

2017 BOARD CERTIFICATION HANDBOOK

ABOMS
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Mission

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.

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 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.

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
- Oral Certifying Examination

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. 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. Individuals trained outside of the U.S. must submit specific requirements listed in the “Verification of OMS Training” section of our handbook, located under the Qualifying Examination requirements.

Licensure

Applicants must provide evidence of an active dental 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 sufficient to satisfy this requirement.

Examination Applications

An applicant must submit all required documentation for review and approval by the ABOMS Staff before being permitted to continue in the examination process. Upon approval of a first time application, the applicant is then considered a “Candidate” of ABOMS.

After a Candidate has successfully completed the Qualifying Examination they have three consecutive years to take and pass the Oral Certifying Examination.

Application information may be obtained on the ABOMS website (www.aboms.org). Application forms must be completed electronically on the ABOMS website. Certain supporting materials may be submitted via e-mail, fax or mailed to the ABOMS Administrative Office.

The ABOMS goes to great lengths to assist our 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 received by the ABOMS Administrative Office by the stated deadline. Supporting materials received after the deadline will be sent back to the applicant. The ABOMS Board recommends that all important and time-sensitive documents are sent by secured carrier (i.e. UPS, FedEx, DHL) to ensure receipt by the ABOMS Administrative Office.

2017 Examination Schedule at a Glance

It is the applicant's responsibility to be aware and meet all deadlines. The fees for the Qualifying Examination and Oral Certifying Examination are required to be made using VISA, MasterCard, or American Express credit cards.

Qualifying Examination	
Examination Application Opens	June 14, 2016
Last day to begin an Applications	August 24, 2016
Complete Application Due	September 8, 2016
Examination Fee Due	September 15, 2016
Last day to Defer Examination*	October 4, 2016
Scheduling of Examination begins with Pearson VUE	November 8, 2016 through November 22, 2016
Examination Administered	January 7-14, 2017
Examination Results	First week of March 2017

Oral Certifying Examination	
Examination Application Opens	June 7, 2016
Last day to begin an Applications	September 1, 2016
Application and Examination Fee Due	September 8, 2016
Last day to Defer Examination*	October 30, 2016
Individualized Candidate Test Date Information	Last week of November
Examination Administered	January 30 – February 3, 2017
Examination Results	Last week of March 2017

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

Application Requirements

- Demographics and Application Fee of \$675.00 USD
- OMS Training Background
- Verification of OMS Training
- Notarized photocopy of OMS Certificate
- Photocopy of Current Dental Licensure
- Photocopy of Government Issued Identification
- Examination Fee of \$1,600.00 USD

Re-Application Requirements

- Application Fee of \$1,100.00 USD
- Photocopy of Current Licensure
- Proof of 30 hours of Category I Continuing Education Credits
- Photocopy of Government Issued Identification
- Examination Fee of \$1,600.00 USD

Demographics

To begin the application process, an Applicant must submit their demographic information at www.aboms.org. Please note that the applicant's name must match that of their government issued identification. The QE application fee will also be required at this time. Upon submission of demographic information and application fee a confirmation e-mail with sign-in information will be sent to the e-mail address on file.

OMS Training Background

Applicants must provide detailed information on dental school and advanced OMS training.

Verification of OMS Training

The ABOMS requires proof of completion of training in an OMS program accredited by the Commission on Dental Accreditation of the American Dental Association. The form must be mailed to the ABOMS Administrative Office with the Program Director's original signature.

Proof of completion of training:

- Verification of Training form with original signatures, from current program director attesting to the applicants satisfactory completion of the program and showing the name(s) of the training institutions and the inclusive

dates of the applicants training.

AND

- Photocopy of applicant's OMS Program Certificate of Completion. Certificate must be notarized with an original notary seal and signature.

The following pathways are available to those who do not meet the OMS Training requirements listed above. 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;
- Completed an accredited OMS Fellowship; **or**
- Employed for 12 consecutive months as a full-time faculty member in an accredited OMS training program during the past 2 years.

Notarized Photocopy of OMS Certificate

Applicants must mail a notarized photocopy of their OMS Certificate. The notarized certificate must be mailed to the ABOMS Administrative Office.

Verification of Current Licensure

Applicants seeking Board Certification must have a current unrestricted dental license to practice dentistry. The photocopy must clearly contain the license issued date and expiration date.

Photocopy of the applicant's current Dental License may be faxed, mailed or e-mailed to the ABOMS Administrative Office.

Verification of Government Issued Identification

Photocopy of applicant's Government Issued Identification may be faxed, mailed, or e-mailed to the ABOMS Administrative Office.

Acceptable forms of identification include one of the following:

- State Driver's License
- State Identification Card
- Passport
- Passport card
- U.S. Military ID
- Permanent Resident Card

Proof of 30 hours of Continuing Education (Re-Applicants Only)

Individuals who re-apply for the QE must provide proof of successful completion of 30 hours Category I Continuing OMS Education (CE). Continuing Education certificates must be within 12 months prior to the application date. Proof of CE may be e-mailed, faxed or mailed to the ABOMS Administrative Office.

Definition of Category 1 Continuing Education

Category 1 activities are designated by an accredited provider before the applicant 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. Candidates 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.

Examination Fee

Once all preceding requirements have been successfully submitted and approved. Applicants are required to submit the Examination Fee and Intent to take Examination to confirm participation in that year's examination.



2017 Qualifying Examination Blueprint

I. Medical Assessment and Management of the Surgical Patient	34	VI. Cosmetic	11
A. Cardiovascular		A. Nasal	
B. Respiratory		B. Periorbital	
C. Musculoskeletal & Nervous System		C. Skeletal Contour Alteration	
D. Endocrine, GI, GU, Metabolic		D. Soft Tissue Procedures	
E. Risk Management			
II. Anesthesia and Pain Control	37	VII. Temporomandibular Disorders/Facial Pain	12
A. Local Anesthesia		A. Muscular Disorders, Facial Pain	
B. Deep Sedation/ General Anesthesia		B. Internal Derangements	
C. ACLS		C. Degenerative Joint Disease	
D. Perioperative Pain Control		D. Joint and Disc Reconstruction	
E. Pediatric Anesthesia/Pals			
III. Dentoalveolar	30	VIII. Pathology	31
A. Erupted/Unerupted Teeth		A. Benign Lesions of Hard Tissue	
B. Dentoalveolar injuries		B. Benign Lesions of Soft Tissue	
C. Infections		C. Mucocutaneous/Dermatopathology	
D. Soft Tissue Procedures		D. Salivary Gland Pathology	
		E. Malignant Lesions of Hard Tissue	
		F. Malignant Lesions of Soft Tissue	
IV. Trauma	34	IX. Reconstruction	21
A. Evaluation of the Trauma Patient/ATLS		A. Nonvascularized Hard Tissue Grafts	
B. Mandibular Injuries		B. Nonvascularized Soft Tissue Grafts	
C. Mid/Upper Facial Injuries		C. Vascularized Grafts	
D. Soft Tissue Injuries		D. Pedicle Flap	
V. Orthognathic/Cleft/OSA	30	X. Implants	30
A. Mandibular Deformities		A. Biology and Treatment Planning	
B. Maxillary Deformities		B. Prosthetic Considerations	
C. Cleft Lip & Palate		C. Hard Tissue Adjunctive Measures /Site Development	
D. Craniofacial Syndromes		D. Soft Tissue Adjunctive Measures	
E. Obstructive Sleep Apnea		E. Complications	

Qualifying Examination Application Checklist

Completed	Application Task	Accepted By:	Due On:
	Demographics and Application Fee	Online Only	September 8, 2016
	OMS Training Background	Online Only	September 8, 2016
	Verification form of Training Form	Mail with original Program Director Signature	September 8, 2016
	Photocopy of Current Dental License	Fax, E-mail, or Mail	September 8, 2016
	Photocopy of Government ID	Fax, E-mail, or Mail	September 8, 2016
	Application Review Process	By Ms. Adrianna Lagunas	Three business days following receipt of complete application

Following complete review of application materials an e-mail will be sent to the applicant/
Candidates to complete the Examination Fee.

	Examination Fee	Online Only	September 15, 2016
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Oral Certifying Examination (OCE)

Once a Candidate successfully completed his/her Qualifying Examination they are eligible to begin their application for the Oral Certifying Examination. A Candidate has three consecutive years following successful completion of the Qualifying Examination in which he/she can take and pass the Oral Certifying Examination. The ABOMS Administrative Office must receive the completed Oral Certification Examination application by a specified deadline. A Candidate who does not take and pass the Oral Certifying Examination within the three-year period must re-apply for Board certification. Individuals who are required to re-apply will regain "Candidate" status upon successfully completing the Qualifying Examination.

Application Requirements for the Oral Certifying Examination:

- Application Fee of \$450.00 (one-time fee)
- Verification of Hospital Staff Appointment
- Verification of Current Licensure
- 2" x 2" Passport Photograph
- Intent to Take Examination Form, and Examination Fee of \$2,850.00

Verification of Hospital Staff Appointment

Candidates must have the ability to manage patient care at a hospital where they maintain privileges to perform core oral and maxillofacial surgery procedures. 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 Candidate maintains surgical privileges.

Candidates that are actively enrolled in an ADA accredited fellowship may use their hospital privileges they have as part of their fellowship. Candidates must provide documentation from the institute verifying their enrollment in the fellowship that includes their start and anticipated end date. Candidates must also provide verification from their hospital detailing their privileges.

Verification of Current Licensure

Photocopy of the applicants current Dental License may be faxed, mailed or e-mailed to the ABOMS Administrative Office.

2" x 2" Photograph

A passport quality, color photograph will be added to the Candidate's badge and will be worn during his/her examination. The photograph must be uploaded online via the ABOMS website. Please note, photographs are subject to approval. If your photograph is not approved, the Candidate will be required to resubmit his/her photograph prior to approval of his/her OCE application.

Intent to Take Examination and Examination Fee

Once all preceding requirements have been successfully submitted and approved. Candidates are required to submit a non-refundable Examination Fee and Intent to take Examination to confirm participation in that year's examination.

Candidates must contact the Administrative Office by the designated deadline to request for fee deferment and/or extensions. All requests will be reviewed for consideration.

OCE BLUEPRINT

The Oral Certifying Examination is comprised of four surgery sections or content areas. To assist you in preparing for the examination, a list of the major categories to be covered in each section are provided below. This is a guide for the material which will be covered, but may not include all areas on which you may be questioned.

Surgery I	Dentoalveolar Surgery, Temporomandibular Joint Syndrome/Facial Pain, Maxillofacial Infections, and Implant Surgery
Surgery II	Dentofacial Deformities, Facial Esthetic Surgery, Obstructive Sleep Apnea and Maxillofacial Trauma
Surgery III	Pathology, Reconstructive Surgery, Cleft Lip and Palate Repair, and Microsurgical Repair
Surgery IV	Outpatient Anesthesia, Perioperative Medical Management of Pediatric and Adult Patients, and Acute Post-Treatment Pain Control

Oral Certifying Examination Checklist

Completed	Application Task	Accepted By:	Due On:
	Demographics and Application Fee	Online Only	September 8, 2016
	Verification of Hospital Staff Appointments	Fax, E-mail, or Mail	September 8, 2016
	Verification of Current Licensure	Fax, E-mail, or Mail	September 8, 2016
	2x2 Photo	Online Only	September 8, 2016
	Intent to Take Form and Examination Fee	Online Only	September 8, 2016

Policy

Applicants' Responsibilities

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

Application submissions arriving at the ABOMS Administrative Office past the posted deadline, regardless of the reason will not be accepted and returned to the applicant. The ABOMS strongly recommends that materials be sent by a secured carrier (i.e. UPS, FedEx, DHL, USPS). Exceptions are not made for submissions lost in the mail.

It is the applicant'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. Third party request for information on a Candidate's application, Board status, or results will not be granted. Throughout the certification process, it is necessary for the Board to communicate with Candidates on issues that are imperative. In addition, 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 with the ABOMS Administrative Office. Applicants may check their contact information and the status of their applications by logging into their profile online at www.aboms.org. Please allow one business day for electronic submissions to update on your profile and 1-2 weeks for processing of submissions made by mail.

Accommodation Policy for Applicants with Special Needs

The ABOMS will make every effort to provide all appropriate and reasonable efforts to accommodate any requests in accordance with the American 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.

Candidates that require special accommodations must contact the ABOMS administrative office to receive detailed information concerning documented disability or qualifying medical conditions.

Extensions on Expiring Application

Requests for extension of eligibility must be made after expiration of the current application for the Qualifying Examination or the Oral Certifying 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 application/Candidate registers for an examination, significant costs are incurred by ABOMS. Therefore all fees are non-refundable.

Receipts for Fees Paid

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

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 or 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.

Appeal Mechanism

An applicant/Candidate who is unsuccessful in the Qualifying Examination or the Oral Certifying Examination has a mechanism to appeal the outcome. Information about the appeal process is available upon written request from the ABOMS Administrative Office.

*Disclaimer ABOMS reserves the right to change certification or application requirements and deadlines for future examinations. The Board may, at its discretion, approve or deny any Candidate for examination or certification who does not fully satisfy application or credentials requirements.

Contact Information

ABOMS Administrative Mailing Address:

American Board of Oral and Maxillofacial Surgery
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Direct Examination Contact:

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Ms. Erin E. Killeen

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