



Frequently Asked Questions:

Where will the CPO exam take place and how do I choose my exam site?

The exam administration will occur at Pearson VUE Testing Centers. Approved applicants will receive an authorization letter from ABOHNS in July 2021 with instructions about choosing and registering for a Pearson VUE test site.

Will the CPO exam have additional dates for 2021?

No, there are no additional exam dates planned for 2021

What is the expiration date of the CPO subcertification?

CPO subcertification will need to be renewed every five years. Participation in Continuing Certification (CC) for CPO will be required for all diplomates to maintain CPO subcertification even if the primary certification in Otolaryngology-Head and Neck Surgery is not time-limited.

How long does an applicant have to achieve subcertification?

Training pathway - 7 years from completion of ACGME-accredited fellowship training. Note that for those in the training pathway that completed accredited fellowship between 2015 – 2020, the 7-years begins with the 2021 written exam.

Practice pathway - 9 years, starting in 2021 with the initiation of the subcertification (pathway closes after 2030 written exam)

Note: these are times to successfully attain subcertification and not times to submit an application to enter the process.

If I completed a fellowship that was not ACGME-accredited upon completion but since has become ACGME-accredited, am I on the training or practice pathway?

In this situation, the applicant would be on the practice pathway.

When will the exam be in 2022?

Currently scheduled for Monday, August 2, 2022

If I already participate in Continuing Certification (CC) for my primary certificate, will I need to be in two CC programs?

No, CPO certificate holders will participate in the CPO CC program only.

Will there be a "CPO CertLink", or will I take the Pediatric Otolaryngology CertLink module that I already do?

A CPO CertLink module will be available in 2022.

Will ABOHNS be auditing the details of any applications?

Yes, ABOHNS has an application audit policy for CPO, which has been posted on the ABOHNS website, on the application portal, and can be found here ([LINK HERE](#)).

Case Log Questions:

Do cases performed during fellowship (ACGME or non-ACGME) count?

Cases performed during accredited or non-accredited fellowship training cannot be counted towards the case requirements. Similarly, MultiD activities during fellowship training does not count toward eligibility requirements.

Can I count a case more than once on the case list if more than one procedure was done or if meets more than one criteria on the case list?

A case performed during an operative session can only count for a single entry on the case log list, even if qualifies in more than one category or more than one case was done.

Can a case count for both me and my partner if we were co-surgeons?

Yes. As long as you were truly a co-surgeon. In this situation, co-surgeons should be documented/dictated on the operative report as such.

Does the case collection period need to be consecutive years? If so, does it need to be consecutive years leading up to the immediate proximate year I apply?

Fellowship Pathway - 50 index cases during the 2-consecutive years proximate to applying

Practice Pathway - 100 index cases during the 4-consecutive years proximate to applying

Note: The cases included do not need to be consecutively performed. The cases need to have occurred during the listed time periods. Every case meeting the qualifying cases criteria does not need to be listed, but the minimum case numbers need to be met.

Do I need to submit the case log worksheet?

No, please submit only the summary case log sheet. If you use the case log worksheet to compile your cases, then you can keep for your own records. Please note that the case log worksheet may be requested if a candidate's application is audited.

My cases were down in 2020 due to COVID. Can the two consecutive years be any 2 years, or does it need to be the 2 consecutive years prior to application?

The consecutive years for cases need to be proximate to the application being submitted. The ABOHNS is allowing for the case collection period to be extended to 3-years for Training Pathway or 5-years for Practice Pathway for either personal or professional hardships. A significant decrease in case volumes due to the COVID-19 pandemic can be included here. If requesting an extension of the case collection period, a personal statement describing the circumstances must be submitted to ABOHNS with application.

What if I get all my cases in less than 2-years for Training Pathway or 4-years for Practice Pathway, will I be eligible to apply or do I need to wait?

Diplomates may apply as early as during the second year in independent practice on the training pathway or during the fourth year in independent practice on the practice pathway if the applicant meets all application requirements during that year before the application deadline date.

Multi-D Activities:

Do Multi-D activities need to be from each year? Can I collect 24 in a single year?

Yes, Multi-D activities need to be collected and reported for each year, depending on the application pathway: 2-years for Training Pathway or 4-years for Practice Pathway. You may report as many per year as you'd like, but only 12 will be counted for each year.

If I am on a multidisciplinary QI/M&M children's hospital committee, would this count for multidisciplinary activity?

Yes

I have a monthly conference with other involved specialties to discuss complex cases. Does this count toward the multidisciplinary clinic?

Yes

If I attend tumor board or case management conference for that month but I do not have a child to present, will this count?

Yes, as long as you attended and participated/contributed during the conference.