



American Board of Adolescent Psychiatry

Instructions for Recertification in Adolescent Psychiatry

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

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

1. Current Active Medical License
2. Current Active ABPN or Equivalent (if non-US) Certification
3. Documentation of the equivalent of at least 10 hours per year of Category I CME in child/adolescent/young adult psychiatry (not required for remainder of first calendar year of initial certification), e.g. 100 hours if initial 10-year certification period, or 50 hours for any subsequent 5-year recertification periods.
 - a. It is the aggregate total CME that counts, not a requirement that there be 10 hours any given year.
 - b. Do not submit CME documentation if you have previously submitted it. Only submit CME you have not submitted yet.
 - c. If you wish to take the recertification examination instead of submitting your CME, please skip this step and make your intentions known on the recertification application.
4. Current CV or Resume
5. If you paid any annual Continuing Certification Activities (CCA) fees during the current certification period, please gather receipts to submit so as to offset your recertification fee

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 as well as in the attached “Guide to Continuing Certification Activities and Recertification in Adolescent & Young Adult Psychiatry” document.
 - a. ABAP has developed an online submission template for your use in preparing your case report. While not mandatory, it is highly recommended AND EASY! You may access this online template here: <https://forms.gle/kwDPHHuB6k7tfSHg6>

Once documents are assembled:

1. Go to <https://forms.gle/iu6GeirabzRPeQuQA>
2. Complete the Recertification Application on-line.
3. Attach all requested documentation (assembled previously – see above)
4. Make the necessary payments:
 - a. Recertification Fee: \$500
 - b. Late fee (if applicable) \$100

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

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