



# **2024**

# **Qualifying**

# **Examination**

## *Fast-Track*

# **Handbook**

**ABOMS**

**8770 W Bryn Mawr Ave, Suite 1370, Chicago, IL 60631**

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***The recognized leader in Board certification of  
oral and maxillofacial surgery and related disciplines***



## **Mission**

The American Board of Oral and Maxillofacial Surgery (ABOMS) ensures that Diplomates meet our standards of training, education, and professionalism through our certification process. As the certifying body in Oral and Maxillofacial Surgery, the ABOMS provides contemporary and innovative programs that promote optimal care and service to the public.

## **Vision**

To be the recognized leader in Board Certification of Oral and Maxillofacial Surgery and related disciplines.

## **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 (CODA).

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 (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 (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 implemented the “Fast-Track” application – an opportunity for residents in their last year of training to begin their board certification. To be eligible for this opportunity, there is a pathway in lieu of the traditional process.
- Oral Certifying Examination (OCE)
  - This is the second examination in our board certification process.
  - Hospital privileges are required upon applying. Please visit [www.aboms.org](http://www.aboms.org) for the OCE handbook for deadlines and more details.
  - No exceptions will be made to hospital privilege requirements. If you believe you will not have privileges in time to meet the OCE application, **do not apply for the QE Fast-Track.**

## 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 (ADA). 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.

For applicants interested in the Qualifying Examination, but have not graduated from a CODA approved program, please see our separate handbook for Foreign Trained Applicants on [www.aboms.org](http://www.aboms.org).

## **Licensure**

Fast-Track applicants may apply for the Qualifying Examination without their unrestricted dental/medical license; however, it is required when submitting the Result Application due August 30, 2024. See page 7 for more details.

The submitted file (to Result Application) must provide evidence of an active dental/medical 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 enough to satisfy this requirement.

## **About the Qualifying Examination**

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 and takes place at Prometric Testing Centers.

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 completing the first section, you may not go back to review.



A Fast-Track applicant does not hold status as a Candidate with ABOMS, until the Result Application is approved along with receiving a passing Result Letter. See page 7 for more details. An applicant who applies for the QE as a First Time Applicant (without the Fast-Track pathway) is recognized as a Candidate upon application approval. A Candidate who does not take or pass the QE within the two-year period after applying will result in a void status with the Board.

## Timeline

Below is the examination timeline. Please keep in your records. It is the test taker's responsibility to be aware and meet all deadlines. 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.

2024 QE Fast-Track Timeline		
<b>Part 1</b>	<b>Applications Open</b>	<b>June 13, 2023</b>
	Applications Due	September 21, 2023
	Schedule Examination	October 17-November 23, 2023
	Examination Administered	January 6 - 13, 2024
<b>Part 2</b>	<b>Result Application Open</b>	<b>May 27, 2024</b>
	Result Application Due	August 30, 2024
	Result Application Due	Letters to mail upon Result Application Approval

## Examination Applications

Application forms must be completed electronically using your ABOMS account. If you have taken the OMSITE as a resident before, then you already have an account. You can log in with the email address your program used (for the OMSITE registration) and reset your password. An applicant can update their contact information at any time through their ABOMS account.

Please email the administrative office if you have trouble accessing your account ([info@aboms.org](mailto:info@aboms.org)).



All materials must be uploaded to your application file through your ABOMS account. 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.

All application materials must be submitted using your ABOMS account by the application due date September 21, 2023.

## **Application Requirements**

### **Part 1 of 2:**

This is an application pathway for residents in their last year of training, who are on track to graduate by the summer of 2024. The application (to sit for the 2024 QE Fast-Track) is due by September 21, 2023.

Below are requirements to upload through the ABOMS account:

- Application fee of \$675.00 USD
- Examination fee of \$1,600.00 USD
- Photocopy of government issued ID
- ABOMS Approval Form
  - To apply for the QE as a resident, it is required to have the program director’s approval
  - Available in your ABOMS account under “Resources”
- All fees are non-refundable and non-transferable.

### **Part 2 of 2: Result Application**

Results will not be released until the Result Application is 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 Qualifying Examination. The Result Application is due August 30, 2024.



Below are requirements to upload through the ABOMS account:

- Photocopy of unrestricted dental/medical license with the issue and expiration date
- ABOMS Verification Form
  - This is a form that verifies program completion date by your program director
  - Available in your ABOMS account under “Resources”

If you are planning to apply for the Oral Certifying Examination (OCE) in 2024, it is recommended to review the OCE requirements and timeline on [www.aboms.org](http://www.aboms.org). No exceptions will be made to the hospital privilege requirements for the OCE. **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
- Dental/Medical License
- Record of Operative Experience (First time and Re-Applicants only)
- Continuing Education Credits from the last 12 months (Re-Applicants only)

## 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 Linh Le (lle@aboms.org) with specific accommodation requests and required documentation by the application due date, September 21, 2023.

Supporting 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 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.

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
- Any documentation older than three years

## **Other Policies**

### **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 doctor's application, Board status, or results will not be granted. Time-sensitive information regarding applications, test registration and results require direct contact.

ABOMS will not be responsible for missed communications when the test taker does not have current information on file. Test takers 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).

### **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 a test taker registers for an examination, significant costs are incurred by ABOMS; therefore, all fees are non-refundable and non-transferable.

## **Receipts for Fees Paid**

Test takers who submit application materials online will receive email confirmations including transactions numbers for any fees paid. Test takers 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. The 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 test taker 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 test taker.
- C. If the request is granted:
  - a. the result of the appealed examinations, regardless of whether pass or fail, will be discarded, and never disclosed.
  - b. a second examination will be provided one year later at the regularly scheduled time.



- c. the test taker 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 having the “Candidate” status may appeal their examination however will lose their “Candidate” status with the Board. A Candidate cannot appeal in two consecutive attempts.
- E. ABOMS will not consider appeals based on examination result, content, delivery, scoring or psychometric validation.

### **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.

The decision of the ABOMS Board of Directors shall be considered final.

### **Frequently Asked Questions**

#### ***Q: What if I already completed my OMS program?***

A: If you have completed your CODA approved OMS program, do not apply for the QE Fast-Track application. Please email Linh Le with the year your residency was completed ([lle@aboms.org](mailto:lle@aboms.org)).

#### ***Q: This is my first time. How do I start?***

A: First begin by logging into your ABOMS account on [www.aboms.org](http://www.aboms.org). If you have already taken the OMSITE, if you have an existing ABOMS account. Do not create a new account.

#### ***Q: Can I apply first and pay later?***

A: All 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: Where can I receive a copy of my receipt?***

A: Log into your ABOMS account and go to “View My Past Payments” on the left side of your dashboard.

***Q: Am I considered a “Candidate” after I apply for the QE Fast-Track application?***

A: Applicants who apply for the QE Fast-Track are not recognized as a “Candidate” until they receive a passing result (after submitting the Result Application).

***Q: Can I receive my results before submitting the Result Application?***

A: It is imperative that we collect and approve the requirements before releasing Result Letter. ABOMS will not release any examination result information by phone or email.

***Q: What if I did not train at an OMS program accredited by the Commission on Dental Accreditation of the American Dental Association?***

A: Please see our separate Qualifying Examination Handbook for Foreign Trained applicants on [www.aboms.org](http://www.aboms.org).



## Contact Information

### ABOMS Administrative Mailing Address

American Board of Oral and Maxillofacial Surgery  
8770 W Bryn Mawr Ave, Suite 1370  
Chicago, IL 60631

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

**Telephone:** 312-642-0070

**Fax:** 312-642-8584

### Direct Examination Contact:

Ms. Linh Le

Examination Services Coordinator

Extension \*127

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

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