employed in legal proceedings, but may consider any information it deems appropriate. The appeals process is a peer review process and neither party may be represented by, or be accompanied by legal counsel, except that the Board may have legal counsel present to advise the Board with respect to procedural issues.

10. **Notice of Decision:** Within a reasonable time after completion of the hearing, the Board shall furnish written notice to the appellant of the decision, including a statement of the basis therefore.

11. **Finality:** The decision of the Board (or the hearing panel) shall be a final decision of the Board and shall be binding on the Board and on the appellant.

12. **Notices:** All notices or other correspondence described herein or otherwise pertaining to an appeal should be sent to the following address:
APPLICABLE LAW

All questions concerning the construction, validity, and interpretation of the certification, recertification, and maintenance of certification procedures followed by the American Board of Urology and the performance of the obligations imposed thereby shall be governed by the internal law, not the law of conflicts, of the State of Virginia. If any action or proceeding involving such questions arises under the Constitution, laws, or treaties of the United States of America, or if there is a diversity of citizenship between the parties thereto, so that it is to be brought in a United States District Court, it shall be brought in the United States District Court for the Western District of Virginia.

FINAL ACTION OF THE BOARD

Final action regarding each applicant is the sole prerogative of the Board and is based upon the applicant’s training, professional record, performance in clinical practice, and the results of the examination given by the Board.

Regardless of the sequence by which the various steps of certification may have been accomplished, the process itself is not considered complete until the Board’s final action. At any point in the process, the Board may delay or even deny certification upon consideration of information that appears to the Board to justify such action. The activities described in this handbook proceed from the Certificate of Incorporation and Bylaws, which state the nature of the business, objects, and purposes to be transacted and carried out by this corporation.
"BOARD ELIGIBLE" STATUS

The American Board of Urology recognizes the term Board Eligible in reference to its applicants and candidates. A candidate is not certified until all components of the certification process have been successfully completed. However, in the case of initial general urology certification (for applicants completing urology residency June 2014 or later), the period from July 1 or the date of completion of residency training for 6 years or until successful completion of the certification process or failure to pass the Qualifying (Part 1) Examination or Certifying (Part 2) Examination in three attempts, whichever comes first, is considered the “board eligible” timeframe. If certification is not completed in that timeframe or within three attempts at either exam, or if the Board eligible timeframe ends, the candidate will cease to use that term further. There is no board eligible timeframe for subspecialty certification.

Applicants already in the certification process who finished their urology residency training prior to July 2014 are considered board eligible during the period from July 1, or the date of completion of residency training, for 5 years or until successful completion of the certification process, whichever comes first.

INQUIRY OF STATUS

The Board considers a candidate’s record not to be in the public domain. When a written inquiry is received by the Board regarding a candidate’s status, a general but factual statement is provided that indicates the person’s status within the examination process. The Board provides this information only to individuals, organizations, and institutions supplying a signed release of information from the candidate, and a charge of $50 per request will apply.
UNFORESEEABLE EVENTS

Certain unforeseeable events such as severe weather, natural disasters, war, power outages, government regulations, strikes, civil disorders, curtailment of transportation, and the like may make it inadvisable, illegal, or impossible for the Board to administer an examination to a candidate at the scheduled date, time, and location. In any such circumstance, the Board is not responsible for any expense the candidate may have incurred to be present for the examination or may incur for any future or substitute examinations.
## LLL REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Level 1 (year 4)</th>
<th>Level 2 (year 7, 8, 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete application online</td>
<td>yes</td>
<td>supplemental application</td>
</tr>
<tr>
<td>ABU office verify licensure</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>ABU office complete peer review</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Candidate: Complete online Practice Assessment Protocol</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Candidate: Submit documentation of 90 hours of CME</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Candidate: Complete Patient Safety Module</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Candidate: Complete Professionalism and Ethics Module</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Candidate: Submit 6 month electronic practice log, 12 month electronic log for subspecialty</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Candidate: Computer-based knowledge assessment</td>
<td></td>
<td>yes</td>
</tr>
</tbody>
</table>
**There is no application fee for Life Long Learning (LLL) or Recertification; however, Diplomates must be current on the annual certificate fee payment.**

<table>
<thead>
<tr>
<th>American Board of Urology Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifying (Part 1) Examination</strong></td>
</tr>
<tr>
<td>Residents- $1300 (may defer fee until Jan 5)</td>
</tr>
<tr>
<td>Practitioners &amp; Fellows- $1300 (fee must be submitted with application, Nov 1)</td>
</tr>
<tr>
<td><strong>Certifying (Part 2) Examination- $1800</strong></td>
</tr>
<tr>
<td>Re-examination- $1800</td>
</tr>
<tr>
<td><strong>Preliminary Examination -$1000</strong></td>
</tr>
<tr>
<td><strong>Pediatric Subspecialty Certification- $1845</strong></td>
</tr>
<tr>
<td><strong>FPM-RS Subspecialty Certification- $1845</strong></td>
</tr>
<tr>
<td><strong>Re-Examination</strong> after failure of any exam [except Certifying (Part 2)Exam]- $350</td>
</tr>
<tr>
<td><strong>Annual Certificate Fee- $200</strong> (increases to $400 after April 1 and $800 after July 1)**</td>
</tr>
<tr>
<td><strong>Other Fees</strong></td>
</tr>
<tr>
<td>Administrative Fee-$100</td>
</tr>
<tr>
<td>“NSF” (non-sufficient funds for returned check) Fee-$100</td>
</tr>
<tr>
<td>Site Visit (plus expenses)-$2000</td>
</tr>
<tr>
<td>Appeal hearing-$2000 non-refundable filing fee; $10000 deposit for costs (refundable)</td>
</tr>
<tr>
<td>Official Verification of Status-$50</td>
</tr>
<tr>
<td>Log Resubmission Fee (for omission or error)-$500</td>
</tr>
<tr>
<td>Deferral for inadequate log (balance of application fee returned)-$200</td>
</tr>
<tr>
<td>Charge for Typing of Practice Log-$500</td>
</tr>
<tr>
<td>Charge for Typing of Pediatric/Female Pelvic Medicine Practice Log-$750 (12 months)</td>
</tr>
<tr>
<td><strong>Late Fees</strong></td>
</tr>
<tr>
<td>For application, documentation, fees, log-$750</td>
</tr>
<tr>
<td>For CME and all LLL requirements only- $200</td>
</tr>
<tr>
<td><strong>Cancelation Fees</strong></td>
</tr>
<tr>
<td>Excused absence-$250</td>
</tr>
<tr>
<td>Unexcused absence-$500</td>
</tr>
<tr>
<td>Failure to appear-$750</td>
</tr>
<tr>
<td><strong>Reinstatement Fees</strong></td>
</tr>
<tr>
<td>After expired or revocation of certificate-$1500</td>
</tr>
<tr>
<td>After two successive absences from an examination-$700</td>
</tr>
</tbody>
</table>

Revised 5/2018
<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>August 1</th>
<th>September 15</th>
<th>October 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
<td>Late fee</td>
<td></td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>November 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**NOTICE:**

- **NO LATE APPLICATIONS WILL BE ACCEPTED.**
- **The last Preliminary Examination will be November 2018.**
- **The last Preliminary Examination will be November 2018.**

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**QUALIFYING (PART 1) EXAMINATION**

<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>November 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**CERTIFYING (PART 2) EXAMINATION**

<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>December 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**PRACTITIONER & FELLOW**

<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>November 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>$1,300</td>
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</tbody>
</table>

**CHIEF RESIDENT**

<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>January 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>$1,300</td>
</tr>
</tbody>
</table>

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**APPLICATION & NOTARIZED DOCUMENTS**

<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>July 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>$1,800</td>
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</tbody>
</table>

**APPLICATION & NOTARIZED DOCUMENTS**

<table>
<thead>
<tr>
<th>Application &amp; Documenta</th>
<th>July 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Logs</td>
<td>Due</td>
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<tr>
<td>Letter of Intent</td>
<td>$1,800</td>
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**APPLICATION & NOTARIZED DOCUMENTS**

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<tr>
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<tr>
<td>Letter of Intent</td>
<td>$1,800</td>
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</tbody>
</table>

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**FEE INFORMATION**

- **$750 LATE FEE**
- **$1,300 FEE**
- **$1,800 FEE**
- **$3,000 FEE**
- **$750 LATE FEE**
- **$1,300 FEE**