



## **AUTONOMIC DISORDERS**

### **Eligibility Criteria for Subspecialty Certification**

Rev 3/24/09

The following are eligibility criteria for certification in the subspecialty of Autonomic Disorders (AD). There are general requirements that must be fulfilled as well as requirements for specific pathways of application.

#### **A. GENERAL**

General eligibility criteria:

1. Applicants must be a Diplomate in good standing of a member board of the American Board of Medical Specialties or equivalent certification by the Royal College of Physicians and Surgeons of Canada (RCPSC).
2. Candidates must 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.

#### 3. Current Licenses Held

A license to practice medicine is not “current, active, valid, unrestricted and unqualified” if, in any manner to any extent whatsoever, one or more of the following applies. The license is:

- a. under probation;
- b. conditioned, e.g., the physician is required to practice under supervision or with modification, or to obtain continuing education;
- c. limited, e.g., to specific practice settings;
- d. institutional, temporary, or educational;
- e. inactive as a result of an action taken by or a request made by a medical licensing board.

#### Policy on Medical Licensure

If any license currently held by an applicant, candidate, diplomate, or former diplomate participating in the application process is restricted or qualified in any way, full details must be provided to the UCNS. The UCNS may, at its sole discretion, determine whether to investigate the license and the information provided. The UCNS reserves the right to determine if the license fulfills this policy.

Licenses that have been revoked, suspended, surrendered, or not renewed in order to terminate or settle disciplinary proceedings do not qualify as meeting the requirements for medical licensure, and all such licenses must be reported for review and consideration. The Board will determine if the situation is cause to deny an applicant's certification application, deny a candidate access to an examination, or revoke a diplomate's certificate.

Diplomates must continuously fulfill the Policy on Medical Licensure. Failure to do so will result in loss of certification.

## **B. PATHWAYS**

Applicants must have completed **one of two** eligibility pathways. The pathways are:

1. Fellowship
2. Practice Track

### **1. Fellowship**

An applicant must successfully complete a fellowship in AD that is **accredited by the UCNS**. The fellowship must be 12 or more months in length and include supervised direct management of clinical cases. The applicant must satisfactorily complete the fellowship training by the date of the application. The applicant must apply within 36 months of completing the fellowship. Applicants currently in a fellowship that will not be completed prior to the application deadline may still apply. **The applicant must have successfully completed the fellowship training a minimum of 45 days prior to the examination week. Confirmation from the fellowship program director stating applicant has successfully completed the UCNS accredited fellowship program must be received within 30 days of the fellowship program completion date.** The UCNS will request verification by the appropriate program director.

### **2. Practice Track**

The 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.

The applicant must submit the following documentation for **one of the three** following areas in AD:

- a. Satisfactory completion of 12 months of formal training in AD that has taken place after the completion of formal residency training in Neurology, Internal Medicine, Pediatrics, Urology or OB/GYN. Training or exposure to AD given to residents as part of their standard residency curriculum will not count toward the 12 months of training. The applicant must provide documentation from all appropriate mentors and program directors where training occurred.

**OR**

- b. At least 50 hours of Accreditation Council for Continuing Medical Education approved category 1 CME specifically related to AD over the 60 months prior to application. Specification of programs attended and relevance to the field of AD must be provided

**OR**

- c. A letter from the applicant's current Department Chair that states he/she has an active, full-time, formal academic appointment in which his/her teaching responsibilities include instructing one or more of the following in AD: medical students, residents, or fellows.

**AND (in addition to a, b, or c above)**

- d. Documentation of a 36-month\* period of time in which the applicant has spent a minimum of 25% of his/her time in the practice of AD:

The practice must:

- i. Include the direct diagnosis and management of AD cases.
- ii. Have occurred in the United States, its territories, or in Canada.
- iii. Have occurred in the 60-month interval immediately preceding application for certification but need not be continuous.

The application must contain letters from two physicians familiar with the applicant's practice pattern during the practice time submitted in the application. If the applicant is in an academic or hospital setting, then a letter from the appropriate department chair or chief of staff will be required as one of the two letters. The letters must together address an entire 36-month period of time.

\* If the applicant has completed unaccredited AD training, this may count towards the 36-month period of time. For example, if the applicant completed 12 months of unaccredited training in Autonomic Disorders, the UCNS will count these 12 months towards the 36-month period of time. Documentation of an additional 24-month period of time would then be required.

This pathway of application will close on the last day of the application cycle conducted for the 2014 AD examination. To apply via this pathway, physicians must have fulfilled the requirements of the pathway on or before that date.

Certification obtained under the Practice Track pathway will have the same time-limitation as certification obtained via an accredited fellowship pathway.

Approved by the UCNS Board of Directors: March 2009