



Academic Pathway for ABS Certification

Materials Checklist

Submission of materials for application to enter the American Board of Surgery (ABS) certification process will occur in two phases. Below, please find a checklist of materials for each phase.

Phase One

Items 1-3 must be submitted online to the ABS office via **one email that includes all attachments**. All letters for item 4 should be mailed to the ABS office together in **one package**. All of these materials **must be received by Oct. 7**:

- Proof of continuous licensure for a seven-year period, including copies of license.
- Copies of United States Medical Licensing Examination (USMLE) Steps 1-3 Score Reports.
- Evidence of completed medical training at an Educational Commission for Foreign Medical Graduates (ECFMG) recognized medical school and possess an ECFMG certificate.
- Sponsorship letters from the chief of the medical staff, the chair of the Department of Surgery and the general surgery residency program director at that institution documenting participation in local quality, patient safety, and outcomes programs.

Phase Two

If you meet the initial requirements for application, you may submit the remaining eight pieces of information along with a one-time nonrefundable administrative fee of \$500, paid by check. Items 1-5 must be submitted online to the ABS office via **one email that includes all attachments**. Items 6-8 should be mailed to the ABS office together in **one package**. All of these materials must be received by **Dec. 1**:

- Proof of unrestricted clinical privileges at a licensed medical center certified by the Centers for Medicare and Medicaid Services (CMS).
- Proof of a minimum of one (1) year of clinical post graduate training in the USA/Canada at a program accredited by the ACGME and/or sponsoring specialty society.
- Proof of a minimum of five (5) continuous years at the current institution, employed as a full-time teaching faculty member at a Liaison Committee on Medical Education (LCME) accredited medical school and an institution with an ACGME accredited general surgery residency training program.
- Documentation of board certification in surgery, by a national ABS-equivalent organization that is responsible for setting training and practice standards, in the country where completed general surgery training. This will be reviewed and approved on a case by case basis.
- Documentation of extraordinary scholarship and evidence for continued contributions, as well as recognition, in one or more of the following areas: Research, Education, Clinical Care, Program Development or Service.
- Documentation of completion of an equivalently structured and accredited training program in surgery in a foreign country, in comparison to the current ACGME general surgery residency program, including a signed attestation by the Program Director and institution.
- Three reference letters from peers at the nominating institution and three letters of reference from referring physicians that attest to the applicant's performance, ethics and professionalism.
- Current Curriculum Vitae signed by the applicant and Chair of Surgery of the nominating institution.

*All sponsorship and reference letters must be original letters and must each be sealed in individual envelopes with the referrer's signature across the sealed flap. Curriculum Vitae should be no longer than five pages. **If original documents are in a language other than English, a notarized English translation must accompany them.***