

The American Board of Pathology

Information for Primary (AP and/or CP) Program Coordinators

Welcome Program Coordinators!

This document contains important information and resources for you and for your residents as you facilitate PATHway and the board certification process.

Overview: The American Board of Pathology (ABPath) is responsible for the certification of individual physicians specializing in pathology. Each physician certified by the ABPath must meet requirements established by the ABPath. Certification by the ABPath requires more than passing an examination; it is only one part of the certification process. The ABPath also must ensure that each candidate has met milestones in all six ACGME competencies throughout training and subsequently in his/her career. The ABPath assesses the ACGME competencies with information provided by the Program Director through PATHway.

The American Board of Pathology staff. For questions or assistance, please contact:

Primary certification–Mary Pyfrom <mary@abpath.org>

Subspecialty certification–Renee Holder <renee@abpath.org>

Resident Tracking and login information–Mary Pyfrom <restrkg@abpath.org>

The ABPath website, abpath.org, contains very valuable information for the coordinators and the residents.

- For complete Program Director Information/Instructions visit www.abpath.org/index.php/program-directors.
- The **Booklet of Information** is an important resource and should be reviewed at least annually by the Program Directors/Coordinators and residents.
- The **ABPath Examiner Newsletter**, posted twice a year, includes examination performance for the primary and subspecialty examinations and other valuable information.
- Important Announcements/Messages are placed on the Home Page.
- Examination dates, deadlines, and fees for the board certification examinations are also provided.

PATHway

- There is one login for each program. **The Program Director and Program Coordinator share the login.**
- Program Directors **cannot** use the 'Create Username' or 'Forgot Username/Password' link to access their program login information. Please contact Mary Pyfrom at restrkg@abpath.org for assistance.
- **Resident Tracking/Management** is the starting point for your resident's information to be provided to the ABPath for board certification.
 - Resident Tracking/Management opens in July annually for the new academic year. An email reminding you to login to PATHway will be sent to the current email address listed for the Program Director and Program Coordinator.

- The **deadline** to submit Resident Tracking/Management information is September 1.
- For detailed instructions on completing and submitting Resident Tracking/Management, please see the Primary Program Director Instructions abpath.org/images/program_directors/Primary-PD-PATHway-Instructions.pdf.
- When Resident Tracking/Management has been completed/submitted, the residents in your program will receive an email from ABPath requesting them to create a username/password for PATHway if they have not yet done so.
- Program Coordinators **do not have the capability** to look up usernames and passwords for their residents.
- When the resident logs into PATHway, each new academic year, he/she will be required to accept the ABPath Honor Code and Authorization form.
- Board certification application links are available in the residents' PATHway account on September 15 of each year.
- Application links **will not be available** in the residents' PATHway account until the program's Resident Tracking/Management information has been submitted for the new academic year.

Application for Certification:

- The board certification application must be completed and finalized, by the resident, by the application deadline date.
- Program Directors have a critical role in reviewing and approving the application.
- The Program Director must verify what the residents are reporting to the ABPath regarding their training.
- An email notification will be sent to the Program Director and Coordinator when an application is submitted by one of your residents.
- Each application must be reviewed carefully by the Program Director to verify that the information is correct before the application is approved.

Resident Evaluations:

- The Program Director has a critical role and responsibility to evaluate each resident as part of the certification process.
- The Resident Evaluation includes the ACGME/ABMS competencies and recommendation to the ABPath regarding the applicant's qualifications to take the certifying examination and ability to practice without direct supervision.
- Prompt completion of the Resident Evaluation by the Program Director is required to complete the application process.
- The application will not be reviewed by the Credentials Committee at the ABPath until the application has been reviewed/approved by the Program Director, and the evaluation has been submitted. Delays in reviewing the application and submitting the evaluation will delay the final approval of the application by the ABPath.

A Program Performance Report is posted to the 'Reports' tab in PATHway in January of each year. The data reported in the tables indicate how trainees from your program performed on certifying exams and how your program performed compared to other programs. An email will be sent when the Program Performance Report is posted. Please review the report carefully and email any questions/discrepancies to Mary Pyfrom at restrkq@abpath.org.

IMPORTANT DATES/DEADLINES

- Resident Tracking/Management opens in July; an email will be sent when opened.
- Deadline to submit Resident Tracking/Management is September 1.
- Application links for board certification are available in the residents' PATHway account on September 15.
- Deadline date for residents to submit applications is January 15; late deadline is February 15 (nonrefundable late fees apply).
- Deadline for the Program Director to review/approve the residents' application is March 1.
- Exact date assignments are posted in the residents' PATHway account in March.
- Residents' examination results are released to the resident approximately 6 weeks after the last day of examinations.
- Program Performance Reports are available in PATHway in January; an email will be sent when available.

Application Information for Residents

- Residents are required to upload a copy of their medical school diploma, medical license, and the completed ACGME "Autopsy Log" into their application.
- The medical license must be a current, full, and unrestricted medical license showing the expiration date (e.g., wallet card, registration, or online verification).

or

Residents may be in the process of applying for a full and unrestricted medical license, so they must provide evidence of having passed the USMLE Step 3 examination or equivalent **and** documentation from the licensing board showing that an application is in process (**a training or temporary license is not acceptable**).

- All residents must have completed a minimum of 50 autopsies by the time their application is submitted.
- All residents are required to upload a copy of the ACGME "Autopsy Log" (please refer residents to Appendix A: Autopsy Requirements listed in the *Booklet of Information*).
- It is very important that residents keep their personal contact information up to date in PATHway.