



THE AMERICAN BOARD OF
PHLEBOLOGY

BOARD CERTIFICATION EXAM APPLICATION

General Information:

You may submit this form anytime during the year. However, to sit for the April 2010 exam it must be postmarked ***no later than Monday, February 22, 2010***. Notification of your eligibility to sit for the exam will be received within *30 days* of submitting your application.

Important Dates for the April 2010 Exam:

1. Candidate Application Period:
November 2, 2009 – February 22, 2010
2. Notification to Candidate of Acceptance to Sit for the exam:
December 7, 2009 – March 12, 2010
3. Candidate Registration (@ Pearson VUE):
Opens January 25, 2010 (for approved applicants only)
4. Full Refund Cutoff for Exam Cancellation:
March 19, 2010
5. Exam Dates:
April 17 – 24, 2010

**When completed, send application
and all materials/fees to:**

American Board of Phlebotomy
12100 Sunset Hills Road, Suite 130
Reston, VA 20190

Online Submissions:

www.americanboardofphlebotomy.org

Candidates are **strongly encouraged** to register with Pearson VUE as soon as possible after receiving your notification that you may sit for the exam. The earlier one registers, the greater the likelihood the requested testing center and date will be available.

Fees:

A fee of **\$2595.00** is to be included with this application. This fee includes the following:

1. A non-refundable application fee of **\$495.00**.
2. An examination fee of **\$2100.00**.

The application fee is non-refundable. The exam fee will be fully refunded if the applicant is deemed ineligible to sit for the exam. For details on cancellation, please see the *Cancellation Policy and Procedure* on page 4.

General Documentation Required:

For details of the criteria to sit for the exam, please refer to the *Certification Exam Prerequisites & Policies* as posted on the ABPh website (www.AmericanBoardOfPhlebotomy.org).

All applicants are responsible for knowing and meeting American Board of Phlebology certification examination prerequisites prior to submitting their application.

Please use the following as a checklist guideline and include requested items IN THIS SEQUENTIAL ORDER (if not self-contained on this form packet) with your application. Note that additional documentation may be required, depending on the applicant's circumstances and prior experience. Intersperse any additional documents in the order referenced in the form.

Copies of several documents are permissible. You will be required to submit a notarized letter attesting that the copies are of original, true, and unaltered documents, and the copy is an exact representation of the original.

- 1. Fill out Sections I thru IV (Note: Section II CME's are only required of Path Three applicants)
- 2. Sign and Notarize Section V (Attestation).
- 3. Enclose payment for the non-refundable application fee (\$495) and the refundable exam fee (\$2100) for a total of \$2595.00. We accept check or credit card payments.
- 4. Two passport-sized photographs.
- 5. A current Curriculum Vitae.
- 6. A copy of an allopathic or osteopathic degree (MD or DO) from an accredited college of medicine, or letter of verification from the institution where the degree was earned. In the case of foreign medical schools other than Canada, an English translation of the document is required. Graduates of foreign medical schools who practice in the United States must also include a copy of their ECFMG Certificate.
- 7. A copy of your current valid, full and unrestricted license to practice medicine in the United States, its territories or a Canadian province in which the applicant's practice of medicine is regularly conducted.
- 8. A copy of your residency training certificate of completion from an ACGME (Accreditation Council of Graduate Medical Education) accredited institution, an institution accredited by the AOA (American Osteopathic Association), the Royal College of Physicians and Surgeons of Canada (RCPSC) or a letter from the program director of successful completion of a residency program. Alternatively, proof of past or current board certification in an ABMS- or AOA-recognized certification board.
- 9. See *Certification Exam Prerequisites & Policies*, Section II (Phlebology training/experience). Choose ONE of the four paths to qualify.
 - a. PATH ONE "Fellowship Route"
 - i. Submit one letter attesting to the satisfactory completion of ACP Approved Fellowship program.
 - ii. Submit one letter from the program director of the completed fellowship program.
 - b. PATH TWO "Residency Route"
 - i. Submit one letter attesting to the satisfactory completion of the residency program.
 - ii. Submit one letter from the program director of the completed residency program.

Note: The director letters for the Fellowship and Residency Routes should:

- Reference 6 general competencies identified by the ACGME and ABMS; patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and system-based practice.
- Describe the phlebology training provided.
- Verify the candidate has provided active phlebology care under supervision and with demonstrated competence. Active care means direct participation in patient care that would include, at a minimum, gathering a history, performing

a physical exam, assessing pertinent diagnostic studies, and forming and carrying out a treatment plan.

- Verify the candidate has demonstrated competence and been supervised in diagnostic peripheral venous duplex ultrasound.
- Verify the candidate has demonstrated competence and been supervised in at least one of the following Categories. (See page 3 of the Certification Exam Prerequisites & Policies document for details)
 - Category I - Saphenous vein ablation
 - Category II - Perforator vein ablation
 - Category III - Management of deep venous disease
 - Category IV- Management of pelvic venous insufficiency
 - Category V - management of vascular malformation/AV Fistula
 - Category VI - management of chronic venous insufficiency

c. PATH THREE “Experience Route”

- i. Submit on a separate piece of paper a description of your phlebology training and experience with dates. This should be at least 3 paragraphs in letter or report format.
- ii. Complete a Reference Contact Form, listing three physicians who are current ABPh diplomats, ABMS diplomats or validated by a certification board recognized by the AOA, ABMS or RCPSC.- No more than one reference may be a partner or associate and the other two referrals need to be familiar with your practice through referral or direct observation.
- iii. Complete Phlebology Experience case log documenting at least 100 consecutive phlebology Category I-VI (see Categories above and on pg 4 & 5 of the Certification Exam Prerequisites & Policies Document) cases not to exceed two (2) years from the date of your application. You must use the ABPh Case Log provided on the ABPh website (www.AmericanBoardOfPhlebology.org). This form is in both Excel and PDF formats, and Excel is preferred. If completed in Excel, the completed log should be emailed to **info@TheABPh.org**. Name the file Lastname_Firstname_Caselog.xls If Excel is not available, you may print and manually complete the PDF version of the log. Refer to the Case Log for specific instruction on how to complete the log. Note: The case log has two columns pertaining to Diagnostic Ultrasound. These columns will or will not be filled out dependent on your ultrasound experience as explained in item iv below.
- iv. Document Ultrasound Training and Experience Qualifications with ONE of the following ways.
 - I. Hold an active RVT, RVS or RPVI Credential (submit copy of card or certificate)
 - II. Complete peripheral venous duplex ultrasound training in an ACGME, RCPSC or AOA - accredited residency or fellowship that includes didactic and clinical vascular laboratory/ultrasound interpretation as an integral part of the program, then submit a letter from your program director or supervisor verifying length of ultrasound experience or successful completion of a sonography program.
 - III. On the Phlebology Experience Case log, you must document a minimum of 100 cases of your diagnostic peripheral venous duplex ultrasound experience. These cases must not to exceed two (2) years from the date of your application
- v. List a minimum of 45 CME credit hours obtained in the area of Phlebology within the past three (3) years prior to the date of your application. The list must include the type of CME, name of the educational program, the name of the sponsoring institution, the

date of the program, and the number of CME credit hours obtained. (See page 7 of this form, and attach addendum as needed.)

- d. PATH FOUR “Distinguished Scholar Route” This pathway may be used as an alternative to the case log requirements in Section II, Path Three, item iii, experience case log requirement. For applicants to be eligible for this path, they must be given approval by the ABPh Board, by submitting a written request to the Board with reasons why they cannot complete an experience case log.
- i. Fulfill and satisfy general documentation requirements in addition to the following:
 - ii. Published, in a peer-reviewed journal, ten (10) or more articles (excluding extracts and letters) related to phlebology.
 - iii. Delivered a minimum of twenty (20) oral presentations related to phlebology at formal medical educational conferences (free of commercial interest.)
 - iv. Be a member of the teaching faculty of an academic institution with an ACGME, RCPSC, AOA or ACP - accredited residency or fellowship program.
 - v. Provide curriculum vitae detailing comprehensive professional accomplishments, scholarly activity, peer-reviewed publications and oral presentations at medical conferences. (This can replace the CV listed in the General Documentation Requirements)
 - vi. Provide letters from at least five (5) references attesting to the applicant’s exceptional academic and scholarly qualifications.

Cancellation Policy & Procedure:

You may cancel your application for any reason and receive a full refund if notification is sent no later than March 19, 2010, in writing, to the HQ address listed below. Your written notification should require signature confirmation of receipt. Email, telephone, or fax notification is not sufficient for this process.

Additionally, if you have already made reservations at a Pearson VUE Test Center to sit for the exam, you must also cancel that reservation directly with Pearson VUE. Cancelling your application with ABPh but failing to cancel a Pearson VUE reservation will result in a \$250 administrative fee.

Cancellations made after March 19, 2010, including failure to appear for the exam, will result in a \$500 fee, and the balance of the Exam Fee will be refunded. Applicants may petition the Board for a cancellation fee waiver if there are special circumstances.

Please retain all documentation of your cancellation, including signature receipts, for possible future reference.

For additional information or clarifications, please contact:

The American Board of Phlebology
Certification Exam
12100 Sunset Hills Rd; Suite 130
Reston, VA 20190
Telephone: 703-234-4077
Fax: 703-435-4390
Email: info@TheABPh.org

SECTION I: APPLICANT & PAYMENT INFORMATION (PRINT LEGIBLY)

First Name	Middle Name	Last Name	
Designations (For example, MD, RVT, FACP, etc.)		Specialty	
Are you Board certified in this specialty?		Date of certification, name of certifying Board:	
Certificate Name (AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE)			
Business Address (also include business name here, if appl.)			
City	State/Province	ZIP Code	Country/Territory
Business Telephone (Incl. A/C)		Business Fax Number (Incl. A/C)	
Email			
Home Address			
City	State/Province	ZIP Code	Country/Territory
Home Telephone (Incl. A/C)		Home Fax Number (Incl. A/C)	
Indicate address you would like for official ABPh correspondence: <input type="checkbox"/> Business <input type="checkbox"/> Home			
PAYMENT INFORMATION - All fees must accompany the application.			
The application fee is \$495 and the exam fee is \$2100. The total of both fees (\$2595) must accompany the application. <u>Note:</u> The application fee is non-refundable. The exam fee will be fully refunded if the applicant is deemed ineligible to sit for the exam. If applicant is eligible but cancels on or before March 25, 2009, the exam fee is fully refundable. Cancellations after that date, including failure to appear, will result in a \$500 fee, and the balance of the Exam Fee will be refunded.			
<input type="checkbox"/> Check enclosed for \$2,595.00 payable to The American Board of Phlebology			
<i>Or complete below for credit card charges. Your card will be charged \$2595.00.</i>			
Credit Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express			
Account #		Expiration Date	
Cardholder Name			
Billing Address			
City	State/Province	ZIP	Country/Territory
Cardholder Signature			

Medical Education: You must have received your medical degree in order to sit for this exam. **Note:** A copy of an allopathic or osteopathic degree (MD or DO) from an accredited college of medicine, or letter of verification from the institution where the degree was earned must accompany this application. (In the case of foreign medical schools, an English translation of the document is required. Graduates of foreign medical schools who practice in the United States must also include a copy of their ECFMG Certificate).

Institution	
City	State/Province
Type of Degree	Year Degree Received
Institution	
City	State/Province
Type of Degree	Year Degree Received
Institution	
City	State/Province
Type of Degree	Year Degree Received

Attach addendum as needed.

Licensure: You must list all medical licensure below. **Note:** A copy of a current, valid, full and unrestricted license to practice medicine in the United States, its territories or a Canadian province from the jurisdiction in which you practice must accompany this application.

Type of License		
Issuing Institution	License Number	
Issuing State/Province	Date Issued	Expiration Date
Type of License		
Issuing Institution	License Number	
Issuing State/Province	Date Issued	Expiration Date
Type of License		
Issuing Institution	License Number	
Issuing State/Province	Date Issued	Expiration Date

Attach addendum as needed.

SECTION III: PROFESSIONAL STANDING

A. DISCIPLINARY ACTIONS

Circle 'Yes' or 'No' for each question below.

1. Have you ever been convicted of a felony?	Yes	No
2. Has your license to practice in any jurisdiction been revoked, suspended or subject to limitation or supervision, or have you agreed to the voluntary surrender or suspension of your license in lieu of disciplinary action by way of consent decree, agreed order or otherwise?	Yes *	No
3. Have your privileges at any hospital been denied, suspended, reduced, limited, revoked or voluntarily relinquished for a reason other than moving?	Yes	No
4. Have you ever resigned from any hospital, institute or health care facility in lieu of disciplinary action?	Yes	No
5. Has your DEA number to prescribe controlled substances been reversed, suspended, revoked, expired or restricted in any way or voluntarily or involuntarily relinquished?	Yes	No

* Please submit with this application an addendum with complete explanation.

B. CHEMICAL DEPENDENCY OR SUBSTANCE ABUSE

1. Within the past three years of the date of this application, have you been diagnosed as chemically dependent?	Yes	No
2. Within the past three years of the date of this application, have you been treated for drug or other substance abuse?	Yes	No
3. Within the past three years of the date of this application, have you entered a non-disciplinary rehabilitation or diversionary program for chemical dependency authorized by the applicable medical licensing authority?	Yes	No

If "Yes" to any question for Section B above, you are required to present evidence to the Board that you (1) have successfully completed the authorized rehabilitation or diversionary program or (2) are successfully enrolled in such a program or are successfully enrolled in or completed a private treatment program and present attestations from the responsible program administrators and physicians demonstrating, to the satisfaction of the Board, that the you have been free of chemical dependency for a period sufficient to establish that you are not currently using illegal drugs and/or that the use of illegal drugs or other substance is not an on-going problem. This documentation must accompany the completed application form.

SECTION IV: CANDIDATES WITH DISABILITIES

Do you request examination under the Candidates with Disabilities Policy?	Yes	No
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If "Yes" to the above question, please refer to the *Certification Exam Prerequisites & Policies*, Section IV. Supply with this application all documentation required under Section IV C.

SECTION V: ATTESTATIONS (MUST BE NOTARIZED)

I hereby apply to the American Board of Phlebology (hereinafter, the "ABPh") for the issuance of a certificate of qualification as a specialist in Phlebology upon successfully meeting all of the requirements for certification. I request and authorize the evaluation and validation of my credentials in accordance with, and subject to, the rules and regulations of the ABPh. I agree to submit to a multiple-choice examination and supply further information as determined by the ABPh.

By my signature, I attest and certify that all information on the foregoing application and any addenda are true and complete.

I understand and agree that I may be disqualified from sitting for the examination or from issuance of a certificate in the event that any of the statements made on this application, or thereafter supplied by me to the ABPh, are false or if I have failed to provide material information or in the event that I violate any of the rules governing the application and examination.

In making this application, I understand that it is an application only and does not guarantee certification. I understand and agree that, if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute ABPh's warranty or guarantee of my fitness or competency to practice medicine as a phlebologist.

I understand that ABPh reserves the right to revise or update this application and its policies. I agree to abide by all ABPh policies as described in the *Certification Exam Prerequisites & Policies* information, which may be revised from time to time, and I understand that it is my responsibility to be aware of ABPh's current requirements.

I understand and agree that: (1) the giving or receiving of aid in an examination as evidenced either by observation or by statistical analysis of incorrect answers of one or more participating in the examination; or (2) the unauthorized possession, reproduction or disclosure of any materials, including, but not limited to, examination questions or answers, before, during or after the examination; or (3) the offering of any benefit to any agent of the ABPh in return for any right, privilege or benefit which is not usually granted by the ABPh to other similarly situated candidates or persons may be sufficient cause to terminate my participation in such examination, to invalidate the results of my examination, to withhold or revoke my scores or certificate, to bar me from future examination, or to take other appropriate action.

I understand and agree that the ABPh may require me to retake one or more portions of an examination if presented with sufficient evidence that the security of the examination has been compromised, notwithstanding the absence of any evidence of my personal involvement in such compromise.

I understand and agree that the examinations and all test questions are the exclusive property of the ABPh and are protected by copyright law. Because of the confidential and proprietary nature of these copyright materials, I agree not to retain, copy, disclose or reveal any part of these examination materials.

I understand that at the time I submit this application to ABPh and at all times thereafter, I have a continuing obligation to promptly disclose to ABPh the existence or occurrence of any circumstances: (i) causing me to fail to satisfy the foregoing condition of eligibility to apply for and take the examination administered by ABPh, or (ii) having any material affect on my diplomate status, should I achieve such status.

If I am certified, I authorize ABPh to include my name in a list of certified physicians and agree to use the ABPh designation and related ABPh trade names, trademarks, and logos only as permitted by ABPh policies. I understand and agree that ABPh may also use anonymous and aggregate application and examination data for statistical and research purposes.

I agree that the ABPh may provide information to appropriate parties concerning my status as Board certified or not certified, dates and bases for action(s) related to my certification, and/or other appropriate information; all disclosures will be in compliance with the law.

I hereby release, discharge, covenant not to use, and hold harmless the ABPh, its trustees, officers, members, examiners, representatives, agents and any person who supplies information regarding my credentials from any actions, suits, claims, demands, or damages arising out of, or in connection with any action taken by any of them regarding this application, the gathering, collecting and use of information about my practice or education, the grade or grades given with respect to any examination, the failure of the ABPh to certify me, or the revocation of any certificate. It is understood that all decisions as to my credentials and qualification for admission to the examination and for certification rest solely and exclusively in the ABPh, that its decision is final, and my exclusive appeal from any adverse decision is pursuant to the ABPh's rules and procedures and the determination of any such appeal is final and binding.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____