

2019 CERTIFICATION MAINTENANCE HANDBOOK

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Mission

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.

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 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 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. 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 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.

Overview of CM Process

The ABOMS certification process assures the public that certified oral and maxillofacial surgeons have successfully completed a rigorous peer evaluation process by requiring surgeons to present and maintain appropriate professional credentials, and demonstrate the requisite training, experience and knowledge. Certified oral and maxillofacial surgeons are expected to maintain current competence through ongoing professional education provided through national meetings, seminars, lectures, special courses, panels, symposia, and self-assessment tools. Many attributes are necessary to be a competent oral and maxillofacial surgeon, and a number of these factors cannot be quantified. Therefore, it is important to state that ABOMS Board Certification does not necessarily guarantee that an oral and maxillofacial surgeon is “competent.” Recognizing this fact, and that certification is merely a “point in time” when the qualifications of an oral and maxillofacial surgeon are examined, in 1990, the ABOMS instituted a recertification process. Diplomates certified after this time were issued a “time-limited” certificate in effect for a ten-year period.

Since then, it has become even more critical that oral and maxillofacial surgeons maintain the requisite skills and knowledge to provide state-of-the-art patient care. To that end, in 2005, ABOMS instituted a comprehensive program to provide verification that Board certified oral and maxillofacial surgeons are engaged in a continuous process to maintain their skill and knowledge. This process moves the concept of recertification from an examination conducted every 8-10 years to an ongoing process of learning and assessment, known as Certification Maintenance (CM). The changes made by the ABOMS Directors represent a response to the quality-of-care movement and the related concerns of the public. Additionally, ABOMS acted to restructure OMS Board Certification in response to activities of other groups that set practice standards – American Board of Medical Specialties, Joint Commission on the Accreditation of Hospital Organizations, and the National Committee for Quality Assurance. The Board acknowledges that this is a dynamic process and anticipates modifications over time. The information included in this handbook represents ABOMS’ current plan for the CM process. Only Diplomates with time-limited certificates are required to participate in the CM process although voluntary participation for all Diplomates is encouraged.

Structure of the CM Process

In order to maintain certification, Diplomates who hold time-limited certificates are required to participate in the ABOMS Certification Maintenance Process. Certification Maintenance (CM) runs in 10-year cycles. CM is an evolving process and the requirements outlined below may be modified as the needs of the specialty and the public change. Diplomates must continuously meet the CM requirements or they may jeopardize their certification.

The table below describes the components and requirements of CM.

COMPONENT (Required during Certificate)	REQUIREMENT
Professional Standing (Each year of Certification during Annual Registration: 1-10 for time limited certificates)	<p>Possession of a current unrestricted dental or medical license, i.e. a license that has no limitations on the practice of oral and maxillofacial surgery in that jurisdiction.</p> <p>Maintain continuous hospital privileges that permits the OMS to perform core procedures in oral and maxillofacial surgery. *</p>
Lifelong Learning (Diplomates are eligible during time limited certificate years 8, 9, and 10)	<p>Optional completion of the web-based ABOMS self-assessment tool, COMSSAT (Certification in Oral and Maxillofacial Surgery Self-Assessment Tool). Diplomates will receive immediate feedback on the COMSSAT, along with item references to assist in the production of a study guide. Since the COMSSAT is a self-assessment tool, there is no pass/fail point, nor is the score recorded by ABOMS.</p> <p>90 hours ADA CERP continuing education credits. 30 of the 90 hours may be Category 2 as recognized by the AMA ACCME. All CE hours must be earned within 3 years prior to applying for the Recertification Examination. The Diplomate will attest to this at the time of his/her RE application.</p>
Cognitive Expertise (Diplomates are eligible during time limited certificate years 8, 9, and 10)	Successful completion of the ABOMS Recertification Examination
Evaluation of Performance in Practice (Diplomates are eligible during time limited certificate years 8, 9, and 10)	Office Anesthesia Evaluation or Alternative pathways are available for OMS' who are not clinically active or do not participate in the Office Anesthesia Evaluation program set forth by the AAOMS or jurisdictional licensing body.

*The Board has determined that Diplomates with time limited certificates must maintain continuous hospital privileges that permit the OMS to perform core procedures in oral and maxillofacial surgery. 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 are acceptable if it is associated with a hospital where the Diplomate maintains surgical privileges.

Description of the CM Process

Professional Standing

Each year, the Diplomate must provide evidence of professional standing by submitting his/her Annual Registration (AR). The Diplomate may jeopardize his/her certification if he/she does not successfully complete his/her AR. This credentialing process will indicate whether a Diplomate has an unrestricted dental and/or medical license and maintains continuous hospital privileges that permits the OMS to perform core procedures in oral and maxillofacial surgery (description of core hospital privileges can be found on the previous page).

Lifelong Learning

Eligible Diplomates have the opportunity to complete the ABOMS self-assessment tool, known as the COMSSAT. The COMSSAT is web based and delivered within a specified period of time. Registration for the COMSSAT opens on the ABOMS website at the same time as the RE application. Following registration for the COMSSAT, the Diplomate will receive an email detailing the three easy steps on how to complete the COMSSAT within the next 48 business hours. Diplomates will receive immediate feedback on the COMSSAT along with references to each of the questions asked.

All CM eligible Diplomates, are required to apply for the Recertification Examination in the last 3 years before their certification expires. At the time of the application, the Diplomate will attest to having 90 hours of ADA CERP continuing education credits within the last three years, 30 of the 90 hours may be Category 2 as recognized by the AMA ACCME. The Diplomate must have documentation for all CE hours but is not required to submit it to ABOMS unless he/she is included in the ABOMS audit or otherwise advised. (The ABOMS Recognized CE Providers can be found in the handouts section of this handbook).

Evaluation of Performance in Practice

While completing the RE application, the Diplomate must attest to having done an evaluation of performance in practice by completing an Office Anesthesia Evaluation (OAE) program within the timeframe set by AAOMS or jurisdictional licensing body. Alternative pathways are available for any Diplomate unable to participate in the specified OAE.

Cognitive Expertise

The Diplomate must successfully complete the RE by the 10th anniversary of the most recent certificate date, but no earlier than the 8th anniversary of that date. The Diplomate will have three consecutive opportunities to take and pass the RE.

Upon meeting each of these components in the CM process, a new certificate will be issued to the Diplomate once his/her current certificate expires. The new certificate will certify the Diplomate for ten years following the expiration of his/her current certificate.

Fees

The fees for examinations shall be established annually by the Board of Directors on the basis of the actual and anticipated costs incurred by ABOMS in the examination process of Candidates and Diplomates and in the administration of its business.

Administrated Fee	COMSSAT	RECERTIFICATION EXAMINATION
\$275.00	Complimentary	\$675.00

Refunds

When a Diplomate registers for an examination, significant costs are incurred by ABOMS. Therefore, to keep costs down for all Diplomates, fees for the CM components are non-refundable.

Receipts for Fees Paid

Diplomates who submit materials online will receive e-mail confirmations including transaction numbers for any fees paid.

Audit Process

In order to ensure the ABOMS CM process is functioning effectively and that Diplomates are in compliance with the requirements, random audits will be conducted. Each year, the ABOMS Credentials Committee will conduct an audit of approximately 10% of the Diplomates whose current certificates expire that calendar year. Those that are randomly chosen to be audited will be informed at the beginning of the year of their current certificates expiration. Those Diplomates who are audited will submit documentation attested to during the time of their RE application, including 90 hours of CE, Office Anesthesia Evaluation or alternative pathway, and any other documentation deemed necessary by the Credentials Committee. Only those audited are required to send this additional documentation to the ABOMS administrative office. However, the Board reserves the right to audit the information provided by the Diplomate at any time during the CM process by requiring supporting documentation. The ABOMS staff will confirm that the Diplomate has satisfactorily completed the:

1. Annual Registration (Credentials and an unrestricted current medical or dental license to practice the specialty and current hospital privileges allowing patient admission and performance of core procedures in oral and maxillofacial surgery)
2. COMSSAT (Certification in **O**ral and **M**axillofacial **S**urgery **S**elf-assessment **T**ool)
3. Recertification Examination

The audit will be conducted in June and July each year. The Credentials Committee will report all Diplomates who have not met the requirements to the ABOMS Board of Directors. The Board will act on all Diplomates who are in noncompliance of the requirements.

Timeline

2019 COMSSAT	
Date	Activity
March 26, 2019	Registration opens on ABOMS & SMT websites
June 6, 2019	Registration closes on ABOMS website
June 14, 2019	Exam closes on SMT website
2019 Recertification Examination	
Date	Activity
March 26, 2019	Applications process begins
June 6, 2019	Applications due
July 01, 2018 – September 3, 2019	Schedule Exam with Pearson/MRA
September 21- September 28, 2019	Examination

Policy

Failure to Adhere to Timeframe

A Diplomate who fails to successfully complete the CM components within the specified timeframe may jeopardize his/her certification.

Failure to Successfully Complete CM Components

All CM components can be repeated as often as necessary during the designated years until the process is successfully completed.

Diplomate Disclosure Obligations

At the time a Diplomate submits an application to ABOMS and at all times thereafter, the Diplomate shall have a continuing obligation to disclose promptly to ABOMS the existence or occurrence of any circumstances causing the Diplomate to fail to satisfy the foregoing condition of eligibility to apply for and take any examination administered by ABOMS.

Accommodation for Special Needs

Diplomates who answer “Yes” to the disability/special needs question must submit supporting documentation. Please contact the ABOMS administrative office for accommodation details by June 15, 2018.

Notifications

The ABOMS will attempt to notify all Diplomates when it is appropriate to begin the CM process. However, it is the responsibility of the Diplomate to seek the information concerning the current requirements for CM. The ABOMS does not assume responsibility for notifying a Diplomate of changing requirements or the impending loss of his/her certification.

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/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 a particular 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.

Communications

In order to receive all necessary communication, please keep the ABOMS administrative office informed of your current email and mailing address. You may update your contact information and access information about the CM process at **www.aboms.org**.

The ABOMS uses email to communicate in a timely and efficient manner with Diplomates participating in the CM process. However, because email systems are different, communication via email can be interrupted by security settings and spam-blocking features. The cause of blocked mail can be dependent on the organization, Internet Service Provider (ISP), email program, security programs and spam blocking tools.

The ABOMS encourages all users to place the ABOMS on a “safe sender” list in order to enable receipt of ABOMS email correspondence. Due to the vast number of different email programs available, ABOMS does not have specific instructions for each; however, ABOMS does suggest the following two methods:

1. Contact the ISP and ask that the email from the ABOMS be accepted.
2. View options of the security settings and spam-blocking tools on your email program to determine if you can “whitelist” the ABOMS yourself. For example, the Microsoft Outlook will allow you to add a specific email address or a specific email domain (@aboms.org) to a Safe Sender's List. (To do this in Microsoft Outlook: highlight the email; click on Actions on toolbar; click on Junk Email; click on Add Sender to Safe Sender's List or Add Sender's Domain (@aboms.org) to Safe Sender's List).

All Diplomates holding time limited certificates must meet the current requirements as published by ABOMS. It is the responsibility of the Diplomate to seek information concerning the current requirements for CM. The ABOMS does not assume responsibility for notifying a Diplomate of changing requirements or the impending loss of his/her eligibility to take an examination. The CM process is subject to change, consistent with the principles of continuous improvement to both process and content matters. The ABOMS will publish all changes to the CM process in its bi-annual newsletter and on the website, **www.aboms.org**.

Contact Information

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