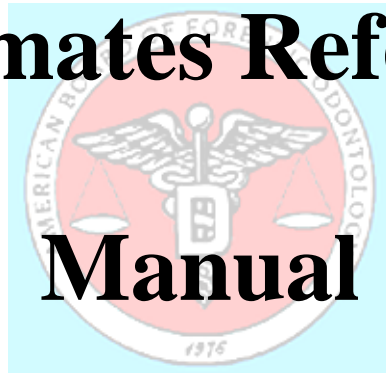


American Board of Forensic Odontology

Diplomates Reference Manual



Section III Policies & Procedures

March 2017 Edition

American Board of Forensic Odontology, Inc.

DIPLOMATES REFERENCE MANUAL

SECTION III POLICIES & PROCEDURES

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SECTION III

Policies & Procedures

Nominating Committee

Protocol for Selecting Candidates for Elected Positions

President (*1 year term*) - No nominations required as the President Elect automatically assumes this position at the end of the current president's term.

President Elect (*1 year term*) - One nominee who is the current Vice President of the ABFO.

Vice President (*1 year term*) - One nominee who is the current Secretary or Treasurer whoever is completing his or her term of office at the present time.

Secretary (*2 year term*) - Two nominees shall be selected in even numbered years (i.e. 2006, 2008, 2010, etc.) for this office and must be a current or past member of the Board of Directors.

Treasurer (*2 year term*) - Two nominees shall be selected in odd numbered years (i.e. 2005, 2007, 2009, etc.) for this office and must be a current or past member of the Board of Directors.

Board of Directors (*3 year term*) - Two nominees shall be selected for each of the five vacancies plus two additional nominees which will occur each year in the Board of Directors. Nominees **cannot** be individuals that are ending their second consecutive three year term as a Director. Nominees are selected from the Diplomates at large.

Certification and Examination Committee (*5 year term*) - The nominating committee needs to submit two nominees for each vacancy that will become open in the ensuing Board year from the diplomates at large. To avoid conflicts of interest, members of this committee may not serve simultaneously as a Director.

Ethics Committee (*3 year term*) - The nominating committee should submit two nominees for each vacancy that will become open in the ensuing Board year from the diplomates at large. Nominees may not serve a second consecutive term on this committee. To avoid conflicts of interest, members of this committee may not serve simultaneously as a Director.

Duties and Responsibilities of Directors

Introduction: This description of duties and responsibilities is meant to be a dynamic listing. It should be reviewed annually by the outgoing officers and revisions submitted for inclusion in this listing.

MEMBER OF THE BOARD OF DIRECTORS

1. Conduct and supervise all business of the ABFO between meetings as outlined in the bylaws.
2. Attend all Board of Directors' and diplomates' meetings.
3. Be familiar with ABFO Bylaws, Code of Ethics, Articles of Incorporation, Standards and Guidelines.
4. Respond in a timely and thoughtful manner to any and all correspondence.
5. Serve a three (3) year term

PRESIDENT

1. Preside over all meetings of the Executive Committee, Board of Directors, and diplomates. The President, as Chair of the Executive Committee, will annually review and/or audit all records of the ABFO. The records of the ABFO shall be managed and disposed of in such a way as to ensure the integrity of the record keeping process and the confidentiality of the information. The records shall be kept indefinitely but should the Board of Directors determine that the records should be purged, records shall be retained for at least one full certification cycle for each currently active diplomate. Purged records will be destroyed in a manner that ensures security and confidentiality.
2. Immediately after the annual meeting of the diplomates, forward to the American Academy of Forensic Sciences (AAFS) a list of contact information of the new officers and Chair of the Certification and Examination Committee.
3. Remain familiar with the Bylaws, ethics code, articles of incorporation, standards and guidelines.
4. Answer all correspondence to the Board from attorneys, the AAFS and other organizations.
5. Assist the Secretary in resolving issues.
6. Direct all committee chairmen and oversee their progress.
7. Appoint officers and chairmen as directed by the bylaws.
8. Notify chairmen of their charges and committee membership as soon as possible after the annual meeting.
9. Serve a one year term.

PRESIDENT ELECT

1. Be thoroughly familiar with the Bylaws, Code of Ethics, Articles of Incorporation, Standards and Guidelines.
2. Monitor progress of the ABFO committees and assist as needed to insure that tasks are completed on time.
4. Assist President as needed.
5. Assist in the selection of appointed committee members and chairmen for the coming year.
6. Become familiar with duties of President.
7. Serve a one year term.

VICE PRESIDENT

1. Attend all ABFO Executive Committee, Board of Directors' and Diplomates' meetings.
2. Be thoroughly familiar with ABFO Bylaws, Code of Ethics, Articles of Incorporation, Standards and Guidelines.
3. Assist the Secretary and Treasurer with their duties as necessary.
4. Be familiar with the duties of the President Elect and President and be willing to assume their positions.
5. Make necessary meeting arrangements for all ABFO business meetings and notify attendees and/or secretary of the details.
6. Serve a one year term.

SECRETARY

1. Be prepared to commit to a seven-year term of service: two years as Secretary, one year as Vice President, one year as President Elect, one year as President, one year as Past President/Member Nominating Committee, and one year as Chairman of the Nominating Committee.
2. Be familiar with the duties of Vice President, President Elect, and President and be willing to commit to these offices.
3. Serve a two-year term as Secretary.
4. Become familiar with all sections of the *ABFO Diplomates Reference Manual*, including the ABFO Bylaws, Code of Ethics, and Articles of Incorporation, Standards & Guidelines.
5. Attend all meetings of the Executive Committee, Board of Directors, and combined directors and diplomates meetings and produce the minutes for same.
6. Be familiar with computer functions and applications used by the ABFO
7. Send all minutes and agendas to the Executive Committee members for approval.
8. In May, June and January, mail the minutes for the annual meetings and the Manual changes to the ABFO Webmaster for updating of the *ABFO Diplomates Reference Manual*.
9. In May, mail the minutes for the annual meetings to the office of the American Academy of Forensic Sciences (AAFS) and to the corporate attorney.
10. Send an updated roster of ABFO Officers and Directors to the AAFS and the corporate attorney.
11. Develop meeting agendas.
12. Develop ballots for elections.
13. Maintain an up-to-date list of committee membership using an Excel spread sheet
14. Keep the Executive Committee officers informed of any pertinent issues that may arise during the course of the year.
15. Contact AAFS office to have certification and recertification certificates made prior to the annual meetings in February. Apply the corporate seal to these certificates and have appropriate officers sign them prior to presentation.
16. Send all necessary documents to the corporate attorney as required by law.
17. Maintain the corporate seal/embosser.
18. Assure that copies of all critical documents and/or correspondence are preserved digitally and kept in a secure location.
19. Transfer the ABFO secretary materials and equipment to the incoming Secretary.
20. Assume the responsibility for all ABFO equipment issued to you. Send correspondence as directed by appropriate authority or in compliance with ABFO bylaws.
21. Record and transcribe all meeting minutes and distribute as prescribed by bylaws.
22. Notify the Forensic Specialty Accreditation Board (FSAB) of the number of active diplomates at the conclusion of the annual meeting AND complete and send an annual report to the FSAB before March 31 of each year. The Annual Report form can be accessed at www.thefsab.org under the downloads link tab.

TREASURER

1. Be familiar with the QuickBooks accounting program.
2. Establish account transfer with current ABFO bank
3. Maintain and balance account.
4. Estimate proposed budget changes as needed.
5. Prepare and mail annual fee statements and recertification notices to the diplomates. Send out the **first** fees statements dated **July 1**. Send out a **second** fee statements if needed dated **September 1**. Send out a **third delinquent** fees statements and penalties certified mail return receipt requested if needed dated **November 1**. This third statement shall state that the action to revoke certification is now in process and that the action to revoke the individual's ABFO certificate will be voted on at the next annual meeting of the BOD in February unless the fees and appropriate penalties are received prior to the next annual meeting.
6. Notify the Examination Committee of application, test and re-test fee payments.
7. Monitor AAFS activity and administrative fees.
8. Prepare treasurer's report for the Executive Committee meetings and Board of Directors' meeting.
9. Monitor bond and recommend changes as needed.
10. Attend Executive Committee meetings and annual meetings.
11. Reimburse Diplomates for ABFO expenses in accordance with the ABFO Travel Policy.
12. Pay appropriate expenses incurred for ABFO business.
13. Be familiar with the duties of Vice President, President, and President and be willing to commit to serving in these positions.
14. Notify the Secretary of any address or phone changes.
15. Be thoroughly familiar with ABFO Bylaws, Code of Ethics, Articles of Incorporation, Standards and Guidelines.
16. Transfer all records at the end of the term of office on a disk to the new Treasurer. See that a new "Corporate Resolution" signature document is available for the incoming Treasurer.
17. Serve a two year term.
18. Notify the corporate attorney, AAFS and FSF of new address after taking office.
19. Maintain ABFO pins and distribute and sell at the annual meeting.
20. Collect funds for ABFO Diplomates dinner. Keep track of attendees and guests.
21. Chair the Ad Hoc Budget Committee for the two (2) years as treasurer.
22. Send financial information to ABFO corporate accountant for filing of annual tax return.

Note: As a nonprofit Corporation, the Internal Revenue Service does not require a tax return as long as our annual revenues are usually \$24,000.00 or less. The Treasurer should monitor the level of gross receipts annually and seek the advice of an accountant familiar with nonprofit corporate tax returns, should they begin to exceed this level. The IRS tax status of the ABFO is a 501(c)6 organization.

ABFO Fees:

Application & Written Examination Fee = \$400.00

This **fee** must be sent to the ABFO Treasurer. 2017-2018 Treasurer is Roger Metcalf, DDS: Treasurer@abfo.org. Make payable to the ABFO in USA funds

The **completed** application in **digital format** must be sent to the Certification and Examination Committee Chairman. 2017-2018 Chairman is Ned Turner, DDS: C&EChair@abfo.org

First Time Practical Examination Fee = \$1000.00

This fee **must** be paid by December 1st following the candidates are notification of their “candidate” status. This fee is nonrefundable except for medical or other catastrophic reasons, in which case \$900 will be refunded pending Certification and Examination Committee review. Send fee to the ABFO treasurer made payable to the ABFO in USA funds.

Practical Reexamination Fees: Part II-A or II-B = \$250 each; Part III = \$500.00

These fees **must** be paid by each candidate by December 1st if a candidate is **retaking** a portion of the practical certification examination (Part II-A; II-B and/or III). A candidate may **retake** the practical portion of the certification examination **twice**. Or a total of three (3) attempts are permitted before he/she must reapply with a completely new application. Send fee to the ABFO treasurer made payable to the ABFO in USA funds.

Recertification Fee = \$150.00

This fee **must** be paid once every five (5) years for an ABFO diplomate to remain certified in forensic odontology by the ABFO. As part of the recertification process, Diplomates will be notified of who and where to send the recertification fees to prior to taking the recertification examination. Send fee to the ABFO treasurer made payable to the ABFO in USA funds.

Annual Dues Fee = \$200.00

This fee **must** be paid each year by active diplomates of the ABFO to maintain their diplomate status in the ABFO. Diplomates will receive a dues invoice dated on or before July 1st. This invoice **must** be paid within ninety (90) days of the date of the invoice. Send fee to the ABFO treasurer made payable to the ABFO in USA funds.

ABFO Digital Image Series:

A new DVD Image Series will be produced every five years and sold on a sliding cost scale. This cost is to be determined and will be published on the ABFO website each year, but it will likely be \$450 for the first year

Send fee to the ABFO Treasurer, made payable to the ABFO in USA funds.

Travel Policy

Revised December 12, 2008

The Executive Committee shall review and make the final determination on all expenses that do not follow the following guidelines for reimbursement. Also, any questions about expenses from the Treasurer shall also be reviewed as necessary. The most cost effective way of conducting meetings will have priority over location, specific dates or other issues.

This policy shall apply to Executive Committee, ABFO examinations and all special committee meetings that have been previously approved.

Reimbursable expenses shall be limited to: hotel, meals during the meeting, taxi and/or shuttle, airport parking, dinner the night before the meeting and breakfast the day after the meeting.

The Fall EC meeting shall be held on a Saturday with expenses being paid for following a Friday arrival and Sunday departure.

Receipts are required for all reimbursable expenses in order to receive payment from the ABFO Treasurer.

Only coach airfare is reimbursable. Any itinerary change or late fees are to be paid for by the attendee.

Sharing of lodging rooms is encouraged but not required.

Due to the changes in location of meetings, a per diem will not be instituted at this time.

Alcohol will not be a reimbursable expense.

ABFO diplomates will be responsible for any expenses incurred by a spouse or significant other.

Travel and lodging arrangements are the responsibility of the attendee and should be made to fit within the travel policy and guidelines.

Any ABFO member attending a meeting without an invitation shall pay for all associated expenses.

The Executive Committee **MUST** preapprove payment of expenses for attendance by non Committee members at Committee meetings not held in conjunction with the AAFS Meeting.

The expenses for invited guests, speakers or non-ABFO members shall be handled on a case by case basis prior to the commencement of the meeting and established by the ABFO Executive Committee.

This policy shall be reviewed on a regular basis and any necessary changes will be made.

The Executive Committee will approve funding for travel, lodging and meeting expenses for the ABFO's President Elect to attend one foreign forensic science meeting each year. The amount of funds would be approved by the BOD each year. The President Elect will be required to present a report to the membership and will be encouraged to actively participate at the meeting with a presentation.

(Moved from Standards and Guidelines Section)
Standards and Guidelines Amendment Protocol

In order to provide an orderly and generally agreed upon alteration of any forensic odontology guideline or standard established and adopted by the American Board of Forensic Odontology, the following protocol is the method by which any alterations, modifications, additions and/or deletions are to be made to published accepted guidelines or standards of this organization.

Protocol

1. The proposed change is to be submitted, in writing, to the President of the ABFO and the Chairperson of the Strategic Planning Committee (SPC) on or before July 1st in the year prior to the next annual meeting at which it will be considered for adoption.

2. The SPC members will study the proposed revision and report its recommendations to the Executive Committee (EC) on or before September 1st in the year prior to the next annual meeting at which it will be considered for adoption. The EC, after considering the recommendations will submit the recommendations to the Board of Directors (BOD) for a vote. In the event the SPC fails to report their recommendations, the Executive Committee may elect to continue the adoption procedures in consultation with and approval by a majority of members of the BOD.

3. If approved, the Executive Committee will inform the Diplomates by mail or email of the proposed change(s), the SPC recommendations and the date of the annual meeting at which the proposal will be considered and voted upon by the membership. This written announcement must be made by November 1st in the year prior to the next annual meeting at which the issue(s) will be considered.

4. The proposed change(s) shall be on the agenda of the meeting of the Board of Directors and Diplomates.

5. The proposed change(s) shall be considered at the annual meeting of the Diplomates provided the above referenced requirements have been met. The change(s) can be proposed for consideration during the meeting at the time of the report of the SPC or as new business as directed by the presiding officer.

6. The adoption of the change will require a majority vote of all certified Diplomates or a two-thirds (2/3) majority of the Diplomates in attendance, whichever is less. If the latter, a quorum

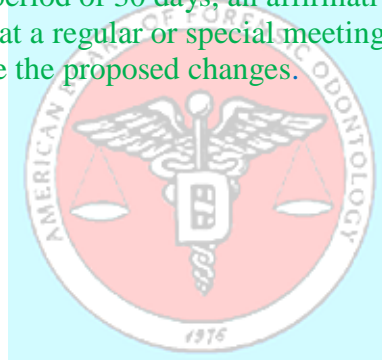
is required.

7. The results of the action of the Diplomates shall be reported to the Diplomates at large by April 1st of the year in which the changes were adopted

Policies and Procedures Amendment Protocol

Policies and procedures may be amended by the following:

1. The proposed policy or procedure change(s) shall be submitted to the President and the chair of the SPC
2. After consideration and comment by the SPC the proposal(s) will be forwarded to the EC.
3. The EC will forward the proposal(s) to the members of the Board of Directors for their review.
4. After a minimum review period of 30 days, an affirmative vote by a simple majority of the BOD at a regular or special meeting or by mail or e-mail ballot shall validate the proposed changes.



Application Protocol for ABFO Research Funding

Purpose: A goal of the ABFO Research Committee is to encourage and stimulate investigation and research in forensic odontology and related areas. For example appropriate topics for investigation would include: dental identification; bitemark investigation; photographic, radiological, and other imaging techniques; oral and dental aspects of child abuse; dental malpractice and professional negligence; forensic odontology demographics; business aspects of forensic odontology practice; forensic philosophies; etc. Methods may involve: a literature review of a topic that applies to forensic odontology; collection and study of dental, oral, or bitten tissues to quantitative a parameter of interest; collection of information from surveys to answer questions in forensic odontology; and/or collection of data from experiments performed in a research laboratory which pertain to forensic odontology. Funding for projects requiring budgets of \$500 or less is available.

Guidelines and Requirements: The project proposed by the applicant should be well derived, with the likelihood that it could be completed in about one year. The project may be carried out under the supervision of an ABFO Diplomat by a dental undergraduate student, graduate student, resident or Technician. Any publications should acknowledge the support of the Research Committee of the ABFO. The funds requested in the budget section should total \$500 or less, and award checks will be made payable directly to the principal investigator. A brief, one written report documenting the progress of the work will be required toward the end of the year funded. It is expected that the research results will be reported at an annual meeting of the American Academy of Forensic Sciences and/or in a publication in the Journal of Forensic Sciences. The funding by the ABFO will be appropriately acknowledged.

Format: Please adhere to the format listed below. The proposal should be two or three pages long. Submit the original and one copy. Also copies of pertinent literature references (no more than five) should be submitted along with the application to expedite review.

- 1. Title:** Include the project title, your current contact information. Also, list other participants in the project with their titles and current address.
- 2. Academic and professional biographic summaries:** One paragraph for each major participant to include education, employment, forensic and research experience.
- 3. Aims and significance:** Why is the study important and how will this new information advance the field of forensic odontology? What information will be generated and how will it be used?
- 4. Background Information:** Indicate previous work done by the applicant and others related to this topic. Please include copies of relevant references (no more than five) to expedite the review process.
- 5. Materials and methods:** Briefly describe how you will investigate the problem. Indicate materials, methods, and experimental design, anticipated results and how they will be analyzed. Give sufficient detail to allow the reviewers to evaluate the likelihood that the project will accomplish its specific objectives.
- 6. Timetable:** (one paragraph) Schedule the work plan and expected date of completion.

7. Facilities: (one paragraph) Indicate the resources available to conduct the proposed work. Include such information as lab space if needed, the name of the diagnostic laboratories which will perform required tests, the available facilities for experimental animals, etc.

8. Budget: Itemize each research related expense with approximate cost and final total requested (\$500 or less). Depending on the type of project, the budget may include such items as equipment, library search and photocopying fees, postage for questionnaires, cost of laboratory tests and lab supplies, etc.

(NOTE: Equipment purchased with ABFO research funds will be considered to be the property of the Board, with the grant recipient serving as custodian. This means that after the grant period, other diplomates wishing to make use of the equipment will have reasonable access by applying through the Research Committee.)

Proposals will be reviewed by the Research Committee as received. Because the review process will be conducted by mail, a period of weeks may elapse between receipt of the proposal and the Committee's decision regarding approval and funding. Address proposals and any questions to the chairman of the Research Committee.

Review Criteria: The proposal will be evaluated by members of the ABFO Research Committee according to the general criteria listed below. If specific questions arise during the review process the Committee will contact the applicant.

- 1) Is the problem important to forensic odontology?
- 2) Will the research produce new data and concepts or confirm existing hypotheses?
- 3) Is the experimental design adequate?
- 4) Are the methods for data collection and the procedures feasible?
- 5) Are appropriate controls present?
- 6) Do the methods answer the question proposed?
- 7) Is it likely that the study can be accomplished in the time projected and with the facilities and resources available to the applicant?
- 8) Are all items in the budget justified on the basis of the proposed approach, procedures, and analysis of the items?

6/07

Certification and Examination Committee

Committee Function: The Certification and Examination Committee is established to provide the following functions for the American Board of Forensic Odontology, Inc.:

1. Review and approve the credentials of individuals who wish to be determined qualified (Board Eligible) to challenge the examination given by the ABFO for a Certificate of Proficiency in Forensic Odontology.
2. Review and approve the required documentation by Diplomates of the ABFO, which must be submitted for recertification every five years. Create, schedule, and administer the mandatory Recertification Examination which must be taken at this time to be awarded recertification.
3. Create, schedule, administer and grade the examination which must be successfully challenged to be awarded the Certificate of Proficiency in Forensic Odontology, granted by the American Board of Forensic Odontology, Inc. The case(s) used for any portion of the ABFO examination must have had a verdict rendered at the trial court before being used as examination material.
4. Establish and maintain the application and recertification forms, together with instructions, so that they reflect current information and requirements. C&E Committee will conduct periodic audit of the certification examination.
5. Establish policy on continuing forensic dental education and certify that a specific course is approved for continuing forensic dental education credit. The committee is composed of five Diplomates, elected from a slate of candidates selected by the ABFO Nominating Committee. The term of office is five years. The election takes place at the annual meeting of the Diplomates each February. A new member, alternating every other year between an academician and a clinician, is elected each year to replace the outgoing committee member who has completed a five year term. The committee is chaired by the Diplomat serving the fourth year of the five year term. The immediate past chair remains on the committee for the fifth year to give continuity to the actions of the group and serves as an advisor.

Examination: The committee is responsible for the development, scheduling, administration and grading of the examination given for the Certificate of Proficiency in Forensic Odontology awarded by the American Board of Forensic Odontology, Inc. It is also responsible for the periodic analysis of this examination relative to content, current theory and performance of candidates.

Arrangements for the site, specific dates and notification of the eligible candidates is the responsibility of the Chairman of the committee along with the examination coordinator. They will also arrange for accommodations for the candidates and committee members and their transportation from the housing site to the examination location. Reasonable accommodations are provided upon request, to individuals with disabilities. Immediately following the completion and grading of the examination, as specified by the Constitution and By-laws, it is the responsibility of the Chairman to send to the ABFO Executive Officers and Board of Directors, a list of those candidates challenged the examination.

As a result of the examination, the committee's recommendation for granting or denying certification should be noted for each candidate. Upon the return and tabulation of the response from the Executive Officers and the Board of Directors, the Chairman notifies the candidates to inform them of the outcome, informing those who failed that they have the opportunity to retake the examination if they desire and congratulating those who were successful on their accomplishment and inviting them to attend the next general annual meeting of the Diplomates which is held in conjunction with the mid-February meeting of the American Academy of Forensic Sciences. The names of the candidates approved by the board of directors for certification are transmitted to the Secretary of the ABFO for the preparation of their Certificates of Proficiency.

In addition to advising them of either having passed or failed the examination, the candidate should be informed of any areas of deficiency which resulted in the failure and remedial instructions. Those who fail should be advised of the opportunity to retake the examination and the procedure they are to follow, if they wish to do so.

Presentation of Certificates: The presentation of the Certificates of Proficiency in Forensic Odontology will be made to those who have successfully completed the examination at the next annual meeting of the diplomates. The chairman of the C & E Committee has the pleasure of the presenting the certificates on behalf of the American Board of Forensic Odontology, Inc.



Qualifications and Requirements for Certification

I. GENERAL QUALIFICATIONS:

- A. Applicants must be persons of good moral character, high integrity, good repute, and must possess high ethical and professional standards.
- B. Applicants must possess a DDS, DMD or equivalent dental degree from an accredited institution

II. PROFESSIONAL EDUCATION AND EXPERIENCE

A. Applicants must have:

1. Attended a minimum of four (4) annual meetings of a national forensic/forensic dental organization. No more than one annual meeting can be claimed per year. Additional meetings attended can be claimed for extra point accumulation as described below.
2. Participated in a minimum of two annual programs of a national forensic/forensic dental organization approved by the ABFO Examination and Certification (C&E) Committee. The participation may include presentation of papers, acting as a moderator, panelist on the program, or activities as a chairman or member of a committee of the odontology section. Evidence of these achievements must be documented in a form acceptable to the C&E Committee.
3. Applicants must be currently active and formally affiliated with a medical/legal agency such as a medical examiner/coroner's office, law enforcement agency, insurance agency, federal dental service or mass disaster team for a minimum period of two (2) years.
4. Applicants must have observed a minimum of five (5) complete medico-legal autopsies attested to by the pathologist in charge.
5. Applicants must perform a minimum of thirty two (32) legitimate forensic dental cases.
 - a) A minimum of twenty (20) human identification cases, fifteen (15) of which have resulted in positive dental identification. The applicant must have personally resected, or surgically exposed, the jaws in at least five (5) cases, and personally taken the post-mortem radiographs in at least ten (10) of the cases. ABFO Identification. The ABFO Dental Identification Workshop may count for up to five (5) identifications. (Further details are in the [ABFO Workshops Section](#)).
 - b) Jaw exposures/resections or facial dissection performed in conjunction with a multiple fatality incident (i.e. DMORT, state or military ID team deployment) may qualify toward this requirement only if the required procedures were under the supervision of an ABFO Diplomate and/or the Medical Examiner/Coroner (ME) in charge and are confirmed in writing by this individual. Multiple Fatality Incident (MFI) cases may *not* be included to fulfill the human identification or postmortem radiographic case requirements listed above.

Note: Applicants whose Medical Examiner/Coroner's facility discourages jaw resections or completes jaw resections using non-dental personnel, should either personally seek permission to

complete the required number of resections on appropriate cases, or request mentorship in another jurisdiction/facility where he/she might meet this requirement.

C) Dental Age Estimation (DAE) cases

1. A Candidate shall have been the primary investigator in five (5) DAE cases.
 - a. At least one case of the five cases shall have been a case involving:
 - i. a child (under age 12 years)
 - ii. an adolescent or sub-adult (12- 19 years)
 - iii. an adult (>19 years). The remaining two cases can be from any of the age groups.
2. A minimum of one (1) of the five (5) cases shall be from the candidate's own casework.
3. A minimum of one (1) of the five (5) cases must be obtained by successful completion of an ABFO Dental Age Estimation Workshop or from the ABFO Age Estimation Repository
4. DAE cases from ABFO Age Estimation Workshops (or other approved workshops) may be submitted toward the requirement.
 - a. No more than three (3) DAE cases from ABFO Workshops (or other approved workshops) shall be considered as counting toward the five (5) required DAE cases.
 - b. Only one workshop case from each of the age groups listed in 1.a. shall be considered.
 - c. The candidate must show proof that the case(s) submitted from workshops were completed to the satisfaction of the workshop faculty.
5. DAE cases from the ABFO Age Estimation Repository may be submitted toward the requirement .
 - a. The request for repository cases may not be made until after the candidate has completed one (1) DAE case originating from the candidate's own casework.
 - b. Repository cases must be completed on time and to the satisfaction of the Age Estimation Committee to be considered toward certification application.
 - c. A maximum of two (2) repository cases may be used to meet the minimum case experience requirement in DAE.
 - d. A repository case may not be considered as a case from the candidate's own casework.

D) Bitemark Cases

1. Persons applying for ABFO board certification must provide evidence that they have completed four (4) current or historical bitemark cases in which a minimum of one pattern or patterned injury was analyzed and determined to be a human bitemark with sufficient evidentiary value for comparison.

- a. For these four (4) cases each bitemark with sufficient evidentiary value was compared to the questioned dentition of a minimum of one (1) person of interest.
- b. One of the four (4) cases must have been an ABFO bitemark repository case that includes analysis of the pattern(s) and comparisons to the questioned dentitions of multiple persons of interest.
- c. Having taken and passed an ABFO Bitemark Workshop fulfills the requirements for having completed two (2) bitemark cases and fulfills the bitemark repository case requirement.

These cases should demonstrate the applicant's knowledge, methodology, and capabilities in bitemark analysis. All submitted materials become the property of the ABFO and will not be returned. Cases provided to the potential applicants by the ABFO remain the property of the ABFO. None of these materials shall be shared with any other persons. Except for the preparation of reports to the ABFO these materials must not be duplicated, or published in any form. The materials provided to potential applicants must be returned with the case report(s). In the event the applicant decides to forego application to the ABFO the materials must be immediately returned to the ABFO

E. The remaining three (3) cases can be human identification, bitemark analysis, malpractice/personal injury, human abuse, peer review or age estimation cases.

F. The applicant must have provided sworn testimony in court or through sworn deposition in two (2) identification, bitemark, age estimation or civil litigation cases involving forensic odontology. The applicant must provide copies of the transcripts. The ABFO Civil Litigation Workshop may count towards one (1) case of sworn testimony. (Further details are in the [ABFO Workshops Section](#))).

*Note: All claimed forensic cases must be submitted on the **ABFO Summary of Forensic Cases** form with all appropriate columns completed. The ABFO C&E Committee determines the acceptability of each case. Candidates are encouraged to submit cases in excess of the minimum number of twenty-five (25) in the event some cases are rejected by the C&E committee.*

B. One (1) identification, one (1) dental age estimation and one (1) bitemark case must be ***electronically*** submitted with complete documentation including forensic dental reports, copies of all comparative material (i.e. photographs, radiographs and other appropriate work products applicable to the case). ***The stone study models used in the bitemark cases must also be submitted.*** These should be significant and challenging cases that best demonstrate the applicant's knowledge, methodology and capabilities. ***Cases undertaken as part of ABFO Workshops or the ABFO Test Cases are not acceptable for these two submissions.*** All submitted materials become the property of the ABFO and will not be returned. This requirement shall be subject to waiver by the ABFO only under unusual circumstances such as litigation in progress or military restrictions.

C. Applicants must present additional evidence of forensic dental activity. The activities are calculated on the basis of a point system. A minimum of three hundred fifty (350) points is required. Activities and accomplishments in fulfillment of section A or B cannot be reclaimed for point credits in this section. It is the responsibility of each applicant to submit documentation of all accomplishments claimed for point

credit. The acceptability and ultimate assignment of points will be at the discretion of the C&E Committee. It is advisable that the candidate submit at least enough material to accumulate three hundred fifty (350) points, as follows:

1. Twenty (20) points for each authentic forensic dental case in excess of the twenty-five (25) obligatory cases. The maximum number of cases that will be considered for point credit in this area is five (5), for a maximum of one hundred (100) points.
2. Twenty (20) points per additional court deposition or testimony. Transcripts must accompany the application. The maximum number of transcripts that will be considered for extra point credit in this category is five (5), for a maximum of one hundred (100) points.
3. One (1) point per hour for attendance at a formal, institutional, elective or continuing education course in forensic dentistry; or a formal scientific session at an annual meeting of a nationally recognized forensic science organization. These points are accrued in addition to the mandatory four (4) meetings. Certificates or other verification of course attendance must be submitted. A maximum of one hundred (100) points can be claimed in this area.
4. Twenty-five (25) points for presenting an original lecture or laboratory demonstration at a formal session of a recognized forensic science organization, dental association meeting, or institutional course in forensic dentistry. Abstracts, course brochures or other verification are to be supplied to the C&E Committee for point credit. A maximum of one hundred (100) points can be claimed in this area.
5. Up to fifty (50) points for the acceptance or publication as principal author of a forensic dental article in a refereed scientific journal, electronic journal posting or textbook, with a reprint or copy sent to the C&E Committee. The determination of the point count will be made by the C&E Committee based upon the nature and content of the article and the journal in which it was published. A maximum of twenty-five (25) points will be awarded for a second article or for an article in which the candidate served as a collaborating author, both of which must be accepted or published in a refereed journal or textbook.
6. Twenty (20) points per year for a formal affiliation with a recognized medical/legal agency beyond the mandatory two (2) years. An affidavit from the authorized agent must be included. A maximum of sixty (60) points may be claimed in this category.
7. Forty (40) points maximum for the organization of, or participation in an MFI training exercise or event, mass disaster team membership or symposium. The points are to be divided as follows: twenty-five (25) points for organizing and directing the exercise; one (1) point per hour for attending the exercise, (up to a maximum of fifteen (15) points).
8. Twenty-five (25) points for being the chairperson of an odontology committee, or ten (10) points for serving on an odontology committee of a recognized forensic organization or similar committee of a local, state or federal dental organization acceptable to the C&E Committee. Maximum point count of one hundred (100).

The application and documentation must be sent to the Chairman of the C&E Committee, and the appropriate fees must be sent to the ABFO Treasurer on or before June 1st to be considered for the subsequent examination cycle.

III. ATTAINING STATUS OF EXAMINATION ELIGIBLE

1. Applicants who meet the requirements and qualification set forth in Sections I and II and pay the required non-refundable fees shall, upon acceptable review of the C&E Committee, be granted **Examination Eligible** status. This will allow the applicant to take the comprehensive written examination (Part I).
2. After the C&E Committee has determined that a candidate's application is complete and in order, the candidate has fifteen (15) months from the time of receiving notification of Examination Eligible status to challenge the written examination (Part I).
3. A candidate's status of Examination Eligible does **not** indicate any level of credentialing by the ABFO.

IV. PROCEDURE FOR APPLICATION

- A. Application forms and instructions for their submission can be obtained from the ABFO C&E Committee Chairman or found online at the ABFO website.
- B. Applications must be submitted on the form(s) provided by the ABFO and should be returned to the Chair of the C&E Committee in full compliance with the instructions furnished. The application is not considered complete until the non-refundable application and Part I examination fee of \$400.00 in US funds payable to the American Board of Forensic Odontology, Inc. has been received by the ABFO Treasurer.
- C. The applicant must arrange for submission of an official transcript of his/her academic record from every institution of higher education attended. Such transcripts must be submitted directly by the registrar of each institution to the Chair of the C&E Committee.
- D. Every application must also be supported by letters of recommendation from three (3) persons qualified to judge the applicant's character and professional competence in forensic odontology. Such letters are to be sent directly by the sponsors to the Chair of the C&E Committee.
- E. The completed application, including transcripts, letters of recommendation, application fee and all other material must be received by the ABFO on or before June 1. The Certification and Examination Committee reviews applications and notifies applicants of the status of their eligibility. Eligible candidates will receive general information about the nature of the written portion of the examination followed by specific details. If an application is deemed incomplete, a letter or electronic message specifying the deficiencies will be sent to the applicant. If these can be remedied before July 1 of the same calendar year, the applicant may have the opportunity to take the written portion of the certification examination. In unusual circumstances the Certification and Examination Committee may grant an extension beyond normal submission deadlines. Applicants will be notified electronically when the Chair of the Committee receives the completed application. This notice will confirm that the application is under review. This notice will confirm that the application is under review.
- F. The candidate may take the written portion of the certification examination once Board Eligible status is granted and the candidate is notified. Candidates will take the written portion of the examination at a testing center near their home location. The written portion of the examination will be administered by

Occupational Research and Assessment, Inc. and must be taken on or before November 1 for the candidate to be invited to take the practical portion of the examination.

G. Candidates that successfully challenge the written portion (Part I) of the examination will be eligible to challenge the practical portion of the examination.

H. The practical examination fee of \$1000.00 in US funds payable to the American Board of Forensic Odontology, Inc. is to be paid within thirty (30) days of the time the candidate is notified of their Board Qualified status. This fee is non-refundable except for medical or other catastrophic reasons, in which case all but one-third of the examination fee will be refunded.

V. THE EXAMINATION PROCESS

The C&E Committee will maintain and archive the examination record of each candidate.

A. The Total Certification Examination: consists of three (3) Sections which will be administered according to the following policies:

1. The Part I Examination Section:

- a) Taken at appointed testing center.
- b) Consists of ten (10) Topic Areas and *a candidate must pass each Topic Area.*
- c) Only Topic Areas in which the candidate receives a failing grade must be retaken, up to a maximum of two (2) times. If after three (3) failed attempts (initial test and two (2) re-examinations) to pass all Topic Areas of the Part I Examination Section, the candidate must retake the entire Part I Examination Section.

2. The Practical Examination Section:

- a) Part II-A
- b) Part II-B

The candidate must pass each section of the practical examination.

Note: If a candidate fails to achieve a passing score on Part II-A, Part II-B or Part III, only the section failed must be retaken.

3. The Oral Examination Section (Part III): Pass/Fail

B. The Part I Examination Section – Details:

1. The Part I Examination section will be given at an appropriate testing site (such as a college, university or other commercial site) that is approved by the C&E committee.

2. The Part I Examination Section will be supervised and graded by an outside testing agency chosen by the C&E Committee. The proctors will be blinded as to the identity of the candidates.

3. Candidates will be notified of the results of their Part I Examination Section.

4. Candidates who do not pass the Part I Examination Section may apply to retake the examination on one of the subsequently scheduled test dates. Retesting shall not occur within sixty (60) days of an unsuccessful

challenge. An additional testing fee will be charged to retake the Part I Examination Section and the fee may vary depending on the number of Topic Areas to be retaken.

5. The Part I Examination Section must be passed in a total of three (3) challenges (*the original attempt and two (2) re-examination attempts*) in order to take the Practical and Oral Examination Sections (Parts II-A; II-B and III). The entire Written Examination Section (Part I) must be completed by November 1st in order to take the Practical and Oral Examination Sections. Passing the Part I Examination Section results in the applicant being deemed a “Candidate” for the Practical and Oral Examination Sections.

6. Once candidates have successfully completed the Part I Examination Section they must submit a Practical and Oral Examination Sections examination fee of \$1000 by December 1st in order to challenge the Practical and Oral Examinations.

7. Candidates have twenty-four (24) months following the successful challenge of the Part I Examination Section to challenge the Practical and Oral Examination Sections. After this time period the entire application process must begin anew.

C. The Practical Examination Section (Parts II-A and II-B) – Details:

1. The Practical Examination Section will be given at an appropriate testing site (such as a college, university or other commercial site) that is approved by the C&E committee.

2. There will be a Practical Examination Section in every year that there are two (2) or more qualified candidates requesting examination.

3. The Practical Examination Section will test the knowledge and skills of the candidate in all aspects of forensic odontology.

4. The Practical Examination Section will be developed, supervised, administered and graded by the C&E Committee.

5. The post-examination evaluation of the Practical Examination Section test results will be reviewed by the C&E Committee after each examination to ensure validity, reliability and accuracy of the examination.

6. Candidates who do not pass the Practical Examination Section must retake the portions of the examination not passed within twenty-four (24) months of receiving notice of the unsuccessful challenge.

7. Candidates can challenge the Practical Examination Section three (3) times [the original challenge and two (2) re-examinations]. The Practical Examination Section re-examination fee is \$250.00 per section. The official request for re-examination must be received by the Chair of the Certification and Examination Committee and the fee must be received by the ABFO Treasurer by December 1st.

D. The Oral Examination Section (Part III) – Details:

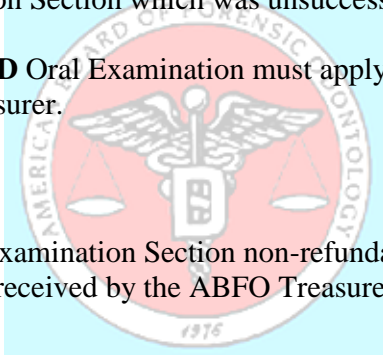
1. The Oral Examination Section will occur at a site and date to be determined by the C&E Committee.

2. The oral examination will consist of an assortment of cases a presented to the candidate by one or more members of the C&E committee. These cases represent various aspects of Forensic Odontology and are not limited to any specific topic.

3. At the Oral Examination Section each candidate will respond to direct questions regarding the cases by one or more members of the C&E Committee.
4. The Oral Examination Section will be administered and graded by the C&E Committee. Post-presentation evaluation of Oral Examination Section assessments will be reviewed by the C&E Committee after each presentation to ensure validity, reliability and accuracy.
5. Candidates who unsuccessfully challenge the Oral Examination Section may repeat the challenge. The Oral Examination Section may be challenged three (3) times [the original challenge and two (2) re-examinations]. The Oral Examination Section re-examination fee is \$500.00. The official request for re-examination must be received by the Chair of the Certification and Examination Committee and the fee must be received by the ABFO Treasurer by December 1st.
6. Candidates who successfully challenge the Oral Examination Section but fail the entire Practical Examination Section (Parts II-A; II-B) will receive credit toward certification for the Oral Examination Section but must repeat all of the Practical Examination Section.
7. Candidates who successfully challenge the Oral Examination Section but fail one Part of the Practical Examination Section will receive credit toward certification for the Oral Examination Section but must repeat **only** the Part of the Practical Examination Section which was unsuccessfully challenged.
8. Candidates retaking the Practical **AND** Oral Examination must apply for re-examination by December 1st and submit the full fee(s) to the ABFO Treasurer.

IMPORTANT DATES AND FEES:

- | | |
|---------------------------------|--|
| June 1 st | Application and Part I Examination Section non-refundable fee of \$400.00 and supporting documentation must be received by the ABFO Treasurer and CE Committee Chairman respectively. |
| July 1 st | Deadline for correction of any deficiencies in application documentation. |
| August 1 st | Notification to applicants by ABFO of Examination Eligible status. |
| November 1 st & Oral | Deadline to successfully pass the Written Examination Section (Part I) in order to take Practical Examination (Parts II-A, II-B and III). |
| December 1 st | Deadline for payment of Practical Examination Sections (Parts II-A; II-B and III) fee of \$1000.00 (non- refundable except for medical or catastrophic reasons, in which case \$900 will be refunded). |
| December 1 st | Deadline for payment of \$250 for re-examination of either Practical Examination Parts II-A or II-B. (\$500 if both Parts II-A and II-B are taken.) |
| December 1 st | Deadline for payment of \$500 for re-examination of Part III Oral Examination. |
| February | Practical Examination Sections (II-A and II-B) must have been taken by the Friday preceding the AAFS Annual Meeting. |



General Provisions Concerning Certification

1. The Board reserves the right to deny certification
2. Certificates granted and issued by the Board may be suspended or revoked for any of the following reasons:
 - a. A misstatement, misrepresentation, concealment or omission of a material fact or facts in an application or any other communication to the Board or its representative(s).
 - b. Conviction of a felony by a court of competent authority or of any crime involving, in judgment of the Board of Directors, moral turpitude.
 - c. Issuance of a certificate contrary to or in violation of any of the laws, standards, rules or regulations governing the Board and/or its certification procedures at the time of its issuance, or determination that the person certified was not in fact eligible to receive such certificate at the time of issuance.
 - d. Unethical conduct or any other conduct which, in the judgment of the Board, brings the specialty of Forensic Odontology into disrepute.
 - e. For non payment of annual dues, fees or other assessments imposed by the Board.
 - f. Failure to recertify every five (5) years.
3. Action to suspend or revoke a certificate may be taken only after thirty (30) days notice of the charges or reasons for such action has been given to the individual concerned and an opportunity has been provided for such a person to be heard as outlined in the laws, standards, rules, or regulations of the Board.
4. Applicants who are denied certification may appeal the decision to the Board of Directors, in writing, within twenty (20) days following the issue date of such notification.
5. Persons holding a valid, unrevoked certificate of qualification issued by the Board are entitled to use the following designations: “Diplomate of the American Board of Forensic Odontology”, “DABFO”, or “Diplomate ABFO”.
6. A certificate of qualification in forensic odontology is valid for a period of five (5) consecutive years and may be renewed in accordance with the recertification program, procedures, standards, laws, rules and regulation established by the Board.
7. Certificates issued by the Board are not transferable. They remain the property of the Board. Every person to whom a certificate has been properly issued shall be entitled to its continued possession unless and until such certificate is revoked.
8. To ensure accurate records, all correspondence to and from applicants should be sent by certified/return receipt requested mail.

American Board of Forensic Odontology, Inc. – ABFO Summary of Forensic Cases
Application for Board Test Eligibility

ID Cases

1. Date of examination **2.** Location (county/jurisdiction) **3.** Agency case # **4.** Were jaws surgically resected or surgical access obtained? Yes or No. **5.** Were postmortem radiographs taken by applicant? Yes or No. **6.** Was a positive ID made? Yes or No. **7.** Signature of Authorizing Agency.

	1 Examination Date	2 Location/Jurisdiction	3 Agency Case #	4 Surgical Resection?	5 X rays?	6 Positive ID?	7 Signature of Authorizing Agent (ME, Coroner, Police)
e.g.	6/1/2014	Madison, AL	14-01587	Yes	No	Yes	Signature
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American Board of Forensic Odontology, Inc. – ABFO Summary of Forensic Cases
Application for Board Test Eligibility

ID Cases (continued) Cases

1. Date of examination **2.** Location (county/jurisdiction) **3.** Agency case # **4.** Were jaws surgically resected or surgical access obtained? Yes or No. **5.** Were postmortem radiographs taken by applicant? Yes or No. **6.** Was a positive ID made? Yes or No
7. Signature of Authorizing Agency.

	1 Examination Date	2 Location/Jurisdiction	3 Agency Case #	4 Surgical Resection?	5 X rays?	6 Positive ID?	7 Signature of Authorizing Agent (ME, Coroner, Police)
17							
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American Board of Forensic Odontology, Inc. – ABFO Summary of Forensic Cases

Application for Board Test Eligibility

Bitemark Cases Cases

1. Date of examination 2. Location (county/jurisdiction) 3. Agency case # 4. Applicant was the primary investigator? Yes or No.
 5. Case was developed by the ABFO? Yes or No. 6. Bitemark case submitted in its entirety with application? Yes or No.
 7. Signature of Authorizing Agency.

	1 Examination Date	2 Location/Jurisdiction	3 Agency Case #	4 Primary Investigator?	5 ABFO Developed Case?	6 Case Submitted?	7 Signature of Authorizing Agent (ME, Coroner, Police)
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American Board of Forensic Odontology, Inc. – ABFO Summary of Forensic Cases
Application for Board Test Eligibility

Age Estimation Cases

1. Date of examination 2. Location (county/jurisdiction) 3. Agency case # 4. Applicant was the primary investigator? Yes or No.
5. Age Estimation Case Type? Child, Adolescent or Adult 6. Age Estimation case submitted with application? Yes or No.
7. Signature of Authorizing Agency.

	1 Examination Date	2 Location/Jurisdiction	3 Agency Case #	4 Primary Investigator?	5 Case Type?	6 Case Submitted?	7 Signature of Authorizing Agent (ME, Coroner, Police)
1							
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“My signature below authorizes the ABFO or any of its’ officers to verify the accuracy of any information provided in or as part of this application. My signature is confirmation that I agree to adhere to the Code of Ethics of the American Board of Forensic Odontology.”

American Board of Forensic Odontology, Inc. – ABFO Summary of Forensic Cases
Application for Board Test Eligibility

Have you ever been charged with, arrested for, made a plea arrangement for (including but not limited to Nolo Contendre, Alford Plea or any other type of plea arrangement), and/or been convicted of a felony or misdemeanor (excluding minor traffic violations)?

YES _____
Initial

NO _____
Initial

The ABFO Code of Ethics:

As a means to promote the highest quality of personal and professional conduct of its diplomates, the following constitutes the Code of Ethics, which is endorsed and adhered to by all diplomates of the American Board of Forensic Odontology:

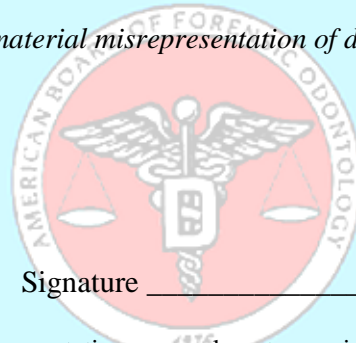
- a. Every diplomate of the ABFO shall refrain from any material misrepresentation of education, training, or area of expertise.*
- b. Every diplomate of the ABFO shall refrain from any material misrepresentation of data upon which an expert opinion or conclusion is based.*

Name _____

Address _____

City/State/Zip _____

Signature _____



I certify that the foregoing information is true and I am aware that misrepresentation, concealment or omission of a material fact or facts grants the American Board of Forensic Odontology, Inc. the right to deny eligibility to challenge the certification examination of this board. I also authorize the release of this information to active diplomates of the American Board of Forensic Odontology, Inc.

NOTARIZATION

State of _____)

County of _____)

Personally came before me this _____ day of _____, 20____

The above named _____ to me known as the person who executed the foregoing instrument and acknowledged the same.

(Notary Seal Here)

Notary Public _____

My commission expires _____

Recertification Program

PURPOSE

The purpose of recertification by the ABFO is primarily to promote and encourage the maintenance and improvement of the diplomate's skills and knowledge in the broad area of Forensic Odontology and the related forensic sciences. Additionally, Certificates of Qualification, issued by the ABFO, remain valid for a period of five (5) years and/or until the application for recertification is acted upon. Periodic documentation as evidence of continuing activity in the field is required. By participation in the recertification process the candidate agrees to comply with current and any new policy and procedure changes indicated below.

The application for recertification must be received by the Certification and Examination Committee of the ABFO six (6) months prior to the fifth anniversary of the current Certificate of Qualification. Candidates will begin the recertification process when notified by the recertification chairman of the C&E committee, and applications forms and recertification examination must be completed by Aug 15th. This application shall provide appropriate documentation of satisfactory completion of the requirements described herein.

After notification to the applicant by the Certification and Examination Committee of the ABFO, failure to submit the Application for Recertification as outlined in these guidelines will result in the automatic lapse of the Certificate. Extensions may be granted at the discretion of the Certification and Examination Committee upon timely notice by the applicant of extenuating circumstances.

PROCEDURES FOR RECERTIFICATION

Eligibility for recertification of registered Diplomates of the ABFO will be determined by the Certification and Examination Committee. Recommendations by the Committee for Recertification must be considered and approved or disapproved by the Board of Directors. Eligibility for recertification will be based on the candidate's meaningful participation in forensic activities. This policy for establishing eligibility places a primary responsibility on the candidate to adequately describe their forensic activities.

CATEGORIES OF FORENSIC ACTIVITY

Since the practice of Forensic Odontology covers a broad range of knowledge, not only in dentistry, but in other related forensic sciences as well, these requirements for recertification is meant to reflect the diverse facets of forensic practice. All candidates for recertification must have attended a minimum of fifty (50) hours of continuing forensic dental education during the five years of their current certification. The forensic dental education courses must be approved for credit by the ABFO Certification and Examining Committee. In addition, the candidate is expected to show current involvement in one or more of the following categories of forensic activity:

1. Identification Cases

2. Personal Injury Cases
3. Court Testimony, Depositions
4. Forensic Laboratory Procedures
5. Forensic Pathology and Autopsies
6. Consultative Appointments
7. Continuing Education in Forensic Sciences (50 hours min.)
8. Research in Forensic Sciences and Related Fields
9. Publications in Forensic Sciences and Related Fields
10. Teaching, Lectures, Presentations
11. Bitemark Cases
12. Malpractice, Negligence Cases
13. Forensic Related Appointments, Activities, Offices Held and Meetings

The categories of practice given above are largely self-explanatory and patterned after the general qualifications, professional education and experience originally required of the candidate for Board eligibility. There is no minimum number of "qualification points" required for recertification, although it is expected that nearly all applicants will be active in more than one category, according to the special circumstances of his forensic activity.

Beginning in 2017 and thereafter, the recertification candidate must have attended at least one (1) annual business meeting of the ABFO Diplomates during the five-year recertification period.

FORMAT FOR RECERTIFICATION DOCUMENTATION

The documentation of the previous five years of forensic activities *must* be submitted electronically using the forms located on the ABFO website.

Failure to comply with the above referenced format and instructions will result in the return of the application for correction and the possible delay in recertification.

If this information is kept current as the activity is accomplished the process of recertification will consist of copying the pages and submitting them to the Certification and Examination Committee for their review. If there is no activity in a particular category simply indicate so on the page and submit it with the other categories. Keep in mind that if you keep this information current you will save yourself a lot of time when it is time for you to recertify.

Recertification Examination

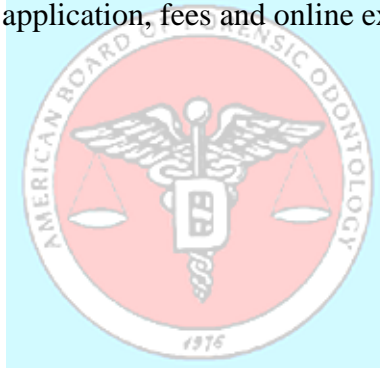
In addition to requiring the diplomates' meaningful participation in forensic activities for recertification, in order to encourage maintenance of an optimal level of knowledge in the broad area of forensic odontology, recertifying diplomates are also required to take the ABFO Recertification Examination. This test was developed to help diplomates personally evaluate their knowledge of the breadth and scope of forensic odontology.

The test will be administered online by ORAinc at www.orainc.com. Prior to this the C&E Committee will provide ORAinc with the list of eligible recertification candidates by March 15th

of the year of their required certification. ORAinc will provide a username and password to each candidate via their exclusive e-mail address of record as listed in the ABFO Diplomate contact information. This test consists of questions/items randomly selected from a pool of test questions covering all major areas in the practice of forensic odontology. After answering each item, the participant will be notified of the correct answer. For security reasons the participant will sign an agreement not to divulge the contents of the Recertification Test to anyone.

Recertification Timeline

- a. The C&E Committee will solicit a list of the year's recertification candidates from the ABFO Secretary prior to the ABFO Annual Meeting each year.
- b. The C&E Committee will notify Diplomate recertification candidates by March 1st each year of their need to recertify and of the process involved.
- c. The diplomates requiring certification will be tested by ORA following the process as outlined by the Recertification Chair.
- d. The due date of the completed application, fees and online exam for ABFO recertification is August 15th.



NAME

Certificate #

Page 1 of 3

ABFO DIPLOMATE RECERTIFICATION DOCUMENTATION

The following format *must* be used when documenting forensic related activities. The documentation must be typewritten or in a legibly printed form. *Failure to comply with the above referenced format and instructions will result in the return of the application for correction and the possible delay in recertification.* If there is no activity in a particular category, simply indicate so on the page and submit it with the other categories.

I. Formal Affiliation(s) Involving Forensic Odontology

Agency	Location (City-State)	Position Held (Title)	Dates Held (From – To)

II. Continuing Education Courses in Forensic Science Taken: (A minimum of 50 hours of forensic-related continuing education every five years is required for recertification)

Sponsor	Location (City-State)	Course Title/Presenter	Dates	Credit Hours

III. Experience in Forensic Odontology

Date	Agency Case #	Forensic Activity	Agency or Employer	Jurisdiction

IV. Court Appearances and Depositions

Case #	Date	Case Name	Jurisdiction	Type of Case	Your Function

*American Board of Forensic Odontology, Inc
Diplomates Reference Manual
Section III: Policies, Procedures, Guidelines & Standards*

V. Committee Assignments

Forensic Organization	Committee Function	Dates (From – To)

VI. Teaching Appointments

Institution	Academic Rank	Field of Study Taught	Dates (From – To)

VII. Research

Area of Forensic Science	Location	Published

VIII. Honors and Awards

Name of Award or Honor	Granting Organization	Date Granted	City-State

IX. Annual Business Meeting *(all Diplomates must attend at least one business meeting of the ABFO during the recertification period)*

Attendance at ABFO Annual Business Meeting	Location	Date

During this respective re-certification cycle, have you been charged with, arrested for, made a plea arrangement for (including but not limited to *Nolo Contendre*, Alford Plea or any other type of plea arrangement), and/or been convicted of a felony or misdemeanor (excluding minor traffic violations)?

YES
Initial _____

NO
Initial _____

ABFO “Ethics Statement”

“My signature below authorizes the ABFO or any of its officers to verify the accuracy of any information provided in or as part of this application. My signature is confirmation that I agree to adhere to the Code of Ethics of the American Board of Forensic Odontology and abide by current American Board of Forensic Odontology policies and procedures.

The ABFO Code of Ethics

As a means to promote the highest quality of personal and professional conduct of its Diplomates, the following constitutes the Code of Ethics, which is endorsed and adhered to by all Diplomates of the American Board of Forensic Odontology:

- a. Every Diplomate of the ABFO shall refrain from any material misrepresentation of education, training, or area of expertise.*
- b. Every Diplomate of the ABFO shall refrain from any material misrepresentation of data upon which an expert opinion or conclusion is based.*

I certify that the foregoing information is true and accurate and I am aware that misrepresentation, concealment, or omission of a material fact or facts grants the American Board of Forensic Odontology, Inc. the right to deny recertification and is reason for suspension or revocation of my certification.

Signature: _____ Date: _____

Print Name: _____

Policy on Continuing Forensic Dental Education

I. The purpose of this policy is to establish a forum within the ABFO through which continuing dental education courses in the field of forensic dentistry can be monitored and publicized. This policy addresses only those continuing education courses in the field of forensic dentistry which are offered to the practicing dentist. Pre-doctoral program offerings and postdoctoral program offerings are not to be included.

II. The ABFO recognizes that, as professionals, forensic dentists have an obligation to improve their own knowledge in the field and to foster the understanding of others interested in the field of forensic dentistry by presentation of and attendance at continuing education offerings. It is fitting that the ABFO assume a leadership role in the evaluation of such course offerings, by establishing a committee on continuing education.

III. The Certification and Examination Committee shall be empowered to certify that a continuing dental education course in the field of forensic dentistry is approved for ABFO continuing education credit. Such approval by the committee in no way constitutes an endorsement by the ABFO of theories, materials, and/or methods presented in the course. Rather, approval signifies that the course meets the minimum standards for continuing education in the field of forensic dentistry.

IV. Approval entitles the course to the following:

- A.** The possibility of advance listing in an ABFO publication. Such an advertisement must be requested and paid for in advance. Continuing education offerings not approved by the committee may not be publicized through any ABFO publication or program.
- B.** Approved courses are acceptable by the ABFO Certification and Examination Committee in fulfillment of the educational requirements necessary to sit for the ABFO certifying examination. Credit will be awarded on a one point per course hour basis.
- C.** Approved courses are acceptable by the ABFO Certification and Examination Committee for diplomates applying for recertification.

V. Any continuing education course desiring approval must petition the committee, in writing, prior to the course offering. The petition must include a detailed program listing topics, presenters, any outlines or other handout material, and times. Other supporting documentation concerning the scope of the course and/or the qualifications or experience of the presenters should be included with the petition.

VI. Credit, if awarded, will be established at a level of one point per 50 minute classroom hour of instruction.

VII. A continuing education course which is offered on a regular and continuing basis, and which has been attended by one or more members of the committee in the past, may be approved through a petition filed before the next scheduled offering. Such approval, if granted, shall remain in effect for future course offerings which are not substantially altered in content.

VIII. A continuing education course offered by a university, a state dental society, or other regional or national dental organization may also seek approval through a petition filed prior to its scheduled offering.

IX. All continuing education courses accepted by the ABFO for credit for certification and or recertification, including those presented by Diplomates of the ABFO, will be vetted by the Examination and Certification Committee.

X. All other continuing education courses may only be granted approval based upon timely petition and a decision of the committee to grant approval after a report by a committee member (or designate of the committee) who actually attended the course. However, while such approval is pending, those offering the course may note in their promotional material that ABFO approval has been applied for.

XI. A majority vote of the committee, whether in person, by phone or other electronic communication, or by mail is required for approval. The committee shall consider the presenter's experience and reputation in the field of forensic dentistry, the scope and level of instruction in the course, as well as the nature of the target audience in its decision to approve or rescind approval of the course.

XII. Any ABFO diplomate can request that the committee rescind or deny approval of a course or future course. The requesting diplomate must have attended the course in question and must provide the committee with written reasons for denial or rescission of approval. Upon receiving such a request, the committee will investigate as necessary and will communicate its decision as to the course in question to the diplomates and to the course presenters.

XIII. Expenses incurred by a committee member while monitoring a course shall be the responsibility of the course presenter(s). A decision by a course director to allow an ABFO monitor to attend program without charge shall not be considered a conflict of interest.

XIV. The ABFO shall make a reasonable effort to publicize these continuing education course approval procedures to forensic science groups, dental schools, dental continuing education directors, and state and national dental organizations. The ABFO will make a reasonable effort to distribute a listing of approved courses for publication in the newsletters of forensic science organizations and state and national dental organizations.

(No continuing education course in the field of forensic odontology which is offered after January 1, 1992, can be used to meet recertification or credentialing requirements unless it has been approved by the ABFO Certification and Examination Committee.)

ABFO Workshops

The ABFO has established a series of workshops to provide education and the potential for earning credit towards ABFO certification eligibility. Four workshops are offered in alternating years. The Dental

Identification and Civil Litigation workshops are offered in even numbered years and the Dental Age Estimation and the Bitemark Workshops are offered in odd numbered years. Each workshop offers varying amount of credit for its subject, has its own protocols, fee structure and requirements. The workshops are announced on the ABFO website and the credits are awarded by the workshop committees.

Civil Litigation Workshop offers one (1) credit of the two (2) sworn testimony requirements needed for ABFO eligibility.

Dental Identification Workshop offers up to five (5) ID credits of the twenty (20) ID requirements needed for ABFO eligibility.

Dental Age Estimation Workshop offers up to three (3) DAE credits of the five (5) DAE requirements needed for ABFO eligibility.

Bitemark Workshop offers two (2) credits of the four (4) bitemark requirements needed for ABFO eligibility.

ABFO Workshop Policy

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- 1) For any ABFO Sponsored Workshop offered with potential credit toward the ABFO examination application, the Committee Chair of the appropriate ABFO Committee shall be the lead person.
- 2) The Committee Chair may appoint someone from that Committee to assist in the development and execution of the Workshop.
- 3) Either the Committee Chair or their designee must be responsible for the Workshop and that person may appoint others to assist with the Workshop and form a “Workshop working group”.
- 4) A member of the C & E Committee must be part of the “Workshop Working Group”.
- 5) All fees paid for the Workshop must be submitted to the Treasurer of the ABFO by money order or by check in funds drawn on a US Bank.
- 6) Expenses for the Workshop shall only be reimbursed by the Treasurer if they are submitted by a member of the “Workshop working group”. Reimbursement for expenses requires

receipts for actual expenses and these receipts must be submitted to the Treasurer within 30 days after the conclusion of the Workshop.

- 7) Evaluation of participants for credit must include established written criteria that are measurable. These criteria shall be used by all individuals that are evaluating participants. Evaluation criteria cannot include purely subjective questions (i.e. Should this person get credit for the Workshop?). The Chair of the Committee or their appointed person must evaluate all score sheets for the Workshop and make the ultimate decision as to who does or does not get credit for the Workshop.
- 8) After the determination is made concerning which participants received credit for the Workshop, the Chair of the Committee or their appointed person must contact all participants and review their Workshop performance. This contact should be made by email, mail or telephone. If contact is made by mail or e-mail, there should be an additional offer of discussion of their performance by telephone at the discretion of the participant.
- 9) Registration Deadlines – The registration deadline for ABFO Workshops is September 1st of the year preceding the Workshop. If a Workshop fills up prior to the deadline, it will be closed out early. However, this deadline may be extended at the discretion of the Workshop chair or his/her designee.
- 10) Cancellations/Refunds – Once an individual has registered for a Workshop (submitted payment), there will automatically be an administrative fee of \$100 for any cancellation and/or request for a refund of fees paid. This amount will be subtracted from any fees paid. In addition, if 2 months have passed since the registration deadline (including early registration closeouts), the refund amount will be ½ of the fees paid less the administrative fee of \$100. e.g. \$400 registration fee - \$100 administrative fee = \$300/2 = \$150. Any cancellations that occur in the year of the Workshop (January 1st or after), will receive no refund.
- 11) Confidentiality of Workshop – All materials associated with Workshops (materials provided to or generated by participants or Workshop Committee members) become the property of the ABFO and may not be used without the permission of the ABFO Board of Directors according to Section II, Article IV, Section 1a. of the ABFO Diplomates Reference Manual
- 12) Appeal of Workshop credit decision – All decisions of the Workshop Committee members concerning any credit given (toward ABFO examination application requirements) for a Workshop is final and may not be appealed.
- 13) Acceptance of ABFO Workshop Policy – All individuals who register for any ABFO Workshop must sign and return a written acceptance of these policies.
- 14) Any cases used for an ABFO workshop must have had a verdict rendered at the trial court before being used as workshop material.

ABFO Repositories

The ABFO shall establish repositories of bitemark and dental age estimation cases which may be used by persons requiring such cases to help attain credits towards ABFO board eligibility. The repositories will be maintained by the Bitemark and Age Estimation Committees and distributed for a fee, to potential ABFO candidates.

The Age Estimation Committee shall establish and develop a repository of DAE cases. Cases from this repository may be provided to qualified candidates who request them at a fee of \$75 per case.

- A. The request for repository cases may not be made until after the candidate has completed one (1) DAE case originating from the candidate's own casework.
- B. Repository cases must be completed on time and to the satisfaction of the Age Estimation Committee to be considered toward certification application.
- C. A maximum of two (2) repository cases may be used to meet the minimum case experience requirement in DAE.
- D. A repository case may not be considered as a case from the candidate's own casework.

The Bitemark Committee has established a Bitemark Repository of digitized bitemark cases including 3D scans of dental models, 2D scans of other wax exemplars and images. Cases from this repository may be provided to qualified candidates who request them from the CE committee at a fee of \$100 for each case.

- A. Candidates, who have satisfied all of the requirements to challenge the ABFO certification examination other than the number of bitemarks, may apply to the Certification and Examination Committee to be sent a bitemark case.
- B. The Certification and Examination Committee will evaluate the application of the candidate and if approved, the candidate will submit \$100.00 (U.S. funds), to the Treasurer of the ABFO. The custodian of the repository will then send the case to the candidate.
- C. The candidate will have sixty (60) days to complete the evaluation and submit back to the Bitemark Repository all the materials sent to them as well as a written report that follows ABFO guidelines relating to bitemark analysis, terminology, and report writing. The guidelines are updated periodically and the current information is published in the Diplomates Reference Manual and available on the ABFO website. www.abfo.org
- D. The custodian of the Bitemark Repository will forward the report to the Certification and Examination Committee. They will evaluate the report. In order to receive credit the candidate must minimally;

1. Follow the ABFO guidelines on report writing.
 2. Offer an opinion as to whether each patterned injury examined contains sufficient evidentiary value to proceed. If yes offer an opinion as to whether each patterned injury is or is not a human bitemark using ABFO terminology.
 3. Use appropriate ABFO published terminology in associating a suspect to the pattered injury.
 4. Associate or exclude all suspected biters [when possible] using ABFO terminology.
- E. The Certification and Examination Committee upon completion of their review will notify the candidate in writing 1) That they will NOT receive credit for their evaluation or 2) They will be issued a certificate of completion crediting them with one Bitemark case toward satisfying the requirements to challenge the certification examination. It will be the responsibility of the candidate to retain the certificate(s).