



**American Board of Psychiatry and Neurology, Inc.**  
A Member Board of the American Board of Medical Specialties (ABMS)

# ABPN Annual Credentials Letter to Program Directors and Coordinators

Fall 2022

Dear Program Directors and Coordinators,

Thank you for your assistance with the ABPN credentialing process. We strive to make the application process for board certification as seamless as possible.

Please contact the Credentials Department at [credentials@abpn.com](mailto:credentials@abpn.com) with any questions about the information below.

Sincerely,  
Larry R. Faulkner, MD  
President and CEO

Please scroll down for details on:

- Updated preCERT<sup>®</sup> System
- 2023 Applications for Exams
- Off-Cycle Graduating Residents
- Medical License Deadline
- ABPN Contact Information

## ABPN preCERT<sup>®</sup> Credentialing System

The preCERT<sup>®</sup> system has been updated and modernized to become more user friendly and to put emphasis on ABPN exam requirements while eliminating some data entry for the programs. Many features have been consolidated to eliminate the number of pages visited in between tasks, allowing for a more conducive workflow. While many of the features have remained the same, we are no longer requiring programs to input the pg-year rotational information into the system but will have a program training page identifying the ACGME required rotations. Instead of entering rotational data, we have moved to an attestation process of collecting pg-year dates of completion. For those residents who transfer between programs, we will capture the training requirements from each program by requiring the training plans/proposals to be uploaded directly into the resident training records. YES, programs now have the ability to upload verification of training letters directly to each resident profile!

Our hope is that you find the transition of using the new program easy and seamless. Any previous rotational data has been removed from the system so you will not be able to restore that information. We are excited about this system, and we hope you find it easier to use and maintain your resident training data needed for the Initial Certification Exams.

## 2022/2023 Applications for Exams

Programs should keep in mind that the ABPN only accepts online applications and all online applications are made through the ABPN Physician Portal at [www.abpn.com](http://www.abpn.com). Online applications are only available for the current exam IF the residents' correct demographic and training information has already been entered into the [ABPN preCERT® system](#) by the program. It is important to make sure that all resident social security numbers, dates of birth, and degree information is accurate when creating new preCERT® accounts.

**The required training information must be entered into the preCERT® system no later than November 1, 2022, to allow residents the ability to apply to the 2023 certification exams by the deadline.** Requirements can be found on the preCERT® system.

Exceptions to submit an application AFTER the application deadlines will not be granted. Please encourage your residents to submit their applications early.

Applications for the psychiatry and child and adolescent psychiatry certification exams are available starting **November 7, 2022**. The deadline for application to the psychiatry and child and adolescent psychiatry certification exams is **February 9, 2023**, and the late deadline is **March 9, 2023**.

Applications for the neurology and child neurology certification exams are available starting **October 31, 2022**. The deadline for applications for the neurology and child neurology certification exams is **February 2, 2023**, and the late deadline is **March 3, 2023**.

See our [Key Dates for ABPN Certification Exams flyer](#) for additional 2023 exam information.

## Off-Cycle Graduating Residents

Prior to July 31, the ABPN must receive written notification from the program director that a resident will not finish training by July 31, but will finish no later than September 30, 2023. The program director must confirm to ABPN within preCERT® that training has been successfully completed immediately after he/she has finished training. Once confirmation is received that the resident has completed training, we will notify the applicant that they may proceed with scheduling a date for their exam.

Due to off-cycle training, the applicant will be scheduled for the certification exam later than the normally scheduled ABPN certification exam dates. The resident will be unable to schedule their exam with Pearson VUE until ABPN receives confirmation of completion of training from the program director. At that time, ABPN will provide the applicant with scheduling instructions that allows them to schedule and sit for the certification exam within 3 weeks of being approved.

Please note that ABPN does not guarantee the availability of locations, dates and/or times for Pearson VUE test centers. If an applicant cannot schedule an appointment that initially suits their needs, the applicant should make the best appointment he/she can at that time. The applicant may then contact Pearson VUE periodically to reschedule if a more suitable appointment becomes available.

Please email Amanda Bishop, Manager, Credentials at [credentials@abpn.com](mailto:credentials@abpn.com) if you have an applicant that will finish training after July 31, 2023. If you have already notified the Board, thank you.

## Medical License Deadline

Applicants for specialty certification exams who do not yet have an unrestricted medical license because they are in training are not required to submit a copy of their medical

license at the time of application for the exam. However, such applicants must update their active, full, unrestricted medical license with expiration date **no later than September 1** of the year of their exam in their [ABPN Physician Portal account](#).

If the medical license has not been updated in their ABPN Physician Portal account on or before September 1, 2023, the application will be denied and the Board will retain the processing/evaluation fee and any late application fees. Full details of license requirements can be found in the [ABPN Policies](#) available on the ABPN website. Please remind your residents about the September 1, 2023 deadline.

## ABPN Contact Information

The credentialing staff at the ABPN is available to assist you with any of your credentialing questions. Please contact the credentials staff at their direct emails or at [credentials@abpn.com](mailto:credentials@abpn.com).

Credentialing Administrators:

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