FREQUENTLY ASKED QUESTIONS REGARDING RECERTIFICATION

1. **How often do I have to recertify?**
   Certification periods are five years. Thus, every five years Diplomates must recertify to continue to use the DABT designation.

2. **My certification doesn't expire until the end of next year. Why do I have to apply for recertification almost two years early?**
   The recertification process begins early so that if a Diplomate's application is found deficient, they will have ample time to address these deficiencies. This is also why the years of activities that are being reviewed do not match the actual certification years. As this can be confusing, please refer to the Recertification Handbook for a more detailed explanation.

3. **I never got the letter notifying me it was time to recertify with the ABT. My address changed. Will you waive the late fee?**
   Unfortunately, the late fee cannot be waived. It is the responsibility of the Diplomate to ensure ABT receives any address changes.

4. **How do I apply for recertification?**
   Recertification applications must be submitted online via the ABT website. Diplomates should download and review the Recertification Handbook prior to submitting their application. Payment can be made electronically as well.

5. **What does recertification entail?**
   There are three components to Recertification: 1.) active practice, 2.) continuing education and 3.) maintaining expert knowledge in toxicology. These components are described in detail in the Recertification Handbook, available on the ABT website.

6. **How much is the recertification fee?**
   Currently, the standard fee is $325 for all Diplomates. An additional late fee of $150 is charged for applications received after the March 31 application deadline.

7. **How do I keep track of all my continuing education (CE) credits for five years?**
   Diplomate are encouraged to enter CE activities and credits into their account as they are completed. This is the easiest way to be able to quickly determine if you are on track. It also makes the recertification application very simple to complete.

8. **My company does not budget for or allow travel to scientific meetings. How can I be expected to earn the 20 continuing education credits each year?**
   There are many ways to earn CE credits in addition to attending meetings. Online webinars are widely available with many of them offered at little to no cost. Diplomates can answer the Literature Review articles during the recertification period for CE credit. Please look at the full listing of credits in the Recertification Handbook. If you have question or concerns, it is recommended that you contact the ABT office for guidance as soon as you realize you may be short on credits.

9. **When do I find out if I successfully recertified?**
   The ABT recertification committee reviews the entire application and will provide you with feedback about your satisfactory progress or any deficiencies in the fall if it was submitted on time. During the fifth year of the cycle, your ABT online account will show the new expiration date and you will see an alert that your application was approved (or not!) Your digital badge will automatically update on January 1 of the new certification period, an email notice will be sent.

10. **How do I get my digital badge?**
    When the digital badges were implemented, all Diplomates were emailed links to their badge. These emails came from badges@abtox.org. When the dates are updated, Diplomates will receive another email. If you never received the email, please contact the ABT office at info@abtox.org

11. **What happens if my application is found deficient?**
    Diplomates are sent notice of any deficiencies in late summer/early fall of the fourth year. They are given until June of the fifth year to address them. The most common issues are not including enough detail in job descriptions, overclaiming CE credits for meeting attendance and committee/service activities, not providing titles of courses and webinars, and claiming job duties as CE. There is also a section in the Recertification Handbook addressing deficiencies.

Annual Recertification Schedule

Letters mailed, Email notice sent	Late January (Year Four of Cycle)
Completed application and fee due	March 31
Literature Review Assessment Info Emailed	Early May 8
Literature Review Answers Due	Early July
Committee Review	Summer
Results sent to Diplomates	Fall
Corrected Deficiencies Due	June 1 (Year Five of Cycle)
Recertification Letters Sent	December 1
Digital Badge Updated	January 1

Note that each year's recertification schedule with exact dates is posted on the Diplomate portion of the ABT website.