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The American Board of Hair Restoration Surgery (ABHRS) is a board organized for the purpose of certifying physicians in the specialty of Hair Restoration Surgery.

### **MISSION STATEMENT & GOALS**

The mission statement, goals and objectives of the ABHRS are to act for the benefit of the public to establish specialty standards and to examine surgeons' skill, knowledge and aesthetic judgment in the field of hair restoration. The board will grant certification to candidates who meet the highest standards of the medical profession in the field of hair restoration surgery with the express provision that the ABHRS will not act as a business, vocational or post-secondary school.

### **ORGANIZATION**

The American Board of Hair Restoration Surgery was founded in 1996 by fourteen individuals whose medical practice included hair restoration surgery. The group met to study the need for the creation of a certifying board and to establish the qualifications to sit for a board exam in hair restoration surgery. The group agreed to establish an American Board of Hair Restoration Surgery which would conduct examinations for the certification of physicians in hair restoration surgery.

In December of 1996, the American Board of Hair Restoration Surgery was incorporated under the laws of the State of Illinois. During the following months, the American Board of Hair Restoration Surgery identified candidate credential requirements and with the direction of an independent psychometric consultant formed the initial examination to be administered in December, 1997.

The operation of the American Board of Hair Restoration Surgery is entrusted to a fifteen-member Board of Directors.

One to five Directors are elected each year to a three-year term by the Board of Directors of the American Board of Hair Restoration Surgery, Inc. An Examination Committee comprised of Diplomates of the American Board of Hair Restoration Surgery is appointed by the President to prepare and conduct the annual certification examination. The Board of Directors and its Examination Committee serve without salary.

### **CERTIFICATION**

Certification of a Diplomate requires demonstration of training, evidence of post-training experience, and successful completion of Written and Oral Examinations on the entire scope of the specialty.

### **REQUIREMENTS FOR BOARD CERTIFICATION**

All aspects of the application process, including candidate application, photos, operative notes, letters of recommendation and all required documents shall be scanned and submitted in electronic format via email to [info@abhrrs.org](mailto:info@abhrrs.org). Applications received after the posted application deadline or applications which are incomplete will not be considered. All certification requirements will be strictly adhered to without exception.

## CRITERIA AND CERTIFICATION REQUIREMENTS

In the process of evaluating standards of practice, the ABHRS Credentials Committee will base its criteria for acceptance on generally accepted methods of hair restoration surgery as published in current hair transplant journals and textbooks.

### GENERAL REQUIREMENTS

All applicants must submit the following general requirements, in addition to the requirements listed under one (1) of the specific routes to certification.

- 1) Completed and signed examination application
- 2) Applicant shall submit a copy of their current Government Issued ID.
- 3) Applicant must submit copy of current valid M.D. or D.O. license in good standing from the appropriate authority in the jurisdiction of the applicant's practice.
- 4) Applicant must submit a [self declaration that all licenses in all jurisdictions are clear and unrestricted.](#)
- 5) Applicant must submit evidence of current and valid Basic Life Support with External Defibrillator certification by the American Heart Association or comparable certification official in the jurisdiction of the applicant's practice.
- 6) Applicant must submit two (2) reference letters from physicians who have personal knowledge regarding the applicant's level of knowledge, skills, training, and experience. Said references should offer their personal recommendation on the candidate to sit for the ABHRS Examination. Reference letters should come from physicians who belong to the

- a. ISHRS International Society of Hair Restoration Surgery and/or

- b. ASHRS American Society of Hair Restoration Surgery.

Note: Reference letters are acceptable from current members of the ABHRS Board of Directors or the ABHRS Examination Committee.

If an applicant is not able to provide two (2) reference letters from physicians within their country of practice, they must furnish a minimum of one (1) letter of reference from a physician from their country of practice and a second letter from a physician that is familiar with the applicant's work, regardless of any organizational membership, regardless of what country the recommending physician has his/her practice.

- 7) Applicant must submit a current copy of his/her curriculum vitae.
- 8) Applicant must submit self-declaration of role of hair restoration surgeon.
- 9) Applicant shall provide a physician profile ordered by applicant from the American Medical Association, the American Osteopathic Association, or the Federation Credentials Verification Service of the FSMB. Please note this requirement is waived for physicians outside of the U.S.
- 10) Applicant must submit a non-refundable application fee in the amount determined by a Resolution of the Board of Directors payable in U.S. Dollars to the ABHRS.
- 11) Applicant must submit a list of Hair Restoration meetings attended over the past three years.
- 12) Applicants who meet all the criteria and whose application has been approved by the credentialing committee must pay an examination fee established by the Board of Directors payable in U.S. Dollars to the ABHRS.
- 13) Applicant must successfully complete a written and oral examination covering general knowledge of hair restoration procedures.

## ROUTES TO CERTIFICATION

In addition to our general requirements, applicants must meet all of the criteria for one (1) of the following routes to certification:

### EXPERIENCE ROUTE:

- 1) Applicant must [document proof of three years of experience in private practice of hair restoration surgery](#). Applicants may be requested to furnish additional proof of three years experience in the field of hair restoration surgery in the sole discretion of the credential committee.
- 2) Applicant must submit case logs documenting completion of a minimum of one hundred fifty (150) hair restoration cases performed in the preceding three (3) years of date of application. [Case logs](#) must indicate the type of hair restoration surgery procedure, date of procedure, graft count, patient age and gender.
- 3) Applicants must submit forty-five (45) documented [Operative Reports](#) with applicant noted as primary surgeon. Eligible operative reports standards require, in general, sufficient information to identify the patient, support the diagnosis, justify the treatment, document the postoperative course and results, and promote continuity of care. Specifically, operative reports should include the date and location of surgery, the name of the primary surgeon and assistants, vitals, findings, procedures used, specimens removed, operative plan, post operative diagnosis and course including post operative complications and their management, discharge conditions, instructions for follow-up care and such elements as are necessary to assure a high standard of patient care. Applicant shall submit the actual operative reports for each patient.
- 4) Applicants must submit five (5) cases which are complete with full case reports and include [before and after photos](#) that demonstrate satisfactory results. The five cases selected should be sufficient mix to illustrate a depth and breadth of knowledge in Hair Restoration Surgery and should include, where possible, but not limited to, secondary or complicated procedures other than typical single procedure male pattern hair loss.
- 5) Each of the five (5) Operative Reports requested above must include and meet the following with regard to the before and after photos:
  - a. Ten (10) [before and after photos](#) must be submitted. All photos should be clearly marked and labeled with “**Before**” or “**After**” labels. Five (5) “before” photos must include top view, left side view, right side view, face view and vertex view, and five (5) “after” photos must include top view, left side view, right side view, face view and vertex view;
  - b. Photos must be 4x6 inches or larger and shall be submitted in electronic format (PDF, JPG file) with clear indication of each [before and after procedure at each angle required](#). Slides and prints on plain paper will not be accepted;
  - c. Photos must be clearly marked as to how many sessions have been performed and the time since the last session. The “After” photos must be taken at least nine (9) months after the last procedure documented in each case report;
  - d. “Before” and “after” photographs are to be standardized as to viewing angle and to be of quality appropriate for website publication, including uniform professional background, including but not limited to, light blue or gray background, uniform and constant proper illumination consistent in the before and after photographs, taken without barrettes or combs and the hair must be the same length (i.e. not shaved in before photos and long in after photos);

- e. In total, 50 photos must be submitted with the application; one set of ten photos attached to each of the five operative reports.
- 6) Applicant must submit evidence and completion of fifty (50) CME credit hours related to hair restoration surgery over the preceding three (3) years of date of application.

FELLOWSHIP ROUTE:

- 1) Applicant must have completed a one (1) year approved fellowship in hair restoration surgery, which includes completion of seventy (70) hair restoration surgery cases as an assistant surgeon in a program recognized by the **ISHRS** (International Society of Hair Restoration Surgery).
- 2) Applicant must furnish proof of a successful completion of fellowship.
- 3) Applicant must [document proof of one \(1\) year experience in private practice in hair restoration surgery](#). Applicants may be requested to furnish additional proof of one year experience in the field of hair restoration in the sole discretion of the credential committee
- 4) Applicant must [submit case logs](#) documenting completion of a minimum of fifty (50) hair restoration cases performed during the minimum one (1) year period following successful completion of said hair restoration surgery fellowship. Case logs must indicate the type of hair restoration surgery procedure, date of procedure, graft count and patient age and gender.
- 5) Applicants must [submit forty-five \(45\) documented Operative Reports](#) with applicant noted as primary surgeon. Eligible operative reports standards require, in general, sufficient information to identify the patient, support the diagnosis, justify the treatment, document the postoperative course and results, and promote continuity of care. Specifically, operative reports should include the date and location of surgery, the name of the primary surgeon and assistants, vitals, findings, procedures used, specimens removed, operative plan, post operative diagnosis and course including post operative complications and their management, discharge conditions, instructions for follow-up care and such elements as are necessary to assure a high standard of patient care. Applicant shall submit the actual operative reports for each patient.
- 6) Applicants must submit five (5) cases which are complete with full case reports and include [before and after photos](#) that demonstrate satisfactory results. The five cases selected should be sufficient mix to illustrate a depth and breadth of knowledge in Hair Restoration Surgery and should include, where possible, but not limited to, secondary or complicated procedures other than typical single procedure male pattern hair loss.
- 7) Each of the five (5) Operative Reports requested above must include and meet the following with regard to the before and after photos:
  - a. Ten (10) [before and after photos](#) must be submitted. All photos should be clearly marked and labeled with “**Before**” or “**After**” labels. Five (5) “before” photos must include top view, left side view, right side view, face view and vertex view, and five (5) “after” photos must include top view, left side view, right side view, face view and vertex view;
  - b. Photos must be 4x6 inches or larger and shall be submitted in electronic format (PDF, JPG file) with clear indication of each [before and after procedure at each angle required](#). Slides and prints on plain paper will not be accepted;
  - c. Photos must be clearly marked as to how many sessions have been performed and the time since the last session. The “After” photos must be taken at least nine (9) months after the last procedure documented in each case report;

- d. "Before" and "after" photographs are to be standardized as to viewing angle and to be of quality appropriate for website publication, including uniform professional background, including but not limited to, light blue or gray background, uniform and constant proper illumination consistent in the before and after photographs, taken without barrettes or combs and the hair must be the same length (i.e. not shaved in before photos and long in after photos);
  - e. In total, 50 photos must be submitted with the application; one set of ten photos attached to each of the five operative reports.
- 8) Applicant must submit evidence and completion of thirty (30) CME credit hours related to hair restoration surgery over the preceding three (3) years of date of application.

#### LIFE ACHIEVEMENT ROUTE:

- 1) Applicant must [submit case logs](#) documenting completion of a minimum of four hundred (400) hair restoration cases performed as primary surgeon in the preceding eight (8) years of date of application. Case logs must indicate the type of hair restoration surgery procedure, date of procedure, graft count and patient age and gender.
- 2) Applicants must [submit forty-five \(45\) documented Operative Reports](#) with applicant noted as primary surgeon. Eligible operative reports standards require, in general, sufficient information to identify the patient, support the diagnosis, justify the treatment, document the postoperative course and results, and promote continuity of care. Specifically, operative reports should include the date and location of surgery, the name of the primary surgeon and assistants, vitals, findings, procedures used, specimens removed, operative plan, post operative diagnosis and course including post operative complications and their management, discharge conditions, instructions for follow-up care and such elements as are necessary to assure a high standard of patient care. Applicant shall submit the actual operative reports for each patient.
- 3) Applicant must submit five (5) cases which are complete with full case reports and include [before and after photos](#) that demonstrate satisfactory results. The five cases selected should be sufficient mix to illustrate a depth and breadth of knowledge in Hair Restoration Surgery and should include, where possible, but not limited to, secondary or complicated procedures other than typical single procedure male pattern hair loss.
- 4) Each of the five (5) Operative Reports requested above must include and meet the following with regard to the before and after photos:
  - a. Ten (10) [before and after photos](#) must be submitted. All photos should be clearly marked and labeled with "**Before**" or "**After**" labels. Five (5) "before" photos must include top view, left side view, right side view, face view and vertex view, and five (5) "after" photos must include top view, left side view, right side view, face view and vertex view;
  - b. Photos must be 4x6 inches or larger and shall be submitted in electronic format (PDF, JPG file) with clear indication of each [before and after procedure at each angle required](#). Slides and prints on plain paper will not be accepted;
  - c. Photos must be clearly marked as to how many sessions have been performed and the time since the last session. The "After" photos must be taken at least nine (9) months after the last procedure documented in each case report;
  - d. "Before" and "after" photographs are to be standardized as to viewing angle and to be of quality appropriate for website publication, including uniform professional background, including but not limited to, light blue or gray background, uniform



- and constant proper illumination consistent in the before and after photographs, taken without barrettes or combs and the hair must be the same length (i.e. not shaved in before photos and long in after photos);
- e. In total, 50 photos must be submitted with the application; one set of ten photos attached to each of the five operative reports.
- 5) Applicant must submit evidence and completion of fifty (50) CME credit hours related to hair restoration surgery over the preceding three (3) years of date of application.

#### **PHYSICIANS NEW TO THE SPECIALTY**

Applicants who do not meet the criteria in the three (3) routes of the certification set forth above may seek to obtain a Certificate of Added Qualification (CAQ) by meeting the following criteria (in addition to the general requirements set forth above):

#### **CERTIFICATE OF ADDED QUALIFICATION (CAQ):**

- 1) Applicant must submit proof of attendance of at least two (2) ISHRS annual meetings.
- 2) Applicant must submit proof of attendance at ISHRS endorsed programs consisting of a minimum of sixteen (16) hours of live surgery workshop.
- 3) Applicant must [submit case logs](#) documenting completion of a minimum of twenty-five (25) hair restoration cases performed as a primary surgeon. Case logs must indicate the type of hair restoration surgery procedure, date of procedure, graft count and patient age and gender.
- 4) Applicant must pay an examination fee for the written component only of the examination in an amount established by the Board of Directors.
- 5) Applicant must successfully pass the ABHRS written examination.
- 6) Applicant who successfully meets the above criteria will receive a Certificate of Added Qualification (CAQ) that expires three (3) years from issue date. The CAQ does not constitute ABHRS Board Certification Diplomate Status. The Applicant will not be listed on the ABHRS website directory as a Diplomate.
- 7) Applicant who successfully achieves the Certificate of Added Qualification shall be eligible to sit for the oral examination upon satisfaction of meeting the minimum criteria for the Experience Route.
- 8) In order to become an ABHRS Board Certified Diplomate the Applicant must successfully pass both Written and Oral Components of the Examination.

#### **PROCEDURE FOR NEW APPLICANTS**

Application forms may be downloaded from the ABHRS website.

Any applicant must submit all requested documents, a non-refundable application fee in an amount determined by the Board of Directors, and a completed application for review and approval by the ABHRS Credentialing Committee before being permitted to participate in the examinations. All forms must be typed or printed clearly. Upon committee approval of one's application, a candidate may challenge the Annual Examination.

In the sole discretion of the ABHRS, facsimile (fax) or e-mail copies of the required forms and/or supporting documentation will be accepted. In the event the ABHRS determines the fax or e-mail copy is not acceptable, applicant must submit an original copy of document requested within 3 business days of request. The Board recommends that applicants send important documentation by confirmed delivery service.

## **EXAMINATIONS**

The certification examination is comprehensive, covering the biological sciences and clinical practice of hair restoration surgery. The certification examination in hair restoration surgery consists of two components:

### *Oral and Written*

The Oral and Written Examination may be taken the first time it is given after applicant's completion of the certifying requirements. The completed application for the Oral and Written Examination must be received in the Central office at a time certain established by the ABHRS Board of Directors.

Following notification approval of the Oral and Written Examination Application by the Credentialing Committee, candidates must confirm their intentions to take the Oral or Written Examination by notifying the Central office in writing, and by submitting the non-refundable Examination Fee. A candidate's cancellation of a confirmed examination shall result in the examination fee being deferred, if canceled by the designated deadline. Any candidate, who fails to appear for a confirmed Oral or Written Examination for 3 consecutive years, shall forfeit their examination fees.

Following confirmation of intent, candidates must take and pass both components of the Examination. A candidate must pass both the Written Examination and the Oral Examination in order to become Board Certified. The Written component contains multiple-choice test items. The Written Examination measures knowledge of facts, concepts, principals and procedures and the application of knowledge to simulated situations for testing problem solving and critical thinking. The Oral component contains oral protocols. The Oral Examination measures simulated clinical problem solving.

The examination is performed solely in English and translators may be used at the expense of the candidate and the discretion of the ABHRS. Please contact the Central office or visit the ABHRS website for the current ABHRS Translator Policy.

## **PROCEDURE FOR RE-EXAMINATION/RE-APPLICATION**

A Candidate who fails the Written or the Oral (or both) Examination may re-take the examination without re-application by submitting a written request and examination fee.

There is no limit to the number of attempts a Candidate may take to pass the oral and written components of the annual certifying exam. In addition, there is no time limit whereby the written and oral components must be successfully completed within a certain time period. However, a candidate who does not pass both components of the Examination within a three-year period must complete a new application; the existing application becomes void.

The period of eligibility for the Oral and Written Examination may be extended by the Board upon written request, for candidates in situations of documented medical disability.



## **ANNOUNCEMENTS OF PLACES AND TIMES EXAMINATIONS**

Examinations will be held at places and times designated by the Board. Advance notice of the dates, times and locations of examinations will be provided to all candidates.

## **THE AMERICANS WITH DISABILITIES ACT (ADA)**

Section 309 of the Americans with Disabilities Act (ADA) requires certification and testing organizations to comply with the Act. This section provides that:

*“Any person who offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional, or trade purposes shall offer examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.”*

The ABHRS wishes to ensure that persons with disabilities have physical access to the testing facilities utilized by the ABHRS. Further, the ABHRS is committed to making accommodations in the way the test is administered for those persons with disabilities. ABHRS application forms provide space for indicating a disability. As noted on the application forms, persons with disabilities must submit brief letters of explanation along with their applications. Persons with questions concerning the American with Disabilities Act as it relates to the exam given by the ABHRS are encouraged to contact the Central office.

## **MAINTENANCE OF CERTIFICATION (MOC)**

Candidates successfully completing the ABHRS Exam process will be awarded a certificate which will be valid for ten (10) years. Diplomates of the ABHRS must participate in a Maintenance of Certificate (MOC) process established by the Board of Directors to maintain certification. Please visit our website for more information on MOC.

## **PUBLIC DISCLOSURE**

Upon inquiry, the Board will verify the status of any Diplomate as a Diplomate in good standing (or not in good standing) and the date of certification. Additional information regarding a Diplomate's file will be provided to any party only upon receipt of a written request and a signed release of information from the Diplomate in question.