



**GUIDELINES FOR ABOMR
CERTIFICATION
AND
RECERTIFICATION**

The American Board of
Oral & Maxillofacial Radiology

TABLE OF CONTENTS

Organization.....	3
Objectives	3
Definition of Oral and Maxillofacial Radiology.....	3
Composition and Passing Criteria of Certifying Examination.....	3
Qualifications of Applicants.....	4
Procedures for Applicants.....	5
Certifying Examination Policies.....	5
Limitation of Eligibility.....	6
Appeal Process.....	6
Procedure for Re-Examination.....	7
Certification	8
Recertification	8
Revocation of the Certificate	9
Annual Meeting.....	9

THE AMERICAN BOARD OF ORAL AND MAXILLOFACIAL RADIOLOGY GUIDELINES FOR CERTIFICATION AND RECERTIFICATION

This document is published by the American Board of Oral and Maxillofacial Radiology (ABOMR) to inform prospective candidates about Board requirements, procedures, and policies for the examination process, certification, and recertification. These guidelines replace the document entitled, "Information to Applicants."

ORGANIZATION

The American Board of Oral and Maxillofacial Radiology was established by the American Academy of Oral and Maxillofacial Radiology (AAOMR) in 1979. In 1980, the Board was incorporated in the State of Connecticut. In 1990 the Board was re-incorporated in the State of Iowa.

The Board is administered by a Board of Directors, which is comprised of Diplomates elected by active and life Diplomates of the American Board of Oral and Maxillofacial Radiology.

OBJECTIVES

The objectives of the Board are to:

1. elevate the standards of Oral and Maxillofacial Radiology (OMR);
2. advance optimum patient health care;
3. promote and improve the quality of education and knowledge in OMR among all members of the health sciences;
4. establish eligibility criteria of candidates for examination;
5. establish procedures for the examination of candidates, and;
6. certify those who meet the requirements for membership.

DEFINITION OF ORAL AND MAXILLOFACIAL RADIOLOGY

Oral and Maxillofacial Radiology is the specialty of Dentistry and discipline of Radiology concerned with the production and interpretation of images and data produced by all modalities of radiant energy that are used for the diagnosis and management of diseases, disorders and conditions of the oral and maxillofacial region.

COMPOSITION AND PASSING CRITERIA OF CERTIFYING EXAMINATION

Traditional Examination Format

The traditional examination consists of three sections:

1. Radiation Physics and Imaging Techniques are combined into a one half-day multiple choice and essay written examination.
2. Radiation Biology and Protection are combined into a second half-day multiple choice and essay written examination.

3. Radiographic Interpretation consists of two components, written and oral. The written portion of the Radiographic Interpretation examination is made up of 16 cases that require written reports including responses to specific questions. The written portion also includes a one hour Pathophysiology examination. The format of this examination is multiple choice. The oral portion is conducted individually with the five Directors of the Board in attendance and consists of 4 cases. Each candidate is allowed to preview these cases for 15 minutes prior to the one hour oral portion. Images selected by the Directors are projected during the oral examination.

To pass the traditional examination a candidate must pass all the three sections listed above. A minimum score of 70% must be achieved in the Radiation Physics and Imaging Technique section **and** Radiation Biology and Protection section. To pass the Radiographic Interpretation section, the candidate must achieve a minimum score of 70% in the Pathophysiology examination **and** pass at least 12 of the 16 written cases **and** pass 3 of the 4 oral cases as determined by a majority of the Directors.

Part 1 and Part 2 Examination Format

In 2009, the Board of Directors voted to separate the traditional format of the certifying examination into Part 1 (Qualifying Examination) and Part 2 (Radiographic Interpretation Examination). Part 1 is a qualifying examination for the Radiographic Interpretation Examination, Part 2. Therefore, candidates must successfully pass Part 1 before challenging Part 2. This two step examination process requires a minimum of one year between Part 1 and Part 2.

Part 1 consists of two, 3-hour sequential sessions conducted on the same day. One session is a multiple choice and essay written test that covers Radiation Physics and Imaging Techniques. The other session is a multiple choice and essay written test that covers Radiation Biology and Protection. To pass Part 1, a minimum score of 70% must be achieved in the Radiation Physics and Imaging Technique section **and** Radiation Biology and Protection section. Part 2 is a written and oral Radiographic Interpretation examination conducted over a two-day period. The composition and passing criteria are exactly the same as the Radiographic Interpretation component of the traditional examination.

QUALIFICATIONS OF APPLICANTS

The following qualifications are required to challenge the American Board of Oral and Maxillofacial Radiology examination:

1. Education:

A candidate must show evidence of satisfactory completion of an Oral and Maxillofacial Radiology (OMR) advanced education program accredited by the ADA Commission on Dental Accreditation or the Commission on Dental Accreditation of Canada. However, a candidate may challenge Part 1 after completing 24 months of the OMR advanced education program.

2. Admission to the Examination:

Admission to the Board examination shall be determined by the Directors of the ABOMR, whose decision is final. Although appeals may be considered, applicants agree by virtue of applying to accept the decisions of the Directors as final.

PROCEDURES FOR APPLICANTS

1. Application forms may be downloaded online in the ABOMR section of the AAOMR website (<http://www.aaomr.org>), or obtained from the Secretary/Treasurer of the Board.
2. All required documents must be received by the Secretary/Treasurer no later than May 15 of the year the candidate plans to challenge Part 1 or the traditional examination.
3. Application documents shall include an original **and** five (5) copies of the following:
 - a. Completed application form, including notarization
 - b. Official transcript and copy of the Certificate of Completion of an advanced education program in Oral and Maxillofacial Radiology. If the program has not been completed at the time of application, include an official transcript of courses completed to date and a list of courses to be completed prior to the examination. For candidates challenging the traditional examination, a final official transcript must be supplied no later than 60 days prior to the examination date. In the event that a candidate cannot obtain verification at that time, an additional letter from an administrative officer, such as the dean or registrar, declaring that the candidate has successfully completed his/her program is necessary.
 - c. Recent passport photograph taken no more than 12 months prior to application. This photograph is for recognition of candidates presenting for examination only.
 - d. Completed Americans with Disabilities Act Verification Form
4. A non-refundable application fee of \$250.00 USD payable to ABOMR shall accompany the application for Part 1 or the traditional examination.
5. An original, signed letter from the Program Director verifying that the candidate has completed the educational requirement for the certifying examination. **If the candidate is appearing for Part 1 only, the letter must indicate that at least 24 months of education will be completed prior to the examination. Electronic correspondence is not accepted.**

CERTIFYING EXAMINATION POLICIES

1. An applicant will be considered as a candidate for examination if all documents are received by May 15 and approved by the Board of Directors.
2. Applicants will be notified of their status by July 1 and will be invited to take the examination at the next scheduled Annual Meeting of the Board.
3. Applicants must confirm their intention to appear for Part 1, Part 2, or the traditional examination by notifying the Secretary/Treasurer of the Board in writing and remitting the examination fee of \$300.00 USD for Part 1, \$400.00 USD for Part 2, or \$700.00 USD for the traditional examination payable to ABOMR by July 15 of the year the candidate plans to challenge the examination.

4. For candidates who successfully finish Part 1 after completing 24 months of the OMR advanced education program and prior to being awarded a Certificate of Completion, a copy of the Certificate of Completion must be submitted along with the letter of intent and examination fee to challenge Part 2.
5. The policy regarding withdrawal from the certifying examination is as follows:
 - a. The deadline to withdraw from the examination with full refund of the examination fee will be 8 weeks prior to the annual Board of Directors' meeting.
 - b. The deadline to withdraw from the examination with a 50% examination fee penalty will be 4 weeks prior to the annual meeting of the Board of Directors.
 - c. Within 4 weeks of the examination date, 100% of the examination fee will be forfeited.
6. Should a medical circumstance prevent a candidate from challenging the examination, the candidate will be required to submit a physician's note to the Secretary/Treasurer. If there are non-medically-related "extenuating circumstances", any monetary penalty will be made at the discretion of the Board.
7. The time and place of the examination will be determined by the Board of Directors.
8. There is a limit to the number of candidates that may be examined each year. This limit will be determined annually by the Board. Candidates will be accepted in the order that their letters of intent and examination fees are received.

LIMITATION OF ELIGIBILITY

An individual approved as a candidate for examination in 2008 or 2009 will remain eligible for three (3) years. During this period the candidate must take and successfully complete the examination or forfeit the examination fee and eligibility status. The Board of Directors may extend the limitation of eligibility, in special circumstances, but not to exceed five (5) years. An individual may submit a written request for an extension to the Board through the Secretary/Treasurer no later than May 15 of the final year of eligibility.

Individuals approved as candidates in 2010 will remain eligible for two (2) years, and those candidates approved in 2011 will be eligible for one (1) year. During these years of eligibility, candidates are given a choice of challenging Part 1 or the examination in its traditional format. **Candidates who pass Part 1 must complete Part 2 within three (3) years from the year that Part 1 was successfully completed.** Candidates who fail Part 2 in the last year will be required to restart the process by retaking and successfully completing Part 1. In 2012, the certifying examination will be completely separated as Part 1 and Part 2. At that time, the traditional format of the examination will no longer be administered.

APPEAL PROCESS

Applicants who fail any and/or all sections of the certifying examination or have been denied admission to the Board because of failure to successfully complete the certifying examination may appeal this decision by petition to the Secretary of the Board within 60 days of the postmarked date of their notification. The petition to appeal must include the grounds on which the appeal is based. Upon receipt of the appeal, the Secretary of the Board will notify the President. The President of the Board will then appoint a committee consisting of three (3)

individuals: The Vice President of the Board, the current Councilor of the Board, and a Diplomate of the Board who has previously served as Director. The Appeal Committee will then review the grounds of appeal as stated by the appellant during a meeting held in conjunction with the subsequent annual meeting of the American Academy of Oral and Maxillofacial Radiology. Within 30 days after conclusion of the AAOMR annual meeting, a postmarked written report of the findings of the Appeal Committee will then be submitted to the President of the Board for action. The appellant will be notified of the decision of the Board within 30 days of receipt of the postmarked date of the written report of the Appeal Committee.

PROCEDURE FOR RE-EXAMINATION

Traditional Examination Format

Candidates who fail to successfully complete one of the three sections of the traditional examination may be permitted, on written request to the Board and payment of a re-examination fee, to repeat just that section. Candidates who fail to successfully complete two or more sections of the traditional examination may be permitted, on written request to the Board and payment of a re-examination fee, to repeat the entire examination.

1. A candidate failing any portion of the traditional examination who wishes to repeat any portion must submit a written, signed request to the Board, through the Secretary/Treasurer, by July 15. **Electronic correspondence is not accepted.**
2. A re-examination fee of \$250.00 USD for permission to repeat one section and \$700.00 USD for permission to repeat two or more sections must accompany the request.
3. A candidate who fails any portion of the examination three (3) times and who wishes to challenge the examination again must resubmit an application as a new applicant. Eligibility for re-examination will be at the discretion of the Directors who will review evidence of additional study and experience to support candidacy for re-examination.

Part 1 and Part 2 Examination Format

Candidates who fail to successfully complete Part 1 may be permitted, on written request to the Board and payment of a re-examination fee, to repeat Part 1. Candidates who fail to successfully complete Part 2 may be permitted, on written request to the Board and payment of a re-examination fee, to repeat Part 2 for a maximum of three (3) consecutive years.

1. A candidate failing Part 1 or Part 2 who wishes to repeat Part 1 or Part 2 must submit a written, signed request to the Board, through the Secretary/Treasurer, by July 15. **Electronic correspondence is not accepted.**
2. A re-examination fee of \$300.00 USD for Part 1 and \$400.00 USD for Part 2 for permission to repeat these parts must accompany the request.
3. A candidate who fails Part 1 or Part 2 three (3) times and who wishes to challenge the examination again must resubmit an application as a new Part 1 applicant. Eligibility for re-examination will be at the discretion of the Directors who will review evidence of additional study and experience to support candidacy for re-examination.

CERTIFICATION

The Board of Directors will meet following the examination to determine the candidate's certification. This will be determined on the basis of satisfactory completion of all parts of the examination.

Each individual certified as a Diplomate of the American Board of Oral and Maxillofacial Radiology will receive a certificate bearing the seal of the Board.

RECERTIFICATION

The American Board of Oral and Maxillofacial Radiology (ABOMR) strongly values continuing education and expresses so in its mission statement. Compliance with continuing education requirements and other professional activities directed toward maintaining and increasing knowledge, skills and competence in OMR shall be required of all active Diplomates. **Attainment of at least 50 Continuing Education Units (CEUs) over a three-year period is required for recertification.** Diplomates will be responsible for maintaining their own records and documentation. The ABOMR Recertification Committee has been instructed to audit 5% of active Diplomates annually. These Diplomates will be required to submit documented proof of CEU attainment to the Committee. Diplomates who fail to meet the requirements will be placed on a one-year probation period, and appeals can be made during that time. Failure to comply with the requirements at the end of the probation period may result in revocation of certification as a Diplomate. The Board of Directors will consider petitions from individuals who may have extenuating circumstances for not meeting their obligations.

CEUs derived from CE activities are calculated using the following guidelines:

1. Attendance at the annual meeting of the American Academy of Oral and Maxillofacial Radiology, or other national or international conferences, CE courses, seminars or workshops related to OMR (1 CEU per hour of credit awarded)
2. CE courses or other presentations given related to OMR (2 CEUs per hour of CE given; 2 CEUs per abstract poster or oral abstract presentation)
3. Publications dealing with OMR
 - a. Primary/first author in a peer-reviewed journal; book; book chapter; monograph (10 CEUs per publication)
 - b. Contributing author in a peer-reviewed journal; book; book chapter; monograph (5 CEUs per publication)
 - c. Primary/first author in a non-refereed publication (5 CEUs per publication)

A minimum of 20 CEUs in 3 years must be earned from activities #1-#3.

4. Teaching
 - a. Full time faculty status (10 CEUs per academic year)
 - b. Part time faculty status (1 CEU per half day per week per academic year)
5. Clinical Practice in OMR
 - a. Full time (10 CEUs per year)
 - b. Part time (1 CEU per half day per week per year)

A maximum of 30 CEUs in 3 years may be earned from activities #4-#5.

Recertification Requirements: Adopted Oct. 15, 1997. Revised Oct. 2, 2001; Dec. 2, 2003.

REVOCACTION OF THE CERTIFICATE

The Board of Directors shall have the authority to revoke any certificate if the Diplomate:

1. fails to pay the annual registration fee;
2. is found guilty of an offense leading to revocation of the license to practice dentistry, or;
3. fails to comply with recertification standards established by the Directors.

The Board of Directors shall have the sole power, jurisdiction, and right to determine whether evidence placed before it is sufficient to constitute grounds for revocation of any certificate. The decision of the Board of Directors shall be final.

ANNUAL MEETING

All Diplomates are expected to attend the Annual Meeting to transact the business of the Board.

Information to Applicants: Revised Dec. 1, 1999; Jan. 17, 2001; Oct. 1, 2001; July 14, 2003; June 21, 2004; Oct. 31, 2004; Nov. 12, 2006; Nov. 26, 2007.

Guidelines for ABOMR Certification and Recertification: Adopted April 9, 2010.