AMERICAN BOARD OF PEDIATRIC DENTISTRY

Examination Cancellation Policy

QUALIFYING EXAMINATION

- Cancellation more than 4 months prior to examination = full refund, less $100 processing fee
- Cancellation within 4 months of the examination date = forfeiture of the examination fee
- Failure to appear for the scheduled testing appointment = forfeiture of the examination fee

ORAL CLINICAL EXAMINATION

- Cancellation more than 6 months prior to examination = full refund, less $100 processing fee
- Cancellation within 6 months of the examination = forfeiture of the examination fee
- Failure to appear for the scheduled testing appointment = forfeiture of the examination fee

If an applicant or candidate cannot appear for the examination due to extenuating circumstances and would like an exception to the examination cancellation fee policy, he/she must notify ABPD prior to the time of examination by completing an Examination Cancellation Form accompanied by supporting documentation.

Extenuating circumstances include the following:

- Complicated pregnancy, temporary physical disability or sudden onset of a serious medical condition or physical disability of the applicant or candidate that prevents travel.
- Serious medical condition of an immediate family member* within four weeks of the examination date.
- Death of an immediate family member* within four weeks of the examination date.
- Funeral of an immediate family member* that conflicts with examination date.
- Military deployment or military obligations.
- Natural disaster that prevents travel.

When cancelling due to extenuating circumstances, the following documentation is required with the completed Examination Cancellation Form:

- A signed letter by the treating physician on professional letterhead documenting the medical condition/disability of the applicant, candidate, or immediate family member*. Documentation must explain the reason travel is prohibited for the applicant or candidate.
- Death certificate of immediate family member*
- Documentation of funeral service date of immediate family member.

- Military deployment form or letter of military duty obligation
- Documentation of natural disaster

**Immediate family member: Spouse/partner, child, stepchild, parent, stepparent, sibling, parent-in-law and grandparent.*

All cancellations must be submitted by completing the Examination Cancellation Form. Please email **info@abpd.org** for the Examination Cancellation Form. Examination fees cannot be transferred to a different exam year.