

**American Board of Facial Cosmetic Surgery Certification
Requirements
(Effective for the year 2017)**

I. Facial Board Certification Process – Routes of Application

A. Applicants may apply for certification by The American Board of Facial Cosmetic Surgery.

There are three routes of application. These are via:

- 1) The Fellowship Route (if currently or previously in an approved AACS fellowship (Category 2) (See III., below);
2. A Petition for the Fellowship Equivalence (if fellowship not an approved and official AACS fellowship), (Category 2) (see III., below); or
3. The Experience Route, (Category 3)(See IV., below).

In the application for certification, applicant must specify whether applying by the fellowship route (if currently or previously in an approved AACS fellowship), by petitioning for fellowship equivalence, or by the experience route.

Once the application has been processed by the Credentialing Committee, the applicant will be notified of their eligibility to take the written and oral examination.

B. All candidates must meet the following criteria:

1. Applicant must complete and submit in electronic format a current application, furnished in MSWord or PDF format, obtained from the ABFCS Administrative Office. The document must be finalized and saved and sent electronically in PDF form, electronically signed by the applicant.
2. Applicant must affirmatively state and prove valid hospital operating room privileges in current good standing. If the applicant does not have current hospital operating room privileges and performs all surgical procedures in an outpatient facility, the facility must be currently accredited by The Joint Commission (TJC), Accreditation Association for Ambulatory Health Care (AAAHC), American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF), MEDICARE or similar accrediting body approved by the state medical board having jurisdiction where the applicant performs surgery.

The only exception to this requirement is the performance of all procedures under local anesthesia or oral sedation only. These exceptions will be reviewed by a separate credentialing committee on a case-by-case basis.

3. Applicant will submit four (4) letters of recommendation, including but not limited to, letters from: (a) the chairperson of his/her residency program, if available, or from the department chief of his/her current hospital facility; (b) his/her cosmetic surgery fellowship director, if applicable, or verification of completion of fellowship; (c) a Diplomate of the ABFCS; and (d) a fourth actively practicing physician.
4. Applicant will submit proof of a current valid and unrestricted license (MD, DO, DDS, or DMD) allowing the active and authorized practice of facial cosmetic surgery in the state in which they practice. A valid and unrestricted state license in good standing is required in **all** jurisdictions where the applicant practices or maintains a medical, osteopathic, or dental license. Applicants must submit an explanation of any current or past disciplinary action by any state medical, osteopathic, or dental society. DDS and DMD applicants performing facial cosmetic surgery must have completed a 4 year Oral and Maxillofacial Surgery Residency.
5. Applicant will submit current copy of his/her curriculum vitae, certified by applicant as true and correct as of the date submitted.
6. Applicant will affirm that he or she has no history of, nor are actions currently pending regarding any felony, crimes, convictions, or substance abuse.
7. Applicant will furnish proof of valid Advanced Cardiac Life Support (ACLS) certification at the time of application (Photocopy of valid card required).
8. Applicant must submit proof of at least **100** Category 1 CME credits in Facial cosmetic surgery. These may be earned in one of the following ways:
 - a. Completion of a cosmetic surgery fellowship in the area of Facial Cosmetic Surgery in a program approved by the American Academy of Cosmetic Surgery satisfies this requirement provided the fellowship is completed within three (3) years of the application date;
 - b. Completion of an Aesthetic, Oculoplastic, Facial Plastic or Cosmetic Dermatologic Surgery fellowship that is deemed equivalent in breadth, length, and scope to an AACS fellowship may also provide CME credits and qualify the applicant via the fellowship route if completed within three (3) years of the date of application and if the petition for equivalence is accepted by the committee. (See III., below);

c. In the event an Applicant applies for the examination more than three (3) years after completing his/her approved AACS fellowship training or fellowship training that has been “deemed equivalent” , the applicant must show proof of 100 CME Category 1 credits in Facial Cosmetic Surgery during the five (5) year time period prior to the date of the Applicant’s examination application.

d. DELETED per resolution dated May 3, 2016.

9. Applicant will provide a Physician Profile, ordered by the applicant from the American Medical Association (AMA), the American Osteopathic Association (AOA) or the Federation Credentials Verification Service (FCVS). Please note it may take as long as 30 days to receive this form from the AMA, the AOA, or the FCVS.

10. Applicant will submit two (2) current passport type photographs.

11. Applicant must furnish proof of prior Board Certification by:

a. One of the following boards recognized by the American Board of Medical Specialists, the Bureau of Osteopathic Specialists of the American Osteopathic Association (BOS), the Royal College of Physicians and Surgeons of Canada (RCPSC) or The American Board of Oral & Maxillofacial Surgery in any of the following Specialties:

- 1) Dermatology
- 2) Ophthalmology
- 3) Otolaryngology
- 4) Plastic and Reconstructive Surgery
- 5) The American Board of Oral and Maxillofacial Surgery (ABOMS)
- 6) General Surgery or other surgical subspecialty approved by the Credentialing Committee (**only** with one year qualified AACS cosmetic surgery fellowship, or after petitioning for fellowship equivalence, or after petitioning via the experience route)

(The above boards collectively will be referred to hereinafter as the “approved boards”).

12. Applicant will submit operative case logs as specified in sections II (D) & (E), III (A)(3) and IV (B)(3) & (4) below based on the category of their application.

13. Applicant will submit typed operative reports, with clearly labeled before and after photographs of publication quality in the case numbers specified in sections below based on the category of their application.

14. Applicant will successfully complete a written examination covering all general knowledge of facial cosmetic surgery. The ABFCS will accept applications for the written component of the Annual Examination from:

a. American Academy of Cosmetic Surgery (AACS) fellows who have successfully completed or are in the process of completing an approved AACS Facial Cosmetic Surgery Fellowship Program or a qualifying AACS General Cosmetic Surgery Fellowship.

b. Applicants who have met Category II or III requirements and have been notified thereof by the Credentialing Committee.

15. Applicant must successfully complete an oral examination in the area of Facial Cosmetic Surgery. The written and oral components must be successfully completed within three years of each other.

16. Application fee of \$500.00

II. Training Requirements and Eligibility for the AACS Approved Fellowship Route

A. A candidate may be eligible for Facial Cosmetic Surgery certification via the Fellowship Route based upon the following:

1. Initial certification by an approved board;
2. Postgraduate surgical training in accordance with the following training summary:

FELLOWSHIP TRAINING SUMMARY

APPROVED BOARDS	TRAINING	AREA ELIGIBLE
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Dermatology	One year AACS facial cosmetic surgery fellowship or qualified AACS cosmetic surgery fellowship*.	Facial Cosmetic Surgery
Ophthalmology	One year AACS facial cosmetic surgery fellowship or qualified AACS cosmetic surgery fellowship*.	Facial Cosmetic Surgery
Otolaryngology	One year AACS facial cosmetic surgery fellowship or qualified AACS cosmetic surgery fellowship*.	Facial Cosmetic Surgery
Oral/Maxillofacial Surgery with M.D. degree	One year AACS facial cosmetic surgery fellowship or qualified AACS cosmetic surgery fellowship*.	Facial Cosmetic Surgery
Plastic Surgery	One year AACS facial cosmetic surgery fellowship or qualified AACS cosmetic surgery fellowship*.	Facial Cosmetic Surgery
General Surgery	One year AACS facial cosmetic surgery fellowship or qualified AACS cosmetic surgery fellowship*.	Facial Cosmetic Surgery
Other surgical subspecialty	One year AACS facial cosmetic surgery fellowship or qualified AACS cosmetic surgery fellowship*.	Facial Cosmetic Surgery

* A qualified AACS cosmetic surgery fellowship as determined by the AACS is a general cosmetic surgery fellowship that satisfies the minimum number of facial surgical cases as defined by the AACS (125 cases of sufficient diversity, breadth, and complexity).

3. The Fellowship Program must be approved by:

The American Academy of Cosmetic Surgery (AACS). A list of approved programs may be obtained from the AACS.

Telephone: 312-981-6760

E-Mail: info@cosmeticsurgery.org

Website: www.cosmeticsurgery.org

B. Cosmetic Surgery Fellows in a qualified AACS cosmetic surgery fellowship who are board certified by one of the “approved boards” by the ABFCS. (I.B.11.a., above) may apply and sit for the oral and written components of the ABFCS examination during their fellowship training provided they will not receive their examination results, whether pass or fail, until they have successfully completed their qualified AACS Fellowship training program.

C. Cosmetic Surgery Fellows in a qualified AACS cosmetic fellowship who have not obtained their “approved board” certification or who are board eligible by one of the “approved boards” at the time they sit for the oral and written components of the ABFCS examination will not receive their examination results, whether pass or fail, until such time as they have successfully completed and received their Primary Approved board Certification. The candidate must obtain their Primary Approved Board certification within three (3) years following the date of their ABFCS certifying examination. A candidate who does not obtain their Primary Approved Board certification within three (3) years following the date of their ABFCS examination would have to re-apply and re-take the ABFCS certifying examination in order to become ABFCS board certified.

D. Documented case logs as either surgeon, assistant surgeon or co-surgeon of at least 125 major facial cosmetic surgery procedures comprising a sufficient breadth, complexity and diversity as determined by the Credentialing Committee.

E. If less than 125 major Facial procedures were documented during the fellowship, the applicant must document an additional 50 major facial cosmetic surgery procedures as primary surgeon, post fellowship, comprising a sufficient breadth, complexity and diversity as determined by the Credentialing Committee.

III. Non AACS Fellowship Route: Pre-Application for Fellowship Equivalence

A. Applicant must furnish:

1. Initial certification by an approved board;
2. Recommendation letter from fellowship director attesting to dates and training in Facial Cosmetic Surgery or, alternatively, a certificate of completion of the Non AACS Fellowship obtained at the time of completion of fellowship training identifying training in the area of Facial Cosmetic Surgery.

3. Surgical operative logs during fellowship training.

Facial Cosmetic training must meet minimal guidelines for training fellowship as set forth in GUIDELINES FOR CLINICAL FELLOWSHIP TRAINING IN COSMETIC SURGERY by the American Academy of Cosmetic Surgery and must be of sufficient breadth, complexity and diversity as determined by the Credentialing Committee.

4. Applicant must submit typed operative reports, with clearly labeled publication quality before and after photographs of 50 cases in consecutive order of the cases described in III(A)(3). Operative reports must illustrate a depth and breadth of cosmetic cases in the area of Facial Cosmetic Surgery.

5. A processing and review fee of \$450.00

B. Upon review by the ABFCS Fellowship and Board Review Committee and affirmative majority vote of the Board of Trustees, candidates that meet these criteria will receive written notification of equivalency of training to that of an AACS approved Facial Cosmetic fellowship program and will then be eligible to pursue ABFCS certification (See V, below). Potential candidates that are denied equivalency of training by the Board of Trustees, in its sole and absolute discretion, will receive written notification.

IV. Pre-application for the Experience Route: Training, Experience and Eligibility Requirements

A. The ABFCS recognizes additional education and experience only in the area that is consistent with the candidate's initial approved board certification. Therefore, general surgeons, and other surgical subspecialists whose training is not facially based are NOT eligible for certification via the experience route.

B. Applicant must furnish:

1. Initial certification by an approved board.

2. Proof of at least 100 CME Category1 credits in Facial Cosmetic Surgery over the five year period prior to the date of the candidate's examination application.

3. Applicant must submit typed case logs documenting a minimum of 200 major facial cosmetic surgical procedures as primary surgeon in a three year period. . Procedures must be of sufficient breadth, complexity and diversity as determined by the ABFCS Fellowship and Board Review Committee.

4. Applicant must submit typed operative reports, documenting 100 major facial cosmetic surgery procedures, 50 of said procedures to include clearly labeled publication quality before and after photographs performed over the 3 year period

or prior to the date of the examination application. The procedures submitted must come from the 200 procedures described in IV (A)(3) above. There may be one more surgical procedures in each operative report. The operative reports must illustrate a depth and breadth of procedures in the area of Facial Cosmetic Surgery.

C. Upon review by the ABFCS Fellowship and Board Review Committee and affirmative majority vote of the Board of Trustees, candidates that meet these criteria will receive written notification of equivalency of training of that of an AACS approved Facial Cosmetic fellowship program and will then be eligible to pursue ABFCS certification (See V, below). Potential candidates that are denied equivalency of training by the Board of Trustees, in its sole and absolute discretion, will receive written notification.

V. Tier 2: Notification for Category 2 and 3 pre-applications.

Once approved via the Category 2 or 3 application, the candidate will be eligible to receive all directions and documentation of requirements of the ABFCS examination application, and will be subject to all of the then current examination fees. The candidate will also be held to the same due process as those of the approved AACS fellowship training. The candidate will be notified in writing and will be eligible to be considered for the written and oral Board Certification examination and will be subject to the then applied fees.

VI. Credentialing Committee

A. A Credentialing Committee, alternately referred to as the ABFCS Fellowship and Board Review Committee, established by the President of the Board, shall review all applications and recommend and approve qualified candidates who satisfy the foregoing certification requirements for examination. The entire Credentialing Committee will review any application a committee member determines does not meet the board's stated requirements of professional standards. The Credentialing Committee will submit their recommendations to the Board of Trustees. The Board of Trustees, in its sole and absolute discretion, reserves the right to reject inadequate applications.

B. Upon the act of the Board of Trustees, in its sole and absolute discretion, a successful applicant who meets all credential requirements and successfully passes the oral and written components of the examination shall be granted membership status and issued a certificate of membership. The certificate shall at all times remain the property of the ABFCS and neither the certificate nor the ABFCS membership shall be considered a property right of the member. The certificate and ABFCS membership shall be valid until membership is revoked or otherwise terminated in accordance with the by-laws, provided, however, under no circumstances shall the term of the certificate or ABFCS membership exceed ten (10) years. In the event that membership status is revoked or is not renewed, the certificate shall be returned to the Corporation by the

holder. If a certificate is not returned promptly after termination of membership, the Corporation may initiate legal action to recover the certificate. The former member shall be obligated to reimburse the Corporation for all reasonable expenses, including reasonable attorney fees incurred by the Corporation in connection with such action.

C. The Board of Trustees shall have the power to deny membership or to revoke a member's membership in its sole and absolute discretion. The decision of the Board of Trustees shall be final.

D. Certificates of membership are not transferable or assignable.

E. The Board of Trustees shall establish initial and annual membership fees and application fees. All Diplomates of the ABFCS shall pay annual membership fees (sustaining fees) which are mandatory. *Those Diplomates who have not paid the mandatory sustaining dues within forty-five (45) days of the date they were billed shall be assessed a late fine of seventy-five dollars (\$75.00).* Those Diplomates who fail to pay their mandatory sustaining fees shall have their names submitted to the Board of Trustees for sanctions, including, but not limited to, "status of Diplomate not in good standing for failure to pay mandatory dues" or "revocation of Diplomate status for failure to pay mandatory dues" as the Trustees deem fit.

VII. Recertification

The candidate successfully completing the Board Examination will be awarded a certificate which will be valid for ten (10) years. Diplomates of the American Board of Facial Cosmetic Surgery must be re-examined every ten (10) years to maintain certification.

VIII. Application Process and Procedures

Prospective applicants, who believe that they fulfill the eligibility requirements, must complete the application in its entirety and must include all requested documentation. The completed application and application fee shall be submitted to the Administrative Office **IN AN ELECTRONIC FORMAT** by the application deadline. Applications that are incomplete by the deadline or received after the deadline will not be considered. All applications and accompanying materials submitted to the ABFCS become the property of the ABFCS and will not be returned or copied.