

2019 OMSITE HANDBOOK

ABOMS
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Mission

The mission of the American Board of Oral and Maxillofacial Surgery is to assure the public of safe and optimal care through the development and maintenance of high standards of certification and re-certification of Diplomates in the specialty.

Objectives

The objective of the ABOMS is to elevate the standards of oral and maxillofacial surgery through a certification and maintenance of certification process that fosters excellence and encourages learning, thus promoting the delivery of superior health care.

To meet this objective, the ABOMS will:

- Evaluate specialists who apply for initial certification and assure that they have the requisite training, education and experience
- Administer a certification process that assesses the knowledge, experience, and skills requisite to the provision of high quality patient care in oral and maxillofacial surgery
- Administer a maintenance of certification process that assures Diplomates are committed to lifelong learning, keep current in knowledge and skills, and practice in a safe and contemporary manner

Organization

The American Board of Oral and Maxillofacial Surgery (ABOMS) is the certifying Board for the specialty of oral and maxillofacial surgery in the United States and is recognized and approved by the Council on Dental Education of the American Dental Association.

A committee was authorized at the 1945 annual meeting of the American Society of Oral Surgeons to establish an American Board of Oral Surgery, which would conduct examinations for the certification of specialists in oral surgery. In 1946, the American Board of Oral Surgery was incorporated under the laws of the State of Illinois. During the following year, the American Board

of Oral Surgery was approved by the Council on Dental Education of the American Dental Association and was authorized to proceed with the certification of specialists in oral surgery. The American Board of Oral Surgery was renamed the American Board of Oral and Maxillofacial Surgery in 1978 to reflect the scope of the specialty. The name modification was incorporated under the laws of the State of Illinois.

The operation of the American Board of Oral and Maxillofacial Surgery is entrusted to an eight-member Board of Directors. These Directors are Diplomates of the American Board of Oral and Maxillofacial Surgery and Fellows of the American Association of Oral and Maxillofacial Surgeons. One Director is elected each year to an eight-year term by the House of Delegates of the American Association of Oral and Maxillofacial Surgeons. An Examination Committee composed of Diplomates of the American Board of Oral and Maxillofacial Surgery is appointed by the Board of Directors to prepare and conduct the annual certification examination. The Board of Directors and its Examination Committee serve without salary.

Oral and Maxillofacial Surgery in Training Examination (OMSITE)

The OMSITE is a 250-question computer-based examination designed to measure the competencies of residents in the field of oral and maxillofacial surgery. It is administered to residents in accredited oral and maxillofacial surgery training programs in the U.S. and Canada. The OMSITE covers 10 subject areas designed to reflect the knowledge and skill of participating residents, and assists Program Directors in effectively preparing residents for the Board Certification process.

Examination Registration

Resident information

Beginning with the 2019 OMSITE, each Program Director will be required to create an account and register each of their residents on www.ABOMS.org. During registrations, Program Directors will need to provide each of their resident's demographics and information. Steps on how to register your Residents will be e-mailed. **It is imperative that the information is accurate.**

Check Payments

After the registration period, Program Director's will receive an invoice. Check payments must arrive at the ABOMS Administrative Office by **February 28, 2019**. Please ensure the invoice is included with your check. The ABOMS strongly recommends that materials be sent by a secured carrier (i.e. UPS, FedEx, DHL, and USPS). Exceptions are not made for submissions lost in the mail. Once the check has been received a receipt will be e-mailed including transactions numbers.

2019 Schedule at a Glance

Each program or resident is responsible for registering with ABOMS, scheduling with Pearson VUE, and making any required schedule changes with Pearson VUE.

OMSITE	
Registration Opens	November 20, 2018
Registration Closes	December 21, 2018
Check Payments Due	February 28, 2019
Scheduling of Examination begins with Pearson VUE	January 21, 2019 - February 4, 2019
Examination Administered	March 16- 30, 2019
Results mailed to Program Director	May 2019

Examination Resident Scheduling

The ABOMS will e-mail scheduling information to the Program Director in December. Each Program is responsible for registering and scheduling their residents for the OMSITE. All test dates are on a first come basis, including Saturdays. The ABOMS is not responsible for confirming, scheduling, or securing testing dates.

Scheduling by E-mail:

You will be **required** to present your MRA number at the time you schedule for your examination. Please find this information below.

Scheduling for the examination begins at **7:00 AM CST January 21, 2019** and continues through **7:00 PM CST February 4, 2019**. You may schedule your examination using two methods:

1. By telephone at 877-392-3926
OR
2. Online at <http://www.pearsonvue.com/aboms/>

Accommodation Policy for Special Needs Residents

The American Board of Oral and Maxillofacial Surgery (ABOMS) will make every effort to provide all appropriate and reasonable efforts to accommodate any requests in accordance with the Americans with Disabilities Act for individuals with documented disabilities or qualifying medical conditions. All requests are made on an individual basis and are dependent on the nature of the disability or medical condition and the requirements of the examination.

Problems such as English as a second language, test anxiety, slow reading without an identified underlying physical or mental deficit, and failure to achieve a desired outcome are not learning disabilities and generally are not covered by the Americans with Disabilities Act.

The resident must advise ABOMS to the disability/special needs question and must submit supporting documentation of an evaluation of the resident and other documentation. A licensed professional appropriately qualified for diagnosing the disability must conduct the evaluation.

Required Documentation

The resident must provide all required documentation to the ABOMS Administrative Office by the designated examination deadlines. The following information must be included in the documentation of a disability to be considered for appropriate accommodations for examination:

- Documentation of any previous accommodations provided by educational institutions or other testing agencies
- A recent (within the past three years) evaluation from an appropriate licensed professional (physician and/or psychologist). The report must be on professional letterhead and must include but is not limited to, the following:
 1. The professional's qualifications, address, telephone number and original signature.
 2. The Candidates name and date of evaluations.

3. The specific diagnostic tests or procedures administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
4. The results of the tests or procedures and a comprehensive interpretation of the results.
5. The specific diagnosis of the disability, with an accompanying description of the Candidates limitation due to the disability.
6. A summary of the completed evaluation with recommendations for the specific accommodations requested and how they will reduce the impact of identified functional limitations and how they pertain to participation in the ABOMS examination.

Unacceptable Documentation

The following documentation submitted will not be accepted:

- Handwritten/emailed letters from licensed professionals.
- Handwritten patient records or notes from patient charts.
- Diagnoses on prescription pads.
- Self-evaluations.
- Research articles.

All materials arriving at the ABOMS Administrative Office past the posted deadline, regardless of the reason will not be accepted and returned to the resident.

Decision and Outcome

The Credentials Committee will evaluate the documentation and decide which accommodations are reasonable in compliance with the ADA. The Credentials Committee will determine if special testing circumstances will be approved. If the Credentials Committee deems it necessary, it may require an independent evaluation of the applicant's disability. Only accommodations requested during the application process and approved in advance by ABOMS

will be honored at the test site. No accommodation requests will be considered or approved at the test center. No extensions to an application will be granted because of failure to identify disability or special need as required in the application materials.

Policy

OMS Program and Resident Responsibilities

The timely submission of resident registrations and scheduling including the accuracy of the information submitted therein are the sole responsibility of the OMS Program and resident. The ABOMS recommends reading and following all instructions thoroughly. It is the Program Director's and resident's responsibility to keep a current address, e-mail and telephone number on file. The ABOMS does not share contact information with any other organization.

Check Payments

After the registration period, Program Director's will receive an invoice. Check payments must arrive at the ABOMS Administrative Office by **February 28, 2019**. The ABOMS strongly recommends that materials be sent by a secured carrier (i.e. UPS, FedEx, DHL, and USPS). Exceptions are not made for submissions lost in the mail. Once the check has been received a receipt will be e-mailed including transactions numbers.

Refunds

When resident registers for an examination, significant costs are incurred by ABOMS. Therefore, all fees are non-refundable and non-transferable.

Release of Examination Results

OMSITE results are e-mailed and mailed to the Program Director directly. Program Directors will receive performance data on each of their residents relative to all residents participating in the OMSITE, their year of training, and others with equivalent OMS training. The ABOMS will not

release any examination result information to individual residents. The ABOMS does not report result information to third parties. The ABOMS reserves the right to withhold examination results if any application materials are found to be deficient, expired or inaccurate.

Contact Information

ABOMS Administrative Mailing Address:

American Board of Oral and Maxillofacial Surgery
625 N. Michigan Avenue, Suite 1820
Chicago, IL 60611

Telephone: 312-642-0070

Direct Examination Contact:

OMSITE
Ms. Adrianna Lagunas ALagunas@ABOMS.org

*Disclaimer ABOMS reserves the right to change certification or application requirements and deadlines for future examinations. The Board may, at its discretion, approve or deny any Candidate for examination or certification who does not fully satisfy application or credentials requirements.