# MOC

## Portfolio
## Instruction Guide

As an ABP diplomate, you are able to review your MOC requirements, progress and important deadlines via your online ABP Portfolio. To help you learn how to navigate through this online resource, please select a topic from the list below to access step-by-step instructions for a specific task.

Should you require additional information, please contact MOC at MOC@abpeds.org.

## Table of Contents
### Click on a link below
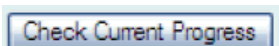
The American Board of Pediatrics

# Check Your MOC Progress

## Step 1: Log In to Your Portfolio

- o Go to the ABP web site at **www.abp.org.**

- o In the upper right corner of the home page, click on **My ABP Portfolio Log In**.



- o Log into your portfolio with your user name and password.

## Step 2: Check Your Progress

- o Click on **Maintenance of Certification (MOC).**



**Maintenance of Certification (MOC)**
View your personal requirements for Maintenance of Certification and plan your progress

- o Click on **My MOC Requirements**.



**My MOC Requirements**
See your personal requirements for Maintenance of Certification and plan your progress.

- o The chart that appears provides a **static list** of MOC requirements. This information **will not change** as you complete approved activities.

- o Click on **Check Current Progress**.

# MOC Part 2 Activities

## Step 1: Log In to Your Portfolio

- Go to the ABP web site at **www.abp.org.**
- In the upper right corner of the home page, click on **My ABP Portfolio Log In**.
- Log into your portfolio with your user name and password.
- Click on **Maintenance of Certification (MOC).**

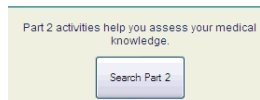## Step 2: Find & Complete Part 2 Activities

### FIND

- To find a Part 2 Activity after you have successfully logged into your ABP Portfolio, click on **Parts 2 and 4 Activity Search**.

- Now click on the **Search Part 2** button.

- To narrow down the list of approved activities, click on the drop down box for **Specialty** and specify areas of interest.

- Once the areas of interest have been selected, click on the **Search Approved Activities** button.

- By clicking on the title of a specific activity listed, a more detailed description will be provided. *(Activity Profile page)*

### COMPLETE

**Part 2 Activity *(sponsored by the ABP\*)***

- Simply click on the **Launch Activity** button.
- Click **start.** Follow the on-screen prompts and the self assessment questions will begin. *The activity can be started and stopped as often as desired and work will be updated and saved by the system.*
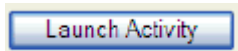
**Part 2 Activity *(sponsored by another organization\*\*)***

- Find out specific instructions for completing the activity by contacting the individual or project administrator. This is listed on the Activity Profile in the Activity Contact section.

  *Successful completion of any approved Part 2 activity will result in MOC credit. You are not obligated to complete activities only in the areas for which you hold Board certification.*

**\***No additional fee required

**\*\***May require an additional fee

# MOC Part 4 Activities

## Step 1: Log In to Your Portfolio

- Go to the ABP web site at **www.abp.org.**
- In the upper right corner of the home page, click on **My ABP Portfolio Log In**.
- Log into your portfolio with your user name and password.
- Click on **Maintenance of Certification (MOC).**

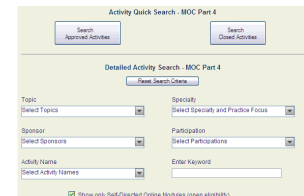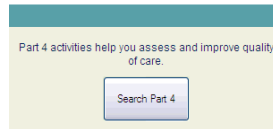## Step 2: Find & Complete Part 4 Activities

### FIND

- To find a Part 4 Activity after you have successfully logged into your ABP Portfolio, click on **Parts 2 and 4 Activity Search**.

- Click on the **Search Part 4** button.

- To narrow down the list of approved activities, click on the drop down box for **Specialty** and specify areas of interest. If your certificate expiration date is less than 6 months away, please consider checking the **Show only Self-Directed Online Modules (open eligibility)** box located at the bottom of the Detailed Activity Search – MOC Part 4.
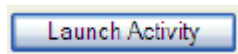
- Once the areas of interest have been selected, click on the **Search Approved Activities** button.

- By clicking on the title of a specific activity listed, a more detailed description will be provided. *(Activity Profile page)*

### COMPLETE

**Part 4 Activity (sponsored by the ABP\*)**

- Simply click on the **Launch Activity** button.

**Part 4 Activity (sponsored by another organization\*\*)**

- Find out specific instructions for completing the activity by contacting the individual or project administrator. This is listed on the Activity Profile in the Activity Contact section.

*Successful completion of any approved Part 4 activity will result in MOC credit. You are not obligated to complete activities only in the areas for which you hold Board certification.*

**Note:**
- ✓ If you currently see less than 10 patients per month, please select an activity sponsored by the ABP, AAP or ABMS as simulated patient data may be utilized.

- ✓ If you currently see more than 10 patients per month, please select an activity that can be completed using your patient data.

**\***No additional fee required

**\*\***May require an additional fee

# MOC Online Enrollment
## Submitting Your Application

*After you have met the MOC requirements for your current cycle, you must submit an MOC enrollment application via your online ABP Portfolio.*

## Before You Begin

Prior to beginning this process, please be sure you have the following:

- ✓ 15 minutes of uninterrupted time
- ✓ Your current, unrestricted medical license
- ✓ A valid MasterCard or Visa

## Step 1: Log In to Your Portfolio

- o Go to the ABP web site at **www.abp.org.**

- o In the upper right corner of the home page, click on **My ABP Portfolio Log In**.

- o Log into your portfolio with your user name and password.

## Step 2: Completing the Application

- o Now that you have logged in, click on **Maintenance of Certification (MOC).**

- o Click on **Enrollment Application**.

- o Follow the instructions provided on each page and click **NEXT** to continue through the application.

- o After your enrollment application is submitted, you will be sent a confirmation email.

- o Your enrollment application will then be processed and approved by the ABP.

- o Once your enrollment application has been approved, you will be sent an approval email.