



**The American Board of Orthopaedic Surgery**  
*A member board of the American Board of Medical Specialties*

**ABOS APPROVED SELF ASSESSMENT EXAMINATION (SAE) APPLICATION**

***Consider the following criteria during SAE development and application:***

1. SAE allows assessment of knowledge for an orthopaedic topic, procedure, or diagnosis with measurable scored results, education, plan for practice improvement and re-assessment based on identified knowledge gaps.
2. SAE includes a mechanism for the diplomate to receive performance results and apply the results to improvement in practice.
3. SAE includes a mechanism for assessing performance or comparing the diplomate’s performance with peers or relevant benchmarks, and educational resources to support performance in practice.

**Submit application and required documents electronically**

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**Application Deadlines: May 1 or November 1 for new applications**

Approval process is 6 weeks; dependent on completeness of application.

**Applicant Information**

Application Date	
Applicant Organization	
Contact Name	
SAE Title	
Address	
City, State, Zip	
Phone	
Fax	
E-Mail Address	
Website	
Category 1 CME provider, contact	

## 1. Purpose of Program

**A. Describe how this program would educate and benefit orthopaedic surgeons as they develop a study plan for life-long learning.** *What is the planning process? Who developed the program? What are their credentials and current position? Name of CME Office granting approval of application for Category 1 CME? What is the goal of the program? Which specialties of orthopaedics are addressed?*

**B. Describe how the program aids in the development of read-study-learn plans. What is the feedback mechanism for results to the participant?** *How does feedback provide key priority area(s) in need of focus for practice improvement? What study materials (if any) will be distributed?*

## 2. Qualification for SAE Credits

**A. Describe how the program meets the requirements of being developed by independent, knowledgeable question writers using the best possible evidence in creating quality questions.** *How are questions and/or lecture materials developed? Provide a listing of the question writing group, credentials, positions currently held. Show how the developers qualify as experts. Who will coordinate the program elements? What are their credentials and specialty?*

**B. Were the questions were edited for consistency in terminology and how they were prepared to have a similar “look”?**

**C. Describe the panel of question writers who reviewed and revised the final examination.**

**D. Describe how the material in the exam was prioritized for relevance, readability and accuracy.**

**E. Provide an answer key including correct response explanations with up to date supportive citations.**

**F. Describe the process for how the examination will be scored and returned to the candidate.**

**i) Provide a timeline from participant SAE completion to feedback with discussion of question and answer logic and supportive citations.**

**ii) Describe how the scored report will include peer reviewed references.**

**iii) Describe how performance will be scored and compared to the chance score and how candidates will be notified. Will the CME will be recorded on the AAOS portfolio.**

**G. Will the SAE meet the requirements for achieving ACCME approval for a minimum of ten Category I credits per activity? (Approximately 100 questions is a 10 credit exam).**

Please provide an electronic copy of the Category 1 CME approval document. ABOS requires that a draft of brochures/ and other advertisement sources be submitted to ABOS before printing. ABOS requires a draft of the certificate of SAE be submitted to ABOS before printing.