



# Submitting your ABS Ongoing Certification Requirements

## *Some 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.

### **CME REPOSITORY:**

Information regarding CME requirements for continuous certification is located here on the ABS website: <https://www.absurgery.org/default.jsp?exam-mocccme>

To transfer CME stored on the ACS, SAGES, or ASMBS CME repositories, click on “CME Repository,” 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.

### **OPERATIVE EXPERIENCE REPORT:**

To transfer data you have stored in the ACS Case Log system, click on “Operative Experience Report,” then on the link to transfer your data from ACS. 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 operative experience from outside sites or sources other than the ACS. The information must be entered via the “Edit Form” option on your portal to update those requirements:

## OPERATIVE EXPERIENCE REPORT (continued):

- Click on “Edit Form” to add the dates of your 12-month reporting (you can use a calendar year – either all of 2019 or 2020, or a flexible 12-month period to report, such as April 2019-March 2020; the earliest date you can go back to report is January 2019), then provide the total number of cases performed on the report. There is no minimum number of cases required, nor are you required to list any specific cases; it is simply a total of your 12 months of experience.
- If you are clinically inactive or have no cases to report currently, click on the #44 on the page guide of the report to provide your explanation on the last page of the form as to why you have no operative experience to provide. This will be reviewed by ABS staff.

## 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.