



**AMERICAN OSTEOPATHIC BOARD OF  
ORTHOPEDIC SURGERY**

**CONSTITUTION, BYLAWS**

**REGULATIONS AND REQUIREMENTS**

**RULES OF PROCEDURE**

**AMERICAN OSTEOPATHIC ASSOCIATION**

**BOT/OS/R-0708**

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## **CONSTITUTION**

### **ARTICLE I – NAME**

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

### **ARTICLE II – PURPOSES**

The purposes of the American Osteopathic Board of Orthopedic Surgery are to:

1. Define the qualifications required of osteopathic physicians for certification in the field of orthopedic surgery and any other specialty, subspecialty and/or Certification of Added Qualifications that may be assigned to this Specialty Certifying Board.
2. Determine the qualifications of osteopathic physicians for certification in the field of orthopedic surgery and of any other specialty, subspecialty and/or Certification of Added Qualifications that may be assigned to this Specialty Certifying Board.
3. Conduct examinations in conformity with the Bylaws of this Specialty Certifying Board.
4. Issue certificates, subject to the approval of the Bureau of Osteopathic Specialists of the American Osteopathic Association (hereinafter referred to as the Bureau), 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.
7. Offer a recertification process, as approved by the Bureau of Osteopathic Specialists and the AOA Board of Trustees, no later than January 1, 1995. Issue certificates of recertification, subject to the approval of the Bureau of Osteopathic Specialists to candidates who successfully complete the recertification process. (B-7/92)

### **ARTICLE III – DEFINITION**

For the purpose of the operation of the American Osteopathic Board of Orthopedic Surgery, the following division of practice is defined:

1. The practice of Orthopedic Surgery shall consist of and include the medical specialty that includes the investigation, restoration and development of the form and function of the extremities, spine and associated structures, by medical, surgical and physical methods in the osteopathic philosophy.

## **ARTICLE IV – ORGANIZATION**

### **Section 1. – Membership**

The American Osteopathic Board of Orthopedic Surgery shall consist of five (5) members elected by the Board of Trustees of the American Osteopathic Association as provided for by the Bylaws of this Specialty Certifying Board in conformity with the Standard Bylaws of Specialty Certifying Boards of the AOA.

### **Section 2. – Officers**

The officers of the Specialty Certifying Board shall be a Chair, Vice Chair and Secretary–Treasurer whose powers and duties are as described in the Bylaws of This Specialty Certifying Board in conformity with the Standard Bylaws of Specialty Certifying Boards of the AOA.

### **Section 3. – Committees**

The standing committees of the Specialty Certifying 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 Specialty Certifying Board.

### **Section 4. – Bureau of Osteopathic Specialists Representatives**

The Bureau of Osteopathic Specialists representatives shall consist of the representative and one alternate representative.

### **Section 5. – Meetings**

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

### **Section 6. – Authority**

The actions of the Specialty Certifying Board regarding recommendations of certification are subject to the approval of the Bureau of Osteopathic Specialists. Actions of the Specialty Certifying Board regarding policy and other matters are subject to the recommendations of the Bureau of Osteopathic Specialists and the approval of the Board of Trustees of the American Osteopathic Association.

## **ARTICLE V – AMENDMENTS**

Subject to the review and recommendation of the Bureau of Osteopathic Specialists and the approval of the Board of Trustees of the American Osteopathic Association, this Constitution may be amended by a vote of two-thirds (2/3) of the total membership of this Specialty Certifying 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 Orthopedic Surgery are to:

1. Define the qualifications for and to serve as an advisory Board for all applicants for certification in the specialty(s) of orthopedic surgery and any other subspecialty and/or Certification of Added Qualifications which may be assigned to its jurisdiction.
2. Determine, in accordance with the provisions of these Bylaws, the standards of education, formal training and practice required for certification in the specialty(s) of orthopedic surgery and any other and/or Certification of Added Qualifications which may be assigned to its jurisdiction, subject to the recommendations of the Bureau of Osteopathic Specialists (hereinafter "the Bureau") and the approval of the Board of Trustees of the American Osteopathic Association (AOA).
3. Establish procedures, in accordance with the provisions of these Bylaws, for the conduct of examinations at least once a year for general certification areas. Certification of special qualifications and certification of added qualifications examinations must be available at least once every two years.
4. File with the Bureau of Osteopathic Specialists, at the time specified by the Bureau, its recommendations concerning each applicant for certification, together with any other pertinent information required by the Bureau of Osteopathic Specialists.
5. Provide and issue certificates in all fields assigned to this Specialty Certifying Board, in accordance with the provisions of these Bylaws.
6. Recommend to the Bureau of Osteopathic Specialists the revocation of a certificate in accordance with the provisions of these Bylaws.
7. Record and keep permanently on file all applications submitted, complete records of examination results and maintain a registry of diplomates.
8. Determine and collect the 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 Specialty Certifying Board to carry out its functions as provided for in these Bylaws.
10. Recommend a member of the Specialty Certifying Board to act as a Representative on the Bureau of Osteopathic Specialists. In case of the inability of the regular representative to attend the sessions of the Bureau of Osteopathic Specialists, an alternate shall be recommended, as provided in the AOA "Rules of Organization and Procedure of the Bureau of Osteopathic Specialists".
11. Conduct its activities in relation to the officers of the American Osteopathic Association, the Bureau of Osteopathic Specialists, other Specialty Certifying Boards and applicants

for certification, in accordance with the AOA "Rules of Procedure for Specialty Certifying Boards".

12. Establish, in conformance with the Constitution and Bylaws, all necessary rules and procedures governing the activities of the Specialty Certifying Board which are not provided by the Bureau of Osteopathic Specialists and the AOA Board of Trustees.
13. Report all recommendations regarding candidates for certification to the Bureau of Osteopathic Specialists for approval, and all other actions, recommendations and activities through the Bureau of Osteopathic Specialists to the AOA Board of Trustees for approval.
14. Establish a recertification process, as approved by the Bureau of Osteopathic Specialists and the AOA Board of Trustees, and offer a recertification process no later than January 1, 1995. Issue certificates of recertification to candidates who successfully complete the recertification process. (B-7/92)

## **ARTICLE II – MEMBERS**

The American Osteopathic Board of Orthopedic Surgery shall consist of five (5) members elected by the Board of Trustees of the American Osteopathic Association at its annual meeting, from nominees submitted by the American Osteopathic Academy of Orthopedics at its annual meeting, through this Specialty Certifying Board to the Bureau of Osteopathic Specialists at its annual meeting and the AOA Board of Trustees. Each member shall be an AOA certified physician in good standing. Insofar as practical, membership shall include a representative from each area of specialty and/or area of added qualifications and a representative from each of the time divisions of the United States. (B-3/84; 7/93; 2/98)

### **Section 1. – Election**

- A. The Board of Directors of the American Osteopathic Academy of Orthopedics shall, approve annually one (1) candidate for each expiring term on the Specialty Certifying Board.
- B. Should a nominee(s) submitted, fail to be approved by the Bureau of Osteopathic Specialists or the AOA Board of Trustees, then the American Osteopathic Academy of Orthopedics 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 of Osteopathic Specialists, which follows the date when the American Osteopathic Academy of Orthopedics was officially notified of the action of the Bureau of Osteopathic Specialists or the AOA Board of Trustees.
- C. In the event a new nominee(s) has not been submitted by the time and in the manner set forth above, then the Chair of the Bureau of Osteopathic Specialists shall recommend to the AOA Board of Trustees a qualified candidate(s) to fill the vacancy on this Specialty Certifying 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 this Specialty Certifying Board.
- B. Whenever a vacancy occurs on this Specialty Certifying Board due to death or resignation of a member whose term has not expired, the procedure outlined above shall be followed. If it is deemed urgent that the approval of the nominee(s) 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 AOA Board of Trustees at its next scheduled meeting. If approved, the nominee's term shall run until July of the year it expires.
- C. Members shall continue to serve until their successors are elected.
- D. A member may not serve more than three (3) consecutive three-year terms.

**ARTICLE III – OFFICERS**

The officers of the American Osteopathic Board of Orthopedic Surgery shall be a Chair, Vice Chair and Secretary-Treasurer. The officers shall be elected by this Specialty Certifying 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. – Chair**

The Chair shall preside at all meetings, appoint all Committees, schedule all meetings of the Specialty Certifying Board, supervise all examinations and sign all certificates issued by the Specialty Certifying Board. The Chair shall be Chair of the Examination Committee, may be a Bureau of Osteopathic Specialists representative and shall be an ex-officio member of all other Committees.

**Section 2. – Vice Chair**

The Vice Chair shall preside at all meetings of the Specialty Certifying Board in the absence of the Chair and assist the Chair in the discharge of the duties of that office.

**Section 3. – Secretary-Treasurer**

The Secretary-Treasurer shall:

- A. Serve as a Bureau of Osteopathic Specialists representative, if so designated.
- B. In cooperation with the AOA Central Office, keep a permanent record of all proceedings, transactions and rulings of this Specialty Certifying Board, and keep on file all examination papers and case records for at least three (3) years. Keep a permanent record of all past and current basic documents.
- C. Maintain a record of all diplomates of the Specialty Certifying Board.
- D. Have printed and distributed all certificates, application forms and circulars of information authorized by the Specialty Certifying Board and necessary for the proper functioning of the Specialty Certifying Board.

- E. Provide all applicants with the requirements for examination and certification in written form.
- F. Sign all certificates issued by the Specialty Certifying Board.
- G. Prepare the complete files and other pertinent information in support of recommendations for certification for presentation to the Executive Committee of the Bureau of Osteopathic Specialists.
- H. Prepare the annual and midyear report for the Bureau of Osteopathic Specialists in accordance with the AOA "Rules of Procedure for Specialty Certifying Boards".
- I. Notify the Chair and Secretary of the Bureau of Osteopathic Specialists and the AOA Executive Director of officers elected by the Specialty Certifying Board and of the appointments of Bureau of Osteopathic Specialists representatives.
- J. Receive, protect and disburse the funds of the Specialty Certifying Board, and issue an accounting of all funds at the annual meetings or at such other times as requested by the Chair of the Specialty Certifying Board.
- K. Prepare a financial statement for submission to the AOA in accordance with established AOA guidelines.

## **ARTICLE IV – COMMITTEES**

Committees shall be appointed by the Chair, 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 geographic districts. The committee shall:

- A. Review all completed applications as submitted by 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 Specialty Certifying Board at its next annual meeting.

### **Section 2. – Examination Committee**

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

- A. Plan and prepare for the conduct of examinations in the specialty(ies), subspecialty(ies) and/or added qualifications under the jurisdiction of this Specialty Certifying Board in accordance with the rules stated in these Bylaws and the Regulations and Requirements of this Specialty Certifying Board.
- B. Report the results of the examinations to this Specialty Certifying Board.

## **ARTICLE V – BUREAU OF OSTEOPATHIC SPECIALISTS REPRESENTATIVES**

**Section 1.** – A Bureau of Osteopathic Specialists representative shall be recommended from and by the membership of this Specialty Certifying Board to represent the Specialty Certifying Board on the Bureau of Osteopathic Specialists and in all matters where such representation is required.

**Section 2.** – An alternate representative shall be recommended annually from and by the membership of this Specialty Certifying Board. The alternate shall be empowered to act for the regular representative in his/her absence.

**Section 3.** – The Bureau of Osteopathic Specialists representative shall:

- A. Transmit from the Specialty Certifying Board all information attesting to the adequacy of the examination.
- B. Have available files and records of all candidates being recommended for certification and such other files as may be requested in advance.
- C. Report to the Bureau of Osteopathic Specialists on the adequacy of the examinations and the recommendations of the Specialty Certifying Board on applicants who have completed the examinations.
- D. Report to the Specialty Certifying Board regarding actions and proceedings of the Bureau of Osteopathic Specialists.

## **ARTICLE VI – MEETINGS**

### **Section 1. – Annual Meeting**

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

### **Section 2. – Special Meetings**

Special meetings of this Specialty Certifying Board, which are deemed necessary for the transaction of business, may be called by the Chair of the Specialty Certifying Board or by a majority vote of the total membership of this Specialty Certifying Board. Notice of this meeting shall be mailed to each member by the Secretary-Treasurer or Executive Director not less than thirty (30) days prior to the proposed meeting date.

### **Section 3. – Quorum**

For the transaction of business at any meeting of the Specialty Certifying Board, three (3) members shall constitute a quorum.

### **Section 4. – 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.** – To be eligible to receive certification from the AOA through the American Osteopathic Board of Orthopedic Surgery, 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 be licensed to practice in the state or territory where his/her practice is conducted. The applicant must hold an unrestricted state licence.
- C. The applicant must be able to show evidence of conformity to the standards set forth in the Code of Ethics of the American Osteopathic Association.
- D. The applicant must have been a member in good standing of the American Osteopathic Association or the Canadian Osteopathic Association for the two (2) years immediately prior to the date of certification.
- E. The applicant must have satisfactorily completed an AOA-approved internship.
- F. Satisfactory completion of no less than four (4) years of AOA-approved training in orthopedic surgery shall be required after the required internship.
- G. 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 bases of the problems involved in orthopedic surgery, familiarity with the current advances in orthopedic surgery, possession of sound judgment and of a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of orthopedic surgery.
  - 1) Examinations shall be conducted and required in the case of each applicant.
  - 2) The members of the Specialty Certifying Board shall personally supervise the conduct of the oral examination, preferably with the Specialty Certifying Board Meeting as a whole, and also personally supervise, if not perform, the grading of each written examination, where applicable. (B-7/86)
- H. A full description of the method of conducting the examination is formulated in this Specialty Certifying Board's Regulations and Requirements, and provision for reexamination is made.
- I. Applicants for examination for certification are required to file an application which shall set forth their qualifications for examination as stated in paragraphs A through F in Section 1 of this article. The procedure for filing applications is set forth in the Regulations and Requirements of this Specialty Certifying Board.

**Section 2.** – Subject to the recommendation of the Bureau of Osteopathic Specialists and to the Approval of the AOA Board of Trustees, the Specialty Certifying Board may require further training and/or practice in each of the fields coming under its jurisdiction as, in its judgement, such field may require, provided that the additional requirement for each field is clearly set forth in the Regulations and Requirements of this Specialty Certifying Board. Additions to training and/or practice requirements shall go into effect one year subsequent to the announcement of such change.

## **ARTICLE VIII – CERTIFICATES**

### **Section 1. – Issuance**

- A. Certificates are issued by the American Osteopathic Board of Orthopedic Surgery 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 Bureau of Osteopathic Specialists.
- B. Each certificate shall be signed by the Chair and the Secretary-Treasurer of this Specialty Certifying Board. No certificate is valid until it has been signed by the Executive Director of the American Osteopathic Association.
- C. The date carried by general certification shall correspond with the date on which verification of successful completion of all Specialty Certifying Board requirements by the respective Specialty Certifying Boards occurred. All general certification issued after 1994 will be time-limited to 10 years or less. Lifetime general certifications, which were issued prior to this date without a time limit, will remain in effect. (B-2/00)
- D. The date carried by CAQ certificates shall correspond with the date on which verification of successful completion of all Specialty Certifying Board requirements by the respective Specialty Certifying Boards occurred. All certification of added qualifications certificates will be time-limited to 10 years or less. (B-2/00)

### **Section 2. – Inactivation, Reinstatement and Reactivation (B-2/02)**

- A. Immediately following official notification that a diplomate no longer meets any one of the following requirements for maintaining certification status with the American Osteopathic Association, his/her certificate will be inactivated according to procedures developed by the Bureau of Osteopathic Specialists and AOA Department of Membership. The procedures will give the diplomate ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA Certification. (B-2/02)
  - 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 50 hours of Category I or II CME in their specialty during the three year CME cycle and sufficient hours to fulfill the AOA CME membership requirement. (B-2/86, B-07/03)
- B. Reinstatement of a certificate which was inactivated when the diplomate was dropped from AOA membership for nonpayment of dues, or nonpayment of the annual registration fee, will be automatic upon reinstatement of the diplomate's AOA membership and/or payment of the registration fee.
- C. Reactivation of a certificate of lifetime, non-dated certification, which has been voluntarily inactivated by request, shall require compliance of the requirements of Paragraph A above, as well as approval of the appropriate Specialty Certifying Board and the Bureau of Osteopathic Specialists. 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 registration fees, up to a maximum period of two (2) years. (B-02/00, B-2/02)

### **Section 3. – Revocation of a Certificate**

This Specialty Certifying Board shall have the power to recommend to the Bureau of Osteopathic Specialists 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 Specialty Certifying Board and the Bureau of Osteopathic Specialists. (B-2/02)

### **Section 4. – Recertification**

Certificates of recertification are issued to candidates who successfully complete the recertification process and who are approved by the Bureau of Osteopathic Specialists. This process must be available by January 1, 1995 and be approved by the Bureau of Osteopathic Specialists and the AOA Board of Trustees. (B-7/92)

## **ARTICLE IX – AMENDMENTS**

Subject to the review and recommendation of the Bureau of Osteopathic Specialists 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 Specialty Certifying 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 Osteopathic Board of Orthopedic Surgery 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 Specialty Certifying Board.

### **ARTICLE II – MEETINGS**

#### **Section 1. – Annual Meeting**

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

#### **Section 2. – Special Meetings**

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

#### **Section 3. – Quorum**

For the transaction of business at any meeting of the Specialty Certifying Board, three (3) members shall constitute a quorum.

#### **Section 4. – Governing Rules**

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

#### **Section 5. – Orders of Business**

The Order of Business at the Annual Meeting shall be:

- A. Call to Order
- B. Roll Call
- C. Introduction of New Members
- D. Secretary-Treasurer Report
- E. Communications
- F. Appointment of Nominating Committee
- G. Report of the Credentials Committee
- H. Personal Interviews
- I. Old Business
- J. New Business
- K. Report of Examination Committee and Appointment of Examination Committees and Clinical Examiners.
- L. Review of the Examination Questions

- M. Report of the Nominating Committee
- N. Election of Officers
- O. Nominating and Approval of Committee Appointments
- P. Report to and of the Bureau
- Q. Nomination of Representative and Alternate to Bureau.
- R. Adjournment

The Order of Business for the Examination Meeting shall be:

- A. Call to Order
- B. Roll Call
- C. Secretary's Report
- D. Treasurer's Report
- E. Report of Examination Committee and Clinical Examiners
- F. Report of Examining Committee and Clinical Examiners
- G. Old Business
- H. New Business
- I. Adjournment

### **ARTICLE III – FUNDS**

**Section 1.** – All funds received by the American Osteopathic Board of Orthopedic Surgery must be deposited in the general checking account of the Specialty Certifying Board.

**Section 2.** – Checks for distribution of funds may be signed by the Secretary-Treasurer, Chair, or Executive Director.

**Section 3.** – An annual audit of the financial matters of the Specialty Certifying Board will be conducted. The Chair of the Specialty Certifying Board will recommend and the Specialty Certifying Board approves an accounting firm to conduct the audit and supervise the preparation of all necessary tax reports (if any).

**Section 4.** – Bonds are to be obtained for the Secretary-Treasurer, and Executive Director.

**Section 5.** – The Secretary-Treasurer shall be authorized to maintain a passbook savings account, insured money market funds, or certificate of deposit for the investment of surplus funds.

### **ARTICLE IV – COMMITTEES**

#### **Section 1. – Credentials Committee**

The Credentials Committee shall consist of three (3) members appointed by the Chair of the Specialty Certifying Board. It shall be the duty of the Committee to:

- A. Review all completed applications from the Secretary-Treasurer.
- B. Conduct a comprehensive investigation of each applicant in accordance with the rules governing applications.
- C. Prepare recommendations concerning each applicant and present them to the Specialty Certifying Board at the next Annual Meeting.

**Section 2. – Examination Committee**

This Committee shall consist of the Chair of the Specialty Certifying Board and not less than two (2) members of the Specialty Certifying Board. The Chair of the Specialty Certifying of the Board may be the Chair of the Committee. It shall be the duty of the Committee to:

- A. Prepare written and oral examinations and present these to the Specialty Certifying Board for approval. The osteopathic philosophy of disease shall be considered in the preparation of the examinations.
- B. Appoint members of the Specialty Certifying Board, or diplomates of the Specialty Certifying Board to the Committee for the conduct of written, oral, clinical and Recertification examinations.
- C. Report these appointments and arrangements to the Secretary-Treasurer or the Executive Director of the Specialty Certifying Board with instructions to be sent to applicants and examiners.
- D. Report to the Specialty Certifying Board the results of the examination of each applicant.

**ARTICLE V – MEMBERSHIP****Section 1. – Election of Members**

The American Osteopathic Board of Orthopedic Surgery shall consist of five (5) members elected by the Board of Trustees of the American Osteopathic Association at its annual meeting, from nominees submitted by the American Osteopathic Academy of Orthopedics at its annual meeting, through this Specialty Certifying Board to the Bureau of Osteopathic Specialists at its annual meeting and the AOA Board of Trustees. Each member shall be an AOA certified physician in good standing.

- A. The Board of Directors of the American Osteopathic Academy of Orthopedics shall approve annually one (1) candidate for each expiring term on the Specialty Certifying Board.
- B. Should a nominee(s) submitted fail to be approved by the Bureau of Osteopathic Specialists or the AOA Board of Trustees, the American Osteopathic Academy of Orthopedics shall approve a different qualified individual(s). Said new nominee(s) shall be submitted at the next meeting of the Bureau of Osteopathic Specialists, which follows the date when the American Osteopathic Academy of Orthopedics was officially notified of the action of the Bureau of Osteopathic Specialists or the AOA Board of Trustees.
- C. In the event a new nominee(s) has not been submitted by the time and in the manner set forth above, then the Chair of the Bureau of Osteopathic Specialists shall recommend to the AOA Board of Trustees a qualified candidate(s) to fill the vacancy on this Specialty Certifying Board. The nominee's term shall be for the balance of the unexpired term.

**Section 2. – Term of Membership**

- 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 Specialty Certifying Board.

- B. Whenever a vacancy occurs of the Board due to the death or resignation of a member whose term has not expired, the procedure outlined in Section 1 above shall be followed. If it is deemed urgent that the approval of the nominee(s) be considered prior to the next regularly scheduled annual meeting of the AOA Board of Trustees, the Executive Director of the AOA shall refer the matter to the Executive Committee of the AOA for its immediate action.
- C. Members shall continue to serve until their successors are elected.
- D. A member may not serve more than three (3) consecutive three-year terms.

### **Section 3. – Officers**

The officers of the Specialty Certifying Board shall be a Chair, Vice Chair and Secretary-Treasurer. Officers shall serve for a term of one (1) year or until such time as their successors are elected.

### **Section 4. – Bureau of Osteopathic Specialists Representative**

- A. A representative to the Bureau of Osteopathic Specialists shall be appointed annually by the Chair and approved by the Specialty Certifying Board.
- B. An alternate representative shall be similarly appointed annually and be empowered to act for the duly appointed representative in his/her absence.

## **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 program, or if applicable,
- B. Have documented the satisfactory completion of an AOA-approved internship and the completion of the practice requirement.
- C. Are and remain members, in good standing, of the American Osteopathic Association or the Canadian Osteopathic Association.
- D. Have met all the requirements as established by this Specialty Certifying Board.
- E. Have applied to and have been accepted as a registrant by this Specialty Certifying Board.

### **Section 2. – Registration**

To be registered as "Board eligible" a candidate must apply for such status upon completion of his/her 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 Certifying Board for Board eligible status. Such notification shall be included with the AOA annual report form sent to residents and preceptees.

**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 completion of residency training or completion of the practice requirement, if applicable.

- A. A candidate who wishes to register for Board eligible status shall request an application form from the Secretary of this Specialty Certifying Board or by downloading the Board eligible application from the American Osteopathic Board of Orthopedic Surgery web site.
- B. The candidate shall complete the application and return it to the Secretary of this Specialty Certifying Board along with the following documentation:
  - 1) A copy of the institutional certificate indicating the satisfactory completion of the residency training program, and
  - 2) A letter(s) of recommendation from the program director(s) or, if applicable,
  - 3) A copy of the hospital certificate and AOA approval letter indicating satisfactory completion of an internship and adequate documentation, as determined by this Specialty Certifying Board, of having met the practice requirement.
- C. The Secretary of this Specialty Certifying Board shall verify AOA approval of the applicant's training as being complete prior to registration of the applicant. Verification shall include:
  - 1) Osteopathic residents: A statement from the Evaluating Committee of the American Osteopathic Academy of Orthopedics that the program has been approved as being complete.
  - 2) ACGME residents: A copy of the AOA Board of Trustees or Council on Postdoctoral Training letter granting approval of the training as being complete.
- D. After review and acceptance of the Board eligible application, the Specialty Certifying Board shall establish the date of registration as the date of completion of residency training, or the date of completion of the practice requirement, if applicable.
- E. The Secretary of the Specialty Certifying Board shall complete the bottom portion of the registration application and return a to the candidate with a letter verifying his Board eligible status along with a statement that Board eligible status is limited to a maximum of six (6) consecutive years from the date of completion of residency training.

### **Section 3. – Termination of Board Eligible Status**

- A. Board eligible status shall terminate on December 31<sup>st</sup> of the sixth year following the year eligibility was established.
- B. In view of a candidate's rights to appeal the results of examination, Board eligibility shall not be terminated due to failure of examinations.
- 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 Specialty Certifying Board.
- D. The Secretary of the Specialty Certifying Board will notify the candidate in writing by registered, return receipt mail, a minimum of one year prior to termination of Board

eligible status. (B-7/02) The notice shall include a statement that the candidate has the right to appeal to the Bureau of Osteopathic Specialists or may reenter the examination process, if eligible (see Article X of this document).

In the event of extenuating circumstances, Specialty Certifying 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 of Osteopathic Specialists shall be notified, in writing, of any such extension.

## **ARTICLE VII – REQUIREMENTS FOR CERTIFICATION**

**Section I.** – The minimum requirements to be eligible to receive certification from the AOA through the American Osteopathic Board of Orthopedic Surgery are as follows. The applicant must:

- A. be a graduate of an AOA accredited college of osteopathic medicine.
- B. hold an unrestricted license to practice in the state or territory where his/her practice is conducted.
- C. be able to show evidence of conformity to the standards set in the Code of Ethics of the American Osteopathic Association.
- D. have been member in good standing of the American Osteopathic Association or the Canadian Osteopathic Association for a period of at least two (2) years immediately prior to the date of certification.
- E. have satisfactorily completed an internship of at least one (1) year in a hospital approved for intern training by the American Osteopathic Association.
- F. All formal training programs beginning before July 1, 1979 and which would have been acceptable to the American Osteopathic Board of Surgery Booklet of Information (1975), and as outlined in Article VII: Section 1 of the Bylaws of the Board, shall be acceptable for examination by the Board. The formal training must be acceptable to the board.
  - 1) Four (4) years of American Osteopathic Association approved training in orthopedic surgery, or
  - 2) Three (3) years of American Osteopathic Association approved residency training in orthopedic surgery and preceded by a one (1) year American Osteopathic Association residency training in general surgery. (BOT-02/00)
- G. For training programs commencing after July 1, 1979, a period of four (4) years of American Osteopathic Association approved training in orthopedic surgery shall be required. During the period of formal training, the applicant shall have been the first assistant in performance of not less than seven hundred fifty (750) major operative procedures, four hundred (400) of which must be of a major orthopedic nature.

The formal training must be acceptable to this Specialty Certifying Board and made up of either. (BOT-02/00)

- H. Must provide documentary evidence that he/she has performed a minimum of two hundred (200) major orthopedic procedures upon his/her own responsibility in the period specified by this Specialty Certifying Board.
- I. Practice within the specialty of orthopedics for a period of one (1) year subsequent to the required four (4) years of approved training. Practice within orthopedics shall be defined as: The practice of osteopathic medicine and surgery in orthopedics as defined in the Bylaws of this Specialty Certifying Board seventy five percent (75%) of the time and submit an affidavit attesting to the nature of his/her practice. (BOT-02/00)
- J. Following satisfactory compliance with the prescribed requirements for the examination, the applicant shall be required to pass appropriate examinations planned to evaluate familiarity with the current advances in orthopedics, possession of sound judgment and a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of orthopedic surgery.
- K. Certification in orthopedic surgery requires the successful passing of the written, oral and clinical examinations. The candidate must be actively performing surgery to be eligible for certification. Examination shall be conducted and required in the case of each applicant as follows (indicating the soonest these examinations can be taken) (B-M/05):
  - 1) Written examination may be taken during the final year of orthopedic training or upon completion of an American Osteopathic Association approved residency program. A completed application for Board eligibility must be submitted to the American Osteopathic Board of Orthopedic Surgery.
  - 2) Oral examinations may be taken upon successful completion of the written examination and acquiring Board eligible status.
  - 3) Clinical examination may be taken upon successful completion of the oral examination, and board approval of practice requirements including documentation of 200 major cases.

## **ARTICLE VIII – EXAMINATION FEES**

Fees for all examinations and Board eligible registration shall be determined by this Specialty Certifying Board at its annual meeting and shall be published in the current Handbook for Candidates for Board Certification.

## **ARTICLE IX – RULES FOR THE CONDUCT OF EXAMINATIONS**

### **Section 1. – Written Examination**

- A. Application for written examination must be submitted by the published deadline for the examination in the same calendar year.
- B. Applicants who have completed all resident log and scientific paper requirements of the American Osteopathic Academy of Orthopedics and the American Osteopathic Association may take the written examination during the last year of residency training.

- C. The written examination will be given on a date and time, as set by this Specialty Certifying Board. The time and place shall be announced at least three months in advanced of the examination. (BOT-02/00)

### **Section 2. – Board Eligibility**

- A. Obtaining Board eligible status is a prerequisite for application for the oral examination.
- B. Refer to Article VI, Section 1 and 2 on page 18 for details on obtaining Board eligible status.

### **Section 3. – Oral Examination**

Upon completion of the written examination and obtaining Board eligible status, the applicant may take the oral examination. The oral examination is conducted on the day before the opening day of the Annual Clinical Assembly of Osteopathic Specialists.

- A. Application accompanied by the fee must be received by the by the AOBOS office by the published deadline. (BOT-02/00)

### **Section 4. – Clinical Examination**

Upon completion of the oral examination the applicant may apply for the clinical examination. The applicant shall:

- A. Submit lists of his/her operative procedures and mortalities for a minimum of 12 calendar months and a maximum of twenty-four (24) calendar months preceding the year of the examination application deadline, giving the date, name of hospital, case number, patients initials and age, diagnosis, operative procedure and complications of the surgical procedure (if any) and the outcome of those complications.
- B. Complete a minimum of 12 consecutive months of orthopedic surgery with a minimum of 200 major cases. (BOT-02/00)
- C. Submit his/her application, application fee and surgical log (typewritten and on a computer generated CD) by the published deadline in the year of the examination. (BOT-02/00)

### **Section 5. – Privileges for Reexamination**

- A. A passing grade in each portion of the examinations, written, oral and clinical, must be received for an applicant to be recommended for certification in orthopedic surgery.
- B. Following an initial or second failure in the written and oral examinations, an applicant may apply for examination again the next or second year thereafter and shall pay the appropriate examination fee.
- C. Following failure in the clinical examination, the applicant must submit lists of his/her operative procedures for the period specified by this Specialty Certifying Board.
- D. Following a second failure in the clinical examination, the applicant must submit:
  - 1) Evidence of having made an attempt to improve his/her surgical competence and professional development.
  - 2) Lists of operative procedures for the period specified by this Specialty Certifying Board.

- E. Admission to clinical examination a third time shall be at the discretion of this Specialty Certifying Board.
- F. Following a third failure in any portion of the examinations, and applicant may be denied the privilege of further examination. If the applicant is denied further examinations, he/she may appeal to this Specialty Certifying Board or the Bureau of Osteopathic Specialists.
- G. If a candidate feels the actions of this Specialty Certifying 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 of the examination, he/she has the right to appeal to this Specialty Certifying Board.
- H. If the candidate is not satisfied with the results of an appeal before this Specialty Certifying Board, he/she has the right to further appeal to the Bureau of Osteopathic Specialists and the AOA Board of Trustees. (B-M/05)

## **ARTICLE X – REENTRY INTO THE CERTIFICATION PROCESS**

- A. A candidate whose Board eligible status has been terminated cannot re-register for this status, but may be eligible to petition this Specialty Certifying Board for reentry into the certification process.
- B. Upon approval of such petition, this Specialty Certifying Board shall provide the candidate with a written list of deficiencies, if applicable.
- C. Once a candidate's reentry into the certification process has been approved, the candidate shall have two (2) years to pursue his next examination in this Specialty Certifying Board's certification process. If the candidate has not applied and been approved for examination in that two (2) year window, the candidate shall no longer be considered 'in the certification process'.

## **ARTICLE XI – CERTIFICATES**

### **Section 1. – Issuance**

- A. Certificates shall be issued by the American Osteopathic Board of Orthopedic Surgery to applicants who have conformed to all requirements for certification described in Article VI of this Regulations and Requirements and who have received the recommendation of the Bureau of Osteopathic Specialists.
- B. Each certificate shall be signed by the Chair and the Secretary-Treasurer of the Board. No certificate is valid until it has been signed by the executive director of the American Osteopathic Association.

### **Section 2. – Revocation and Reinstatement**

- A. Immediately following official notification that a diplomate no longer meets any of the following requirements for maintaining certification status with the American Osteopathic Association, his/her certificate shall be automatically revoked and removed

from the certificate register of the American Osteopathic Association and the American Osteopathic Board of Orthopedic Surgery.

- 1) A diplomate must be a member of the American Osteopathic Association or the Canadian Osteopathic Association.
  - 2) The diplomate must pay the annual certification registration fee, unless classified as inactive.
- B. This Specialty Certifying Board shall have the power to recommend to the Bureau of Osteopathic Specialists and to the American Osteopathic Association Board of Trustees, the revocation of the certificate of any diplomate whose certificate was obtained by fraud or misrepresentation; who exploits the certificate; violates the Code of Ethics of the American Osteopathic Association or the American Osteopathic Academy of Orthopedics or who is otherwise disqualified.
- C. Reinstatement of a certificate which was revoked when the diplomate was dropped from American Osteopathic Association membership for nonpayment of dues will be automatic upon reinstatement of the diplomate's American Osteopathic Association membership.
- D. Reinstatement of a certificate which has been revoked for any other reason than that stated in Paragraph C above, shall require an affirmative vote of three-fifths (3/5) of the membership of this Specialty Certifying Board and the approval of the Bureau of Osteopathic Specialists and the American Osteopathic Association Board of Trustees.

## **ARTICLE XII – AMENDMENTS**

Subject to the review and recommendation of the Bureau of Osteopathic Specialists and to the approval of the American Osteopathic Association Board of Trustees, the Regulations and Requirements may be amended by a three-fifths (3/5) vote of the total membership of this Specialty Certifying Board at any meeting.

## **ARTICLE XIII – POLICY REGARDING CHANGE OF LOCATION**

(Adopted November 12, 1983)

Each application for clinical examination will be processed in the manner prescribed by the Bylaws and Regulations and Requirements.

An applicant who relocates his practice during the reporting period may be required to make medical records and x-rays available for review at each location. The cost of each additional examination will be the sole responsibility of the applicant. Additional medical record and x-ray review do not necessarily need to be conducted at the time of the major portion of the clinical examination.

If some, or all, of the applicant's practice experience is in the military service he may need to take additional actions to preserve adequate records for review. A suitable alternative course would be to defer the clinical examination until the candidate has practiced two consecutive years at the same location, remembering that in most cases the candidate will remain registered as Board eligible and will continue to enjoy all of the associated rights and privileges.

## **ARTICLE XIV – CERTIFICATE OF ADDED QUALIFICATIONS IN HAND SURGERY**

### **Section 1. – Definition**

A Certificate of Added Qualifications in Hand Surgery shall be offered to those applicants who have documented additional training and experience in the field of Hand Surgery. By definition, Hand Surgery is a subspecialty in the field of orthopedic surgery. This includes the study of diseases and structural injuries to the hand and the supporting structures that control the function of the hand. Specialized training in the study of Hand Surgery shall include comprehensive experience in the entire spectrum of Hand Surgery, which would feature acute, traumatic, congenital, reconstructive, and micro-vascular surgery to the hand and those supporting structures that cause function to the hand. Specific training in Hand Surgery should include both didactic and surgical experience with the opportunity for research and publications to be prepared during this training period.

### **Section 2. – Requirements**

Due to the existence of physicians who hold stem certification through separate Specialty Certifying Boards, this certificate shall be made available to any physician who presently holds active certification by either the American Osteopathic Board of Orthopedic Surgery or the American Osteopathic Board of Surgery and meets all of the following requirements:

- A. The applicant must be a graduate of an AOA accredited college of osteopathic medicine.
- B. The applicant must hold an unrestricted license to practice in the state or territory where his/her practice is conducted.
- C. The applicant must be able to show evidence of conformity to the standard set in the Code of Ethics of the American Osteopathic Association.
- D. The applicant must have been a member in good standing in the American Osteopathic Association for a period of at least two (2) years immediately prior to the application for the Certificate of Added Qualifications in Hand Surgery.
- E. The applicant must have been previously certified in orthopedic surgery either by the American Osteopathic Board of Surgery prior to July 1, 1979 or the American Osteopathic Board of Orthopedic Surgery after July 1, 1979; or, have been previously certified in general surgery or plastic surgery by the American Osteopathic Board of Surgery.
- F. The applicant must currently practice greater than 50% (fifty percent) total caseload in operative Hand Surgery.
- G. The applicant must produce a log of surgical cases with a minimum of 125 (one-hundred and twenty-five) cases during a 12-month period within the preceding three (3) calendar years prior to application for examination.
- H. The applicant must have completed an AOA-approved post-residency hand fellowship of:
  - 1) six months, if completed prior to 1/1/90
  - 2) twelve months, if completed after 1/1/90

- I. The applicant must complete an application form and pay the required fee by the documented application deadline.

### **Section 3. – Examination**

Each applicant shall be required to pass an examination, which shall be offered by the American Osteopathic Board of Orthopedic Surgery. This Specialty Certifying Board shall determine the date, time and format of such examination. The passing grade shall be determined by this Specialty Certifying Board.

### **Section 4. – Certificates**

Each applicant who has successfully completed the examination will be notified by this Specialty Certifying Board that their name has been sent to the Bureau of Osteopathic Specialists for approval and submission to the AOA Board of Trustees for final acceptance. Upon affirmative action by the AOA Board of Trustees, each accepted applicant shall receive notification of his or her Certificate of Added Qualifications number. In the normal prescribed fashion, each applicant shall receive a certificate signed by the Executive Director of the American Osteopathic Association as well as the Chair and Secretary of the American Osteopathic Board of Orthopedic Surgery.

Each certificate issued shall expire on December 31<sup>st</sup> of the 10<sup>th</sup> (tenth) year of issue.

### **Section 5. – Re-examination**

Each applicant who unsuccessfully completes the examination process is able to re-apply for the exam in subsequent years, as long as all of the requirements for examination have been met.

### **Section 6. – Recertification**

Each diplomate who holds a Certificate of Added Qualifications in Hand Surgery shall be required to successfully complete a recertification process or examination prior to the expiration of such certificate. Any diplomate who does not successfully complete such process or examination shall lose such certificate upon the date of expiration and shall no longer be able to acknowledge such Certificate of Added Qualifications.

### **Section 7. – Revocation of a Certificate of Added Qualifications**

Any diplomat who fails to maintain his/her general certification or has his/her general certification is revoked, shall immediately have his/her Certificate of Added Qualifications revoked. (BOT-02/000)

# **RULES OF PROCEDURE FOR THE AMERICAN OSTEOPATHIC BOARD OF ORTHOPEDIC SURGERY**

## **ARTICLE I – MEMBERSHIP**

### **Section 1. – Process of Nominations of Board Members to Serve On AOA Specialty Certifying Boards**

- A. This Specialty Certifying Board will select from a pool of eligible and qualified candidates to serve on this Specialty Certifying Board. Preferably, this Specialty Certifying Board will choose those candidates that have had formal training in Item-Writing and understand the certification process and all duties associated with being a member of an AOA Specialty Certifying Board. IF the selected individual(s) have not had Item-Writing training, they must obtain that training within one year of being appointed to the Specialty Certifying Board or they will not be eligible to remain on the Specialty Certifying Board.
- B. Each candidate's CV and a supporting letter from the Chair of this Specialty Certifying Board will be forwarded to the Executive Committee of the American Osteopathic Academy of Orthopedics for their agreement.
- C. If there is agreement with the American Osteopathic Academy Of Orthopedics on the candidate to serve on this Specialty Certifying Board, this Specialty Certifying Board will then forward the nomination along with an agreement letter signed by the Chair of the Specialty Certifying Board and the President of The American Osteopathic Academy of Orthopedics, or their approved designate, to the Bureau Of Osteopathic Specialists for its approval and subsequent submission to the AOA Board Of Trustees for final approval.
- D. If the American Osteopathic Academy of Orthopedics fails to approve the candidate submitted by this Specialty Certifying Board, the matter shall be resolved by the process outlined in Section 2 of this article.

### **Section 2. – Resolution Process**

- A. If there is disagreement on a candidate between the Specialty Certifying Board and the American Osteopathic Academy of Orthopedics, the Chair of the Specialty Certifying Board and the President of the American Osteopathic Academy of Orthopedics shall initiate dialogue to discuss the disagreement.
- B. If the disagreement cannot be resolved, the American Osteopathic Academy of Orthopedics will send a letter of rejection to this Specialty Certifying Board and may submit a recommendation to which this Specialty Certifying Board may agree or not agree.
- C. If this Specialty Certifying Board accepts the recommendation, the process outlined in Article I Section 1C will be followed.
- D. If disagreement occurs on the 2<sup>nd</sup> candidate, this Specialty Certifying Board will submit an alternate candidate.

- E. If there is no agreement by the third submission, the Chair of this Specialty Certifying Board and the President of the American Osteopathic Academy of Orthopedics can appeal to the AOA Board of Trustees as the final arbiter.

### **Section 3. – Timeline for Submission of Nomination Recommendations**

- A. In the event of a vacancy this Specialty Certifying Board shall select a candidate and submit the name at their next scheduled meeting. When a Specialty Certifying Board nominates a candidate(s), the American Osteopathic Academy of Orthopedics has four weeks to respond.
- B. This Specialty Certifying Board will submit the name of the selected candidates to the American Osteopathic Academy of Orthopedics within 30 days of the meeting in which the candidate was selected.
- C. If the American Osteopathic Academy of Orthopedics does not respond within four weeks, by default, the candidate will automatically be viewed as accepted by the Specialty College.
- D. If the American Osteopathic Academy of Orthopedics disapproves, this Specialty Certifying Board recommendation, this Specialty Certifying Board has four weeks to respond to the Specialty College.

### **Section 4. – Term of Office**

A Specialty Certifying Board member's term is effective the date that he/she is elected to that position by the AOA Board Of Trustees. (B-3/84)

### **Section 5. – Nominations to Conjoint Committee**

In the case of a Conjoint Examination Committee, special procedures for nomination of members may be established with the approval of the Bureau of Osteopathic Specialists and the AOA Board of Trustees. (B-7/76)

## **ARTICLE II – DUTIES OF OFFICERS**

This Specialty Certifying Board's officers shall be alert to the fact that modification of existing Constitution, Bylaws and Regulations and Requirements may be needed from time to time and shall give prompt attention to amending their organization papers as directed by the AOA Board of Trustees. Officers of this Specialty Certifying Board shall cooperate with the Committee of Basic Documents of the Bureau of Osteopathic Specialists to insure uniformity of amendments. (B-7/49)

### **Section 1. – Chair and Vice Chair**

- A. Following election, the Chair and Vice Chair shall familiarize themselves promptly with the status of this Specialty Certifying Board's activities by conference with retiring officers. The Chair shall make the appointments as designated in the statement of his/her duties in the Bylaws.
- B. The Chair of this Specialty Certifying Board shall set up a schedule of the prescribed activities of the Specialty Certifying Board and maintain an appropriate system to assure adequate reminders of necessary action.

- C. The Vice Chair shall preside at all meetings of this Specialty Certifying Board in the absence of the Chair and assist the Chair in the discharge of the duties of that office.

### **Section 2. – Secretary-Treasurer**

The Secretary-Treasurer of this Specialty Certifying Board shall:

- A. Fulfill the duties of the office as described in the Bylaws of this Specialty Certifying Board and observe the procedures, as stated in this document, regarding the issuance of certificates, annual registration fee and changes in certification status.
- B. Any subsequent change in personnel should be reported immediately to the Secretary of the Bureau of Osteopathic Specialists.
- C. Inform the Secretary of the Bureau of Osteopathic Specialists, in writing of the dates and places of all examinations. Examinations shall be scheduled early enough so that the dates may be published not later than four (4) months prior to the date specified, except in the case of individually arranged clinical examinations.
- D. Prepare an annual and midyear report for presentation to the Bureau of Osteopathic Specialists. The report forms are distributed by the Secretary of the Bureau of Osteopathic Specialists and must be completed and returned to the Bureau of Osteopathic Specialists Secretary at least thirty (30) days before the date of the Bureau of Osteopathic Specialists meeting. Instructions for the submission of reports shall be noted on the forms. The Secretary-Treasurer may present changes in these reports and recommendations as addenda by submitted in the required number of typed copies to the Secretary of the Bureau of Osteopathic Specialists for distribution to the members of the Bureau of Osteopathic Specialists at the time of its meeting.
- E. Prepare the "Individual Summary Sheet" and "Examination Summaries for Candidates Being Presented for Certification" which are distributed by the Secretary of the Bureau of Osteopathic Specialists. Instructions for submission of these forms are noted on each form.
- F. Prepare the "Statistical Summary of Candidates Examined for Certification" and submit with the Specialty Certifying Board's annual report to the Bureau of Osteopathic Specialists.
- G. Prepare a financial statement for submission to the AOA in accordance with established AOA guidelines.

## **ARTICLE III – GENERAL PROCEDURES**

### **Section 1. – Bureau Reviews Prior to AOA Board of Trustees**

All recommendations concerning this Specialty Certifying Board or the Bureau of Osteopathic Specialists must be presented to the Bureau of Osteopathic Specialists before being presented to the AOA Board of Trustees for approval.

### **Section 2. – Certification Recommendation Approval with Bureau of Osteopathic Specialists' Executive Committee**

All actions of this Specialty Certifying Board relating to policies and documents are subject to the recommendation of the Bureau of Osteopathic Specialists and approval of the AOA Board of Trustees. (B-7/64) Certification recommendations of this Specialty Certifying Board are subject to the final approval of the Executive Committee of the Bureau of Osteopathic Specialists. (B-3/93)

### **Section 3. – Penalties for Non-Compliance**

Failure of this Specialty Certifying Board to cooperate, to a reasonable degree, with the Bureau of Osteopathic Specialists and the officials of the American Osteopathic Association in the prescribed manner, may be cause for the Bureau of Osteopathic Specialists to recommend to the AOA Board of Trustees one of the following actions. (B-7/64)

- A. Replacement of Specialty Certifying Board officers
- B. Replacement of full Specialty Certifying Board
- C. The AOA Division of Certifying Board Services, at the request of the Bureau of Osteopathic Specialists and the approval of the AOA Board of Trustees, may be asked to assume direct responsibility over the Specialty Certifying Board operations.

### **Section 4. – Services That This Specialty Certifying Board Must Provide**

To enable this Specialty Certifying Board and its officers to fulfill the several functions assigned to it, this Specialty Certifying Board shall promptly adopt, provide and maintain the following:

- A. Provide application blanks.
- B. A system of recording permanently the proceedings, transactions and rulings of this Specialty Certifying Board.
- C. A filing system designed to preserve adequately all essential data regarding each applicant for certification (statement of credentials, Board eligible status, record of examination and results) and diplomate of the Specialty Certifying Board (issuance of certificates).
- D. An accurate register of certificates issued, showing their numbers, date of issuance, diplomate's name and names of the officers signing.
- E. A brochure of information for applicants, setting forth the requirements and procedures for certification; recertification AND Certification of Added Qualifications.
- F. Instructions for those serving as examiners, describing the exact procedure for conducting and reporting examinations.
- G. Certificates, the wording and form of which are approved by the Bureau of Osteopathic Specialists and the AOA Board of Trustees.
- H. Appropriate Specialty Certifying Board stationery (that includes this Specialty Certifying Board logo) for the Specialty Certifying Board's business correspondence.
- I. A file of all old and current basic documents and amendments pertaining thereto of the Specialty Certifying Board and the Bureau of Osteopathic Specialists.

- J. Provide adequate staffing to forward application materials, respond to applicant questions, letters and e-mails within commonly acceptable standards of customer service (seven (7) working days) (B-02/04)
- K. Process all Specialty Certifying Board/Bureau of Osteopathic Specialists reports (Annual/Midyear, Standards Review Reports) within stipulated deadlines. (B-02/04)
- L. Financial statements are to be sent to the Secretary of the Bureau of Osteopathic Specialists on a quarterly basis from this Specialty Certifying Board. These can be copies of quarterly reports sent to the AOA Department of Finance. (B-02/04)
- M. This Specialty Certifying Board must implement standards for security of candidate records and examination/item bank information acceptable to the Bureau of Osteopathic Specialists and reported to the Bureau of Osteopathic Specialists in the Annual Report to the Bureau of Osteopathic Specialists. (B-02/04)

### **Section 5. – Failure to Comply with Provision of Services**

If this Specialty Certifying Board is not compliant with the provision of services indicated in Section 4 above, this Specialty Certifying Board may be requested to meet with the Committee on Administrative and Board's Financial Matters which will then report and make recommendations to the Bureau of Osteopathic Specialists Executive Committee for determination of appropriate action. (B-02/04)

### **Section 6. – Submission Deadlines for Bureau of Osteopathic Specialists Meetings**

This Specialty Certifying Board shall submit the required number of copies (one (1) electronic and two (2) hard copies) of any amendments or revisions of their basic documents or new documents to the Secretary of the Bureau of Osteopathic Specialists at least sixty (60) days prior to the Bureau of Osteopathic Specialists meeting.

### **Section 7. – Required Compliance with This Document**

This Specialty Certifying Board shall conform to the AOA "Rules of Procedure for Certifying Boards".

### **Section 8. – Dates of Approval Required Documents, Revisions**

All basic documents, their revision or amendments, application blanks and bulletins of information shall bear upon them the date of their approval and issuance. (B-7/53)

### **Section 9. – Amendments to Basic Documents**

This Specialty Certifying Board must submit amendments to their basic documents to the Secretary of the Bureau of Osteopathic Specialists, when necessary to conform to amendments approved by the AOA Board of Trustees to the "Standard Constitution and Bylaws of Specialty Certifying Boards" and the "Model Regulations and Requirements".

### **Section 10. – Statements of Requirements for Applicants**

Statements of the requirements made to applicants for examination and certification must be made in writing and must be in conformity to the Bylaws and Regulations and Requirements of this Specialty Certifying Board as they stand approved at that time. Additions to training and/or practice requirements shall go into effect one (1) year subsequent to the announcement of such change. (B-7/64)

**Section 11. – Distribution List for Official Correspondence**

Distribution of official correspondence by this Specialty Certifying Board staff shall be determined by the elected Secretary and Chairman of this Specialty Certifying Board.

**Section 12. – Scheduling Of Meetings**

Specialty Certifying Board meetings shall be scheduled at a time which shall not interfere with the full attendance of the Specialty Certifying Board's representative at all sessions of the Bureau of Osteopathic Specialists meeting. (B-12/48)

**Section 13. – Queries about Certification Status**

All inquiries regarding certification status shall be referred to the American Osteopathic Information Association (AOIA) so that an AOA Physician Profile can be generated. (B-07/04)

If the individual inquiring is a prospective patient, and not a credentialer, hospital or health plan, the only information that will be divulged at that time will be whether or not an individual is certified. (B-3/01) Inquiries regarding Board Eligibility status shall be referred to this Specialty Certifying Board. The only information that will be divulged at that time will be whether or not an individual is Board Eligible or currently in the certification process (B-M/05). The inquirer will be told that all other information is confidential. It will be AOA policy that requests or demands for further information will be referred to the AOA legal counsel and that such further information shall only be divulged upon counsel being satisfied that the individual involved does not object, and that there is no possible liability which may be imposed upon the AOA, its members, and particularly the members and personnel of this Specialty Certifying Board.

**Section 14. – Compliance with Federal and State Regulations**

This Specialty Certifying Board will comply with all applicable federal and state regulations. Notably, all Specialty Certify Boards must ensure the following:

A. Compliance with Americans with Disabilities Act (ADA)

This Specialty Certifying Board will have a mechanism and policy in place to address and comply with ADA requirements related to the certification process.

B. Compliance with the Health Insurance Portability and Accountability Act (HIPAA)

This Specialty Certifying Board will have a mechanism and policy in place to ensure that this Specialty Certifying Board's operations are in compliance with HIPAA privacy regulations.

**ARTICLE IV – ADMINISTRATION OF REGULATIONS AND REQUIREMENTS****Section 1. – Required Bylaws Statements on Examination Conduct**

The proper administration of requirements for certification and the proper conduct of examinations shall be guided by the following statements which shall be included as worded herein in the appropriate section of this Specialty Certifying Board's Bylaws.

A. This Specialty Certifying Board may establish additional individual eligibility requirements for examination in the certification process.

- B. This Specialty Certifying Board shall verify AOA approval of the completed residency of each candidate prior to submission of the candidate for certification. Verification must include:
- 1) For Osteopathic Residents: A statement from the Evaluating Committee of the American Osteopathic Academy of Orthopedics that the program has been approved as being complete and that this information has been officially registered with the AOA Central Office.
  - 2) For Accreditation Council for Graduate Medical Education (ACGME) Residents: A copy of the letter from the AOA Postdoctoral Trainee and Review Committee granting approval of the training as being complete. (B-4/85)
  - 3) For American Board of Medical Specialties (ABMS)-Certified DOs seeking AOA certification (B-07/04):
    - a) Evidence via primary source verification of ABMS certification will be accepted as completion and approval of the ACGME residency program.
    - b) The candidate must be certified by the ABMS and completed residency training at least five (5) years prior to submitting an application or, where allowed by specific AOA Specialty Certifying Boards, ABMS-Certified Osteopathic physicians who participated in a clinical pathway to achieve ABMS certification may be allowed to enter the certification process under the following conditions:
      - 1) The pathway must have been completed prior to 1995 and
      - 2) The candidate must meet any additional requirements set by the Specialty Certifying Board for certification.
    - c) AOA membership will be required by the physician (applicant) at the time of the application process.
    - d) Osteopathic physicians certified through an approved Board of the ABMS and who have received approval from the AOA will be able to enter the AOA certification process.
    - e) AOA staff, under the Department of Education, will receive all applications; the AOA will then work with the appropriate Specialty College and Specialty Certifying Boards to verify credentials for entry into the AOA certification process.
    - f) The AOA will notify the appropriate Specialty College and Specialty Certifying Board of this approval.
    - g) The applicant will maintain Continuing Medical Education (CME) hours to fulfill AOA requirements.
    - h) The applicant, if not a current AOA member, will pay the full dues amount at the time of application.
    - i) The physician applicant will not be required to have state or Specialty college membership at the time of the application.
    - j) Applicants will be subject to fees as designated by the Specialty Certifying Boards.

- k) Applicants may be subject to additional requirements set by the Specialty Certifying Board and Specialty College.
  - l) Existing resolutions will be maintained and monitored annually by the task force. When the task force completes its charge outlined in Resolution 67, responsibility to maintain and monitor these resolutions, as well as the process of certifying ACGME graduates will be charged to the AOA, Bureau of Osteopathic Specialists.
  - m) The Resolution for Re-Entry Pathway will sunset in October 2008.
  - n) The Council on Postdoctoral Training (COPT), with the AOA, will monitor the ACGME Basic Standards for Residency Training. (B-07/04)
- C. The applicant shall be required to pass appropriate examinations planned to evaluate an understanding of the scientific bases of the problems involved in orthopedic surgery, familiarity with current advances in orthopedic surgery, the possession of sound judgment and of a high degree of skill in the diagnostic and therapeutic procedures involved in orthopedic surgery.
- 1) Examinations shall be conducted and required in the case of each applicant. The method(s) and content of the examination procedure shall be determined by this Specialty Certifying Board and shall be subject to the approval of the AOA Board of Trustees. In all cases, an examination is required. Training, research, experience, etc. are not of themselves substitutes for examination. Where applicable, the final portion of the examination shall be conducted only after the required years of practice have been completed. (B-2/86, B-M/05)
  - 2) Where applicable, the members of this Specialty Certifying Board shall personally supervise the conduct of the oral examination, preferably with the Specialty Certifying Board meeting as a whole, and also personally supervise, if not perform, the grading of each written examination.
  - 3) Where applicable, the conduct of the clinical examination may be delegated to Committees of not fewer than two (2) individuals maturely qualified in orthopedic surgery. (B-7/71; 2/86)
- D. A full description of the method of conducting the examination shall be formulated in this Specialty Certifying Board's Regulations and Requirements and provision for reexamination shall be made.
- E. Applicants desiring examination for certification are required to file an application which shall set forth the applicant's qualifications. The procedure for filing applications shall be formulated in this Specialty Certifying Board's Regulations and Requirements.
- F. Signed applications and all material submitted by an applicant to this Specialty Certifying Board, even though the applicant may withdraw as an applicant for certification, shall remain the property of this Specialty Certifying Board.
- G. Candidates must fulfill all requirements prior to certification.

## **Section 2. – Requirements for Specialty Practice**

The practice pathway requirements, where applicable, will be determined by this Specialty Certifying Board.

**Section 3.** – Applicants for Examination Must Have Satisfactorily Completed an AOA-approved Internship.

**Section 4.** – Applicants for Examination Must Have Satisfactorily Completed an AOA-approved Training Program.

**Section 5.** – **Two Years of AOA Membership Required By Certification Date**

This Specialty Certifying Board must submit the names of applicants for examination to the AOA Membership Department for a report on their ethical standing and AOA membership before examining the applicants. The Secretary of the Bureau of Osteopathic Specialists must resubmit the names of candidates for certification to the Membership Department thirty (30) days prior to their presentation to the Executive Committee of the Bureau of Osteopathic Specialists for verification that each candidate, on the date of certification, will have been an AOA member for at least the immediately preceding two (2) years. (B-7/64; 7/76; 7/79)

**Section 6.** – **Adherence to AOA Code of Ethics Is Required**

Each candidate must sign an applicant statement indicating the candidate will abide to the AOA Code of Ethics.

**Section 7.** – **Membership in Specialty College Shall Not Be Required**

The applicant for certification, recertification and certification of added qualifications shall not be required to be a member of the American Osteopathic Academy of Orthopedics.

**Section 8.** – **Use of Osteopathic Concepts Is Required In Examinations**

This Specialty Certifying Board shall determine by examination, the applicant's ability to use the osteopathic concept in the practice of his/her specialty subspecialty and/or area of added qualifications. (B-12/48)

**ARTICLE V – TRAINING PROGRAM REQUIREMENTS**

**Section 1.** – **Minimum Requirements Must Be Stated**

This Specialty Certifying Board is required to formulate in specific terms the minimum requirements leading to certification. (B-1/63)

**Section 2.** – **Council on Postdoctoral Training (COPT) Is Responsible For Approving Training Programs**

This Specialty Certifying Board shall send all recommendations, complaints or comments regarding resident training programs to the Council on Postdoctoral Training, forwarding residency evaluations to the Committee of the American Osteopathic Academy of Orthopedics, and not to individuals or hospitals. The responsibility of making recommendations and requirements relative to training programs designated as approved residencies, as defined by the AOA Board of Trustees is, and shall be, that of the Council on Postdoctoral Training. (B-12/48)

## **ARTICLE VI – BOARD ELIGIBILITY**

### **Section 1. – Definition**

Board eligibility is defined as that status granted A candidate who:

- A. Has documented the satisfactory completion of an AOA-approved residency or preceptorship program or, if applicable,
- B. Has documented the satisfactory completion of an AOA-approved internship and the completion of the specialty practice requirement when certified through an approved practice pathway.
- C. Is and remains a member, in good standing, of the American Osteopathic Association or the Canadian Osteopathic Association.
- D. Has met all the requirements as established by the appropriate Specialty Certifying Board.
- E. Has applied to and has been accepted as a registrant by the appropriate Specialty Certifying Board.

### **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, the candidate must formally apply to the Secretary of this Specialty Certifying Board for Board eligible status. Such notification shall be included with the AOA annual report form sent to residents and preceptees.

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 completion of residency training or completion of the practice requirement, if applicable.

- A. A candidate who wishes to register for Board eligible status shall request an application form from the Secretary of this Specialty Certifying Board or by downloading the Board eligible application from the American Osteopathic Board of Orthopedic Surgery web site.
- B. The candidate shall complete the application and return it to the Secretary of this Specialty Certifying Board along with the following documentation:
  - 1) A copy of the institutional certificate indicating the satisfactory completion of the primary residency training program, and
  - 2) A 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 Specialty Certifying Board, of having met the practice requirement.
- C. The Secretary of this Specialty Certifying Board shall verify AOA approval of the applicant's training as being complete prior to registration of the applicant. Verification shall include:

- 1) Osteopathic residents: A statement from the Evaluating Committee of the American Osteopathic Academy of Orthopedics that the program has been approved as being complete.
  - 2) ACGME residents: A copy of the AOA Council on Postdoctoral Training letter granting approval of the training as being complete.
- D. After review and acceptance of the Board eligible application, the Specialty C Board shall establish the date of registration as the date of completion of residency training, or the date of completion of the practice requirement, if applicable.
- The Secretary of the Specialty Certifying Board shall complete the bottom portion of the registration application and return a copy to the candidate with a letter verifying his Board Eligible status that contains a statement that Board eligible status is limited to a maximum of six (6) consecutive years from the date of completion of residency training.
- Effective January 1, 2001, AOA Specialty Certifying Boards are no longer required to submit names of Board Eligible applicants to the Bureau of Osteopathic Specialists. The AOA Department of Education no longer enters Board Eligible status into its system. (B-03/01)
- E. This Specialty Certifying Board may grant Board eligibility status to individuals who have received AOA approval of ACGME residency training completed prior to July 1, 1989. Such Board eligibility status is to be limited to three (3) years from the date of approval by the AOA Board of Trustees. (B-7/91)

### **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. (This policy becomes effective the date of action of the AOA Board of Trustees). (B-7/89)
- B. In view of a candidate's right to appeal the results of a failed examination, Board eligibility shall not be terminated due to failure of examinations until the appeal is complete.
- C. If a candidate does not initiate examination within the period of Board eligibility, then Board eligible status will be automatically lost and so recorded by the AOA and this Specialty Certifying Board.
- D. The Secretary of this Specialty Certifying Board will notify the candidate in writing by registered, return receipt mail, a minimum of one (1) year prior to termination of Board Eligible status. (B-07/02) The notice shall include a statement that the candidate has the right to appeal to the Bureau of Osteopathic Specialists or may reenter the examination process, if eligible (See Section 5. of this Article).

In the event of extenuating circumstances, this Specialty Certifying 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 of Osteopathic Specialists shall be notified, in writing, of any such extension.

**Section 4. – Maintenance of Board Eligible Records**

- A. The Secretary of this Specialty Certifying Board shall maintain a verified and permanent list of candidates determined to be Board eligible.
- B. The Secretary of this Specialty Certifying Board shall provide the Bureau of Osteopathic Specialists with a list of Board eligible candidates, indicating their registration and termination dates on an annual basis.

**Section 5. – Reentry into Certification Process**

- A. A candidate whose Board eligibility status has been terminated cannot re-register for this status, but maybe eligible to petition this Specialty Certifying Board for reentry into the certification process.
- B. Upon approval of such petition, this Specialty Certifying Board shall provide the candidate with a written list of deficiencies, if applicable.
- C. Once a candidate's reentry into the certification process has been approved, the candidate shall have two (2) years to pursue his next examination in this Specialty Certifying Board's certification process. If the candidate has not applied and been approved for examination in that two (2) year window, the candidate shall no longer be considered 'in the certification process'.

**ARTICLE VII – NOTICE TO APPLICANT OF EXAMINATION RESULTS****Section 1. – Applicants to Be Notified in 30 Days**

The Secretary-Treasurer of this Specialty Certifying Board shall, within thirty (30) days of the final action of this Specialty Certifying Board, notify the applicant for certification of the results of his/her examination.

**Section 2. – Use of Approved Format (Appendix D) Is Required**

For those physicians who have passed all of the prescribed examinations, a form letter shall be used (see Appendix D) in conformity to the direction of the AOA Board of Trustees, so that the applicant will understand that the passing of the examination does not complete the requirements for certification.

**Section 3. – Petition to Review Examination Performance**

Procedures for applicants who failed and are prohibited from further examination or choose to petition rather than be reexamined are as follows;

- A. The applicant should be sent a letter stating that he/she has the right to petition the Appeal Committee of the Bureau of Osteopathic Specialists for a hearing. Such a letter should state that the hearing is for the sole purpose of ascertaining the truthfulness of allegations which, if found to be true, would constitute an unequal application of rules, regulations or standards, or unwarranted discrimination, prejudice, unfairness, or improper conduct of all or any part of an examination conducted by the American Osteopathic Board of Orthopedic Surgery, or such similar action by the Executive Committee of the Bureau of Osteopathic Specialists. The letter should further state that such an appeal must be filed with the Chair of the Bureau of Osteopathic Specialists

within two (2) years of the alleged grievance. It should further be stated that the Chair of the Bureau of Osteopathic Specialists shall determine whether sufficient grounds have been alleged in the petition to warrant hearing the appeal. The appellant should be further advised that the appeal will be scheduled on a timely basis, either at the time of full meetings of the Bureau of Osteopathic Specialists, or on an interim schedule.

- B. In order to appeal with sufficient detailed facts which would establish unfairness, discrimination, prejudice, or other improper conduct in connection with the conduct of the examination, an appellant must have had the opportunity to generally review the results of the examination in an oral discussion in the same manner as those who are entitled to reexamination. However, the details of the examination itself need not be reviewed in such discussion, but rather broader questions such as the examiners making judgments as to clinical techniques without sufficient observation of those techniques, conclusions as to the preparation and maintenance of charts and records without reviewing a sufficient number of such documents, or extrinsic evidence that the particular examiners had reason to be and were prejudicial toward the appellant.
- C. Even though the appellant seeks a review of the examination performance for the purpose of preparing an appeal petition, the appellant should not be allowed to obtain a copy of the written examination and the charts and other records reviewed with a view to arguing in the petition on a point by point basis that the examiners erred in their findings. If the appellant is informed that the failure stemmed largely from a failure to maintain proper patient charts, and the appellant has reason to believe that this conclusion is in error, without knowing the specific charts or the items in such charts, the appellant can make such a charge. It is solely within the discretion of the Appeal Committee to call for those charts and review them in executive session. If the appellant makes request or demands for documents through legal counsel, these requests or demands should be referred to the AOA general counsel. (B-7/76)

## **ARTICLE VIII – CERTIFICATES OF CERTIFICATION**

### **Section 1. – Required Format for Physician’s Name**

Certificates issued by the American Osteopathic Board of Orthopedic Surgery shall carry the name of the individual as "John Smith, D.O.", not "Dr. John Smith".

### **Section 2. – Date of Issuance: General Certifications are for 10 years or less, CAQ’s are for 10 years or less**

- A. The date carried by the certificate shall correspond with the date on which verification of successful completion of all Specialty Certifying Board requirements by the American Osteopathic Board of Orthopedic Surgery occurred. All general certifications issued after January 1, 2004 will be time-limited to 10 years or less. Lifetime general certifications, which were issued prior to this date without a time-limit, will remain in effect. (B-7/96r)
- B. The date carried by the certificate shall correspond with the date on which verification of successful completion of all Specialty Certifying Board requirements by the respective

Specialty Certifying Board occurred. All Certification of Added Qualifications certificates will be time-limited to 10 years or less. (B-7/96r)

### **Section 3. – Required Listing for Specialty Certifying Board**

The certified physician shall be identified as a diplomate of the American Osteopathic Board of Orthopedic Surgery.

- A. All certificate formats must be approved by the Bureau of Osteopathic Specialists before being issued to diplomates.

### **Section 4. – Issuance of Certificates**

- A. The Secretary of the Bureau of Osteopathic Specialists, upon notification of approval of candidates by the Bureau of Osteopathic Specialists, shall notify the candidate and the recommending Specialty Certifying Board of the approval of certification. Only upon receipt of notification from the Bureau of Osteopathic Specialists, shall the Secretary of the Specialty Certifying Board have the certificate prepared and numbered. The certificate must be forwarded to the diplomate within ninety (90) days from the date of notification of approval of certification. The Secretary of the Specialty Certifying Board shall record the certificate on the Specialty Certifying Board's register. After signing the certificate, the Secretary shall forward it to the Chair of the Specialty Certifying Board for signature.
- B. After the Chair has signed the certificate, it shall be forwarded to the Secretary of the Bureau of Osteopathic Specialists, AOA Department of Education for verification and signature of the AOA Executive Director. After the Executive Director has signed the certificate, it shall be recorded on the certification register at the Central Office by the Bureau of Osteopathic Specialists Secretary.
- C. The Secretary of the American Osteopathic Board of Orthopedic Surgery shall prepare and send a "Receipt of Certificate of Certification": to accompany the certificate sent to each diplomate. The diplomate shall be advised by the Specialty Certifying Board to sign the receipt and return it to the American Osteopathic Board of Orthopedic Surgery.
- D. The diplomate shall be notified in writing of the requirements for maintaining certification, recertification, and certification of added qualifications.
- E. The term "Certification" is to be used for certification in a specialty or subspecialty, and the only other term used by the AOA and the Bureau of Osteopathic Specialists is "Certification of Added Qualifications". (B-7/91; 7/92; 2/98r)

### **Section 5. – Certification in More than One Field**

An osteopathic physician may hold certification in more than one specialty, subspecialty and/or area of added qualifications either under the same Specialty Certifying Board or under different Specialty Certifying Boards. In such a case, the physician is to be listed under each of the specialties, subspecialties and/or area of added qualifications in the roster of certified physicians which appear in the AOA Yearbook and Directory, and each of the specialties, subspecialties and/or area of added qualifications are to be indicated by the proper certification symbol in the physician's listing in the geographic section of the AOA Yearbook and Directory.

The term "subspecialty" is to refer only to areas eligible for certification, and the term "field of interest" is to be used regarding interest or training leading to certification of added qualifications. (B-7/91; 2/98)

### **Section 6. – Recording of Multiple Certificates**

- A. The diplomate is assigned a number for life under each Specialty Certifying Board. Successive certificates issued to the same diplomate by the same Specialty Certifying Board retain the initial certificate number assigned to the diplomate.
- B. The diplomate is billed according to each number.
- C. Successive certificates are listed after the diplomate's name on the record by date of their approval.
- D. The diplomate retains certificates as acquired, for his/her archives and personal satisfaction.
- E. The diplomate is listed or known to the Specialty Certifying Board as being certified in each category.
- F. The diplomate must maintain general certification when certification of added qualifications is awarded. (B-7/92)

### **Section 7. – Annual Registration: Fee and Requirements**

- A. Active Diplomates
  - 1) AOA dues notices mailed to active diplomates shall include a charge of \$65.00 for each of the Specialty Certifying Boards under which the diplomate holds a certificate(s), for the annual registration of the certificate(s). Fifteen dollars (\$15.00) of this fee shall be forwarded by the AOA controller to the respective Specialty Certifying Board for continuation of their work. Five dollars (\$5) of the remaining fee will be allocated to the Dale Dodson Fund and \$15 will be allocated to the corresponding Specialty College Evaluation Committee. The remaining thirty dollars (\$30.00) shall be retained by the AOA to cover costs for processing applications and other ancillary expenses incurred with keeping the certification registration up to date. (B7/76; B-3/90; B-2/98; B-2/02)
  - 2) Membership cards for those who have paid the current certification registration fee are to designate what Specialty Certifying Board(s) the diplomate has been certified in.
  - 3) Physicians certified for the first time shall not be required to pay the annual certification registration fee during the fiscal year in which the Executive Committee of the Bureau of Osteopathic Specialists approved their certification. They are to be billed for the fee beginning with the next fiscal year. (B-7/66)
- B. Inactive Diplomates
  - 1) Diplomates who are classified as inactive shall not be required to pay the annual certification registration fee. Inactive diplomates may retain the possession of their certificate(s) and their names shall appear in the official registry of certified physicians with a designation of inactive status. Inactive diplomates shall have their certification designated in their individual listing in the geographic section of

the AOA Yearbook and Directory. A diplomate shall be classified as inactive for one of the following reasons:

- a) The diplomate is unable to practice the specialty, subspecialty and/or certification of added qualifications in which he/she is certified because of health or age.
- b) The diplomate has voluntarily requested that a lifetime, non-time dated, certification be inactivated with the right to request reactivation at a future time. (B-02/00)

#### C. Retired Members

- 1) Certification will be listed as “retired” when the diplomate is permanently retired and not gainfully employed in any phase of professional activity, and his/her practice status designation in the AOA Yearbook and Directory so indicates. Retired diplomats may retain the possession of their certificate(s) and their names shall appear in the official registry of certified physicians with a designation of retired status. All certification information will be retained and shown on the AOA Physician Profile when the certification status is retired by reason of membership retirement status. (B-03/01)
- 2) If a retired diplomate holds a time-dated certification and chooses to become “active” after his/her certification has expired, he/she must re-enter the certification process in accordance with the Bylaws of his/her respective Specialty Certifying Board. (B-03/01)

#### D. Diplomates Holding More Than One Certificate

- 1) If the diplomate is certified in more than one specialty, subspecialty and/or certification of added qualifications under the same Specialty Certifying Board, only one annual certification registration fee shall be required.
- 2) If the diplomate is certified in more than one specialty, under different Specialty Certifying Boards and elects to retain more than one certificate, an annual registration fee for each of the Specialty Certifying Boards under which certification is held shall be required. If the diplomate does not elect to retain more than one specialty, the earliest certificate issued shall be automatically revoked.

### **Section 8. – Maintaining Certification Process**

#### A. In order to maintain his/her certificate, a diplomate must:

- 1) Be a member ‘in good standing’ of the American Osteopathic Association or the Canadian Osteopathic Association, and
- 2) Pay the annual certification registration fee, unless classified as inactive, and
- 3) Maintain a minimum of 50 hours of Category I or II Continuing Medical Education (CME) in orthopedic surgery during the three-year CME cycle and sufficient hours to fulfill the AOA CME membership requirement (B-2/86; B-07/03)

### **Section 9. – Inactivation of Certification**

- A. In the event that a diplomate does not meet the above requirements, his/her certificate will be inactivated according to procedures developed by the Bureau of Osteopathic

Specialists 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. (B-2/02)

- 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. (B-2/02)
- C. Reactivation of a certificate which has been voluntarily inactivated by request as described in Section 7. B1 above, shall require compliance with the requirements of paragraph a. above, as well as approval of the appropriate Specialty Certifying Board and the Bureau of Osteopathic Specialists. 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. (B-2/00)
- D. If a physician requests reinstatement of his/her certificate in the same AOA fiscal year as the year in which the certification registration fee was not paid, the physician shall be required to pay for the registration fee for that year as well as for the current fiscal year.

#### **Section 10. – Revocation of a Certificate**

- A. The American Osteopathic Board of Orthopedic Surgery shall have the power to recommend to the Bureau of Osteopathic Specialists 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. (B-1/71; B-2/02)
- B. Upon official action revoking a certification, a diplomate's name will be removed from the certification register of the AOA. The Secretary of the Bureau of Osteopathic Specialists will notify the diplomate and the Secretary of the appropriate Specialty Certifying Board of any such revocation. (B-2/02)
- C. Reinstatement of a certificate which has been revoked for any other reason than that stated in Section 8C above, shall require compliance with the requirements of paragraph Section 8A, above, as well as approval of the appropriate Specialty Certifying Board and the Bureau of Osteopathic Specialists. (B-2/02)

#### **Section 11. – Specialty Practice is Required to Maintain Certification**

- B. A diplomate is not eligible for annual certification registration of his/her certificate if it is determined by the Specialty Certifying Board involved, that the diplomate does not qualify within reason as a practicing physician in the particular specialty, subspecialty and/or certification of added qualifications under the regulations and requirements of that Specialty Certifying Board. The Specialty Certifying Board shall notify the Secretary of the Bureau of Osteopathic Specialists of any such disqualified diplomate so that appropriate action may be taken. (B-7/53; 2/98)

## **ARTICLE IX – RECERTIFICATION PROCESS**

The American Osteopathic Board of Orthopedic Surgery must offer a recertification process, as approved by the Bureau of Osteopathic Specialists, no later than January 1, 1995. (B-7/92) The guidelines to be followed are:

- A. That the recertification process for the physicians be voluntary for those Specialty Certifying Boards with lifetime certificates. Recertification is required for physicians holding time-dated certification. (B-2/97)
- B. That the recertification process shall be at no greater intervals than ten (10) years.
- C. That failure in the recertifying process will in no way result in the loss of certification for physicians holding lifetime certification. For physicians holding time-dated certification, failure to successfully complete the recertification process will result in the loss of certification at such time as the current time-dated certification expires. (B-2/97)
- D. That the recertification process may not be solely done by take-home examination. The method of recertification rests with the American Osteopathic Board of Orthopedic Surgery, however, it is suggested that the following be considered:
  - 1) Bibliography with examination.
  - 2) Syllabus with bibliography and examination. (B-7/02)
- E. The American Osteopathic Board of Orthopedic Surgery must establish a reentry mechanism for recertification of expired time-dated certificates. (B-7/02)
- F. The results of the recertification shall be recorded in the American Osteopathic Association Central Office and be valid for no greater than ten (10) years. (B-7/76; B-7/02)

## **ARTICLE X – CERTIFICATION OF ADDED QUALIFICATIONS**

The American Osteopathic Board of Orthopedic Surgery may request jurisdiction to offer Certification of Added Qualifications in a field of interest category. Such a request must be submitted to the Bureau of Osteopathic Specialists for review and recommendations to the AOA Board of Trustees. The request must include the following information which would be incorporated in the Specialty Certifying Board's basic documents. (B-7/76; 7/92)

- A. Definition
- B. Qualifications of the candidate:
  - 1) Training/Practice requirements
  - 2) General certification (required)
  - 3) Scientific paper (if applicable)
  - 4) Letter(s) of recommendation (if applicable)
- C. Examination
  - 1) Fee
  - 2) Rules of conduct and format

3) Re-examination

- D. A candidate receiving approval under this section will receive 'Certification of Added Qualifications'. All certification of added qualifications certificates will be time-limited to 10 years or less. (B-7/92; 7/96r)
- E. Where fields of interest cross different existing certification disciplines, there shall be a cooperative effort in designing the qualifications, training/practice requirements and testing, such that conflict in these areas between the disciplines does not exist.

## **APPENDIX D: MODEL FORMS**

### **Notification Sent To Candidates by Specialty Certifying Boards When They Have Successfully Completed Examination**

Dear Doctor (insert name here):

We are pleased to inform you that you have successfully completed and passed the examination for certification in (insert designation of specialty, subspecialty and/or added qualifications).

Your credentials will be (or, have been) transmitted to the Bureau of Osteopathic Specialists of the American Osteopathic Association with the recommendation for its approval of your certification at its next meeting.

After approval of your certification is received from the Bureau of Osteopathic Specialists, your certificate will be printed and registered here and in the AOA Central Office. You should then receive your certificate within approximately sixty (60) days.

Sincerely Yours,

Secretary  
Certifying Board