



## American Board of Psychiatry and Neurology, Inc.

A Member Board of the American Board of Medical Specialties (ABMS)

### ABPN Continuing Certification (CC) Audit Guidelines

The ABPN randomly audits approximately five percent of active diplomates in the CC Program each year. Additionally, diplomates with expired or invalidated ABPN certificates will be audited upon re-entry into the ABPN certification process.

#### CC Audit Process:

1. CC Audit Notification emailed by ABPN.
2. Within **90 days** of the notification email, diplomates must submit documentation of the self-reported/attested to credits and activities in Physician Portal account for the current 3-year cycle.
3. CC Audit status reminders are emailed at regular intervals to ensure documentation is submitted within the **90-day** audit period. *No extensions are provided.*
4. A CC Audit result email will be sent once the audit has been passed or failed/incomplete.

#### CC Audit Documentation:

Within **90 days of notification**, email documentation (i.e. CME certificates, transcripts, etc.) to ABPN of the following credits and activities that were *attested to/self-reported* in Physician Portal for the current 3-year cycle to the Certification Programs Administrator noted on the CC Audit Notification. *Do not submit documentation for any verified credits already indicated in Physician Portal.*

- 66 Category 1 CME credits
- 24 Self-Assessment (SA) CME credits
- 1 Improvement in Medical Practice (PIP) activity—Clinical Module OR Feedback Module. Do Not submit any identifying patient information.  
Fill out and submit the **PIP Audit Form**, along with requested documentation.
- 1 Patient Safety activity (*if indicated in Physician Portal*)

Information and various approved options for each of the [CC Activity Requirements](#).

For questions regarding the CC Audit, email the ABPN Certification Programs Administrator indicated on the Audit Notification email.

## CC Audit Result and Certification Statuses:

**Audit Passed:** Diplomates status remains '**Certified – Meeting Requirements**'. Their account will advance to the next 3-year cycle.

**Audit Failed:** Diplomate status will change to '**Certified – Not Meeting Requirements**' until the requested failed audit documentation is submitted and the audit is passed.

Diplomates who do not submit requested failed audit documentation *within the subsequent three years will be reported as 'Not Certified'*.

To recertify, the diplomate would then need to submit current 3-year documentation for CC Audit, pay the full reinstatement/re-entry fee, AND successfully complete an assessment (CC/recertification exam or article pathway). Any CC Program activities completed and/or annual fees submitted prior to a lapse in certification will not be credited toward reinstatement/re-entry of certification.