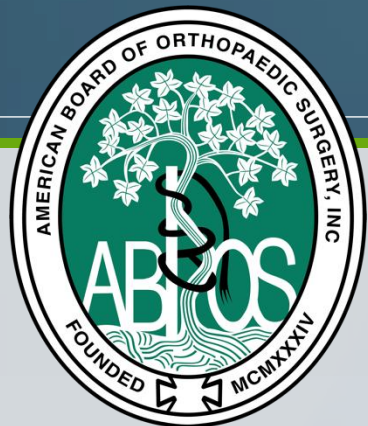


ABOS RECORD OF RESIDENT ASSIGNMENT (RRA)

Forms filled Deadline: June 1, 2026

PD Sign Off Deadline: June 15, 2026



American Board of
Orthopaedic Surgery

*Establishing Education & Performance
Standards for Orthopaedic Surgeons*

Never Filled Out Forms?

- If your program has **never** filled out RRA Forms because:
 - Residency is newly ACGME-accredited OR
 - Residents have historically never taken the ABOS Part I Examination OR
 - Missed previous communications OR
 - New to your position
- Contact Brittain Cheek: **bcheek@abos.org or call (919)929-7103**



About RRA

- **RRA tells us about this academic year (2025-2026).**
 - You are now submitting prior to graduation/end of year.
- Reports to ABOS how many weeks on specific rotations each resident completed.
- Refer to [ABOS Rules and Procedures](#) to learn more about resident requirements.



Goals

- Submit RRA Forms for 2025-2026 academic year or any missing forms per resident.
- Program Coordinators: **June 1 (Deadline)**
 - Program Director Sign Off Window: May 1-**June 15 (Deadline)**.

Note: You can add to these forms throughout the year as a resident completes rotations. These forms are now “real-time”. Do not fill out forms ahead of completed rotations or change PGY Level in Resident List, contact ABOS.



Program Coordinator Steps

1. Login to www.abos.org/ksb
2. Submit RRA Form per resident
3. Contact your PD to have them log in to www.abos.org/ksb with their login credentials and sign off on
 - a. Your PD cannot sign off until you have completed all forms.
 - b. PD signs off on the cumulative report for all 1A and 2A forms
 - c. PD signs off on each individual Form 3 for every leaving/graduating resident.



Log in to Your ABOS KSB Portal

www.abos.org/ksb

ABOS Assigns Login Credentials

- All current PCs/PDs have a login
 - Two-Factor Login Process requires cell phone number
 - Contact ksb@abos.org if unable to login.
- Use Forgot Username/Password buttons
 - If personnel changes/new individual, please contact ksb@abos.org

ABOS Knowledge, Skills, and Behavior

Username

Password

Login

[Forgot Username](#)

[Forgot Password](#)



Log in to ABOS KSB Portal www.abos.org/ksb

ABOS Knowledge, Skills, and Behavior

Username

Password

Login

[Forgot Username](#)

[Forgot Password](#)



ABOS Knowledge, Skills, and Behavior

Password

Security Code

Login

Send New Code



PGY	Resident	Cases	Surgical Skills Assessment Request (All-Time)	Surgical Skills Assessment Completed (All-Time)	EOR Professional Behavior Requested (All-Time)	EOR Professional Behavior Completed (All-Time)		Flag	Status
6	Elliot, Anderson	0	85	31	6	6	Actions ▾		Active
5	Doe, Jordan	0	0	0	5	1	Actions ▾		Active
5	Three, Resident	20	8	1	2	1	Actions ▾		Active




Step 1: ABOS KSB Portal (www.abos.org/ksb)

All Skills Assessments **Residents** Faculty Reports Milestones My 360 Behavior Evaluators Record of Resident Assignment (RRA)

You may not see current residents on your active list at first! Check the inactive list and activate a resident if they are in the inactive list.

Filter: Active ▾

PGY	Resident	Cases	Surgical Skills Assessment Request (All-Time)	Surgical Skills Assessment Completed (All-Time)	EOR Professional Behavior Requested (All-Time)	EOR Professional Behavior Completed (All-Time)	Actions	Flag	Status
6	Elliot, Anderson	0	85	31	6	6	Actions ▾		Active
5	Doe, Jordan	0	0	0	5	1	Actions ▾		Active
5	Three, Resident	20	8	1	2	1	Actions ▾		Active



Step 2: Resident List

1. Make sure all current residents are on the list
 - a. ABOS pulls names directly from your ACGME ADS Resident List.
 - b. No RRA forms for incoming residents
 - a. Resident Education History and Profile needs to be completed on all residents.
2. Ensure all information is correct/added in Resident Profile and Resident Education History for each resident.

Be sure all
residents have
their resident
education history
filled out!

Step 2: Resident List

Resident Profile

Resident Education History

Username <input type="text" value="jpublic"/>	Nickname/Preferred First Name <input type="text"/>
First Name <input type="text" value="Anderson"/>	Nickname/Preferred Last Name <input type="text"/>
Last Name <input type="text" value="Elliot"/>	Nickname/Preferred Middle Name <input type="text"/>
Middle Name <input type="text"/>	Email <input type="text"/>
Cell Phone <input type="text" value="██████████"/>	Alternate Email <input type="text"/>
Date of Birth <input type="text" value="██/██/██"/>	Last 4 Social <input type="text"/>
Program Name <input type="text" value="USA CaseLogs Test Program Sponsoring Institution Program"/>	
PGY Level <input type="text" value="(July 1, 2025 – June 30, 2026)"/>	No record for this program year.
Contact Preference <input type="radio"/> Email <input checked="" type="radio"/> Text	Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive

Instructions **Resident Photo**

This photo will be visible to evaluators receiving an email from the ABOS KSB Program for a 360-evaluation. Your Program Director has included nursing staff, outpatient clinic staff, advanced practice providers, and emergency room faculty in this 360-evaluation. Your uploaded image file must not be larger than 4MB in size.



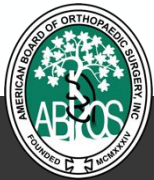
Upload Image

Save

Check to see if all data fields are correct! Update them and press "Save" at the bottom if changes made.

- Once initially set to the correct PGY, Do not change PGY level manually. It automatically rolls over around July 1.
- If your resident is NOT moving up a PGY or is going to research year, CONTACT ABOS.

Please Note: First, Last, Middle, Name must be what is available on Government Issued ID. If not, adjust in ACGME and the profile will change in KSB.



Step 2

Resident Education History

tester, chester

1. Medical School Name

Other (If not listed)

2. Type of Degree

3. Date Resident Entered Our Program

4. Previous ACGME education, if any

a. PGY Year

Specialty

Institution

Other Institution

b. PGY Year

Specialty

Institution

Other Institution

5. PGY Entered Program

6. Transfer Acceptance (ABOS Letter)

Choose File

No file chosen

Upload

7. Exceptions:

Will there be any exceptions?

NO YES

Be sure all residents have their resident education history filled out!



Step 2

Resident Education History

tester, chester

1. Medical School Name

Other (If not listed)

2. Type of Degree

3. Date Resident Entered Our Program

4. Previous ACGME education, if any

a. PGY Year

Specialty

Institution

Other Institution

b. PGY Year

Specialty

Institution

Other Institution

5. PGY Entered Program

6. Transfer Acceptance (ABOS Letter)

Upload

7. Exceptions:

Will there be any exceptions?

NO YES

If Yes

Late graduate

Resident to repeat PGY level

Remediation Plan

Submit

[Return to Residents](#)

[Return to RRA](#)

- Upload any transfer letters (PDF) if APPLICABLE!
- Make a habit of documenting any exceptions to graduating on time here. You can do this anytime of the year
 - If you have exceptions, it will trigger a red flag to help you track resident education.



Step 3: RRA Forms

- Complete Form 1a for current PGY-1
- Form 2a (PGY2, PGY 3, PGY4, PGY5)
 - Form 2a PGY 2, should be completed for a current PGY-2
 - Form 2a PGY 3, should be completed for a current PGY-3
 - Form 2a PGY 4, should be completed for a current PGY-4
 - Form 2a PGY 5, should be completed for a current PGY 5.
- Form 3
 - Form 3 should be completed for any graduating resident and/or any resident leaving the residency program early.



Step 3: Form 1a

- **Purpose:** Enter completed PGY-1 Year Rotation Requirements
 - 6 months Non-Ortho
 - 3 months Non-Ortho in 1-A
 - 3 additional months in 1-B
 - 6 months Ortho
 - Basic Surgical Skills Instruction

i Instructions

[A] Reporting Period: (July 1, 2025 – June 30, 2026)

[B] Please list number of weeks in each rotation: (4 weeks = 1 month)

1. 6 months = Non-Orthopaedic Surgery Rotations

6-months Non-Orthopaedic Surgery Rotation Rules:

- During the six months of non-orthopaedic rotation each rotation must not exceed 2 months.
- Basic Surgical Skills must not exceed 1 month and may serve as a Non-Orthopaedic Rotation or Orthopaedic Rotation, or longitudinally. Section 3 allows to report Basic Surgical Skills in weeks.

1-A. Three months surgical rotations chosen from:

Rules: You may report these rotations for A-1 and B-1 in weeks; however, they must not exceed 8 weeks.

General Surgery:

General Surgery Trauma:

Plastic/Burn Surgery:

Surgical or Medical Intensive Care:

Vascular Surgery:

i Instructions

1-B. Additional 3 months must be on rotations chosen from:

Anesthesiology:

Emergency Medicine:

General Surgery:

General Surgery Trauma:

Internal Medicine:

Basic Surgical Skills:

Neurological Surgery:

Pediatric Surgery:

Physical Medicine and Rehabilitation:

Surgical or Medical Intensive Care:

Plastic/Burn Surgery:

Rheumatology:



Step 3: Form 2a (PGY 2-5)

- **Purpose:** Enter weeks of completed education in requirements of Adult, Fracture/Trauma, Pediatric, and Basic/Clinical.
- **New/Changes**
 - Question 2-B: Breaks down 2-A in the weeks in subspecialties.
 - Question 5: enter number of weeks in deficit, if applicable.

Record of Resident Assignment
FORM 2-A Orthopaedic Education (PGY 2 - PGY 5)
Elliot, Anderson

Test

1. PGY Completed: 2

Instructions
2-A. The Resident has satisfactorily completed the following:

A. Adult Orthopaedics: 24	C. Pediatric Orthopaedics: 0
B. Fracture/Trauma: 12	D. Basic Science/Clinical Specialties: 12

Instructions
2-B. The totals in 2-A (A-D) consist of the time spent in the following subspecialties:

Spine: 12	Adult Reconstruction: 0
Hand Surgery: 12	Shoulder and Elbow: 0
Trauma-Emergency: 12	Pediatric Ortho: 0
General Ortho: 12	Musculoskeletal Oncology: 0
Foot and Ankle: 0	Other (e.g., Night Float, Research): 0
Sports Medicine: 0	

Instructions
3. If item 2-A total # Weeks is less than 46, please explain:

Explanation
vdfdf

Instructions
4. Is the resident leaving and/or graduating from this program:

NO
 YES

Instructions
5. Is the resident being promoted to the next PGY Year or Graduating:

NO
 YES

If No, Please explain (600 character limit):
Enter optional explanation here

If Yes, but has not completed required weeks, please identify number of weeks:
0

and Explain:
cfdgdfgdfgd



Step 3: Form 3

Purpose

Form to signify graduating or leaving prematurely

- Your Program Director will sign off each Form 3 individually.

If Minimums for 2-B not met,
contact **Brittain Cheek**
(bcheek@abos.org)

Record of Resident Assignment
FORM 3 - Graduating or Leaving Prematurely
Doe, Jordan

USA CaseLog Test Program Sponsoring Institution Program

1. PGY Completed: 5

① Instructions
2-A. The resident has satisfactorily completed the PGY 1 Requirements of a minimum 23 weeks non-orthopaedics and a minimum 23 weeks orthopaedics, that fulfill the requirements explained in Form 1a.

NO
 YES

① Instructions
2-B. The Resident has satisfactorily completed the following:

PGY-1 Weeks of Education: 48	Pediatric Orthopaedics: 42
Adult Orthopaedics: 50	Basic Science/Clinical Specialties: 52
Fracture/Trauma: 48	Total Weeks PGY 1-PGY 5 240

① Instructions
2-C. The totals consist of the time spent in the following subspecialties during PGY 2 - PGY 5.

Spine: 4	Adult Reconstruction: 4
Hand Surgery: 16	Shoulder and Elbow: 32
Trauma-Emergency: 48	Pediatric Ortho: 4
General Ortho: 32	Musculoskeletal Oncology: 12
Foot and Ankle: 16	Other (e.g., Night Float, Research): 20
Sports Medicine: 4	

① Instructions
3. Is the resident leaving the program prior to completing the education requirements of the American Board of Orthopaedic Surgery:

NO
 YES

① Instructions
4. Are there any requirements of the program that the resident has not yet completed:

NO
 YES

If Yes, please explain:
Enter explanation here

① Instructions
5. Has the resident attained the level of competence necessary for the independent practice of orthopaedic surgery and is the resident recommended for the certifying process of the ABOS:

NO
 YES

If no, please explain and contact the ABOS:
Enter explanation here



Step 4: Contact your PD

- PD Individual Login (www.abos.org/ksb)
 - PD has until **June 15th** to sign off on PC submissions.
 - **If PD misses deadline, your resident may not be able to take the ABOS Part I Examination.**

Contact/Email your PD to sign off; ABOS will not email the PD.

- PD Form 1a/2a Total Report
 - To know if your PD signed off:
 - Date Stamp Filled in PD Forms 1a & 2a Columns
- PD Signs off on EACH Form 3 for every leaving/graduating resident
 - To know if your PD Signed off:
 - “View” will appear in PD Form 3 Sign Off

[Click Here for Tutorial](#)



Step 4: PD Steps

1. Sign off on cumulative Total Report PDF of Form 1A/2A entered by PC for the reporting Year (2025-2026).
 - Program Director must sign cumulative report via electronic signature.
2. Sign of each Individual Form 3 in Column PD Form 3 Sign Off
 - PD must sign of each individual form 3 with an electronic signature

[Click Here for Tutorial](#)



Tools & Features

- **Override Form Tool**
 - Make changes to previously submitted forms.
- **Red Flags**
 - Reports 1a and 2a tracks deficit of weeks.
 - The system may not identify residents in the system prior to 2022-2023. Be cautious.
 - If you have any exceptions entered in the Resident Education History the flag will activate.

The ABOS is not responsible and is not tracking red flags; it is purely for your own administrative convenience.




Red Flags

Red Flags appear if:

1. Exceptions documented in Resident Education History
2. RRA form has a calculated deficit for a PGY

ABOS does not track red flags; this is intended to assist the program in tracking resident progress.

[All Skills Assessments](#) [Residents](#) [Faculty](#) [Reports](#) [Milestones](#) [My 360 Behavior Evaluators](#) [Record of Resident Assignment \(RRA\)](#) [Return to Admin](#)

PGY	Resident	Cases	Surgical Skills Assessment Request (All-Time)	Surgical Skills Assessment Completed (All-Time)	EOR Professional Behavior Requested (All-Time)	EOR Professional Behavior Completed (All-Time)	Flag	Status
6	Elliot, Anderson	0	85	31	6	6		Active
5	Doe, Jordan	0	0	0	5	1		Active
5	Three, Resident	20	8	1	2	1		Active



RRA Documentation Requirements

1. For orthopaedic education obtained in the United States, the program director must provide the Board with yearly documentation during the residency. Each May, Program Coordinators and Program Directors will receive by email the necessary information to complete each resident's RRA information.
2. The RRA information is due to the ABOS office by **June 15th**, of each academic year.
3. Inform ABOS of any change in the residency roster. Please notify ABOS with a letter from the Program Director of resident resignations, terminations, new incoming off-cycle residents, or late graduates.
4. When a resident leaves a program prematurely, the Program Director must notify the ABOS office in writing within 30 days. The letter must record a brief reason for leaving.
5. If a resident enters an orthopaedic surgery residency program off cycle, the Program Director must send ABOS a letter of introduction of the new resident, including the start date and PGY level along with details regarding the rotations your program wants to give them credit for, if any, from another program. If the resident needs additional education, please include a remediation plan to allow them to complete their education. The letter must accompany a first-line verification from the other program's GME office or Program Director detailing the list of rotations and dates completed by the resident. We will then provide a response letter for your files.



WHO DO I CONTACT?

Brittain Cheek

Graduate Medical Education
Specialist

*American Board of
Orthopaedic Surgery*

bcheek@abos.org

(919) 929-7103

