



2025 Modified Annual Survey of the Recognized Dental Specialty Certifying Boards

National Commission on Recognition of Dental Specialties and Certifying Boards
211 East Chicago Avenue
Chicago, Illinois 60611

August 2024

Purpose of Modified Annual Survey

The purpose of the modified 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*. Data collected via the survey will be compiled and published in the National Commission's *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

Please note that all “not applicable” or “uncertain” responses in the Annual Survey require clarification explaining why that specific response is being submitted. If additional clarification is not provided, the survey will be returned.

The Annual Survey of the Recognized Dental Specialty Certifying Boards is the official historical document submitted by the organization; therefore, the National Commission requests that the organization attach PDF copies of information located on the internet instead of live links to the internet.

RECOGNIZED DENTAL SPECIALTY CERTIFYING BOARDS

- American Board of Dental Public Health (DPH)
- American Board of Endodontics (Endo)
- American Board of Oral and Maxillofacial Pathology (OMP)
- American Board of Oral and Maxillofacial Radiology (OMR)
- American Board of Oral and Maxillofacial Surgery (OMS)
- American Board of Oral Medicine (OM)
- American Board of Orofacial Pain (OP)
- American Board of Orthodontics (Ortho)
- American Board of Pediatric Dentistry (PD)
- American Board of Periodontology (PERIO)
- American Board of Prosthodontics (PROS)
- American Dental Board of Anesthesiology (DENT ANES)

Submission of the Requested Data

Please submit the requested information through the electronic survey that was distributed via electronic mail on December 1, 2024 to the National Commission by **February 1, 2025 no later than 5:00pm Central Standard Time**. National Commission staff is available to answer questions regarding this application and can be reached on the Association's toll-free number: 800-621-8099, extension 2697 or baumannca@ada.org.

POLICY ON THE ANNUAL REPORT OF THE CERTIFYING BOARDS

The Annual Survey of the Certifying Boards is collected by the National Commission. The purpose of the annual survey is to collect current information on the governance and operations of each of the 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*. Data collected via the survey will be compiled and published in the *NCRDSCB Annual Report of the Recognized Dental Specialty Certifying Boards* including:

- Certification and Examination Data
- Board Executive Directors
- Current Certifying Board President
- Certification Pathways and Applications
- Eligibility Requirements
- Financial Operations
- Examination Procedures
- Examination Type and Number of Candidates
- Application and Registration Procedures
- Validity and Reliability provided by a psychometrician/statistician who has included an introductory letter to accompany documents provided in support of this requirement
- Test Construction and Evaluation
- Certification and Re-Certification Examination Content
- Re-Examination Policies
- Recertification/Certification Maintenance Policies

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 status of "Recognition" will be required to complete a modified version of the Annual Survey that collects information related to:

- Board Executive Directors/Secretaries
- Current Certifying Board President
- Validity and Reliability Evidence, including letter or Examination Technical Report
- Financial Operations
- Examination Statistical Data
- Certification and Examination Summary and Historical Data
- Certification Pathways and Applications

The certifying boards that do not have a status of "Recognition" will be required to complete the full annual survey until they achieve compliance with the *Requirements for Recognition*. 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.

The information used to complete the Annual Report of the Certifying Boards is compiled from the *Annual Survey of the Recognized Dental Specialty Certifying Boards* that each certifying board is required to submit by the prescribed deadline. An initial review of the survey submitted by each certifying board is conducted by the director of the National Commission to determine whether all sections of the survey have been completed, including submission of required documentation showing compliance with the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.

It is the expectation that all certifying boards submit all the required documentation 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.

Adopted 5/18; Revised 3/19, 3/20, 3/21, 3/22

POLICY ON FAILURE TO COMPLY WITH REQUEST FOR INFORMATION AND MISSED DEADLINES

The National Commission on Recognition of Dental Specialties and Certifying Boards (National Commission) monitors the recognition of the dental specialty sponsoring organizations through the periodic review of the dental specialties and the certification process of the certifying boards through an annual report. Completion of the National Commission's periodic review and annual report is a requirement for continued participation in the recognition process. So that the National Commission may conduct its recognition program in an orderly fashion, all sponsoring organizations and certifying boards recognized by the National Commission are expected to adhere to deadlines for requests for information and/or submission of reports.

Executive directors who anticipate difficulty in submitting the completed report on time must submit a written request for extension prior to the date on which the report is due. Requests for extension must specify a submission date no later than thirty (30) days beyond the initial deadline date. If the certifying board and/or sponsoring organizations fails to comply with the National Commission's request for information, it will be assumed that the certifying board and/or sponsoring organization no longer wishes to participate in the recognition process. In this event, the National Commission will immediately notify the organization of its intent to withdraw recognition at its next scheduled meeting.

Sponsoring organizations and certifying boards that miss a required deadline and did not submit a written request for extension will be assessed a late fee in the amount of \$1,500, to be paid within 30 days of receiving the invoice/notification. If the sponsoring organization or certifying board does not adhere to the payment deadline, the National Commission will view this as an indication that the organization no longer wishes to participate in the recognition process and will withdraw recognition at its next scheduled meeting.

Adopted 5/18: Revised 3/20, 3/22

Please complete the following contact information for the Executive Director/Secretary

Name of Board Executive Director/Chief Operating Officer/Secretary:

Address:

Phone:

Email Address:

Website Address:

Please complete the following contact information for the Board President

Name of Certifying Board President:

Term Expiration:

Name of President-Elect:

The 2025 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 focus of the 2025 modified Annual Survey is 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*.

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. Certifying boards recognized by the National Commission must be able to show continued compliance with all the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.

Following each requirement, please provide a short narrative (as appropriate), complete the appendices, and append the requested documentation current as of December 31, 2024.

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.

Are there any changes to the *Bylaws* related to Requirement 1?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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*.

Are there any changes to the *Bylaws* related to Requirement 2?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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 section related to Application, Registration Procedures and Fees

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

2024 APPLICATION, REGISTRATION PROCEDURES AND FEES

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.

| | |
|---|--|
| 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 | |

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. **(This Requirement applies to certifying boards that outsource administrative functions and/or development of the examinations)**

Are there any changes related to the outsourcing of administrative or examination functions related to Requirement 4?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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.

Are there any changes to the Mission Statement and/or *Bylaws* related to only dentists being certified as diplomates related to Requirement 1?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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.

Did the certifying board request a waiver in 2024 related the number of examinations given?

If the certifying board requested a waiver, please attach a copy of the waiver.

Requirement 3

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

Are there any changes to policy and/or *Bylaws* related to maintaining a current roster of diplomates related to Requirement 3?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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 requirement:

- Documentation related to Test Construction and Evaluation:
 - Validity and Reliability evidence provided by a psychometrician/statistician (Examination Technical Report)

In lieu of submitting raw data related to each candidate, please submit a summary of the data

Requirement 5

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

Are there any changes to the Recertification and Certification Policy and Continuing Education Practices related to Requirement 5?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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 requirement:

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

Dates/Locations of examinations given in 2024:

| Dates | | Location | | |
|---|--|--------------------|----------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Type of Examination | | Total # Candidates | # Passed | # Failed |
| Written Examination | | | | |
| Oral Examination | | | | |
| Clinical Examination: Case-based, images, slides, etc. | | | | |
| Clinical Oral Examination | | | | |
| Other | | | | |
| Applicants 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) | | | | |

2024 CERTIFICATION AND EXAMINATION SUMMARY AND HISTORICAL DATA

| | Dent Anes | DPH | ENDO | OMP | OMR | OMS | OM | OP | ORTHO | PED | PERIO | PROS |
|--|-----------|------|------|------|------|------|------|------|-------|------|-------|------|
| Founding Date | 1994 | 1950 | 1956 | 1948 | 1979 | 1946 | 1955 | 1994 | 1929 | 1940 | 1940 | 1946 |
| Year of ADA Approval of Certifying Board | 2020 | 1951 | 1964 | 1950 | 2000 | 1948 | 2021 | 2022 | 1950 | 1948 | 1948 | 1948 |
| 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 12/31/24 | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |

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.

Are there any changes in the independent authority of the certifying board related to Requirement 7?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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.

Requested documentation to show compliance with requirement:

- Completion of section related to Certification Pathways and Applications Data

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 | |

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.

Are there any changes in the minimum requirements for certification related to Requirement 2?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.

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.

Are there any changes in the working relationship with the recognized sponsoring organization with regard to review of the educational program standards and experiential requirements related to Requirement 3?

If there have been changes, please attach the updated documentation and provide a summary of the change(s) that have occurred.