



# 2022 Qualifying Examination Handbook

ABOMS

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***The recognized leader in Board certification of  
oral and maxillofacial surgery and related disciplines***



## Core Purpose

The mission of the American Board of Oral and Maxillofacial Surgery (ABOMS) 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.

## Core Values

- ❖ Patient First
- ❖ Integrity
- ❖ Fair and Valid
- ❖ Relevant
- ❖ Gold Standard of Excellence

## Organization

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 (CODA).

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 (ABOMS) 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 (AAOMS). One Director is elected each year to an eight-year term by the House of Delegates of the AAOMS. An Examination Committee composed of Diplomates of the ABOMS 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 (QE)
- Oral Certifying Examination (OCE)

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 (ADA). 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.

For senior residents interested in our Fast-Track Application option, please see our Fast-Track Qualifying Examination Handbook, found on [www.aboms.org](http://www.aboms.org).

## **Licensure**

Applicants must provide evidence of an active dental/medical 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 enough to satisfy this requirement.

For senior residents interested in our Fast-Track Application option, please see our Fast-Track Qualifying Examination Handbook, found on [www.aboms.org](http://www.aboms.org).

## 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. There are two sections. The first section is allowed three hours, followed by an optional one-hour break, and the second section is allowed another three hours. After you complete the first section, you may not go back to review.

An applicant who does not take or pass the QE within the two-year period after applying will result in a void application.

### Qualifying Examination Schedule

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

2022 QE Timeline	
Applications Open	June 15, 2021
Applications Due	September 24, 2021
Schedule Examination	November 10-24, 2021
Examination Administered	January 8-15, 2022
Examination Results	Letters to mail in April 2022



## Examination Applications

Application forms must be completed electronically using your ABOMS account. Accounts can be created on [www.aboms.org](http://www.aboms.org). An applicant can update their contact information at any time by visiting their profile at [www.aboms.org](http://www.aboms.org).

If you have taken the OMSITE, you likely already have an account. You can log in with the email address your program used (for the OMSITE registration) and reset your password.

All materials must be uploaded to your application file on the website. Supporting documents can be found under the “Resources” tab in your ABOMS profile. All application materials will be reviewed by the ABOMS Board and staff for approval.

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 submitted using your ABOMS account by the application due date, September 24, 2021.

## First Time Application Requirements

First Time Applicants are individuals applying for their first QE any time after graduating from their accredited OMS program. Upon approval of a first time application, the applicant is considered a “Candidate” of ABOMS. Below are the requirements upon applying. See page 13 for more details.

- Application fee of \$675.00 USD
- Examination fee of \$1,600.00 USD
- Photocopy of government issued ID
- Photocopy of unrestricted dental/medical license with issue and expiration date
- Photocopy of OMS Certificate
- ABOMS Verification Form signed by most recent program director
  - The form is available in your ABOMS account



- Record of Operative Experience (ROE)

## **Re-Application Requirements**

Reapplicants are for individuals who have taken the QE; however, have been unsuccessful. See page 14 for more details.

- Application fee of \$675.00 USD
- Examination fee of \$1,600.00 USD
- Photocopy of government issued ID
- Record of Operative Experience (ROE)
- Proof of 30 hours of Category I Continuing Education Credits within 12 months prior to the application date
- Photocopy of unrestricted dental/medical license with issue and expiration date

All fees are non-refundable and non-transferable.

## **Definition of Category I 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 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. If you fail to meet the audit requirements, your fees will be forfeited, and your applications will be moved to void.

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

- OMS Training Verification Form
- Authentication of OMS Certificate
- Record of Operative Experience
- Dental/Medical License
- Continuing Education Credits **(Re-Applicants Only)**



## **Policy**

### **Applicants' Responsibilities**

The timely submission of applications and the accuracy of the information submitted therein are the sole responsibility of the applicant. ABOMS recommends reading and following all instructions thoroughly.

It is the applicant's responsibility to keep a current address, email and telephone number on file. ABOMS does not share contact information with any other organization. Third party request for information on an applicant/Candidate's application, Board status, or results will not be granted. 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. Applicants/Candidate may check their contact information and the status of their applications by logging into their profile online at [www.aboms.org](http://www.aboms.org).

### **Accommodation Policy**

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. ABOMS offers all examinations in the English language only.

Applicants that require special accommodations must contact the Linh Vo ([lvo@aboms.org](mailto:lvo@aboms.org)) with specific accommodation requests and required documentation by the application due date, September 24, 2021.

Documentation must not be older than three years.



### Required Documentation:

- Documentation of previous accommodations provided by educational institutions
- 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 applicant's/Candidate's 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 applicant's/Candidate's 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.

The following documentation will not be accepted:

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

### **Extensions on Expiring Application**

Requests for extension of eligibility must be made after expiration of the current application for the Qualifying 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 applicant/Candidate registers for an examination, significant costs are incurred by ABOMS; therefore, all fees are non-refundable and non-transferable.

### **Receipts for Fees Paid**

Applicants/Candidates who submit application materials online will receive email confirmations including transactions numbers for any fees paid. Applicant/Candidates can also visit their profile and locate their receipt under “View my Past Payments.”

### **Release of Examination Results**

ABOMS will not release any examination result information by phone or email. The ABOMS reserves the right to withhold examination results if any application materials are found to be deficient, expired, or inaccurate.

ABOMS does not report pass or fail information to other third parties.

### **Appeal Mechanism**

- A. The applicant/Candidate must contact the ABOMS headquarters within **five (5) days** from taking the examination if they believe the examination has not been conducted in a fair manner. The request with an explanation of why an appeal is needed must be made in writing and received by either email or certified mail within five (5) calendar days.
- B. All appeals will be reviewed by the Computer-Based Testing (CBT) Chair for evaluation and decision. During this time, results of the said exam will not be disclosed to the applicant/Candidate.
- C. If the request is granted:
  1. the result of the appealed examinations, regardless of whether pass or fail, will be discarded, and never disclosed.
  2. a second examination will be provided one year later at the regularly scheduled time.



3. the applicant/Candidate must resubmit any required application materials and submit an amended examination fee as defined by the CBT Chair.
- D. Candidates on their last year of eligibility may appeal their examination however will lose their “Candidate” status. A Candidate cannot appeal in two consecutive attempts.
- E. ABOMS will not consider appeals based on examination result, content, delivery, scoring or psychometric validation.

**The decision of the ABOMS Board of Directors shall be considered final.**

### **ABOM Examination Fairness**

ABOMS abides by the [Principles of Fairness](#), developed by *The Council on Licensure, Enforcement and Regulation (CLEAR)*, to ensure fairness through the design, development, administration, and scoring of the examinations. ABOMS makes every attempt to provide the necessary information before, during and after the examination to Candidates to ensure testing fairness.

### **Frequently Asked Questions**

#### ***Q: This is my first time, how do I start?***

A: To begin the application process, an applicant must create an ABOMS account on [www.aboms.org](http://www.aboms.org). If you have taken the OMSITE before, then you should already have an account. You may log in and reset your password with the email address your program set up for you. After logging in, you can make updates to your demographics. It is imperative that we have the most updated information.

#### ***Q: Can I apply first and pay later?***

Both the QE application and examination fees are due upon submission. A confirmation email will be sent to the email address on file. Receipts can also be found in your ABOMS account.



***Q: What is required for the QE application for first time applicants?***

A: An applicant must submit application and examination fees in addition to the following:

- ✓ Photocopy of government issued ID
  - Acceptable forms include: State driver's license, state identification card, passport, passport card, U.S. military ID or permanent resident card
- ✓ Photocopy of unrestricted dental/medical license with issue and expiration date
- ✓ Photocopy of OMS Certificate of Completion
- ✓ ABOMS Verification Form signed by most recent program director
  - The form can be found in your ABOMS account
  - 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 applicant's training
- ✓ Record of Operative Experience (ROE)
  - Submit number of surgical procedures completed using your application profile. You may reference your OMS Resident Surgical Log from OMSNIC. All cases from the last 12 months must be submitted.
  - If the applicant recently graduated, cases from residency can be included in ROE.
  - There is no minimum number of cases that is required. The information provided by the applicant is strictly informational.

***Q: What if I did not train at an OMS program accredited by the Commission on Dental Accreditation of the American Dental Association?***

A: **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 a CODA accredited OMS fellowship



*or*

- Employed for 12 consecutive months as a full-time faculty member in a CODA accredited OMS training program during the past 2 years. **Concurrent Faculty appointments during fellowship training are not accepted.**

All foreign trained applications will be reviewed, approved, or denied by the ABOMS Credentialing Committee.

***Q: What are the application requirements if I need to re-apply for the QE?***

A: A re-applicant is someone who has not successfully completed the QE in the very first two years they apply for the examination. The applicant is no longer recognized as a Candidate after the first two consecutive years (from the first time registering).

A re-applicant must resubmit application and examination fees in addition to the following:

- ✓ Photocopy of Government Issued Identification
  - Acceptable forms include: State driver's license, state identification card, passport, passport card, U.S. military ID or permanent resident card
- ✓ Record of Operative Experience (ROE)
  - Submit number of surgical procedures completed using your application profile. You may reference your OMS Resident Surgical Log from OMSNIC, or the handout provided at the end of this handbook to help complete this portion of your application.
  - There is no minimum number of cases that is required. The information provided by the applicant is strictly informational.
- ✓ Proof of 30 hours of Category I Continuing Education Credits within 12 months prior to the application date. All certificates must be uploaded.
- ✓ Photocopy of unrestricted dental/medical license with issue and expiration date



## Contact Information

### ABOMS Administrative Mailing Address

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

**Website:** [www.aboms.org](http://www.aboms.org)

**Telephone:** 312-642-0070

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### Direct Examination Contact:

Ms. Linh Vo

Examination Services Coordinator

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