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## SPECIALLY QUALIFIED INDIVIDUALS WHO DO NOT MEET BOARD REQUIREMENTS

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An individual who applies for consideration as a "specially qualified" individual who does not meet Board requirements must submit documentation of the following:

1. \$800 fee, non-refundable.
2. Original Medical School Transcript
  - The applicant must request that their medical school send an official certified transcript to the ABOHNS. The transcript must show the degree and date conferred. If the transcript is in a language other than English, the applicant will subsequently be billed for translation expenses incurred by the ABOHNS.
3. Verification of Otolaryngology-Head and Neck Surgery Training
  - The applicant's otolaryngology-head and neck surgery training program must send an official certified transcript or verification letter in sealed packaging to the ABOHNS. The verification must provide documentation that the applicant successfully completed the entire residency training and was in good standing at the time of completion. If the transcript or verification letter is in a language other than English, the applicant will subsequently be billed for translation expenses incurred by the ABOHNS.
- 3 (a) Verification of 7 years of continuous participation as a full-time otolaryngology faculty member in an American School of Medicine recognized by the Association of American Medical Colleges, and (b) verification of 7 years of continuous participation as a member of the full-time teaching faculty in an ACGME accredited otolaryngology-head and neck surgery residency program, actively engaged full-time in the teaching and training of residents.
  - To satisfy subparagraph (b) the applicant must establish that he or she is engaged full-time in training otolaryngology-head and neck surgery residents, which includes:
    - Regular and routine teaching and providing direct supervision.
    - Responsibility for formal evaluation of residents, with findings reported to the Residency Program Director or Department Chair.
  - Voluntary or part-time participation in resident training, such as teaching otolaryngology residents only when taking call, does not qualify.

- The above requirement cannot be at more than two institutions during the 7 years. If the individual changes institutions during the 7 years, then the gap between positions cannot exceed 3-months.
  - Time spent as a fellow in a fellowship training program (ACGME or non-ACGME) does not apply toward this requirement, even if the applicant has a concurrent faculty appointment. The 7-year teaching requirement does not begin until all formal training, including fellowships, has been completed.
4. Letters of reference verifying that the individual's professional career has involved significant clinical activities and indicating a high probability that clinical teaching and scholarly activities will continue.
- A minimum of 4 letters of recommendation is required.
    - Letter from the Otolaryngology-Head and Neck Surgery Department Chair or Division Chief. The letter must confirm the details/dates of all training completed prior to being hired as a full-time faculty member, including any fellowships. The letter must confirm that the individual is in good standing, and on track toward academic promotion if not attained already.
    - Letter from the Residency Program Director for the Otolaryngology-Head and Neck Surgery Department/Division. This letter must confirm and describe meaningful engagement in otolaryngology-head and neck surgery residency training as described in #3 above.
    - A minimum of 2 further letters from ABOHNS Diplomates in good standing
      - Only one of these letters may come from an individual that practices outside of the institution(s) where the individual practices as a full-time faculty member.
5. A complete, current curriculum vitae and bibliography indicating contributions to the knowledge of otolaryngology through published scholarly work.
- The curriculum vitae must delineate all training dates, including the dates of all fellowships (ACGME and non-ACGME).
6. The above requirements will apply to all candidates through the "specially qualified" pathway that would take the examination after October 1, 2018.

Adopted: 3/85; 12/09

Reviewed/Revised: 3/91; 3/96; 3/09; 9/18; 3/86; 4/02; 10/06; 4/08; 5/12; 9/18; 3/19; 10/20