

American **O**steopathic **B**oard

OF

PEDIATRICS



CONSTITUTION AND BYLAWS

REGULATIONS AND REQUIREMENTS

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FOREWORD

The American Osteopathic Board of Pediatrics was established in 1940 upon approval by the Board of Trustees of the American Osteopathic Association of the Constitution and Bylaws of the Board.

This booklet contains the revised Constitution and Bylaws and a new document, Regulations and Requirements as approved by the Board of Trustees of the American Osteopathic Association in March, 1991; February 1994; February, 1995; July, 1996; July 2002; February 2003, July 2003 and February 2004.

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the American Osteopathic Board of Pediatrics, (hereinafter also referred to as the Board).

ARTICLE II - PURPOSES

The purposes of the American Osteopathic Board of Pediatrics are to:

1. Define the qualifications required of osteopathic physicians for certification in pediatrics and any other specialty or field of practice that may be assigned to this Board.
2. Determine the qualifications of osteopathic physicians for certification in pediatrics and of any other specialty or field of practice that may be assigned to it.
3. Conduct examinations in conformity with the Bylaws of this Board.
4. Issue certificates subject to the approval of the Bureau of Osteopathic Specialists (hereinafter referred to as the Bureau) of the American Osteopathic Association (hereinafter referred to as the AOA), to those osteopathic physicians who are found qualified.
5. Recommend revocation of certificates for cause.
6. Use every means possible to maintain a high standard of practice within the osteopathic profession.

ARTICLE III - DEFINITION

For the purpose of the operation of the American Osteopathic Board of Pediatrics, the practice of pediatrics shall be defined as consisting of and including the utilization of all of those procedures necessary to the study and management of the care of infants and children, as well as to the prevention, diagnosis, and treatment of the diseases of infants and children through adolescence.

ARTICLE IV - ORGANIZATION

Section 1. - Membership

The American Osteopathic Board of Pediatrics shall consist of seven (7) members elected by the AOA Board of Trustees in conformity with the standard Bylaws of Certifying Boards of the AOA. (B-02/03)

Section 2. - Officers

The officers of the Board shall be a chairman, vice chairman and secretary- treasurer, whose powers and duties are as described in the Bylaws of this Board in conformity with the standard Bylaws of Certifying Boards of the AOA.

Section 3. - Committees

The standing committees of the Board shall be a Credentials Committee, Examination Committee and such other committees as may from time to time be authorized and provided for by the Bylaws of the Board.

Section 4. - Meetings

The Board shall hold an annual meeting and such other meetings as provided for by the Bylaws of the Board.

ARTICLE V - AMENDMENTS

Subject to the review and recommendation of the Bureau and the approval of the AOA Board of Trustees this Constitution may be amended by a vote of two-thirds (2/3) of the total membership of this Board at any annual meeting following notification given at any previous meeting of such intention.

BYLAWS

ARTICLE I - DUTIES

The duties of the American Osteopathic Board of Pediatrics are to:

1. Define the qualifications for and to serve as an advisory body for all applicants for certification in pediatrics and any other specialty or field of practice which may be assigned to its jurisdiction.
2. Determine, in accordance with the provisions of these Bylaws, the standards of education, formal training and specialty practice required for certification in pediatrics and of any other specialty or field or practice which may be assigned to its jurisdiction, subject to the recommendation of the Bureau and the approval of the AOA Board of Trustees.
3. Establish procedures, in accordance with the provisions of these Bylaws, for the conduct of examinations at least once a year.
4. File with the Bureau, at the time specified by the Bureau, its recommendations concerning each applicant for certification, together with any pertinent information required by the Bureau.
5. Provide and issue certificates in all fields assigned to its jurisdiction.
6. Recommend to the Bureau the revocation of a certificate in accordance with the provisions of these Bylaws.
7. Complete records of examination results shall be kept on file for a period of five (5) years after completion of the applicant's examination. A permanent registry of diplomates shall be recorded and maintained. (3/91)
8. Determine and collect application and examination fees, in accordance with the provisions of these Bylaws and provide for the funds necessary to finance the operation of the Board.
9. Arrange for all meetings necessary for this Board to carry out its functions as provided for in these Bylaws.
10. The Chairman of the board will act as representative to the Bureau. In case of the inability of the duly appointed representative to attend the sessions of the Bureau an alternate shall be appointed, as provided in the AOA "Rules of Organization and Procedure of the Bureau". (4/07)
11. Conduct its activities in relation to the officers of the AOA, the Bureau, other certifying boards and applicants for certification, in accordance with the AOA "Rules of Procedure for Certifying Boards".

12. Establish, in conformance with the Constitution and Bylaws, all necessary rules and procedures governing the activities of the Board which are not provided by the Bureau and the AOA Board of Trustees.
13. Report all recommendations regarding certification of candidates to the Bureau and all actions, recommendations and activities regarding policies through the Bureau to the AOA Board of Trustees for approval.

ARTICLE II - MEMBERS

The American Osteopathic Board of Pediatrics shall consist of seven (7) members elected by the AOA Board of Trustees from nominees submitted by the American College of Osteopathic Pediatricians at its annual meeting through this Board to the annual meetings of the Bureau and the AOA Board of Trustees. Each member shall be AOA-certified and a diplomate in good standing of this Board. Insofar as practical, membership shall include a representative from each area of pediatrics and a representative from each of the time divisions of the United States. (3/91, B-02/03)

Section 1. - Election

- A. The voting membership of the American College of Osteopathic Pediatricians shall nominate annually one (1) candidate for each expiring term of the Board. The nominees shall be submitted through the Board to the Bureau and to the AOA Board of Trustees.
- B. Should a nominee submitted fail to be approved by the Bureau of the AOA Board of Trustees, then the American College of Osteopathic Pediatricians shall submit the name(s) of a different qualified individual(s). Said new nominee(s) shall be submitted at the next meeting of the Bureau following the date on which the American College of Osteopathic Pediatricians was officially notified of the action of the Bureau and the AOA Board of Trustees.
- C. In the event the new nominee(s) has not been submitted by the time and in the manner set forth above, then the chairman of the Bureau shall recommend to the AOA Board of Trustees a qualified candidate(s) to fill the vacancy(s) on the Board. The nominee's term shall be for the balance of the unexpired term.

Section 2. - Term of Office

- A. Members shall be elected for terms of three (3) years. The terms shall be staggered so that the

new members elected in any year shall not constitute a majority of the Board. Terms shall be limited to no more than four (4) consecutive three (3) year terms or a total of twelve (12) years lifetime. Any member who holds a time limited certificate will not be required to take the recertification exam while an active member of the board. The date of the certificate will be extended, at expiration of the certificate, for each term the member remains on the board and extended for three years after leaving the board. The member will be required to take the recertification exam within three years after leaving the board. All requirements for certification remain in effect and must be met in order to qualify to take the exam. [B-2/95, B-02/03] (4/07) (11/08)

- B. Whenever a vacancy occurs on the Board due to the death or resignation of a member whose term has not expired, the procedure outlined above shall be followed. If it is deemed urgent that approval of the nominee be considered prior to the next annual meeting of the AOA Board of Trustees, a nominee may be submitted according to established procedure to the next scheduled meeting of the AOA Board of Trustees. (3/91)
- C. Members shall continue to serve until their successors are elected.

ARTICLE III - OFFICERS

The officers of the American Osteopathic Board of Pediatrics shall be a chairman, vice chairman and secretary-treasurer. The officers shall be elected by this Board during its annual meeting and shall serve for a term of one (1) year or until such time as their successors are elected.

Section 1. - Chairman

The chairman shall preside at all meetings of the Board, appoint all committees, schedule all meetings of the Board, supervise all examinations and sign all certificates issued by the Board. The chairman shall be chairman of the Examination Committee, will be the Bureau representative and shall be an ex-officio member of all other committees. (4/07)

Section 2. - Vice Chairman

The vice chairman shall preside at all meetings of the Board in the absence of the chairman and assist the chairman in the discharge of the duties of that office.

Section 3. - Secretary-Treasurer

The secretary-treasurer shall:

- A. In cooperation with the AOA Central Office, keep a permanent record of all proceedings, transactions and rulings of the Board, and keep on file all examination papers and case records of all old and current basic documents. (4/07)
- B. Maintain a record of all diplomates of the Board. (3/91, 4/07)
- C. Have printed and distributed all certificates, application forms and booklets of information authorized by the Board and necessary for the proper functioning of the Board. (4/07)
- D. Provide all applicants with the requirements for examination and certification in written form. (3/91, 4/07)
- E. Sign all certificates issued by the Board. (3/91, 4/07)
- F. Prepare the complete files and other pertinent information in support of recommendations for certification for presentation to the Executive Committee of the Bureau. (3/91, 4/07)
- G. Prepare the annual and midyear reports to the Bureau in accordance with the AOA "Rules of Procedures For Certifying Boards". (3/91, 4/07)
- H. Notify the secretary and chairman of the Bureau and the AOA executive director of the officers elected by the Board and of the representatives appointed to the Bureau. (3/91, 4/07)
- I. Receive, protect and disburse the funds of the Board as directed by the Board and issue an accounting of all funds at the annual meetings or at such other times as requested by the chairman of the Board. (3/91, 4/07)
- J. Prepare a financial statement for submission to the AOA in accordance with established AOA guidelines. (3/91, 4/07)

ARTICLE IV - COMMITTEES

Committees shall be appointed by the chairman, the duties of which are herein prescribed:

Section 1. - Credentials Committee

The Credentials Committee shall consist of three (3) members. Insofar as practical, the members shall represent different geographical districts. The Committee shall:

- A. Review all completed applications received from the secretary- treasurer.
- B. Conduct a comprehensive investigation of each applicant in accordance with the rules governing applications.
- C. Prepare a complete report, with recommendations for each applicant, for presentation to the Board at its next annual meeting.

Section 2. - Examination Committee

The Examination Committee shall consist of a chairman and not less than two (2) members of the Board. The chairman of the Board shall be the chairman of the Examination Committee. The Committee shall:

- A. Plan and prepare for the conduct of examinations in the fields of practice under the jurisdiction of the Board, in accordance with the rules stated in these Bylaws and the Regulations and Requirements of this Board.
- B. Report the results of the examinations to the Board.

ARTICLE V - BUREAU OF OSTEOPATHIC SPECIALISTS REPRESENTATIVE

Section 1. - The Bureau representative (who is the chairman) shall be appointed annually from and by the membership of the Board to represent the Board on the Bureau and in all matters where such representation is required. (4/07)

Section 2. - An alternate representative to the Bureau shall be appointed annually from and by the membership of this Board. The alternate shall be empowered to act for the duly appointed representative in his/her absence.

Section 3. - The Bureau representative shall:

- A. Transmit from the Board all information attesting to the adequacy of the examinations.

- B. Have available the files and records of all applicants being recommended for certification and such other files as may be requested in advance.
- C. Report to the Bureau on the adequacy of the examinations and the recommendations of the Board on applicants who have completed the examinations.
- D. Report the actions and proceedings of the Bureau to the Board.

ARTICLE VI - MEETINGS

Section 1. - Annual Meeting

The American Osteopathic Board of Pediatrics shall hold a regular annual meeting to transact business and to conduct examinations.

Section 2. - Midyear Meeting

A midyear meeting, called for the purpose of transacting business, shall be held at a time and place determined by a majority vote of the members of the Board at the annual meeting.

Section 3. - Special Meetings

Special meetings of this Board which are deemed necessary for the transaction of business may be called by the chairman of the Board or by a majority vote of the total membership of the Board. Notice of the meetings shall be mailed to each member by the secretary-treasurer not less than thirty (30) days prior to the proposed meeting date.

Section 4. - Quorum

For the transaction of business at any meeting of the Board, four (4) members shall constitute a quorum. (B-02/03)

Section 5. - Governing Rules

Meetings of the Board shall be governed by Robert's Rules of Order, Newly Revised unless otherwise specified in these Bylaws.

ARTICLE VII - REQUIREMENTS FOR CERTIFICATION

Section 1. - Eligibility Requirements

To be eligible to receive certification from the AOA through the American Osteopathic Board of Pediatrics, the applicant must meet the following minimum requirements:

- A. The applicant must be a graduate of an AOA-accredited college of osteopathic medicine.
- B. The applicant must show proof that he/she holds an unrestricted license to practice in the state or territory where his/her practice is conducted.
- C. The applicant must have been a member in good standing of the AOA or the Canadian Osteopathic Association for the two (2) years immediately prior to the date of certification.
- D. The applicant must conform to the ethical and moral standards as set forth in the Code of Ethics of the AOA. {B-7/96} (8/08)
- E. A minimum of three (3) years of AOA-approved training in pediatrics shall be required. If the internship year was a pediatric specialty track, two (2) years of AOA-approved training shall be required (B-02/04) (8/08)
- F. Senior, third year, residents may apply to take the exam prior to completion of their residency program. The resident must have completed a minimum of thirty (30) months of the program by the time the exam is administered and must submit a letter from the residency program director stating that the resident is well prepared and qualified to take the exam. Exam scores will not be released until after the resident has successfully completed the residency program, has submitted all required documentation and has received approval from all involved parties. (8/08)
- G. Applicant must be Board Eligible. See Article VI for requirements. (8/08)
 - 1) If the applicant is a resident at the time of examination, the applicant must apply for eligibility upon completion of the residency. (8/08)
 - 2) Applicants who have completed their residency less than six (6) years prior to submitting an application and who have not yet applied for board eligibility must apply

for board eligibility before being allowed to sit for the exam. (8/08)

- 3) If more than six (6) years have elapsed since completing their residency and the applicant has not previously applied for board eligibility, the applicant may not apply for board eligibility but will be allowed an additional six (6) years to complete the entire examination process. In addition to meeting application requirements, remediation may be required of individual applicants. See Article VI, section 4 for remediation criteria and Article IX, section 6 for failure criteria. (8/08)
- 4) The candidate identified in # 3 must petition the board to re-enter the certification process. After approval by the board, re-entry into the certification process must be approved by the Standards Review Committee of the BOS. The candidate then must take the certification exam at the next available administration of the exam and will be limited to two (2) attempts to pass. If a failure occurs in the first attempt, the candidate must retake the exam at the next available administration of the exam. A second failure precludes the candidate from the certification process. (11/08)
- 5) If certification has not been achieved twelve years after completion of the residency, no further attempts will be allowed. (4/07, 8/08) (11/08)

H. Following satisfactory compliance with the prescribed requirements for examination, the applicant is required to pass appropriate examinations planned to evaluate an understanding of the scientific basis of the problems involved in pediatrics, familiarity with the current advances in pediatrics, possession of sound judgment and a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of pediatrics. (4/07)

- 1) Written examinations with a clinical component are conducted and required in the case of each applicant. (3/91, 7/03, 8/08)
- 2) The members of this board shall review, if not perform, the grading of each written examination. The conduct of the clinical portion of the written examination may be delegated to a committee of not fewer than two (2) individuals maturely qualified in pediatrics. (7/03, 8/08)
- 3) A full description of the method of conducting the examination is formulated in this Board's Regulations and Requirements, and provision for reexamination is made.
- 4) Osteopathic physicians desiring examination for certification are required to file an application which shall set forth the applicant's qualifications for examination as stated in paragraphs A. through G. in Section 1 of this article. The procedure for filing applications is set forth in the Regulations and Requirements. (8/08)

Section 2. - Additional Training or Practice Requirements

Subject to the recommendation of the Bureau and to the approval of the AOA Board of Trustees, the Board may require such further training and/or practice in each of the fields coming under its jurisdiction as, in its judgment, such field may require; provided that the additional requirements for each field are clearly set forth in the Regulations and Requirements of this board.

Additions to training and/or practice requirements shall go into effect one (1) year subsequent to the announcement of such change.

ARTICLE VIII - CERTIFICATES

Section 1. - Issuance

- A. Certificates are issued by the American Osteopathic Board of Pediatrics to applicants who have conformed to all requirements for certification described in Article VII of these Bylaws and who have received the approval of the Executive Committee of the Bureau of Osteopathic Specialists. (BOT-A 07/02)
- B. Each certificate shall be signed by the chairman and the secretary-treasurer of this Board. No certificate is valid until it has been signed by the executive director of the AOA.
- C. The date carried by a general pediatric certification certificate shall correspond with the date on which verification of successful completion of all specialty board requirements by the respective specialty boards occurred. All general certifications issued after 1994 will be time-limited to ten (10) years or less. The expiration date of the certificate will be December 31st of the tenth (10th) year after issuance. Life-time general certifications, which were issued prior to this date without a time limit, will remain in effect. (BOT-A 07/02) (8/08) (11/08)
- D. The date carried by a certificate of added qualifications (CAQ) or a certificate of special qualifications (CSQ) shall correspond with the date on which verification of successful completion of all specialty board requirements occurred. All certificates of added qualifications (CAQ) or certificates of special qualifications (CSQ) will be time-limited to ten (10) years or less. The expiration date of each CAQ or CSQ will December 31st of the tenth (10th) year after issuance. (BOT-A 07/02) (4/07) (8/08) (11/08)

- E. The chairman (or secretary-treasurer) of this board shall forward the certificate to the diplomate within sixty (60) days of receipt of notification of approval from the executive director of the AOA in accordance with procedures as outlined in the Handbook of the Bureau.

Section 2. – Inactivation, Reinstatement and Reactivation

- A. Immediately following official notification that a diplomate no longer meets any one of the following requirements for maintaining certification status with the AOA, his/her certificate will be inactivated according to procedures developed by the BOS and the AOA department of membership. The procedures will give the diplomate ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA certification:
- 1) The diplomate must be a member of the AOA or the Canadian Osteopathic Association.
 - 2) The diplomate must pay the annual certification registration fee, unless classified at inactive.
 - 3) The diplomate must maintain a minimum of 120 hours of approved and documented AOA Continuing Medical Education credits within a three-year period, at least 50 hours of which shall be in the primary specialty (Category I or II). (4/07)
- B. Reinstatement of a certificate which was inactivated when the diplomate was dropped from AOA membership for nonpayment of dues, or for nonpayment of the annual registration fee, will be automatic upon reinstatement of the diplomate's AOA membership and/or payment of the registration fee. (BOT A-07/02)
- C. Reactivation of a certificate of lifetime, non-dated certification, which has been voluntarily inactivated by request, shall require compliance with the requirements of paragraph a. above, as well as approval of the appropriate certifying board and the Bureau. Reactivation will also require payment of any back AOA membership dues, up to a maximum period of two (2) years. Reactivation will also require payment of any back AOA certification registration fees, up to a maximum period of two (2) years. (BOT A-07/02)
- D. The member who holds a CAQ must maintain their general pediatric certification. If the member fails to maintain the general certification the CAQ will no longer be valid. In order to re-instate the general certificate and the CAQ, the member must take and pass the general re-certification exam as well as the CAQ exam. General re-certification must be achieved prior to retaking the CAQ. (11/08)
- E. The member who holds a CSQ is not required to maintain their general pediatric certification. If the candidate so chooses, he/she may maintain their general certification by taking and passing the recertification exam. Failure does not affect the CSQ. If the member has chosen to

let the general certification lapse, he/she may take the general re-certification exam at any time of their choosing. If the member loses their CSQ for whatever reason, and the general certification is current, it will remain valid. If the member loses their CSQ for whatever reason and the general certification has lapsed, the member will be required to re-take and pass the general pediatric re-certification exam before being allowed to re-take the CSQ exam. (11/08)

Section 3 – Revocation of a certificate

The Board shall have the power to recommend to the Bureau the revocation of the certificate of any diplomate whose certificate was obtained by fraud or misrepresentation, who exploits the certificate, violates the AOA Code of Ethics or is otherwise disqualified.

- A. Reinstatement of a certificate which was revoked for any other reason than that stated in section 2b above, shall require compliance with the requirements of section 2a above, as well as approval of this Board, and the Bureau.
- B. Reinstatement of a certificate that has been revoked must first be approved by a two-thirds affirmative vote of the total membership of this Board. (BOT A-07/02)

Section 4 - Recertification

Certificates of recertification are issued to candidates who successfully complete the recertification process and who are approved by the Bureau. This process must be available by January 1, 1995, and be approved by the bureau and the AOA Board of trustees. (BOT A-07/02)

ARTICLE IX - AMENDMENTS

Subject to the review and recommendation of the Bureau and to the approval of the AOA Board of Trustees, these Bylaws may be amended by a two-thirds (2/3) vote of the total membership of this Board at any meeting provided each member has been notified at least thirty (30) days prior to the date of the meeting, of its being called and of the intention to amend.

REGULATIONS AND REQUIREMENTS

ARTICLE I - PROCEDURES

To expedite and direct its activities, the American Board of Osteopathic Pediatricians shall place into effect this set of Regulations and Requirements. This document is in addition to, but based on the AOA "Rules of Procedure for Certifying Boards" and the Constitution and Bylaws of this Board.

ARTICLE II - MEETINGS

Section 1. - Annual Meeting

The annual meeting shall be held at or near the time and place of the fall meeting of the Board of Directors of the American College of Osteopathic Pediatricians. An annual meeting will be held at a place and time determined by the Chairman of the Board.

Section 2. - Notification

Notice of all meetings shall be mailed by the secretary-treasurer not less than thirty (30) days prior to the meeting date.

Section 3. - Special Meetings

The chairman of this Board or a majority of the total membership of this board, may direct or authorize any of the standing or special committees to meet with the AOA Board of Trustees, the Bureau or its Executive Committee when, in his/her judgment, such meeting is deemed advisable. Notice of all meetings shall be mailed by the secretary-treasurer not less than thirty (30) days prior to the meeting date. (3/91)

Section 4. - Quorum

For the transaction of business at any meeting of the Board, four (4) members shall constitute a quorum.

Section 5. - Governing Rules

Meetings of the Board shall be governed by Robert's Rules of Order, Newly Revised, unless otherwise specified.

Section 6. - Order of Business

- A. Annual Meeting:
 - 1) Call to Order
 - 2) Roll Call
 - 3) Report of Secretary-Treasurer
 - 4) Report of Credentials Committee

- 5) Report of Examination Committee
- 6) Reports of Special Committee(s)
- 7) Old Business
- 8) New Business
- 9) Election of Officers
- 10) Approval of Committee Appointments
- 11) Adjournment

B. Midyear Meeting

- 1) Call to Order
- 2) Roll Call
- 3) Report of Secretary-Treasurer
- 4) Report to Bureau of Osteopathic Specialists and AOA Board of Trustees
- 5) Report from Bureau Representative
- 6) Report of Credentials Committee
- 7) Report of Examination Committee
 - a) Any special rules governing examinations
 - b) Recommendation for additional (adjunct) examiners
- 8) Review of Examination Questions

ARTICLE III - FUNDS

In conducting the financial affairs of the organization, the Board shall:

- A. Establish and receive application, examination and other fees.
- B. Invest the Board's money in securities and properties as it may determine.
- C. Authorize signature(s) on all checks.
- D. Shall comply with AOA bonding requirements.
- E. Authorize an audit of its accounts. (3/91)
- F. Pay from its funds the cost of financial obligations it authorizes.
- G. Receive an accounting of all funds at its annual meeting and at such other times as the chairman may determine.
- H. Not be liable individually for Board debts within the organization's scope of authority.
- I. Prepare a financial statement for submission to the AOA in accordance with established guidelines. (3/91)

ARTICLE IV - COMMITTEES

Section 1. - Appointment

All committees shall be appointed by the chairman, subject to approval of this Board. Unless otherwise stipulated in the Bylaws, their terms and duties shall be set forth in the Regulations and Requirements or as deemed appropriate by the Board.

Section 2. - Special

The chairman may create and discharge committees, as the need arises, subject to approval by this Board.

ARTICLE V - MEMBERSHIP

Section 1. - Term

Terms will be limited to no more than 4 consecutive 3 year terms or a total of twelve (12) years lifetime.
(B-02/03) (4/07)

Section 2. - Qualifications

Members of the Board must:

- A. Be a member in good standing of the AOA.
- B. Be certified by the AOA through the American Osteopathic Board of Pediatrics.
- C. Be a fellow or senior member in good standing of the American College of Osteopathic Pediatricians.
- D. Have involvement within the past five years with a pediatric residency program, a recognized medical education program, or a faculty or research program related to pediatrics.
- E. Have demonstrated experience or training in evaluation processes.
- F. Be primarily active in general pediatrics or a pediatric subspecialty practice at the time of election.

Section 3. - Appointment

The Board may appoint:

- A. An executive director to assist the chairman and secretary- treasurer, and

- B. Consultants to counsel them.

ARTICLE VI - BOARD ELIGIBILITY

Section 1. - Definition

Board eligibility is defined as that status granted candidates who:

- A. Have documented the satisfactory completion of an AOA-approved residency or preceptorship or fellowship. (8/08)
- B. Has documented that training is complete and has completed the practice requirement, if any. (3/91) (8/08)
- C. Are and remain members in good standing of the AOA or the Canadian Osteopathic Association.
- D. Have met all the requirements as established by this Board.
- E. Have applied to and have been accepted as a registrant by this Board.
- F. The applicant must show proof that he/she holds an unrestricted license to practice in the state or territory where his/her practice is conducted.

Section 2. - Registration

To be registered as "Board Eligible", a candidate must apply for such status upon completion of residency training. All residents and preceptees in AOA- approved programs shall be notified by the AOA that, upon completion of their AOA-approved training, it shall be necessary to formally apply to the secretary of the appropriate specialty board for board eligible status. Such notification shall be included with the AOA annual report form sent to residents and preceptees. (3/91)

Board Eligible status is not granted automatically. A candidate shall not be designated as "Board Eligible" if he/she applies later than six (6) years following the completion of residency training or completion of the practice requirement, if applicable. (3/91)

- A. A candidate who wishes to register for board eligible status shall request a standard AOA application from the secretary of this Board. (3/91)

- B. The candidate shall complete the application and return all copies to the secretary of this Board along with the following documentation: (3/91)
- 1) A copy of the institutional certificate indicating the satisfactory completion of the residency training program.
 - 2) Letter(s) of recommendation from the program director(s) or, if applicable,
 - 3) A copy of the hospital certificate indicating satisfactory completion of an internship and adequate documentation, as determined by this Board, of having met the practice requirement.
- C. The secretary of this Board shall verify AOA approval of the applicant's training as being complete prior to registration of the applicant. Verification shall include: (3/91)
- 1) Osteopathic residents: A statement from the graduate medical education committee of the American College of Osteopathic Pediatricians that the program has been approved as being training complete. (8/08)
 - 2) Non-osteopathic residents: A copy of the AOA Council on Postdoctoral Training letter granting approval of the program as being complete.
- D. After review and acceptance of the Board Eligible application, the Board shall establish the date of registration as the date of completion of residency training. (3/91)
- E. The secretary of the Board shall complete the bottom portion of the registration application and return the "Applicant Copy" to the candidate along with a statement that Board Eligible status is limited to a maximum of six (6) consecutive years. (3/91)

Section 3 - Termination of Board Eligible Status

- A. Board Eligible status shall terminate on December 31 of the sixth year following the year eligibility was established. (3/91)
- B. In view of a candidate's right to appeal the results of examination, board eligibility shall not be terminated due to failure of examinations. (3/91)
- C. If a candidate does not initiate examination within the period of board eligibility, then board eligibility status will be automatically lost and so recorded by the AOA and this Board. (3/91)

- D. The secretary of the Board shall, upon termination of board eligible status, notify the candidate in writing. The notice shall include a statement that the candidate has the right to appeal to the Bureau or may reenter the examination process, if eligible. (3/91)

In the event of extenuating circumstances, this Board may approve the extension of a candidate's board eligibility termination date. Two (2) years shall be the maximum extension. The secretary of the Bureau shall be notified, in writing, of any such extension. (3/91) (8/08)

Section 4 - Reentry into the certification process

In addition to 50 hours of pediatric CME courses accredited by the AOA in the previous 36 months prior to approval of the applicant's petition for sitting for the certification examination, a minimum of 50 additional hours shall be spent in pediatric board review courses approved by the ACOP. These 50 hours of board review course credit shall not be obtained from home study. [B-7/96] (4/07)

ARTICLE VII - REQUIREMENTS FOR CERTIFICATION

Section 1. - General Pediatrics

To be eligible to receive certification from the AOA through the American Osteopathic Board of Pediatrics, the applicant must have satisfactorily completed a formal three (3) year pediatric residency training program that is approved by the AOA. If the internship year was a pediatric specialty track, two (2) years of AOA-approved training shall be required. (3/91, B-02/04)

Section 2. - Subspecialties of Pediatrics

AOA-approved subspecialties of Pediatrics include: Adolescent Medicine, Pediatric Allergy & Immunology, Pediatric Endocrinology, Neonatology and Pediatric Pulmonary Medicine. These programs require a minimum of two (2) years fellowship training after completion of a three year pediatric residency. A certificate of special qualifications (CSQ) is issued to the successful candidate in these fields. In addition, the AOBP offers a certificate of added qualifications (CAQ) in Sports Medicine in cooperation with the Sports Medicine Conjoint Examination Committee and is governed by the rules and regulations of that committee. All CSQ's & CAQ's are time limited to ten (10) years. (8/08) (11/08)

Each applicant for certification in a subspecialty of pediatrics shall:

- A. Be certified in pediatrics by the AOA through the American Osteopathic Board of Pediatrics. (8/08) (11/08)
- B. Have completed one (1) year of AOA approved subspecialty residency training and shall have practiced in the subspecialty for two (2) years, if training was completed prior to January 1, 1980.

If training was completed between January 1, 1980 and December 31, 1989, two (2) years of AOA approved subspecialty residency training and one (1) year of subspecialty practice shall be required.

If training was completed after January 1, 1990, completion of an AOA approved subspecialty fellowship program shall be required. The length of the fellowship is determined by the specialty track being pursued. (8/08)

- C. Individuals certified in pediatrics by the AOA through the AOBP may, under special circumstances, petition the Board to be admitted to the subspecialty examination process.

Section 3. - Written and Clinical Examinations (7/03)

- A. Specialty

Each applicant shall:

- 1) Make application on a form provided by this Board.
- 2) Have the application endorsed by his/her trainer(s), who will vouch for pediatric training.
- 3) Submit the application, required documentation and application fee to the secretary-treasurer by the deadline established for the published exam date. All items remain the property of the Board even if the application is withdrawn. (8/08)

- B. Subspecialty

Each candidate for the written, oral and clinical examinations shall: (3/91)

- 1) Make application on a form provided by this Board.
- 2) Have the application endorsed by the trainer and/or the chairman of the pediatrics department in the hospital where the applicant's subspecialty practice is conducted.

- 3) Submit the application, required documentation and application fee to the secretary-treasurer by the deadline established for the published exam date. All items shall remain the property of the Board even if the application is withdrawn. (8/08)

ARTICLE VIII - EXAMINATION FEES

Examination fees shall be determined by the Board at its annual meeting and shall be paid by the applicant by the deadline established for that exam date. (8/08)

ARTICLE IX - RULES FOR THE CONDUCT OF EXAMINATIONS

Section 1. - Examination Committee

The Examination Committee shall be responsible for the preparation and conduct of all examinations: written, oral and clinical.

- A. Examiners. The Committee shall appoint the examiners, who shall be diplomates of this Board. The Committee shall recommend to the Board at its midyear meeting the number of examiners to be utilized in that examination year.
 - 1) Associate. An examiner present in this role for the first time shall be an associate examiner. He/she shall observe other examiners during the conduct of the examination.
 - 2) Contact with Candidates. Examiners shall refrain from non- examination contact with candidates unless such contact is a sanctioned event of the Board of Examiners during examination sessions. Sanctioned events may include a social event in which a majority of the examiners and a majority of the candidates are present in a public setting. During such sanctioned events, there shall be no conversation related directly or indirectly to the examination content.
 - 3) Examination Bank. The Committee shall assign to each examiner responsibility to write and maintain a written examination bank, as appended (confidentially) to these Regulations and Requirements.

Section 2. - Written Examination

- A. The written examination is designed to evaluate academic knowledge. Multiple choice, completion or short-answer questions are based on factual information relating to the clinical care of pediatric patients.
- B. The written examination may be taken after completion of a minimum of thirty (30) months of a residency program with the approval of the program director or upon completion of the required formal training and in conformity with these Regulations and Requirements and the requirements for certification. (8/08)
- C. The chairman shall arrange for the appropriate proctoring of the written examination. (8/08)
 - 1) A physician proctor shall be present in the exam room at all times. (8/08)
 - 2) The doors of the examination room will be closed promptly at the time designated for the examination to begin. No one will be granted entry into the room for purposes of taking the examination after that time.
 - 3) All loose items brought into the room (such as brief cases, purses and similar items) will be placed with the proctor for retrieval after the examination is completed.
 - 4) No electronic devices will be allowed at the exam table. Exceptions for medically necessary devices will be made but the board must be notified prior to exam administration. All other electronic devices (cellular phones, pagers, cameras, MP3 players, computers, calculators, etc.) must be 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. (11/08)

Section 3. – Oral Examinations

- A. An oral exam shall include a thorough review of all supporting credentials and documents required to sit for the exam, and be performed by a member of the board. All requirements, supporting documents and credentials must be considered satisfactory before taking an oral exam. (4/07)

Section 4. - Clinical Examination

- A. The clinical portion of the written examination will be given in conjunction with the written examination. (8/08)
- B. Acceptable methods for administering the clinical portion of the written examinations will be determined by the Board.

Section 5. - Examination Grading

- A. The board shall use a criterion-referenced standard for the multiple-choice (written) portion of the exam. (7/03) Passing standards are established by psychometric evaluation after the administration of each examination and are approved by the AOBP. (4/07)

Section 6. - Examination Failure

The following rules after failure apply to the “board eligible” candidate who is taking the exam within the first six (6) years after completion of their residency. (11/08)

- A. Initial Failure. Following an initial failure, a one (1) year period shall elapse before an unsuccessful applicant may apply for reexamination.
- B. Second Failure. Following a second failure, a minimum of two (2) years shall elapse before an unsuccessful applicant may apply for reexamination. With the application, the applicant shall submit evidence of additional study and postgraduate training as evidence of his/her attempt to improve competence and professional development.
- C. Foreclosure. Following a third failure, the unsuccessful applicant is foreclosed from further examination and has the right to petition the Appeal Committee of the Bureau.
- D. If a candidate feels that the actions of this Board, with regard to any part of the examination, constitute unequal application of the Regulations and Requirements or Standards, unwarranted discrimination, prejudice, unfairness or improper conduct to the examination, he/she has the right to appeal to the Board. All appeals must be made in writing to the board and must be received within 30 days of receipt of notification of failure. If the exam in question is an oral exam, appeal must be made within two (2) hours after completion of the oral exam process. If these deadlines are not met, no further appeal is permitted. Appeals disputing the content of any written or oral exam are not permitted and will not be accepted. The full appeals policy is published on the AOBP website. (3/91) (11/08)
- E. If the candidate is not satisfied with the result of an appeal before this Board, he/she has the right to further appeal to the Bureau and the AOA Board of Trustees. (3/91)

ARTICLE X - CERTIFICATES

Section 1. - Issuance

- A. Certificates are issued by the American Osteopathic Board of Pediatrics to applicants who have conformed to all requirements for certification described in Article VII of these regulations and requirements and who have received the approval of the Executive Committee of the Bureau of Osteopathic Specialists. (3/91, BOT A-07/02)
- B. Each certificate shall be signed by the chairman and the secretary-treasurer of this Board. No certificate is valid until it has been signed by the executive director of the AOA. (3/91)
- C. The date carried by all general pediatric certification certificates shall correspond with the date on which verification of successful completion of all specialty board requirements by the respective specialty boards occurred. All general certifications issued after 1994 will be time limited to ten (10) years or less. The expiration date of all time limited certificates will be December 31st of the tenth year after issuance. Lifetime general certifications, which were issued prior to this date without a time limit, will remain in effect. (BOT A-07/02) (8/08)
- D. The date carried by certificate of added qualification certificates (CAQ) or a certificate of special qualifications (CSQ) shall correspond to the date on which verification of successful completion of all sub-specialty board requirements by the respective specialty boards occurred. All certificates of added qualification (CAQ) and certificates of special qualifications (CSQ) will be time-limited to ten (10) years or less. The expiration date of the CAQ or CSQ will be December 31st of the tenth year after issuance. (BOT A-07/02) (4/07, 8/08) (11/08)
- E. The Chairman (or Secretary-treasurer) of this Board shall forward the certificate to the diplomate within sixty (60) days of receipt of notification of approval from the executive director of the AOA in accordance with procedures as outlined in the Handbook of the Bureau. (BOT A-07/02)

Section 2. – Inactivation, Reinstatement and Reactivation

- A. Immediately following official notification that a diplomate no longer meets any one of the following requirements for maintaining certification status with the AOA, his/her certificate will be inactivated according to procedures developed by the BOS and the AOA Department of Membership. The procedures will give the diplomate ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA certification: (BOT A-07/02)
 - 1) The diplomate must be a member of the AOA or the Canadian Osteopathic Association.
 - 2) The diplomate must pay the annual certification registration fee, unless classified as inactive.

- 3) The diplomate must maintain a minimum of 120 hours of approved and documented AOA Continuing Medical Education credits within a three-year period, at least 50 hours of which shall be in their primary specialty (Category I or II). (4/07)
- B. Reinstatement of a certificate which was inactivated when the diplomate was dropped from AOA membership for non-payment of dues, or for non-payment of the annual registration fee, will be automatic reinstatement of the diplomate's AOA membership and/or payment of the registration fee. (3/91, BOT A-07/02)
- C. If a member with a non-dated lifetime certificate has voluntarily inactivated his/her certificate by request, the member may apply for re-certification and will require compliance with the requirements of paragraph a above as well as approval of the appropriate certifying board and the bureau. Reactivation will also require payment of any back AOA membership dues, up to a maximum period of two (2) years. Reactivation will also require payment of any back AOA certification registration fees, up to a maximum period of two (2) years. If the member successfully achieves re-activation of the certificate, it will be time limited to ten (10) years or less. (BOT A-07/02) (11/08)

Section 3 – Revocation of a certificate

The Board shall have the power to recommend to the Bureau the revocation of the certificate of any diplomate whose certificate was obtained by fraud or misrepresentation, who exploits the certificate, violates the AOA Code of Ethics or is otherwise disqualified.

- A. Reinstatement of a certificate which was revoked for any other reason than that stated in section 2b above, shall require compliance with the requirements of section 2a above, as well as approval of this Board, and the Bureau.
- B. Reinstatement of a certificate that has been revoked must first be approved by a two-thirds affirmative vote of the total membership of this board. (BOT A-07/02)

Section 4 - Recertification

Certificates of recertification are issued to candidates who successfully complete the recertification process and who are approved by the Bureau. This process must be available by January 1, 1995, and be approved by the Bureau and the AOA Board of Trustees. (BOT A-07/02)

ARTICLE XI - AMENDMENTS

Subject to the review and recommendation of the Bureau and to the approval of the AOA Board of Trustees, these Regulations and Requirements may be amended by a two-thirds (2/3) vote of the total membership of this Board at any meeting provided each member has been notified at least thirty (30) days prior to the date of the meeting, of its being called and of the intention to amend.