



Welcome to the AMERICAN BOARD OF PATHOLOGY (ABPath),

This page will provide instructions on using PATHway, your online tool for reviewing your fellows' certification exam applications. This is the same system fellows will use to complete their board certification exam application. Please see below to familiarize yourself with PATHway.

PATHway can be accessed via the ABPath homepage or at <https://wds.dataharcorsolutions.com/ABPathOrg/Default.aspx>

For questions or assistance contact: Renee Holder, Subspecialty Certification Coordinator at [Renee@abpath.org](mailto:Renee@abpath.org)

### **Program PATHway Login**

- There is one login for each program.
- The Program Director and Program Coordinator share the same program login.
- You cannot use the 'Create Username' or 'Forgot Username/Password' link to access the program login information. If you do not remember your login information contact [Renee@abpath.org](mailto:Renee@abpath.org).
- It is possible for a Program Director to have **multiple logins**. You may have a login for to your personal information as a diplomate, another as the Program Director, and another as Director of a Fellowship Program. **They are not interchangeable.**

### **Change of Program Directors**

- If you have a change in Program Directors, please provide the new Program Director with your program's current username and password.
- The new Program Director may then log in and update the name and email address on the Program Profile tab and change the username and password.
- It is very important to keep this information current to receive important information from ABPath.

### **Fellow Applications for Board Certification**

- Board certification application links will be available in each fellow's PATHway account on February 16 for the Subspecialty exams.
- The board certification application must be completed by the fellow and finalized by the application deadline date May 15. *There is no late deadline for fellows to submit their application.*
- You will receive two automated email notifications when an application is submitted by your fellows to log into PATHway.
  - The first email will include the fellow's name and the program's username to log into PATHway.

- A second email will follow including the password to log in.
- Please click on the fellow's name to open the Program Director Evaluation form under the *Resident/Fellow Evaluations* tab.
- Complete the evaluation form: save and finalize.
- You do not have access to review the fellow's application being submitted.
- You will see under the Program Director Recommendations on the evaluation form the training information the fellow placed on the application for your review.
- The application will be reviewed by the ABPath Credentials Committee only after it is finalized by the applicant, and the Program Director evaluation form has been submitted. Delays in submitting the evaluation will delay the final approval by the ABPath of the application.

### Explanation of the Tabs in PATHway



#### Program Profile

- There are fields for the Program Director's name, email address, and the Program Coordinator's name and email address.
- It is important to keep the Program Director and Coordinator's information current to receive important information from ABPath.
- All emails will be sent to the Program Director and the Program Coordinator.
- The username and password may be changed under the Program Profile tab.
- You may update this information at any time to keep current.

#### Resident/Fellow Evaluations

- The program director has a critical role and responsibility to truthfully evaluate fellows as part of the certification process.
- **It is the responsibility of the Program Director to complete the evaluation form.**
- **If the status of the fellow's competencies changes prior to completion of training, please contact the ABPath immediately with updates.**
- The Fellow Evaluation includes the ACGME competencies. You must make a recommendation to the ABPath regarding the applicant's qualifications to take the certifying examination and ability to enter autonomous practice.
- Prompt completion of the Fellow Evaluation is required to complete the application process.

- You may discuss your evaluation with the applicant.
- The deadline to complete/submit the Program Director Evaluation is June 15.

#### **Program Performance Report**

- The Program Performance Report is posted to the 'Reports' tab in January of each year.
- ABPath will send an email when the reports are available for review.
- The data reported in the tables indicates how trainees from your program performed on certifying exams and how your program performed compared to other programs.
- When your Program Performance Report is posted, please review the report carefully and save it for future use.
- Do **not** wait until your ACGME site visit to review the report.
- If you find discrepancies in the report, please contact [Mary@abpath.org](mailto:Mary@abpath.org) before February 28.