

AAPM&R Policies Related to the Administration of the 2017 SAE-R Exam

This document provides information about the yearly SAE-R exam, including formal policies established by the Academy's Medical Education Committee. Follow the instructions listed below each policy for helpful information. E-mail any questions to saer_admin@aapmr.org

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Important Dates for the 2017 Exam

- **Registration Open: July 15, 2016**
 - Early registration fee of \$200 for resident members and \$275 for resident nonmembers ends October 1, 2016.
 - To qualify for the early registration rate, payment must be received or postmarked by October 1.
- **Final Registration Deadline: November 15, 2016.** This is the final deadline to:
 - Register residents. The fee after October 1 is \$275 for member residents and \$350 for nonmember residents.
 - Payments must be postmarked by the November 15 date.
 - Request a refund for registrant(s) not able to take the exam.
 - Make any changes to a residency program's registration, including program and resident information.

Any of the above requests made after this deadline cannot be accommodated.
- **Exam Date: January 27 or January 28, 2017**
- **2016 Individual Resident Score Reports and Residency Program Score Reports will be mailed in April 2016**

Information about the SAE-R Exam

Mission

The Self-Assessment Examination (SAE) is part of the medical education program of the American Academy of Physical Medicine and Rehabilitation. The mission of the SAE Subcommittee is to assist practitioners and residents in maintaining the highest standards of physiatric practice through self-assessment examination.

Goals/Purpose

To produce annually a Self-Assessment Examination for Residents (SAE-R) covering residency competencies as well as overlying clinical issues, that will

Assist residents by providing:

- An objective self-assessment examination for clarification of learners' needs.

- A comparison of present level of performance of each resident with that of other residents throughout the country at a similar level of training.
- A stimulus for study.
- Practice in taking objective, written examinations and handling patient management problems.
- Year-to-year documentation of progress in accumulating knowledge in PM&R.

Assist program directors of participating residency training programs by providing:

- An indication of the training needs of residents in their programs.
- A comparison of the present level of performance of their residents with that of other residents throughout the country at a similar level of training.

Note: The SAE-R is not intended to be used as a primary tool for resident evaluation or basis for promotion.

Membership registration for your residents to be members of AAPM&R is SEPARATE from SAE-R registration. To learn more about membership, visit

Exam Content

The SAE-R is designed to assist resident in identifying their strengths and weaknesses in ten content areas of physical medicine and rehabilitation (PM&R) shown below.

Amputation, Prosthetics, and Gait
Brain Disorders
Electrodiagnosis
Nerve and Muscle Disorders
Medical Management
Musculoskeletal Rehabilitation and
Sports Medicine

Pain Rehabilitation
Pediatrics
Rehabilitation and Functional
Management
Spasticity
Spinal Cord Injury
Stroke

Disabilities

Examinees requesting exam accommodation must have specific notation of the impairment as well as provide the specificity of the accommodation. A letter from the program director will need to accompany the request as the program will have to provide the accommodations while meeting the requirements for administering the test (proctoring, etc.). The written request must be submitted within a month of the

administration of the examination. These requests will be reviewed and tracked by the AAPM&R Education Staff. At staff request, members of the Self-Assessment Examination Subcommittee may review the request.

Question Disputes

Disputed question(s) must be submitted in writing within one month after the administration of the examination. Examinees must submit the disputed question(s), where there are disputes, and the reason for the dispute. Members of the Self-Assessment of Examination Subcommittee will review the dispute.

Please submit all special requests regarding the Self-Assessment Examination for Residents to:

AAPM&R
SAE-R Question Disputes
9700 West Bryn Mawr Ave., Suite 200
Rosemont, IL 60018

Future SAE-R Dates

2017: January 27/28

2018: January 26/27

If your program would like to participate, please contact saer_admin@aapmr.org for more information.

Self-Assessment Examination for Resident Committee (SAERC) for the 2017 SAE-R

Atul T. Patel, MD MHSA, *Chair, Spasticity*
Kim Barker, MD, *Stroke*
Hans L. Carlson, MD, *Nerve and Muscle Disorders*
Kristin Gustafson, MD, *Spinal Cord Injury*
Kevin Hakimi, MD, *Amputation, Prosthetics, and Gait*
David Haustein, MD, *Electrodiagnosis*
Troy Henning, DO, *Rehabilitation and Functional Management*
Matthew Mayer, MD, *Pediatrics*
Armando Miciano, MD, *Medical Management*
Virtaj Singh, MD, *Pain Rehabilitation*
Monica Verduzco-Gutierrez, MD, *Brain Disorders*

FAQs: Registration

1. After a residency program has completed online registration, can additional residents be registered?

Policy:

If a program needs to add resident(s), as a result of a) the residency program made an error in its original registration or b) an additional resident has transferred into the program, the program can register additional resident(s) as long as it is before the **Final Registration Deadline: November 15, 2016**. Requests made after this date cannot be accommodated.

Instruction:

Log into the SAE-R Registration web site, <http://saer.aapmr.org/>. You may need to click the next or previous button in order to get to Step 2, where you can add additional residents. If residents are members of the Academy, be sure to check the "Academy Member" box to receive the discount. You can add new residents by entering their information at the bottom of the list and clicking the "Add" button. Once you have added the additional resident(s), click the next button and verify your registration on Step 3. Then click the next button and print your registration form in Step 4. Mail, email or fax your registration form with your payment. Indicate if your payment is for the entire program or only the additional resident(s) (if you had already sent in partial payment). Check the "paid with membership dues" box if appropriate, but you still need to send us a copy of the registration summary in order to complete the registration process.

Please note that the exam materials for your entire program will not be sent until full payment for the additional registrant(s) is received.

If you have any questions about how to add a new resident or your balance, please e-mail saer_admin@aapmr.org.

2. If a registered resident cannot take the exam, can a residency program replace with a substitute?

Policy:

A residency program can replace a registered resident that cannot take the exam with a substitute as long as it is before the **Final Registration Deadline: November 15, 2016**. Requests made after this date cannot be accommodated.

Please note: Substitutions made the day of the exam cannot be accommodated.

Instruction:

Log into the SAE-R Registration web site, <http://saer.aapmr.org/>. You may need to click the next or previous button in order to get to Step 2, where you can add additional residents and make changes to existing residents. You can add new residents by entering their information at the bottom of the list and clicking the "Add" button. To unregister a resident, click the "Edit" button and uncheck the "Taking Exam" check box. Once you have added the additional resident(s), click the next button and verify your registration on Step 3. Then click the next button and print your registration form in Step 4. Mail or fax your registration form with your payment. Indicate if your payment is for the entire program or only the additional resident(s) (if you had already sent in partial payment).

Please note that exam log in credentials for your entire program will not be sent until full payment for the additional registrant(s) is received.

If you have any questions about how to substitute a resident or your balance, please e-mail saer_admin@aapmr.org.

3. Can the residency program register a resident who wants to take the exam but does not want to have their scores processed?

Policy:

Residents cannot take the exam without it being scored. The Academy will offer an abridged version of the current year's exam online at www.me.aapmr.org in April of the same exam year.

Instruction:

None

4. What is the SAE-R payment policy?

Payment Policy:

Payment of the SAE-R registration fees will only be accepted if received from the residency program institution - not individual residents. AAPM&R will send an e-mail confirmation once your payment and registration has been processed. Your institution is not considered registered until payment has been received and processed.

If your institution requires an invoice before submitting payment, you can request an invoice. Please note that the invoice will indicate what the payment will be.

See the **Important Dates for the 2017 Exam** section of this document for registration deadlines.

Instruction:

If paying by check, please mail one (1) check from the institution along with the residency program's registration form. New this year: If you opted to submit payment for the SAE-R exam fees along with membership dues, you still need to send us the registration summary page. There is a box to check saying exam fees were included with membership dues.

If paying via credit card, fill out the credit card portion on the residency program's registration form and fax it to AAPM&R's secure fax line.

Mail Order Form To: AAPM&R, P.O. Box 95528, Chicago, IL 60694-5528

Fax Credit Card Payments to: (847) 563-6149 - secure fax line

Please note that all payment amounts must be in US dollars. Your program will be invoiced for any shortages of actual amounts due.

In the event this policy is not respected and individual resident checks are received, the Academy will refund all monies and the residency program SAE-R registration will not be considered complete until full payment from the residency program is received. The Academy will not make accommodations for missed registration deadlines as a result of improper adherence to the SAE-R payment policy.

Please note, in receiving manual score reports, residents will NOT receive the same statistician-generated individual score reports received by other pre-registered residents, the results will NOT be included in the resident's cumulative three year

progression report summary, and the residents' scores will NOT be included in the overall residency program's score report.

Manual Score Report Options - Pick Option 1 or 2:

Option 1 - Basic Report (\$50 per resident report):

This report will include an overall score and list of incorrect question numbers.

Option 2 – Basic Report (\$50 per resident) + Sub-Topic Breakdown (\$50 per resident):

This report will include the basic overall score and list of incorrect question numbers in addition to a breakdown of scores by sub-topic including the overall average score residents received for each sub-topic within the resident's PGY.

The Education Manager will contact the Program to confirm the manual score report option as well as payment option (e.g. paying by credit card or being invoiced for the amount.) Please note that the score reports for your entire program will not be sent until full payment for shipping (and score reports, if applicable) is received.

FAQs: Administration

5. What are the technical requirements for the regarding the online exam platform?

The AAPM&R examinations are delivered via the Internet, and are password protected to ensure only those candidates authorized to attempt the examinations are allowed to do so. A confirmation e-mail message for each candidate is sent to the designated individual authorized to administer the examination to candidates. The confirmation e-mail will contain a link (or URL) to be used to access the login page for the examination, as well as the candidate's ID number and password. It is critical that these e-mails be maintained in a secure manner until the time the examination is administered since the examination must be proctored.

Preparation in advance can go a long way to ensuring the best possible results from this web testing platform.

This web test requires:

- Only Window 7 and Windows 8 operation systems are supported. The operating system should have at least Microsoft recommended updates.
- Internet Explorer version 9 through 11 is recommended. **Other browser applications will not work well with our system.**
- Browser "cookies" must be enabled.
- All popup blockers must be enabled.
- All non-essential and non-standard Windows services should be stopped.
- An HTML capable e-mail delivery of instructions and future score reports.

Advise your LOCAL information technology staff about your planned testing over the Internet on a specific date so they can advise you of any issues related to accessing the Internet on that date.

6. Can a residency program administer the SAE-R on an alternative DATE other than the two published exam dates to either the entire program or an individual resident?

Policy:

The Academy does not allow a residency program to administer the SAE-R exam to its entire program on any other date other than one of the two scheduled exam date options. The exam dates are scheduled and advertised far enough in advance to give residency programs ample time to coordinate clinicals, didactic sessions, etc., around the exam time frame. Therefore administering the exam to the entire program on a different date would jeopardize the integrity of the exam.

However, the Academy will allow a program director to administer the exam to a single resident one day (maximum) before or after the scheduled exam dates if the reason is due to a religious holiday, medical issue, or personal emergency and all other options have been exhausted. Due to outside vendor contracts, etc., the Academy cannot provide more than a 1 day extension before or after the scheduled exam dates.

Instruction:

When registering your residents online, please select the “Special Needs” box within the resident record (for previously listed residents, select edit and then select the “Special Needs” box.) You will be prompted to include an explanation for the request, outlining why the scheduled exam date is not an option. The request should also include a statement assuring the exam will be administered in a proctored setting. The Academy will send the program revised affidavits with the alternative date to be completed by the resident and program director.

Religious holidays are known at the time of the exam registration. Please make every effort to survey your residents who may have a conflict and submit your request along with your registration, if possible.

7. Can a residency program administer the SAE-R exam to an individual resident at an alternative TIME other than the established time it is being administered to the entire program?

Policy:

The Academy will allow the program director to administer the exam to a resident at an earlier or later time (on the scheduled exam date) than the rest of the program's residents if there is a special circumstance.

Instruction:

When registering your residents online, please select the "Special Needs" box within the respective resident record (for previously listed residents, select edit and then select the "Special Needs" box.) You will be prompted to include an explanation for the request. The request should also include a statement assuring the exam will be administered in a proctored setting. The program director should also make a special note on the director's affidavit (sent with exam materials in January) of the later exam time for the particular resident.

8. Can a program receive a refund if a resident is unable to take the exam?

Policy:

If a program notifies the Academy that a resident is unable to take the exam **PRIOR** to the **Final Registration Deadline**, the program will be refunded the registration amount for that resident.

If the program notifies the Academy after the Final Registration Deadline, the program will not be eligible for a refund for residents unable to take the exam.

Instruction:

Log into the SAE-R Registration web site, <http://saer.aapmr.org/>. You may need to click the next or previous button in order to get to Step 2, where you can make changes to existing residents. To unregister a resident, click the "Edit" button and uncheck the "Taking Exam" check box. Your edits will not be saved until you click the next button. Click the next button and verify your registration on Step 3. The Education Manager will contact you regarding your refund.

If you have any questions about how to mark a resident as unable to take the exam or your balance, please e-mail saer_admin@aapmr.org.

9. Can the residency coordinator proctor the exam instead of the program director?

Policy:

The exam must be administered in a closed book, monitored testing situation. It is acceptable for a residency coordinator to proctor the exam.

Instruction:

The proctor of the exam must sign the Director Affidavit included with SAE-R exam materials.