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## **Procedure for Application and Certification**

1. Application forms and instructions for their submission can be obtained from The American Board of Forensic Odontology (ABFO) C&E Committee Chairman, [C&EChair@abfo.org](mailto:C&EChair@abfo.org) or online at the ABFO website, [www.abfo.org](http://www.abfo.org).
2. Applications for certification must be submitted on the forms provided by the ABFO and be submitted in English. Applications should be returned to the ABFO in full compliance with the instructions furnished. A non-refundable application fee of \$400.00 in US funds payable to the American Board of Forensic Odontology, Inc. must also be received by the ABFO Treasurer for the application to be considered complete.
3. The applicant must arrange for submission of an official transcript of his or her academic record from every institution of higher education attended. Such transcripts must be submitted directly by the Registrar of each institution to the ABFO.
4. 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.
5. 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.
6. The candidate may take the written portion (Part I), of the certification examination once Examination Eligible status is granted and the candidate is notified. Candidates will take the written portions (Parts I, II-A, II-B) of the examination at a testing center near their home location. These portions of the examination will be administered by Occupational Research and Assessment, Inc. Part I must be completed by November 1 and Parts II-A and II-B completed before the Friday prior to the ABFO Annual Meeting (See Calendar below for more information on deadlines and fees.)
7. Candidates that successfully challenge the written portion, Part I of the examination will be eligible to challenge the Parts II-A, II-B and III of the examination.

8. 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 \$900 will be refunded pending Certification and Examination Committee review.

9. Summary of deadline and fees:

<b>Dates</b>		<b>Fees (USD)</b>
June 1	<u>Deadline for receipt of COMPLETED application to the ABFO Certification &amp; Examination Committee including supporting documentation</u>	\$400.00
July 1	<u>Deadline for correction</u> of any deficiencies in application documentation	
August 1	Notification to applicant(s) by ABFO of <u>Examination Eligible</u> status	
November 1 ORA <sup>1</sup>	<u>Deadline to successfully pass written examination section in order to take Practical Examination (Parts II-A, II-B and III)</u>	See ORA fees below
December 1	<ul style="list-style-type: none"> <li>• Deadline for receipt of payment for Practical Exam (non-refundable except for medical or catastrophic reasons, in which case \$900 will be refunded pending Certification Examination Committee review)</li> <li>• Deadline for receipt of payment for re-examination of either Part II-A (ID) or Part II-B (Bitemark) Practical</li> <li>• Deadline for receipt of payment for re-examination of Part III, Oral Examination</li> </ul> Deadline for receipt of payment for re-examination of Part II-A (ID), Part II-B (Bitemark) and Part III (Oral).	\$1000  \$250 (each)  \$500  \$1000
Feb	<ul style="list-style-type: none"> <li>• Practical Examination Sections II-A and II-B must have been taken by the Friday preceding the AAFS Annual Meeting.</li> <li>• Practical Examination Section III will be administered prior to the AAFS Annual Meeting</li> </ul>	
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ORA (Occupational Research and Assessment, Inc.)

- Original test fee \$150.00 US funds
  - Service fee (initial test) \$20.00
  - Retest fees (on-line if needed, per section) \$50.00 per section
  - Retest fees (hard copy if needed, per section) \$75.00 per section
  - Late registration fee \$75.00 per section
  - Local testing center approx. \$75.00 (estimated)
    - Retest fees are per session required approx. \$75.00 (estimated)
- Arrangements are made by candidate at testing center of their choice*

**ABFO CONTACT**

If a certification candidate encounters difficulties or has questions regarding board certification not covered specifically in this Study Guide they may direct their questions to the ABFO Certification and Education Committee, Chair. [C&EChair@abfo.org](mailto:C&EChair@abfo.org)