

2019 BOARD CERTIFICATION 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.

Examinations

The certification process is comprehensive, covering the biological sciences and clinical practice of oral and maxillofacial surgery. The certification process in oral and maxillofacial surgery consists of two examinations:

- Qualifying Examination
- Oral Certifying Examination

General

Acceptable ethical and moral standing in the specialty and by review of any data pertaining to such standing may be requested by the Board.

Education

Applicants for certification by ABOMS must have graduated from a U.S. or Canadian dental school that is recognized by the Commission on Dental Accreditation (CODA) of the American Dental Association. They must have also completed advanced education in an oral and maxillofacial surgery program that is accredited by the Commission on Dental Accreditation of the American Dental Association.

Licensure

Applicants must provide evidence of an active dental license from the appropriate authority enabling the individual to practice independently in the specialty of oral and maxillofacial surgery. An individual with limited licensure, which permits practice only under supervision, such as a “resident license” or a “fellowship license”, is not sufficient to satisfy this requirement.

Examination Applications

Application information may be found on the ABOMS website (www.ABOMS.org). Application forms must be completed electronically on the ABOMS website. Supporting materials must be uploaded to your application file on the website. All application materials will be reviewed by the ABOMS Board and Staff for approval. Upon approval of a first-time applicant, the applicant is then considered a “Candidate” of ABOMS.

The ABOMS goes to great lengths to assist applicants when participating in the certification process. In return, it is requested that individuals seeking Board Certification comply with set requirements and deadlines. All application materials must be received by the ABOMS Administrative Office by the stated deadline.

2019 Examination Schedule at a Glance

It is the applicant's responsibility to be aware and meet all deadlines.

| Qualifying Examination | |
|---|--------------------------|
| Examination Application Opens | June 12, 2018 |
| Complete Application Due | September 6, 2018 |
| Last day to Defer Examination* | October 9, 2018 |
| Scheduling of Examination begins with Pearson VUE | November 12 - 26, 2018 |
| Examination Administered | January 5 - 12, 2019 |
| Examination Results | First week of March 2019 |

| Oral Certifying Examination | |
|--|-------------------------|
| Examination Application Opens | June 12, 2018 |
| Application and Examination Fee Due | September 6, 2018 |
| Last day to Defer Examination* | October 9, 2018 |
| Individualized Candidate Test Date Information | Last week of November |
| Examination Administered | February 4 - 8 , 2019 |
| Examination Results | Last week of March 2019 |

Qualifying Examination (QE)

The ABOMS Qualifying Examination (QE) is a secure, valid computer-based examination administered to Board applicants that test their knowledge in central principles of the specialty. The QE is the first step in becoming Board certified. The examination is made up of 300 questions covering 10 subject areas. An applicant who does not take or pass the QE within the two-year period will result in a void application.

Application Requirements

- Applicants current contact information
- Application Fee of \$675.00 USD
- Examination Fee of \$1,600.00 USD
- OMS Training Background
- Verification of OMS Training
- Photocopy of OMS Certificate
- Photocopy of Current Dental Licensure
- Photocopy of Government Issued Identification

Re-Application Requirements

- Application Fee of \$675.00 USD
- Examination Fee of \$1,600.00 USD
- Photocopy of Current Licensure
- Proof of 30 hours of Category I Continuing Education Credits

Fees for the Qualifying Examination can be made using VISA, MasterCard, or American Express credit cards. All fees are non-refundable and non-transferable.

Applicants Contact Information

To begin the application process, an Applicant must submit their contact information at www.ABOMS.org. An applicant can update their contact information at any time by visiting his/her Diplomate profile at www.ABOMS.org. The QE application and examination fee will also be required at the same time. Upon submission of the applicants contact information and fees a confirmation e-mail will be sent to the e-mail address on file.

OMS Training Background

Applicants must provide detailed information on dental school and advanced OMS training.

Verification of OMS Training

The ABOMS requires proof of completion of training in an OMS program accredited by the Commission on Dental Accreditation of the American Dental Association. Applicants can download the Verification of Training form through their profile under the “Files” tab.

Proof of completion of training:

- Verification of Training form with signatures, from current program director attesting to the applicant’s satisfactory completion of the program and showing the name(s) of the training institutions and the inclusive dates of the applicants training.

AND

- Copy of applicant's OMS Program Certificate of Completion.

The following pathways are available to those who do not meet the OMS Training requirements listed above. All foreign trained applications will be reviewed, approved, or denied by the ABOMS Credentialing Committee. All applicants trained outside of an accredited program must show proof of **one** of the following:

- Completed 12 months of training at the Senior Resident level at a CODA accredited OMS program; **or**
- Completed an accredited OMS Fellowship; **or**
- Employed for 12 consecutive months as a full-time faculty member in an accredited OMS training program during the past 2 years.

Verification of Current Licensure

Applicants seeking Board Certification must have a current unrestricted dental license to practice dentistry. The photocopy must clearly contain the license issued date and expiration date.

Verification of Government Issued Identification

Acceptable forms of identification include one of the following:

- State Driver's License
- State Identification Card
- Passport
- Passport card
- U.S. Military ID
- Permanent Resident Card

Proof of 30 hours of Continuing Education (Re-Applicants Only)

Individuals who re-apply for the QE must provide proof of successful completion of 30 hours Category I Continuing OMS Education (CE). Continuing Education certificates must be within 12 months prior to the application date. Proof of CE may be uploaded to the applicants file.

Definition of Category 1 Continuing Education

Category 1 activities are designated by an accredited provider before the Diplomate participates in them. Examples include attendance and presentations at a conference where the American Dental Association (ADA) Continuing Education Recognized Provider (CERP) Category 1 credit will be given. Diplomates may also earn Category 1 credit for publishing an article in a peer-reviewed journal and meritorious learning experiences that have been pre-approved for credit.

The ABOMS has identified providers of continuing education that meet the requirements set forth for the certification process. The ABOMS does not have an approval process for CE providers but is familiar with the groups identified below and acknowledges their expertise of offerings that support continued learning for oral and maxillofacial surgeons.

- ACLS/PALS/BLS/ATLS/NCLS regardless of the provider
- Courses approved by Academy of General Dentistry (AGD)
- Courses offered by American Association of Oral and Maxillofacial Surgeons (AAOMS) component societies (state or regional)
- Courses approved by the ADA (American Dental Association) Continuing Education Recognition Program (CERP)
- Courses sponsored by ADA CODA (Commission on Dental Accreditation) accredited dental schools
- Courses sponsored by ADA CODA accredited OMFS programs
- Courses approved by the AMA (American Medical Association) Accreditation Council for Continuing Medical Education (ACCME) {both single and dually degreed Diplomates may earn this credit}

Qualifying Examination Application Checklist

| Completed | Application Task | Accepted By: | Due On: |
|-----------|--|--------------|-------------------|
| | Applicants Contact Information | Online Only | September 6, 2018 |
| | Application and Examination Fee | Online Only | September 6, 2018 |
| | OMS Training Background | Online Only | September 6, 2018 |
| | Verification of Training Form | Online Only | September 6, 2018 |
| | Photocopy of OMS Certificate | Online Only | September 6, 2018 |
| | Photocopy of Current Dental License | Online Only | September 6, 2018 |
| | Photocopy of Government ID | Online Only | September 6, 2018 |
| | Continuing Education (Re-Applicants Only) | Online Only | September 6, 2018 |

Qualifying Examination Audit Process

The submission of an application indicates your agreement to comply with the terms of the audit process. All applications are subject to an audit, although only a percentage of applications are selected. The selection of an application for audit is random. If your application is selected for an audit, you will be notified by email.

During an audit, the ABOMS Credentialing Chair/committee will verify the following documents:

- OMS Training Verification Form
- Authentication of OMS Certificate
- Dental License
- Continuing Education Credits **(Re-Applicants Only)**

If you fail to meet the audit requirements, your fees will be forfeited and your applications will be moved to void.

Oral Certifying Examination (OCE)

Beginning with the 2019 OCE, the format will be changing. Moving forward, the examination will consist of three sections, each with four twelve-minute cases for a total exam time of 144 minutes.

The section topics in 2019 are:

Section I

Implants

Infections

TMJ

Orthognathic Surgery

Section II

Dentoalveolar Surgery

Trauma

Pathology

Reconstruction

Section III

Adult Medical Assessment / Anesthesia

Office Based Emergency Management

Pediatric Medical Assessment / Anesthesia

Focused Cases

Examples of topics that may covered within the Fosuced Cases are Aesthetic Surgery, Sleep Apnea, MRONJ, Ethics, Professionalism, Pre-prosthetic Surgery, Soft Tissue Grafting, and others. This is not meant to be an exhaustive list, but simply to highlight some topic examples.

Oral Certifying Examination (OCE)

Once a Candidate successfully completed his/her Qualifying Examination, they are eligible to begin their application for the Oral Certifying Examination. A Candidate has three consecutive years following successful completion of the Qualifying Examination in which he/she can take and pass the Oral Certifying Examination. The ABOMS Administrative Office must receive the completed Oral Certification Examination application by a specified deadline. A Candidate who does not take and pass the Oral Certifying Examination within the three-year period must re-apply for Board certification. Individuals who are required to re-apply will regain “Candidate” status upon successfully completing the Qualifying Examination.

Application Requirements for the Oral Certifying Examination:

- Application Fee of \$450.00 USD
- Verification of Hospital Staff Appointment
- Verification of Current Licensure
- Examination Fee of \$2,850.00 USD

Verification of Hospital Staff Appointment

Candidates must have the ability to manage patient care at a hospital where they maintain privileges to perform core oral and maxillofacial surgery procedures. A hospital is an institution primarily engaged in providing, by or under the supervision of physicians, in patient diagnostic and therapeutic services or rehabilitation services; and is accredited by the Joint Commission or approved by the Centers for Medicare & Medicaid Services. Privileges at an ambulatory surgery center are acceptable if it is associated with a hospital where the Candidate maintains surgical privileges.

Candidates that are actively enrolled in an ADA accredited fellowship may use their hospital privileges they have as part of their fellowship. Candidates must provide documentation from the institute verifying their enrollment in the fellowship that includes their start and anticipated

end date. Candidates must also provide verification from their hospital detailing their privileges.

Verification of Current Licensure

Applicants seeking Board Certification must have a current unrestricted dental license to practice dentistry. The photocopy must clearly contain the license issued date and expiration date.

Examination Fee

Candidates are required to submit a non-refundable Examination Fee to confirm participation in that year's examination.

Oral Certifying Examination Checklist

| Completed | Application Task | Accepted By: | Due On: |
|------------------|--|---------------------|--------------------------|
| | Application Fee | Online Only | September 6, 2018 |
| | Verification of Hospital Staff Appointments | Online Only | September 6, 2018 |
| | Verification of Current Licensure | Online Only | September 6, 2018 |
| | Intent to Take Form and Examination Fee | Online Only | September 6, 2018 |

Oral Certifying Examination Audit Process

The submission of an application indicates your agreement to comply with the terms of the audit process. All applications are subject to an audit, although only a percentage of applications are selected. The selection of an application for audit is random. If your application is selected for an audit, you will be notified by email.

During an audit the ABOMS Credentialing Chair/committee will verify the following documents:

- Verification of Hospital Staff Appointment
- Verification of Current Licensure

If you fail to meet the audit requirements, your fees will be forfeited and your applications will be moved to void.

Policy

Applicants' Responsibilities

The timely submission of applications and the accuracy of the information submitted therein are the sole responsibility of the applicant. The ABOMS recommends reading and following all instructions thoroughly. Application submissions arriving at the ABOMS Administrative Office past the posted deadline, regardless of the reason will not be accepted

It is the applicant'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. Third party request for information on a Candidate's application, Board status, or results will not be granted. Throughout the certification process, it is necessary for the Board to communicate with Candidates on issues that are imperative. In addition, time-sensitive information regarding applications, test registration and results require direct contact.

The ABOMS will not be responsible for missed communications when the applicant does not have current information on file with the ABOMS Administrative Office. Applicants may check their contact information and the status of their applications by logging into their profile online at www.aboms.org. Please allow one business day for electronic submissions to update on your profile and 1-2 weeks for processing of submissions made by mail.

Accommodation Policy for Applicants with Special Needs

The ABOMS will make every effort to provide all appropriate and reasonable efforts to accommodate any requests in accordance with the Americans with Disabilities Act. Issues such 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 Disability Act.

Candidates that require special accommodations must contact the ABOMS administrative office to receive detailed information concerning documented disability or qualifying medical conditions.

Extensions on Expiring Application

Requests for extension of eligibility must be made after expiration of the current application for the Qualifying Examination or the Oral Certifying Examination. Requests for extensions must be in writing and additional supporting documents may be required. Each request will be individually reviewed and considered by the Credentials Committee.

Refunds

When an application/Candidate registers for an examination, significant costs are incurred by ABOMS. Therefore, all fees are non-refundable and non-transferable. Candidates must contact the Administrative Office by the designated deadline to request for fee deferment and/or extensions. All requests will be reviewed for consideration.

Receipts for Fees Paid

Candidates who submit application materials online will receive e-mail confirmations including transactions numbers for any fees paid.

Release of Examination Results

The ABOMS will not release any examination result information by phone, fax, or e-mail. The ABOMS does not report pass or fail 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. All result letters for an examination are mailed out in identical envelopes on the same day. The ABOMS is not responsible for delays because of outdated contact information on file or mail service.

Appeal Mechanism

An applicant/Candidate who is unsuccessful in the Qualifying Examination or the Oral Certifying Examination has a mechanism to appeal the outcome. Information about the appeal process is available upon written request from the ABOMS Administrative Office.

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

Fax: 312-642-8584

Direct Examination Contact

| Qualifying Examination & Oral Certifying Examination |
|---|
| Ms. Adrianna Lagunas Director of Certification Program Services Extension *129 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.