



# **GUIDELINES FOR ABOMR CERTIFICATION AND RECERTIFICATION**

The American Board of  
Oral and Maxillofacial Radiology

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# THE AMERICAN BOARD OF ORAL AND MAXILLOFACIAL RADIOLOGY

## GUIDELINES FOR CERTIFICATION AND RECERTIFICATION

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This document is published by the American Board of Oral and Maxillofacial Radiology (ABOMR, or the Board) to inform prospective candidates about Board requirements, procedures, and policies for the examination process, certification, and recertification.

### 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.

### STUDENT/RESIDENT ADMISSION

Specific written criteria, policies and procedures **must** be followed when admitting students/residents to an accredited oral and maxillofacial radiology program.

**Intent:** *Written non-discriminatory policies are to be followed in selecting students/residents. These policies should make clear the methods and criteria used in recruiting and selecting students/residents and how applicants are informed of their status throughout the selection process.*

Admission of students/residents with advanced standing **must** be based on the same standards of achievement required by students/residents regularly enrolled in the program. Transfer students/residents with advanced standing **must** receive an appropriate curriculum that results in the same standards of competence required by students/residents regularly enrolled in the program. Examples of evidence to demonstrate compliance may include:

- Policies and procedures on advanced standing
- Results of appropriate qualifying examinations
- Course equivalency or other measures to demonstrate equal scope and level of knowledge

## CERTIFYING EXAMINATION

### DEFINITION OF TERMS

**Eligibility:** the state of having the right to challenge or re-challenge Part 1 or Part 2 of the certifying examination as a result of having met the criteria set forth by the Board.

**Applicant:** a person who has submitted a partial or complete application to challenge Part 1 or Part 2 of the certifying examination to the Secretary/Treasurer of the Board, but whose application has not yet been approved by the Board.

**Candidate:** a person whose application to challenge either Part 1 or Part 2 of the certifying examination has been approved by the Board.

### COMPOSITION OF THE CERTIFYING EXAMINATION

The certifying examination of the ABOMR consists of two parts:

- Part 1: Basic Science Examination
- Part 2: Radiographic Interpretation and Pathophysiology

Certification as a Diplomate of the American Board of Oral and Maxillofacial Radiology requires successful completion of both parts of the certifying examination within the period of eligibility.

#### Part 1 Examination

The Part 1 examination consists of two sections:

- Radiation Physics and Imaging Technology
- Radiation Biology and Protection

Each section consists of 60 multiple choice questions and 10 short answer essay questions. A candidate must have a minimum passing score of **70% for both sections** in order to pass the Part 1 examination. A candidate who scores less than 70% in either or both of the sections does not pass Part 1 and will have to retake both sections.

## Part 2 Examination

The Part 2 examination consists of three sections:

- Written Case Interpretation
- Multiple Choice Interpretation and Pathophysiology
- Anatomy

The Written Case Interpretation consists of ten (10) cases. The cases are presented in digital format and include both 2D and 3D imaging. The candidate is expected to write a concise interpretative report using Microsoft Word, which must include the following components:

1. Identification of the images, including all views provided. The presence of image acquisition/processing errors and/or major artifacts should be noted.
2. A concise and accurate description of the major abnormality/abnormalities.
3. A list of applicable disease categories.
4. A complete and concise differential diagnosis with appropriate justifications.
5. Description of the appropriate management, including the need for follow-up imaging, additional diagnosis tests, and treatment options.

The Multiple Choice Interpretation and Pathophysiology section consists of 250 multiple choice questions. The pathophysiology component of this exam is approximately 15%. A majority of the questions is based on the interpretation of one or more images.

The Anatomy section consists of 100 questions. Fifty (50) questions are multiple choice questions and fifty (50) questions are short answer questions.

A candidate must have a minimum passing score of **70% for all three sections** in order to pass the Part 2 examination. A candidate who scores less than 70% in one, two or all sections does not pass Part 2 and will have to retake all sections of the Part 2 examination.

## ELIGIBILITY

The following sections describe the eligibility requirements for Part 1 and Part 2 of the ABOMR certifying examination.

### Part 1 Eligibility

A person is eligible to challenge Part 1 of the American Board of Oral and Maxillofacial Radiology certifying examination if one of the following educational requirements is met:

1. Successful completion of an Oral and Maxillofacial Radiology (OMR) advanced education program accredited by the ADA Commission on Dental Accreditation or by the Commission on Dental Accreditation of Canada with regular standing. A Failing grade (F), or an Unsatisfactory Grade (U) on the transcript will render the applicant ineligible.
2. Successful completion of a minimum of 24 months of an OMR advanced education program accredited by the ADA Commission on Dental Accreditation or by the Commission on Dental Accreditation of Canada.
3. Successful completion of an OMR advanced education program accredited by the ADA Commission on Dental Accreditation or by the Commission on Dental Accreditation of Canada with *Advanced Standing status*. The applicant's overall training and experience must be consistent with Standard 4 of the CODA Standards for Advanced Specialty Education Program in Oral and Maxillofacial Radiology and the applicant must have been enrolled in the program for *a minimum* of 12 consecutive months.

### Part 2 Eligibility

A person is eligible to challenge Part 2 of the American Board of Oral and Maxillofacial Radiology certifying examination if **all** of the following requirements are met:

1. Successful completion of Part 1 of the American Board of Oral and Maxillofacial Radiology certifying examination.
2. Successful completion of an OMR advanced education program accredited by the ADA Commission on Dental Accreditation or the Commission on Dental Accreditation of Canada.

## DURATION OF ELIGIBILITY

### Part 1

An applicant becomes a candidate to challenge Part 1 of the examination on the date the application is approved by the Board. The candidate status is extended for four (4) consecutive years. If a candidate fails to pass Part 1, candidate status may be re-established by re-application for Part 1 and payment of the examination fee. All sections of the examination must be successfully completed within four (4) years.

### Part 2

An applicant becomes eligible to challenge Part 2 of the examination on the date the candidate passes Part 1 of the examination and the candidate has successfully completed an accredited OMR program. Eligibility to challenge Part 2 of the examination is extended to four (4) consecutive years. If a candidate fails to pass Part 2 during the eligibility period, re-application to Part 1 of the examination is required with payment of the examination fee.

## APPLICATION PROCEDURES

### Part 1 Application

Part 1 application documents and the application fee must be submitted on or before **June 1, 2018. Do not submit any payment to ABOMR before contacting the ABOMR Secretary/Treasurer.** The application process requires the following elements:

1. Contact <https://www.abomr.org/#contact> to arrange for registration
2. Pay the non-refundable application fee of \$250 *online*
3. Upload all applicable documents at ABOMR.org
4. Be prepared to submit original notarized documents by mail upon request
5. Applicants who are accepted as candidates must confirm their intention to appear for the Part 1 examination by notifying the Secretary/Treasurer of the Board in writing and by remitting the examination fee of \$600 on or before **July 15, 2018.**

The application shall include the following documents:

1. Completed and notarize Application form
2. A color passport style photograph taken no more than 12 months prior to the application date

3. Completed Americans with Disabilities Act Verification form
4. ***For applicants who, at the time of the examination, have successfully completed their program with regular standing:***
  - a. Current official transcript
  - b. A copy of the OMR program certificate
  - c. A signed letter from the Program Director stating that the candidate has successfully completed the program
5. ***For applicants who, at the time of the examination, have successfully completed 24 months of their program with regular standing:***
  - a. Most current official transcript
  - b. A list of courses to be completed prior to the examination
  - c. A signed letter from the Program Director stating that the candidate will have successfully completed at least **24 months** of the program before the scheduled exam date

A follow-up official transcript must be submitted on or before July 3, 2018, that shows successful completion of at least 24 months of the program. Failure to submit the official transcript will render the applicant ineligible.

6. ***For applicants who, at the time of the examination, have successfully completed their program with advanced standing :***
  - a. Evidence that the applicant has completed *a minimum* of (12) consecutive months in an Advanced Oral and Maxillofacial Radiology Program that is equivalent to a program accredited by the Commission on Dental Accreditation (CODA). Evidence consists of
    - i. A notarized copy of a Certification of Completion
    - ii. A notarized copy of the transcripts
  - b. Evidence of satisfactory overall training and experience consistent with Standard 4 of the CODA Standards for Advanced Specialty Education Program in Oral and Maxillofacial Radiology. This can be provided through the Program Director's letter.
  - c. A letter from the Director of the OMR program in which the applicant has been an advanced standing student, attesting to the eligibility of the applicant
  - d. A letter from the Dean of the dental school in which the candidate has been an advanced standing student/resident, attesting to the eligibility of the applicant

Prospective advanced standing residents/student and their Program Directors are strongly encouraged to contact the ABOMR regarding eligibility prior to acceptance into a program with advanced standing status.



## Part 2 Application

Part 2 application documents and the examination fee must be submitted on or before **June 1, 2018**. The application shall include the following:

1. A letter of intent (willingness to appear for the exam) to challenge Part 2 of the examination
2. Updated transcripts. A final official transcript must be submitted no later than 60 days prior to the examination date. In the event that a candidate cannot obtain verification at that time, a letter from an administrative officer, such as the dean, registrar or Program Director must be submitted, declaring that the candidate has successfully completed the program.
3. A letter from the Program Director stating that the candidate has completed a CODA-accredited OMR program.
4. A completed Americans with Disabilities Act Verification Form.
5. The \$1000 examination fee paid *online*

## CERTIFYING EXAMINATION POLICY

1. An applicant will be considered a candidate for the examination if all documents and the application fee are received by the application deadline and if the application is approved by the Board of Directors.
2. Applicants for Part 1 of the examination will be notified of their status by June 30, 2018.
3. 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 is 8 weeks prior to the examination.
  - b. The deadline to withdraw from the examination with a refund of 50% of the examination fee is 4 weeks prior to the examination.
  - c. If a candidate withdraws within 4 weeks of the examination date, there will be no refund of the examination fee.
  - d. Should a medical circumstance prevent a candidate from challenging the examination, a partial refund of the examination fee (Full fee – \$75.00) will be made, but the candidate will be required to submit a physician's note to the Secretary/Treasurer.
  - e. Should a candidate withdraw for non-medically related extenuating circumstances, a decision to refund part or the entire examination fee is at the discretion of the Board. This will not to be counted as an attempt.
  - f. If the candidate is "no-show" or did not show a valid reason before the exam starts, the attempt will be counted as "Fail"

4. The time and place of the examination will be determined by the Board of Directors.
5. 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 applications are received.
6. The decision to approve or not approve an application by the Directors of the ABOMR is final. Applicants agree by virtue of applying to accept the decision of the Board as final.
7. On the day of the examination, the candidates will review and sign a code of ethical conduct.
8. For both Part 1 and Part 2 of the examination, the results will be reported as Pass/Fail for the entire part as well as Pass/Fail by section. The release format of the results is subject to change as deemed appropriate by the Directors of the Board.

## PROCEDURES FOR RE-EXAMINATION

Candidates who have not passed Part 1 or Part 2 of the examination after two attempts will be required to wait 12 months following their second attempt before they can apply for re-examination. This policy includes any previous examination attempts. An examination attempt is defined as any examination administration where the candidate has presented himself or herself for examination and agreed to the confidentiality statement at the start of the examination. An examination attempt is also defined as any examination administration where the candidate does not present himself or herself, has not withdrawn from the examination within the timeframe stipulated in this document and has not presented documented medical evidence or non-medically related extenuating circumstances approved by the Board. After the 12-month waiting period has lapsed, a new cycle will apply. Candidates are strongly encouraged to seek formal remediation before re-examination.

The Board of Directors may extend the limitation of eligibility, in special circumstances, but not to exceed six (6) 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.

## APPEALS PROCESS

The results of the examination are considered final and **cannot** be appealed under any circumstances. However, candidates may submit an appeal regarding the examination process **only** for the following reasons, which need to be substantiated with appropriate documentary evidence that is acceptable to the Board. :

1. Technical failure or technical disruption (e.g. computer, lighting) during the examination resulting in a time allotment reduction of greater than 25% for the entire examination or for part of the examination. In the event of technical failure or disruption, candidates are *always* granted the additional time commensurate with the delay; however, the Board recognizes that a significant disruption *as defined above* may affect the candidate's subsequent performance.
2. Concerns regarding the environment of the examination, such as extreme variations in room temperature (< 62°F or >80°F), natural disaster or acts of terrorism affecting the conduct of the examination.
3. Any other cultural or religious factors that were ignored inadvertently, despite reasonable prior advance request made to the Board in writing at least 60 days prior to the examination and approved by the Board in writing with notification of any limitations as applicable.

The petition to appeal along with supporting evidence as necessary must be submitted in writing, signed by the candidate and sent by certified mail to the Secretary/Treasurer of the ABOMR within **14 days** following the date of the examination. All petitions must be accompanied by appropriate supporting documentation.

Upon receipt of the appeal, the Secretary/Treasurer of the Board will notify the President of the Board. The President of the Board will then appoint an Appeals Committee consisting of three (3) individuals: the Vice-President of the Board, the current Councilor of the Board and a Diplomat of the Board who has previously served as a Director of the Board. The Appeals Committee will then review the grounds of the appeal as stated by the appellant. Within 60 days following the Appeals Committee deliberations, a written report of the Appeals Committee findings will be submitted by the Vice-President of the Board to the President of the Board. The appellant will be notified of the decision of the Board within 30 days of receipt of the written report of the Appeals Committee. Requests to nullify the results of an examination that is based on unfounded reasons, if so determined by the Board, will not be entertained. All records will be maintained of every attempt to challenge the examination along with the results, regardless of the outcome of the examination, but appropriate notes would be recorded to memorialize the outcome of the appeals process.

## CERTIFICATION

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

sections and 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 pertaining to OMR
  - a. 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. First author in a non-refereed publication (5 CEUs per publication)
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 minimum of 20 CEUs in 3 years must be earned from activities #1-#3.  
A maximum of 30 CEUs in 3 years may be earned from activities #4-#5.**

## **REVOCACTION OF CERTIFICATE**

The Board of Directors shall have the authority to revoke the certificate of a Diplomate if one or more of the following apply:

1. Failure to pay the annual dues
2. Guilty of an offense leading to revocation of the license to practice dentistry
3. Failure to comply with recertification standards established by the Board.

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 of the ABOMR to transact the business of the Board.