



# **2022 Fast-Track 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.

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



(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)
  - In 2020, ABOMS established the “Fast-Track” application, a new opportunity for senior residents to begin their board certification in their last year of residency. To allow that, there is a different process compared to the traditional applications.
- Oral Certifying Examination (OCE)
  - To be eligible for the OCE, the QE must be taken successfully first.
  - Please note that hospital privileges are required upon applying. See the OCE handbook for the timeline and more details found on [www.aboms.org](http://www.aboms.org).

## 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. Fast-Track applicants must be currently enrolled in an advanced education in an oral and maxillofacial surgery program, that is accredited by the Commission on Dental Accreditation



of the American Dental Association, while the QE is administered between January 5–15, 2022, and is on track to graduate by the summer of 2022.

## **Licensure**

Upon applying, Fast-Track applicants are not expected to have an active dental/medical license; however, it is required after graduating from the program, to obtain their Qualifying Examination results. 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.

## **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.

Fast-Track applicants may earn the “Candidate” status at ABOMS after receiving their official passing result letter.



## Qualifying Examination Schedule

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

2022 QE Timeline for Fast-Track Applicants	
Applications Open	June 15, 2021
Applications Due	September 24, 2021
Schedule Examination	November 10-24, 2021
Examination Administered	January 8-15, 2022
Result Application Open	May 3, 2022
Result Application Due	August 23, 2022
Examination Results	Letters to mail upon Result Application Approval

### 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.

If you have taken the OMSITE, you likely have an existing 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 stated deadline.



## Fast-Track Application

This is an application opportunity for senior residents, who are on track to graduate in the summer of 2022 after the examination is administered January 8-15, 2022. This application is due by September 24, 2021. Below are the requirements upon applying:

- Application fee of \$675.00 USD
- Examination fee of \$1,600.00 USD
- Photocopy of government issued ID
- ABOMS Approval Form signed by current program director
  - Consent from your program to take the QE as a resident
  - Available in your ABOMS account under “Resources”

All fees are non-refundable and non-transferable.

## Fast-Track Result Application

Fast-Track applicants will not receive their official QE results until after completing the program and submitting the “Fast-Track Result Application.”

Fast-Track Result Applications are due by **August 23, 2022**. Below are the requirements to upload through the ABOMS account:

- Photocopy of unrestricted dental/medical license
- Photocopy of OMS certificate
- ABOMS Verification Form signed by most recent program director
  - Verifies that you have completed the program
  - Available in your ABOMS account under “Resources”

Results will not be released until the Fast-Track Result Application has been submitted and approved. Fast-Track applicants are not recognized as a “Candidate” at ABOMS until they receive their official passing letter. Failure to complete the Results Application by the due date will void the 2022 QE.



If you are planning to take the OCE in 2023, it is recommended to review the OCE requirements and timeline as well. Please review the OCE handbook found on [www.aboms.org](http://www.aboms.org).

**Please note no exceptions will be made to the hospital privilege requirements. If you believe you will not have privileges in time to meet the OCE application, please do not apply for the QE Fast-Track.**

## **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

## **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. 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: I am in my last year of residency and this is my first time applying for the QE, how do I start?***

A: If you have taken the OMSITE before, you may log in with the email your program used at the time of registration. At the log in page, you can reset your password from there.

***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: Do I have to take the QE as a resident, or can I wait until I graduate?***

The QE can be taken any time after completing the program as long as the requirements are met. If you wish to apply for the QE after graduation, see our standard Qualifying Examination Handbook on [www.aboms.org](http://www.aboms.org) for more details.

***Q: How can I submit a request for testing accommodations?***

A: Requests and required documents must be submitted by the application due date. Please see page 9 for testing accommodation policy and requirements.

***Q: Is there a study guide to help study for the QE?***

A: We have a blueprint of the examination which can help prepare for the exam. The blueprint can be found in your ABOMS profile under “Resources.”



***Q: How can I find out if I passed before submitting the Fast-Track Result Application?***

A: To review the results, it is necessary to complete the Fast-Track Result Application. Results will not be released until Result Application has been reviewed and approved.

**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:**

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