



# Certification Maintenance Handbook

ABOMS

625 North Michigan Avenue, Suite 1820, Chicago, IL 60611





# Table of Contents

---

***Page 3***

Core Purpose  
Core Values  
Organization

***Page 4***

Overview of Program

***Page 5-6***

Certification Maintenance Cycle

***Page 7***

Timeline  
Fees

***Page 8-9***

Description of Program

***Page 10***

Policy

***Page 12***

Contact Information

***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. The Board of Directors appoints an Examination Committee composed of Diplomates of the American Board of Oral and Maxillofacial Surgery who prepare and conduct the annual certification examination. The Board of Directors and its Examination Committee serve without salary.

## **Overview**

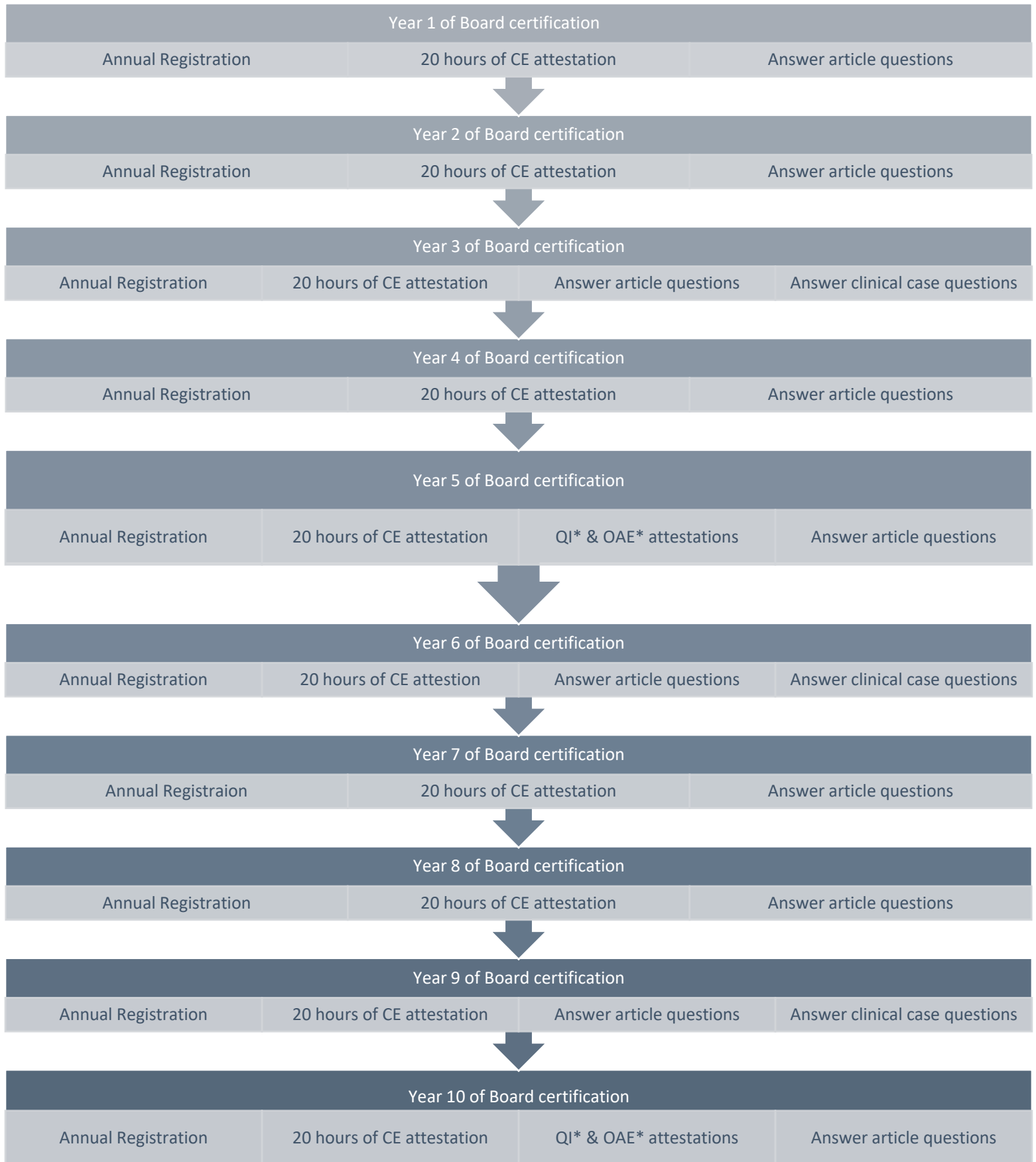
The Certification Maintenance program is a comprehensive process providing verification that Board certified oral and maxillofacial surgeons are continuously engaged in learning and developing their skills within the specialty.

ABOMS Certification Maintenance (CM) covers four objectives: Professional Standing, Lifelong Learning and Self-Assessment, Cognitive Evaluation and Evaluation of Performance in Practice. Diplomates must continuously meet the CM requirements each year or they may jeopardize their certification.

Diplomates who hold time-limited certificates are required to participate in the ABOMS Certification Maintenance program. Certification Maintenance (CM) runs in 10-year cycles. Surgeons who are Board certified are required to adhere to the following requisites each year of certification and can access all components of CM using their Diplomat profiles.



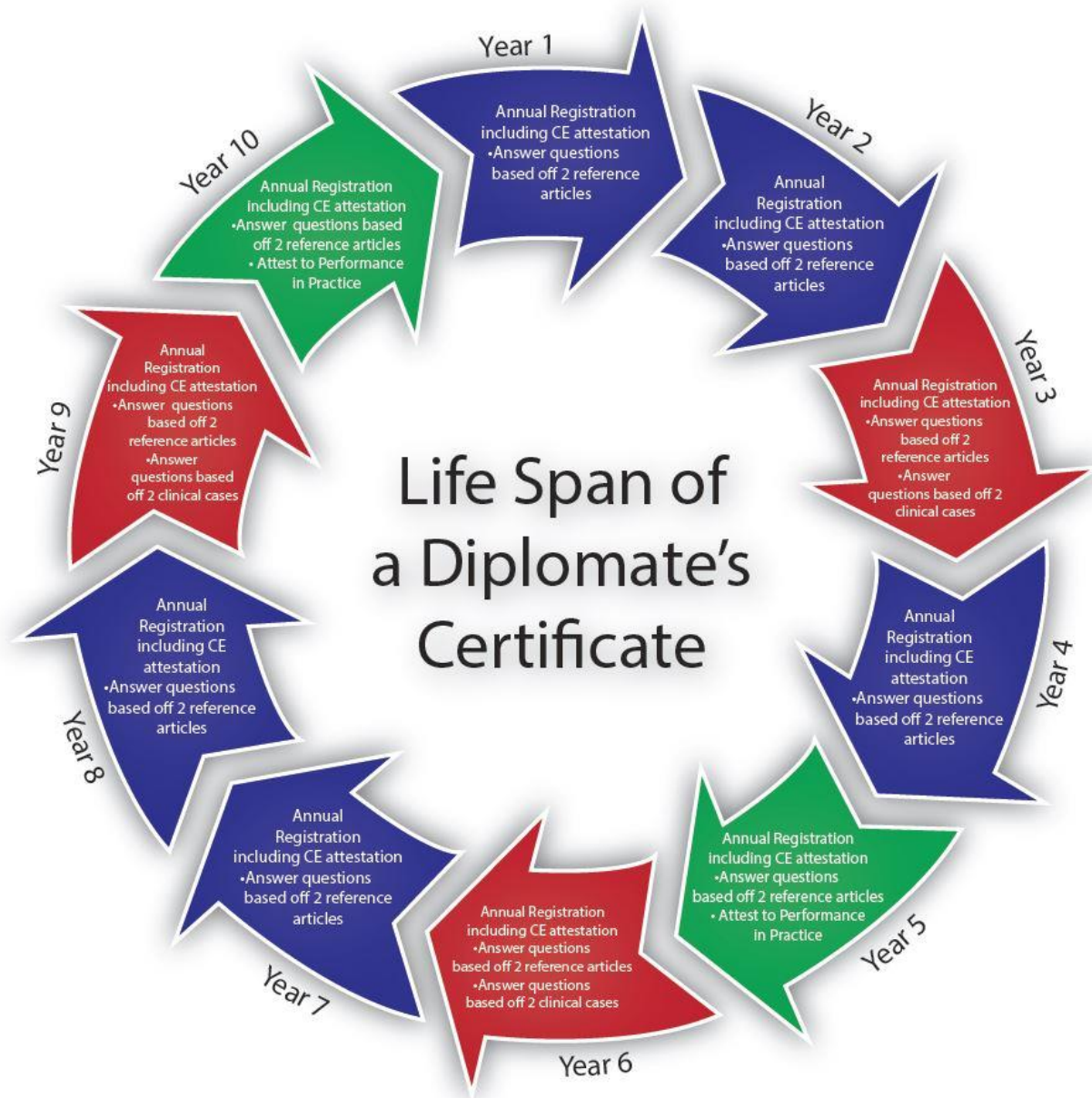
# Certification Maintenance Cycle



\*QI – Quality Improvement Initiatives

\*OAE – Office Anesthesia Evaluation





## Timeline

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

Certification Maintenance Timeline	
Annual Registration (AR)	January – March
20 hours of CE attestation	January– March (During AR)
Article Questions	January 6 <sup>th</sup> – December 31 <sup>st</sup>
Clinical Case Questions	January 6 <sup>th</sup> – December 31 <sup>st</sup>
Quality Improvement & Office Anesthesia Evaluation (OAE) *Alternative pathways available	January 6 <sup>th</sup> – December 31 <sup>st</sup>

## 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. There are no fees associated with majority of the CM process, except for a Diplomate's annual dues. The total cost for Annual Registration each year is \$300.

### Late Fees

Annual Registration opens in January and closes on March 31<sup>st</sup> of each year. A Diplomate who does not complete AR by the December deadline, will incur a \$100.00 late fee for each month that the registration is not submitted.

Timeline	Administrative Fee	Late Fee	Amount Due
January 1 <sup>st</sup> – March 31 <sup>st</sup>	\$300.00	N/A	\$300.00
April 1 <sup>st</sup> – April 31 <sup>st</sup>	\$300.00	\$100.00	\$400.00
May 1 <sup>st</sup> – May 31 <sup>st</sup>	\$300.00	\$200.00	\$500.00



## Payment

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

## Description of Program

### Professional Standing

Annual Registration (AR) is a yearly, online application. Diplomates must provide attestations of professional standing by answering a series of credentialing questions. The 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. An alternative care plan is offered as an alternative pathway for those who are unable to meet the continuous hospital privileges requirement.

### Lifelong Learning and Self-Assessment

Diplomates with time limited certificates are required to attesting to achieving 20 hours of continuing education recognized by ADA CERP or AMA certified **each year** on the Diplomate's AR application.

In addition to a Diplomate's CE attestation, the doctor is required to answer questions from two referenced articles **every year**. Due to copyright laws, articles are not available by ABOMS; rather, the reference is provided for the doctor to use while answering its questions. Many of the references are from resources like the Journal of Oral and Maxillofacial Surgery. ABOMS **does not** provide a subscription to these outlets. However, if a Diplomate has an AAOMS membership, the Journal of Oral and Maxillofacial Surgery is often included and can be found on their AAOMS portal. It is the Diplomate's responsibility to meet these standards.





A Diplomate must answer **100%** of the questions correctly to successfully meet this requirement and can re-take the questions if needed. This component of CM is available year-round on Diplomate profiles.

### **Cognitive Expertise**

Diplomates are also required to complete questions from two clinical case scenarios **during years three, six and nine** of their time limited certificate. Clinical case questions focus on treatment and terminology that reflect modern management of oral and maxillofacial surgery. A Diplomate must answer **80%** of these questions correctly to successfully meet this requirement and can re-take the questions if needed.

### **Performance in Practice**

Quality improvement initiatives and an up-to-date Office Anesthesia Evaluation (OAE) by AAOMS or a jurisdictional licensing body is required to successfully meet CM requirements in **years five and ten**. Diplomate's must attest to having an active OAE (or alternative pathways available through ABOMS). The attestation form will be displayed on Diplomate profiles listed under *Dues and Renewals*.

In addition to an OAE attestation in years five and 10, a Diplomate will also be asked to attest to quality improvement initiatives.

*Each year, a percentage of certificates will be audited. If audited, the Board will ask you to answer the four questions listed on the QI Audit form (attachment below).*

The audit form questions are as follows:

1. What is your clinical improvement project?
2. What were you trying to measure?
3. What were your results?
4. Did you make a change in your practice on your clinical improvement project? If so, how?



## **Policy**

### **Applicants' Responsibilities**

The timely submission of CM requirements and the accuracy of the information submitted therein are the sole responsibility of the Diplomate. The ABOMS recommends reading and following all instructions thoroughly. CM requirements submitted past the due date, regardless of the reason, will not be accepted.

It is the Diplomate'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. Throughout the certification process, it is necessary for the Board to communicate with Diplomates on issues that are imperative.

The ABOMS will not be responsible for missed communications when the Diplomate does not have current information on file with the ABOMS Administrative Office. Diplomates may check and edit their contact information and the status of their Certification Maintenance by logging into their profile online at [www.aboms.org](http://www.aboms.org).

### **Audit Process**

All Certification Maintenance requirements are subject to an audit, although only a small percentage of applications are selected. The selection of an audit is random. Diplomates are encouraged to keep copies/receipts of their 20 Continuing Education hours as proof of completion. You will be notified by email if your Diplomate profile is selected in the audit. The Board's Credentialing Committee reviews each audited profile.

During an audit, the following will be verified:

- A copy of the Diplomate's active, unrestricted dental license
- Documentation of current hospital privileges allowing the patient admission and performance of core procedures in oral and maxillofacial surgery. In lieu of this requirement, Diplomates can complete a Continuity of Care plan form provided by ABOMS (provided in the Resource section on your Diplomate profile)



- Proof of 20 hours of continuing education that is ADA CERP or AMA Certified
- Documentation of a current Office Anesthesia Evaluation set forth by AAOMS or jurisdictional licensing. In lieu of this requirement, Diplomates can complete the alternative pathway provided by ABOMS (provided in the Resource section on your Diplomat profile)
- Completion of the Quality Improvement Audit Form (provided by ABOMS staff to the Diplomat)

### **Diplomat's Who Fail to Meet the Requirements**

Diplomates who fail to meet any of the CM requirements by December 31<sup>st</sup> will jeopardize their ABOMS certification. Therefore, in accordance with ABOMS policy, Diplomates who do not comply with Certification Maintenance requirements may have an *Active* or *Clinically Inactive* status changed to suspended. Continued failure to meet the CM requirements will change the Diplomat's status to "Not Renewed." Thereafter, the Diplomat must petition the ABOMS Board of Directors for reinstatement. All Diplomates who petition the Board are subject to reactivating their Diplomat status by re-taking the Certification process beginning with the Qualifying Examination.

### **Receipts for Fees Paid**

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



## 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:

Mrs. Courtney Walsh  
Director of Examination Services and Communications  
Extension \*120  
[cwalsh@aboms.org](mailto:cwalsh@aboms.org)

Ms. Gwyneth Helm  
Program Coordinator  
Extension \*130  
[Ghelm@aboms.org](mailto:Ghelm@aboms.org)

*Stay informed with ABOMS by following us on social media*



LinkedIn

