

Submitting an Application for Specialty Recognition

November 2022



National Commission on Recognition of
Dental Specialties and Certifying Boards

Introduction

- Throughout the application for recognition process, the National Commission expects that any individual or organization bringing business in front of the National Commission will demonstrate honesty and integrity at all times.
- By seeking specialty recognition, the applicant organization agrees to comply with the National Commission's guidelines, policies and procedures, requests and decisions related to the applicant's compliance with the *Requirements for Recognition of Dental Specialties*.
- Specialty recognition is a voluntary process and an applicant may withdraw its application for recognition at any time prior to the Board of Commissioners taking action regarding the recognition status.
- The National Commission Board of Commissioners has the sole authority to grant or deny recognition to a proposed dental specialty sponsoring organization or certifying board.
- The Board of Commissioners decision to either grant or deny specialty recognition is solely based on the factual and relevant information provided in the application for recognition and compliance with the *Requirements for Recognition of Dental Specialties*.



Introduction

- In order for a proposed specialty to be granted specialty recognition by the Board of Commissioners, the applicant organization **must** be fully compliant with all six (6) of the *Requirements for Recognition of Dental Specialties*.
- The determination in meeting the *Requirements for Recognition* is either yes, the requirement is met or no, the requirement is not met.
- At the time of the application for recognition, the applicant sponsoring organization **must** have a certifying board in place that has the ability to meet the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.
- The National Commission strongly encourages applicant organizations to contact the National Commission with any questions related to the application for recognition, the application process and/or the *Requirements for Recognition*.



National Commission Policy on Integrity

- It is expected that any individual or organization bringing business in front of the National Commission, demonstrate honesty and integrity at all times. Interested parties must refrain from engaging in making disparaging and/or unprofessional comments about other organizations and/or individuals.
- During the recognition process, organizations are required to be completely candid, provide all pertinent, concise and factual information that is directly related to its own organization and report any changes in a timely manner.
- During the public comment period of the recognition process, individuals and/or organizations that are part of the National Commission's communities of interest, must:
 - Provide factual comments based on compliance with the *Requirements for Recognition*
 - Refrain from making comments that are false, unprofessional and/or disparaging about the National Commission, the American Dental Association (ADA), any of the recognized dental specialty sponsoring organizations and/or certifying boards and the applicant organization.



National Commission Policy on Integrity

- If the National Commission believes that an individual and/or organization has submitted false, unprofessional and/or disparaging comments, the National Commission will consider the submission a violation of its Policy on Integrity and will disregard the entire submission.
- The National Commission reserves the right to report egregious violations of the ADA's Professional Conduct Policy to the ADA Council on Ethics, Bylaws and Judicial Affairs if the individual is an ADA member in good standing.
- Any organization applying for recognition that fails to report honestly, by presenting false information, by omission of essential information or by distortion of information with the intent to mislead, constitutes a breach of integrity, in and of itself.
- If it appears the applicant organization has violated the principles of integrity an investigation will be made, and the organization will be offered an opportunity to respond to suspected violations.
- If the breach of integrity occurs during the application process, those policies, procedures, and guidelines are applicable for resolving any issues, with the potential for denial of specialty or certifying board recognition.



Application Process for Recognition of a Dental Specialty

- An application for recognition is completed by the applicant sponsoring organization 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 of the application 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 Recognition makes the determination that the application contains all of the required documentation.
- 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 fully completed, including the submission of all required appendices and documentation referenced in the application.
- The director **only** determines if the application is properly formatted and contains the required documentation and **does not** make any decisions regarding the content of the application



Application Process for Recognition of a Dental Specialty

- Applications that contain PHI/PII will be returned for removal of the PHI/PII documentation.
- If documentation is found to be missing or inaccurate, the applicant sponsoring organization 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.
- If the application for recognition is determined to contain the required documentation by the director, the National Commission will publish a notification in the ADA News and on the National Commission website informing the public that an application for recognition has been received.
- All documentation in the application for recognition remains confidential until the Review Committee on Specialty Recognition has determined the application is complete.



Recognition of only One Specialty Sponsoring Organization

- In accord with the *Requirements for Recognition of Dental Specialties*, no more than one (1) sponsoring organization shall be recognized in a single area of practice.
- If another sponsoring organization in the same discipline of dentistry wishes to submit an application for recognition, the organization **must** contact the National Commission within **15 days** of the published notification to inform the National Commission of the organizations intent to submit an application.
- The organization **must** submit a completed application within **90 days** of its intent notification.
- In the event, the National Commission receives two (2) or more *bona fide* applications from different sponsoring organizations in the same discipline of dentistry, with the competing application(s) submitted prior to the expiration of the 90 day time limit, the National Commission will reject both applications with the directive that the organizations work together to determine which organization will submit an application for recognition as the sponsoring organization in that discipline to the National Commission.



Recognition of One Specialty Sponsoring Organization

- If the National Commission receives one (1) application for recognition that identifies two (2) or more separate sponsoring organizations, who are jointly submitting one (1) application as co-sponsors seeking specialty recognition of a discipline in dentistry, the National Commission will return the application with the directive that the two (2) organizations work together and determine which one (1) organization will submit the application for recognition as the sponsoring organization.
- If no other sponsoring organization(s) in the same discipline of dentistry contact the National Commission, the application for recognition is submitted to the Review Committee on Specialty Recognition for review of completeness including analysis of the application's content.



Application for Recognition Process

- Based on review by the Review Committee on Specialty Recognition applications for recognition that require supplemental information will be inactive until the applicant organization submits the requested documentation within **30 days** of notification by the National Commission.
- If the applicant organization requires an extension, they must contact the National Commission. If the National Commission grants an extension, the extension will only be for an additional **15 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.
- If an application for recognition becomes null and void and the applicant organization wishes to resubmit the application for recognition, the applicant organizations is required to submit a new application for recognition including the full-non-refundable application fee.



Application for Recognition Process

- If the Review Committee on Specialty Recognition makes the determination that the application 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 organizations compliance with the *Requirements for Recognition of Dental Specialties* for a sixty (60) day period.
- The Review Committee will only consider public comments that are related to the *Requirements for Recognition*.
- Comments that violate the National Commission Policy on Integrity and/or contains unprofessional remarks or anecdotal information related to personal experience will be disregarded.



Application for Recognition Process

- 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:
 - Constituent Dental Societies
 - Recognized Dental Specialty 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



Application for Recognition Process

- Once the public comment period has closed, the Review Committee on Specialty Recognition **may** request verbal testimony from the applicant organization to address issues/concerns raised during the public comment period.
- Following a comprehensive review of the application, public comments, and verbal testimony of the applicant organization (if requested), the Review Committee on Specialty Recognition will make a recommended action to the Board of Commissioners.
- The recommended action will be one of the following:
 - grant specialty recognition
 - postpone action pending additional information
 - deny specialty recognition.
- The recommended action and application for recognition will be reviewed by the Board of Commissioners at its next regularly scheduled meeting.



Application for Recognition Process

- If the Board of Commissioners makes the determination to deny specialty recognition, the applicant organization **will not** be allowed to submit an application for recognition for a period of **twelve (12) months** from the date of the Board of Commissioners decision.
- The Board of Commissioners believes that the twelve (12) month waiting period will provide the applicant organization ample to time to correct deficiencies and/or weaknesses.
- If the applicant organization wishes to submit another application for recognition after the twelve (12) month waiting period has expired, the organization will need to submit a new application including the full non-refundable application fee.



Instructions for Completing the Application for Recognition

- The Application for Recognition is structured to collect specific qualitative and quantitative information that will assist the National Commission in determining whether the applicant organization meets the established *Requirements for Recognition of Dental Specialties*.
- When an application for recognition is submitted, it is the expectation of the National Commission that the application contains all of the required documentation. If the applicant organization **does not** have all the required documentation, the National Commission requests that the application for recognition **not** be submitted.
- Applicant organizations may wish to review educational tools located on the National Commission website related to the Applications for Recognition and *Requirements for Recognition of Dental Specialties* at <https://ncrdscb.ada.org/educational-resources>
- Prior to submitting an application for recognition, the applicant organization is required to read the *Application Process for Recognition of a Dental Specialty Policy*, which is included in the application for recognition to ensure that the organization clearly understands the application process and procedures as outlined by the National Commission.
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Instructions for Completing the Application for Recognition

- The applicant organization is required to read the National Commission Policy on Integrity, which is also included in the application for recognition template.
- The President of the applicant organization is required to sign a verification statement acknowledging an understanding of the National Commission Application Process for Recognition of a Dental Specialty and the National Commission Policy on Integrity.
- The signed verification statement further acknowledges that the applicant organization understands and agrees to abide by all guidelines, policies and procedures established by the National Commission associated with the application for recognition and that the submitted application for recognition is complete.
- It is the National Commissions expectation that the application be:
 - Well written and properly referenced
 - Only contain pertinent, concise and factual information that is directly related to the applicant sponsoring organization and the *Requirements for Recognition of Dental Specialties*.



Formatting the Application for Recognition

- The completed application should be in a format that follows the outline provided in the application for recognition template.
- Each section of the application for recognition should be clearly labeled with the heading and numerical designations of each question indicated.
- A narrative response limited to 750 words should be provided in response to each question.
- All examples of evidence must be placed in the corresponding Appendix.
- If the National Commission determines there are formatting issues with the application for recognition, the application will be returned with a request to correct and resubmit the application.
- Responses to all specific requests for information are required.
- Some sections of the application request quantitative information. The source of any data provided must be indicated. Estimates may be provided in these sections if definitive statistics are not available, but must include a measure of reliability. Estimates should be clearly identified and the method for arriving at the estimates must be explained.



Web-based Information in an Application for Recognition

- The application is the preserved historic record related to the applicant sponsoring organizations request for specialty recognition; therefore; the application for recognition **cannot** contain active links to the internet.
- The applicant organization can state that specific evidence is located on the internet; however, the organization must submit a PDF screenshot of any information referenced in the application that is on the internet.



Submission of the Application for Recognition

- All completed applications for recognition must be submitted as one (1) document.
- The National Commission will not accept the application for recognition if it is split into separate documents.
- It is preferred that the completed application for recognition be submitted to the National Commission as a PDF via electronic mail.
- If the applicant organization wishes to submit the completed application via certified mail, the organization is requested to send the application for recognition as one (1) PDF document that contains all of the required documentation including all appendices on an electronic media storage device.
- The individual submitting the application must sign the “Permission to Publish” form found in **Appendix 2** of the application for recognition template. If the “Permission to Publish” form is not signed, the National Commission cannot send the application out for public comment and the application will be returned to the applicant organization.



Requirements for Recognition of a Dental Specialty

Introduction

The *Requirements for Recognition of Dental Specialties and National Certifying Boards for Dental Specialists* contain criteria that specialty applicants and the recognized specialty sponsoring organizations and certifying boards must meet in order to become and/or remain recognized by the National Commission on Recognition of Dental Specialties and Certifying Boards (National Commission).

A specialty is a discipline of dentistry that has a separate, distinct and well-defined focus based on unique advanced knowledge, skills and training that has been formally recognized by the National Commission as meeting the "*Requirements for Recognition of Dental Specialists*". Dental specialties are recognized to protect the public, nurture the art and science of dentistry, and improve the quality of care in disciplines of dentistry in which advanced knowledge, skills and training are essential to maintain or restore oral health.



Requirements for Recognition of a Dental Specialty

Introduction

Not all disciplines in dentistry will satisfy the requirements for specialty recognition and there should be no expectation that all disciplines in dentistry will meet the *Requirements for Recognition of Dental Specialties*. Disciplines of dentistry that are not currently recognized as a specialty by the National Commission and believe they can meet all of the *Requirements for Recognition of Dental Specialties* should contact the National Commission for a formal Application for Specialty Recognition. When making decisions related to specialty recognition, the National Commission will only determine compliance with the criteria outlined in the *Requirements for Recognition*.

If a discipline of dentistry is granted specialty recognition by the National Commission a national board for certifying diplomates in accordance with the "*Requirements for National Certifying Boards for Dental Specialists*" **must** be established and recognized by the National Commission as the national certifying board for the specialty.

A sponsoring organization seeking specialty recognition in a discipline of dentistry that is currently not recognized as a dental specialty must be able to provide documented evidence that the discipline satisfies all the *Requirements for Recognition of Dental Specialties*. Specialty sponsoring organizations recognized by the National Commission must be able to show continued compliance with the *Requirements for Recognition of Dental Specialties*.



Application for Recognition Content

Introduction

The applicant is required to provide the following information in the introduction section of the application for recognition:

- Historic background of the sponsoring organization, including the year in which the sponsoring organization was founded.
- Brief summary of the sponsoring organizations subsequent development up to the submission of the application for recognition.
- Indication of whether the proposed specialty is referenced within the profession or by the public by any other name(s) aside from the name of the specialty that is being used in this application for recognition.
- A summary related to increases and/or decreases in membership over the past ten (10) years. If there have been decreases in membership, the applicant provided an explanation of the organizations efforts to increase membership was provided.
- The identification of other national dental organizations in the same discipline of dentistry whose objectives are also related to the advancement of this discipline.
- A description related to how the sponsoring organization, if granted specialty recognition, proposes to interact with the other organizations in the same discipline.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 1

There are three (3) subparts to Requirement 1 that must all be met.

In order for a discipline of dentistry to become and/or remain recognized as a dental specialty, it must be represented by a sponsoring organization: (a) whose membership is reflective of the proposed or recognized dental specialty; (b) in which the privileges to hold office and to vote on any issue related to the specialty are reserved for dentists who have completed an advanced education program that is a minimum of two (2) academic years in length accredited by the Commission on Dental Accreditation in the proposed or recognized specialty or have sufficient educational and/or practice experience in the specialty as deemed appropriate through written criteria established by the sponsoring organization and its certifying board; and (c) that demonstrates the ability to establish and maintain a certifying board, if the sponsoring organization is not recognized by the National Commission. The recognized specialty sponsoring organization must continue to have a recognized certifying board that continually meets the *Requirements for Recognition of National Certifying Boards for Dental Specialists* in order to remain recognized.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 1-Subpart (a): Membership is reflective of the proposed or recognized dental specialty

Required Narrative:

- Provide a summary of how the organization's membership is representative of the proposed dental specialty.

Required Documentation to be included in Appendix:

- Section of *Bylaws* and/or policies and procedures outlining how the organization's membership must be representative of the proposed specialty.
- Written description of the organization's membership categories and the associated criteria for each category.
- Outline the current mission/vision statements of the organization, organization values and current strategic plan.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 1-Subpart (b): Privileges to hold office and to vote on any issue related to the specialty are reserved for dentists who have completed an advanced education program that is a minimum of two (2) academic years in length accredited by the Commission on Dental Accreditation in the proposed or recognized specialty of have sufficient educational and/or practice experience in the specialty as deemed appropriate through written criteria established by the sponsoring organization and its certifying board.

Required Narrative:

- Identify the current officers of the applicant sponsoring organization and explain the organization's process, policies and procedures for ensuring that only dentist members who have completed a Commission on Dental Accreditation accredited advanced education program in the proposed specialty or have sufficient experience in the proposed specialty can vote and hold office.

Required Documentation to be included in Appendix:

- Written *Bylaws* and/or policies and procedures ensuring that only dentist members who have completed a Commission on Dental Accreditation accredited advanced education program in the proposed specialty can vote and hold office.
- Written metrics used to determine sufficient experience for members who can vote and hold office that have not completed a Commission on Dental Accreditation accredited advanced education program.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 1- Subpart (c): Demonstrates the ability to establish and maintain a certifying board, if the sponsoring organization is not recognized by the National Commission. The recognized specialty sponsoring organization must continue to have a recognized certifying boards that continually meets the Requirements for Recognition of National Certifying Boards for Dental Specialists in order to remain recognized.

Required Narrative:

- Identify the established certifying board in the discipline of dentistry seeking specialty recognition.
- Provide the historic background of the certifying board, including the year in which the certifying board was established, and briefly summarize its subsequent development and relationship to the applicant sponsoring organization up to the submission of the application for recognition.
- Discuss the current relationship between the sponsoring organization and the certifying board, from a governance perspective.



Application for Recognition Content Related to the *Requirements for Recognition*

Required Narrative continued:

- Describe how the certifying board possess the essential characteristics required to grant board certification to diplomates in the proposed dental specialty. (Reference: *Requirements for Recognition of National Certifying Boards for Dental Specialists* – page 3).
- If the applicant sponsoring organization **has not** established a certifying board, describe how the applicant sponsoring organization will establish a certifying board that possesses the essential characteristics of a board that grants board certification to diplomates in the proposed specialty. Include a timeline for development and initiation of the certification program. (Reference: *Requirements for Recognition of Dental Specialties and National Certifying Boards for Dental Specialists* - page 3.)

Required Documentation to be included in Appendix:

- Section of sponsoring organization *Bylaws* or policy that identifies the certifying board with which it has a close working relationship, including formal agreements on how the two (2) groups work together in managing the certification process.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 2

A proposed or recognized specialty must be a distinct and well-defined field that requires unique advanced knowledge, skills and training beyond those commonly possessed by dental school graduates, as defined by the Commission on Dental Accreditation's Accreditation Standards for Dental Education Programs.

Required Narrative:

- Provide a definition of the proposed dental specialty. Keep in mind that dental specialty definitions are to be simple and clear enough for the general public to understand the proposed specialty's scope of practice.
- Provide a justification on how the proposed specialty's definition is appropriate at the present time and beyond.
- Compare and contrast the current Commission on Dental Accreditation Standards for Dental Education Programs (Predoctoral Accreditation Standards) with the current Advanced Dental Education Program Accreditation Standards of the proposed specialty to show evidence that the knowledge and skills required to practice the proposed specialty is beyond that of dental school graduates.



Application for Recognition Content Related to the *Requirements for Recognition*

Required Documentation to be included in Appendix:

- Side-by-side comparison of the Commission on Dental Accreditation Predoctoral Dental Education Standards and Advanced Education Standards of the proposed specialty in the areas of didactics and clinical skills.
- Copy of Commission on Dental Accreditation Advanced Education Program accreditation standards in the proposed specialty.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 3

Requirement 3 has two (2) subparts that must be met.

The scope of practice of a proposed or recognized specialty requires advanced knowledge, skills and training that: (a) in their entirety are separate and distinct from the knowledge, skills and training required to practice in any recognized dental specialty and (b) cannot be accommodated through minimal modification of any of the recognized dental specialties.

Requirement 3-Subpart (a): Knowledge, skills and training that is separate and distinct from the knowledge, skills and training required to practice in any recognized dental specialty.

Required Narrative:

- Compare and contrast the current Commission on Dental Accreditation Advanced Education Program Accreditation Standards of the proposed specialty to the Advanced Education Program Accreditation Standards for **each** of the recognized specialties to show evidence that the knowledge and skills required for the proposed specialty is **unique and distinct** from the other recognized specialties.



Application for Recognition Content Related to the *Requirements for Recognition*

Required Narrative continued:

- Identify and list the discipline-based skills required for practice of the proposed specialty that are not included within the scope of practice for **each** of the recognized specialties.
- Provide a list of the areas of knowledge of the proposed specialty that overlaps with **each** of the recognized dental specialties.
- Compare and contrast the current Commission on Dental Accreditation Advanced Education Program Accreditation Standards of the proposed specialty to the Advanced Education Program Accreditation Standards for **each** of the recognized dental specialties to show evidence that the skills required for practitioners in the proposed specialty are more advanced based on the required levels of competency/proficiency expected of a graduate of the advanced education programs in the proposed specialty.
- Identify and list the advanced skills (techniques and procedures) required for practice of the proposed specialty that are not included with the scope of practice for **each** of the recognized specialties.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 3-Subpart (b): Cannot be accommodated through minimal modification of any of the recognized dental specialties.

Required Narrative:

- Identify any overlap in scope of practice for the proposed specialty with **each** of the recognized specialties by comparing the CODA Accreditation Standards for Advance Education for each of the recognized specialties to the Accreditation Standards for Advanced Education in the proposed specialty.
- Explain what makes the scope of practice of the proposed specialty so unique that it could not be modified and incorporated into the scope of practice of any of the recognized specialties.
- Identify any areas of biomedical and/or behavioral science in which advanced knowledge, skills and training are required for practice of the proposed specialty that are not included in the scope of the currently recognized dental specialties.

Required Documentation to be included in Appendix:

- Copy of Commission on Dental Accreditation Advanced Education Program accreditation standards for each recognized specialty.
- Provide written parameters of care for the proposed specialty.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 4

Requirement 4 has four (4) subparts that all must be met.

A proposed or recognized specialty-must document scientifically, by valid and reliable statistical evidence/studies, that it: (a) actively contributes to new knowledge in the field; (b) actively contributes to the educational needs of the discipline at the predoctoral, postdoctoral and continuing education levels; (c) actively engages in research that establishes evidence-based validity of therapy used by practitioners in the proposed or recognized specialty; and (d) demonstrates a need for service that is not currently being met by general practitioners or any of the recognized dental specialties.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 4-Subpart (a) and (c): Actively contributes to both new knowledge in the field and engages in research that establishes evidence-based validity of therapy used by practitioners. Applicants must demonstrate that this would not be satisfactorily met except for the contributions of the specialty applicant.

Required Narrative:

- Describe and assess the applicant sponsoring organization's specific efforts to promote new knowledge in the discipline of the proposed specialty. If there are large gaps of time between the peer-reviewed publications, the applicant sponsoring organization is required to provide an explanation.
- Describe and assess how the knowledge gained through research activities in the proposed specialty has transferred to practice in this discipline.
- Provide an analysis of current scientific challenges central to advancing the discipline, in addition to new and emerging research trends.
- Describe how the applicant sponsoring organization has fostered research training over the past ten (10) years.
- Cite peer reviewed data that establishes the most current incidence and/or prevalence of conditions diagnosed and/or treated by practitioners in the proposed specialty.
- Cite contemporary peer-reviewed investigations/publications that establish how the validity of therapy is used by practitioners in the proposed specialty.



Application for Recognition Content Related to the *Requirements for Recognition*

Required Documentation to be included in Appendix:

- Evidence of sponsorship of a peer reviewed scientific journal
- Scientific program at the annual meeting of the sponsoring organization
- Process for development of parameters of care with in the discipline
- Provide a reference list of peer-reviewed publications with scientific papers in the discipline. The list of peer-reviewed publications must be current and no later than 15 years old. It is the expectation of the National Commission that at the time of the application for recognition there are no large gaps of time between the peer-reviewed publications. It is further the expectation of the National Commission that all published research is in nationally known peer-reviewed professional journals in the dental and health fields.
- Research grants awarded to researchers in the discipline for the past 15 years.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 4-Subpart (b): Actively contributes to the educational needs of the discipline at the predoctoral, postdoctoral and continuing education levels. Applicants must demonstrate that this would not be satisfactorily met except for contributions of the specialty applicant.

Required Narrative:

- Document how the proposed specialty contributes to the educational needs of the profession at the predoctoral, postdoctoral and continuing education levels.

Required Documentation to be included in Appendix:

- List of CODA-accredited advanced education programs in the discipline, along with the number of FT faculty who teach in the programs, and total number of graduates per year (for the past ten (10) years)
- Outlines of the curriculum of the discipline for at least five (5) CODA-accredited predoctoral dental education programs.
- List of CCEPR-recognized continuing education providers within the discipline.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 4-Subpart (d): Demonstrates a need for service that is not currently being met by general practitioners or any of the recognized dental specialties.

Required Narrative:

- Document and assess the need for services by the proposed specialty that are not currently being met by general practitioners or recognized dental specialists.
- Explain referral patterns including who normally refers patients to practitioners in the proposed specialty and the frequency of these referrals.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 5

A proposed or recognized specialty must have a direct benefit/impact on clinical patient care and meet the needs of its patient population.

Required Narrative:

- Identify the principal health services provided to the public by individuals in this area of practice.
- Identify which of the currently recognized specialty providers (if any) provide the same or similar services as the proposed specialty to the public.
- Indicate the number of individuals who devote the majority (greater than 50%) of time to the practice of the proposed specialty.
- Project the need for practitioners in the proposed specialty over the next five (5) years, taking into account disease trends, demographic changes and other pertinent factors.
- Identify the practice setting in which the services of the proposed specialty are customarily provided: e.g., private office, hospital, laboratory, institutional setting, community health setting, etc.



Application for Recognition Content Related to the *Requirements for Recognition*

Requirement 6

A proposed or recognized specialty must have formal advanced education programs accredited by the Commission on Dental Accreditation that are a minimum of two (2) academic years in length.

Required Narrative:

- Provide a broad overview of the Commission on Dental Accreditation accredited advanced education programs within the discipline, including:
 - Trends in enrollment; availability of faculty to teach full-time or to be the program directors;
 - Institutional settings (i.e., dental school-based, hospital-based, etc.) and
 - A description of the minimum biomedical, behavioral and clinical science requirements.
- Describe the process used to develop/revise the accreditation standards and the role the sponsoring organization has played in this process.



Application for Recognition Content Related to the *Requirements for Recognition*

Required Documentation to be included in Appendix:

- Complete list of all the currently operational advanced education programs in the proposed specialty that are accredited by the Commission on Dental Accreditation whose accreditation status is either A1, A2 or IA (See Commission on Dental Accreditation website <https://coda.ada.org/find-a-program>)_indicating:
 - Name of the sponsoring institution;
 - Name, educational background and board certification status of the program director;
 - Mandatory length of the program for full-time students;
 - If the advanced education programs in the proposed specialty allow a part-time track, provide the allowable maximum length of the program and describe how this track is comparable to the full-time track.
 - Certificate and/or degree awarded upon completion of the program;
 - A letter from **each** Commission on Dental Accreditation accredited program institution's chief executive officer (i.e. President or Chancellor) verifying sponsorship and financial support of the advanced education program at their institution.



Application for Recognition Content Related to the *Requirements for Recognition*

Required Documentation to be included in Appendix continued:

- List of the total number of graduates for each of the Commission on Dental Accreditation accredited advanced education programs for the last five (5) years.
- List of the current number of enrollees for each of the Commission on Dental Accreditation accredited advanced education programs.
- Curricular Requirements
 - These curricular requirements must provide evidence of the advanced knowledge, training and skills required for the proposed specialty as identified in Requirements 2 and 3 of this application.
 - Provide a representative sample of curricula currently used in several of the existing programs. The examples provided should reflect the various approaches for structuring advanced education in the proposed specialty.



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

- Organizations applying for recognition shall be evaluated for compliance with the *Requirements for Recognition of Dental Specialties and National Certifying Boards for Dental Specialties* by the National Commission Board of Commissioners on the basis of the information and data provided in the application for recognition and written comments submitted by the communities of interest.
- When considering applications for recognition, the Board of Commissioners can take any of the following three (3) actions:
 - Grant recognition
 - Postpone action, pending additional information
 - Deny recognition
- Recognition of a dental specialty sponsoring organization can only be granted by a two-thirds affirmative vote on all of the *Requirements for Recognition of Dental Specialties* by the voting Commissioners.
- All votes taken by the National Commission related to recognition will be conducted through confidential paper ballot.



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

If the Board of Commissioners grants recognition to a dental specialty sponsoring organization:

- The National Commission will contact the sponsoring organization within five (5) days requesting the appointment of an *interim* Commissioner to serve until the close of the ADA House of Delegates meeting. The individual who is appointed as the *interim* Commissioner is eligible to serve the full four (4) year term starting at the close of the ADA House of Delegates meeting
- The National Commission will contact the American Dental Association (ADA) within five (5) days requesting the President of the ADA appoint an *interim* general dentist Commissioner to serve until the close of ADA House of Delegates meeting.
- The National Commission will report the recognition on its Report of Unofficial Major Actions.
- National Commission will develop and adopt a policy statement recognizing the new dental specialty.
- National Commission will request from the sponsoring organization an official definition of the specialty.
- The annual fee for the first year will be pro-rated during the first year of recognition. After the first year of recognition, the new specialty will pay the full annual fee in subsequent years, as long as recognition is maintained.



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

- The certifying board that has a close working relationship with the newly recognized dental specialty sponsoring organization must submit an application for certifying board recognition within 18 months of the sponsoring organization's recognition.
- If the certifying board does not submit an application for recognition within the 18 month timeframe the matter will be referred to the Board of Commissioners for adjudication.
- If the National Commission **postpones action** and requests supplemental documentation it will be at the discretion of the Board of Commissioners as whether it wishes to convene a special meeting to consider the additional information or postpone action until its next regularly scheduled meeting.



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

- If the National Commission denies recognition, the sponsoring organization is advised of:
 - The reason(s) for the denial(adverse action)
 - The organizations right to an appeal of the adverse action
- If the National Commission Board of Commissioners makes the determination to deny recognition, the applicant sponsoring organization has the right to appeal the denial.
- If the applicant sponsoring organization opts to file an appeal and the Appeal Board upholds the decision of the Board of Commissioners, the decision to deny recognition becomes final.
- If the applicant sponsoring organization opts to not file an appeal within 14 days of notification of the denial of recognition, the Board of Commissioners decision becomes final.
- When the decision to deny specialty recognition has become final, the applicant sponsoring organization will not be allowed submit another application for recognition for a period of twelve (12) months from the date of the Board of Commissioners action.
- If the applicant sponsoring organization wishes to submit another application for specialty recognition after the twelve (12) month waiting period, the organization will need to submit a new application for recognition including the non-refundable application fee.



In Conclusion

- The National Commission hopes that this presentation has provided applicant sponsoring organizations with guidance on the National Commissions Application for Specialty Recognition process and the *Requirements for Recognition of a Dental Specialty*.
- If applicants have further questions, please feel free to contact National Commission staff at nationalcommission@ada.org.

