

## Autonomic Disorders Certification Eligibility Information

### General Eligibility Criteria

**Board Certification:** Applicants must be certified by an American Board of Medical Specialties (ABMS) certifying board or possess equivalent certification by the Royal College of Physicians and Surgeons of Canada (RCPSC) or the American Osteopathic Association (AOA).

- a. Applicants applying under the internationally trained faculty pathway must have a medical diploma from an institution registered in the World Directory of Medical Schools.
- b. Applicants applying under the internationally trained faculty pathway must be certified in their primary specialty by a competent medical board. Such a board may include, a) an appropriate board of the European of Medical Specialties (EUMS), or b) the medical board of the applicant's country of origin, such board to be approved by the Certification Council.

**Licensure:** Applicants 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.

- a. Applicants applying under the internationally trained faculty pathway for UCNS subspecialty certification must hold a valid license to practice medicine in the United States, its territories and possessions, or Canada.

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, i.e., 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; or
- e. inactive as a result of an action taken by or a request made by a medical licensing board.

If any license currently held by an applicant 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Licenses that have been revoked, suspended, surrendered, or not renewed in order to terminate or settle disciplinary proceedings do not qualify as meeting the requirements for medical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 UCNS 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.

### Application Pathways

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

1. UCNS-Accredited Fellowship
2. Practice Track
3. Academic Appointment at a UCNS-Accredited Fellowship
4. Internationally Trained Faculty at UCNS-Accredited Training Programs

### UCNS-Accredited Fellowship

Applicants must have successfully completed a **UCNS-accredited fellowship in AD**. 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 48 months of

completing the fellowship. Verification by the appropriate fellowship program director using the [Fellowship Training Verification Template Letter](#) or a copy of the fellowship completion certificate must be provided.

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 25 days prior to the examination week. 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.**

### Practice Track

**Practice time Requirements:** The application must contain documentation of a 36-month period of time\* in which the applicant has spent a minimum of 25% of their time in the practice of AD, which has occurred after the completion of a formal residency training program. The practice must:

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

The application must contain letters from **two** physicians who are familiar with the applicant's practice pattern during the practice time submitted in the application. The letters together must address an entire 36-month period of time.

\*If the applicant has completed unaccredited subspecialty training, this may count towards the required 36 months of practice time. For example, if an applicant completed 12 months of unaccredited training in AD, the UCNS will count those 12 months towards the required 36 months of practice time. Documentation of an additional 24 months of practice time would then be required.

**Additional Requirements:** In addition to meeting the practice time requirements, practice track applicants must submit documentation for **one** of the following areas in AD:

1. Satisfactory completion of 12 months of formal training (non-accredited) 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 the appropriate program director at each institution where training occurred.
2. At least 50 hours of *AMA PRA Category 1 Credit™* specifically related to AD over the 60 months prior to application. **Specific titles for each CME activity must be provided.**
3. An active, full-time academic appointment in which teaching responsibilities include instructing one or more of the following in AD: medical students, residents, and/or fellows. A letter from the applicant's department chair must accompany the application.

### Academic Appointment at a UCNS-Accredited Training Program

Faculty of a UCNS-accredited training program in Autonomic Disorders must supply a letter, using the [Academic Appointment Verification template](#), from the applicant's current department chair that states they have an active full-time academic appointment in which their teaching responsibilities include instructing Autonomic Disorders fellows.

Applicants of this pathway must provide practice pattern letters using the [Subspecialty Practice Time Verification template](#). Practice time requirement will mirror the requirement stated in the practice track for each subspecialty. Required criteria for the letters is found within the templates.

### Internationally Trained Faculty at UCNS-Accredited Training Programs

- a. Applicant must have an active appointment as a program director or 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.

- b. Applicant must provide documentation of meeting the practice time requirements stated in the practice track pathway. The practice must have occurred in the 60 months immediately preceding the applicant deadline but need not be continuous.

The application must contain a letter from the chairperson, using the [Subspecialty Practice Time Verification template](#), confirming the practice time requirement has been met. The letter must address the entire practice time period being submitted.

- c. Certification 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 their certificate automatically terminates. In effect, Faculty certification status is issued jointly to the faculty member and their employing institution, which vouches for the faculty member's competence.

### **Template Letters**

All applicants must use the template letters provided by UCNS. The templates can be found on the [Certification](#) page of the UCNS website.

### **Questions?**

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