



Diagnostic Radiology Program Coordinator ABR Cheat Sheet

Item	Due Dates
Add new residents to myABR	July 1-31, annually
Resident registration - completed on each resident's myABR account	July 1 - October 31, annually. Late registrations will be accepted until October 31.
Training verification notification or email	Record in myABR by March 1
Core Exam invitation-CVENT email	Emailed to eligible residents approximately 3 months prior to exam
NRC Forms A and B: verifies resident has completed the appropriate NRC training for AU eligibility	Email reminder to programs in early March; due June 1, annually, for graduating residents
Core Exam results	Posted on myABR 8-10 weeks after the exam
Final verification forms	Emailed to programs annually in June; due back to ABR August 1
Certifying Exam Invitation - Step 1: Practice Profile	Email notice sent to eligible candidates approximately 4 months prior to exam
Certifying Exam Invitation - Step 2: CVENT Appointment	Emailed to eligible candidates approximately 2 months prior to the exam
Certifying Exam results	Posted on myABR 8-10 weeks after the exam

Resident Application

Beginning July 1, program coordinators may add new residents to their account in [myABR](#).

First-time applicants with the ABR must use our online system to register. However, they cannot do so until program coordinators complete the initial resident entry process in [myABR](#), which includes the photo submission component. **This task must be completed by July 31.** Residents are encouraged to complete their application in [myABR](#) during their first year (PGY2/R1) of training. The first annual fee is due at the time of application. Payments can be made via [myABR](#).

The following steps are taken when a program coordinator or director is entering a new resident in [myABR](#):

- The program coordinator or director will be prompted to complete a second page of information that will consist of a photo and acknowledgments.
- When completed, the resident will be notified and asked to complete his or her application.
- The resident's application will be updated to include a section where he or she reviews and either approves or declines the photo.

- If the photo is approved, the resident can continue the application process. If the photo is declined, the registration will be locked, and an email will be sent to the program coordinator and director requesting that a new photo be uploaded.
- The program coordinator or director will be able to upload a new photo to the program page, after which the resident will receive another email requesting that the application be completed.
- The photo approval/decline process will be repeated until the photo is approved.
- To prevent additional fees for residents, program directors should ensure that all photos are updated before October 31 each year.

What are the definitions of the different registration statuses?

- **Emailed Resident:** new resident has been added to a program listing, and a request has been sent to the resident to complete his or her application process
- **Registration Form - Photo Required/Missing Photo:** a photo is required for the current or graduated resident
- **Registration Form - Photo Approval Required:** a request has been sent to the current or graduated resident to approve or decline the submitted photo
- **Created myABR login:** the resident has created an ABR login/account
- **Photo Declined:** the resident declined the photo on his or her account

Transfers

Residents are expected to remain in the same program for all four years. If a resident wishes to transfer, the move must be approved by the initial program director as well as by the new program director. A list of satisfactorily completed rotations must be provided to the new program director, who can accept all or some of them. To notify the ABR of a transfer, please submit a letter from each program that includes:

Initial Program	New Program
Resident's start and end training dates	Resident's start and anticipated end training dates
Did resident leave the program in good standing?	Will all training completed be accepted?
Program Director signature	Program Director signature

Withdrawals

If a resident has withdrawn from the program, submit a signed letter to the ABR confirming the resident's official end date and the amount of training credit he or she was given.

Leaves of Absence

Leaves of absence and vacation may be granted to residents at the discretion of the program director in accordance with the institution's rules. Depending on the length of absence granted, the required period of graduate medical education may be extended accordingly. Residency program directors and their institutional GME offices determine the need for extension of residency training. It is not up to the ABR to determine graduation dates for individual residents.

Training Verifications

Training verifications will confirm eligibility for the Core Exam. The exam has been developed to be taken during or after 36 months of diagnostic radiology residency training.

Final Verifications

Final verifications will confirm successful completion of the residency training requirements: 48 months of training, a minimum of four months in nuclear radiology, and a minimum of three months in mammography/breast imaging.

Forms A and B (NRC Regulation Forms)

Two forms are available to document compliance with and completion of the required NRC/Agreement State training and experience. Both must be submitted on behalf of each candidate for him or her to be eligible for an ABR Diagnostic Radiology Certificate with the *Authorized User (AU)-eligible designation*.

Graduated Residents

Graduates will remain on the program page until they successfully pass the Certifying Exam. We are currently in the process of updating their “incomplete” status. No further action is required.

Diagnostic Radiology Resident Fees

- Annual Fees are charged in January and due by March 1 each year
- Administration fee is included and is nonrefundable

Fee	Description	Amount
Annual Fee	Charged every year that candidates are in the initial certification process.	\$640
Annual Fee Late Payment	Charged if annual fee is not paid by March 1 each year.	\$100
Re-exam Fee*	If you do not fully pass an exam, a re-exam fee may be assessed.	\$640
Radioisotope Safety Exam (RISE) Application Fee	Exam to achieve Authorized User Eligibility (AU-E).	\$220

- Anyone who registers for an exam and cancels 30 days or more prior to the exam date will have fees applied to his or her next eligible exam
- Anyone who registers for an exam and cancels fewer than 30 days prior to the exam date or does not show will forfeit any exam fees paid

Diagnostic Radiology Core Invitation

All invitations are sent to the resident’s primary email address on file three to four months prior to the exam. It is important that all residents make sure their email address is kept updated through myABR.

Diagnostic Radiology Certifying Invitation

All invitations are sent to the resident’s primary email address on file approximately four months prior to the exam. The resident will also create a practice profile choosing three module(s) on which to be tested. It is important that all residents make sure their email address is up to date.