



AMERICAN BOARD OF ADOLESCENT PSYCHIATRY

Instructions for Recertification in Adolescent Psychiatry

This process must be completed by December 31 of the recertification year.

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

1. Current Active Medical License
2. Current Active ABPN or Equivalent (if non-US) Certification
3. Documentation of at least 10 hours per year (annually) of Category I CME in child/adolescent psychiatry (not required for remainder of first calendar year of *initial* certification), unless previously submitted each year or, if grandfather clause applies (see application for details), supply evidence of comprehensive review course during the your active certification period.
4. Current CV or Resume
5. Documentation of any Maintenance of Certification (MOC) fees paid annually prior to 2018 for each year during your expiring certification period
6. A case report outlining treatment you have provided within the past year to an adolescent patient (ages 12-24). Specific instructions for the case report preparation are contained in the application below.

Once documents are assembled:

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

ASAP will notify you shortly after submitting your recertification application. Please allow 6-8 weeks for the review of your materials by ABAP's Council, after which you will be notified.

NOTE: If you miss the December 31 submission deadline, you may still submit your information during the 6-month grace period ending June 30 of the year following your expiration; however, the \$100 late fee applies and must be paid at the time of submission.