



The American Board of Nuclear Medicine

A Member Board of the American Board of Medical Specialties

CERTIFICATION EXAM APPLICATION FREQUENTLY ASKED QUESTIONS (FAQ'S)

ARE YOU QUALIFIED? – Prior to completing an application for the ABNM Certification Examination, you should refer to the ABNM website www.abnm.org (click the “Certification Exam Eligibility” tab) to determine if you are eligible to take the certification exam. The application submittal fee (\$500) is non-refundable; even if it is determined you are ineligible to take the exam.

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EXAM SCHEDULE

1. **When can I apply for the Certification exam?** The application is available on line at the ABNM website (www.abnm.org) starting early **April** and will be closed at **midnight (EDT) May 31st**. (See the *Certification Examination Schedule and Fees* online).
2. **How often is the certification exam given?** Once a year, usually during the first full week in October.

EXAM FEES

1. **How much does the exam cost?** There total cost of the exam is \$2400.00, which includes the \$500.00 application processing fee.
2. **Can I pay my fees over the phone?** No, the ABNM **will not accept fee payments over the phone**. Instructions on payment options are listed in the online application.
3. **Is there a fee if a check is returned for insufficient funds?** Yes – the fee is \$100.
4. **Why is the application processing fee (\$500) non-refundable?** Administrative costs are incurred when an application is submitted and processed. This fee is to cover those costs.
5. **Can I pay the balance of my application fees payment after the application submission deadline (May 31)?** Yes, you have until **July 15** to pay the balance of your application fees. A late fee of \$500 will be added to the exam fee between July 16–July 31. Applications will be rejected if all fees are not paid by **midnight (EDT) July 31**.
6. **What happens if I withdraw my application after July 31?** All fees for applications withdrawn after this date **are non-refundable** and cannot be applied to future examinations.

DOCUMENTS

1. **What documents are required for the application?** The following forms must be downloaded from the ABNM website and emailed to the ABNM office (abnm@anm.org) with original signatures. Documents without original signatures will not be accepted:
 - **ABNM Certification Examination Application Statement**
 - **Confirmation of Post-Doctoral Residency Training** (for all US or Canadian accredited residency training including internships)-The program director should email the form directly to the ABNM.
 - **Program Director’s Evaluation of Clinical Competence** (for all US or Canadian accredited nuclear medicine training). The program director should email the form directly to the ABNM.

Additionally copies of the following documents are accepted:

- Medical school diploma (and translation if applicable)
 - Medical certificates
 - a. ECFMG-US or MCC-Canada
 - b. Medical Examinations
 - USMLE-Steps 1, 2 Clinical Knowledge (CK), 2 Clinical Skills (CS) and 3
 - or Complex-Level 1, 2-CE, 2-PE and 3
 - or NBME
 - or FLEX
 - Medical License (all states licenses, **valid at the time of exam**)
 - a. If you will have a training/institutional license at the time of the exam, the ABNM will accept your license contingent upon a letter of confirmation of enrollment from your training program.
 - Certificates from other specialties
 - Certificates from residency training completed outside the US and Canada
 - Letters from the ABNM accepting your prior training as being equivalent to training that is required.
2. **How should I send my documents?** The best and quickest way to send your documents will be to upload them to your online application. Instructions on how to upload documents are listed on each application page. If you are not able to upload, email a clean copy to the ABNM office. Due to the poor quality of fax copies, they are not accepted.

3. **How will I know the ABNM has received my documents?** Every time a document is processed, your application is updated. Notes regarding what has been received, what is still pending and any comments to the applicant regarding the application, can be found within the application. It is your responsibility to address those issues regarding your application. Delays in your response will affect your application being accepted for the exam.
4. **Can I call the ABNM to verify documents have been received?** The ABNM staff processes the documents as soon as they are received. Communication about documents received is done through the application or email notification only. Delays in your response will affect your application being accepted for the exam.

LICENSURE REQUIREMENTS

1. **What is the medical license requirement?** A photocopy of every unexpired medical license held by the applicant at the time of the exam must be submitted to the Board. Photocopies must show the expiration date. Every license must be valid at the time of the exam.
2. **One of my medical licenses expires before the exam date. What should I do?** Submit a photocopy of your medical license. When your license is renewed, submit the updated copy. You will not receive the results of the exam until you submit your license with an expiration date that was valid at the time of the exam.
3. **What do I do if I only have a medical training license?** Applicants can present a restricted (in-training-residency or fellowship) medical license if applicant will be in a training program after July 1st. A letter is required from the program director to confirm enrollment of the resident.

Applicants can present an institutional license (hospital privileges) as long as a letter is received from their department chair (or appropriate supervisor) confirming they have hospital privileges after completing their residency training.
4. **My current medical license expires before the exam date but I'm applying for another one. What should I do?** When you complete the online application, only enter the license information that pertains to your situation at the time of the exam.
5. **I have applied for a medical license and I expect to have it by the time of the exam. What should I do?** When you add the license information to the online application, check the "pending" box.
6. **Can I take the exam if I don't have a valid, unrestricted medical license?** The ABNM will accept applications and allow candidates to take the certification exam if they have not received their valid medical license. You will not receive the results of the examination until copies of all of your medical licenses are received by the ABNM. The deadline for receipt of all medical licenses is **December 31**. All exam results will be null and void if the medical license is not received by that date.

APPLICATION STATUS

1. **How will I know the status of my application?** During the application period you will be receiving emails regarding missing/received documents/fees due.
2. **Can I call the ABNM office to inquire about my application status?** Application status information is not released over the phone by the ABNM to ensure confidentiality during the process.
3. **Why is my application status "Not Submitted"?** You must complete every page of the application and pay the Application Processing Fee. On the Certification Exam Checklist page, you must press the "Submit Application" or the application will not be reviewed. Applications cannot be reviewed until they have been submitted. Remember you must pay the \$1900 Certification Examination application fee prior to July 15 to avoid the \$500 late fee.
4. **What happens when I submit my application?** The ABNM will notify you of any missing documents. When all documents are received, the ABNM reviews your application. Then you will receive an email notification if your application has been accepted or rejected. This process can take a number of months depending on when your application is complete.
5. **What does the "Under Review" status mean?** The ABNM is reviewing the pages of your application and waiting for documents to be received.
6. **What does the "Action Needed" status mean?** The ABNM has not received documents or material pertinent to the review of your application. You will receive an email when a page needs your attention. What is missing from the application will be noted in the email.
7. **How soon will I know my application has been accepted or rejected?** Once all documents are received, reviewed and accepted, you will receive an email notifying you that your application has been accepted or rejected. This process can take a number of months and is dependent on when the application is complete. The sooner your documents are received; the sooner your application will be reviewed.
8. **Once I have been notified my application has been accepted, what happens next?** The first week in **August**, registration letters are sent to all candidates. This letter will list detailed instructions on how to register for the exam (including choosing your exam day and location) and will list your registration number (Candidate ID number).
9. **Can I apply for the exam after the deadline?** No. Certification applications **will not be accepted after the May 31 deadline**.

APPLICATION WITHDRAWAL

1. **How do I withdraw my application?** You should contact the ABNM by e-mail requesting your application be withdrawn from consideration. An email request is preferred.
2. **If I withdraw my application will the fees be refunded?** The application processing fee (\$500) is non-refundable, regardless of when you withdraw your application. If you withdraw your application **before July 31**, part of your application fee will be refundable. If you withdraw your application **after July 31**, none of your fees will be refundable. Non-refundable fees cannot be applied to future examinations.

RE-APPLICATION PROCEDURES

1. **What documents are needed if I re-apply for the Certification Examination?** All applicants (first time or repeat applicants) must complete the following:
 - An on-line application
 - ABNM Certification Examination Application Statement (for all first time or repeat applicants)
 - Medical License (all states licenses, valid at the time of exam). If you will have a training/institutional license at the time of the exam, the ABNM will accept your license contingent upon a letter of confirmation of enrollment from your training program.
2. **What documents are accepted from previous applications?** Once the application for the Certification Examination is submitted and the \$500 application submission fee is paid, the ABNM staff will review the documents obtained in previous applications and contact the applicant regarding what, if any, additional documents are required for the Certification Exam application.
3. **Will the same requirements apply as when I applied in the past?** All applicants who re-apply should review the eligibility requirements for the current year which may have changed since last applied.

STUDY MATERIALS

1. **What resources are available for me to study for the exam?** The ABNM has [study guide](#) with a list of key articles and a few [sample questions](#) listed on our website. You can contact the Society for Nuclear Medicine (SNM) for additional resources. You should also complete the tutorial for the computer-based examination on the Measurement Research Associates website:
<http://www.measurementresearch.com/testing/tutorial.shtml>

RESULTS

1. **Once the exam is complete, how soon will I receive the results?** The exam results letters are mailed to candidates 2 months after exam week.
2. **Do I receive a certificate when I pass the exam?** Yes, a certificate noting your accomplishment will be mailed with your results letter.