



# **2021 Oral and Maxillofacial Surgery In-service Training 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 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**

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.

## **OMSITE Overview**

The Oral and Maxillofacial Surgery In-service Training Examination (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**

Program Directors or coordinators will be required to create an account and register each of their residents on [www.ABOMS.org](http://www.ABOMS.org). During registrations, Program Directors or coordinators 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.**

## **Payments**

Payments can be made online in the Program Portal or by check. All payments must arrive at the ABOMS Administrative Office by **February 26, 2021**. If paying by check, please ensure the invoice is included to help us match the payment to your program. The ABOMS strongly recommends that materials be sent by a secured carrier. Exceptions are not made for submissions lost in the mail.

## Examination Scheduling

<b>2021 OMSITE Timeline</b>	
Registration Opens	November 17, 2020
Registration Due	December 3, 2020
Payments Due	February 26, 2021
Examination Scheduling	January 25 – February 5, 2021
Examination Administered	March 13 – 27, 2021
Examination Results Mailed	Mid-May 2021

The ABOMS will e-mail scheduling information to the Program Director in January before scheduling is available on the Prometric site. 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.

### **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.

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 (within the last three years) 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 test taker'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 test taker'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.

## **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 Directors and resident. The ABOMS recommends reading and following all instructions thoroughly. It is the Program Directors 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.

**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 score reports are mailed to the Program Director directly and followed with electronic copies by email. 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

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

**Telephone:** 312-642-0070

**Fax:** 312-642-8584

### Direct Examination Contact:

Linh Vo

Examination Services Coordinator

312-642-0070 ext. 127

[LVo@aboms.org](mailto:LVo@aboms.org)

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