



AMERICAN BOARD OF  
PEDIATRIC DENTISTRY

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**Position Title:** Chair, ABPD Qualifying Examination, Oral Clinical Examination and Continuing Certification Committee

**Term:** One year, renewable up to three years (January–December)

**Time Commitment:**

- 5–10 hours monthly on average
  - Annual 2- to 3-day examination development workshop
  - Additional examination sessions and review meetings as required by the specific committee
  - Other in-person and virtual meetings as needed
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**Position Summary**

The Chair of the ABPD Qualifying Examination, Oral Clinical Examination, and Continuing Certification Committee is a senior leadership role responsible for guiding the development and implementation of ABPD's high-stakes certification assessments. This individual serves as a visible advocate for board certification, leading a team of expert volunteers and working with staff to ensure that all examination-related activities uphold the highest standards of fairness, validity, and clinical relevance.

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**Key Responsibilities**

**Leadership & Communication**

- Serve as a visible advocate for board certification and promote ABPD's mission and vision across professional activities.
- Lead the committee with professionalism and confidence through proactive communication.
- Be proactive in identifying new volunteers, suggesting relevant topics, and recommending content and programmatic enhancements.
- Support the implementation of board decisions and committee directives.

**Committee & Program Oversight**

- Review committee applications and make recommendations for board approval.
- Lead and participate in annual reviews of committee performance, and workshop planning.
- Facilitate smooth leadership transitions by mentoring vice chairs for future roles.
- Enforce relevant committee handbooks and ensure adherence to ABPD policies and standards.

### **Program Development**

- Coordinate with vice chairs, part leaders, and staff to ensure examination development and committee tasks are completed on schedule.
- Conduct final reviews and approvals of content (modules, vignettes, or items) ensuring alignment with the Table of Specifications (ToS) and exam development standards.
- Based on program statistics provided by staff, disseminate the needs to part leaders to determine committee assignments.
- Provide input during exam statistical review and pass point discussion to the psychometrician.
- Review the performance of the program and survey results and, in collaboration with staff and part leaders, consider future enhancements.
- Provide input on examiner selection and orientation when relevant (OCE).
- Review and provide feedback on the examinations in final testing formats.
- Assist staff with any special projects such as standard settings, practice analyses, or audits.

### **Education & Training**

- Assist staff with the development of training materials and presentations.
- Deliver training presentations as needed, including Examiner Calibration and Standardization Sessions, New Examiner Orientation, and Refresher Sessions for experienced examiners (primarily within OCE).
- Assist in the selection of OCE Examiners utilizing feedback, performance history, and historical statistical analysis of the eligible examiners. (OCE)
- Assist staff with monitoring examiners and guiding examiners during OCE.

### **Professionalism & Ethics**

- Act in the best interest of ABPD, avoiding conflicts of interest and maintaining transparency.
- Participate in self- and peer-assessment processes to enhance leadership and program performance.

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### **Eligibility Requirements:**

- Board-certified by ABPD for at least three years and in good standing.
- Be an active member of the American Academy of Pediatric Dentistry (AAPD).
- Actively involved in direct patient or clinical teaching of pediatric dentistry on a weekly basis or an average number of days within a month to count toward the weekly requirement. ABPD defines “clinical teaching of pediatric dentistry” as overseeing dental students or residents performing patient care for real patients. Clinical simulations, hands-on coursework on models, virtual presentations, or in-person presentations or lectures to students or residents do not fulfill this requirement.
- Participation in the Renewal of Certification Process.

- Two years of service as a member of an ABPD Examination Committee.
- Have a record of leadership in pediatric dentistry as evidenced by one or more of the following:
  - Served in a leadership position of an AAPD council, committee, or task force.
  - Participated in the Academy's Kellogg Leadership Institute or other leadership training
  - A program director or department chair of a Commission on Dental Accreditation (CODA)-accredited specialty training program in pediatric dentistry.
  - Experience as a test constructor or item writer for another organization.
  - Other significant administrative contributions to pediatric dentistry including leadership and service.
- Ability to commit time to complete assigned responsibilities over a one-year term.

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**Desirable Attributes:**

- Strategic and analytical thinking
- Team motivation and delegation skills
- Strong interpersonal and communication abilities
- Editorial/writing experience
- Familiarity with statistics or psychometrics
- Understanding of oversight vs. supervision in leadership contexts.