



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;
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.

CME REPOSITORY:

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

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.

To transfer CME credits stored in the ACS or ASMBS CME repositories, click on “CME Repository” in your ABS portal, then on the appropriate link to transfer data. You will need the authorization code that appears next to the respective link to transfer your information.

We currently do not have the ability to accept PDFs or transfers of CME from outside sites or sources other than the above listed repositories. The information must be entered via the “Edit Form” option on your portal to update those requirements – click on “Edit Form,” then on “Add CME” to enter your information for each activity.

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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.