



## Applicants Unable to Sit for Scheduled Certification Examination Due to Special Circumstances

---

Applicants who are unable to appear for a scheduled certification examination due to the one of following special circumstances may appeal to the ABMGG for an alternate test date. Alternate test dates must be scheduled within 4 weeks of the original test date.

Qualifying Special Circumstances:

- Significant complications of pregnancy
- Pregnancy with due date within six weeks before the test date or two weeks after the test date
- Birth or adoption of child within six weeks before the test date or two weeks after the test date
- Unplanned surgery or serious medical condition of candidate within one week of test date
- Death of immediate\* family member within 2 weeks before test date
- Military deployment

Candidates must submit their appeal to the ABMGG as soon as the circumstance is identified and no later than three days following the scheduled exam date that is missed. Candidates must provide documentation of the circumstance that prevents them from appearing for the scheduled examination. Documentation of medical emergencies, pregnancy, or birth of child must be provided by the treating health care provider. Decisions as to whether the circumstance qualifies for a rescheduled examination are at the sole discretion of the ABMGG. If the alternate test date is missed, the ABMGG will not consider a second alternate date.

Alternatively, candidates with a qualifying special circumstance may elect to withdraw from the examination, wait until the next scheduled administration and receive a refund of the examination fee. The processing fee or any late fee will not be refunded.

*\*Immediate family members are defined as spouse/partner, child, stepchild, parent, stepparent, parent-in-law, grandchild, grandparent, sibling, or step-sibling.*

*Approved: Executive Committee on behalf of Board of Directors: May 14, 2021*