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Associate Fellow, International with Distinction, and Fellow Membership

Quick Overview

| | Associate Fellow | International Member with Distinction | Fellow |
|--|------------------|---------------------------------------|-----------|
| Board Certification | x | x | x |
| Case Log | 75 Cases | 75 Cases | 500 Cases |
| 2 Character Reference Letters | x | x | x |
| ASMS Course Attendance | x | x | x |
| 2 Satisfactory Case Submissions | x | x | x |
| Qualifying Examination | x | x | x |

(All requirements must be completed within the previous 3 years of completed application)

Board Certification

- U.S.-practicing candidates for Associate Fellow, International Member with Distinction and Fellow must be Board-certified in dermatology by the American Board of Dermatology or the American Osteopathic Board of Dermatology (or their international equivalents). Internationally-practicing candidates must be Board-certified in dermatology or other specialty in their respective countries. Each applicant must provide photographic proof of board certification at the time of application.

ASMS Course Attendance

- Prior to attaining Associate Fellow, International Member with Distinction, or Fellow membership, candidate must have attended either the ASMS Annual Meeting: Focus on Skin Cancer (May) or Fundamentals of Mohs Surgery course (November).

Qualifying Examination

- Administration Schedule:** Candidates may sit for the examination at any time during the Fellow application process. The qualifying exam is offered two (2) times per year: during the ASMS Annual Meeting: Focus on Skin Cancer (May) and the Fundamentals of Mohs Surgery course (November). For planning purposes, each candidate must notify the ASMS executive office at least 30 days in advance of the desired exam date. The ASMS contact is Brooke Kimberlin (brooke@mohssurgery.org).
- Payment:** The \$325 examination fee is due in advance of the selected exam date. If candidate must re-take one part of the exam, there will be a reduced examination fee of \$150 to do so.

Qualifying Examination (Continued)

- Format:** The examination consists of 20 practical items (photographs of Mohs slides with multiple choice responses) and 80 written (with multiple choice and true/false responses). These sections of the exam are scored separately, with a minimum score of 70% required on each section.
- Expiration Date:** Once the candidate passes the qualifying exam, he or she has three (3) years in which to finish all other requirements. If this 3-year period elapses without candidate having successfully attained Associate Fellow, International Member with Distinction, or Fellow status, he or she must re-take the examination and ensure that all other current requirements have been fulfilled. This time limit has been established to ensure that each candidate's Mohs knowledge and abilities remain at their peak, should other practice or personal responsibilities interrupt the ASMS application process.
- Study References:** Study references for the examination are *Mohs Surgery: Fundamentals and Techniques* (Mosby, 1998) and *Mohs Surgery & Histopathology: Beyond the Fundamentals* (Cambridge University Press, 2010). Copies are available for purchase on the ASMS website or by calling our office at 1.800.616.2767.

Case Log

- Associate Fellow** and **International Member with Distinction** candidates must provide documentation for a minimum of seventy-five (75) cases in which he or she acted as the primary Mohs surgeon. Forty-five (45) of the required cases may have been performed during Residency (second or third year only) if cases were completed within the last two (2) years. The remaining thirty (30) cases documented must have been performed in the candidate's post-residency practice.
- Fellow** candidates must provide documentation for a minimum of five-hundred (500) cases. All cases logged for Fellow application must have been performed within the past six (6) years.

Character Reference Letters

- All candidates must submit letters of character reference from two (2) Board-certified physicians in the same specialty. U.S. Associate Fellow candidate letters must be from physicians who are Board-certified by the American Board of Dermatology or the American Osteopathic Board of Dermatology.
- Letters (either mailed or emailed to the ASMS), must be printed on the reference's letterhead. Letters written by family members on behalf of the candidate will not be accepted.

Mohs Case Submission Standards

- Each of the two (2) cases submitted for review must have been performed by candidate acting as the primary Mohs surgeon in his or her post-residency practice and represent solid Mohs technique, both slide preparation quality and interpretation of the case. Each case submitted for review must be two (2) or three (3) levels only.
- Cases submitted must have been performed no more than two (2) years prior to date of application.

Mohs Case Submission Standards (Continued)

- Each case submitted must include the following: glass slides, operative report, Mohs map, perioperative photographs, completed Case Submission form, and physician-marked Prevent Unsatisfactory Fellow Case checklist.
- Candidate should personally select the cases, re-draw the maps on the Case Submission form while reviewing the slides through the microscope, so that the maps are as accurate as possible for the reviewer. Double check other case documentation prior to submission. **Important: This is not a task to be delegated to the Mohs technician or other staff.**
- Slides must be enclosed in snap-lid plastic slide cases and taped securely to ensure that they don't slip out and break in transit. A sturdy padded envelope or small box should be used for mailing slide cases and paperwork. Please mail all case submissions to:

American Society for Mohs Surgery (ASMS)
6475 E. Pacific Coast Hwy., Box 700
Long Beach, CA 90803

- The membership committee will not attempt to review slides that arrive broken. To avoid accidental injury to the reviewer or ASMS staff, the case will be returned immediately to the candidate. Note that this circumstance will delay the overall review process; it is important to pack and ship cases with extreme care.

Case Review Process and Additional Fees for Resubmission

- The fee associated with submission of the two cases is included in the candidate's application fee. Both cases in the pair must be found to be satisfactory.
- If one or both cases in the pair are unsatisfactory, case(s) will be forwarded to a second reviewer on the committee. If the second reviewer agrees that one or both cases do not meet the standards of the Mohs technique, the candidate will be asked to submit a new pair of cases.
- A case resubmission fee of \$250 must be included with the second pair of cases.
- If one or both cases in the second pair are found to be unsatisfactory, the candidate must wait a minimum of two (2) years before submitting a third and final pair of cases.
- During this 2-year waiting period, the candidate must participate in an ASMS tutorial with a representative of the membership committee, the purpose of which is to review prior case insufficiencies and outline the actions necessary to meet standards.
- Such tutorial sessions will be made available each year during both the ASMS Annual Meeting (May) and Fundamentals of Mohs Surgery course (November).
- Submission of the third pair of cases will be accompanied by a resubmission fee of \$250.
- If one or both cases is unsatisfactory in the third and final pair, the candidate will be permanently denied ASMS Associate Fellow, Fellow, or International Member with Distinction status.

Membership Maintenance Information

- Once approved as an Associate Fellow, International Member with Distinction, or Fellow, the member must notify the ASMS within 30 days if there is any change in status with their respective state or other licensing Boards.
- Associate Fellows may remain in this category indefinitely or may submit a new case log with an additional 425 cases to apply for Fellow membership. The 500 cases logged for the Fellow application must have been performed within the last six (6) years.
- New Associate Fellows, International Members with Distinction, and Fellows are required to participate in the ASMS Peer Review program and receive satisfactory results for four (4) consecutive years following attainment of this category of membership. This program is designed to provide direct educational and quality assurance feedback for members for a limited period of time. Any exception to this 4 consecutive years requirement must be approved in advance by the ASMS Executive Office. Requests for temporary exemption from this 4 consecutive years requirement will be considered on a case-by-case basis.
- After the conclusion of this mandatory 4-year period, Associate Fellows, International Members with Distinction, or Fellows will be required to participate in at least one (1) ASMS educational meeting every three years OR continue participation in the Peer Review program for two (2) years of each 3-year membership Maintenance cycle. Members should create office files or digital records to track their participation for each cycle. The ASMS also will include reminders each year with members' annual dues statements.

Loss of Membership Status and Reinstatement Protocol

- Associate Fellows, International Members with Distinction, or Fellows who do not comply with the above maintenance requirements in any given 3-year cycle will have their membership status changed to Affiliate.
- Reinstatement to the former membership status will require submission of a pair of Peer Review cases within three (3) years after member's change to Affiliate status. There will be a case submission fee of \$300, and both cases in the pair must achieve a Satisfactory rating at the same time.
- If one or both cases in the pair are unsatisfactory, case(s) will be forwarded to a second reviewer on the committee. If the second reviewer agrees that one or both cases do not meet the standards of the Mohs technique, the candidate will be asked to submit a new pair of cases, along with a \$300 submission fee.
- If one or both cases in the second pair are found to be unsatisfactory, the candidate must participate in an ASMS tutorial with a representative of the membership committee, the purpose of which is to review prior case insufficiencies and outline the actions necessary to meet standards, prior to submitting a third and final pair of cases.
- Such tutorial sessions will be made available each year during both the ASMS Annual Meeting (May) and Fundamentals of Mohs Surgery course (November).
- Submission of the third pair of cases will be accompanied by a resubmission fee of \$300.
- If one or both cases is unsatisfactory in the third and final pair, the candidate will be permanently denied ASMS Associate Fellow, International Member with Distinction, or Fellow status.