



American Board of Adolescent Psychiatry

Instructions for Recertification in Adolescent Psychiatry

This process must be completed by December 31st of the year your certification expires

Before you begin, please assemble the following documents in digital/scanned format for submission with your application:

1. Current Active Medical License
2. Current Active ABPN or Equivalent (if non-US) Certification
3. Documentation of at least 10 hours per year (annually) of Category I CME in child/adolescent/young adult psychiatry (not required for remainder of first calendar year of *initial* certification) – unless previously submitted online each year
4. Current CV or Resume
5. Documentation of any Maintenance of Certification (MOC) fees paid annually prior to 2018 for each year during your expiring certification period
6. A case report outlining treatment you have provided within the past year to an adolescent patient (ages 12-24). Specific instructions for the case report preparation are contained in the application below. ABAP has developed an online submission template for your use in preparing your case report. While not mandatory, it is highly recommended. You may access this online template here: <https://forms.gle/kwDPHHuB6k7tfSHg6>

Once documents are assembled:

1. Go to <https://forms.gle/iu6GeirabzRPeQuQA>
2. Complete the Recertification Application on-line.
3. Attach all requested documentation (assembled previously – see above)
4. Make the necessary payments:
 - a. Recertification Fee:
 - i. **Non-ASAP Member:** \$500
 - ii. **ASAP Member in good standing:** \$375
 - b. Maintenance of Certification Fees:
 - i. **Non-ASAP Member:** \$50 per year for each year of expiring certification period – no MOC fee for remainder of first calendar year of certification (if payment has been made annually, please state and submit documentation)
 - ii. **ASAP Member in good standing:** \$50 per year through 2018; annual fee waived for each year beyond 2019 if an active ASAP member in good standing during the entire year ((if payment has been made annually, please state and submit documentation)

You will receive an email from the ASAP Executive Office shortly after you submit your recertification application. Please allow 6-8 weeks for your materials to be reviewed by the ABAP Council, at which time you will be notified.

Please note: If you miss the December 31st deadline for submission, you may still submit your information during the 6-month grace period ending June 30th of the year following your expiration, however there is \$100 late fee that must be paid at the time.