

UNITED COUNCIL
FOR
NEUROLOGIC
SUBSPECIALTIES

CERTIFICATION POLICIES

Section 3

Governance of the Certification Council

- 3.00 Certification Council Purpose.** The Certification Council is a standing committee reporting to the UCNS Board of Directors. The Council recommends certification policies to the UCNS Board; works with staff to implement the certification process; and approves certification of individual applicants.
- 3.01 Member Qualifications.** Qualifications of Certification Council members include:
- A. board certification in neurology by the American Board of Psychiatry and Neurology or the Royal College of Physicians and Surgeons of Canada (RCPSC), and
 - B. knowledge of the certification process
- 3.02 Member Responsibilities.** Responsibilities of Certification Council members include:
- A. support of Certification Council policies concerning the role of certification,
 - B. attendance at Certification Council meetings,
 - C. completion of all reviews and other tasks as assigned, and
 - D. oversight of the certification examination committees and examination development.
- 3.03 Appointment and Terms.** Members of the Certification Council are appointed by the Chair of the UCNS Board of Directors from nominations provided by the UCNS parent organizations. Member terms are three years, and a term may be renewed once.
- The Certification Council Chair and Vice-Chair are appointed by the Chair of the UCNS Board of Directors. Officers' terms are two years and may be renewed once. If a vacancy occurs by resignation or is declared, the member appointed to fill such a vacancy shall serve the unexpired term of the predecessor. If the appointment to fill a vacancy is for less than a full term, a partial term shall not be considered when applying the tenure provisions. All members of the Certification Council shall be eligible to serve as an officer.
- 3.04 Expenses.** Certification Council members shall be reimbursed for meetings and travel related expenses in accordance with the UCNS Volunteer Travel Policy set forth in Section 4.10 of this *Policy Compendium*. Consultants may be eligible for reimbursement of reasonable expenses if they are attending the meeting at the request of the Certification Council.
- 3.05 Conflict of Interest.** All members of the Certification Council and examination committees are subject to the conflict of interest policy set forth in Section 4.05 of this *Policy Compendium*.
- 3.06 Confidentiality.** Council members and examination committee members shall treat all documents and information submitted to the Certification Council as confidential. All discussions by the Certification Council members and examination committee members in arriving at certification decisions are confidential. Official decisions of the Certification Council shall be issued in writing by the executive office of the UCNS. Certification Council members and examination committee members shall comply with the confidentiality and copyright policy set forth at Section 4.06 of this *Policy Compendium*.
- 3.07 Examination Committees.** Examination committees report to the Certification Council. Recommendations for members to serve on an examination committee shall come from the

sponsoring organization(s) of the subspecialty. Recommendations are subject to the approval of the Certification Council.

A. Structure:

1. The examination committee shall be made up of 10 individuals who have expertise in the subspecialty discipline.
2. The majority of the committee must be made up of neurologists with every effort being made to create diversity across stakeholders.

B. Member Qualifications.

1. All individuals appointed to serve on a UCNS Certification examination committee must:
 - a. hold a current, active, valid, unrestricted, and unqualified license to practice medicine in at least one jurisdiction in the United States, its territories, or Canada, and in each jurisdiction in which they practice, and
 - b. be certified by an appropriate American Board of Medical Specialties (ABMS) member board or the RCSPC.

C. Member Certification.

1. UCNS examination committee members shall be certified via the essay certification process.
2. If an examination committee member is not UCNS certified prior to joining the examination committee, he or she must become certified via the essay certification process within six months of appointment.
3. Examination committee members who do not pass the essay certification examination shall no longer be permitted to serve on the committee.
4. Examination committee members will have their initial examination application fee and/or annual C-cert fees waived while actively serving on the committee. Required C-cert assessment activities will also be waived during their term on the committee. Committee members are subject to the annual C-cert fees and activity requirements after their committee term expires.

D. Member Terms.

1. Initial Examination Committee Terms
 - a. Initial member terms shall be for two or three years as determined by the Chair of the Certification Council. Four of the 10 members shall have initial terms of two years and the other six members shall have initial terms of three years. The Chair and Vice Chair shall be included in the group of six members serving an initial three-year term.
 - b. Member terms may be renewed once. The four members serving an initial term of two years may be renewed once for an additional two years. Of the six members serving an initial term of three years, three members may be renewed once for an additional two years and three members may be renewed once for an additional three years.
 - c. If the Chair position becomes vacant, the Vice-Chair shall act as Chair until the UCNS Certification Council appoints a successor Chair.
2. Term Rotations.
 - a. No more than four members should be replaced at one time. The sponsoring organizations shall provide nominees for replacement members.

Eligibility and Examinations

3.08 Application Policies.

A. Eligibility Criteria.

1. A practice track is a process that allows physicians who initiated the subspecialty prior to the availability of accredited training programs to qualify for the examination by meeting a defined series of criteria.
2. The Certification Council shall review and make practice track recommendations to the UCNS Board after consultation with the sponsoring organization(s).
3. Except as provided in Section 3.08, Subsections A.9 and A.10 and Section 3.13, Subsection B, practice track continuation shall be evaluated after administration of five examinations and closure determined based on criteria established by the Council.
4. Candidates for UCNS subspecialty certification must hold a full, unrestricted license to practice medicine in the United States, its territories and possessions, or Canada.
5. Candidates for UCNS subspecialty certification must be a diplomate in good standing of an ABMS member board or the RCPSC as set forth in the subspecialty's eligibility criteria.
6. Candidates who have qualified for examination by an ABMS member board or the RCPSC, but have not yet been certified by such board, may sit for a UCNS subspecialty certification examination but may not receive notice of the results of that examination until the criterion in Section 3.08.A.5 has been satisfied. Candidates must sit for the ABMS or the RCPSC examination in the same year as the UCNS subspecialty examination.
7. Independent Board training programs must be accredited via the UCNS, ACGME or RCSPC, and the Independent Board certifying methods must be approved by the UCNS Certification Council.
8. An applicant must have successfully completed a fellowship in the subspecialty that is accredited by the UCNS. The fellowship must be 12 or months in length. The application must satisfactorily complete the fellowship training by the date of the application. The applicant must apply within 48 months of completing the fellowship.

Applicants who will successfully complete a UCNS-accredited fellowship training program a minimum of 25 days prior to the first day of the examination week may apply for UCNS certification examinations. Confirmation from the fellowship program director stating that the applicant has successfully completed the UCNS-accredited fellowship program must be received within 20 days of the fellowship program completion date. At the time of application, a letter must be submitted from the program director stating when the applicant is scheduled to complete his or her fellowship program. A second letter must be submitted by the program director after the applicant has successfully completed the fellowship program. The results of the examination shall be held until UCNS has received the second letter confirming successful completion of the fellowship program.

9. The UCNS Board of Directors will review requests for extensions of practice tracks on a case-by-case basis. A formal request must be submitted by the Certification Council. The request may be submitted only after expiration of the application period for the final examination during the original practice track.

The request must state the reasons why the Council believes that extension of the practice track is necessary. The primary rationale for granting an extension should be that it will stimulate further growth in the subspecialty. This should be supported by data suggesting that: a) there will be a substantial number of examinees who otherwise would be ineligible; b) that the extension will not unduly inhibit the growth of accredited programs, and c) there are an inadequate number of graduating fellows to certification.

10. If examinations are reinstated after a moratorium, UCNS may offer them under the practice track. After each examination, application numbers will be evaluated. The Board reserves the right to discontinue future examinations at its discretion.

B. Fees.

1. The Board of Directors shall determine all fees for certification. The fee schedule is set forth in Section 4.12 of this *Policy Compendium*. Initial certification fees include two parts:
 - a. the examination fee, which represents 60% of the total fee, and
 - b. the application fee, which represents 40% of the total fee. The application fee covers the cost of processing the application and cannot be refunded.

C. Initial Certification Application and Examination Refund Policy.

1. Candidate Withdraw. The examination fee may be refunded to candidates withdrawing from the examination, provided that the UCNS Executive Director is notified in writing no less than three months prior to the first date of the date range for the examination. Failure to notify the UCNS in writing no less than three months prior to the first day of the date range for the examination shall result in forfeiture of the examination fee.
2. Examination Cancellation and Rescheduling. Candidates who are unable to sit for the examination on the date they are scheduled must first contact the testing center no less than 24 hours in advance to reschedule the examination. If the testing center is unable to reschedule the examination date, candidates should then contact the UCNS office to determine the availability of rescheduling opportunities. Candidates may be rescheduled, provided there still is an opening in the testing date range. If there is no other date available, the applicant must sit for the originally scheduled date or forfeit his or her fees.
3. Cancellation Due to Emergency. Candidates who are unable to sit for their scheduled examination due to an emergency should submit written documentation of the emergency to the UCNS office no later than 30 days after the date of examination. This includes those candidates who are in the final year of the practice track. The UCNS will evaluate the documentation and determine whether the absence was excusable. If the absence is determined excusable, the examination fee shall be refunded, and the candidate shall be allowed to apply for the next examination. When applying for the next examination, the candidate shall be responsible for paying the then current initial certification examination fee.
4. Refunds. Applicants requesting consideration for a refund under unique and special circumstances rather than rescheduling an examination must submit their request in writing to the UCNS office. The UCNS will review the request. A notification letter shall be sent to candidates with a determination and refund, if applicable. A refund determination is not subject to appeal. Applicants who have not been approved to sit for the certification examination shall be provided the 60% examination fee as a refund.

3.09 Examination. UCNS examinations are developed using the *Standards for Educational and Psychological Testing*, published by the American Educational Research Association, American Psychological Association, and National Council on Measurement in Education. The UCNS uses independent psychometric consultants in the development, administration, scoring, and reporting of certification examinations as needed.

3.10 Appeals Regarding Application Denials.

- A. Application Denial. Applicants who disagree with an adverse decision of the Certification Council may appeal, following the process in this policy, to the UCNS Board of Directors.
1. Definitions. Unless the context clearly indicates otherwise, the following definitions apply to this policy:
 - a. “Adverse decision” means a decision that denies, in whole or in part, an application to sit for an initial certification examination.
 - b. “Appellant” means a person who has filed a notice of appeal with the UCNS.
 - c. “Applicant” means a person who is applying for UCNS certification.
 - d. “Council” means the UCNS Certification Council.
 - e. “UCNS” means the United Council for Neurologic Subspecialties.
 2. Notice of Appeal. An applicant who disagrees with an adverse decision of the Certification Council may file a written notice of appeal with the Executive Director of UCNS. The notice of appeal must be filed within thirty calendar days after the applicant has been notified of the adverse decision and must include a \$100 filing fee.
 3. The Appeal. Within 10 calendar days after filing the notice of appeal, the appellant shall submit documentation that supports the appeal to the UCNS Executive Director. The preferred format of the documentation is a detailed letter explaining the basis of the appeal accompanied by enclosures that support statements within the letter.
 4. Submission to the UCNS Board of Directors. When the UCNS Executive Director has received the notice of appeal and any supporting documentation, the Executive Director shall promptly submit the Certification Council’s decision and appellant’s documents to the Board of Directors.
 5. Decision by the UCNS Board of Directors. The Chair shall determine whether to convene the Board of Directors for a formal meeting (in person or by telephone conference) or to rule on the appeal by an electronic vote. The Board of Directors shall act on the appeal within sixty calendar days after the Executive Director received the appellant’s documents described in Paragraph Four. The decision of the Board of Directors is final.
 6. Service of the Board’s Decision. The UCNS Executive Director shall promptly serve the Board’s decision by certified or registered mail to the appellant.
 7. Record of the Appeal. The UCNS Executive Director shall retain all documents related to the appeal for five years. The Executive Director may provide a copy of the record to the appellant, if requested, at no charge.

3.11 Appeals Regarding Examination Administration.

- A. Introduction. Examinees who disagree with a negative determination on a certification examination may appeal to the UCNS Board of Directors in accordance with this policy.
- B. Definitions. Unless the context clearly indicates otherwise, the following definitions apply to this policy:
1. “Examinee” means an individual who has completed a UCNS certification examination.

2. "Invalidated examination" means an individual examination score that, because of test site problems or other administrative problems, has been invalidated by the UCNS Board of Directors. An invalidated examination is not a failed examination.
 3. "Negative Determination" means a failing grade on a certification examination.
- C. Notice of Appeal. An examinee may submit a written notice of appeal concerning a negative determination based on the belief that the examination was not properly administered at the examination site (e.g., if unanticipated problems in the testing environment at the examination site interfered excessively with the examinee's ability to focus on the examination).
1. The notice of appeal must be delivered to the UCNS Executive Director within 30 calendar days after the examinee has been notified of a negative determination.
 2. The notice of appeal must include a non-refundable \$200 filing fee.
 3. The preferred format of the documentation is a detailed letter explaining the basis of the appeal with documentation that supports any statements or allegations in the letter.
- D. Submission to the UCNS Board of Directors. When the UCNS Executive Director receives the notice of appeal, filing fee, and any supporting documentation, he or she shall promptly submit these appeal documents to the UCNS Board of Directors.
- E. Standard of Review. The UCNS Board of Directors shall apply the following criteria to the appeal:
1. The Board of Directors shall only consider whether the examination was properly administered at the examination site (e.g., if unanticipated problems in the testing environment at the examination site interfered excessively with the examinee's ability to focus on the examination).
 2. The Board of Directors shall not consider challenges to individual questions and answers in the examination.
 3. If the Board determines that the examination was not properly administered at the examination site, the Board shall declare the individual score to be an "invalidated examination score," and allow the examinee to apply to sit for the next available examination without paying the examination fee.
- F. Decision by the UCNS Board of Directors. The Chair of the UCNS Board of Directors shall determine whether to convene the Board for a formal meeting (in person or by telephone conference) or to rule on the appeal by an electronic vote. The Board shall act on the appeal within 60 calendar days after the candidate has submitted the notice of appeal and filing fee. The Board's determination is final.
- G. Service of the Board Decision. The UCNS Executive Director shall promptly serve the Board's decision by certified or registered mail to the examinee.
- H. Record of the Appeal. The UCNS Executive Director shall retain all documents related to the appeal for five years. The Executive Director may provide a copy of the record to the candidate, if requested, at no charge.

3.12 Reexamination. Candidates who fail the initial examination under the Accredited Fellowship, Practice Track, or Faculty Diplomate pathways may repeat the examination up to two additional times; provided, however, that no candidate may take an examination more than three times. Application for reexamination must occur within six years of when the initial examination was first administered to the candidate. Candidates applying for reexamination must complete a new application form, provide copies of all current medical licenses, and submit supporting letters along with payment of the then current reexamination fee.

3.13 Examination Rotation.

UCNS subspecialty certification examinations may not be offered every year. Examination cycles shall be scheduled in consultation with the subspecialty examination committee.

Continuous Certification

3.14 Continuous Certification. All UCNS certifications are continuous beginning with the date of issuance when the continuous certification requirements are met. The UCNS Board has adopted a policy setting forth requirements that must be met by all diplomates to continue their certification. This policy applies to all current and future diplomates.

A. General Requirements.

To meet continuous certification requirements diplomates must:

1. Continue to be a diplomate in good standing in the primary specialty of an ABMS member board or the RCPSC
2. Maintain a current, active, valid, unrestricted, and unqualified license to practice medicine
3. Pay annual C-cert fee
4. Read the annual journal reading list assigned to the subspecialty
5. Take and pass annual C-cert quizzes

B. 2019 Transitional Requirements.

- a. Diplomates who were certified prior to the effective date of this policy, must meet CME requirements to document life-long learning activities during the time-limited period as outlined in the *CME Transition Requirements for Continuous-Certification Table*. Diplomates must attest that all CME requirements have been met by December 2, 2019, at which time they will be transitioned to C-cert and their certification status listed as "Certified – Meeting Requirements." If a diplomate does not pay the annual C-cert fee by the established deadline in 2020, then their status will be listed as "Certified – Not Meeting Requirements."
- b. Diplomate that do not meet or attest to the subspecialty CME credits prior to December 2, 2019, will have their certification status listed as "Certified – Not Meeting Requirements."

C. Reinstatement for Lapsed Diplomate prior to 2020

Diplomates whose certification lapsed prior to 2020 have an opportunity to reinstate their certification in 2020. If the requirements are not met by December 31, 2019, those diplomates must take and pass the initial certification examination in order to reinstate their certification.

Reinstatement requirements are as follows:

1. Pay reinstatement fee
2. Submit 60 subspecialty-specific *AMA PRA Category 1 creditsTM* from original 10-year Cycle, PLUS six subspecialty-specific *AMA PRA Category 1 creditsTM* for each year past the recertification lapse date by December 2, 2019

If the above requirements are not met by 2020, they must take and pass the initial certification examination to reinstate their certification.

D. Reinstatement for Diplomate Due in 2020 and Later

Diplomates certified between 2009 and 2019 who chose not to transition to continuous certification in 2020 will be considered “Certified – Not Meeting Requirements.”

Certification can be reinstated if the reinstatement requirements are met prior to December 31, 2021 (two years from initiation of C-cert). Physicians who do not meet the reinstatement requirements by December 31, 2021 will be required to take the initial certification examination to regain certification.

Reinstatement requirements are as follows:

1. Pay reinstatement fee
2. Pay annual C-cert fees from time of lapse to present
3. Submit CME as displayed in transition requirements CME table for C-cert, PLUS 6 subspecialty specific *AMA PRA Category 1 credits™* for each year past the initial implementation of C-cert
4. Read annual reading list of journal articles
5. Take and pass current year’s C-cert quiz
6. Take and pass C-cert quizzes from lapsed period

E. Reinstatement for Diplomates Certified in 2020 and Later

Physicians initially certified in 2020 and later who chose not to participate in continuous certification will be considered “Certified - Not Meeting Requirements” until reinstatement requirements are met. Reinstatement requirements must be met within two years of initial certification. Physicians who do not meet the reinstatement requirements within two years will be required to take the initial certification examination to regain certification.

Reinstatement requirements are as follows:

1. Pay reinstatement fee
2. Pay annual C-cert fees from time of lapse to present
3. Pay current year’s C-cert fee
4. Read annual reading list of journal articles
5. Take and pass current year’s C-cert quiz
6. Take and pass C-cert quizzes from lapsed period

F. Failed annual quizzes

Any diplomate who fails a C-cert quiz may re-take the quiz two additional times in the same year. If an examinee should fail the third attempt their certification status will change to “Certified – Not Meeting Requirements” until they pass the quiz the following year. If a diplomate does not pass the quiz in the second year their certification status will change to “Not Certified.” Certification may be regained through passage of the initial certification examination.

G. Continuous Certification Fees. The annual fee for continuous certification is set forth in Section 4.12.

- H. Audit. UCNS intends to audit approximately 5% of all diplomates to determine compliance with the requirements of this policy. It reserves the right to audit any diplomate at any time.

3.15 Certification Revocation, Appeals, and Reinstatement.

- A. The Certification Council has the authority to revoke any certificate it has previously issued. A diplomate who has been given written notification of a revocation of their certification may appeal, following the process in this policy, to the UCNS Board of Directors.
- B. Definitions. Unless the context clearly indicates otherwise, the following definitions apply to this policy:
1. "Adverse decision" means a decision by the Council that has revoked the certification of a diplomate in any way under this policy. As used herein, the term "adverse action" includes suspension or limitation of the diplomate's certification status.
 2. "Appellant" means a person who has filed a notice of appeal with the UCNS under this policy.
 3. "Board" means the UCNS Board of Directors.
 4. "Certificate" means a certificate issued by the UCNS.
 5. "Council" means the UCNS Certification Council.
 6. "Diplomate" means a person who has been given diplomate status by the UCNS.
- C. Circumstances for Revocation of Diplomate Status. The UCNS Certification Council may, at its sole discretion, revoke a certificate as a result of, but not limited to, the following events:
1. the diplomate was not eligible to receive the certificate, whether or not the facts concerning ineligibility were known to the UCNS at the time the certificate was issued;
 2. the diplomate has become ineligible to hold the certificate;
 3. the diplomate has made any material misrepresentation or omission in the application for certification or in any other statement to the UCNS or has failed in timely fashion to supplement any response to any question on any application for certification or recertification with respect to criminal conduct, loss or suspension of a medical license, medical staff privileges, or medical society membership;
 4. the diplomate is convicted of, or pleads guilty or nolo contendere to a crime, which in the judgment of the Council is related to the provision of health care services;
 5. the diplomate is found to have engaged in conduct which, in the judgment of the Council,
 - a. reflects unethical activity relating to the practice of medicine, or
 - b. casts significant doubt on the ability of the diplomate to practice medicine in the best interests of patients; or
 6. the diplomate is found by the Council to have
 - a. engaged in irregular behavior in connection with the examination, (Examples of unethical or irregular behavior may include, but are not limited to, copying answers from or knowingly giving answers to another individual, using notes during an examination, or copying or distributing examination questions);
 - b. had his or her license to practice medicine revoked or suspended, placed on probation, or voluntarily relinquished in order to avoid potential sanctions, or restricted or limited in any way;
 - c. been expelled from a medical society for reasons other than non-payment of dues or failure to attend meetings;

- d. has had medical staff privileges revoked or suspended for reasons relating to the practice of medicine;
 - e. willfully and materially violated any rule or policy of the Board; or
 - f. taken other action reasonably deemed by the Council to be inconsistent with diplomate status.
- D. Service of the Council's Certification Revocation Decision. The Council shall promptly serve its decision by certified or registered mail to the diplomate providing the reason for the review and decision.
- E. Submission of Certification Revocation to the UCNS Board of Directors. The Council shall promptly submit its decision to the UCNS Board of Directors.
- F. Notice of Appeal. A diplomate who disagrees with a decision of the Council may file a written notice of appeal with the Executive Director of the UCNS. The notice of appeal must be filed within 30 calendar days of the date of the adverse decision notification letter and must include a nonrefundable \$500 appeal fee.
- G. Status During Appeal. Until the appeal is completed, the adverse action remains in effect.
- H. The Appeal. Within 10 calendar days after filing the notice of appeal, the appellant shall submit documentation that supports the appeal to the UCNS Executive Director. The format of the documentation must be a detailed letter explaining the basis of the appeal accompanied by enclosures that support statements within the letter. The appeal shall include all information upon which the appellant relies for the contention that the Council's proposed revocation or suspension of certification is erroneous.
- I. Submission of Appeal to the UCNS Board of Directors. When the UCNS Executive Director has received the notice of appeal and any supporting documentation, the Executive Director shall promptly submit the Council's decision and appellant's documents to the Board of Directors.
- J. The Appeal Format. At the discretion of the Board, the appeal shall either be a review of the written documents or as a hearing. If the Board chooses not to grant a hearing, it shall render its decision based on the written materials submitted by the appellant.
- K. Request for Appeal Hearing. The Board of Directors may, in its discretion, grant an appellant's written request for an oral hearing. A written request for a hearing must:
 - 1. be made in the appellant's notice of appeal;
 - 2. be accompanied by a \$1,000 hearing fee (in the event the Board does not grant the request for a hearing, the fee shall be refunded to the appellant); and include a statement justifying the need for an oral hearing.
- L. Appeal Hearing.
 - 1. In the event the Board of Directors grants an appellant's request for a hearing, the Board of Directors shall schedule a hearing within 120 calendar days after receiving the notice of the appeal. The Board shall determine the time and place for the hearing and may choose to conduct the hearing by teleconference.

2. At least 30 days prior to the hearing, the Board shall notify the appellant of the time and place of the hearing.
 3. The hearing format is to be informal in nature and structured as deemed appropriate by the Board.
 4. A representative of the Council may attend the hearing to be available to the Board to provide clarification of the record.
 5. The appellant may give a presentation at the hearing.
- M. Appeals Decision by the Board of Directors. The chair shall determine whether to convene the Board for a formal meeting (in person or by telephone conference) or to rule on the appeal by an e-mail vote. The Board shall act on the appeal within two weeks of the hearing. The decision of the Board of Directors is final.
- N. Service of the Decision. The UCNS Executive Director shall promptly serve the Board's decision by certified or registered mail to the appellant.
- O. Record. The UCNS Executive Director shall retain all documents related to the revocation and any appeal for five years. The UCNS Executive Director may provide a copy of the record to the appellant upon payment of a reasonable fee.
- P. Reinstatement. A physician, who has had his or her certification revoked, shall be considered "Not Certified." A physician will be considered reinstated only after they are able to meet the following terms:
1. Apply for reinstatement by submitting a formal letter that provides evidence that the Board's action has been satisfactorily resolved.
 - a. If the certification revocation period is less than five years, the physician must:
 - i. Pay \$400 revoked reinstatement fee
 - ii. Pay back fees for each year revoked
 - iii. Take and pass quizzes for the revoked period
 - b. If the certification revocation period is five years or greater, the physician must:
 - i. Take and pass the initial certification examination.

Upon successful completion of the requirements above, as determined by the Board, diplomates shall be considered "Certified – Meeting C-Cert Requirements."

Special Programs

3.16 Faculty Diplomates Program. The program set forth below is intended to facilitate recruitment and retention of high-quality faculty for UCNS-accredited programs. It shall be called the "Faculty Diplomates" program.

- A. Eligibility. In order to be eligible to sit for a UCNS certification examination under the Faculty Diplomates program, an applicant must:
1. have a medical diploma from an institution registered in the [World Directory of Medical Schools](#);
 2. be certified in his or her primary specialty by a competent medical board. Such a board may include: a) an ABMS member board or the RCPSC, b) a specialty certification board

- of the American Osteopathic Association, c) an appropriate board of the European Union of Medical Specialists (EUMS), or d) the medical board of the applicant's country of origin, such board to be approved by the Certification Council;
3. have an active, full-time appointment as a faculty member of a UCNS-accredited training program or have evidence of a current offer of such an appointment. Such an offer must be written by the chairperson of the appropriate department of the academic institution and state: a) when the appointment began or will begin, b) that the appointment is contingent upon the applicant sitting for, and passing, the next available UCNS certification examination, and c) that retention or recruitment of the applicant is considered by the institution to be essential to the quality of the fellowship program;
 4. have an active unlimited license to practice medicine or be licensed to practice medicine in the institution at which he or she has, or shall have, the faculty appointment.
- B. Review by the Certification Council. The Certification Council shall review all applications. In determining whether to approve an application, the Certification Council may consider any factors it believes appropriate to verify the training and experience of the applicant, including information about the standards of the medical board of the applicant's country of origin.
- C. The Nature of Faculty Diplomate Status.
1. Faculty Diplomate status is conditional because it is linked directly to the diplomate's appointment on the faculty of a UCNS-accredited fellowship. That is, if the diplomate no longer is on the faculty of a UCNS-accredited fellowship, his or her certificate automatically terminates. In effect, Faculty Diplomate status is issued jointly to the faculty member and his or her employing institution, which vouches for the faculty member's competence.
 2. Faculty Diplomate status is continuous and subject to meeting c-cert requirements.
 3. If a physician holding Faculty Diplomate status leaves one institution to join another, his or her certification status will change to "Not Certified." If he or she seeks to become a faculty member of a UCNS-accredited program at the new institution, he or she may apply for reinstatement of his or her Faculty Diplomate status. Once reinstatement is approved their status will be changed to "Certified – Meeting C-cert requirements."
- D. Implementation of the Program. The Faculty Diplomates program shall become effective for each subspecialty after the end of its practice track.