

# ITE

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## IN-TRAINING EXAMINATION RESIDENCY AND FELLOWSHIP PROGRAMS

### Registration Guide

Revised October 2025



THE AMERICAN BOARD OF  
ANESTHESIOLOGY

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## OVERVIEW

Training programs can register their residents/fellows for the In-Training Examination (ITE) and ITE-SUBS within the Record of Training Information Database (RTID) beginning on the dates listed below.

**NOTE:** Only ITE-Anesthesiology has a late registration period.

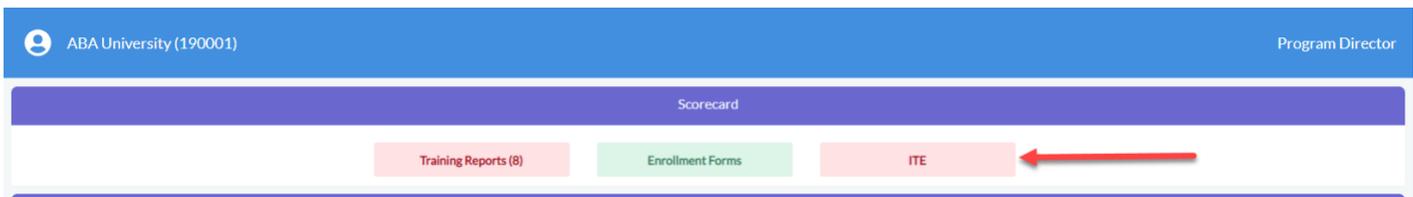
Exam Name	Code	Exam Date(s)	Registration Window	Late Registration Window
ITE-Anesthesiology	ITE-A	Feb. 5-9	Nov. 3-30, 2025	Dec. 1-Dec. 15, 2025
ITE-Critical Care Medicine	ITE-CCM	March 12-14	Jan. 19-Feb. 19, 2026	-
ITE-Pain Medicine	ITE-PM	March 19-21	Jan. 19-Feb. 19, 2026	-
ITE-Pediatric Anesthesiology	ITE-Peds	Feb. 19-21	Dec. 1-19, 2025	-



The ITE must be administered on-site at your residency or fellowship program. Remote administration is not allowed. Failure to comply with this policy will jeopardize future ITE administrations at your training program.

## GETTING STARTED

From the Current Residents/Fellows page, click **ITE** in the “Scorecard” status bar at the top of the page.



The ITE status will be indicated by the following color codes:

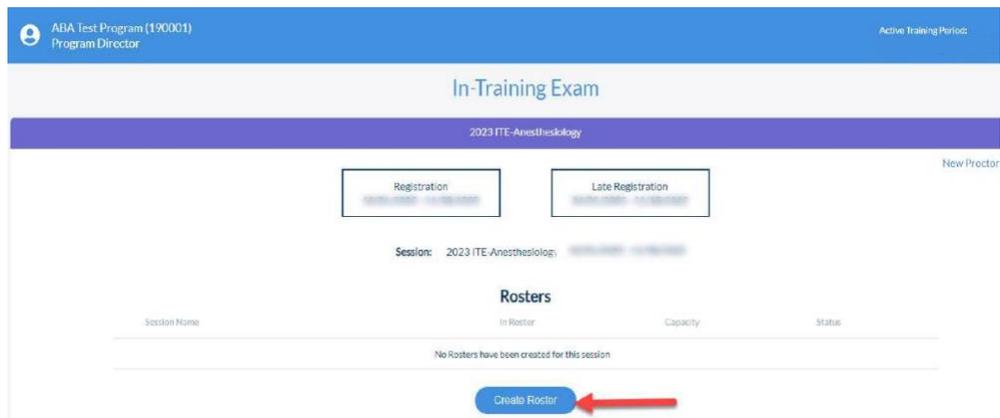
**RED** indicates the ITE registration is available, and the program **has not created** a roster.

**YELLOW** indicates the ITE registration is available, and the program **has created** a roster but is not invoiced.

**GREEN** indicates the ITE registration is available, and the program **has approved** a roster and an invoice is available.

## CREATING A ROSTER OF RESIDENTS/FELLOWS FOR THE ITE

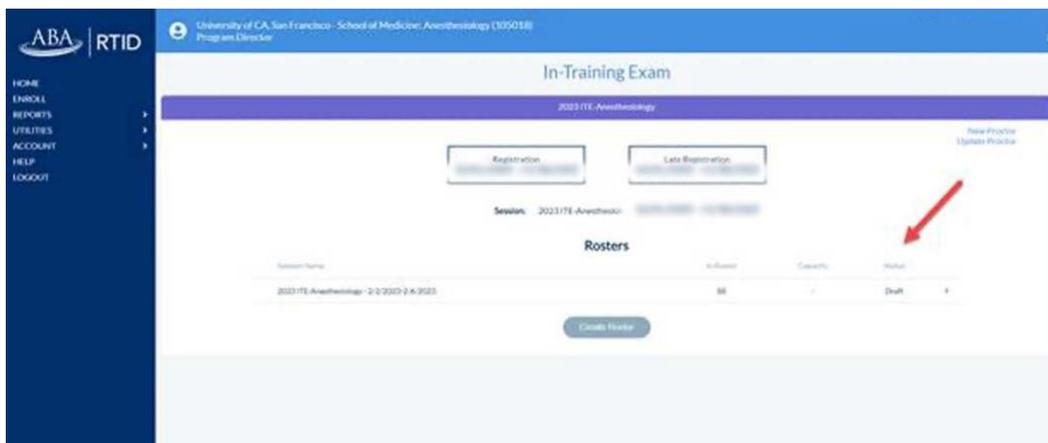
When the ITE page opens, you will see the current year's ITE administration session at the top. Then, click **Create Roster**.



The session name (ITE administration date) will appear with the number of residents/fellows currently on your roster. The roster will appear below.

From the roster page, programs can:

1. Click **Draft** to open your roster.



2. Click **Remove** in the table beside the name of residents/fellows who will not take the ITE.

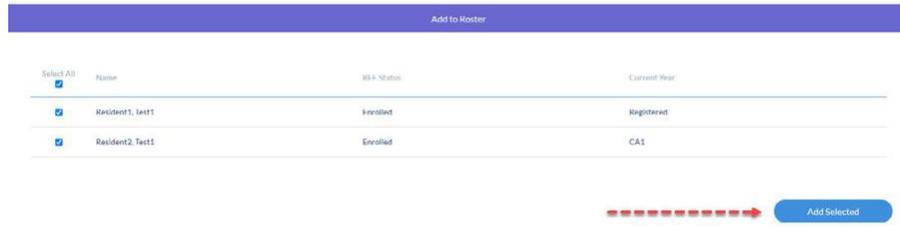
The screenshot shows the 'Doctors in Roster' page for 'ABA University (190001)'. It features a table with the following columns: Name, Venue, REF Status, Current Year, and a 'Remove' button. A red dashed arrow points to the 'Remove' button for the first row.

Name	Venue	REF Status	Current Year	Remove
Resident1, Test1	ABA University	Enrolled	Registered	Remove
Resident2, Test1	ABA University	Enrolled	CA1	Remove
Resident3, Test3	ABA University	Enrolled	Registered	Remove
Resident4, Test4	ABA University	Enrolled	Registered	Remove
Resident5, Test5	ABA University	Enrolled	CA1	Remove
Resident6, Test6	ABA University	Registered	Registered	Remove

Once removed, the number of residents/fellows on the roster will decrease, and the removed residents/fellows will appear at the bottom of the page under the heading “Add to Roster.”

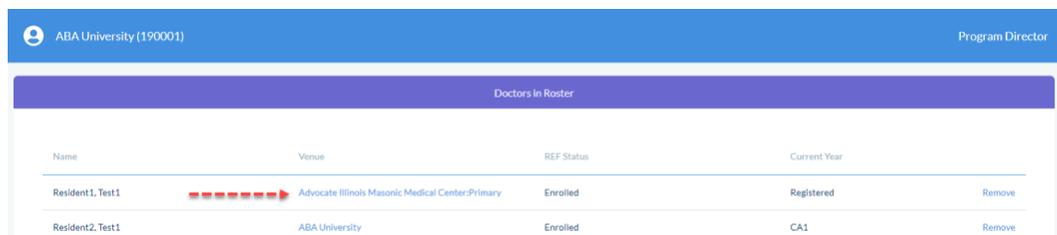
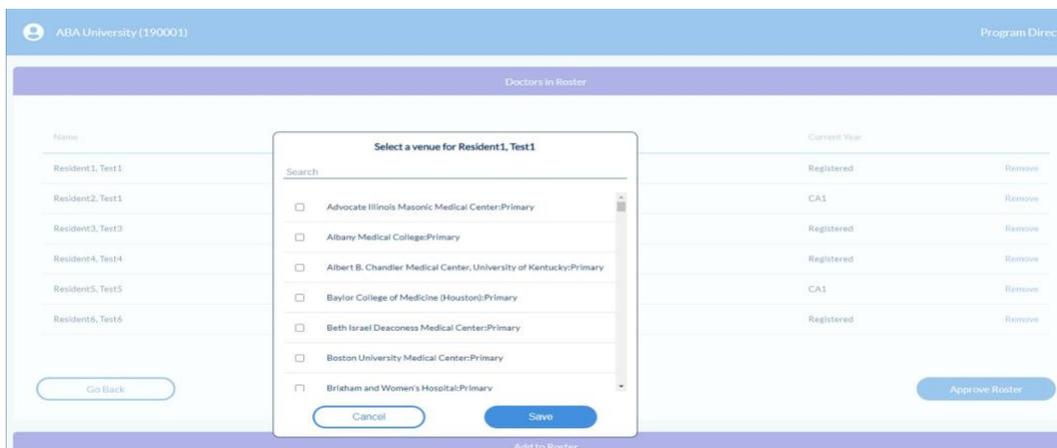
3. Click **Add** beside the names of residents/fellows who are on the “Add to Roster” list to add residents/fellows to the roster.

Once added, the residents/fellows will appear on the roster, and the number of residents/fellows on the roster will increase.



**NOTE:** If you have residents/fellows taking the ITE at a different institution, please email [exams@theaba.org](mailto:exams@theaba.org) the name of the residents/fellows and the name/program ID of where they are taking their exam. You **MUST** reach out to the program and ensure availability for your resident.

4. Choose a different venue for a resident to take the ITE by clicking the program name in the “Venue” column. Once the new venue has been chosen from the available drop-down list, click **Save**. The new venue will appear on the ITE roster.



## VIEWING AND CHANGING PROCTOR NAMES AND EMAILS

This proctor contact information is what your program will use when logging into ITS for the exam.

**NOTE:** Only program directors can approve rosters in the RTID. When you have approved your roster, click **New Proctor** at the top of the roster page to confirm the name and email of your ITE proctor.

The top screenshot shows the 'In-Training Exam' page for '2023 ITE-Anesthesiology'. It features a 'Registration' box (10/01/2022 - 11/30/2022) and a 'Late Registration' box. A red arrow points to the 'New Proctor Update Proctor' button in the top right corner. The session name is '2023 ITE-Anesthesiology - 2/2/2023-2/6/2023'.

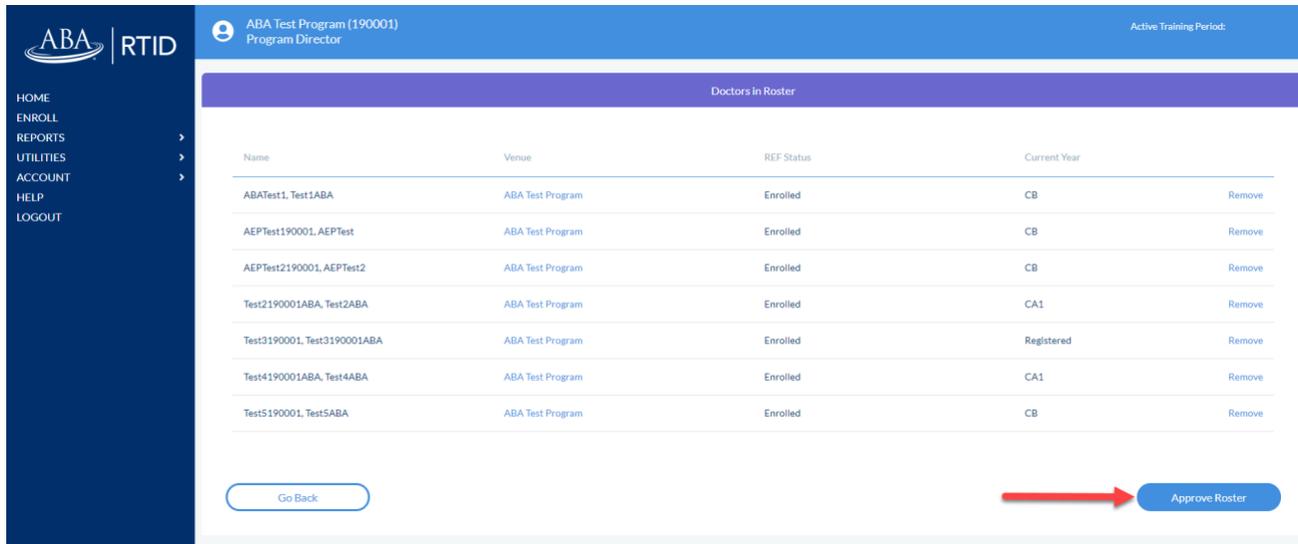
The bottom screenshot shows the same page with a modal window titled 'In Training Exam Proctor Details' open. The modal contains the following fields: 'First Name \*', 'Last Name \*', 'Email Address \*', and 'Phone \*'. At the bottom of the modal are 'Cancel' and 'Save / Close' buttons. A red arrow points to the 'Save / Close' button. The background shows a table with columns for 'Session Name', 'In Roster', 'Capacity', and 'Status'. The 'Status' column shows 'Draft'.

The proctor information will default to that of the prior year but can be edited. Make the necessary changes and hit **Save/Close**. Once a roster has been created and approved, the proctor name and email can NOT be changed.

**NOTE:** If your program has had any contact information changes, please email [credentialing@theaba.org](mailto:credentialing@theaba.org). Once receiving your email, we will update your information in our system.

## SUBMITTING AN INVOICE FOR AN ITE ROSTER

Details of the invoice will appear with the item(s) being charged, amount(s) paid, quantity of residents/fellows taking the ITE from the program and the total amount due. Click **Approve** to submit your roster or click **Cancel** to cancel the invoice.



ABA Test Program (190001)  
Program Director

Active Training Period:

Doctors in Roster

Name	Venue	REF Status	Current Year	
ABATest1_Test1ABA	ABA Test Program	Enrolled	CB	Remove
AEPTest190001_AEPTest	ABA Test Program	Enrolled	CB	Remove
AEPTest2190001_AEPTest2	ABA Test Program	Enrolled	CB	Remove
Test2190001ABA_Test2ABA	ABA Test Program	Enrolled	CA1	Remove
Test3190001_Test3190001ABA	ABA Test Program	Enrolled	Registered	Remove
Test4190001ABA_Test4ABA	ABA Test Program	Enrolled	CA1	Remove
Test5190001_Test5ABA	ABA Test Program	Enrolled	CB	Remove

Go Back

Approve Roster



### IMPORTANT

For ITE-Anesthesiology, rosters must be approved during the **standard registration** period to be charged the standard registration price. All rosters submitted after the close of the standard registration period will be charged a late fee.

Once you submit the invoice, the roster quantity and total amount charged will be locked.

If you need to add more residents/fellows, you may create additional rosters and invoices at a later time. See [“Creating Additional Rosters”](#).

The invoice will then be displayed with options to print the invoice and submit payment.

**NOTE:** All payments must be received before the ITE results can be released.

If you click **Pay by Check**, you will be returned to the ITE roster page. "Make Payment" will be displayed until the ABA receives your check.

If you click **Pay by Credit Card**, you will be prompted to enter your credit card information.

A payment processing message will be displayed next. You may click **Return to RTID Portal** to return to the ITE page.

**NOTE:** Please be aware of the purchasing restrictions that may exist on your credit card. You may need to create multiple rosters so avoid exceeding credit limits.

ABA Test Program (190001)  
Program Director

Active Training Period:



**THE AMERICAN BOARD OF ANESTHESIOLOGY**  
*Advancing the Highest Standards of the Practice of Anesthesiology*

The American Board of Anesthesiology  
4200 Six Forks Road, Suite 1100  
Raleigh, NC 27609-2687  
[accounts payable@theaba.org](mailto:accounts payable@theaba.org)

**Invoice:**  
Date: 10/19/2022  
Invoice/CM: INV-303551-Z7W0Y2  
Terms: Due upon receipt  
Group: 190001

**Bill To:**  
ABA Test Program  
ABA  
4200 Six Forks Road  
Raleigh, NC 27609

2023 ITE-Anesthesiology		
Item	Quantity	Total
Exam Fee-ITE-Primary		

Total Amount: [REDACTED]

[Cancel](#) [Print](#) [Pay by Check](#) [Pay Now](#)

[Return to RTID Portal](#)

**Thank you for your payment!**

It may take up to 5 minutes for your payment to process with the ABA.

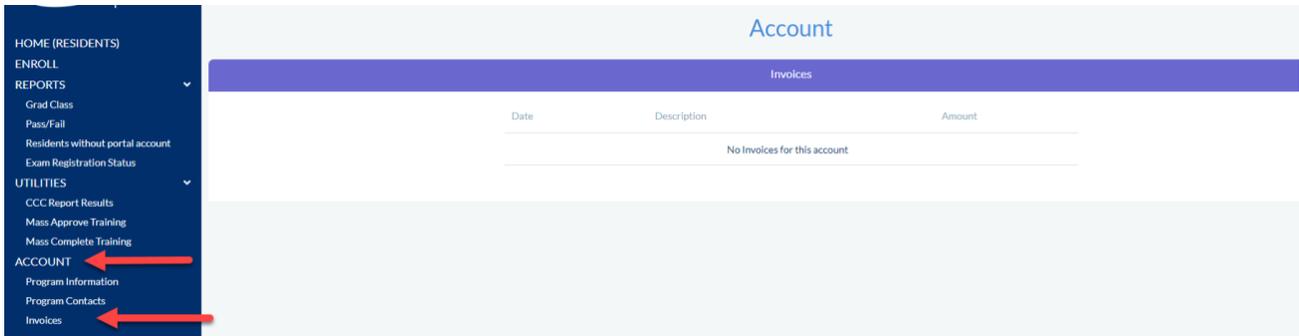
**Examination Payment Confirmation**

**Receipt Summary**

Payment Date: 10/24/2014  
First Name: ABA  
Last Name: Test  
Transaction ID: 2222829859  
Exam Name  
ITE

Amount

From the homepage, click on **Account** to find **Invoices**.



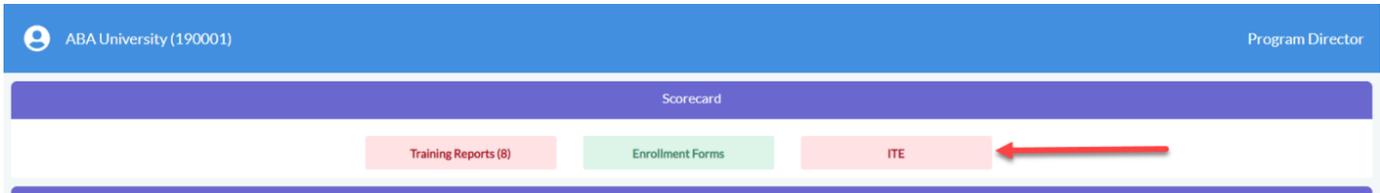
The invoice will be marked "PAID." You can click **Cancel** to return to the ITE page or **Print** to print the paid invoice.

**NOTE:** Please note that **no refunds** will be distributed if residents/fellows are removed from an invoiced roster.

## CREATING ADDITIONAL ROSTERS

If you need to add any residents/fellows after your roster has been invoiced, you can create an additional roster. All rosters will appear on the ITE page.

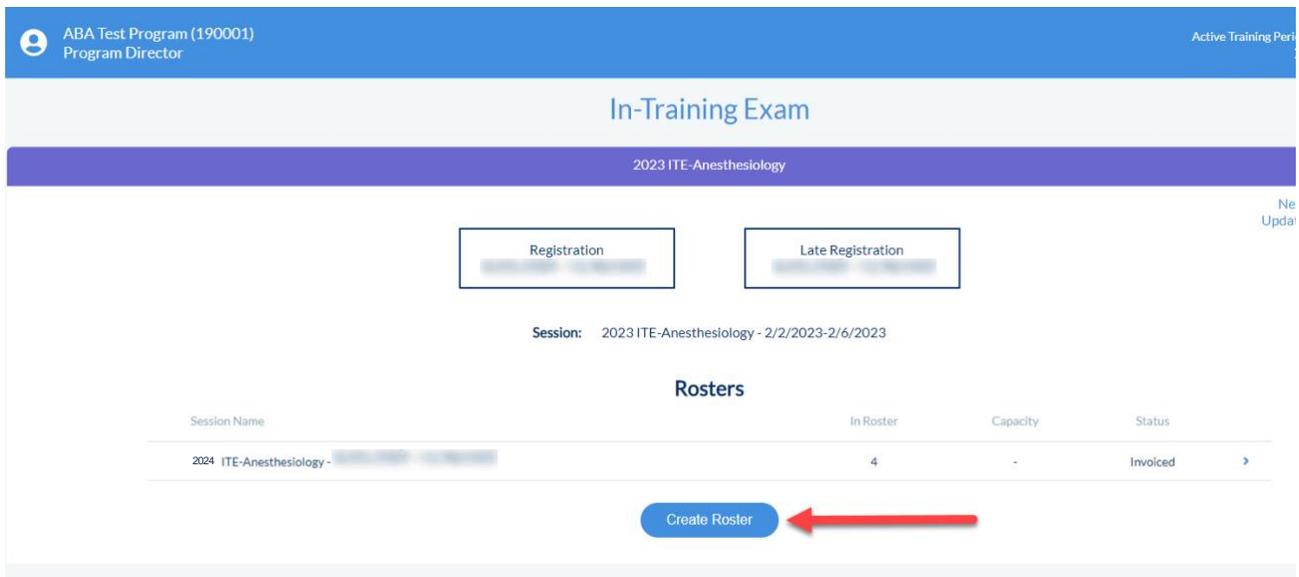
From the homepage, click on **ITE** in the “Scorecard” status bar at the top of the page.



When the ITE page opens, select the current ITE session (ITE administration date) from the dropdown list and click **Create Roster**.

The session name will appear in a table with the number of residents/fellows on your additional roster. On the ITE page, you will see a table that shows all rosters, including ones that are completed. “View Invoice” will be displayed beside all completed rosters.

Click **Create Roster** to see a list of the residents/fellows added to the additional roster.



Follow the steps in [Submitting an Invoice for an ITE Roster](#) to create and submit invoices for additional roster(s).