

**National Commission on Recognition of Dental Specialties and Certifying Boards
Guidelines for Submitting Comments on Applications for Recognition**

As part of the National Commission’s Application Process for Recognition of a Dental Specialty Certifying Board, after the Review Committee makes the determination that the application is complete, as part of the review process, the National Commission will invite public comment on the applicant’s compliance with the *Requirements for Recognition of National Certifying Boards for Dental Specialists* for a sixty (60) day period.

All comments must be **objective** and pertain only to the applicant’s compliance with the *Requirements for Recognition of Dental Specialties*. The National Commission will disregard comments that are not related to the *Requirements for Recognition of Dental Specialties*. Comments that are not objective and/or include Protected Health Information (PHI) and/or Personally Identifiable Information (PII), or violate the American Dental Association’s Principles of Ethics and Code of Professional Conduct, or contain unprofessional remarks will be disregarded. If the National Commission receives form letters with duplicate content signed by different individuals, the letters will be counted as one (1) letter signed by multiple submitters.

To better assist the communities of interest with interpreting the *Requirements for Recognition of National Certifying Board for Specialists* and providing comments on applications for recognition, the National Commission has designed the following comment sheet that is to be submitted for all public comments.

Introduction to the *Requirements for Recognition of National Certifying Boards for Dental Specialists*

In order to become, and remain, eligible for recognition by the National Commission as a national certifying board for a dental specialty, the specialty must have a recognized sponsoring organization that meets all of the *Requirements for Recognition of Dental Specialties*. A close working relationship must be maintained between the recognized sponsoring organization and the certifying board. A certifying board seeking recognition must be able to provide documented evidence showing that it satisfies all the *Requirements for Recognition of National Certifying Boards for Dental Specialists* specified in this section.

Requirements for Recognition of National Certifying Boards for Dental Specialists

Requirement for Recognition	Initial Compliance with this Requirements Necessitates
<p>Organization of Boards-Requirement 1:</p> <p>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.</p> <p>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.</p> <p>All voting directors/officers must be diplomates of that specific certifying board and the certifying boards may establish additional criteria/qualifications if they so desire.</p>	<p>The applicant’s <i>Bylaws</i> meet the required number of voting directors/officers, which is no less than five (5) and no more than twelve (12) voting directors/officers.</p> <p>The terms on the board directors/officers in the applicants <i>Bylaws</i> meets a total maximum nine (9) years.</p> <p>The applicant provided evidence that the board directors are all diplomates of that specific specialty, including documentation related to selection process, membership criteria/qualifications and diplomate status requirement.</p>

<p>Organization of Boards-Requirement 2:</p> <p>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 <i>Requirements for Recognition of Dental Specialties</i>.</p>	<p>The applicant provided evidence of a close working relationship with a specialty sponsoring organization that is recognized by the National Commission.</p>
<p>Organization of Boards-Requirement 3:</p> <p>An applicant and a recognized certifying board must provide evidence of adequate financial viability to conduct its certification program.</p>	<p>The applicant provided a copy of its previous year Financial Statement or Audit Report.</p>
<p>Organization of Boards-Requirement 4:</p> <p>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 should must be diplomates in the specialty that is being examined.</p>	<p><i>This requirement only applies to certifying boards that outsource administrative functions and/or development of examinations to agencies outside of the certifying board.</i></p> <p>The applicant <u>does not</u> outsource administrative or examination functions to outside agencies.</p> <p>If the applicant <u>does</u> outsource administrative and/or examination functions the organizations <i>Bylaws</i> describe the process of selecting consultants or agencies, the duties of these individuals/agencies and a copy of the Annual Report from the individual(s)/agency.</p>
<p>Operation of Boards-Requirement 1:</p> <p>An applicant and a recognized certifying board must only certify qualified dentists as diplomates in the specialty recognized-by the National Commission.</p> <p>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.</p>	<p>The applicant provided a copy of the mission statement and <i>Bylaws</i> showing proof that the organization only certifies qualified dentists as diplomates.</p>
<p>Operation of Boards-Requirement 2:</p> <p>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.</p>	<p>The applicant provided a copy of the announcement of examination(s) date/place and a written description of where the information is posted.</p>
<p>Operation of Boards-Requirement 3:</p> <p>An applicant and a recognized certifying board must maintain a current list of diplomates.</p>	<p>The applicant provided a current roster of diplomates.</p>

<p>Operation of Boards-Requirement 4:</p> <p>An applicant and a recognized certifying board 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.</p> <p>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 board will submit the required documentation on a cycle established by the National Commission.</p>	<p>The applicant provided policy and/or public statements demonstrating diplomates' ability to obtain information on the annual financial report.</p> <p>The applicant provided the following documentation:</p> <ul style="list-style-type: none"> • Candidate Brochure/Guidelines/Procedures for Certification or Examination Content • Examination Technical Report • Test Development and Revisions Process • Test administration, Scoring and Reporting Process • Policy on Fairness in Testing and Test Use • Policy on Rights and Responsibilities of Test Takers • Policy on Testing Individuals of Diverse Linguistic Backgrounds • Policy on Testing Individuals with Disabilities <p>The applicant provided policy and/or public statements demonstrating diplomates' who are in good standing ability to obtain information on the technical report of the examination and the financial reports of the certifying board.</p>
<p>Operation of Boards-Requirement 5:</p> <p>An applicant and a recognized certifying board must require diplomates to engage in lifelong learning and shall encourage continuous quality improvement.</p>	<p>The applicant provided recertification/certification requirements requiring lifelong learning for diplomates.</p> <p>The applicant provided continuing education requirements encouraging continuous quality improvement for diplomates.</p>
<p>Operation of Boards-Requirement 6:</p> <p>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.</p>	<p>The applicant provided evidence of holding at least yearly a certification examination.</p> <p>The applicant provided evidence of the certification of additional practitioners based on its size.</p>
<p>Operation of Boards-Requirement 7:</p> <p>An applicant and a recognized certifying board must bear sole authority and responsibility for conducting certification programs, the evaluation of the qualifications and competence of those certified as diplomates, and the issuance of certificates.</p>	<p>The applicant provided evidence of its sole authority and responsibility to conduct its business in the evaluation and competence of diplomates and issuance of certificates.</p>

<p>Certification Requirements- Requirement 1:</p> <p>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.</p> <p>Although full-time, continual attendance is 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 experiences only obtained through continuing education) and teaching experience in a specialty departments in a dental education facility will not be accepted in meeting any portion of this requirement.</p> <p>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.</p> <p>A certifying board must submit a separate petition to the National Commission for permission to establish and/or revise a policy on alternative pathways.</p>	<p>The applicant provided eligibly requirements for certification showing completion of a CODA accredited advanced education program that is two (2) or more academic years in length.</p> <p>The specialty does not allow part-time attendance in a CODA accredited advanced education program.</p> <p>If the specialty does allow part-time attendance, the applicant provided evidence related to the length of the part-time program.</p> <p>The applicant does not have alternate pathways to certification. All diplomates have graduated from a CODA accredited program.</p> <p>The applicant does have alternate pathways to certification and provided evidence related to the comparable educational and/or training requirements of these alternate pathways to certification for diplomates who have not graduated from a CODA accredited advanced education program.</p>
<p>Certification Requirements-Requirement 2:</p> <p>An applicant and a recognized certifying board must establish its 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.</p>	<p>The applicant provided evidence related to the establishment of minimum requirements for certification.</p>
<p>Certification Requirements-Requirement 3:</p> <p>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.</p>	<p>The applicant provided evidence that the certifying board and the recognized sponsoring organization work together to provide comments to the Commission on Dental Accreditation on the advanced education program.</p> <p>The applicant provided evidence that the certifying board and recognized sponsoring organization meet on a regular basis to review educational program standards and experiential requirements.</p>