



American Board of Adolescent Psychiatry

Reapplication Policy and Procedures

Revised 7-1-26

A candidate may retake the examination at any time after the first unsuccessful attempt. If a candidate fails only a portion (Part I or Part II) of the examination, he/she is only required to retake that portion. Fees are prorated accordingly.

REAPPLICATION PROCEDURES

If a candidate retakes the examination within 6 months of failure notification, he/she needs to submit a signed statement to the ABAP Chair stating that no changes to licensure status has occurred and no legal action has been taken or is pending against the candidate. In these situations, the reapplication fee is waived.

If more than 6 months elapse from the time of failure notification, the candidate must resubmit an application but in lieu of supporting documents and references may include a statement that no changes in licensure status has occurred and no legal action has taken place or is pending against the candidate at the time the application is submitted. In these situations, the reapplication fee applies.

If a candidate fails the examination twice consecutively, there will be a one-year waiting period from the time of notification before he/she may re-apply. At that time, candidates will need to submit documentation consisting of completion of the following educational requirements:

Written documentation of the following continuing medical education related to adolescent and/or transitional age youth psychiatry, *completed at any time during the 3 years preceding application*:

36 hours of open-access asynchronous lectures and workshops hosted by third parties that ABAP has pre-approved as acceptable CME prerequisites. The courses are currently free of charge and all that is required is that applicants register an account, pass the self-assessments, and at the conclusion, furnish ABAP with your transcript. This core curriculum track is accessed [here](#).

At the time of reapplication, an entirely new application is required, with necessary supporting documents. The reapplication fee applies in this situation.

APPEALS PROCEDURE

An applicant who receives an adverse or deferred application decision from the American Board of Adolescent Psychiatry may initially appeal the decision and will be entitled to submit written support as well as offered a hearing within 30 days of notification.

In the event the ABAP's decision is upheld on appeal, the candidate may request a final appeal to the Governing Board of Directors of the American Society for Adolescent Psychiatry. The appeal must be made in writing to the Board within thirty (30) days of the date of notification of the Council's decision regarding the initial appeal. The written appeal must include a statement of the grounds for reconsideration with supporting documentation if required. The ASAP Governing Board will meet in executive session to reach a final decision. The Board will notify the applicant within thirty (30) days after its decision is made.

NOTE: The American Board of Adolescent Psychiatry does not release scored examinations to candidates. A candidate wishing to discuss and review specific questions prior to submitting a reapplication or appeal may request to do so via a telephonic consultation with a designated ABAP Director (typically the Chair).