



# Submitting your ABS Ongoing Certification Requirements

## *Helpful Tips*

### TO ACCESS YOUR ONGOING REQUIREMENTS PAGE:

1. Log in with your user ID and password on the site, [www.absurgery.org](http://www.absurgery.org);
2. Click on “My Records” at the top of the site page;
3. Click on the “My Continuous Certification” on the left-hand menu side;
4. Click on the tab titled “Ongoing Requirements,” located about halfway down the page.

**Any category that has text in “yellow” or “red” on this page is due to be updated.** Click on each category to provide the requested information.

### REFERENCE LETTERS:

Two reference forms submitted every five years are required. In most cases, one should be completed by the chair of surgery and the other by the chair of credentials at the institution where you perform most of your work. If necessary, a physician(s) of comparable rank may complete the form in lieu of either of these individuals. To send the forms to references:

- Click on “Reference Form 1”, then on “Request Reference” to add contact information for the chief of surgery; once entered, click “Agree and Submit” to send the reference electronically to that person for completion. Repeat the process for Reference Form 2 for the chair of credentials.
- The role designations are not able to be edited. If you need to clarify references that you are NOT sending to your chief of surgery or chair of credentials, you will still need to select one of the required titles; you can then provide the accurate title/information in the “Title” box on the form (i.e., type, “Dr. X is our chief of staff as I am chief of surgery”).
- If you are clinically inactive, two peer references are required. Please explain briefly in the “Title” box why they are providing your reference.

If you have sent references and those have not yet been returned to ABS (“awaiting response”), you can resend an updated link to your references via your portal at any time: click on the reference, then on “edit form” to check the information you’ve entered, then click “agree and submit” to resend.

TIP: We recommend that you inform the individuals that you are sending the reference requests to, so they know to look for the email. The email will come from ABS. If they do not see it in their inbox, please ask that they check their SPAM folder, as sometimes the form is mistakenly flagged as SPAM. If they cannot locate the email at all, please resend the request using the steps listed above.

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## CME REPOSITORY:

Information regarding CME requirements for Continuous Certification can be found [here](#).

To navigate to your CME repository, log in to your ABS portal and click on “CME Repository” in the left-side menu. When in your CME repository, scroll down to see a list of activities that currently count towards your CME requirements.

Diplomates who are members of the ASMBS may directly transfer CME credits from their society repository into the ABS repository. When transferring credits, be sure to make note of the authorization code listed in your ABS portal - you will need this code to make the transfer.

Through our collaboration with the ACCME®, CME activities that were earned through accredited CME providers may have been automatically added to your ABS CME Repository. Please see [this guide](#) for additional information on this collaboration and process.

We are unable to accept PDF copies of CME certificates. The CME activity information must be received from your organization through the ACCME, or, until July 1, 2023, entered via the “Add CME +” option in your ABS portal – navigate to your CME repository and click “Add CME +” to enter information individually for each activity.

**NOTE:** *As of July 1, 2023, all CME will be automatically transferred to the ABS through the ACCME. This is part of our ongoing commitment to reduce the administrative burden on diplomates and enhance the value of the ABS Continuous Certification Program.*

*As part of this improvement, the manual CME reporting feature in the ABS portal will no longer be necessary and will be retired on July 1, 2023.*

### **FOR DIPLOMATES WHO USE ACS MYCME:**

The American College of Surgeons (ACS) has recently launched an updated process to transmit CME credit from ACS MyCME to the ABS via the ACCME. The process to send credits from ACS MyCME to the ABS is nearly identical to the previous transfer process. ACS fellows should:

1. log in to ACS MyCME;
2. provide their ABS ID;
3. select the date range for CME credit earned; and
4. grant permission for the data transfer.

For help with this process, ACS fellows should contact ACS MyCME at [mycme@facs.org](mailto:mycme@facs.org).