

## MINUTES

### NATIONAL COMMISSION ON RECOGNITION OF DENTAL SPECIALTIES AND CERTIFYING BOARDS ADA HEADQUARTERS BUILDING CHICAGO

April 24, 2023

**Call to Order:** Dr. Brian McAllister, chair, called a regular meeting of the National Commission on Recognition of Dental Specialties and Certifying Boards (National Commission) to order on Monday, April 24, 2023 at 8:06 am central standard time in the Executive Board Room of the ADA Headquarters Building, Chicago.

**Roll Call:** Dr. Leonard Aste, Dr. Michele Beeler, Dr. Anthony Carroccia, Dr. Mara Catey-Williams, Dr. Jeffrey Chaffin, Dr. Donald Clem, Dr. Alan Felsenfeld, Dr. Gayle Glenn (vice-chair), Dr. Alan Gluskin, Dr. David Halpern, Dr. Michael Huber, Dr. Stephen Hudis, Dr. Jonathan Knapp, Dr. Maureen Lang, Dr. Edward Moody, Dr. Susan Muller, Dr. Kathleen Murphy, Dr. Stephen Radack, Dr. Prabu Raman, Dr. Aruna Ramesh, Dr. Ben Warner and Dr. Brenda Young were present. Dr. Steven Ganzberg attended the meeting virtually. Dr. Ned Murphy was unable to participate in the meeting.

**Trustee Liaison:** Dr. Marshall Mann, Fifth District Trustee, American Dental Association (ADA).

**Commission Staff:** Ms. Catherine Baumann, director; Mr. Nicholas Salerno, manager.

**ADA Staff (for all or portions of the meeting):** Ms. Cathryn Albrecht, ADA Senior Associate General Counsel. Dr. Anthony Ziebert, senior vice-president, Education and Professional Affairs attended the meeting virtually.

#### Preliminary Business

**Adoption of Agenda:** The National Commission Board of Commissioners adopted the agenda and authorized the chair to alter the order of agenda items as necessary to expedite business.

**Disclosure of Conflicts of Interest:** Dr. McAllister directed the Commission's attention to the National Commission Conflict of Interest Policy and reminded commissioners of their obligation to make disclosures as appropriate. No disclosures were reported.

**Fiduciary Responsibility and Reminder of Professional Conduct Policy and Prohibition Against Harassment:** Ms. Cathryn Albrecht, ADA Senior Associate General Counsel, reminded the Commissioners of their fiduciary responsibilities to the National Commission. The Commissioners were also reminded of the Professional Conduct Policy and Prohibition Against Harassment.

#### Commission Business

**Consent Calendar:** The following reports were placed on the consent calendar and adopted:

Mail Ballots Since Last National Commission Meeting:

- March 28-29, 2022 National Commission Meeting Minutes
- Review Committee on Specialty Certifying Board Recognition Related to Certifying Board Supplemental Documentation
- Standing Committee on Nominations Recommendations Related to the Appointment of the Public/Consumer Commissioner and Public/Consumer Appeal Board Member

Report of the Standing Committee on Strategic Planning and Policy Review:

- Informational Report Related to Progress on National Commission 2020-2025 Strategic Plan

Report of the Standing Committee on Finance:

- Informational Report on Meeting with ADA Division of Finance Related to 2022-2026 Shared Services Agreement

Report of the Review Committee on Specialty Certifying Board Recognition

- Consideration of 2023 Annual Report of the Recognized Dental Specialty Certifying Boards and Final Actions

Report of the Standing Committee on Communication and Technology

- Informational Report Related to Progress on National Commission Communication Plan
- Informational Report Related to Communication and Technology Committee Progress on National Commission 2020-2025 Strategic Plan
- Informational report on National Commission Website Analytics

Emerging Trends and Miscellaneous Affairs

- 2024-2027 National Commission Meeting Dates

**Report of the Standing Committee on Strategic Planning and Policy Review:** Below are the actions taken by the National Commission Board of Commissioners related to the Report of the Standing Committee on Strategic Planning and Policy Review:

**Consideration of Proposed Revisions to the Rules of the National Commission on Recognition of Dental Specialties and Certifying Boards:** The National Commission Board of Commissioners considered proposed revisions to the National Commission *Rules*.

Article I. Mission

Revision was editorial in nature to provide clarification with the addition of the word “sponsoring” and that recognition is based on “compliance” with the *Requirements for Recognition*, not adherence.

Article II. Board of Commissioners. Section 2. Composition

Revision was editorial in nature to provide clarity based on established policy.

Article II. Board of Commissioners. Section 4. Powers. Items B and E

Revision was editorial in nature to provide clarity.

Article II. Board of Commissioners. Section 6. Meetings. Item B. Special Meetings

Revision was editorial in nature to provide clarity based on established policy.

Article II. Board of Commissioners. Section 6. Meetings. Item C. Limitation of Attendance During Meetings

Revision was editorial in nature to provide clarity based on established policy.

Article II. Board of Commissioners. Section 8. Vacancies. Items A, B and C

Revision was editorial in nature to correct language because Commissioners are appointed, not selected or elected.

Article III. Appeal Board. Section 1. Appeal Board

Revisions were editorial in nature to provide clarity based on established policy.

Article III. Appeal Board. Section 2. Composition

Revision was editorial in nature to provide clarity based on established policy.

Article III. Appeal Board. Section 4. Meetings

Revision was editorial in nature to provide clarity based on established policy.

Article III. Appeal Board. Section 5. Quorum

Revision was editorial in nature to provide clarity based on established policy.

Article III. Appeal Board. Section 6. Vacancies

Revision corrected an error based on established policy.

Article IV: Specialty Recognition Program. Section 2. Recognition Procedures

Revision was editorial in nature to provide clarity based on established policy.

Article IV: Specialty Recognition Program. Section 3. Recognition Procedures for Evaluating Dental Specialties and National Certifying Boards for Dental Specialists

Revision was editorial in nature to provide clarity.

Article IV: Specialty Recognition Program. Section 4. Granting Recognition

Revision was editorial in nature to provide clarity.

Article IV: Specialty Recognition Program. Section 5. Appeal

Revision was editorial in nature to provide clarity based on established policy.

Article V. Officers. Section 1. Officers

Revision was editorial in nature to remove "a."

Article V. Offices. Section 2. Eligibility

Revision was editorial in name to remove the word "shall" and replace with the word "must."

Article V: Officers. Section 3. Election and Term

Revision was editorial in nature to correct language because the Board of Commissioners, if necessary, could be convened at any time to elect a Chair.

Article V: Officers. Section 4. Duties. Item B. Vice Chair

Revision was editorial in nature to provide clarity.

Article V: Officers. Section 5. Director. Item B and Sub-items 1 and 5

Revision was editorial in nature to provide clarity.

**Commission Action:** The National Commission Board of Commissioners adopts the revised *Rules*.

**Consideration of Proposed Revisions to the Policy and Procedure Manual of the National Commission on Recognition of Dental Specialties and Certifying Boards:**

The National Commission Board of Commissioners considered proposed revisions to Section V: Complaints and Section VI: Due Process of the National Commission Policy and Procedure Manual.

Complaints-Definition

Revision was editorial in nature to provide greater clarity to the policy.

Complaints-Policy and Procedure Regarding Investigation of Complaints

Revision was editorial in nature to provide greater clarity to the policy related to evidence supporting the allegations and the complaint process.

Due Process

Revision was editorial in nature to provide greater clarity to the policy.

Due Process Related to Review Committee Special Appearances

Revision was editorial in nature to provide greater clarity to the policy and adds language related to the recommended actions the Review Committee can make to the Board of Commissioners.

Function and Procedures of the Appeal Board

Revision was editorial in nature to provide greater clarity.

**Commission Action:** The National Commission Board of Commissioners adopts the revised policies in Section V: Complaints and Section VI: Due Process of the National Commission Policy and Procedure Manual.

**Discussion Related to the Development of National Commission 2025-2030 Strategic Plan:** The National Commission Board of Commissioners discussed development of the National Commission 2025-2030 Strategic Plan, including potential initial goals, objectives and financial implications.

The Board of Commissioners considered three (3) options related to the development of the 2025-2030 Strategic Plan including the financial implication for each option.

The first option is to hire an outside consultant to assist the Board of Commissioners in developing the strategic plan, action plan and dashboard. The Board of Commissioners learned that other commissions housed within the American Dental Association (ADA) governance structure routinely hire outside consultants to facilitate the strategic planning process. The estimated cost is \$12,000-\$15,000, which would have to be budgeted as an operational expense item. The Board of Commissioners were not in favor of this option based on the financial impact.

The second option is to utilize the knowledge and skills of ADA staff. The Board of Commissioners learned there are staff within the association who have experience in strategic planning facilitation; however, this option is dependent on their availability. In addition, now that the National Commission has a shared services agreement (SSA) with the ADA, any services required by the National Commission outside of the scope of the SSA needs to be budgeted as an operational expense item. Further, estimated cost has to be negotiated with the ADA and might be slightly less than the costs of an outside consultant. The Board of Commissioners were not in favor of this option based on the financial impact.

The third option is to utilize the knowledge and skills of former and current Commissioners and Commission staff who have previously facilitated the strategic planning process. The Board of Commissioners learned that the committee directed staff to contact two (2) former Commissioners, one (1) general dentist and one (1) specialist, to see if they would be willing to assist with the development of the 2025-2030 Strategic Plan and both agreed. The Board of Commissioners discussed that the use of former Commissioners will provide the National Commission with the historic perspective as it looks to future and develops the next phase of the National Commission's existence. Utilizing one (1) former general dentist Commissioner and one (1) former specialist Commissioner allows for a broad perspective with equal representation from both the ADA and specialty groups to ensure there are no perceived conflicts of interest. Further, there would be minimal budget implications with this option.

The Board of Commissioners concluded that it preferred the third option due to the minimal budget implications. The Board of Commissioners supported the formation of a small committee that consists of two (2) former Commissioners, three (3) current Commissioners and staff to develop the initial 2025-2030 Strategic Plan, Action Plan and Dashboard with a presentation to the Board of Commissioners at its April 2024 meeting.

#### **Further Budget Implications**

The Board of Commissioners learned that the estimated cost to hold an in-person meeting of the committee would be approximately \$12,000 per meeting. Based on this, the Board of Commissioners determined that it prefers the committee conduct its meetings virtually; however, if an in-person meeting is necessary, the costs would need to be budgeted as an operational expense. The Board of Commissioners discussed providing the two (2) former Commissioners with an honorarium for their assistance in the development of the 2025-2030 Strategic Plan.

**Commission Action:** The National Commission Board of Commissioners directs the creation of a committee utilizing the knowledge and skills of current and former Commissioners and National Commission staff to develop the National Commission 2025-2030 Strategic Plan, Action Plan and Dashboard.

**Discussion Related to Additional Growth in the Size of the National Commission Board of Commissioners:**

The National Commission Board of Commissioners discussed potential strategies on how to address additional future growth in size of the Board of Commissioners.

In March 2022, the Board of Commissioners directed the Strategic Planning and Policy Review Committee to discuss potential strategies to address future increases in size of the Board of Commissioners to ensure that the size of the Board of Commissioners does not become unwieldy and increase its financial impact on the recognized specialty sponsoring organizations and American Dental Association (ADA), with a report to the Board of Commissioners at its April 2023 meeting.

The Board of Commissioners noted that when the National Commission was established, the ADA House of Delegates set the composition of the Board of Commissioners as having an equal number of general dentist members as recognized National Commission specialty members. Since the National Commission's inaugural meeting in May 2018, the size of the Board of Commissioners has grown from 19 to 25 due to the recognition of three (3) new dental specialties.

The Board of Commissioners learned that currently, and for the foreseeable future, there are no disciplines of dentistry outside the current recognized specialties that can meet Requirement 6 of the *Requirements for Recognition of Dental Specialties*. This *Requirement* states there must be accredited advanced education programs in the discipline that is applying for specialty recognition. Based on this, the size of the Board of Commissioners will not increase unless the Commission on Dental Accreditation accredits advanced education programs in other dental disciplines.

The Board of Commissioners determined that because there are currently no disciplines of dentistry outside of the currently recognized specialties that can meet the *Requirements for Recognition*, the National Commission has time to thoroughly investigate this topic.

**Commission Action:** The National Commission Board of Commissioners directs that the further investigation related to the future size of the Board of Commissioners be placed as a goal/objective on the National Commission 20205-2030 Strategic Plan.

**Discussion Related to the Internal Process of Electing the National Commission Vice-Chair:** The National Commission Board of Commissioners discussed the National Commission's process for electing the Vice-chair.

The Board of Commissioners noted that based on its workload, the National Commission meets on an annual basis in the spring and as outlined in its *Rules* elects the in-coming Vice-chair during that meeting. The Board of Commissioners learned that two of the four commissions housed within the American Dental Association (ADA) meet twice a year, with the second meeting held during the Summer/Fall. Election of both the chair and vice-chair is held at the second meeting. The Board of Commissioners further learned that the Joint Commission and National Commission are the only Commissions that have automatic succession from the role of Vice-chair to the Chair.

Article V: Officers. Section 3. Election and Term of the National Commission *Rules* adopted in 2018 states:

The Chair and Vice-chair of the Commission shall be elected annually by the Board of Commissioners. The Vice-chair of the Commission shall become Chair at the end of his or her term as Vice-chair. If the Vice-chair is unable or unwilling to serve as Chair, then the Chair shall be elected by the Board of Commissioners during its regular, annual meeting. The office of Vice-chair shall be held by a general dentist when the Chair is a specialist, and by a specialist when the Chair is a general dentist. The term of the Chair shall be one (1) year beginning and ending with adjournment of the closing session of the annual meeting of the House of Delegates of the American Dental Association.

The Board of Commissioners learned that when Article V. Officers. Section 3. Elections and Term of the *Rules* were adopted at the National Commission's inaugural meeting in 2018, the language related to alternating between specialists and general dentists in the Chair and Vice-chair roles was inserted to ensure there was no outward appearance that the actions of the National Commission were dominated by either the Commissioners appointed by the recognized specialty sponsoring organizations or by the American Dental Association (ADA). The Board of Commissioners understands the inaugural Board of Commissioners perspective of needing to project a unified partnership between the specialties and the ADA; however, as Article V. Officers. Section 3. Elections and Term is written, it may preclude the ability of individuals with the most experience at the National Commission and are willing to serve from being elected.

The Board of Commissioners noted that for two (2) consecutive years, the National Commission had difficulty finding Commissioners who were willing to serve as Vice-chair simply because of the mandated alternating between specialists and general dentists in the Chair and Vice-chair roles. In addition, over the years, concerns have been expressed related to the timing of when the election is held and the directive that leadership roles must alternate between a general dentist and a specialist because it limits the number of Commissioners who are eligible and willing to serve in a leadership role. The Board of Commissioners discussed that based on the current language in Article V. Section 3., depending on who the current Chair of the Commission is, Commissioners who have only served on the Board of Commissioners for one (1) year or less are placed in a position to declare their candidacy for Vice-chair when they are not prepared to do so.

The Board of Commissioners determined that removing the language in Article V. Section 3 of the *Rules* mandating that the position of Vice-chair be held when a general dentist when the Chair is a specialist, and by a specialist when the Chair is a general dentist, the number of eligible, and more importantly, willing candidates increases. Further, the Board of Commissioners determined that it would be beneficial to postpone conducting the election of the Vice-chair to a future date, prior to the ADA House of Delegates Meeting, to allow the Commissioners additional time to declare their candidacy for Vice-chair.

**Commission Action:** The National Commission Board of Commissioners adopts revisions to Article V: Officers. Section 3. Election and Term of the National Commission *Rules* to eliminate language related to alternating between a general dentist and a specialist in Chair and Vice-chair roles and to convene a virtual meeting later in the year to elect the National Commission Vice-chair.

**Consideration of National Commission 2023 Self-Assessment:** The National Commission Board of Commissioners considered the National Commission 2023 Self-Assessment.

The Board of Commissioners noted that Resolution 1H-2013 requires all councils and commissions to undergo a self-assessment on a rotating five-year cycle. The National Commission's five-year cycle started in 2018; therefore, the requirement to complete a self-assessment that is to be included with the National Commission Annual Report to the American Dental Association (ADA) House of Delegates will occur in 2023.

**Commission Action:** The National Commission Board of Commissioners adopts the National Commission 2023 Self-Assessment.

**Report of the Standing Committee on Finance:** Below are the actions taken by the National Commission Board of Commissioners related to the Report of the Standing Committee on Finance:

**Consideration of 2023 Revised Forecast Budget:** The National Commission Board of Commissioners considered the 2023 revised forecast budget.

The Board of Commissioners noted at the time of adoption of the 2023 budget in March 2022, the 2023 budgeted expenses included travel and meeting expenses for a two (2) day in-person meeting of the Board of Commissioners in April 2023, which became a one (1) day meeting based on the workload of the Commission.

Based on the revised forecast budget, total expenses have been reduced by \$22,119, with funds still budgeted for the chair and vice-chair attending a Dental Specialty Group (DSG) meeting in August 2023 and attending the American Dental Association (ADA) House of Delegates Meeting in October 2023. The decrease in expenses is evenly split between the recognized specialty sponsoring organizations and the ADA, which equates to a decrease of \$11,059 for the specialty sponsoring organizations and \$11,059 for the ADA.

The Board of Commissioners learned that the shared services amount was decreased from \$42,527 to \$38,047 due to the National Commission being charged \$4,480 for Conference Services in 2021 and 2022 when the National Commission had no in-person meetings. The 2023 revised forecast budget decreases total expenses from \$217,443 to \$199,804. The revenue and expense changes result in a total decrease in the contribution of the recognized dental specialty sponsoring organizations from \$129,985 to \$118,925, reducing the annual fee to \$9,910 per specialty sponsoring organization. The Board of Commissioners further learned the 2023 annual fee invoices for the recognized specialty sponsoring organizations will be distributed after the April 2023 meeting.

#### 2024 Budget

The Board of Commissioners learned that the ADA budget process has been revised for the 2024. The ADA Board of Trustees now has final approval of the annual ADA budget instead of the ADA House of Delegates. Further, the Finance Committee will be convened in August/September 2023 to consider the 2024 budget, which will be considered and voted on by the Board of Commissioners via electronic ballot.

**Commission Action:** The National Commission Board of Commissioners adopts the 2023 revised forecast budget.

**Report of the Review Committee on Specialty Certifying Board Recognition:** Below is the action taken by the National Commission Board of Commissioners related to the Report of the Review Committee on Specialty Certifying Board Recognition:

**Consideration of Complaint Received Related to the American Board of Oral and Maxillofacial Radiology Compliance with the Requirements for Recognition of National Certifying Boards for Dental Specialists:** The National Commission Board of Commissioners discussed the formal complaint received related to the American Board of Oral and Maxillofacial Radiology (ABOMR) compliance with the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.

The Board of Commissioners noted on January 26, 2023, the National Commission office received a written formal complaint regarding the ABOMR's compliance with Requirement 4-Operation of Boards in the *Requirements for Recognition of National Certifying Boards for Dental Specialists*. The Board of Commissioners considered the formal complaint and the response provided by the American Board of Oral and Maxillofacial Radiology and determined the American Board of Oral and Maxillofacial Radiology was not in compliance with portions of Operation of Boards-Requirement 4 of the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.

**Commission Action:** The National Commission Board of Commissioners grants the American Board of Oral and Maxillofacial Radiology the status of Recognition, *with reporting requirements*.

**Report of the Ad Hoc Committee on Subspecialty Recognition** Below are the actions taken by the National Commission Board of Commissioners related to the Report of the Ad Hoc Committee on Subspecialty Recognition:

**Consideration of Proposed Internal Processes Related to Subspecialty Designation:** The National Commission Board of Commissioners discussed the proposed internal processes related to subspecialty designation.

The Board of Commissioners noted that in 2018, the National Commission was approached to consider the concept of subspecialty recognition. In 2020, the investigation as to whether there is a need in dentistry for the recognition of other areas of clinical interest (subspecialties) associated with the recognized dental specialties was

added as a goal/objective to the National Commission's 2020-2025 Strategic Plan. In 2022, as part of the process to determine whether there is a need for the recognition of dental subspecialties, the Board of Commissioners discussed soliciting feedback from a greater community of interest; however, it was determined that it would be difficult for the communities of interest to provide relevant feedback because the National Commission did not have reasonable criteria in place that would outline the process. Further, while the future of subspecialty recognition is unknown, it would be advantageous for the National Commission to be proactive to have criteria and internal processes in place to ensure that if subspecialty recognition ultimately occurs in the profession, recognition would be done under the umbrella of the American Dental Association (ADA) by the National Commission instead of an external agency. The Board of Commissioners directed the creation of an ad hoc committee to develop documentation related to internal processes for subspecialty recognition.

The Board of Commissioners discussed that the proposed draft internal processes related to the subspecialty process mirrors the National Commission's current policies and procedures for granting specialty and specialty certifying board recognition. The Board of Commissioners noted that the subspecialty process would be managed through the National Commission *Rules* and policies and procedures over which the National Commission has sole authority. Further, while the Board of Commissioners supports the approval of the draft internal processes as an initial step in outlining the process, it does not support the immediate release and use of the documentation because the National Commission needs to continue its due diligence and determine whether subspecialty designation is a viable option for the profession, there is need for subspecialty designation and whether the designation of subspecialties is in the best interests of the public and the profession.

The Board of Commissioners discussed how the National Commission would determine whether there is a need for subspecialty designation and concluded that it would be best to allow the concept to organically develop within the profession. Further, if the National Commission were to allow the concept to develop organically, the onus of proving there is a need for subspecialty designation in the profession would be placed on the recognized specialty sponsoring organization to show the need based on the unique service the subspecialty provides to the population it serves.

The Board of Commissioners discussed that the concept of subspecialty designation in dentistry remains in its initial stages of development and determined that the continued investigation into the recognition of subspecialties should be placed as a goal/objective on the National Commission 2025-2030 Strategic Plan. Further, the Board of Commissioners discussed that while the concept of subspecialty designation may evolve over time, the National Commission should have further critical discussions related to the National Commission's position on the concept of subspecialty designation, the viability of subspecialty designation in the profession, determination as to whether subspecialty designation is in the best interest of the public and the profession and the development of a high threshold and road map that would outline the process that would trigger the release and activation of the subspecialty documentation.

#### Draft Criteria for Subspecialty Designation within a Recognized Dental Specialty and Criteria for Subspecialty Certifying Board Designation

The Board of Commissioners discussed the use of the terms "subspecialty recognition", "subspecialty status" and "subspecialty designation" and determined the term "subspecialty designation" might decrease confusion related to the differences between specialty recognition and subspecialty designation. Further, the Board of Commissioners determined that it is important to show there is a difference between granting recognition to a dental specialty and its respective certifying board and the granting of subspecialty designation to a subdiscipline within a recognized specialty.

The Board of Commissioners discussed that only those recognized specialties that have Commission on Dental Accreditation accredited advanced education fellowship programs would be eligible for subspecialty designation. Further, the proposed *Criteria for Subspecialty Designation within a Recognized Dental Specialty and Criteria for Subspecialty Certifying Board Designation* are similar to the current *Requirements for Recognition of Dental Specialties and National Certifying Boards for Dental Specialists*.

**Commission Action:** The Board of Commissioners adopts the draft *Criteria for Subspecialty Designation within a Recognized Dental Specialty and Criteria for Subspecialty Certifying Board Designation* that will remain an internal archived document until the Board of Commissioners determines there is a need in the profession.



Draft Revisions to the National Commission Rules

The Board of Commissioners noted that as part of the development of an internal process related to subspecialty designation, the *Rules* of the National Commission would require revisions.

Article II. Board of Commissioners. Section 2. Composition

Revision added language stating that if a subdiscipline were to be granted subspecialty designation, the subspecialty would be represented by the Commissioner appointed by recognized specialty sponsoring that sponsored the subspecialty. Further, language was added outlining the process related to the withdrawal/discontinuance of specialty recognition and the impact on the subspecialty.

Article II. Board of Commissioners. Section 4. Powers, items B, E and F

Revision added language related to applications for subspecialty designation.

Article II. Board of Commissioners. Section 6. Meetings. Item C. Limitation of Attendance During Meetings

Revision added language related to applicants for subspecialty designation and the re-acknowledgement of subspecialty designation.

Article III. Appeal Board. Section 1. Appeal Board

Revision added language related to the denial or revocation of subspecialty designation.

Article IV. Specialty Recognition Program. Section 3. Subspecialty Designation Procedures

Revision added new language related to the establishment and publishing of specific criteria, policies and procedures related to subspecialty designation. The addition of Section 3 created a renumbering of the remaining sections under Article IV.

Article IV. Specialty Recognition Program. Section 5. Subspecialty Designation Procedures for Evaluating Dental Subspecialties and Subspecialty Certifying Boards

Revision added language related to the evaluation of applications for subspecialty designation based on the *Criteria for Subspecialty Designation within a Recognized Dental Specialty and Criteria for Subspecialty Certifying Board Designation*. The addition of Section 5 created further renumbering of the remaining sections under Article IV.

Article IV. Specialty Recognition Program. Section 6. Granting Recognition

Revision added language related to granting subspecialty designation.

Article IV. Specialty Recognition Program. Section 7. Appeal

Revision added language related to subspecialty designation appeals.

**Commission Action:** The National Commission Board of Commissioners adopts the draft revisions to the National Commission *Rules* that will remain an internal archived document until the Board of Commissioners determines there is a need in the profession.

Draft Revisions to the National Commission Policy and Procedure Manual

The Board of Commissioners noted that as part of the development of an internal process related to subspecialty designation, the National Commission Policy and Procedure Manual would require revisions.

National Commission and Commission Meetings

Revision added of language related to subspecialty designation.

Review Committees and Review Committee Meetings of the National Commission

Revision added language related to subspecialty designation.

Confidentiality Policy

Revision added language related to Applications for Subspecialty Designation.

*Conflict of Interest Policy*

Revision added language related to subspecialty designation.

*Payment of Annual Fees by Recognized Specialty Sponsoring Organizations*

Revision added language related to an additional annual fee for those recognized specialty sponsoring organizations that sponsor a subspecialty that has been granted subspecialty designation.

*Policy on Integrity*

Revision added language related to subspecialty designation.

*National Commission on Recognition of Dental Specialties and Certifying Boards Recognition Status Definitions*

Revision added language related to subspecialty designation definitions.

*Policy on Periodic Review of Dental Specialty Education and Practice*

Revision added language related to the inclusion of the recognized specialty sponsoring organizations who support a subspecialty needing to complete a separate Periodic Review for the subspecialty.

*Policy on the Annual Report of the Recognized Certifying Boards*

Revision added language related to the inclusion of the recognized certifying boards who provide examination functions for subspecialists needing to complete an annual survey for the subspecialty.

*Policy on Failure to Comply with Request for Information and Missed Deadlines*

Revision added language related to subspecialty designation.

*Policy on Recognition of a Dental Specialty Sponsoring and Dental Specialty Certifying Board*

Revision added language related to granting subspecialty designation within a recognized dental specialty and granting subspecialty certifying board designation.

*Policy on Third Party Comments*

Revision added language related to subspecialty designation.

*Policy and Procedure Related to a Recognized Specialty's Request for Change in Name, Definition and/or Scope of Practice*

Revision added language related to name, definition and scope of practice for subspecialties have been granted subspecialty designation.

*Withdrawal of Specialty Recognition from a Recognized Sponsoring Organization or Certifying Board*

Revision added language related to the withdrawal of subspecialty designation.

*Policy on Voluntary Discontinuance of Recognition*

Revision added language related to the discontinuance of subspecialty designation.

*Complaints*

Revision added language related to subspecialty designation.

*Policy and Procedure Regarding the Investigation of Complaints*

Revision added language related to subspecialty designation.

*Due Process*

Proposed revisions were editorial in nature to provide greater clarity including the addition of language related to subspecialty designation.

*Due Process Related to Review Committee Special Appearances*

Revision added language related to subspecialty designation.

*Function and Procedures of the Appeal Board*

Revision added language related to subspecialty designation.

**Commission Action:** The National Commission Board of Commissioners adopts the draft revisions to the National Commission Policy and Procedure Manual that will remain an internal archived document until the Board of Commissioners determines there is a need in the profession.

Application Process for Subspecialty Designation within a Recognized Specialty

The Board of Commissioners noted that as part of the development of an internal process related to subspecialty designation, new policy related to the Application Process for Subspecialty Designation within a Recognized Specialty was required. The Board of Commissioners noted the proposed subspecialty designation application process is consistent with the current Application Process for Recognition of a Dental Specialty.

**Commission Action:** The National Commission Board of Commissioners adopts the draft Application Process for Subspecialty Designation within a Recognized Specialty that will remain an internal archived document until the Board of Commissioners determines there is a need in the profession.

Application Process for Subspecialty Certifying Board Designation

The Board of Commissioners noted that as part of the development of an internal process related to subspecialty designation, new policy related to the Application Process for Subspecialty Certifying Board Designation was required. The Board of Commissioners further noted that the application process is similar to the current Application Process for Recognition of a Dental Specialty Certifying Board.

**Commission Action:** The National Commissioners Board of Commissioners adopts the draft Application Process for Subspecialty Certifying Board Status *Rules* that will remain an internal archived document until the Board of Commissioners determines there is a need in the profession.

Application for Subspecialty Designation within a Recognized Specialty

The Board of Commissioners noted that as part of the development of an internal process related to subspecialty designation, a new Application for Subspecialty Designation within a Recognized Specialty was required. The Board of Commissioners noted that the application is similar to the current Application for Recognition of a Dental Specialty.

**Commission Action:** The National Commission Board of Commissioners adopt the draft Application for Subspecialty Designation within a Recognized Specialty that will remain an internal archived document until the Board of Commissioners determines there is a need in the profession.

Application for Subspecialty Certifying Board Designation

The Board of Commissioners noted that as part of the development of an internal process related to subspecialty designation, a new Application for Subspecialty Certifying Board Designation was required. The Board of Commissioners noted that the application is similar to the current Application for Recognition of a Dental Specialty Certifying Board.

**Commission Action:** The National Commission Board of Commissioners adopts the draft Application for Subspecialty Certifying Board Designation that will remain an internal archived document until the Board of Commissioners determines there is a need in the profession.

Proposed Fees Related to Subspecialty Designation

The Board of Commissioners noted that the proposed fees for subspecialty designation were based on the National Commission current fee structure. The Board of Commissioners discussed that when the National Commission makes the determination to release the subspecialty designation documentation, the National Commission Finance Committee and Board of Commissioners will need to determine the actual fee structure.

**Future Meeting Dates:** The National Commission on Recognition of Dental Specialties and Certifying Boards reviewed the meeting dates of the 2024, 2025, 2026 and 2027 meetings.

This report is informational in nature and no action was taken.

**Adjournment:** The National Commission Board of Commissioners adjourned at 1:08 pm central standard time, Monday, April 24, 2023.