



Dear Maintenance of Certification Self-Assessment Provider Applicant:

Thank you for your interest in offering Self-Assessment activities approved for Maintenance of Certification (MOC) Component 2 Credit by the American Board of Dermatology. Self-assessment activities allow dermatologists to identify relevant knowledge gaps, or other areas in their clinical practices that deserve improvement or growth. By becoming an approved MOC Self-Assessment Provider, you will help the ABD improve and confirm the quality of care provided by dermatologists.

The subsequent pages contain descriptions of the MOC Self-Assessment Program, including an overview of the program, structure requirements, production and implementation guidelines, reporting requirements and reapplication information. Please review these materials carefully to ensure accurate submission of your application.

MOC SELF-ASSESSMENT PROGRAM RESOURCES
Overview of MOC Self-Assessment
General Requirements for MOC Self-Assessment Providers
Production and Implementation of the Self-Assessment Exercise
Documentation and Reporting
Re-Application and Subsequent Self-Assessment Activities

NOTE: Click on the hyperlink in the table to quickly access each file.

After reading these materials, you may access the [ABD MOC Self-Assessment Application for Initial Approval](#) from the ABD website. Please answer all questions on the application. Brief answers are acceptable. This is our opportunity to learn about your organization and your plans for incorporating MOC into your activities. If you have any questions about the application, or concerns about how to respond, we want to hear from you.

In addition to accepting applications for traditional self-assessment exercises, the ABD also seeks applications for **Literature-Review** self-assessment exercises. These MOC Component 2 activities provide diplomates an opportunity to read and review the most important information in the recent literature pertaining to dermatologic diseases, either generally or within the area of the specialty in which the diplomate practices. We are open to a variety of formats, including live meeting sessions as well as online formats. [Additional information about the requirements and format of such activities is available at the end of this packet.](#)

We look forward to reviewing your completed application. Applications must be submitted at least six weeks prior to your meeting. If we have further questions about your submission, or if we have feedback to provide before approval, you can expect timely, clear, and helpful communication to ensure your application's success.

Sincerely,

Thomas D. Horn, MD
Executive Director
American Board of Dermatology

OVERVIEW OF MOC SELF-ASSESSMENT

- The purpose of MOC Self-Assessment is for diplomates to identify strengths and weaknesses related to their practice, with a goal of providing information to help them fill in practice gaps. Thus, MOC Self-Assessment (SA) activities should be appropriate for and directly relevant to the practicing dermatologist or dermatologic subspecialist.
- A diplomate participating in the MOC program must accrue a total of 300 ABD-approved SA question credits in each 10-year MOC cycle, according to the following schedule: 100 credits in years 1-3, 100 credits in years 4-6, and 100 credits in years 7-10. Completing one SA question earns the diplomate one SA credit.
- Diplomates may accrue SA credits in any increment, ranging from 1 SA credit per activity to 100 or more SA credits per activity. For more effective learning, smaller increments over an extended period are recommended rather than large numbers in a single activity.
- Diplomates are not allowed to apply credits accrued in excess of 100 in one period to a future MOC period. For example, if a diplomate earns 150 SA credits by year 3 of the MOC cycle, he or she may not apply the extra 50 credits toward the 100-credits SA requirement of years 4-6.

GENERAL REQUIREMENTS FOR MOC SELF-ASSESSMENT PROVIDERS

- Self-Assessment programs may be developed and produced by any of the dermatologic specialty societies or other educational organizations, but require approval in advance by the ABD before promoting the activity as "MOC-qualifying".
- The standard SA activity must include the following elements:
 - Practice-relevant questions written according to ABD format, with one clearly correct answer and four plausible but clearly incorrect distractors
 - Post-activity identification to the learner of the correct answer for each question
 - Post-activity identification to the learner of peer performance on each question
 - Explanation and education of why the right answer is correct and the wrong answers are incorrect
 - References to support the correct answer and/or for additional self-study
- Direct commercial support of MOC activities by pharmaceutical industry or device manufacturers is not allowed.
- An application fee may be required. The ABD may waive the application fee for non-profit organizations that offer the activity free to diplomates. The organization should contact the ABD to determine if it qualifies for the fee waiver.
- The specialty society or other educational organization producing the SA programs (henceforth referred to as "MOC provider") will be responsible for the production, presentation, participant identification, participant answer documentation, SA module scoring, peer response summary calculation, peer response summary communication to each individual, question-based education, and diplomate feedback for each examination. The MOC provider will issue a certificate of SA credits earned to each participating diplomate, will keep records of participants' credits earned, and will provide a report of the SA activity to the ABD office (see below for details).

PRODUCTION AND IMPLEMENTATION OF THE SELF-ASSESSMENT EXERCISE

- The program can be administered in various ways, including, but not limited to: computer-based (administered via Internet or CD-ROM), paper-based (paper and pencil exercise, with answer sheet), or live audience response system-based (electronic audience response systems used with wireless hand-held responders linked to the individual diplomate, collecting responses to questions).
- Questions must conform to ABD style, as [outlined in the guide on our website](#). Please read this guide carefully. Submission of questions in an unacceptable format is the most common reason for questions to require revision.
- Questions should be accompanied by a brief written discussion, which can be in complete sentences (as might appear on a self-assessment handout) or bulleted (as might appear on a presentation slide).
- References from journal articles or textbooks should be provided.
- Questions, discussion, and references should be submitted to the ABD office for review and approval at least 6 weeks prior to the meeting or, if administered in a different venue, 6 weeks prior to the time when the activity is released for use.
- A question template is provided on the ABD website for submission of questions, explanations, and references. An alternate template may be acceptable, but should be approved in advance by the ABD.
- Alternative SA formats can be proposed by a prospective MOC Provider, but must be reviewed and approved by ABD.
- Feedback must be delivered to the diplomate, including whether the answer selected by the diplomate was correct, along with a score comparison to the peer group. The peer group may be defined as the cumulative participants of the activity or the current peer audience participating in the activity. This comparison can be expressed as percentile. A minimum of 10 total participants should complete a SA activity for the MOC Provider to consider the peer audience as acceptable. Peers may include those not currently enrolled in MOC, but must include only dermatology providers.
- Participants completing the SA activity should provide formal feedback to the MOC Provider about the quality of the activity. An [evaluation form](#) (Appendix "A") is available on the ABD website, for distribution to your participants. The MOC Provider may substitute a different evaluation form as long as it contains assessments of the clinical relevance of the question set, clarity of the questions included in the set, and quality of explanations of right and wrong answers.

DOCUMENTATION AND REPORTING

- Diplomates should be awarded points only for the questions they complete. Registration or attendance alone is insufficient to issue a diplomate SA credit.
- The MOC Provider is responsible for issuing an MOC Self-Assessment Certificate provided by the ABD that clearly includes the name of the diplomate earning the credit, the name of the MOC Provider, the name of the SA activity, the date of completion of the SA activity, and the number of SA points earned by the individual. The ABD will provide a template for the certificate to the MOC Provider after the application materials have been approved.

- The MOC Provider will be responsible for providing the ABD office with a report consisting of a list of course attendees, the number of SA question credits each received for participating, and the participants' evaluations of the SA program. This report should be made available to the ABD office within 45 days from the end date of the meeting. If the SA program is delivered in a different venue from a meeting, for example, online, a report should be sent to the ABD office yearly. The report should be sent to the ABD MOC Coordinator, Pamela Zuziak (pzuziak1@hfhs.org, 313-874-1090).
- Approved MOC Providers must keep records for participants for 10 years from the time of the activity and be able to supply the participant with additional copies of MOC SA certificates for SA activities completed within the preceding 10-year period upon request. It is acceptable to charge a nominal fee to any participant requesting additional copies beyond the original. The diplomate is personally responsible for submitting proof of the successful completion of the SA program to the ABD, if proof is requested.

RE-APPLICATION AND SUBSEQUENT SA ACTIVITIES

- Once approved, the MOC Provider will be issued a time-limited authorization to create and implement SA activities. The approval period is 3 years.
- During the approval period, the MOC Provider may use the approved SA activity as many times, with as many diplomates/participants, as the MOC Provider chooses. However, if repeating the same MOC module, the MOC Provider must have a mechanism to minimize, and preferably avoid, repeating SA content to diplomates. This should include a written statement clearly outlining the repeated nature of the question set to potential participants, along with a statement that MOC credit cannot be claimed more than once if the diplomate chooses to repeat the module. While a diplomate may choose to repeat a SA module for its learning value, he or she may only count the points from a single MOC SA module once toward the 300-point requirement in the 10-year MOC cycle.
- MOC Providers may also develop and substitute additional SA question sets to use in subsequent MOC educational sessions during the approval period. Any additional questions to be used during the approval period must be submitted for review to the ABD office at least 6 weeks prior to the meeting or (if online or printed) 6 weeks prior to the time when the activity is released for use.
- If the MOC Provider wishes to extend the approval beyond the authorization period, [a re-application and self-study report](#) (Appendix "B", available on the ABD website) must be submitted, along with a re-application fee. The fee is not required if the organization qualifies for fee waiver. Re-applications will not be considered unless the MOC Provider has submitted reports for all SA activities during the approval period to the ABD office. (See above, Documentation and Reporting.)
- The ABD regularly audits a small percentage of approved MOC Providers. If a program is audited, the ABD may request that the MOC Provider submit either the evaluation summary, specific data from the MOC Provider Self-Study, or both prior to the end of the approval period.
- If the quality of the MOC SA activity is compromised, the ABD has the right to revoke approval of the MOC SA activity. This will not be done without first communicating with the MOC Provider to improve quality or process issues.

GUIDELINES FOR LITERATURE-REVIEW SELF-ASSESSMENT EXERCISES

- Exercises in this format require participants to read journal articles, or summaries of articles, and answer questions on the content.
- The exercises must contain a discussion of right and wrong answers along with feedback about how the diplomate performed compared to a group.
- Exercises should be based only on **recent** journal articles, published within the last five years.
- The journal articles should be **highly impactful**, having changed (or having the *potential* to change) dermatologists' approach to evaluation or management, or illuminating the pathogenesis of a disease.
- Packets can have as few as one question, or as many as (but no more than) 50 questions.