

Due Process Related to Review Committee and Board of Commissioners Meetings Special Appearances

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National Commission on Recognition of
Dental Specialties and Certifying Boards

Introduction

- The National Commission makes every effort to protect the procedural due process rights of the recognized specialty sponsoring organizations, recognized certifying boards and applicants for dental specialty sponsoring organization and certifying board recognition by following appropriate and accepted procedural due process practices.
- As procedural due process is a necessary and integral part of recognition process, the National Commission has built due process measures into various aspects of the recognition process.



Review Committee Special Appearance of a Recognized Organization

- If there is a continued lack of compliance with the *Requirements for Recognition* and/or established National Commission policies and procedures and the Board of Commissioners has granted a recognized organization the recognition status of Recognition, *with reporting requirements, intent to withdraw*:
 - The President and Executive Director of the recognized organization may request a special appearance in front of the respective Review Committee that is reviewing the finalized progress report of the recognized organization.
 - The special appearance will be conducted via video conference call.
 - Once a recognized specialty sponsoring organization or recognized certifying board has submitted their finalized progress report to the National Commission respective Review Committee, the organization will not be allowed to submit any additional documentation.



Review Committee Special Appearance of a Recognized Organization

- Review Committee special appearances will be conducted with the following guidelines:
 - The Review Committee discusses the finalized progress report provided by the recognized organization prior to the appearance of the representative(s).
 - A designated representative from the recognized organization is invited to verbally present an opening statement and the reason for the special appearance.
 - Following the presentation by the representative the members of the Review Committee are allowed to ask the recognized organization representative questions.
 - The representative(s) will be dismissed prior to the Review Committees consideration of the verbal testimony and finalized progress report.
 - After consideration of the information provided in the special appearance and the finalized progress report, the Review Committee will make one of the following recommendations to the Board of Commissioners:
 - ❖ Grant an extension of the recognition status of Recognition, *with reporting requirements, intent to withdraw* for good cause with a corrective action plan based on a/the noncompliance(s)
 - ❖ Withdrawal of Recognition



Board of Commissioners Special Appearance of a Recognized Organization

- If the respective Review Committee has requested that representatives from a recognized organization make a special appearance in front of the National Commission Board of Commissioners, the special appearance will be conducted via video conference call.
 - The special appearance will be conducted via video conference call.
 - The organization will not be allowed to submit any additional documentation that has not been previously reviewed by the Review Committee.



Board of Commissioners Special Appearance of a Recognized Organization

- Board of Commissioners special appearances will be conducted with the following guidelines:
 - The Board of Commissioners discusses the final progress report and recommended action by the respective Review Committee prior to the appearance of the representative(s).
 - A designated representative from the recognized organization is invited to verbally present an opening statement and the reason for the special appearance.
 - Following the presentation by the representative the members of the Board of Commissioners are allowed to ask the recognized organization representative questions.
 - The representative(s) will be dismissed prior to the Board of Commissioners consideration of the verbal testimony and finalized progress report.
 - After consideration of the information provided in the special appearance, the finalized progress report and Review Committee recommended action, the Board of Commissioners will make one of the following recommendations:
 - After consideration of the information provided in the special appearance and the finalized progress report, the Review Committee will make one of the following recommendations to the Board of Commissioners:
 - ❖ Grant an extension of the recognition status of Recognition, *with reporting requirements, intent to withdraw* for good cause with a corrective action plan based on a/the noncompliance(s)
 - ❖ Withdrawal of Recognition



Review Committee Special Appearance of Applicant Organizations

- If an application applicant for specialty sponsoring organization or specialty certifying board recognition has previously submitted one (1) application for recognition that has been denied recognition based on non-compliance with the *Requirements for Recognition* and/or established National Commission policies and procedures, and has submitted a second application for recognition:
 - The President and Executive Director of the recognized organization may request a special appearance in front of the respective Review Committee that is reviewing the finalized progress report of the recognized organization.
 - The special appearance will be conducted via video conference call.
 - The applicant organization will not be allowed to submit any additional documentation that was not contained in the application recognition.



Review Committee Special Appearance of Applicant Organizations

- Review Committee special appearances will be conducted with the following guidelines:
 - The Review Committee discusses the application for recognition provided by the applicant organization prior to the appearance of the representative(s).
 - A designated representative is invited to make a verbal opening statement and present the reason for the special appearance.
 - Following the presentation by the representative(s), the Review Committee chair allows members of the Review Committee to ask questions.
 - The representative(s) will be dismissed prior to the Review Committees consideration of the verbal testimony and the application.
 - After consideration of the information provided in the special appearance and the application for recognition was submitted the Review Committee will make one of the following recommendations to the Board of Commissioners:
 - ❖ Grant Recognition
 - ❖ Postpone action, pending additional information
 - ❖ Deny Recognition
- The Review Committee may request that the representative(s) make a special appearance in front of the National Commission Board of Commissioners. The applicant organization cannot request a special appearance in front of the National Commission Board of Commissioners.



Board of Commissioners Special Appearance of Applicant Organizations

- If the respective Review Committee has requested that representatives from an applicant organization make a special appearance in front of the National Commission Board of Commissioners based on a previous denial of recognition due to non-compliance with the Requirement(s) for Recognition and/or established National Commission policies and procedures:
 - The special appearance will be conducted via video conference call.
 - The applicant organization will not be allowed to submit any additional documentation that was not contained in the application recognition and reviewed by the respective Review Committee.



Board of Commissioners Special Appearance of Applicant Organizations

- Board of Commissioners special appearances will be conducted with the following guidelines:
 - The Board of Commissioners discusses the application for recognition and the respective Review Committees recommended action prior to the appearance of the representative(s).
 - A designated representative(s) are invited to make a verbal opening statement and present the reason for the special appearance.
 - Following the presentation by the representative(s), the Board of Commissioners chair allows members of the Board of Commissioners to ask questions.
 - The representative(s) will be dismissed prior to the Board of Commissioners consideration of the verbal testimony and the application.
 - After consideration of the information provided in the special appearance, the application for recognition and the recommendation of the respective Review Committee, the Board of Commissioners will make one of the following recommendations:
 - ❖ Grant Recognition
 - ❖ Postpone action, pending additional information
 - ❖ Deny Recognition

