

Annual Survey of the Recognized Certifying Boards

Requirements for Recognition of National Certifying Boards for Dental Specialists

November 2022



National Commission on Recognition of
Dental Specialties and Certifying Boards

Introduction

- On an annual basis the recognized certifying boards are required to complete *the Annual Survey of the Recognized Certifying Boards*.
- The purpose of the Annual Survey is to collect current information on the governance and operations of each of the recognized national certifying boards for dental specialists and to ensure each certifying board's adherence to the *Requirements for Recognition National Certifying Boards for Dental Specialists*.
- Data collected via the survey includes the following information:
 - Board Executive Directors
 - Current Certifying Board President
 - Certification and Examination Data
 - Certification Pathways and Applications
 - Eligibility Requirements
 - Financial Operations
 - Examination Procedures
 - Examination Type and Number of Candidates
 - Application and Registration Procedures
 - Validity and Reliability
 - Test Construction and Evaluation
 - Certification and Re-Certification Examination Content
 - Re-Examination Policies
 - Recertification/Certification Maintenance Policies



Introduction

- The recognized certifying boards are required to complete the full Annual Survey every three (3) years. In the intervening years, those certifying boards that are in good standing with the recognition status of “Recognition” will be required to complete a modified version of the Annual Survey that collects information related to:
 - Board Executive Directors/Secretaries
 - Current Certifying Board President
 - Validity and Reliability Evidence, including letter or Examination Technical Report
 - Financial Operations
 - Examination Statistical Data
 - Certification and Examination Summary and Historical Data
 - Certification Pathways and Applications
- Certifying Boards that do not have a recognition status of “Recognition” will be required to complete the full annual survey until they achieve compliance with the *Requirements for Recognition*.
- Newly recognized certifying boards must show continued compliance on the full Annual Survey for a period of three (3) years before being allowed to complete the modified Annual Survey.



Failure to Comply with Request for Information and Missed Deadlines

- The National Commission monitors the recognition of the specialty sponsoring organizations through the periodic review of the dental specialties and the certification process of the certifying boards through an annual report.
- Completion of the National Commission's periodic review and annual report is a requirement for continued participation in the recognition process.
- All specialty sponsoring organizations and certifying boards recognized by the National Commission are expected to adhere to deadlines for requests for information and/or submission of reports.
- Executive directors who anticipate difficulty in submitting the completed report on time must submit a written request for extension prior to the date on which the report is due. Requests for extension must specify a submission date no later than thirty (30) days beyond the initial deadline date.
- If a recognized certifying board and/or specialty sponsoring organizations fails to comply with the National Commission's request for information, it will be assumed that the certifying board and/or specialty sponsoring organization no longer wishes to participate in the recognition process.



Failure to Comply with Request for Information and Missed Deadlines

- In the event a recognized certifying board and/or specialty sponsoring organization fails to comply with the National Commission's request for information, the National Commission will immediately notify the organization of its intent to withdraw recognition at its next scheduled meeting.
- Recognized specialty sponsoring organizations and certifying boards that miss a required deadline and did not submit a written request for extension will be assessed a late fee in the amount of \$1,500, to be paid within 30 days of receiving the invoice/notification.
- If the recognized specialty sponsoring organization or certifying board does not adhere to the payment deadline, the National Commission will view this as an indication that the organization no longer wishes to participate in the recognition process and will withdraw recognition at its next scheduled meeting.



Requirements for Recognition of National Certifying Boards for Dental Specialists

- The *Requirements for Recognition of Dental Specialties and National Certifying Boards for Dental Specialists* contain criteria that specialty applicants and the recognized specialty sponsoring organizations and certifying boards must meet in order to remain recognized by the National Commission.
- The *Requirements for Recognition of National Certifying Boards for Dental Specialists* contains 14 requirements that are divided into three (3) sections:
 - Organization of Boards (4 requirements)
 - Operation of Boards (7 requirements)
 - Certification Requirements (3 requirements)
- In order to become, and remain, eligible for recognition by the National Commission as a national certifying board for a dental specialty, the specialty must have a recognized specialty sponsoring organization that meets all of the *Requirements for Recognition of Dental Specialties*. A close working relationship must be maintained between the recognized sponsoring organization and the certifying board.
- Certifying boards recognized by the National Commission must be able to show continued compliance with all of the *Requirements for Recognition of National Certifying Boards for Dental Specialists*.



Requirements for Recognition of National Certifying Boards for Dental Specialists

Organization of Boards (4 requirements)



Organization of Boards-Requirement 1

An applicant and a recognized certifying board must have no less than five (5) and no more than twelve (12) voting directors/officers designated on a rotation basis in accordance with a method approved by the National Commission. Although the National Commission does not recommend a single method for selecting directors/officers of boards, directors/officers may not serve for more than a total of nine (9) years. All voting directors/officers must be diplomates of that specific certifying board and the certifying board may establish additional criteria/qualifications if they so desire.

Examples of Evidence to Meet the Requirement:

- A list of the current voting directors/officers of the board
- Current board *Bylaws* stating the required number of voting directors/officers (no less than five (5) and no more than twelve (12), the length of directors/officers terms (no more than nine (9) total years), and the requirement that each director/officer is a diplomate of that specific certifying board
- Current board *Bylaws*/written documentation outlining the board's selection process and membership criteria/qualifications and diplomate status requirements for directors/officers



Organization of Boards-Requirement 2

An applicant and a recognized certifying board must have a certification program that is comprehensive in scope and meets the needs of the diplomate practitioners in the recognized specialty and the profession and protects the public. Further, the certifying board must provide evidence of a close working relationship with a recognized specialty sponsoring organization that meets all of the *Requirements for Recognition of Dental Specialties*.

Examples of Evidence to Meet the Requirement:

- Current Board *Bylaws* that provides evidence of the certifying boards close working relationship with the recognized specialty sponsoring organization that meets all of the *Requirements for Recognition of Dental Specialties*



Organization of Boards-Requirement 3

An applicant and a recognized certifying board must provide evidence of adequate financial viability to conduct its certification program.

Examples of Evidence to Meet the Requirement:

- Previous end of year Financial Statement/Audit Report
- Data related to Application, Registration Procedures and Examination Fees



Organization of Boards-Requirement 4

An applicant and a recognized certifying board may outsource administrative duties to suitable external consultants and/or external agencies to assist in daily operations and/or examination functions. If the certifying board does outsource administrative and/or examination functions, the certifying board must submit documentation describing the process. External and internal consultants who participate in the development and/or administration of certification examinations must be diplomates in the specialty that is being examined.

This requirement only applies to certifying boards that outsource administrative functions and/or the development examinations.

Examples of Evidence to Meet the Requirement:

- Current *Bylaws* and/or documentation describing the process of selecting consultants or agencies and the duties these individuals/agencies fulfill for the organization
- Copy of Annual Report from the individual and/or agency as applicable



Requirements for Recognition of National Certifying Boards for Dental Specialists

Operation of Boards (7 requirements)



Operation of Boards-Requirement 1

An applicant and a recognized certifying board must only certify qualified dentists as diplomates in the specialty area recognized by the National Commission. No more than one (1) certifying board will be recognized by the National Commission for the certification of diplomates in a recognized specialty area of practice.

Examples of Evidence to Meet the Requirement:

- Mission Statement
- Copy of board *Bylaws* and/or documents providing evidence that the certifying board is only certifying dentists as diplomates



Operation of Boards-Requirement 2

An applicant and a recognized certifying board must give at least one (1) examination in each calendar year and must announce examination details at least six (6) months in advance of the examination. In extraordinary circumstances, recognized certifying boards may request a conditional waiver of exception from the National Commission.

Examples of Evidence to Meet the Requirement:

- Copy of announcement of examination(s) date and place posted by the certifying board
- Written description of where the information is posted
- Screenshot of certifying board website showing posting



Operation of Boards-Requirement 3

An applicant and a recognized certifying board must maintain a current list of diplomates.

Examples of Evidence to Meet the Requirement:

- Current roster of diplomates



Operation of Boards-Requirement 4

An applicant and a recognized certifying board must submit to the National Commission data relative to financial viability and operations, written examination procedures, candidate examination guidelines and procedures, certification and recertification examination content, test construction and evaluation, and the reporting of results. Examination procedures and results should follow the Standards for Educational and Psychological Testing, including validity and reliability evidence. A diplomate in good standing may, upon written request, obtain a copy of the annual examination technical and financial reports of the certifying board. The recognized certifying board will submit the required documentation on a cycle established by the National Commission.

Examples of Evidence to Meet the Requirement:

- Policy and/or public statement demonstrating the ability of diplomates who are in good standing, upon written request, can obtain information of the certifying boards' financial viability and examination technical reports.
- Written Examination Procedures
- Candidates Brochure/ Guidelines/Procedure for Certification Examination.
- Certification and Recertification Examination Content Guidelines and Procedures, if Candidate Guide is not submitted.



Examples of Evidence to Meet Operation of Boards-Requirement 4

- Validity and Reliability Evidence provided by a psychometrician/statistician who has included an introductory letter to accompany documents provided in support of this requirement
- Examination Technical Report
 - Content, criterion and construct validity
 - Evidence the examination is operating as intended
 - Evidence there are minimal errors and measures the examinees true score
 - Describing the statistical analysis that is completed on the scores
- Documentation/Policy related to Test Development and Revision
- Documentation/Policy related to Test Administration, Scoring and Reporting
 - Cut score (pass/fail) and how it is determined and if the results are checked for consistency
 - Develop and implement procedures for ensuring confidentiality of scores
 - Procedures, materials and guidelines for scoring examinations for accuracy
 - Calibration of examiners
 - Rational, procedures and evidence for setting performance standards for establishing passing scores



Examples of Evidence to Meet Operation of Boards-Requirement 4

- Policies on Fairness in Testing and Test Use
 - Description of how the exam content was selected
 - Indicate what the exam measures
 - Provide guidance on the level skill, knowledge and training required to take the exam
 - Provide evidence that the technical quality (validity and reliability) meets its intended purpose
 - Sample questions

Consider looking at CODE for Fair Testing Practices in Education Joint Committee on Testing Practices (2004). American Psychological Association

- Policies in the Rights and Responsibilities of Test Takers
 - Review organization website for information
 - Provide appropriate documentation
 - Register for the examination
 - Review the Guidelines for Certification
 - Review any materials provided by the organizations
 - Be prepared to respond to questions regarding treatment and gamut of current discipline specific knowledge



Examples of Evidence to Meet Operation of Boards-Requirement 4

- Policies on Testing Individuals of Diverse Linguistic Backgrounds
 - Simple statement that the test is conducted in English
- Policies on Testing Individuals with Disabilities
 - Accommodations must be submitted in writing with proof of professional evaluation
 - Requests the organization can accommodate (extra time, wheelchair accessible, distraction free rooms, physical prompts for hearing impaired)



Operation of Boards-Requirement 5

An applicant and a recognized certifying board must require diplomates to engage in lifelong learning and shall encourage continuous quality improvement.

Examples of Evidence to Meet the Requirement:

- Written Recertification/Certification Maintenance Policies
- Written Continuing Education Practices and Requirements



Operation of Boards-Requirement 6

An applicant and a recognized certifying board must provide to the National Commission evidence of examination and certification of a significant number of additional dentists in order to warrant approval of and continued recognition by the National Commission. The recognized certifying boards will submit the required documentation on a cycle established by the National Commission.

Examples of Evidence to Meet the Requirement:

- Completion of the Statistical Form related to examination dates, type of examination and applicants declared ineligible for the examination
- Completion the Certification and Examination Summary and Historical Data Form (Current number of diplomates in various categories, as applicable)



Operation of Boards-Requirement 7

An applicant and a recognized certifying board must bear sole authority and responsibility for conducting certification programs, the evaluation of the qualifications and competence of those certified as diplomates, and the issuance of certificates.

Examples of Evidence to Meet the Requirement:

- Documentation showing the certifying board is an independent entity or *Bylaws* showing independent authority to act independently as the certification body (articles of incorporation)
- Certificate that clearly indicates proof as certifying body and not sponsoring organization



Requirements for Recognition of National Certifying Boards for Dental Specialists

Certification Requirements (3 requirements)



Certification Requirements-Requirement 1

An applicant and a recognized certifying board must require, for eligibility for certification as a diplomate, the successful completion of an advanced education program that is two (2) or more academic years in length accredited by the Commission on Dental Accreditation.

Although full-time, continual attendance in a Commission on Dental Accreditation accredited advanced education program is desirable, the period of advanced education need not be continuous, nor completed within successive calendar years. An advanced educational program equivalent to two (2) or more academic years in length, successfully completed on a part-time basis over an extended period of time as a graduated sequence of educational experience not exceeding four (4) calendar years, may be considered acceptable in satisfying this requirement. Short continuation, refresher courses (educational experience only obtained through continuing education) and teaching experience in a specialty department in a dental education facility will not be accepted in meeting any portion of this requirement.

A certifying board may establish an exception (alternative pathway) to the qualification requirement of completion of an advanced education program that is two (2) or more academic years in length accredited by the Commission on Dental Accreditation for the unique candidate who can demonstrate comparable educational and/or training requirements to the satisfaction of the certifying board. A certifying board must submit a separate petition to the National Commission for permission to establish and/or revise policy on alternative pathways.



Examples of Evidence to Meet Certification Requirements-Requirement 1

- Eligibility Requirements for certification showing completion of a CODA accredited advanced education program that is two (2) or more academic years in length
- If the specialty allows part-time attendance in advanced education programs, a written summary of how the curriculum is comparable to that of a full-time program.
- If the certifying board has alternative pathways to certification, written evidence related to the Pathway
- Completion of Certification Pathways and Applications Data related to:
 - Number certified through the traditional (CODA graduate) pathway
 - Number certified through alternative pathways
 - Number of Applications received
 - Number of unacceptable applications
 - Number Recertified/Certification Maintenance



Certification Requirements-Requirement 2

An applicant and a recognized certifying board must establish minimum requirements for years of practice in the area for which certificates are granted. The years of advanced education in the discipline specific specialty may be accepted toward fulfillment of this requirement.

Examples of Evidence to Meet the Requirement:

- Written documentation related to the establishment of minimum requirements for certification.
- Eligibility Requirements Data related to:
 - Years of advanced education in addition to DDS or DMD degree
 - Total years of specialty experience including advanced education
 - Citizenship requirements
 - State licensure requirements
 - Certification pathway for graduates of non-CODA accredited advanced education programs



Certification Requirements-Requirement 3

An applicant and a recognized certifying board, in cooperation with their recognized specialty sponsoring organization, must prepare and publicize joint recommendations on the Commission on Dental Accreditation educational standards for the advanced education programs for that specialty.

Examples of Evidence to Meet the Requirement:

- Comments made to Commission on Dental Accreditation on Accreditation Standards
- Evidence that certifying board and sponsoring organization meet on a regular basis to review educational program standards and experiential requirements

