

Submitting an Application for Specialty Certifying Board 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 certifying board 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 National Certifying Boards for Dental Specialists*.
- Specialty certifying board 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 certifying board recognition is solely based on the factual and relevant information provided in the application for recognition and compliance with the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.



Introduction

- In order for a proposed specialty certifying board to be granted specialty recognition by the Board of Commissioners, the applicant organization **must** be fully compliant with all fourteen (14) of the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.
- The *Requirements for Recognition of National Certifying Boards for Dental Specialists* are divided into three (3) sections:
 - Organization of Boards (4 requirements)
 - Operation of Boards (7 requirements)
 - Certification Requirements (3 requirements)
- The determination in meeting the *Requirements for Recognition* is either yes, the requirement is met or no, the requirement is not met.
- 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 Certifying Board

- An application for recognition is completed by the applicant 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 Certifying Board 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 Certifying Board

- 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 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 Certifying Board Recognition has determined the application is complete.



Recognition of only One Certifying Board From a Single Discipline

- In accordance with the *Requirements for National Certifying Boards for Dental Specialists*, no more than one (1) certification board shall be recognized for the certification of diplomates in a single discipline of practice.
- A close working relationship between the recognized dental specialty sponsoring organization and the certifying board must be clearly outlined in both organizations policies and is one of the requirements for specialty sponsoring organizations seeking recognition. This relationship must also be clearly identified in the *Bylaws* of the certifying board.
- In the event that the National Commission receives two (2) or more *bona fide* applications from certifying boards in the same discipline of dentistry, the National Commission will determine which application to act upon by reviewing the recognized specialty sponsoring organization's response to Requirement 1 of the *Requirements for Recognition of Dental Specialties*. The application of the certifying board identified by the recognized sponsoring organization will be the application for recognition accepted for evaluation.



Recognition of only One Certifying Board From a Single Discipline

Examples of a close working relationship may include:

- A statement of sponsorship of the certifying board by a recognized specialty sponsoring organization that meets all of the *Requirements for Recognition of Dental Specialties*, with the name and founding date of the sponsoring organization noted.
- Formal policy statements by the sponsoring organization and certifying board recognizing each other.
- Sponsoring organization and certifying board engaging in regular, formal communications.
- Attendance of leadership/liaisons representing the sponsoring organization/certifying board at annual meetings.
- The sponsoring organization's ability to make nominations to the certifying board's board of directors.
- Procedures acknowledging that the sponsoring organization may establish additional qualifications for diplomates who serve on the certifying board.
- Sponsoring organization providing continuing education courses that prepare diplomates for examination of the board as well as review courses as part of the re-credentialing process.
- Collaboration of review and revision of accreditation standards for advanced education programs in the 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 diplomats; and financially independent from the sponsoring organization.



Application for Recognition Process

- Based on review by the Review Committee on Specialty Certifying Board 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 Certifying Board 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 National Certifying Board for Dental Specialists* 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 Certifying Board 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 Certifying Board 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 recognition, the applicant certifying board **will not** be allowed to submit another application for recognition for a period of **six (6)** months.
- The Board of Commissioners believes that the six (6) month waiting period will provide the applicant organization ample to time to correct deficiencies and/or weaknesses.
- If the applicant certifying board wishes to submit another application for recognition, the organization will need to submit a new application for recognition including the 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 National Certifying Boards for Dental Specialists*.
- 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 National Certifying Boards for Dental Specialists* 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 Certifying Board 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.



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 Certifying Board 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 certifying board and the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.



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 300 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 certifying board 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 1** 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 National Certifying Boards for Dental Specialists

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).

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

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



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

Organization of Boards-Requirement 1

Requirement 1 has three (3) subparts that must be met.

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 boards may establish additional criteria/qualifications if they so desire.

Subpart a: There are no more than twelve (12) of voting directors;

Subpart b: Whose terms do not exceed a total of nine (9) years and

Subpart c: All directors are diplomates.



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

Required Narrative:

- Name and Founding Date of the Recognized Specialty Sponsoring Organization
- Certifying Board Founding Date and Historic Development
- Summary related to the board's selection process, membership criteria/qualifications and diplomate requirement for directors/officers
- Certification and Examination Data
- Identification of any relevant organizations that may have an interest in the application for recognition.

Required Documentation to be included in Appendix:

- Articles of Incorporation and rules and regulations of the certifying board.
- A list of individuals who currently serve as Directors/Officers, dates of their terms of office including term length and diplomate status.
- Section of the certifying boards *Bylaws* related to the required number of voting directors/officers (no less than five (5) and no more than twelve (12), the length of director/officers terms (no more than nine (9) total years), and the requirement that each director/officer is a diplomate of that specific specialty.
- Written documentation/policy outlining the board's selection process, membership criteria/qualifications and diplomate status requirements for directors/officers.



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

Organization of Boards-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*.

Required Narrative:

- Summary detailing the close working relationship between the applicant certifying board and the recognized dental specialty sponsoring organization

Required Documentation to be included in Appendix:

- Section of the certifying boards *Bylaws* related to the close working relationship between the applicant certifying board and the recognized dental specialty sponsoring organization that meets all of the *Requirements for Recognition of Dental Specialties*.



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

Organization of Boards-Requirement 3

An applicant and a recognized certifying board must provide evidence of adequate financial viability to conduct its certification program.

Required Narrative:

- Summary of the applicant certifying boards' financial viability over the past five (5) years.

Required Documentation to be included in Appendix:

- Current Financial Statement/Audit Report

Completion of table related to:

- Application, Registration Procedures and Fees.



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

Organization of Boards-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 only applies to certifying boards that outsource administrative functions and/or development of examinations to agencies outside of the certifying board.

If the applicant certifying board **does** outsource administrative duties and/or examination functions provide a detailed summary of the working relationship between the certifying board and the individual(s)/agency including a summary of the selection process.

If the applicant certifying board **does not** outsource administrative duties or examination functions to outside agencies, no evidence of compliance is required. The applicant is requested to provide a not applicable to response to this requirement.



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

Required Documentation to be included in Appendix:

- Provide the section of the certifying boards *Bylaws* that describes the process of selecting consultants or agencies including the duties of these individuals/agencies.
- Copy of the Annual Report from the individual(s)/agencies.



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

Operation of Boards-Requirement 1

An applicant and a recognized certifying board must only certify qualified dentists as diplomates in the specialty 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.

Required Narrative:

- A summary describing the process that ensures the certifying board only certifies qualified dentists as diplomates in the specialty recognized by the National Commission.

Required Documentation to be included in Appendix:

- Copy of current Mission Statement
- Section of the certifying boards *Bylaws* and/or written evidence that the board is only certifying qualified dentists as diplomates in the specialty recognized by the National Commission.



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

Operation of Boards-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.

Required Narrative:

- Summary detailing how many examinations are given each year including a written description of where the information is posted

Required Documentation to be included in Appendix:

- Copy of announcement of examination(s) date and place posted by the certifying board
- Screenshot of certifying boards website showing posting



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

Operation of Boards-Requirement 3

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

Required Narrative:

- Summary related to increases and/or decreases in the number of diplomates that have either taken the certification examination and/or have been recertified over the past five (5) years.

Required Documentation to be included in Appendix:

- Current roster of diplomates



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

Operation of Boards-Requirement 4

An applicant and a recognized certifying board submit to the National Commission data relative to financial viability and operations, written examination procedures, candidate examination guidelines and procedures, certification and recertification examination content, test construction and evaluation and the reporting of results. Examination procedures and results should follow the Standards for Educational and Psychological Testing, including validity and reliability evidence. A diplomate in good standing may, upon written request, obtain a copy of the annual examination technical and financial reports of the certifying board. The recognized certifying board will submit the required documentation on a cycle established by the National Commission.



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

Required Documentation to be included in Appendix:

- Copy of policy and/or public statements demonstrating the ability of diplomates in good standing, upon written request, to obtain information of the certifying boards financial viability and examination technical reports.
- Written Examination Procedures
- Candidates Brochure/ Guidelines/ Procedure for Certification Examination
- Complete Appendix 1 Statistical Form
- Certification and Recertification Examination Content

Documentation Related to Test Construction and Evaluation Including:

- Validity and Reliability evidence provided by a psychometrician/statistician who has included an introductory letter to accompany documents provided in support of this requirement
- Examination Technical Report
- Test Development and Revision Process
- Test Administration, Scoring and Reporting
- Policies on Fairness in Testing and Test Use
- Policies on the Rights and Responsibilities of Test Takers
- Policies on Testing Individuals of Diverse Linguistic Backgrounds
- Policies on Testing Individuals with Disabilities



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

Operation of Boards-Requirement 5

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

Required Narrative:

- Summary of the recertification/certification maintenance process and the rationale for the level of rigor in the process.
- Summary related to whether the specialty is more academic-based, private practice-based or hospital-based and whether that has an impact on the level of rigor in the recertification/certification maintenance requirements.

Required Documentation to be included in Appendix:

- Recertification/Certification Maintenance Policies
- Written documentation regarding continuing education practices



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

Operation of Boards-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.

Required Narrative:

- Summary explaining why the certifying board conducts the current number of examinations given each year.
- Projected forecast summary for the next five (5) years related to the need to either increase or decrease the number of examinations given each year based off a projected number of certification examination candidates.

Completion of table related to:

- Examination dates and locations
- Type of Examination
- Applications declared Ineligible for last Board examination
- Certification and Examination Summary and Historical Data



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

Operation of Boards-Requirement 7

An applicant and a recognized certifying board must bear sole authority and responsibility for conducting certification programs, the evaluation of the qualifications and competence of those certified as diplomates, and the issuance of certificates.

Required Narrative:

- Summary related to the certifying board being autonomous and having sole authority and responsibility to conduct its certification program, evaluation of the qualifications and competence of diplomates and the issuance of certificates.

Required Documentation to be included in Appendix:

- Written documentation (articles of incorporation) showing the certifying board is an autonomous entity.
- Section of certifying board *Bylaws* related to the certifying board having the sole authority and responsibility to develop and administer examinations and make certification decisions.



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

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 is a Commission on Dental Accreditation accredited advanced education program is desirable, the period of advanced education need not be continuous, nor completed within successive calendar years. An advanced educational program equivalent to two (2) or more academic years in length, successfully completed on a part-time basis over an extended period of time as a graduated sequence of educational experience not exceeding four (4) calendar years, may be considered acceptable in satisfying this requirement. Short continuation, refresher courses (educational experiences only obtained through continuing education) and teaching experience in a specialty departments in a dental education facility will not be accepted in meeting any portion of this requirement.

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.



Application for Recognition Content Related to the Requirements for Recognition

Required Narrative:

- Summary of the board's eligibility requirements for certification showing completion of a CODA accredited advanced education program that is two (2) or more academic years in length.
- If the recognized specialty allows part-time attendance, provide a summary of how the curriculum is comparable to that of a full-time program.
- If the certifying board has alternative pathways to certification, provide a summary of the metrics used to determine equivalency in international training and/or education as compared to the training and/or education received in CODA accredited advanced education programs.

Please note an alternative pathway is an eligibility pathway for individuals with unique circumstances such as an internationally-educated dentist who has accepted a full-time, teaching appointment in the discipline in a CODA accredited predoctoral or postdoctoral education program or for individuals who have been practicing exclusively in the discipline for many years prior to the establishment of the CODA-accredited programs. Alternative pathways are not for individuals who have graduated from non-accredited, U.S. based advanced education programs.



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

Required Documentation to be included in Appendix:

- Written eligibility requirements for certification showing completion of a CODA accredited advanced education program that is two (2) or more academic years in length.
- If the recognized specialty allows part-time attendance in advanced education programs, provide written evidence related to the length of the part-time program.
- Alternative Pathways to Certification Policies and Procedures
- Written metrics used to determine equivalency between international training and/or education as compared to the training and/or education received in a CODA accredited advanced education program.

Completion of table related to:

- Certification Pathways and Applications Data



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

Certification Requirements-Requirement 2

An applicant and a recognized certifying board must establish its minimum requirements for years of practice in the area for which certificates are granted. The years of advanced education in the discipline specific specialty may be accepted toward fulfillment of this requirement.

Required Narrative:

- Summary of the minimum eligibility requirements and explain why the certifying board has chosen the specific requirements

Required Documentation to be included in Appendix:

- Written documentation related to the establishment of minimum requirements for certification

Completion of table related to:

- Education
- Experience
- Citizenship requirement
- State Licensure requirement
- Certification Pathways



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

Certification Requirements-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.

Required Narrative:

- Summary of joint projects the recognized sponsoring organization and the applicant certifying board have completed over the past five (5) years.

Required Documentation to be included in Appendix:

- Written evidence of joint comments made to Commission on Dental Accreditation on accreditation standards
- Agenda/Meeting minutes showing that the certifying board and the recognized specialty sponsoring organization meet on a regular basis to review educational program standards and experiential requirements.



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 certifying board:

- The National Commission will notify the certifying board within two (2) days of the conclusion of the meeting that the action was taken.
- The National Commission will report the recognition on its Report of Unofficial Major Actions.
- The National Commission will develop and adopt a policy statement recognizing the new dental specialty certifying board.

If the National Commission Board of Commissioners **postpones action** and requests additional information, 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.

If the National Commission **denies** recognition, the certifying board is advised of:

- The reason(s) for the denial(adverse action)
- The organizations right to an appeal of the adverse action



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

- If the National Commission denies recognition, the applicant 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 certifying board has the right to appeal the denial.
- If the applicant certifying board 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 certifying board 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 certifying board recognition has become final, the applicant sponsoring certifying board will not be allowed submit another application for recognition for a period of six (6) months from the date of the Board of Commissioners action.
- If the applicant certifying board wishes to submit another application for specialty certifying board recognition after the six (6) month waiting period, the organization will need to submit a new application for recognition including the non-refundable application fee.



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

- If the National Commission Board of Commissioners denies recognition and/or the Appeal Board upholds the Board of Commissioners decision to deny recognition a second time, the recognized specialty sponsoring organization will be informed that their recognition status will be changed from Recognition to Recognition *with reporting requirements*.
- The recognized specialty sponsoring organization will have two (2) years to develop a fully functioning certifying board that must apply for specialty certifying board recognition.
- If the recognized specialty sponsoring organization fails to develop a fully functioning certifying board that can apply for specialty certifying board recognition, within the two (2) year period, the National Commission will withdraw the specialty sponsoring organizations recognition.



In Conclusion

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

