



2025 Oral Exam

Candidate Guidelines:
Eligibility Requirements and Application Process

IMPORTANT DATES AND FEE SCHEDULE

2024

January 9 - February 16
Application Portal is Open
\$800 Application Fee

February 17 - 23
Late Applications Accepted
\$210 Late Fee

March 11
9-month Case Collection Period Begins
for Approved Candidates

Early August
Peer Review Process Begins

Early December
Case Collection Period and
Peer Review Submissions End

2025

January - May
Case Log and Peer Review Submissions Reviewed
10 Cases Selected for Exam for Approved Candidates

Mid-May
Candidates Notified of Cases Selected
Submission Period for Materials of Selected Cases Begins

Early July
Submission Period for Materials of
Selected Exam Cases Ends

September
Oral Exam Administration

Dates and details are subject to change.

Continue to check abohns.org for monthly updates
containing the most current information.

ELIGIBILITY REQUIREMENTS

To be eligible to apply for the Oral Exam, all requirements below must be satisfied:

- Be within 7 years of becoming eligible for Board certification
- Passed the Written Exam
- Completed all training, including fellowships (ACGME and non-ACGME)

Important: Case collection may not occur during fellowship training. A fellowship, approved or not approved by the ACGME, is not considered independent practice. This includes all cases performed during the dates encompassing the fellowship, whether in the institution of the fellowship or outside the institution, and regardless of the ability to perform cases independently during the fellowship.

- Be currently practicing otolaryngology-head and neck surgery with an independent, autonomous practice in the US or Canada and have an unrestricted Medical License

Important: Candidates must be actively engaged in the practice of otolaryngology-head and neck surgery before, during and after the case collection period and throughout the examination process.

Candidates will need to stay in the same practice from the start of case collection until the Oral Exam. If a candidate plans to change to a new job before September 2025, please contact ABOHNS at oralexam@abohns.org. Practice outside the US or Canada is permitted only for active-duty military candidates.

- Have operative privileges at a hospital and/or certified surgical center

Important: If a candidate does not have operative privileges, please contact ABOHNS at oralexam@abohns.org before applying.

- Be a Fellow of the RCPS(C) in good standing if completed residency training in Canada

APPLICATION PROCESS

The Application Portal will open on Tuesday, Jan. 9. Applicants should go to www.abohns.org and log in to their Physician Portal to complete their Oral Exam Application.

To begin the application process, click on “Manage Certification” and follow the steps under “Apply for the Oral Exam.”

Items Necessary for Application Completion

It may be helpful to gather the information below and have it handy when completing your application:

- Medical License Information
- Name, address, and phone number for all practice locations
- Details relating to any past or current disciplinary actions

Oral Exam Text Messaging Opt-in

During the application process you will have the option to agree to receiving text messages from ABOHNS that are relevant to the Oral Exam. Only important messages regarding deadlines, updates, and other Exam information will be sent. Your phone number will never be shared or used for other purposes.

Application Approval

Once an application is approved, the candidate will submit consecutive cases through the ABOHNS portal collected during a 9-month period, which begins on Monday, March 11 using the case log portal. Additional Guidelines with information about case collection and other important details will be released in early 2024.

If an application is not approved, the applicant will be contacted by an ABOHNS team member with further details.

ADDITIONAL RESOURCES

For additional information about the 2025 Oral Exam, candidates may access these informative resources now available on our website.

2025 Oral Exam Timeline

A timeline of important Oral Exam dates and deadlines can be found [here](#). These details are subject to change.

Oral Exam Town Hall Recording

On December 7, ABOHNS leadership hosted a one-hour Town Hall webinar to discuss key points, provide updates, and answer questions about the 2025 Oral Exam. Click [here](#) to view the Town Hall recording.

Oral Exam Town Hall Podcast

An audio version of the December 7 Town Hall recording is available from our ABOHNS podcast series [here](#).

Questions?

**Please direct your questions about
Exam eligibility requirements and the application process
to ABOHNS Oral Exam Coordinators:**

**Rosa La Neve
Nikki Ladet**

Email oralexam@abohns.org or call 713-850-0399.

Rev. 12.2023