

Application Process for Recognition of a Dental Specialty

The application for recognition of a dental specialty is based on the ADA's *Requirements for Recognition of Dental Specialties and National Certifying Boards for Dental Specialists*. Recognition is a voluntary process and an applicant sponsoring organization may withdraw its application for recognition at any time prior to the National Commission Board of Commissioners taking action regarding the recognition status. The non-refundable application fee must be submitted with the application for recognition. Applicant sponsoring organizations should contact the National Commission office for the current fee schedule. At the time of the application for recognition, the applicant sponsoring organization must have a certifying board in place that has the ability to meet the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.

The application procedure is as follows:

- a. An application for recognition is completed by the applicant sponsoring organization and submitted to the National Commission on Recognition of Dental Specialties and Certifying Boards, along with the appropriate documentation and non-refundable application fee. Provided the application is in order, it may take up to twenty (20) months from the date of submission of the application for recognition for the Board of Commissioners to make a recognition status determination. If the application for recognition has been determined not to be properly formatted and/or not contain the required documentation, the start of the twenty (20) month timeframe will be delayed and will not start until the Review Committee on Specialty Recognition makes the determination that the application contains all of the required documentation.
- b. An initial review of the application for recognition is conducted by the director of the National Commission to determine whether all sections of the application have been fully completed, including the submission of all required appendices and documentation referenced in the application. Applications that contain PHI/PII will be returned to the applicant for removal of all references to PHI/PII. The director only determines if the application is properly formatted and contains the required documentation and does not make any decisions regarding the content of the application. It is the expectation that applicants will submit all of the required documentation and not intentionally submit an incomplete or inaccurate application. Applicants that remove documentation from another organization's application and submit it as their documentation will have their application withdrawn from consideration (See Policy on Integrity). If documentation is found to be missing or inaccurate, the applicant sponsoring organization will be contacted and requested to submit the required missing documentation within **30 days**. Failure to comply with the request for supplemental documentation within the required deadline will result in termination of the application process and the application for recognition will become null and void.
- c. If the application for recognition is determined to contain the required documentation by the director, the National Commission will publish a notification in the ADA News and on the National Commission's website informing the public that an application for recognition has been received. If another sponsoring organization in the same discipline of dentistry wishes to submit an application for recognition, the organization **must** contact the National Commission within **15 days** of the published notification to inform the National Commission of the organization's intent to submit an application. The organization **must** submit a completed application within **90 days** of its intent notification. (See Section on Recognition of One (1) Sponsoring Organization from a Single Discipline of Practice below)
- d. If no other sponsoring organization(s) in the same discipline of dentistry contact the National Commission, the application for recognition is submitted to the Review Committee on Specialty Recognition for review of completeness including analysis of the application's content. All documentation in the application for recognition is confidential until the Review Committee on Specialty Recognition has determined the application is complete.
- e. Based on review by the Review Committee on Specialty Recognition applications for recognition that require supplemental information will be inactive until the applicant sponsoring organization submits the requested documentation within **30 days** of notification by the National Commission. If the applicant sponsoring organization requires an extension, they must contact the National Commission. If the National Commission grants an extension, the extension will only be for an additional **15 days**. Failure to comply with the request for supplemental documentation within the required deadline will result in termination of the application process and the application for recognition will become null and void. If an application for recognition becomes null and void and the applicant sponsoring organization wishes to

resubmit the application for recognition, the applicant sponsoring organizations is required to submit a new application for recognition including the full-non-refundable application fee.

- f. If the Review Committee on Specialty Recognition makes the determination that the application for recognition is complete, and no further documentation is required to make a determination of recognition, the Review Committee as part of the review process will invite public comment on the applicant sponsoring organizations compliance with the *Requirements for Recognition of Dental Specialties* for a sixty (60) day period. The Review Committee will only consider comments that are related to the *Requirements for Recognition* Comments that, violate the National Commissions Policy on Integrity and/or contains unprofessional remarks or anecdotal information related to personal experience will be disregarded (See the Policy on Third Party Comments).

The following organizations will be notified in writing of receipt of the application for recognition and the sixty (60) day public comment period

- Presidents and Executive Directors of:
 - Constituent Dental Societies
 - Recognized Dental Specialty Organizations
 - Recognized Dental Specialty Certifying Boards
 - American Association of Dental Boards
 - American Dental Education Association
 - Academy of General Dentistry
 - State Boards of Dentistry
 - Deans, Dental Schools
 - Directors, Advanced Dental Education Programs
 - ADA Officers and Board of Trustees
 - Members, ADA House of Delegates
 - Members and Director, ADA Council on Dental Education and Licensure
 - ADA News
- g. The Review Committee on Specialty Recognition **may** request verbal testimony from the applicant sponsoring organization, once the public comment period has closed, to address issues raised during the public comment period.
- h. Following a comprehensive review of the application for recognition, public comments, and verbal testimony of the applicant sponsoring organization (if requested), the Review Committee on Specialty Recognition will make a recommended action to the Board of Commissioners to either grant specialty recognition, postpone action pending additional information or deny specialty recognition. The recommended action is reviewed by the Board of Commissioners at its next regularly scheduled meeting.
- i. Representatives from the applicant sponsoring organization are invited to be “on call” during that portion of the National Commission meeting when the Board of Commissioners is considering the application for recognition.
- j. The National Commission Board of Commissioners may take action to:
- grant recognition
 - postpone action, pending additional information
 - deny recognition
- k. If the National Commission denies recognition, the sponsoring organization is advised of:
- The reason(s) for the denial (adverse action)
 - The organizations right to an appeal of the adverse action
(See Policy on Recognition of a Dental Specialty Sponsoring Organization and Dental Specialty Certifying Board)

If the National Commission Board of Commissioners makes the determination to deny specialty recognition, the applicant sponsoring organization **will not** be allowed to submit an application for recognition for a period of **twelve (12) months** from the date of the Board of Commissioners decision. The twelve (12) month waiting period will provide the applicant sponsoring organization ample to time to correct deficiencies and/or weaknesses. If the applicant sponsoring organization wishes to submit another

application for recognition after the twelve (12) month waiting period has expired, the organization will need to submit a new application including the full non-refundable application fee (See Policy on Recognition of a Dental Specialty Sponsoring Organization and Dental Specialty Certifying Board).

Recognition of One (1) Sponsoring Organization from a Single Discipline

In accord with the *Requirements for Recognition of Dental Specialties*, no more than one (1) sponsoring organization shall be recognized in a single area of practice. In the event that the National Commission receives two (2) or more *bona fide* applications from applicant sponsoring organizations in the same discipline of dentistry, with the competing application(s) submitted prior to the expiration of the 90 day time limit to submit a competing application as cited in Item C of the application procedure, the National Commission will reject both applications with the directive that the organizations work together to determine which organization will submit an application for recognition as the sponsoring organization to the National Commission. It is not the role of the National Commission to settle and/or become involved in disputes between organizations; therefore, if the organizations are unable to come to an agreement over which organization will submit an application for recognition, the National Commission will not accept any further applications for recognition in that discipline of dentistry until the conflict has been resolved.

If the National Commission receives one (1) application for recognition that identifies two (2) or more separate sponsoring organizations, who are jointly submitting one (1) application as co-sponsors seeking recognition of an area of interest in dentistry, the National Commission will return the application with the directive that the two (2) organizations work together and determine which one (1) organization will submit the application for recognition as the sponsoring organization. It is not the role of the National Commission to settle and/or become involved in disputes between organizations; therefore, if the organizations are unable to come to an agreement over which organization will submit an application for recognition, the National Commission will not accept any further applications for recognition in the area of dentistry until the conflict has been resolved.

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