



American Board of Adolescent Psychiatry

Reapplication Policy and Procedures

Revised 1-1-21

A candidate may retake either or both parts of the examination twice at any time within twelve months after the first unsuccessful attempt. If a candidate fails only a portion (Part I or Part II) of the examination, he/she is only required to retake that portion. Re-examination fees are prorated accordingly.

REAPPLICATION PROCEDURES

1. First Failure: A candidate must retake the examination for the first time within 3 months of the initial failure notification. He/she needs only to submit a signed statement to the ABAP Chair stating that no changes to licensure status has occurred and no legal action has been taken or is pending against the candidate. ***In these situations, the re-registration fee is waived but re-examination fees apply.***

2. Second Failure: If a candidate fails either or both portions of the examination twice consecutively, there will be a six-month waiting period from the time of the second notification before he/she may re-take the examination(s). To re-take any portion of the exam a second time, the candidate is required to submit a statement to the ABAP Chair stating that no changes to licensure status has occurred and no legal action has been taken or is pending against the candidate. Additionally, the candidate is required to outline what additional preparation they undertook during those six months to successfully pass the examinations, whereupon the ABAP Board will consider the candidate's request. ***In these situations, if the request is made and approved within the 12-month window from the time of initial failure notification, the re-registration fee will be waived but re-examination fees apply.***

3. 12-month grace period: If 12 months elapse from the time a candidate is initially notified of their first failed examination, the candidate loses all re-take rights and opportunities. In that instance, the candidate is required to submit a new application with the accompanying supporting documentation, educational requirements, & reference letters. However, only a re-registration fee (currently \$200) will be required in lieu of the full initial application fee (currently \$450), but the full examination fee in force at the time would still be required.

4. Educational Requirements: Candidates re-taking the examination(s) for the second and third times are required to demonstrate their participation in educational prerequisites, submitting additional documentation *if requirements have changed since their initial application*:

a. Exam years 6/2020-12/2021:

Option A: 25 hours of Category I CME relevant to child, adolescent, or young adult psychiatry within the 12+ months following notification of failure

Option B: 18 hours of relevant Category I CME, of which at least 12 hours must be an approved Review Course in Adolescent/Young Adult Psychiatry within the 12+ months following notification of failure

b. Exam year 2022:

Option A: 30 hours of Category I CME relevant to child, adolescent, or young adult psychiatry within the 12+ months following notification of failure

Option B: 24 hours of relevant Category I CME, of which at least 12 hours must be an approved Review Course in Adolescent/Young Adult Psychiatry within the 12+ months following notification of failure

c. Exam year 2023+

Option A: 36 hours of Category I CME relevant to child, adolescent, or young adult psychiatry within the 12+ months following notification of failure

Option B: 40 hours of relevant Category I CME, of which at least 12 hours must be an approved Review Course in Adolescent/Young Adult Psychiatry within the 12+ months following notification of failure

APPEALS PROCEDURE

An applicant who receives an adverse or deferred application decision from the American Board of Adolescent Psychiatry may initially appeal the decision and will be entitled to submit written support as well as offered a hearing within 30 days of notification.

In the event the ABAP's decision is upheld on appeal, the candidate may request a final appeal to the Governing Board of Directors of the American Society for Adolescent Psychiatry. The appeal must be made in writing to the Board within thirty (30) days of the date of notification of the Council's decision regarding the initial appeal. The written appeal must include a statement of the grounds for reconsideration with supporting documentation if required. The ASAP Governing Board will meet in executive session to reach a final decision. The Board will notify the applicant within thirty (30) days after its decision is made.

NOTE: The American Board of Adolescent Psychiatry does not release scored examinations to candidates. A candidate wishing to discuss and review specific questions prior to submitting a reapplication or appeal may request to do so via a telephonic consultation with a designated ABAP Director (typically the Chair).