

AMERICAN OSTEOPATHIC BOARD OF PEDIATRICS

www.aobp.org

TO: ALL CANDIDATES
(ALLERGY & IMMUNOLOGY CSQ Certification Examination)

FROM: FERNANDO GONZALEZ, D.O.
AOBP Chairman

SUBJECT: ALLERGY & IMMUNOLOGY CERTIFICATE OF SPECIAL QUALIFICATIONS
EXAMINATION
Spring 2010 – Thursday, April 22, 2010 – Colonial Williamsburg, Virginia

The 2010 Allergy & Immunology CSQ Certification Examination will be written exam taken in one day (Thursday, April 22, 2010).

When successfully completed, this examination will constitute the examination requirement set forth by this Board and the American Osteopathic Association for a certificate of special qualifications (CSQ) in Pediatric Allergy/Immunology through the American Osteopathic Board of Pediatrics.

ALLERGY & IMMUNOLOGY CSQ EXAMS:

WRITTEN: (Approximately 300 items)

Book 1: (Thursday, April 22, 2010) 9:30 a.m. to 11:30 a.m.

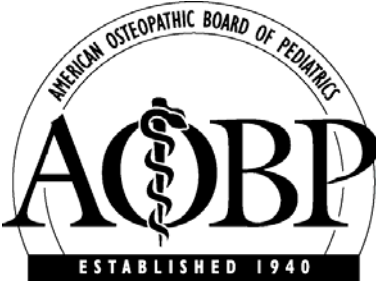
Book 2: (Thursday, April 22, 2010) 12:30 p.m. to 2:30 p.m.

Enclosed with this pack of materials are test specifications for the written examination, which indicates the approximate percentages by categories as well as a partial list of examples of the topics under each category. The test specifications were determined by the AOBP to reflect a representative breakdown of knowledge, which should be possessed by a competent pediatric allergist/immunologist.

Written Examination

The administration of the written examination will follow the published policy of the AOBP and shall be strictly followed. Registration for this examination will begin at 9:00 A.M., April 22, 2010. The examination will start at 9:30 A.M. No one will be seated for the examination after any other candidates has left the room. There will be **no** exceptions to this rule.

We hope this information is helpful. Best of luck in the examination.



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TO: CANDIDATE (ALLERGY & IMMUNOLOGY CSQ Certification Examination)

FROM: ELLEN WOODS, MSC
Director, Certifying Board Services

SUBJECT: ALLERGY & IMMUNOLOGY CSQ CERTIFICATION EXAMINATION
Spring 2010 – Thursday, April 22, 2010 – Colonial Williamsburg, Virginia

PLEASE READ THE ACCOMPANYING GUIDELINES AND SUBMIT ALL MATERIALS BY **Friday, January 22, 2010**. However, we strongly encourage candidates to submit the following material as soon as possible so that any inconsistencies are addressed and verified in a timely manner.

_____ Application fee, payable to AOBP

_____ Completed Allergy & Immunology CSQ application.

_____ Appeals Policy

DOCUMENTATION OF:

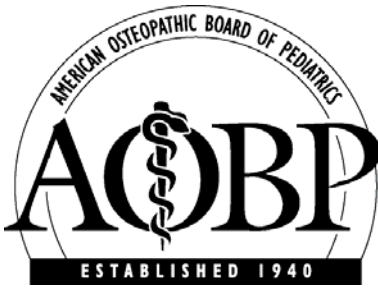
_____ Fellowship completion (certificate)

_____ Copy of Current State license(s)

_____ Current membership in AOA (Copy of Membership Card)

_____ 2 passport-size photos (Pictures must be recent and in the format requested, if produced on a computer use photo paper please)

_____ CME and/or other documentation of related training. CME 120 hours (every 3 years). 30 hours in Category 1-A and 90 hours in Category 1A, 1B, 2A or 2B and at least 50 hours in primary specialty. For more information, please see CME FAQs on the AOBP website. (WHEN APPLICABLE)



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2010 Examination Fees

Allergy & Immunology CSQ Certification Examination **\$1,550**
Payable via check or credit card

Credit card type: _____

Name on credit card: _____

Account number: _____

Expiration Date: _____

Security code (3 numbers found on the back of your credit card): _____

Processing Fees

Any candidate who does not qualify to take the exam, for whatever reason, will have the examination fee refunded, less a **\$200.00** processing fee.

Applicant who applies and qualifies to take (or retake) the examination and does not take the certifying examination within a three (3) year period **forfeits the fee**.

**THE COMPLETED APPLICATION AND FEE MUST BE RECEIVED
PRIOR TO FRIDAY, JANUARY 22, 2010.**

A late fee of **\$150** will be assessed to applicants applying for the certification examination after the **January 23, 2010** deadline date. This applies to applications post marked **January 23, 2010** through **February 23, 2010**.

NO APPLICATIONS WILL BE ACCEPTED AFTER TUESDAY, FEBRUARY 23, 2010!!!

VERIFICATION OF TRAINING APPROVAL DEADLINE: MARCH 31, 2010

Applications received after the final late deadline of February 23rd will be processed for 2011 examinations.

Retake Fees

The above mentioned fees do not include retake fees. Retake fees will be the same as the current yearly rate of the individual fee for the appropriate examination.

Fees apply to this year only (2010) and are subject to change on a yearly basis.

ALLERGY & IMMUNOLOGY

TABLE OF SPECIFICATIONS

<u>CATEGORY</u>	<u>PERCENTILE</u>
I. ACQUIRED IMMUNODEFICIENCY	1.7%
II. ALLERGIC CONJUNCTIVITIS, RHINITIS (to include the eye and botany)	5%
III. ASTHMA (to include pulmonary physiology)	8.3%
IV. AUTOIMMUNE DISEASE (to include Rheumatology)	5%
V. BASIC SCIENCE	15%
VI. BM TRANSPLANT (to include transplantation medicine)	3.3%
VII. DRUG ALLERGY AND ANAPHYLAXIS	7.3%
VIII. GI ALLERGY AND FOOD: gastrointestinal/food allergy	10%
IX. LUNG DISEASE.....	10%
X. OTHER IMMUNOLOGIC	1.7%
XI. PRIMARY IMMUNODEFICIENCY (to include pathophysiology immunodeficiency, clinical pathology, primary immunodeficiency physiology.....	10%
XII. RESPIRATORY OMT (to include osteopathic).....	5%
XIII. SINUSITIS.....	2.7%
XIV. SKIN DISEASE (to include dermatology)	10%
XIV. VASULITIS (to include vasculitic syndromes)	5%
TOTAL	<u>100%</u>



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APPLICATION FOR ALLERGY & IMMUNOLOGY CSQ EXAMINATION

Submit completed application to:

Program Coordinator
A.O.B.P
142 East Ontario Street
Chicago, IL 60611
(800) 621-1773 ext. 8267 phone
(312) 202-8224 fax

Attach recent
passport size
photograph here
and include an
additional copy
of photograph
with application

Name _____
Last First Middle

Business Address _____
Street

City State Zip

Home Address _____
Street

City State Zip

Mailing Address – Use Home _____ or Office _____

E-mail Address _____

Telephone Numbers Cell: _____ Work: _____

Home: _____

I hereby make application in:
_____ Allergy & Immunology

Application for Spring, 2010

AOA #: _____

Date Joined: _____ In good standing: **Yes No** (Circle appropriate response)

Member, state or divisional society? _____ Date joined: _____

EXAMINATION RELEASE STATEMENT

I hereby agree to disqualification from examination and forfeiture of fee or from issuance of a certificate of specialization or to the surrender of such certificate of specialization as directed by the American Osteopathic Association in the event that any of the forgoing statements made by me are false or in the event that any of the rules, regulations and requirements governing such examinations are violated by me or in the event that I did not comply with, or shall violate any of the provisions of the Constitution and Bylaws of the American Osteopathic Board of Pediatrics.

I agree to hold the American Osteopathic Association, the American Osteopathic Board of Pediatrics, their members, examiners, officers and agents free from any damage, expense or complaint by reason of any action they or any one of them may take in connection with this application, or the failure of the American Osteopathic Board of Pediatrics to recommend issuance to me of such certificate of specialization, or the revocation of any certificate of specialization issued pursuant to this application.

I pledge that, if recommended by the American Osteopathic Board of Pediatrics and if certified by the Board of Trustees of the American Osteopathic Association, I shall abide by and uphold the Constitution and Bylaws of the American Osteopathic Association.

I further pledge that, if recommended by the American Osteopathic Board of Pediatrics and if certified by the Board of Trustees of the American Osteopathic Association, any violation of ethical conduct on my part, particularly as it related to hospital procedures or pediatric practice, shall be deemed cause for revocation of my certificate by the American Osteopathic Association.

I hereby certify that all information recorded on this application and any accompanying documents are accurate and support my application for certification, for which I now apply. And I agree to full compliance with the information set forth above.

Signature of applicant: _____

Date: _____

APPEALS POLICY OF THE
AMERICAN OSTEOPATHIC BOARD OF PEDIATRICS

The American Osteopathic Board of Pediatrics is committed to assuring that aggrieved candidates for certification have access to an appeal process to address concerns regarding all certification and recertification examinations and other decisions of the AOBP. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOBP to the AOA Bureau of Osteopathic Specialists (BOS). Thereafter, where necessary, candidates may appeal the decision of the BOS to the Board of Trustees. **BEFORE PURSUING AN APPEAL WITH THE AOA, CANDIDATES FOR CERTIFICATION FROM THE AOBP SHALL FIRST APPEAL DECISIONS RELATED TO ANY EXAMINATION TO THE AOBP AS SET FORTH IN THE FOLLOWING POLICY.**

I. Scope of Appeal

- A. Appealable Issues. Candidates may appeal to the AOBP to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice/unfairness of the exam or of a member of an examination team or failure to follow established examination procedures).
- B. Non-Appealable Issues. The AOBP will not consider appeals based on examination content, sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.

II. Procedure for Appeal.

- A. Appeal Request Form. In order to appeal concerning the examination, a candidate must set forth the basis for his/her appeal on an Appeal Request Form and submit the form to the chairman of the AOBP. Appeal Request Forms are available to all certification candidates on the AOBP website. Additional copies of the Appeal Request Form can be made available upon request at the examination site. The appellant must submit the completed Appeal Request Form to the board within 30 days of receipt of notification of failure in the case of all written exams or within **two hours** after he/she has completed any oral examination.
- B. Late Appeals. All appeals submitted after the thirty (30) day deadline for written exams or the two hour deadline in case of an oral exam will be denied.
- C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form will be considered by the AOBP. A majority vote of the Board will determine whether the AOBP accepts or denies the appeal.
- D. Notification of Candidates. Candidates will be advised by the AOBP of the decision by certified mail.

III. Effect of Decision.

- A. Decision to Accept Appeal.
 - 1. No Scoring or Recording of Exam. If the Board accepts an appeal, then the candidate's examination will not be recorded in the case of a written exam or scored and recorded in the case of an oral exam.
 - 2. Right to Retake Examination. A candidate whose appeal is accepted shall have the right to a new examination at the next scheduled examination date at no additional application or examination fee. (All other fees incurred are the responsibility of the candidate.) In the case of an oral examination, the examination will be conducted by a different

examination team. The candidate's original logs may be utilized and the examination will be conducted in accordance with the format for the current examination

3. Failure to Retake Examination. If for any reason the candidate elects NOT to retake the examination at the next scheduled date, his/her appeal shall be considered null and void and the candidate will be required to reapply for the certification examination and his/her application shall be considered in accordance with the criteria in effect at the time he/she submits the new application. Exceptions (for good cause) to this stipulation will be considered on an individual basis by the Board.
 4. Further Appeals.
 - a. Current Examination. The candidate whose initial appeal is accepted by the board shall *not* have the right to further appeal of the current examination results, either within the AOBP or to the AOA.
 - b. Subsequent Examination. The candidate whose initial appeal is accepted shall *not* have the right to appeal the next scheduled examination to the AOBP under this Policy. However, the candidate shall have the right to appeal to the AOA.
- B. Decision to Deny Appeal. If the initial appeal is denied by the AOBP, the candidate shall have the right to appeal to the AOA. Candidates interested in appealing to the AOA should contact the American Osteopathic Association, Department of Education, Division of Certification, and 142 East Ontario St., Chicago, IL 60611.

Your signature indicates that you have read and understand the above:

Print Name:

Signature:

Date:

INSTRUCTIONS TO CANDIDATES

AOBP Allergy & Immunology Certificate of Special Qualifications Examination

- Registration begins promptly at 9:00 a.m.
- You must present a drivers license, state issued ID card with a picture, or passport to be admitted to the exam area.
- You will be required to sign in at registration. In addition, you will be required to sign in for each examination session.
- Casual business attire is requested.
- The only items you are allowed to have with you at your exam are pencils and paper provided by the AOBP.
- Exams begin promptly at 0930 for morning sessions and 1230 for afternoon sessions. No one will be allowed to start the exam once the exam has started and any candidate leaves the room for any reason.

EXAMINATION IDENTIFICATION

An exam book and answer sheet will be distributed to you. The proctor will instruct you as to the correct procedures to follow in completing the examination.

Using a no. 2 pencil, you will be required to:

- Print name, sign name and enter the date on the exam book cover.
- Enter your name (last name, first, middle initial) on the answer sheet. Sign in the space provided.
- The proctor will tell you what else needs to be added to the answer sheet (for example: AOBP clinical certification, AOBP written book 1 certification, AOBP written book 2 certification, AOBP written book 3 certification, AOBP recertification, etc.).
- Mark answers in the exam book first then transfer your answer to the answer sheet.
- Return the exam book and answer sheet to the proctor when you have completed the exam.

The examination will be conducted under the following guidelines:

1. No reference materials may be used; store all printed material, printed side down, under your seat or leave with the proctor.
2. No electronic devices will be allowed at the exam table. Exceptions for medically necessary devices (insulin pumps, glucometers, hearing aides, etc) will be made but the board must be notified prior to exam administration. All other devices (cellular phones, pagers, cameras, MP3 players, computers, calculators, etc.) must be turned off and left with the proctor. If at any time during the exam a prohibited device is activated or seen at the exam table, the candidates exam booklet will be confiscated and the candidate disqualified.
3. The examination period is will be announced at the beginning of the exam; no additional time will be allowed. Exceptions for learning and other qualified disabilities must be requested at the time of application and approved, in writing, before the date of exam administration.
4. There is only one correct answer to each question. There is no penalty for guessing.
5. Questions should be directed to a proctor. Questions may only be asked regarding procedural issues with the exam. No questions will be taken regarding exam content. Do not confer with other candidates.
6. Notations may be made in the exam book only. Note taking is not allowed.
7. Bathroom breaks are allowed (except during the clinical portion of the written exam. There is a break midway through this exam.). Please place your score sheet inside the exam booklet and leave with the proctor as you leave the room.
8. You may exit the room upon completion of the exam after all materials are given to a proctor.

Exam Results:

1. Exam results and analysis for training complete candidates will be mailed by certified mail within approximately 6-8 weeks. If you have changed your address, e-mail or phone numbers, please inform us at the time of examination. Training incomplete candidates will have their scores sent to them as soon as training complete status is achieved.
2. Certificates will be mailed to the successful candidate after final approval by the AOA Bureau of Osteopathic Specialties is received.
3. Appeals for failure are only allowed for the conduct of the exam. Appeals on the basis of exam content are not accepted. Details regarding the appeals process may be found in the AOBP bylaws and the appeals policy & procedure published on our website. Appeals for written exams must be made, in writing, within 30 days of receipt of the exam scores. Appeals for oral exams must be made within 2 hours after completion of the last session.