



ABT Annual Timeline of Events

| JAN | FEB | MAR | APR | MAY | JUN |
|--|---|---|--|---|--|
| <p>Board candidate interviews to be scheduled by Board members</p> <p>New Diplomat certificates signed by Pres & Sec</p> | <p>Recertification notices sent via mail and email; applications due March 31</p> <p>Certificates sent to new Diplomates</p> <p>Winter newsletter</p> <p>Board candidate interviews completed</p> | <p>Winter Board meeting at SOT</p> <p>ABT Mixer meeting at SOT</p> <p>ABT Booth at SOT</p> <p>Recertification applications due March 31</p> | <p>Inform Board of new committees</p> <p>Welcome new Board members/orientation</p> <p>Send out new Board contact info</p> <p>Exam chair/co-chair select questions for exam</p> <p>Certification exam applications due April 30</p> | <p>Recertification Literature Assessment to Diplomates</p> <p>Documentation for certification apps due May 31</p> <p>Exam to Exam Committee members</p> <p>Eligibility committee begins online review of applications</p> | <p>Preliminary exam to Board at end of month to review prior to July meeting</p> <p>Eligibility committee concludes reviews, decision letters sent to applicants</p> <p>Board makes travel arrangements for summer meeting</p> <p>ABT staff review of recertification applications</p> |



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| JUL | AUG | SEPT | OCT | NOV | DEC |
|---|---|---------------------------------------|-------------------------------|-------------------------------|---|
| Literature Review Assesments Graded | Final Exam sent to Committee chair for proofing | Request for CVs for Board sent out | EXAM | Fall Board Meeting Virtual | Recertification stickers and letters sent |
| Summer Board Meeting | Examination fee due August 31 | | Board review candidate CVS | Exam results sent out | |
| Eligibility Committee Appeals Review | | | | | |
| Recert Committee Review Deficient Applications | Recertification Results sent out | | | | |