

## **APPLICATION PROCESS FOR RECOGNITION OF A NEW DENTAL SPECIALTY CERTIFYING BOARD WHEN RECOGNITION HAS BEEN WITHDRAWN FROM A PREVIOUSLY RECOGNIZED CERTIFYING BOARD**

The application for recognition of a new dental specialty certifying board when recognition has been withdrawn from a previously recognized certifying board is based on compliance with the *ADA Requirements for Recognition of National Certifying Boards for Dental Specialists*. Recognition is a voluntary process and an applicant certifying board may withdraw its application for recognition at any time prior to the National Commission Board of Commissioners taking action regarding the recognition status. The non-refundable application fee must be submitted with the application for recognition. Applicant certifying boards should contact the National Commission office for the current fee schedule. At the time of the application for recognition, there must be a specialty sponsoring organization that has a working, yet independent, relationship with the applicant certifying board that has been granted recognition by the National Commission.

The application process is as follows:

- a. An application for recognition is completed by the applicant certifying board and submitted to the National Commission along with the appropriate documentation and non-refundable application fee. Provided the application is in order, it may take up to twenty (20) months from the date of submission for the Board of Commissioners to make a recognition status determination. If the application has been determined to not be properly formatted and/or not contain the required documentation, the start of the twenty (20) month timeframe will be delayed and will not start until the Review Committee on Specialty Certifying Board Recognition makes the determination that the application contains all the required documentation and is considered to be in order.
- b. An initial review of the application for recognition is conducted by the director of the National Commission to determine whether all sections of the application have been completed, including the submission of all required appendices and documentation referenced in the application. Applications that contain PHI/PII will be returned to the applicant with the request to remove all PHI/PII. The director of the National Commission only determines if the application for recognition is complete and does not make any decisions regarding the content of the application. It is the expectation that applicants will submit all the required documentation and not intentionally submit an incomplete or inaccurate application. Because some sections of the application for recognition request five (5) years' worth of information, the applicant certifying board is allowed to submit relevant documentation from the previously recognized certifying board. Based on the unique circumstances of the application for recognition, the National Commission has the discretion to modify the number of years' worth of information. Applicants that remove documentation from another organization's active application for recognition in the same discipline and submit it as their documentation will have their application disregarded (See Policy on Integrity). If documentation is found to be missing or inaccurate, the applicant certifying board will be contacted and requested to submit the required missing documentation within **30 days**. Failure to comply with the request for supplemental documentation within the required deadline will result in termination of the application process and the application for recognition will become null and void. The recognized specialty sponsoring organization that has a close working relationship with the applicant certifying board will be notified that the application for recognition has become null and void.
- c. If the application for recognition is determined to contain the required documentation by the director, the National Commission will publish notification in the ADA News and the National Commission website informing the public that an application for recognition has been received. (See the section on "Recognition of One (1) Certifying Board from a Single Discipline of Practice" below for those instances when a second certifying board in the same discipline submits an application).
- d. If no other certifying board in the same discipline of dentistry contacts the National Commission, the application for recognition is submitted to the Review Committee on Specialty Certifying Board Recognition for review of completeness including analysis of the application's content. All documentation in the application for recognition is confidential until the Review Committee on Specialty Certifying Board Recognition has determined the application is complete.
- e. Based on review by the Review Committee on Specialty Certifying Board Recognition, applications that require supplemental documentation will become inactive until the applicant certifying board submits the requested documentation within **30 days**. If an organization requires an extension, they must contact the National Commission. If the National Commission grants the extension, the extension will be only for an additional **15 days**. If an application for recognition becomes inactive, the start of the twenty (20) month

timeframe will be delayed and will not start until the Review Committee makes the determination that the application contains all the required documentation. The recognized specialty sponsoring organization that has a close working relationship with the applicant certifying board will be notified that the application for recognition has become inactive. Failure to comply with the request for supplemental documentation within the required deadline will result in termination of the application process and the application will become null and void. The recognized specialty sponsoring organization that has a close working relationship with the applicant certifying board will be notified that the application process has been terminated and the application has been declared null and void. If the application process is terminated, the timeline for the recognized specialty sponsoring organization to develop a new certifying board will not be adjusted. If the recognized specialty sponsoring organization is unable to establish a new certifying board within the required two (2) year timeframe, recognition will be withdrawn. If an application for recognition becomes null and void and the applicant certifying board wishes to resubmit the application, the applicant certifying board is required to submit a new application for recognition including the full non-refundable application fee.

- f. If the Review Committee on Specialty Certifying Board Recognition makes the determination that the application for recognition is complete, and no further documentation is required to make a determination of recognition, the Review Committee as part of the review process will invite public comment on the applicant certifying boards compliance with the *Requirements for Recognition of National Certifying Boards for Dental Specialists* for a sixty (60) day period.

The Review Committee will only consider comments that are related to the *Requirements for Recognition*. Comments that violate the National Commission Policy on Integrity and/or contain unprofessional, derogatory and/or false comments or anecdotal information related to personal experience will be disregarded. (See the Policy on Third Party Comments)

The following organizations will be notified in writing of receipt of the application for recognition and the sixty (60) day public comment period:

- Presidents and Executive Directors of the:
    - Constituent Dental Societies
    - Recognized Dental Specialty Sponsoring Organizations
    - Recognized Dental Specialty Certifying Boards
    - American Association of Dental Boards
    - American Dental Education Association
    - Academy of General Dentistry
    - State Boards of Dentistry
  - Deans, Dental Schools
  - Directors, Advanced Dental Education Programs
  - ADA Officers and Board of Trustees
  - Members, ADA House of Delegates
  - Members and Director, ADA Council on Dental Education and Licensure
  - ADA News
- g. The Review Committee on Specialty Certifying Board Recognition **may** request verbal testimony from the applicant certifying board, once the public comment period has closed, to address issues raised during the public comment period.
- h. Following a comprehensive review of the application for recognition, public comments, and verbal testimony of the applicant certifying board (if requested), the Review Committee on Specialty Certifying Board Recognition will make a recommended action to the Board of Commissioners to either grant recognition, postpone action pending additional information or deny recognition. It will be at the discretion of the Board of Commissioners as to whether it wishes to convene a special meeting to consider the application for recognition or postpone action until its next regularly scheduled meeting. The National Commission Board of Commissioners has sole and final decision-making authority over all recognition decisions.
- i. Representatives from the applicant certifying board organization are invited to be readily available during that portion of the National Commission meeting when the Board of Commissioners is considering the application for recognition.
- j. The National Commission Board of Commissioners may take action to:
- grant recognition

- postpone action, pending additional information
  - deny recognition
- k. If the National Commission Board of Commissioners postpones action and requests supplemental documentation the deadline for the specialty sponsoring organization to develop a fully functional certifying board will be extended for good cause. The recognized specialty sponsoring organization will be informed of the Board of Commissioners decision to postpone action.
- l. If the National Commission denies recognition, the applicant certifying board and recognized specialty sponsoring organization are advised of:
- The reason(s) for the denial (adverse action)
  - The certifying board's right to an appeal of the adverse action (See Policy on Recognition of a Dental Specialty Sponsoring Organization and Dental Specialty Certifying Board)
  - The recognized specialty sponsoring organization is reminded of the previously established deadline to develop a new certifying board and that if the recognized specialty sponsoring organization does not meet the established deadline, recognition will be withdrawn.

If the National Commission Board of Commissioners makes the determination to deny recognition, the applicant certifying board will be allowed to immediately submit an updated application for recognition that corrects all deficiencies and/or weaknesses that were identified in the previous application for recognition. If the applicant certifying board wishes to submit an updated application for recognition, the organization will need to submit a new non-refundable application fee, and the application process will start over (See Policy on Recognition of a Dental Specialty Sponsoring Organization and Dental Specialty Certifying Board)

If the National Commission Board of Commissioners makes the determination to deny recognition to an applicant certifying board a second time, the organization **will not** be allowed to submit another application for specialty certifying board recognition. The recognized specialty sponsoring organization that has a close working relationship with the applicant certifying board will be notified that the application organization has been denied recognition and that the organization must sponsor the development of another certifying board. If the two (2) year period to sponsor the development of a new certifying board that can meet the *Requirements for Recognition of National Certifying Boards for Dental Specialists* has expired, the National Commission Board of Commissioners will withdraw recognition from the recognized specialty sponsoring organization. (See Policy on Recognition of a Dental Specialty Sponsoring Organization and Dental Specialty Certifying Board)

### **Recognition of One (1) Certifying Board from a Single Discipline of Practice**

In accordance with the *Requirements for National Certifying Boards for Dental Specialists*, only one (1) certification board will be recognized for the certification of diplomates in a single discipline of practice. A close working relationship between the recognized specialty sponsoring organization and the certifying board must be clearly outlined in both organizations *Bylaws* and/or policies. If the National Commission receives two (2) or more *bona fide* applications from certifying boards in the same discipline of dentistry, the National Commission will contact the recognized specialty sponsoring organization to determine which certifying board it has an established close working relationship with. The application of the certifying board identified by the recognized specialty sponsoring organization will be the application for recognition accepted for evaluation. Any and all additional applications for recognition will be declared null and void.

Examples of a close working relationship may include:

- A statement of sponsorship, support and recognition by the recognized specialty sponsoring organization that identifies the certifying board it has a close working relationship with that only certifies dentists as diplomates in the specialty.
- Formal *Bylaws* and/or policy statements by the recognized specialty sponsoring organization and certifying board acknowledging the close working relationship between each organization,
- The recognized specialty sponsoring organization and certifying board engaging in regular, formal communications.
- Attendance of leadership/liaisons representing the recognized specialty sponsoring organization/certifying board at annual meetings.
- The recognized specialty sponsoring organization's ability to make nominations to the certifying

board's board of directors.

- Procedures acknowledging that the recognized specialty sponsoring organization and certifying board jointly establish additional qualifications for diplomates who serve on the certifying board's Board of Directors.
- Recognized specialty sponsoring organization providing continuing education courses that prepare diplomates for the certification examination given by the certifying board as well as providing review courses as part of the re-credentialing process.
- Collaboration in the review and revision of accreditation standards for advanced education programs in the recognized specialty discipline. Although collaboration between the sponsoring organization and the certifying boards is **required**, the certifying board **must** be independent, bearing full responsibility for its program; the evaluation of qualifications and competence of those it certifies as diplomates; and financially independent from the sponsoring organization.

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