

## **How to Register for the ABFAS Recertification Exam and Upload Hospital Logs**

### **Preparing Your Hospital Logs for Upload**

ABFAS does not require a minimum number of cases.

Please contact your hospital or surgery center and ask them to print out or provide you with an electronic copy of your case logs for the last two years. The document **must** be generated from your hospital or surgery center and include the following:

- Facility name
- Types of procedures
- Dates of procedures

Please note that patient names are optional. If they are included, there is no need to worry about confidentiality - ABFAS is HIPAA-compliant.

If the hospital provides you with a paper copy of your logs, you will need to convert it to an electronic form by scanning the document. Please save the file onto your computer before you start the registration process.

You will need to upload your hospital logs as a **single file**. Acceptable file formats are: PDF, Word, Excel, TXT and TIFF format. The size limit is 20mb.

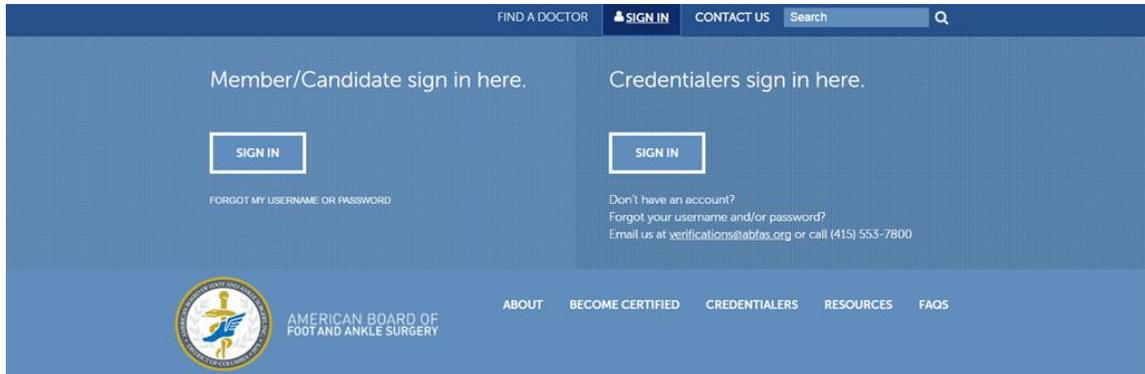
Here are instructions for combining multiple files into a single PDF using Adobe Acrobat:

<https://helpx.adobe.com/acrobat/11/using/merging-files-single-pdf.html>

You only need to include logs from **one facility**. If you have logs from additional facilities, you may include them – but you must be sure to combine them into **one file**. If you have more than two facilities, please include a cover sheet with the complete list of facilities.

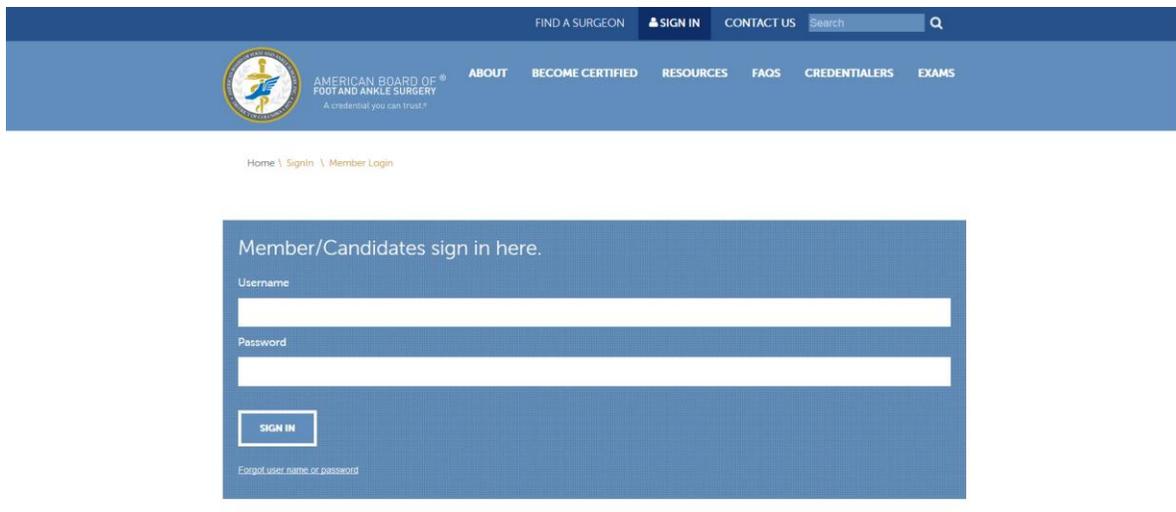
## Registering for the Exam

1. Click on “Sign In” and select “Member/Candidate Sign In”.



The screenshot shows the top navigation bar with links for "FIND A DOCTOR", "SIGN IN", and "CONTACT US", along with a search box. Below the navigation bar, there are two columns for sign-in options. The left column is for "Member/Candidate sign in here." and features a "SIGN IN" button and a link for "FORGOT MY USERNAME OR PASSWORD". The right column is for "Credentialers sign in here." and features a "SIGN IN" button and a link for "Don't have an account? Forgot your username and/or password? Email us at [verification@abfas.org](mailto:verification@abfas.org) or call (415) 553-7800". At the bottom of the page, there is a logo for the American Board of Foot and Ankle Surgery and a navigation menu with links for "ABOUT", "BECOME CERTIFIED", "CREDENTIALERS", "RESOURCES", and "FAQS".

2. Enter your username and password



The screenshot shows the "Member/Candidates sign in here." form. The form has two input fields: "Username" and "Password". Below the input fields is a "SIGN IN" button. At the bottom of the form, there is a link for "Forgot user name or password". The page also shows the navigation bar with links for "FIND A SURGEON", "SIGN IN", and "CONTACT US", along with a search box. Below the navigation bar, there is a logo for the American Board of Foot and Ankle Surgery and a navigation menu with links for "ABOUT", "BECOME CERTIFIED", "RESOURCES", "FAQS", "CREDENTIALERS", and "EXAMS".

(If you don't know your username or password, we can help. Go to the "[Forgot Password](#)" link.

3. Select “Register for an Exam” from the menu on the left-hand side of your screen.

The screenshot shows the website's navigation bar with links for 'FIND A SURGEON', 'Welcome, CANDIDATE', 'SIGN OFF', 'CONTACT US', and a search bar. Below the navigation bar is a menu with 'ABOUT', 'BECOME CERTIFIED', 'RESOURCES', 'FAQS', 'CREDENTIALERS', and 'EXAMS'. The main content area is divided into two columns. The left column, titled 'Account Overview', contains links for 'Register for an Exam', 'Registration Instructions', 'Renew/Pay Annual Invoice', 'Exam History', and 'Exam Score Reports'. A blue button labeled 'SCHEDULE/VIEW EXAM WITH PEARSON VUE' is positioned below these links. The right column features a 'Privacy Agreement' section with a text box stating: 'ABFAS may share my contact information (name, address, phone number, board status, and email) with the American College of Foot and Ankle Surgeons, American Society of Podiatric Surgeons, and the American Podiatric Medical Association.' Below this is a form with 'I agree to above' and radio buttons for 'Yes' and 'No', and 'SAVE' and 'CANCEL' buttons. Underneath is a 'Certification Information' section with a table showing current status for various categories.

Current Status	Board Qualification	Board Certification	
<b>Current Status</b>			
Foot Surgery Status	Certified	RRA Surgery Status	Candidate
Certified Foot And Ankle (Pre 1991) Status	No	Certified Foot And Ankle (Pre 1991) Status	Active
Ambulatory	No	Ambulatory Status	

4. Click on the “Register for Spring 2018 Exams” button.

The screenshot shows the website's navigation bar and a breadcrumb trail: 'Home > Become Certified > Apply For An Exam'. Below the breadcrumb is a four-step process flow: 1. Select Exam (highlighted in orange), 2. Personal Information, 3. Select Exams, and 4. Checked. A blue button labeled 'REGISTER FOR SPRING 2018 EXAMS' is prominently displayed. Below the button is a paragraph of text: 'If you need to change your address, please do so on your profile page before registering for an exam.' This is followed by a paragraph: 'If you have a disability covered under the Americans with Disabilities Act (ADA), and require test accommodations, please fill out the Request for Accommodations form and email it to ExamAccommodations@abfas.org'. The next paragraph states: 'We recommend submitting your documentation as soon as possible in order for us to process your request prior to the exam.' The final paragraph reads: 'For ABFAS Spring exams, please make accommodation requests 60 days prior to the examination date to ensure availability.'

5. Confirm your address and phone number information. Once you're done, click the "Select Exam(s)" button on the bottom of the screen.

2018 Spring Exams

Thu, Feb 1, 2018  
thru Wed, May 9, 2018  
Pearson VUE Testing Centers, ,

[Export event to iCalendar](#)



To begin the exam registration process, first select the appropriate application fee from the drop-down below.

- Re-take Application Fee for Prior Registrants Only \$0.00
- Application Fee for New Registrants \$225.00

Select "Re-take Application Fee" if you previously enrolled in Part 1 exams in Spring 2017.  
Select "New Registrant" if this is your first time applying for an ABFAS exam in 2017.

Select application fee:

Application Fee \$225.00

You will select your exams on the next screen.



Update Address

Phone Number (Required for Pearson Registration)	
Home Phone * :	<input type="text" value="415-653-7800"/>
Main Phone * :	<input type="text" value="415-653-7800"/>
Mailing Address (Required for Pearson Registration)	
Organization Name * :	<input type="text" value="ABFAS"/>
City * :	<input type="text" value="San Francisco"/>
Street 1 * :	<input type="text" value="445 Filmore Street"/>
State/Province * :	<input type="text" value="California"/>
ZIP/Postal Code * :	<input type="text" value="94117"/>
Country/Region * :	<input type="text" value="United States"/>

[CANCEL](#)

[SELECT EXAM\(S\)](#)

6. Select the exam you wish to register for by checking the box.

Then, click on the “Review Registration” button on the bottom of your screen.



Please check the box for the exam you wish to select. You must check at least one box before you can proceed to the next step.

Start Date	Session Name	Price
Feb 01, 2018	<input checked="" type="checkbox"/> 2018 Recertification Foot Surgery Exam	\$675.00
Mar 12, 2018	<input type="checkbox"/> 2018 Part 1 RRA Surgery CBPS Exam	\$425.00
	<input type="checkbox"/> 2018 Part 1 RRA Surgery Didactic Exam	\$425.00
Apr 14, 2018		
May 09, 2018		

[PREVIOUS](#) [REVIEW REGISTRATION](#)

### To upload your hospital logs:

7. Click on the “Browse” button.



[Home](#) \ [Become Certified](#) \ [Apply For An Exam](#) \ [Hospital Logs Upload](#)

### Hospital Logs Upload

Please upload your hospital logs. Make sure it's a single file. You cannot upload multiple files.

Upload a File

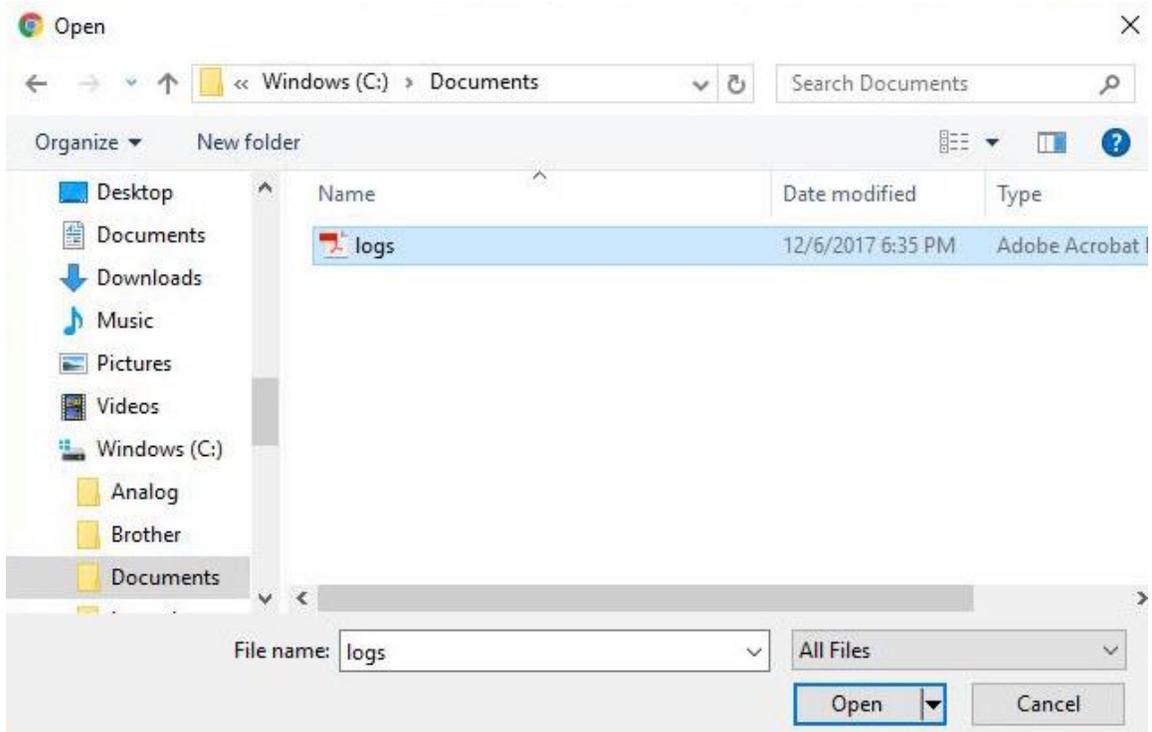
Drop files here

[BROWSE...](#)

[PREVIOUS](#)

[NEXT STEP](#)

8. Locate the file you wish to upload and select it.



9. If you are on leave and have no case logs to submit, you may upload a document explaining your situation.

10. When you attach your file, you will see a small green icon indicating that your file is an acceptable format and size. If you see a red icon instead, this means that your file is not in the proper format or size. If you see a red icon, please check your file format and size and try again.



Home \ Become Certified \ Apply For An Exam \ Hospital Logs Upload

### Hospital Logs Upload

Please upload your hospital logs. Make sure it's a single file. You cannot upload multiple files.

Upload a File ● native.log.txt REMOVE

PREVIOUS

NEXT STEP

11. Click on the “Next Step” button to proceed to the next step of the registration process.

12. You will now have a chance to review the exams you've selected and make sure that the items in your shopping cart are accurate.

Once you've confirmed your exam registration info, select “Checkout” to complete the checkout process.



### 2018 Spring Exams

Registrant:		445 Fillmore Street San Francisco, CA 94117		
Candidate ABFAS		US		
Candidate ABFAS		Phone: 415-553-7800		
		FAX:		
		Email: candidate@abfas.org		
Type	Item	Quantity	Fees	Subtotal
Registration	Application Fee	1	\$225.00	\$225.00
Session	2018 Recertification Foot Surgery Exam	1	\$675.00	\$675.00
				\$900.00

Total for all registrants and guests:

\$900.00

PREVIOUS

CHECKOUT

13. Enter your payment info to complete your registration.

ORDER SUMMARY	
Purchase Subtotal	\$900.00
1 Item selected	
Shipping and Handling	\$0.00
Sales Tax	\$0.00
Tax Exempt number	
<b>Order Total</b>	<b>\$900.00</b>

**PROMOTIONS**

Enter your promotion code and click "Apply Promo". If valid, the corresponding discount will be calculated for each cart item where it is applicable. You can then enter another promo code, if you have one. A Gift Card is applied to the order total, as a form of payment.

Enter Promotion Code:  **APPLY PROMO** **CLEAR PROMOS** Enter Gift Card:  **APPLY CARD** **CLEAR CART**

**Cart Items**

Meeting Registrations		ANOTHER REGISTRATION		APPLY PROMO	
Modify	Registrant	Meeting Selection	Quantity	Fee	Total
<b>CLEAR</b>	ASFAS_Candidate <small>Promo code</small>	2018 Spring Exams (February 1, 2018 - May 9, 2018) - Application Fee	1	\$225.00	\$225.00
<b>EDIT</b>		2018 Recertification Foot Surgery Exam	1	\$675.00	\$675.00
<i>Registrant Total:</i>					\$900.00

**ENTER PAYMENT**

14. Once you have completed the payment you will be directed back to the first page where you will see a box at the bottom of the Account Overview list which says “Schedule/View Exam with Pearson VUE”. Click this button and you will be directed to the Pearson VUE website where you can schedule a test site and time.

NOTE: ABFAS strongly encourages early registration to secure a preferred location. Late applicants may have to travel to a distant testing center.

Home \ MyProfile

My Shopping Cart

Number of Items: 1  
Order Total: \$100.00  
VIEW MY CART

Account Overview

- Register for an Exam
- Registration Instructions
- Renew/Pay Annual Invoice
- Exam History
- Exam Score Reports

SCHEDULE/VIEW EXAM WITH PEARSON VUE

Advertisement Policy

Privacy Agreement

ABFAS may share my contact information (name, address, phone number, board status, and email) with the American College of Foot and Ankle Surgeons, American Society of Podiatric Surgeons, and the American Podiatric Medical Association.

Privacy Agreement

I agree to above:  Yes  No

SAVE CANCEL

Certification Information

Current Status	Board Qualification	Board Certification	
<b>Current Status</b>			
Foot Surgery	Certified	RSA Surgery	Candidate
Status	Active	Status	Active
Certified Foot And Ankle (Pre 1991)	No	Certified Foot And Ankle (Pre 1991) Status	
Ambulatory	No	Ambulatory Status	

2017 Fall Exam Results

Exam Name	Result	Exam Date
No records to display.		

15. You will receive an email confirmation of your exam registration from ABFAS. If you are unable to schedule an exam or have problems, please contact [scheduling@abfas.org](mailto:scheduling@abfas.org)