CERTIFICATION GUIDE
# Strategic Plan

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# Policies

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Mission
The American Board of Pediatric Dentistry’s mission is to certify pediatric dentists through a voluntary examination process that continuously validates their knowledge, skills and experience for delivering quality patient outcomes.

- Leads to high-quality oral health care for infants and children through adolescence, including those with special health care needs.
- Provides assurance to the public that a board certified pediatric dentist has successfully completed accredited specialty training.

Vision
The American Board of Pediatric Dentistry’s vision is that every pediatric dentist is inspired to provide high quality oral health care to all children and maximize patient outcomes through continuous participation in the certification process.
## Strategic Plan

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<th>Collaboration/Relationships</th>
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<td>Increase collaboration and relationship-building with related organizations, boards and other stakeholders.</td>
<td>Ensure the credibility, fidelity, and integrity of the continuous certification process.</td>
<td>Strengthen the efficiency and effectiveness of ABPD and its governance.</td>
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## Core Values

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<th>Excellence in Pediatric Oral Health Care</th>
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<td>ABPD values the provision of the highest quality oral health care for children. Such care is thoughtful, careful, ethical and based on the current scientific evidence. It takes into account the best interest of the patient and is respectful of the patient and his/her family.</td>
<td>ABPD values a fair and valid testing process for board certification and renewal of certification in Pediatric Dentistry. Such a testing process is based on the current knowledge in professional and educational testing. The process is evaluated continuously to ensure that it is of the highest quality and accurately assesses the candidate's knowledge, skill and judgment. A fair and valid examination requires skilled, committed and adequately trained examiners.</td>
<td>ABPD values a health professional's commitment to lifelong learning. ABPD values Candidates' and Diplomates' desire to practice pediatric dentistry at the highest level and their commitment to constantly reevaluate their practices in light of the most recent scientific evidence. ABPD recognizes the value of renewal of certification and continuing education for health professionals.</td>
<td>ABPD values quality improvement in health care through objective assessment of outcomes and process. It supports efforts to provide optimal health care to children.</td>
<td>ABPD embraces integrity and accountability in guiding and empowering pediatric dentists to engage in continuous competency.</td>
<td>ABPD values working with internal and external stakeholders to achieve a unified vision.</td>
<td>ABPD is committed to being an effective steward of its entrusted resources and accountable to Diplomates and American Academy of Pediatric Dentistry.</td>
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Eligibility Requirements

1. Completion of advanced education in pediatric dentistry which has been approved by the American Dental Association/Commission on Dental Accreditation or the Commission of Dental Accreditation of Canada (CDAC).

2. Internationally trained pediatric dentist (from a non-accredited ADA/CDA or CDAC specialty program) should contact a Program Director of an ADA/CDA or CDAC approved training program in pediatric dentistry and request advanced placement or credit by examination leading to certification of completion of the program.

3. Internationally trained pediatric dentists (from a non-accredited ADA/CDA or CDAC specialty programs) who has been a full-time faculty member in an accredited ADA/CODA or CDAC pediatric dentistry training program for 12 consecutive months during the past 2 years with verification by the Department Chair in pediatric dentistry.

NOTE: For items 1, 2, and 3 the pediatric dentist MUST provide evidence of an active license with expiration date, a faculty permit, a faculty limited license, or an international dental license to engage in the practice and/or teaching of pediatric dentistry and a copy of the certification of completion of the training program.

Supporting documentation (copy of program certificate and current active dental license) must be included with the Board Candidacy application.

The deadline to apply for Board Candidacy is December 30. If an Applicant fails to apply for Board Candidacy by the deadline, that year’s QE results will be forfeited.
Definitions

Applicant

An Applicant is a pediatric dentist or resident/graduate student who has submitted their initial online Qualifying Examination (QE) application and the examination fee.

Applicants are not considered to be in the certification process until they have sat for their initial Qualifying Examination and applied for Board Candidacy.

Applicants seeking licensure in a state with specialty examinations and needing assistance from the Board with their QE outcomes must contact Headquarters at the time of application. When verifications are requested by a third party (i.e., hospital regarding medical staff privileges), Applicants are not considered to be in the certification process.

Applicants have until December 30 of the year they take the QE to submit the completed Board Candidacy application and supporting materials. If any portion of the application is not received by the deadline, their examination results are forfeited.

Upon ABPD's approval of the submitted application and supporting documents, the Applicant becomes a Candidate and his/her Qualifying Examination results are released via their ABPD Dashboard.

Candidate

A Candidate is a pediatric dentist who:

- Participated in the Qualifying Examination (QE).
- Has completed an accredited advanced specialty education program in pediatric dentistry.
- Submitted the ABPD Board Candidacy application with supporting documentation.

A Candidate is an individual who is actively pursuing certification. Candidate status is maintained annually by completing and submitting their online credentials. Failure to complete will result in loss of candidate status. Candidate status can be regained by completion of the reactivation process.

A Candidate has five (5) years from the date of taking their initial Qualifying Examination, regardless of outcome, to complete the certification process. If certification is not achieved during the assigned period, candidacy status is terminated and Qualifying Examination results are forfeited.

The period of candidacy for completion of the ABPD examination may be extended by the Board upon written request by the Candidate using the Appeal Form. The decision whether the event qualifies for an extension of the candidacy is at the sole discretion of ABPD. For additional information, see policy. Inability of the Candidate to meet examination requirements is not grounds for extension.

Board Candidate is an administrative designation used by the Board to classify pediatric dentists who have voluntarily submitted their credentials for approval and are in the certification process. It should NOT be used as a promotion by the pediatric dentist on stationery, business cards, office brochures, or websites.

Diplomate

A Diplomate of the American Board of Pediatric Dentistry is a pediatric dentist whose credentials have been approved, who has successfully completed voluntary examinations, and who demonstrates specialized knowledge and skill. A Diplomate is dedicated to providing exceptional patient care through a voluntary commitment to lifelong learning.
Maintenance of Candidacy

All active Candidates are required to log into their profile and complete the renewal and credentials form. Renewal period opens December 1, and deadline to complete is November 30. A Candidate who fails to complete the annual renewal by the stated deadline of November 30 will be placed on Inactive status. Inactive status requires a $500 reactivation fee. ABPD will send renewal notices via email.

Verifications

When verifications are requested by a third party (i.e., hospital regarding medical staff privileges), Applicants are not considered to be in the certification process. A Candidate will be noted as an individual who is actively pursuing certification.
Dates and Deadlines

The Qualifying Examination (QE) is the first of a two-part American Board of Pediatric Dentistry (ABPD) certification process and is administered via computer at secured testing sites annually in May.

The Oral Clinical Examination (OCE) is the second of a two-part American Board of Pediatric Dentistry (ABPD) certification process and is administered at a facility specifically designed for administration of professional specialty board oral examinations.

ABPD abides by the Principles of Fairness, developed by The Council on Licensure, Enforcement and Regulation (CLEAR), to ensure fairness through the design, development, administration, and scoring of the examinations. In an effort to measure the intended construct and minimize the effects of construct-irrelevant characteristics of test takers, ABPD will provide the necessary information before, during and after the examination to candidates to ensure testing fairness.
The Qualifying Examination (QE)

The Qualifying Examination is designed to provide evidence toward validation of the individual’s advanced training in pediatric dentistry. The Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry* are used to define the content to be tested.

The Examinee is expected to have an in-depth knowledge of all topics. The QE must be successfully completed before the candidate can register for the Oral Clinical Examination.

The QE is administered only in the English language.

*Commission on Dental Education, American Dental Association (CODA/ADA), 1998 (revised July 1, 2012).

Before the Test:

Application Process
The application for the QE is available on the ABPD website July 1 annually, the deadline for the application is December 15 annually.

Eligibility Requirements
1. Pediatric Dentists - Any pediatric dentist who has successfully completed an advanced education program/residency in pediatric dentistry accredited by CODA/ADA or Commission on Dental Accreditation of Canada is eligible to apply for the QE.
2. Residents/Graduate Students - Individuals enrolled in a pediatric dentistry program accredited by CODA/ADA or the Commission on Dental Accreditation of Canada are eligible to register for the QE administered during May of the year of their anticipated graduation.
3. Internationally trained pediatric dentist (from a non-accredited ADA/CDA or CDAC specialty program) should contact a Program Director of an ADA/CDA or CDAC approved training program in pediatric dentistry and request advanced placement or credit by examination leading to certification of completion of the program.
4. Internationally trained pediatric dentist (from a non-accredited ADA/CDA or CDAC specialty programs) who has been a full-time faculty member in an accredited ADA/CODA or CDAC pediatric dentistry training program for 12 consecutive months during the past 2 years with verification by the Department Chair in pediatric dentistry.

Description of the Examination
The Qualifying Examination is composed of 200 objective, single-best answer, multiple choice items. Only one response is the most correct. The Examinee will have a single 4-hour session to complete the examination. The QE is intended to assess the Examinee’s understanding of the scientific and biological principles that support the practice of pediatric dentistry, as well as current literature relating to pediatric dentistry. The successful Examinee must demonstrate a well-rounded in-depth knowledge of pediatric dentistry. This examination is not intended to duplicate the clinical application of pediatric oral health care that will be tested during the second component of the certification process, the Oral Clinical Examination.
Examination Blueprint

The examination blueprint for the QE reflects the subject matter within the specialty of pediatric dentistry and provides the framework for the assessment of knowledge. The blueprint below is a resource in preparation for the examination. ABPD performs a job task/practice analysis to ensure that the QE reflects the practice of pediatric dentistry. The data from the job task analysis is used to support any future test plan modifications and also strengthen examination validity. ABPD will notify all applicants of any changes to the blueprint prior to the examination application open date.

1. Microbiology (24 questions)
   a. Biological etiology of caries
   b. Transmission of cariogenic bacteria
   c. Periodontal disease
   d. Normal and altered immunology
   e. Critical appraisal of research and evidence
   f. Infection control principles and regulations

2. Prevention and anticipatory guidance (30 questions)
   a. Risk assessment of oral and systemic disease
   b. Diet and nutrition
   c. Fluorides
   d. Remineralization
   e. Sealants
   f. Mouthguards
   g. Tobacco/substance abuse

3. Craniofacial growth and developing dentition and occlusion (24 questions)
   a. Anatomy and embryology
   b. Craniofacial and somatic growth
   c. Occlusal analysis
   d. Cephalometric analyses
   e. Oral habits
   f. Space management
   g. Embryological tooth development, dental development and tooth eruption

4. Restorative dentistry and oral rehabilitation (22 questions)
   a. Dental materials
   b. Oral surgery
   c. Prosthetics
   d. Esthetic dentistry
   e. Restorative techniques

5. Oral diagnosis/oral pathology/oral medicine (30 questions)
   a. Radiologic principles, radiologic diagnostics and radiation safety
   b. Dental anomalies
   c. Oral/perioral lesions/anomalies
   d. Epidemiology and treatment of oral diseases
   e. Adjunctive diagnostic tests
   f. Temporomandibular function and disorders
   g. Recognition and management of medical emergencies

6. Special health care needs (18 questions)
   a. Congenital syndromes/diseases/disorders
   b. Acquired pediatric diseases/conditions
   c. Oral manifestations of congenital and acquired pediatric medical conditions
   d. Treatment approaches for the delivery of oral health care to patients with SHCN

7. Child development/behavior guidance (28 questions)
   a. Physiological/psychological/social milestones or stages in child development
   b. Principles of effective communication
   c. Anxiolysis and analgesia
   d. Non-pharmacological behavior guidance
   e. Pharmacologic behavior guidance

8. Pulp therapy/orofacial trauma (24 questions)
   a. Dentinal and pulpal tissue biology and pathology
   b. Pulpal assessment, diagnosis and therapy
   c. Evaluation, diagnosis and treatment of orofacial trauma
   d. Evaluation, diagnosis, diagnosis and treatment of soft tissue injuries
   e. Child abuse and neglect
Examination Content Development

ABPD utilizes subject matter experts (SME) to develop examination items.

All items are supported by scientific resources or accepted protocols and go through multiple reviews by SMEs and psychometricians to ensure correctness.

ABPD reviews item performance to identify items that require refinement and editing by an SME.

Items target mid-range difficulty levels to distribute Examinee scores as a means to recognize Examinee variability in performance. In effect, items separate Examinees of varying ability levels and yield meaningful discrimination. In addition, ABPD reviews item performance for item effectiveness. Such analyses help identify items that do not discriminate well and which may require refinement and editing by an SME.

Test Preparation Strategies

The QE is not based upon a single resource. Examinees should focus their attention on the scientific and biologic basis for pediatric dentistry, not clinical practices. Potential resources for study include...

**Textbooks**

- Textbooks on pediatric dentistry, pediatric medicine, craniofacial growth and development, dental trauma, and pulp therapy.
- The American Academy of Pediatric Dentistry’s Reference Manual and Handbook on Pediatric Dentistry should be considered valuable resources.

Because this examination is reviewed and revised annually, Examinees are strongly encouraged to follow current dental and medical literature. Pediatric dentistry journals and periodicals such as the Journal of the American Dental Association, Journal of Dental Research, Dental Traumatology, and Pediatrics can be expected to serve as sources of test items on contemporary topics.

**Journals**

The American Board of Pediatric Dentistry neither sponsors nor endorses a “board review” course. While a comprehensive pediatric dentistry review course might provide a valuable overview, especially for Examinees a few years removed from their training programs, it cannot be expected to serve as the only resource for preparation.

**Continuing Education**

Literature reviews can be accomplished through many venues, including formal continuing education courses, study clubs, or self-study. Additional preparation information can be found on our website.
During the Test:

Registration/Testing Center

The Qualifying Examination is delivered via computer at testing sites worldwide. All North American centers are located in facilities with ample parking and access to major freeways and public transportation.

Testing center registration will open annually approximately three (3) months prior to examination administration. Candidates will receive detailed information regarding scheduling with the testing center.

The centers are designed to be quiet and free of distractions and are compliant with the Americans with Disabilities Act. The test will be administered in a 4-hour session.

Although many seats are allocated by the testing agency for the QE, the number of seats available during the testing window will vary by site. Examinees may be required to travel and encumber an overnight stay in another city. Specific information and instructions will be sent to Examinees upon registering with the testing vendor.

Please refer to PearsonVUE Professional & Regulatory Candidate Rules Agreement for information regarding check-in process and requirements, personnel, security, test material and equipment, and exam administration.

The examination will be of the objective type, containing only multiple-choice questions. Examinees are responsible for recording their answers by using the mouse to select the button next to the letter of the chosen response.

A tutorial and practice exams are available to become familiar with the operations of an examination at www.pearsonvue.com/abpd.

No support materials or electronic devices will be allowed at the examination. No communication between Examinees will be allowed during the examination. Failure to comply may invalidate the results and prompt referral to the Board’s Ethics Committee.

Examinees will be permitted to progress through the examination at their own pace. Examinees may elect to take breaks as needed, but the time will count against the total time allocated for the examination.

The examination is conducted using only the English language.
Examination Results

Examination results are available within 6-8 weeks of the exam administration. Examination performance is reported on a Pass/Fail basis. In addition, a Candidate will receive a quintile report of performance by domain.

All Applicants must complete the Board Candidacy Application prior to receiving their results, and will have until December 30 annually to submit the required documents. Upon ABPD’s verification of the application and supporting materials, the pediatric dentist becomes a Candidate, and their results will automatically be released to the Candidate. Candidate scores are intended to compare performance against a criterion standard and using the scores for other intentions would be a misuse of the test score.

ABPD provides advanced education programs in pediatric dentistry outcomes annually to assess the training program. The report includes an unidentifiable scaled score for those who have completed their training programs. The outcome report will only be used to evaluate the program's performance.

Assessment Score Verification Policy

We offer an exam score verification service to our Candidates who wish to have the accuracy of their reported scores verified. Verification of a candidate’s QE score is limited verifying that the responses recorded were correctly scored as correct or incorrect, and their total score was correctly transformed into a scaled score.

The score verification service is not a review of the content, a review of the correct answers, the acceptability of testing site conditions or examiner style, or a reconsideration of the passing standard. We employ extensive and rigorous quality control procedures to ensure the accuracy of the assessment results reported to our Candidates, and have no record of a discrepancy ever being detected. Candidates that wish to request the exam score verification service should send a completed request form with the fee to us, postmarked within six (6) weeks of the official release date of exam results. We will communicate the exam score verification outcome within six (6) weeks of receiving the request.

Re-Examination Policy

Board Candidates who fail the QE may retake the examination annually within years one (1) to four (4) of their eligibility period. Applicants seeking licensure in a state with specialty examinations and needing assistance from the Board with QE outcomes need to contact Headquarters.
Scoring

A key validation is done to make sure items were keyed correctly, and that no major irregularities in Examinees’ response patterns were observed.

Once the key validation is complete, Examinees are scored. Passing and failing outcomes are based on Examinee scores for the entire examination.

The minimum passing score is derived using a modified Angoff procedure. In this standard-setting procedure, a panel of experts in the industry and a psychometrician review each item’s content and judge how difficult the item is. Their difficulty judgments are compiled to determine the minimum passing score. This standard-setting method produces a passing standard based on the performance of Examinees in relation to a defined criterion standard, and not on how Examinees perform in relation to their cohort. Items are weighted equally, and a candidate's score, i.e., proportion correct, is their number of correct responses divided by the total number of items scored.

To ensure Examinees testing in different years are measured against the criterion standard, the Rasch measurement model is used to calibrate Candidate ability and item difficulty onto the same linear scale (Wright & Stone, 1979). Exams are calibrated to same scale of measurement, thus ensuring item difficulty is accounted for in candidate ability measures before applying the criterion standard to determine pass/fail outcomes.
The Oral Clinical Examination (OCE)

The Oral Clinical Examination is the second of a two-part American Board of Pediatric Dentistry (ABPD) certification process and is administered at a facility specifically designed for administration of professional board oral examinations. The OCE is designed to evaluate the Candidate’s knowledge and ability to solve clinical cases in pediatric dentistry. The OCE is administered only in the English language.

Application Process

The application for the OCE is available January, annually. Candidates can apply for the OCE by logging into their ABPD dashboard.

Eligibility Requirements

Only Candidates that have successfully completed the Qualifying Examination during their five (5) year Candidacy can apply for the OCE. A Candidate must also have an active dental license. A Candidate will not be scheduled for any of the ABPD examinations if their license to practice dentistry has been suspended or revoked.

Description of the Examination

The examination is composed of two one-hour sessions administered successively by two examiners. Each session consists of clinical vignettes that are presented to the Candidate for discussion. While the examination consists of a two-hour time period, check-in and identification procedures, and pre-exam orientation will require Candidates to spend approximately four hours for the entire process.

Examination Blueprint

The examination topic areas reflect the subject matter within the specialty of pediatric dentistry and provides the framework for the assessment of knowledge. The topic areas listed are a resource in the preparation for the examination. ABPD performs a job task/practice analysis to ensure that the OCE reflects the practice of pediatric dentistry. The data from the job task analysis is used to support any future test plan modifications and also strengthen examination validity. ABPD will notify all applicants of any changes to the blueprint prior to the examination application open date.
The Oral Clinical Examination is designed to assess the Candidate’s clinical knowledge and judgment. While there is no standard method to prepare for the Oral Clinical Examination, Candidates should consider reviewing the AAPD Reference Manual, attending continuing education preparation courses, reviewing their favorite pediatric dentistry textbook(s) and atlas, keeping current by reading contemporary journals and/or oral examination role-playing with colleagues. Additional preparation information can be found on the website.
During the Test:

Examination Session

The examination is conducted using only the English language. While the examination consists of a two-hour time period, check-in and identification procedures and pre-exam orientation will require Candidates to spend approximately four hours for the entire process.

The Candidate will be presented a brief introduction of the patient to be discussed, followed by a series of questions regarding the patient’s medical/dental history, diagnosis and treatment options. Many, but not all, cases will include images projected on a flat-panel monitor. The Candidate will be permitted to ask questions about the patient and request that an image or images be revisited.

Examiners utilize ‘open-ended’ questions to assess the Candidate’s knowledge and skills. Candidates will benefit by giving evidenced-based answers and occasionally citing references to support rationale. Candidates will be expected to have evidenced-based knowledge of all currently acceptable therapy whether they perform the procedures in practice or not and in all types of pediatric patients. A video has been created and is available to help them become familiar with the examination.

No personal items (including but not limited to pagers, cellular phones, computers, PDA’s, recording devices, smartwatches, reference materials, purses, backpacks or briefcases) will be permitted during the examination process. No support materials or electronic devices will be allowed at the examination. The presence of any of the above devices will be cause for immediate dismissal from the examination and an automatic failure. No communication between Examinees will be allowed during the examination. Failure to comply may invalidate the results and prompt referral to the ABPD’s Ethics Committee.

To assist with training, Candidate examinations will be monitored. Examinations are not recorded, and monitoring will be used only in connection with ABPD’s training and calibration of OCE examiners.
Scoring

ABPD utilizes the following criteria for scoring. Questions and acceptable answers are developed for each of the “Skill Sets” of a vignette. Candidates receive a score for each of these skill sets:

- Data Gathering/ Diagnosis
- Management/ Treatment Planning
- Treatment Variations/ Complications

Scoring categories are as follows:

1. Demonstrates wrong or inappropriate understanding of the concepts.
2. Demonstrates less than adequate understanding of the concepts, missing critical key features.
3. Demonstrates adequate knowledge and familiarity with the critical key features of the concepts.
4. Demonstrates full & in-depth understanding of the concepts.

The Examiners independently score each skill set based on the Candidate’s response. Examiners do not discuss scores or come to a consensus. To assure valid and reliable examinations, the Examiners are not allowed to give Candidates any feedback on their responses. Candidates are encouraged to apply knowledge to a clinical situation, defend a point of view in a convincing manner and not use stalling tactics by being excessively slow in response leading to insufficient information in the time allotted. It is most important that the Candidate proceeds through all skill sets in the vignettes.
After the Test

Scoring

ABPD contracts with a professional testing organization to develop a format designed to ensure the reliability, validity, and objectivity of the exam in order to identify those individuals who possess the necessary knowledge, skill and judgment to achieve Diplomate status. The scoring of the OCE relies on ratings provided by the Examiners that allow for the calibration of all examination facets, including Candidate scaled scores and Candidate outcomes. Therefore, the quality of the Examiners’ ratings and usefulness to the scoring model is closely monitored.

Examination Results

Examination results are available within 6-8 weeks of the exam administration. Examination performance is reported on a Pass/Fail basis. In addition, a Candidate will receive a quintile report of performance by topic area.

Examination results will be released to the Candidate. Candidate scores are intended to compare performance against a criterion standard and using the scores for other intentions would be a misuse of the test score.

ABPD provides advanced education programs in pediatric dentistry outcomes annually to assess the training program. The report includes an unidentifiable scaled score for those completing their training programs. The outcome report will only be used to evaluate the program’s performance.

Assessment Score Verification Policy

We offer an exam score verification service to our Candidates who wish to have the accuracy of their reported scores verified. For verification of a Candidates OCE score, we will verify that the examiners’ ratings for the Candidate were accurately recorded, recalculate the scaled score and verify that the scaled score and pass/fail decision were accurately reported to the candidate. Examiners will not reevaluate the examinee performance. We employ extensive and rigorous quality control procedures to ensure the accuracy of the assessment results reported to our candidates and have no record of a discrepancy ever being detected.

Candidates that wish to request the exam score verification service should send a completed request form with the fee to us, postmarked within six weeks of the official release date of your exam results. We will communicate the exam score verification outcome within six weeks of receiving the request.

Re-Examination Policy

Board Candidates who fail the OCE may retake the examination annually within their five-year eligibility period. If the Candidate fails to successfully complete the OCE in the 5-year eligibility period, their QE score is forfeited and the Candidate must start the process over.
HISTORICAL EXAMINATION OUTCOMES

Qualifying Examination

Oral Clinical Examination
Policies

Examination Accommodation Policy

The American Board of Pediatric Dentistry (ABPD) provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities or qualifying medical conditions who demonstrate a need for accommodation.

Accommodations are provided on an individual basis and depend on the nature of the disability or medical condition, the documentation provided, and the requirements of the examination. ABPD will make reasonable efforts to provide the requested services to examinees who have documented disabilities or qualifying medical conditions, as long as the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test and do not result in an undue burden to the organization.

Problems such as English as a second language, test anxiety, slow reading without an identified underlying physical or mental deficit, and failure to achieve a desired outcome are not learning disabilities and generally are not covered by the Americans with Disabilities Act.

Individuals must request testing accommodations with each application and may be required to submit additional documentation for the same disability/condition with subsequent applications.

Examination Accommodation Request and Documentation

ABPD requires a completed Examination Accommodation Request Form along with a recent evaluation of the candidate and other documentation. A licensed professional appropriately qualified for diagnosing the disability must conduct the evaluation.

If an individual registering for an ABPD examination has a documented disability recognized under the Americans with Disabilities Act and requires testing accommodations, he/she must submit:

- A signed and dated Examination Accommodation Request Form.
- Documentation of any previous accommodations provided by educational institutions or other testing agencies.
- A current (within the past five years) evaluation report from an appropriate licensed professional (e.g. physician, psychologist). See application for ABPD documentation guidelines.

This documentation will assist ABPD in determining whether the individual qualifies for an accommodation under the Americans with Disabilities Act.
**Process for Submission**

The Examination Accommodation Request Form and all other supporting documentation should be sent by US Postal Service or other carrier to:

American Board of Pediatric Dentistry
5034 Thoroughbred Lane, Ste A
Brentwood, TN 37027

All required documentation must be received by ABPD on or before the following deadlines:

- Qualifying Examination: December 30
- Oral Clinical Examination: April 1

ABPD personnel will acknowledge receipt of each request and notify applicants when their submissions are complete. Those submissions deemed incomplete as of the required deadline will be excluded from consideration.

Completed submissions will be reviewed by APBD. Each request will be evaluated, and a decision will be reached to determine whether an accommodation is reasonable and in compliance with the Americans with Disabilities Act.

**DECISION OUTCOME**

Decisions on accommodation requests will be made in writing within 30 days after the deadline. If a Candidate is dissatisfied with ABPD’s decision concerning a request for accommodation, he/she may request reconsideration. The Candidate must send a letter to ABPD stating in specific detail why the initial decision was incorrect and provide all additional documentation the candidate wishes ABPD to consider. Any request for consideration must be received no later than 30 days from the date of ABPD’s written decision concerning the request for accommodation. ABPD may grant or deny the request or seek additional information.

*Only those accommodations approved in advance by ABPD will be honored at the test site. No accommodation requests will be considered or approved at the test site. No extensions to an application or refunds will be granted because of failure to identify a disability or special need(s) as required by this policy.*

**Appeals Policy**

**Conditions for an Examination Appeal**

- Procedural error or difficulties in administration of an examination
- Equipment or facility failure

Examination Results Appeal Form is used to appeal an examination decision and must be filed with ABPD within 30 days of the date on the notification letter. Appeal Form must be submitted with appropriate fee. Appeal results will be communicated to the candidate within 30 days of receiving the appeal.
Extension of Candidacy Appeal

At the sole discretion of ABPD, a candidate may be granted a one-time extension of the candidacy if the candidate is unable to complete the Oral Clinical Examination (OCE) in the last year of candidacy due the following circumstances:

- Birth or adoption of a child within eight weeks before or four weeks after the OCE date
- Complicated pregnancy, temporary physical disability or sudden onset of physical disability
- Pregnancy with due date within eight weeks before or four weeks after the OCE date
- Serious medical condition of the candidate or member of the immediate family within four weeks of the OCE date
- Death of an immediate family member within four weeks of the OCE date
- Military deployment

*Immediate family member: spouse/partner, child, step-child, parent, step-parent, sibling or parent-in-law

The following documentation is required in the petition:

- A completed Extension of Candidacy Appeal Form to include an appropriate documentation of the circumstance that prevents the candidate from appearing at the OCE.
- Supporting documentation for circumstances:
  - Death Certificate
  - Military Documentation
  - A signed letter by the treating physician documenting the medical condition, medical emergency, qualifying pregnancy or birth of child.

The Candidate must confirm receipt of the documentation by ABPD Headquarters.

As stated above, the decision whether the event qualifies for an extension of the candidacy is at the sole discretion of ABPD. All ABPD annual requirements will remain in effect during the candidacy extension period. If the Candidate is unable to complete the certification process for whatever reason the following year, including failing the OCE, ABPD will not consider a second appeal. The Candidate will need to reinitiate the certification process by retaking the Qualifying Examination.

All ABPD annual requirements will remain in effect during the period of candidacy extension. There will be no grace year allowed. Any Candidate who wishes to extend candidacy for reasons not included in this policy may request an extension through the appeals process.
ABPD RIGHTS AND RESPONSIBILITIES OF TEST TAKERS

As a test taker, you have the right to:

☐ Be informed of your rights and responsibilities as a test taker.

☐ Be treated with courtesy, respect, and impartiality, regardless of your age, disability, ethnicity, gender, national origin, religion, sexual orientation or other personal characteristics.

☐ Be tested with measures that meet professional standards and that are appropriate, given the manner in which the test results will be used.

☐ Receive a brief oral or written explanation prior to testing about the purpose(s) for testing, the kind(s) of tests to be used, if the results will be reported to you or to others, and the planned use(s) of the results. If you have a disability, you have the right to inquire and receive information about testing accommodations. If you have difficulty in comprehending the language of the test, you have a right to know in advance of testing whether any accommodations may be available to you.

☐ Know in advance of testing when the test will be administered, if and when test results will be available to you, and if there is a fee for testing services that you are expected to pay.

☐ Have your test administered and your test results interpreted by appropriately trained individuals who follow professional codes of ethics.

☐ Know if a test is optional and learn of the consequences of taking or not taking the test, fully completing the test, or canceling the scores. You may need to ask questions to learn these consequences.

☐ Receive a written or oral explanation of your test results within a reasonable amount of time after testing and in commonly understood terms.

☐ Have your test results kept confidential to the extent allowed by law.

☐ Present concerns about the testing process or your results and receive information about procedures that will be used to address such concerns.
ABPD RIGHTS AND RESPONSIBILITIES OF TEST TAKERS

As a test taker, you have the responsibility to:

- Read and/or listen to your rights and responsibilities as a test taker.
- Treat others with courtesy and respect during the testing process.
- Ask questions prior to testing if you are uncertain about why the test is being given, how it will be given, what you will be asked to do, and what will be done with the results.
- Read or listen to descriptive information in advance of testing and listen carefully to all test instructions. You should inform an examiner in advance of testing if you wish to receive a testing accommodation or if you have a physical condition or illness that may interfere with your performance on the test. If you have difficulty comprehending the language of the test, it is your responsibility to inform an examiner.
- Know when and where the test will be given, pay for the test if required, appear on time with any required materials, and be ready to be tested.
- Follow the test instructions you are given and represent yourself honestly during the testing.
- Be familiar with and accept the consequences of not taking, not fully completing the test, or canceling the scores.
- Inform appropriate person(s), as specified to you by the organization responsible for testing, if you believe that testing conditions affected your results.
- Ask about the confidentiality of your test results, if this aspect concerns you.
- Present concerns about the testing process or results in a timely, respectful way, if you have any.
Non-Disclosure Agreement

Participants will be required to agree to the following:

1. I will not discuss or in any (written, oral or electronic) way disseminate information regarding the content of this examination.

2. Should ABPD obtain information that I had prior access to or was involved in discussing, copying or disseminating ABPD examination questions and vignettes; I may be prohibited from ever taking or retaking any ABPD certification examination.

3. I understand that prior knowledge of or disseminating information on the content of the Oral Clinical Examination (OCE) would be a breach of my responsibility as an ABPD Candidate and a violation of the ABPD Principle of Ethics and ABPD Code of Professional Conduct.

4. Furthermore I understand that any violation of the above notices will mandate an investigation that may subject me to disciplinary and legal actions by ABPD. ABPD may, at its discretion, refuse to examine me or, having examined me, may refuse a certificate based upon its above-described investigation. Should I become a Diplomate of the Board, such violation may result in revocation of my certificate.

5. In the event ABPD refuses to issue a certificate on the basis set forth in subparagraph four (4) above, I hereby waive any right I may have to question said refusal in any court of law or equity or other tribunal and further waive any right to a return of any fees.

MONITORING: To assist with training, Candidate examinations will be monitored using closed circuit television. Monitoring will be used only in connection with ABPD’s training and calibration of OCE examiners.

USE OF IMAGE: ABPD has my permission to use my image for internal purposes, such as candidate examinations, recognition ceremonies and similar purposes. ABPD will only share my image with the ABPD College of Diplomates to be used during their breakfast meeting at the AAPD Annual Session otherwise the image will not be released to outside entities without my permission.

Revoked and Suspended License Policy

If a Candidate's license to practice dentistry has been revoked or suspended the Candidate will not be scheduled for an ABPD examination. The issue would need to be documented on the Candidate's annual credentials. Diplomates must report any action against their license on their annual credentials. ABPD receives monthly notices from the American Association of Dental Boards (the national group of state licensing boards) to monitor practitioner actions.

Cancelation Policy

All cancelations must be submitted in writing via email or by US Mail. Examination fees can not be transferred to a different exam year. All cancelation deadlines are posted at www.abpd.org.
Terms of Use Policy for ABPD Website

These Terms apply to all of your access to and use of this Site. By accessing, browsing and/or otherwise using the Site, you, your agents and authorized representatives are indicating that you have read and agree to follow and be bound by these Terms. Please read these Terms. If you do not agree to these Terms, do not access or use the Site.

Although ABPD may attempt to notify you when some changes are made to these Terms, we may modify these Terms at any time and from time to time in our sole discretion without notice to you. You should periodically review these Terms carefully in order to make sure that you are aware of the most current terms and conditions for the use of the Site because any use or viewing of the Site by you after any change to these Terms, whether or not you have reviewed the amended Terms, constitutes your acceptance of these Terms as changed. These Terms as amended from time to time shall remain in full force and effect anytime you use or access the ABPD Site.

Read the full policy here.

Privacy Policy

You have arrived at a web site that is provided by American Board of Pediatric Dentistry and/or its affiliated and subsidiary companies (collectively "ABPD" or "we" or "our" or “us” or “our”). Please read this Privacy Policy carefully so that you understand our policies and practices regarding your information and how we will treat it.

If you do not agree with our policies and practices, including our use and disclosure of your Personal Information, please do not use our Site and do not provide us with any of your information.

By accessing or using the Site, you agree to the terms of this Privacy Policy and consent to our privacy practices described in this Privacy Policy, including our use and disclosure of your Personal Information as described in this Privacy Policy.

This Privacy Policy may change from time to time. Your continued use of the Site after we make changes is deemed and treated as your acceptance of those changes, so please check the Privacy Policy periodically for updates.

Read the full policy here.

Code of Professional Conduct and Discrimination and Harassment Policy

The American Board of Pediatric Dentistry (“ABPD”) is dedicated to providing a safe and productive experience for all participants and attendees at all official ABPD events regardless of sex, race, color, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable law.

ABPD does not tolerate discrimination or any form of prohibited harassment and is committed to enforcing this Code of Professional Conduct (the “Code”) at its examinations, meetings or at any other ABPD event. The ABPD is committed to providing an atmosphere that encourages the free expression and exchange of scientific and educational ideas. Furthermore, ABPD upholds the philosophy of equal opportunity for and treatment of all event participants and staff in any venue.

Read the full policy here.
Policy on Fairness

The American Board of Pediatric Dentistry (ABPD) is committed to ensuring that all candidates are treated fairly, regardless of age, gender, disability, race, ethnicity, national origin, religion, sexual orientation, linguistic background, or other personal characteristics.

ABPD adheres to the Principles of Fairness: An Examination Guide for Credentialing & Registration Boards provided by The Council on Licensure, Enforcement and Regulation. The Principles of Fairness ensures fairness through the design, development, administration, and scoring of ABPD certification examinations. ABPD will include all the necessary information before, during and after the examination to ensure all test takers are given a comparable opportunity to demonstrate what they know, and how they can perform in the areas being examined.

ABPD’s Certification Guide contains the following information to ensure all test takers have the necessary information prior to, during and after the examination.

ABPD provides:

1. Test Blueprint - A test blueprint that conveys the scope and emphasis of the examination. The blueprint lists the major domains of the test and the number of items (i.e., questions) administered in each.

2. Test Characteristics/Time Limits - Information regarding the format and length of the examination will be provided at the level of detail appropriate to the intended test taker.

3. Test Preparation Strategies - Study references and test taking strategies are available to the test taker on the ABPD website and the Certification Guide.

4. Change in Test Content - Any change in the test content will be communicated to the test taker in a timely manner.

5. Examination Content Development - The examination development process will be described to the test taker to ensure the test is fair to population subgroups.

6. Scoring - Information about scoring process and information provided to the test taker is available on the ABPD website and the Certification Guide. The scoring methods provide evidence that the technical quality, including reliability and validity meet the intended purpose.

7. Reporting Test Results - Test results will be released to test takers and the information will include pass-fail outcome and quintile report by domain.

8. Registration - Information regarding examination registration, examination date, cancellation policies, fees, refunds, and appropriate deadlines are communicated on the ABPD website.

9. Test Administration - Information regarding testing center administration such as check-in procedures is communicated to the candidate from ABPD and the testing center.

10. Candidate Identification - The testing center rules and regulations outline the necessary documentation needed for proof of identification.

11. Security - Test takers obligation regarding test security and confidentiality is provided in the ABPD non-disclosure agreement. All test takers are required to read and agree to the agreement prior to taking the examination.

12. Disabilities - Guidelines and procedures for accommodating test takers with disabilities who need special accommodations are available on the ABPD website and the Certification Guide.

13. Appeals - ABPD appeals policy and score verification policy is available on the website and the Certification Guide. The policy clearly outlines the circumstances of an appeal.

14. Environment and Testing Procedures - Information regarding testing center environment, personnel, security, and equipment are outlined in the testing rules and regulations and is available on the ABPD website.

15. Reporting Results - Test results will be reported to the candidate within a timely manner, 6-8 weeks after the exam administration.

16. Accuracy of Scoring - Score verification procedure is available to all test takers and information regarding the process can be located on the ABPD website.

17. Confidentiality of Results – Examination results are released to the test taker. A summary of outcomes is reported to the advanced education programs in pediatric dentistry annually to assess training program. The report includes an unidentifiable scaled score for those who have completed their training program. The outcome report is only to be used to evaluate the program's performance.

18. Re-examination - An unsuccessful test taker is permitted to challenge the examination annually within their eligibility period.

19. Reporting Summary of Test Results - A summary of historical outcomes will be provided on the ABPD website. This data will include pass rate per examination.