

AAPM&R Policies Related to the Administration of the 2018 SAE-R Exam

This document provides information about the yearly SAE-R exam, including formal policies established by the American Academy of Physical Medicine and Rehabilitation 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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THE 2018 SELF-ASSESSMENT EXAMINATION FOR RESIDENT COMMITTEE

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Important Dates for the 2018 Exam

- **Registration Open: July 17, 2017**
 - Early registration fee of \$200 for resident members and \$275 for resident nonmembers ends September 30, 2017.
 - To qualify for the early registration rate, payment must be received or postmarked by September 30, 2017.

Membership registration for your residents to be members of AAPM&R is SEPARATE from SAE-R registration. To learn more about membership, [click here](#).

- **Final Registration Deadline: November 15, 2017.** 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 26 and January 27, 2018**
 - *The exam will be Internet-based, with paper books available only upon request, and have an administrative fee of an additional \$50 per resident.*
- **2018 Individual Resident Score Reports and Residency Program Score Reports will be mailed in April 2018**

Information about the SAE-R Exam

Mission

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

Goals/Purpose

The SAC produces 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.

Exam Content

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

Amputation, Prosthetics, and Gait

Brain Disorders

Electrodiagnosis

Medical Management

Musculoskeletal Disorders

Nerve and Muscle Disorders

Pain Rehabilitation

Pediatrics

Rehabilitation & Functional Management

Spasticity

Spinal Cord Injury

Stroke

The 2018 SAE-R has 150 multiple choice questions, and will be administered online with a three hour time limit.

Disabilities

Examinees requesting exam accommodation must have specific notation of the impairment as well as provide the specificity of the accommodation. The request must be submitted by



November 15, 2017. 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 question disputes regarding the SAE-R to saer_admin@aapmr.org.

Future SAE-R Dates

2019: January 25/26

2020: January 31/February 1

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

Self-Assessment Committee Writers for the 2018 SAE-R

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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), because the residency program made an error in its original registration 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**. Requests made after this date cannot be accommodated.

Instruction:

Email saer_admin@aapmr.org with details.

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

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**. Requests made after this date cannot be accommodated.

Please e-mail saer_admin@aapmr.org to make substitutions.

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.

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 2018 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 summary form. If you opted to submit payment for the SAE-R exam fees along with resident membership dues, we will confirm registration details via email.

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) 563-4191 - 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.

FAQs: Administration

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

The 2018 SAE-R will be Internet-based, administered online via Castle Worldwide, Inc., the Academy's testing partner. **Paper tests are available upon request, but have an administrative fee of an additional \$50 per resident.**

[Click here](#) for the 2017 Castle Proctor Manual with details about system requirements and instructions for administering the online exam. An updated manual will be available no later than December.

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:

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.

However, the Academy will allow a program director to administer the exam to residents 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.

Requests for these exceptions must be received in writing before the final registration date.

Instruction:

Please e-mail saer_admin@aapmr.org as requests need to be in writing and should include a statement assuring the exam will be administered in a proctored setting.

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.