

Interpreting the Annual Survey of the Recognized Certifying Boards

September 2024



National Commission on Recognition of
Dental Specialties and Certifying Boards

Purpose of the Annual Survey

- The purpose of the Annual Survey is to collect current information on the governance and operations of each of the recognized national certifying boards for dental specialists and to ensure each certifying board's adherence to the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.
- On an annual basis the recognized certifying boards are required to complete the Annual Survey of the Recognized Certifying Boards that is used to compile the *Annual Report of the Recognized Certifying Boards*.



Policy on the Annual Survey of the Certifying Boards

- The recognized certifying boards are required to complete the full Annual Survey every three (3) years.
- In the intervening years, those certifying boards that are in good standing with the recognition status of Recognition will be required to complete a modified version of the Annual Survey.
- The modified Annual Survey focuses specifically on information related to the following *Requirements for Recognition of National Certifying Boards for Dental Specialists*:
 - ❖ Organization of Boards-Requirement 3
 - ❖ Operation of Boards-Requirement 4
 - ❖ Operation of Boards-Requirement 6
 - ❖ Certification Requirements-Requirement 1
- Although the modified Annual Survey focuses on four (4) *Requirements for Recognition*, the survey does allow for the reporting of any changes to policies, procedures and *Bylaws* that are associated with any of the *Requirement for Recognition*.



Policy on the Annual Report of the Certifying Boards

- The certifying boards that do not have a recognition status of “Recognition” will be required to complete the full Annual Survey until they achieve compliance with the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.
- Newly recognized certifying boards must show continued compliance on the full Annual Survey for a period of three (3) years before being allowed to complete the modified annual survey.
- It is the expectation that the certifying boards submit all the required documentation by the prescribed deadline, and not intentionally submit an incomplete survey.
- If documentation is found to be missing, the report will be returned to the certifying board with a request to submit the required documentation within five (5) business days. Failure to comply with the request for the required documentation within the required deadline will result in a change in recognition status.



Data Collected in the Annual Survey

- Data collected via the survey will be compiled and published in the National Commission on Recognition of Dental Specialties and Certifying Boards *Annual Report of the Recognized Dental Specialty Certifying Boards* and includes the following information:
 - ❖ Board Executive Directors/Secretaries
 - ❖ Current Certifying Board President
 - ❖ Board of Directors and Certifying Board Bylaws
 - ❖ Financial Operations
 - ❖ Application and Registration Procedures
 - ❖ Outsourcing of Administrative Duties
 - ❖ Certification of Dentists as Diplomates
 - ❖ Examination Details
 - ❖ Current List of Diplomates
 - ❖ Examination Technical Report related to validity and reliability provided by a psychometrician/statistician
 - ❖ Policies Related to Test Construction and Evaluation
 - ❖ Recertification/Certification Maintenance Policies
 - ❖ Continuing Education Practices and Requirements
 - ❖ Examination Statistical Data
 - ❖ Certification and Examination Summary and Historical Data
 - ❖ Certification and Re-Certification Examination Content
 - ❖ Certification Pathways and Applications
 - ❖ Re-Examination Policies
 - ❖ Eligibility Requirements



Annual Survey of the Recognized Certifying Boards



National Commission on Recognition of
Dental Specialties and Certifying Boards

Organization of Boards-Requirement 1

An applicant and a recognized certifying board must have no less than five (5) and no more than twelve (12) voting directors/officers designated on a rotation basis in accordance with a method approved by the National Commission. Although the National Commission does not recommend a single method for selecting directors/officers of boards, directors/officers may not serve for more than a total of nine (9) years. All voting directors/officers must be diplomates of that specific certifying board and the certifying board may establish additional criteria/qualifications if they so desire.

- Requested documentation to show compliance with the requirement:
 - ❖ A list of the current voting directors/officers of the board including term starting and expiration dates
 - ❖ Written full copy of current Board *Bylaws*/document
 - ❖ Identify section and page number of the *Bylaws* related to stating the board members' selection process, length of term, membership criteria, diplomate requirement



Organization of Boards-Requirement 2

An applicant and a recognized certifying board must have a certification program that is comprehensive in scope and meets the needs of the diplomate practitioners in the recognized specialty and the profession and protects the public. Further, the certifying board must provide evidence of a close working relationship with a recognized specialty sponsoring organization that meets all of the Requirements for Recognition of Dental Specialties.

- Requested documentation to show compliance with the requirement:
 - ❖ Identify section and page number of Board *Bylaws* that provides evidence of the certifying boards interdependent close working relationship with the recognized specialty sponsoring organization in the same discipline.



Organization of Boards-Requirement 3

An applicant and a recognized certifying board must provide evidence of adequate financial viability to conduct its certification program.

- Requested documentation to show compliance with the requirement:
 - ❖ Previous end of year Financial Statement/Audit Report/Treasurer's Report
 - ❖ Completion of the form section related to Application, Registration Procedures and Fees

A copy of the boards tax return and/or bank statement does not meet this requirement and must not be submitted.



Organization of Boards-Requirement 3

Application Fee
Administrative Fee
Qualifying Exam Application Fee, if applicable
Qualifying Exam Fee, if applicable
Qualifying Exam Re-examination Fee, if applicable
Qualifying Exam Reschedule Fee, if applicable
Oral Exam Application Fee, if applicable
Oral Exam Fee, if applicable
Oral Exam Re-examination Fee, if applicable
Oral Exam Reschedule Fee, if applicable
Written Exam Fee, if applicable
Clinical Exam Fee, if applicable
Annual Registration Fee, if applicable
Late Registration Fee, if applicable
Reactivation Fee, if applicable
Recertification Fee, if applicable
Total Fee to Become Diplomate
Number of Years Application is Valid
Re-examination Fee
Eligibility Determined By: Board= BD Board Committee=BC Executive Director =ED
Candidates Notified of Results Within Number of Weeks
Annual Fee for Diplomates



Organization of Boards-Requirement 4

An applicant and a recognized certifying board may outsource administrative duties to suitable external consultants and/or external agencies to assist in daily operations and/or examination functions. If the certifying board does outsource administrative and/or examination functions, the certifying board must submit documentation describing the process. External and internal consultants who participate in the development and/or administration of certification examinations must be diplomates in the specialty that is being examined.

Requested documentation to show compliance with the requirement:

- ❖ Identify section and page number of the *Bylaws* related to describing the process of selecting consultants or agencies and the duties these individuals/agencies fulfill for the organization.
- ❖ Copy of Annual Report from the individual(s) and/or agency as applicable

If the certifying board does not outsource administrative or examination functions to outside individual(s)/agencies, no evidence of compliance is required.



Operation of Boards-Requirement 1

An applicant and a recognized certifying board must only certify qualified dentists as diplomates in the specialty area recognized by the National Commission. No more than one (1) certifying board will be recognized by the National Commission for the certification of diplomates in a recognized specialty area of practice.

Requested documentation to show compliance with the requirement:

- ❖ Mission Statement
- ❖ Identify section and page number of the *Bylaws*/documents providing evidence that it is only certifying dentists as diplomates.



Operation of Boards-Requirement 2

An applicant and a recognized certifying board must give at least one (1) examination in each calendar year and must announce examination details at least six (6) months in advance of the examination. In extraordinary circumstances, recognized certifying boards may request a conditional waiver of exception from the National Commission.

Requested documentation to show compliance with the requirement:

- ❖ Screenshot copy of announcement of examination(s) date and place posted by the certifying board



Operation of Boards-Requirement 3

An applicant and a recognized certifying board must maintain a current list of diplomates.

Requested documentation to show compliance with the requirement:

- ❖ Current roster of diplomates



Operation of Boards-Requirement 4

An applicant and a recognized certifying board must submit to the National Commission data relative to financial viability and operations, written examination procedures, candidate examination guidelines and procedures, certification and recertification examination content, test construction and evaluation and the reporting of results. Examination procedures and results should follow the Standards for Educational and Psychological Testing, including validity and reliability evidence. A diplomate in good standing may, upon written request, obtain a copy of the annual examination technical and financial reports of the certifying board. The recognized certifying boards will submit the required documentation on a cycle established by the National Commission.

Requested documentation to show compliance with the requirement:

- ❖ Written Examination Procedures
- ❖ Candidates Brochure/Guidelines/Procedures for Certification Examination
- ❖ Policy and/or public statement demonstrating diplomate's ability to obtain, upon written request, information on the board's annual financial viability and technical reports
- ❖ Certification and Recertification Examination Content, Guidelines and Procedures, if Candidate Guide is not submitted



Operation of Boards-Requirement 4

Documentation/Policy Related to Test Construction and Evaluation including:

- ❖ Validity and Reliability Evidence provided by a psychometrician/statistician who has included an introductory letter to accompany documents provided in support of this requirement
- ❖ Documentation/Policy related to Test Development and Revision
- ❖ Documentation/Policy related to Test Administration, Scoring and Reporting
- ❖ Policies on Fairness in Testing and Test Use
- ❖ Policies in the Rights and Responsibilities of Test Takers
- ❖ Policies on Testing Individuals of Diverse Linguistic Backgrounds
- ❖ Policies on Testing Individuals with Disabilities



Operation of Boards-Requirement 5

An applicant and a recognized certifying board must require diplomates to engage in lifelong learning and shall encourage continuous quality improvement.

Requested documentation to show compliance with the requirement:

- ❖ Written Recertification/Certification Maintenance Policies
- ❖ Written Continuing Education Practices and Requirements



Operation of Boards-Requirement 6

An applicant and a recognized certifying board must provide to the National Commission evidence of examination and certification of a significant number of additional dentists in order to warrant approval of and continued recognition by the National Commission. The recognized certifying boards will submit the required documentation on a cycle established by the National Commission.

Requested documentation to show compliance with the requirement:

- ❖ Evidence of holding at least one (1) certification examination
- ❖ Completion of form section related to the type of examinations and applicants declared ineligible
- ❖ Completion of form section related to Certification and Examination Summary and Historical Data



Operation of Boards-Requirement 6

Dates/Locations of Examinations Given in 2024:

Dates	Location

Type of Examination	Total # Candidates	# Passed	# Failed
Written Examination			
Practical Examination			
Practical Examination: Case-based, images, slides, etc.			
Practical Oral Examination			
Other			
Candidates Declared In-Eligible for 2024 Board Examination(s)			Number
Educational program inadequate length			
Educational program not accredited by CODA			
Insufficient practice experience			
Insufficient data provided by candidate			
Other (please specify)			



Operation of Boards-Requirement 6

2024 CERTIFICATION AND EXAMINATION SUMMARY AND HISTORICAL DATA

	Dent Anes	DPH	ENDO	OMP	OMR	OMS	OM	OP	ORTHO	PED	PERIO	P
Founding Date	1994	1950	1956	1948	1979	1946	1955	1994	1929	1940	1940	1
Year of ADA Approval												
Certifying Board	2020	1951	1964	1950	2000	1948	2021	2022	1950	1948	1948	1
Number First Time Certified <i>Without</i> Examination From Founding Date												
Cumulative Number of Individuals First Time Certified By Examination Through 12/31/24												
Total First Time Certified from 1/1/24 Through 12/31/2024												
Number Placed on Inactive Roll Through 12/31/24 (Deceased, Dropped, Retired, Life/Emeritus)												
Number of Active Diplomates as of 12/31/24												
Total Number Diplomates Recertified/Certification Maintenance since Inception of Board												



Operation of Boards-Requirement 7

An applicant and a recognized certifying board must bear sole authority and responsibility for conducting the certification programs, the evaluation of the qualifications and competence of those certified as diplomates, and the issuance of certificates.

Requested documentation to show compliance with the requirement:

- ❖ Identify section and page number of the Bylaws or other documentation showing the certifying board is an independent entity and has independent authority to act as the certification body
- ❖ Certificate that clearly indicates proof as certifying body and not sponsoring organization



Certification Requirements-Requirement 1

An applicant and a recognized certifying board must require, for eligibility for certification as a diplomate, the successful completion of an advanced education program that is two (2) or more academic years in length accredited by the Commission on Dental Accreditation.

Although full-time, continual attendance in a Commission on Dental Accreditation accredited advanced education program is desirable, the period of advanced education need not be continuous, nor completed within successive calendar years. An advanced educational program equivalent to two (2) or more academic years in length, successfully completed on a part-time basis over an extended period of time as a graduated sequence of educational experience not exceeding four (4) calendar years, may be considered acceptable in satisfying this requirement. Short continuation, refresher courses (educational experience only obtained through continuing education) and teaching experience in a specialty department in a dental education facility will not be accepted in meeting any portion of this requirement.

A certifying board may establish an exception (alternative pathway) to the qualification requirement of completion of an advanced education program that is two (2) or more academic years in length accredited by the Commission on Dental Accreditation for the unique candidate who can demonstrate comparable educational and/or training requirements to the satisfaction of the certifying board. A certifying board must submit a separate petition to the National Commission for permission to establish and/or revise policy on alternative pathways.



Certification Requirements-Requirement 1

Requested documentation to show compliance with the requirement:

- ❖ Eligibility Requirements for certification showing completion of a CODA accredited advanced education program that is two (2) or more years in length
- ❖ If the specialty allows part-time attendance in advanced education programs, evidence was submitted related to the length of the part-time program
- ❖ If the certifying board has alternative pathways to certification, written evidence was provided related to the pathway
- ❖ Completion of the section related to Certification Pathways and Applications Data



Certification Requirements-Requirement 1

2024 CERTIFICATION PATHWAYS AND APPLICATIONS DATA

Please ensure that all sections below are answered. If a section does not pertain to your certifying board, please place N/A in those sections. If the information is not known, please place uncertain in the section.

Number Certified through Traditional (CODA graduate) Pathway in 2024	
Number Certified through Alternative Pathway in 2024	
Number of Applications Received in 2024	
Number of Unacceptable Applications Received in 2024	
Number Recertified/Certification Maintenance in 2024	



Certification Requirements-Requirement 2

An applicant and a recognized certifying board must establish minimum requirements for years of practice in the area for which certificates are granted. The years of advanced education in the discipline specific specialty may be accepted toward fulfillment of this requirement.

Requested documentation to show compliance with the requirement:

- ❖ Evidence of establishment of minimum requirements for certification
- ❖ Completion of the section related to Eligibility Requirements



Certification Requirements-Requirement 2

2024 ELIGIBILITY REQUIREMENTS

Please ensure that all sections below are answered. If a section does not pertain to your certifying board, please place N/A in those sections. If the information is not known, please place uncertain in the section.

Education	
Years of Advanced Education* in Addition to DDS or DMD Degree	
Experience	
Total Years of Specialty Experience Including Advanced Education*	
Other	
Citizenship	
State Licensure	

Advanced Education refers to postdoctoral education programs accredited by the Commission on Dental Accreditation



Certification Requirements-Requirement 3

An applicant and a recognized certifying board, in cooperation with their recognized specialty sponsoring organization, must prepare and publicize joint recommendations on the Commission on Dental Accreditation educational standards for the advanced education programs for that specialty.

Requested documentation to show compliance with the requirement:

- ❖ Joint comments made to the Commission on Dental Accreditation on the advanced education Accreditation Standards in the discipline.
- ❖ Evidence that certifying board and sponsoring organization meet on a regular basis to review educational program standards and experiential requirements.



In Summary

- The purpose of the Annual Survey is to collect current information on the governance and operations of each of the recognized national certifying boards for dental specialists and to ensure each certifying board's adherence to the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.
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