

EXAMINATION POLICIES

QUALIFYING EXAMINATION

The Qualifying Examination is a multiple-choice computerized exam that covers a broad range of information relating to the science and art of periodontology. Subject areas include basic sciences, oral medicine, oral pathology, periodontal histology and pathology, periodontal literature, and clinical practice.

Test specifications for the Qualifying Examination represent the categories of the knowledge base considered by the Board to be important in the science of periodontology and/or relevant to the proficient practice of periodontics. The items developed according to these specifications for inclusion in each examination represent a consistent sampling of periodontology and reflect subject matter beyond the predoctoral curriculum. Basic science content will be included to the extent that it addresses the scientific basis for the diagnostic and therapeutic skills required in clinical application and the future advances of the specialty. The Qualifying Examination will continue to place emphasis on oral medicine and oral pathology.

Candidates will be required to sign the following Non-Disclosure Statement: "I understand that the Board wishes to keep all test questions confidential so that they will not become available to future examinees, who may thereby obtain an unfair advantage. Accordingly, I agree not to discuss the patient protocols, questions, or answers with anyone. I further understand that this examination is a copyrighted work of the Board and that copying of any questions or patient protocols in any form constitutes infringement of the Board's copyright. I pledge to comply with all rules of this examination".

DATE OF THE QUALIFYING EXAMINATION

The Qualifying Examination will be given at such time or times as the Board of Directors may determine.

QUALIFYING EXAMINATION PROTOCOL

The Qualifying Examination will be computerized and administered annually at regional testing centers. Within reasonable limits, the Board will pay for additional expenses incurred for examining candidates with disabilities. The Board will not charge additional Qualifying Examination fees for candidates examined at International Testing Centers.

QUALIFYING EXAMINATION APPLICATION MATERIALS

Prior to taking the Qualifying Examination, candidates shall be required to:

1. Complete Qualifying Examination Application Form
2. Read, date, and sign Qualifying Examination Attestation Form
3. Read, answer questions, date and sign Qualifying Examination Credentials Form
4. Submit evidence of successful completion of an educational program in Periodontology which is accredited by the Commission on Dental Accreditation of the American Dental Association. This consists of a copy of certificate or an official letter signed by the program director AND the Dean (or equivalent administrative officer) that specifies "successful completion of an educational program in Periodontology, which is accredited by the Commission on Dental Accreditation".

Candidates unable to obtain verification of successful completion of their program due to research requirements (M.S., M.S.D.) or clinical requirements must have their program director submit the following statement " It is anticipated that Dr. _____ will

satisfy all requirements and successfully complete the program in Periodontics prior to the ABP Qualifying Examination". Under these circumstances candidates will be permitted to take the ABP Qualifying Examination and receive their results. However, candidates must submit evidence of successful completion of their program (certificate or letter stating they HAVE successfully completed their program signed by their Program Director and Dean or equivalent administrative officer) before being permitted to apply for the Oral Examination. Exceptions to this policy will be considered by the Executive Committee on a case by case basis.

5. Send Application, Attestation, Credentials Forms and evidence of completion of an accredited program, along with the application fee in such amount as shall from time to time be determined by the Board of Directors (in U.S. funds, drawn on a U.S. bank) to the Board office by the date set by the Executive Director. Payment of application fees must accompany application, without exception. Payment by credit card is acceptable.

Applicants who have paid their fees and who withdraw no later than 24 hours prior to the Qualifying Examination must submit their request to withdraw in writing. Candidates who have scheduled their exam seat time with the testing center must also notify the testing center of their withdrawal to avoid "no show" fees. Applicants who withdraw from the examination with proper written notification may submit an application, including the evidence of successful completion of an ADA accredited program in Periodontics, Attestation form, and Credentials form. This request must be accompanied by an additional reapplication fee in an amount set by the Board of Directors and submitted prior to the deadline set by the Board of Directors. No monies will be refunded.

Candidates who fail the examination shall be required to reapply by submitting all application forms and fee.

QUESTIONABLE CREDENTIALS

Evaluation of Questionable Credentials for Application Approval is the responsibility of the Credentials Committee in collaboration with Legal Counsel.

SCORING OF QUALIFYING EXAMINATION

Evaluation of performance is criterion based and done in consultation with an outside consultant. Candidates who fail the exam may discuss results by calling the Board office for an appointment. Examination questions are not released, and all questions are copyrighted by the American Board of Periodontology.

FAILURE OF THE QUALIFYING EXAMINATION

A candidate who has failed the Qualifying Examination and requests further information is entitled to the following information:

1. Pass rate
2. Mean score
3. Highest score
4. Lowest score
5. Passing score
6. Candidate's score
7. How candidates performed (Raw Score) in the major sections of the Examination.

DISSEMINATION OF PREVIOUS YEAR'S QUALIFYING EXAMINATION

Past Qualifying Examinations shall not be released to future candidates. The Qualifying Examination Outline will be periodically updated and distributed to prospective candidates without numerical weighting of sections.

TIME LIMIT ON TAKING THE ORAL EXAMINATION

A candidate who passes the Qualifying Examination may take the Oral Examination in either of the subsequent two years. During this time, the entire examination process must be completed unless an eligibility extension is granted. At any time, a candidate may restart the two-year period for taking the Oral Examination by retaking and passing the Qualifying Examination.

- Requests for eligibility extensions may be made in writing to the Board office in the 2nd year of the candidate's eligibility period. Requests must be received by October 31st of that year for consideration by the Board.
- The Executive Director may approve extensions for qualified candidates without Board action if the Executive Director determines that there were extenuating circumstances that prevented the candidate from taking the Oral Examination within the three-year period. Questionable requests will be considered by the Board.
- A maximum of one request will be considered by the Board.

ORAL EXAMINATION APPLICATION PROCESS

Candidates who pass the Qualifying Examination may apply to take the Oral Examination during the same year; at the next available session. Placement in the Oral Examination is on a first-come, first-serve basis. Space will not be committed until examination fees are received and candidates successfully complete the Qualifying Examination. Assignment of candidates to a session will be at the sole discretion of the Board.

Prior to taking the Oral Examination, candidates shall be required to:

1. Complete the Oral Examination Application Form
2. Read, date and sign the Oral Examination Attestation Form
3. Read, answer questions, date and sign the Oral Examination Credentials Form
4. Provide a passport style 2" x 2" full color photograph in full color (JPG or another digital image file preferred)
5. Submit the Oral Examination Application, Attestation, and Credentials Forms along with the examination fee by the published application deadline. Payment of application fees must accompany the application, without exception. Payment may be made by credit card, check or money order.

WITHDRAWAL

Candidates who withdraw prior to the Oral Examination and whose eligibility has not expired may transfer their oral examination fee to a subsequent examination within their eligibility period for a reapplication fee set by the Board of Directors. Notification of withdrawal must be submitted in writing to the Board office. Candidates withdrawing with special circumstances (i.e., illness, pregnancy, family death, national disaster) may submit a written request to the Board that the oral examination reapplication fee be waived. The Board will review the request and determine if fee should be waived. Assignment of candidates to a session will be at the sole discretion of the Board.

NO SHOW

A candidate who fails to appear for the oral examination as scheduled, without prior notification to the Executive Director, will be required to pay the entire examination fee to reschedule the examination. Consideration to waive the fee for candidates who have special circumstances such as illness, death in the family, will be considered by the Board.

NUMBER OF EXAM DAYS

When possible, the number of exam days will be reduced by additional exam teams.

LENGTH OF EXAM

Two sequential 1½ hour sessions will be conducted for each candidate.

EXAMINER DISQUALIFICATION DISCLOSURE

Prior to the examination, Directors and Examiners will review the names of candidates. They will disqualify themselves from any candidate with whom they may have a conflict of interest (i.e. former student, a very close friend, or professional associate). Knowing a candidate or having met a candidate is not reason for disqualification.

ORAL EXAM LOCATION

Oral Examinations will be given annually at a time and place determined annually by the Board. Assignment to the examination will be made based on a first-come, first-served space available policy. Space will not be committed until examination fees are received. Assignment of candidates to a session will be at the sole discretion of the Board.

ORIENTATION SESSION

A mandatory orientation session will be held prior to the Oral Examination. At this meeting, candidates will receive information regarding examiners, room assignments, and the examination process. Candidates are required to show official I.D. (license or passport) and complete a sign-in sheet. Candidates who have had a name change since submitting application and lack official legal proof of name change will be permitted to take the exam but must provide evidence of their identity prior to receipt of exam results.

Candidates will be required to sign the following Non-Disclosure Statement: "I understand that the Board wishes to keep all test questions confidential so that they will not become available to future examinees, who may thereby obtain an unfair advantage. Accordingly, I agree not to discuss the patient protocols, questions, or answers with anyone. I further understand that this examination is a copyrighted work of the Board and that copying of any questions or patient protocols in any form constitutes infringement of the Board's copyright. I pledge to comply with all rules of this examination".

PROTOCOL DEVELOPMENT

Oral Pathology cases will not be used as 'stand-alone' protocols, except for vignette protocols. Protocols are prepared to exam candidates' knowledge in each of the areas outline on the test plan.

ORAL EXAMINATION PROCESS

Each candidate will be provided with a brief patient history. In addition, one or more photographic slides will be projected which demonstrate a specific problem area or clinical situation. Candidates will be called upon to demonstrate their ability to: make a diagnosis, determine etiologic factors, develop short- and

long-term prognoses, develop a comprehensive treatment plan, provide appropriate treatment, accurately evaluate results, and develop and implement an effective maintenance program. Candidates may request information about the patient from Examiners in order to answer questions. Five of the six protocols will consist of a single case or procedure. Each will be graded in six skills; Diagnosis, Etiology, Prognosis, Treatment Plan, Therapy and Evaluation of Therapy and Maintenance. The sixth protocol will consist of three ten-minute vignette protocols. These may include such topics as medical management, medical emergencies, periodontal and oral medicine, perio-pathology, post-op complications and management of failures. Each ten-minute vignette protocol will be graded on only two skills: Diagnosis and Therapy. This sixth protocol will therefore have six grades from each Examiner, which is the same number of grades as the other five protocols. (Since the six grades for the vignette protocols are only in the Diagnosis and Therapy categories, these two categories will be slightly more weighted than the other four grading categories for the overall score.)

SCORING OF EXAMINATION

Two examiners will evaluate the candidate in session one of the examination and two different examiners will examine the candidate in session two. Examiners will score the candidate independently without discussion. When possible, new Examiners will be teamed with Directors or experienced Examiners. Candidates will be graded in each of the six standard protocol categories and diagnosis and therapy in the case of vignette protocols listed in the oral examination process.

1. Diagnosis
2. Etiology
3. Prognosis
4. Treatment Planning
5. Therapy
6. Evaluation and Maintenance

Final scores will be computed statistically. This criterion standard may be refined using the error of measurement. Candidates will be notified of the results as soon as possible following completion of the exam period.

FAILURE OF ORAL EXAMINATION

Board policy concerning candidates who have failed the Oral Examination and request further information about their failure is to provide the following information during a telephone conference with the Executive Director of Examinations and Professional Affairs:

1. Pass rate
2. Mean score
3. Highest score
4. Lowest score
5. Passing score
6. Candidates score
7. How candidates performed (Raw Score) in the major sections of the Examination.

Candidates who have successfully completed the Qualifying Examination and fail the oral examination in the last year of eligibility, (2 years without extension; 3 years if extension is granted), will be required to restart the Certification Examination process by retaking and successfully completing the Qualifying Examination [Effective May 2010].

EXAM CANCELLATION POLICY

The American Board of Periodontology will make every attempt to administer the Qualifying and Oral Examinations as scheduled. Should the ABP, in its sole discretion, cancel all or part of an Examination, or as a result of events beyond its control be unable to administer an Examination to its completions at the appointed date, time and location, the ABP is not responsible for any expense the candidate may have incurred in connection with the canceled Examination, nor for any expense the candidate may incur for any substitute Examination.

CE CREDITS

The American Board of Periodontology will, on request, grant 6 continuing education credits for taking and passing the Qualifying Examination, 12 continuing education credits for taking and passing the oral examination, and 2 continuing education credits for completion of the Self Study Recertification Program.

Board Directors and Examiners will be granted 8 hours continuing education credits for each day of service in development and administration of examinations.