

Online Application Cover Letter for the Hand Surgery Initial Subspecialty Certification

The Clinical Case Log and Application for Hand Surgery must be completed and finalized via the Board's website by February 28, 2025.

To access the Hand Surgery Application material, follow these instructions:

Go to <http://www.abplasticsurgery.org>

Log in to your Physician Profile (top right of home page)*

Click the Hand tab

Access the link to the Clinical Case Log and 2025 Hand Surgery Application Form (available January 1st)

*Your username and password, unless you have customized it, is:

🖥️ Username = six digit Board ID #

🖥️ Password = last name (this is case sensitive and first letter is capitalized – Ex: Smith)

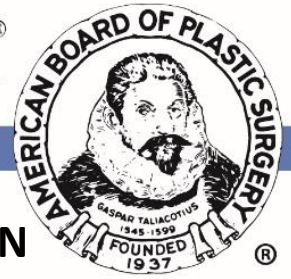
🖥️ You may change your username and/or password at any time on the "My Profile" page

If you are eligible to sit for the 2025 Hand Surgery Examination, the Hand Surgery Exam Registration form will be posted in addition to the Hand Application and Clinical Case Log access. Hand Exam Registration will have a deadline of February 3, 2025. The 2025 Hand Surgery Examination for Initial Certification will be administered as a Computer Based Test (CBT) on August 5, 2025 (one day only) by appointment at various Pearson testing centers located throughout the United States, Canada and Puerto Rico.

Email is the primary source of communication between you and the Board. Be sure the Board has your current email address listed in your online physician profile and we suggest you check email frequently. You will be notified by email for incomplete or incorrect submission of material.

For technical support, Web Data Solutions may be reached at support@dataharborsolutions.com or by telephone at (312) 944-0642 (8:00 am – 5:00 pm CST).

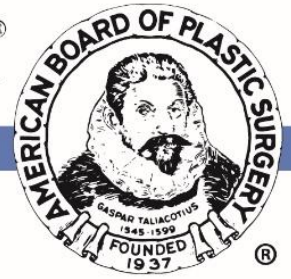
Contact the Board Office at hand@abplasticsurgery.org with any questions about the subspecialty certification process for Hand Surgery.



HAND SURGERY SUSPECIALTY CERTIFICATON

Important Dates and Deadlines: 2025

Hand Surgery Exam Registration available	January 2025
HSE Application and Case Log available – <i>to those candidates who achieved primary certification in plastic or general surgery.</i>	January 2025
Deadline – HSE Registration	February 3, 2025
Late Deadline – HSE Registration	February 10, 2025
Deadline – HSE Application and Case Log	February 28, 2025
Late Deadline – HSE Application and Case Log	March 7, 2025
Application Approval Letters available	April 2025
HSE Scheduling Information available	June 2025
HSE Withdrawal date with partial refund	July 5, 2025
Hand Surgery Exam for Subspecialty Certification – Pearson Test Centers	August 5, 2025
Hand Surgery Exam Results available	November 2025
Hand Subspecialty Certificates mailed to those who have completed all requirements of subspecialty certification.	December 2025



Hand Surgery Booklet of Information

Review the 2025 Hand Surgery Booklet of Information, posted to the ABPS Website. The booklet includes detailed instructions for completion of the Hand Surgery Certification process. Carefully read the entire Booklet of Information.

Case List Submission

Case collection is required for a **consecutive 15-month period within the two years preceding submission of the Application Material** (refer to the Clinical Case Log Manual included in the Hand Surgery Booklet of Information). The Board utilizes a web-based case collection program for the Hand Surgery Examination. Access the Clinical Case Log via the Hand tab of your physician profile on the Board's website. Please take time to become familiar with the Clinical Case Log instructions on the website and in the Booklet of Information. These instructions are the primary source of information for using the program and inputting data.

The case list must include a minimum of 125 hand cases and meet at least 5 of 9 required categories. Once minimums are met, the candidate may stop entering cases. This differs from the Oral Exam case collection, where candidates must enter all cases performed during the case collection period. Cases collected during hand surgery fellowship are not acceptable.

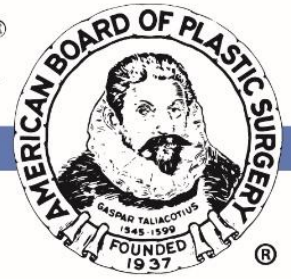
Candidates must indicate the start date of the 15-month hand case list. All hand cases entered during the 15-month time frame specified will appear on the case list, including those hand cases entered during the Oral Exam case collection (if applicable).

Online Application submission requirements

- Finalized application with online credit card payment of the \$800.00 Application Fee
- PDF files of all State/Province medical license(s) that indicate a valid expiration date
- PDF file of your Hand Surgery Fellowship Certificate or letter of completion
- PDF file of your ACGME Hand Surgery Operative Log (HSOL) exported as the "Experience by Year" report from your Hand Fellowship
- List of all facilities where hospital privileges are held with currently dated documentation.
- PDF files of all certificates or currently dated documentation from the accrediting organization verifying the accreditation of all non-hospital affiliated surgical facilities.
- List all outpatient facilities. Certificates are not required for hospital-based surgical centers accredited by the Joint Commission but the facility must be identified on the application.
- Finalized Electronic Case List – hard copy not required

Application Fee

Credit card payment of \$800.00 with Visa, Master Card or American Express submitted after finalization of the online application. This fee is non-refundable. A late fee of \$160 may be applied for any applications submitted after the published deadline.



State/Province Medical Licenses *Upload as a PDF*

Upload a photocopy of your **current**, valid, full and unrestricted license to practice medicine in the State/Province where you are currently practicing, as well as any other states in which you are licensed to practice. The state medical license must be valid at the time of the August examination and indicate an expiration date. If the medical license will expire prior to the August examination, it is your responsibility to forward the renewal as soon as it is received to hand@abplasticsurgery.org.

Hand Surgery Fellowship Certificate(s) or Confirmation Letter *Upload as a PDF*

Upload a photocopy of your Hand Surgery Fellowship Certificate(s) or letter from the Program Director confirming completion of a 12-month ACGME-accredited hand fellowship.

Hand Surgery Fellowship - ACGME Operative Log *Upload as a PDF*

Upload a PDF copy of your “Experience by Year” report of the Hand Surgery Operative Log from your Hand fellowship.

Current Hospital Staff Appointments *Upload as a PDF*

List the complete names and addresses of each hospital with appointment/reappointment dates where you currently hold hospital staff privileges in plastic surgery and/or hand surgery. Privileges held only at outpatient surgical facilities are not acceptable.

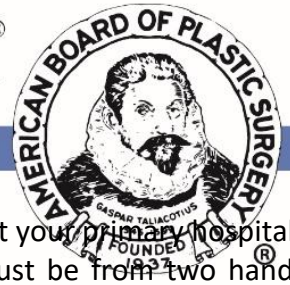
Outpatient Surgical Facility Accreditation *Upload as a PDF*

List all outpatient surgical facilities at which you operate. Upload current accreditation certificates or documentation for all non-hospital outpatient surgical facilities (e.g. AAAASF, AAAHC, State or Medicare). A valid certificate or letter from the accrediting organization must be uploaded for each non-hospital based facility listed. Documentation is not required for hospital-based surgery centers accredited by the Joint Commission but the facility and accrediting organization must be identified on the application.

Letters verifying surgical privileges at outpatient facilities are not acceptable in lieu of accreditation certificates.

Peer Review Forms

Enter the name, title and email address of three peers. A secure link will be emailed to your peers to complete an evaluation for you that will be submitted electronically to the Board Office. **Peer Evaluations are due by the application deadline.** You can check the Hand tab in your physician profile on the Board’s website to verify that the Peer Evaluations have been completed or to send reminders. The status of the online forms will update automatically to complete as they are received.



At least one evaluation must be completed by the Chief of Surgery or Chief of Staff at your primary hospital where you perform the majority of your hand cases. The other two evaluations must be from two hand surgeons who are familiar with your work.

Professional Issue Questions

If you respond YES to any question in this section, you are required to provide a detailed written explanation in the text box or in a letter uploaded as a PDF file. Uploading documentation is optional if the text box is completed.

Change in Contact Information

It is imperative that you inform the Board Office immediately of any change in your mailing address and/or email. This can be done by logging in to your profile screen on the Board's website.

Process Following Approval of Application Material

Upon review and approval of all required Application Material, you will be emailed instructions on how to download your Hand Surgery Application Approval Letter.

Board Office Policies and Reminders

- Diplomates with incomplete materials will be notified by email.
- Incorrect or incomplete submissions (document uploads) may result in a Missing Items Fee.
- Application and Examination Fees are accepted only by credit card – VISA, Master Card or American Express.

**Should you have any questions after complete review of the above,
you may contact the Board Office at 215-587-9322 or hand@abplasticsurgery.org.**