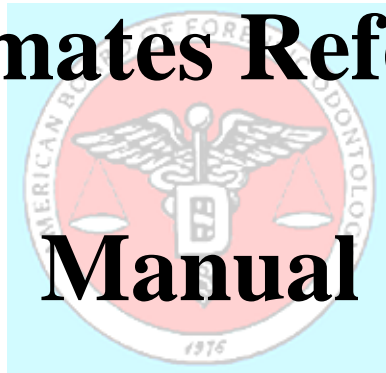


# **American Board of Forensic Odontology**

## **Diplomates Reference Manual**



## **Section III Policies & Procedures**

**May 2022 Edition**

# **American Board of Forensic Odontology, Inc.**

## **DIPLOMATES REFERENCE MANUAL**

### **SECTION III POLICIES & PROCEDURES**

#### **TABLE of CONTENTS**

[NOMINATING COMMITTEE](#)

[Protocol for Selecting Candidates for Elected Positions](#)

[DUTIES AND RESPONSIBILITIES OF DIRECTORS & OFFICERS](#)

[ABFO FEES](#)

[TRAVEL POLICY](#)

[STANDARDS & GUIDELINES AMENDMENT PROTOCOL](#)

[APPLICATION PROTOCOL for ABFO RESEARCH FUNDING](#)

[CERTIFICATION & EXAMINATION COMMITTEE](#)

[QUALIFICATIONS & REQUIREMENTS for CERTIFICATION](#)

[General Qualifications](#)

[Professional Education and Experience](#)

[Attaining Status of Examination Eligible](#)

[Procedure for Application](#)

[The Examination Process](#)

[GENERAL PROVISIONS CONCERNING CERTIFICATION](#)

[ABFO CODE of ETHICS FORM for NOTARIZATION](#)

[POLICY on FORENSIC DENTAL EDUCATION COURSES FOR INITIAL ABFO DIPLOMATE APPLICATION](#)

[RECERTIFICATION PROGRAM](#)

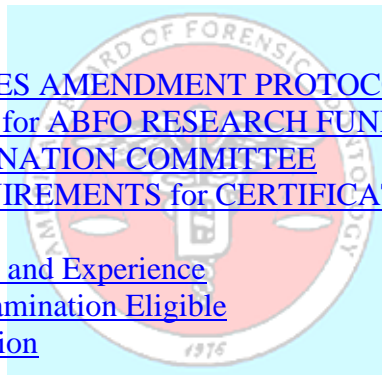
[POLICY on CONTINUING EDUCATION for DIPLOMATE RECERTIFICATION](#)

[ABFO WORKSHOPS](#)

[ABFO WORKSHOP POLICY](#)

[ABFO REPOSITORIES for BITEMARK & DENTAL AGE ASSESSMENT CASES](#)

[ABFO RECORDS RETENTION POLICY](#)



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

---



## **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. 2022, 2024, 2026, 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. 2023, 2025, 2027, 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 ensure 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, mail the minutes for the annual meetings to the office of the American Academy of Forensic Sciences (AAFS) and to the corporate attorney.
9. Send an updated roster of ABFO Officers and Directors to the AAFS and the corporate attorney.
10. Develop meeting agendas.
11. Develop ballots for elections.
12. Maintain an up-to-date list of committee membership using an Excel spread sheet
13. Keep the Executive Committee officers informed of any pertinent issues that may arise during the course of the year.
14. Create certification and recertification certificates prior to the annual meetings in February. Apply the corporate seal to these certificates and have appropriate officers sign them prior to presentation.
15. Send all necessary documents to the corporate attorney as required by law.
16. Maintain the corporate seal/embosser.
17. Assure that copies of all critical documents and/or correspondence are preserved digitally and kept in a secure location.
18. Transfer the ABFO secretary materials and equipment to the incoming Secretary.
19. Assume the responsibility for all ABFO equipment issued to you. Send correspondence as directed by appropriate authority or in compliance with ABFO bylaws.
20. Record and transcribe all meeting minutes and distribute as prescribed by bylaws.
21. 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](http://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 bonds 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 if 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. Contact at Treasurer@abfo.org. Application Fee may be paid using the CANDIDATE APPLICATION FEE tab found in the Public Section of the ABFO store or to the ABFO mailing address of: 410 N 21st Street, Colorado Springs, CO 80904). Make payable to the ABFO in USA funds.

The **completed** application in **digital format** must be sent to the Certification and Examination Committee Chairman at C&EChair@abfo.org

### **First Time Practical Examination Fee = \$1000.00**

This fee **must** be paid by December 1<sup>st</sup> following the candidates are notification of their "candidate" status. Once notified, candidates will be able to pay the Practical Examination Fee using the PROTECTED

CERTIFICATION EXAMINATION FEE (Parts II- A, B & III) tab found in the Public section of the ABFO store . This fee is nonrefundable except for medical or other catastrophic reasons, in which case \$900 will be refunded pending Certification and Examination Committee review.

**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 1<sup>st</sup> 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. Fees may be paid using the PROTECTED CERTIFICATION REEXAMINATION FEE tabs found in the Public Section of the ABFO store.

**Recertification Fee = \$150.00**

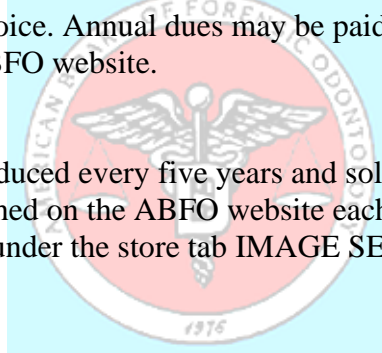
This fee **must** be paid once every five (5) years for an ABFO diplomate to remain certified in forensic odontology by the ABFO. Recertification fees may be paid using the members shop under the store tab RECERTIFICATION FEE, on the ABFO website..

**Annual Dues Fee = \$250**

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 1<sup>st</sup>. This invoice **must** be paid within ninety (90) days of the date of the invoice. Annual dues may be paid using the members shop under the store tab ANNUAL DUES, on the ABFO website.

**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. Digital Image Series may be purchased at the Public Shop section under the store tab IMAGE SERIES DOWNLOAD, on the ABFO website.



**Travel Policy**

**Revised May 14, 2022**

The Executive Committee shall review and make the final determination on all expenses that do not follow guidelines established 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 the Executive Committee, ABFO examinations, ABFO workshops and all special committee meetings that have been previously approved.

Reimbursable expenses for the Executive Committee and C&E Committee meetings 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.



Reimbursable expenses for the proctors and lecturers for ABFO workshops shall be limited to one night hotel at the prevailing standard room rate. Proctors are those individuals selected by the Workshop Chair to administer or score the workshop.

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

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

Only coach airfare is reimbursable or mileage if driving. 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.

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.

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 Board of Directors 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. 05/22

### **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) shall be forwarded to the EC.
3. The EC shall forward the proposal(s) to the members of the Board of Directors for their review.
4. After a minimum review period of 10 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.
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 Diplomate 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.

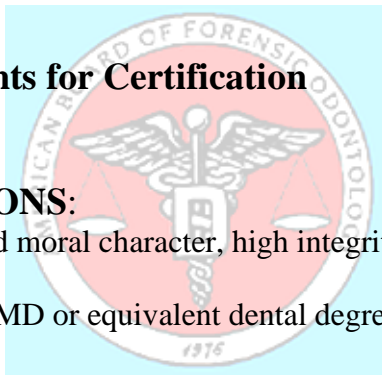
In addition to advising them of either having passed or failed the examination, the candidate should be informed of any areas of deficiency which resulted in the failure and remedial instructions. Those who fail should be advised of the opportunity to retake the examination and the procedure they are 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 reputation, 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 Diplomat 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 Assessment (DAA) cases

1. A Candidate shall have been the primary investigator in five (5) DAA cases.
  - a. At least one case of the five cases shall have been a case involving:
    - i. Infant/Child Dental Age Interval: That interval in human dental development that includes the postnatal presence of the developing and resorbing primary dentition including the period of mixed primary and secondary dentitions.
    - ii. Adolescent Dental Age Interval: That interval in human dental development that includes the presence of the developed and developing secondary dentition. Retained primary teeth may also be present as a special circumstance during this interval.
    - iii. Adult Dental Age Interval: That interval in human dental development where all teeth present have completed crown/root development and are therefore considered dentally mature.
  - b. The remaining two (2) cases can be from any of the dental age intervals.
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 Assessment Workshop or from the ABFO Age Assessment Repository
4. DAA cases from ABFO Age Assessment Workshops (or other approved workshops) may be submitted toward the requirement.

- a. No more than three (3) DAA cases from ABFO Workshops (or other approved workshops) shall be considered as counting toward the five (5) required DAA 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. DAA cases from the ABFO Age Assessment 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) DAA case originating from the candidate's own casework or has successfully completed at least one (1) DAA case as a participant in an ABFO DAA Workshop.
  - b. Repository cases must be completed on time and to the satisfaction of the Age Assessment 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 DAA.
  - 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 testimony in at least one of these three ways:

1. Provided sworn testimony in court or through sworn deposition in an identification, bitemark, age assessment or civil litigation case involving forensic odontology.
2. Successfully complete the ABFO Civil Litigation Workshop.
3. Successfully complete an equivalent course or workshop in civil litigation approved by the C&E Committee.

The applicant must provide copies of the transcript(s) or certificates of completion of the workshop or course.

*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 assessment 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). **Photographs of the 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 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 1<sup>st</sup> 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 their academic record from all dental school and post dental school education that resulted in an additional dental degree of certificate. 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.

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 administrated 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 \$1,000.00 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 fourteen (14) 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 1<sup>st</sup> 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 \$1,000 by December 1<sup>st</sup> 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 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 1<sup>st</sup> and submit the full fee(s) to the ABFO Treasurer.

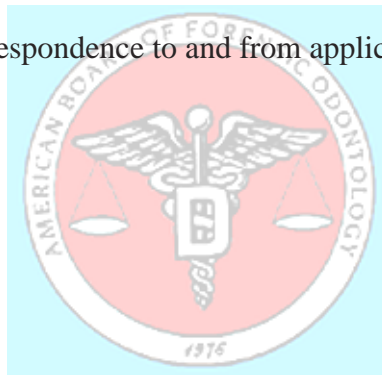
**IMPORTANT DATES AND FEES:**

- |                                 |  |
|---------------------------------|--|
| June 1 <sup>st</sup>            | 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 <sup>st</sup>            | Deadline for correction of any deficiencies in application documentation.  |
| August 1 <sup>st</sup>          | Notification to applicants by ABFO of <b>Examination Eligible</b> status.  |
| November 1 <sup>st</sup> & 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 <sup>st</sup>        | 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 <sup>st</sup>        | 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 <sup>st</sup>        | 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.

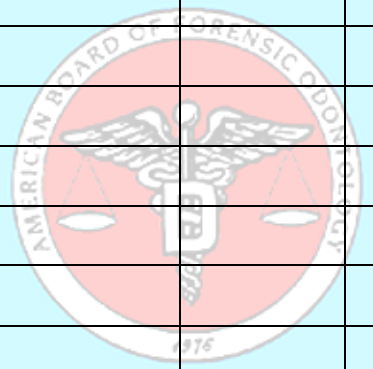


American Board of Forensic Odontology, Inc. – ABFO Summary of Forensic Cases  
Application for Board Test Eligibility

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
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							





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

ID Cases (continued)

**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							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							

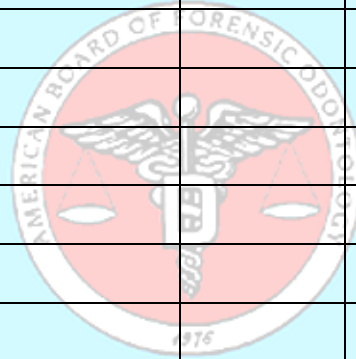
American Board of Forensic Odontology, Inc. – ABFO Summary of Forensic Cases

Application for Board Test Eligibility

Bitemark 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.

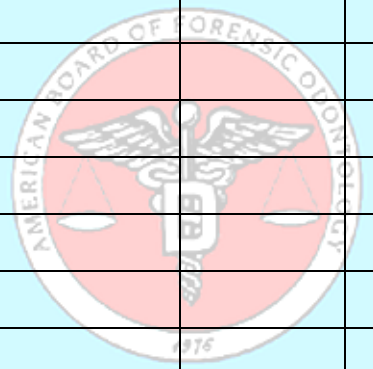
	1 Examination Date	2 Location/Jurisdiction	3 Agency Case #	4 Primary Investigator?	5 ABFO Developed Case?	6 Case Submitted?	7 Signature of Authorizing Agent (ME, Coroner, Police)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							



**Age Assessment Cases**

- 1. Date of examination 2. Location (county/jurisdiction) 3. Agency case # 4. Applicant was the primary investigator? Yes or No.  
5. Age Assessment Case Type? Child, Adolescent or Adult 6. Age Assessment 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							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							



“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.”

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 \_\_\_\_\_

## **Policy on Forensic Dental Education Courses for Initial ABFO Diplomate Application**

1. The purpose is to establish procedures and policy within the ABFO through which dental education courses in the field of forensic dentistry can be evaluated, approved and monitored.
2. The Certification and Examination Committee (C&E) shall be empowered to verify that a forensic dental education course in the field of forensic dentistry is approved for ABFO 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 education in the field of forensic dentistry.
3. Any forensic dental education course desiring approval must petition and apply to the C&E committee, in writing, prior to the course offering. The petition must include 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.
4. All forensic dental education courses accepted by the ABFO towards credit for certification, including those presented by Diplomates of the ABFO, will be vetted by the C&E Committee.
5. All forensic dental 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 has evaluated the program on-site or remotely. While such approval is pending, those offering the course may note in their promotional material that ABFO approval has been applied for but is not yet approved.
6. A majority vote of the committee, whether in person or electronically is required for approval. The committee shall consider the presenters' 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.
7. 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.
8. Expenses incurred by a committee member while monitoring a course shall be the responsibility of the course presenter. A decision by a course director to allow an ABFO monitor to attend program without charge shall not be considered a conflict of interest.

07/20

## **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 and forms must be received by Aug 15<sup>th</sup>. 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**

All candidates for recertification must have attended a minimum of forty (40) 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 AFBO Certification and Examination Committee. In addition, the candidate is expected to show current involvement in one or more of the following categories of forensic activity:

1. Dental Identification Cases
2. Dental Age Assessment Cases
3. Personal Injury Cases
4. Standard of Care, Malpractice, or Negligence Cases
5. Court Testimony, Depositions
6. Forensic Laboratory Procedures
7. Forensic Pathology and Autopsy Observations

8. Consultative Appointments
9. Research in Forensic Sciences and Related Fields
10. Publications in Forensic Sciences and Related Fields
11. Teaching, Lectures, Presentations
12. Patterned Injury Cases Suspected of Being Bitemarks
13. Forensic Related Appointments, Activities, Offices 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 their forensic activity.

Recertification candidates must have attended at least one (1) annual business meeting of the ABFO Diplomates during the five-year period since certification or previous recertification.

#### **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.

05/21

#### **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 1<sup>st</sup> each year of their need to recertify and of the process involved.

c- Diplomate recertification will follow the process as approved by the C&E committee and outlined by the Recertification Chair and is consistent with the reaccreditation of the FSAB and ISO standard 17024.

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

---

d-The due date of the completed application and fees for ABFO recertification is August 15<sup>th</sup> of the year prior to the expiration date of the Diplomat's certification.

06/21





**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 40 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*

---

**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

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

---

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 it’s 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 for Diplomate Recertification**

1. The purpose of this policy is to establish procedures within the ABFO through which continuing dental education courses in the field of forensic dentistry can be evaluated, approved and monitored. 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.
2. 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.
3. The Certification and Examination Committee (C&E Committee) shall be empowered to verify 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.
4. For the purposes of recertification, the following hours will be allowed:
  - a. 100% of continuing education hours for courses provided by the AAFS and ASFO including attendance at scientific sessions, workshops, breakfast lectures, evening sessions, poster and paper presentations.
  - b. 100% of continuing education hours for ABFO sponsored courses, seminars, lectures and workshops.
  - c. 100% of continuing education hours for attendance at forensic courses provided or sponsored by the ADA, AGD, nationally or internationally recognized forensic organizations (such as IAFS and IOFS), state, regional or local organizations, colleges and universities for which PACE credit is awarded or have otherwise been approved by the C&E committee.
  - d. A maximum of 10 hours of continuing education credit per recertification cycle provided by online courses in forensics. This includes up to 10 hours of online courses taken as a member of DMORT. Participation in an exercise or actual event, or membership in DMORT is not considered continuing education for the purposes of recertification.
  - e. A maximum of 10 hours of continuing education credit per recertification cycle for forensic odontology lectures which a Diplomate has personally provided to a national, international, district, regional or state organization or meeting may be allowed. This does not include items such as speaking engagements at dinners, high school talks, career days, or similar events and is subject to the discretion of the C&E committee. In order to receive credit for providing lectures, the Diplomate must be able to provide a

course brochure indicating the speaker, the subject matter and course material, and the number of hours of CE credit allowed to those in attendance. Hour for hour continuing education credit is allowed up to the maximum of 10.

5. 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.
6. Credit, if awarded, will be established at a level of one point per 50 minutes of classroom hour of instruction.
7. 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 for a five (5) year period. At the end of that time the course will need to be reapproved by the submittal of a new application and review by the CE Committee.
8. 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.
9. 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 C&E Committee.
10. 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 evaluated the program on-site or remotely. While such approval is pending, those offering the course may note in their promotional material that ABFO approval has been applied for but is not yet approved.
11. A majority vote of the C&E Committee, whether in person or electronic communication is required for approval. The committee shall consider the presenters' 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.
12. Any ABFO diplomate can request that the C&E 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.

13. 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.
14. 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.

07/20

## **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 Assessment 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 one (1) 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 Assessment Workshop offers up to three (3) DAA credits of the five (5) DAA requirements needed for ABFO eligibility.

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

### **ABFO Workshop Policy**

Enacted 2-16-2009

Revised 11-1-2018

- 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 responsible for workshop design and implementation.
- 2) The Committee Chair may appoint someone from that Committee to assist in the development and execution of the Workshop. Others may be appointed to assist with Workshop operations in the form of a “Workshop Working Group”.
- 3) A member of the C & E Committee must be part of the “Workshop Working Group”.
- 4) All Workshop fees must be submitted to the ABFO Treasurer in US funds in the form designated in the online ABFO Store.
- 5) 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.

- 6) 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, their appointed person, or Workshop Working Group 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.
- 7) 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 teleconference. If contact is made by mail or e-mail, there should be an additional offer of discussion of their performance by teleconference at the discretion of the participant.
- 8) Registration Deadlines – The registration deadline for ABFO Workshops is September 1<sup>st</sup> 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.
- 9) 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.
- 10) 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.
- 11) 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.
- 12) Acceptance of ABFO Workshop Policy – All individuals who register for any ABFO Workshop must sign and return to the Workshop Coordinator a written acceptance of the Workshop policies and procedures prior to the beginning of the Workshop.
- 13) Any litigated cases used for an ABFO workshop must have been adjudicated (verdict, settlement, or dismissal) before being used as workshop material.
- 14) The purpose of ABFO Workshops is to enhance the education, training and experience of those individuals working within the discipline of forensic odontology. Therefore, ABFO



Workshop registration is limited to dental professionals (DDS, DMD or equivalent degrees; or dental auxiliary).

### **ABFO Repositories**

Revised 2-19-2018

The ABFO shall establish repositories of bitemark and dental age assessment 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 Assessment Committees and distributed for a fee, to potential ABFO candidates.

The Age Assessment Committee shall establish and develop a repository of DAA 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 a case from the DAA Repository may not be made until the candidate has completed one (1) DAA case originating from the candidate's own casework, or has successfully completed at least one (1) DAA case as a participant in an ABFO DAA Workshop.
- B. Repository cases must be completed on time and to the satisfaction of the Age Assessment 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 DAA.
- 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. Cases from this repository may be provided to qualified candidates who request them from the Bitemark Committee for a fee of \$100 (U.S. Funds) for each case. These funds are non-refundable.

- A. Candidates, who have been awarded credit for a Bitemark Workshop case or have completed two (2) cases, current or historical, may apply to the Bitemark Committee to access a Repository case.
- B. The Bitemark Committee will determine if the candidate has met the requirements to access the ABFO Bitemark Repository. Once the candidate is verified as eligible to access a Repository case, the candidate will submit \$100.00 (U.S. funds), to the Treasurer of the ABFO. Afterwards, the Custodian of the Repository will 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 and their

case work product. 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](http://www.abfo.org)

- D. The Custodian will forward the report to the members of the ABFO's Bitemark Committee Repository Review Team. 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 patterned injury.
  4. Associate or exclude all suspects [when possible] using ABFO terminology.
- E. The Bitemark 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 Repository case toward satisfying the requirements to challenge the certification examination. It will be the responsibility of the candidate to retain and submit the certificate(s) with their application to the Certification and Examination Committee when they apply for Board Eligibility.
- F. A maximum of two (2) Repository cases may be used to meet the minimum bitemark case experience requirement.

## **ABFO RECORDS RETENTION POLICY**

### **1) Purpose**

The purpose of this Policy is to ensure that necessary records and documents of the American Board of Forensic Odontology, Inc. (ABFO) are adequately protected and maintained, and to ensure that records that are no longer needed by the ABFO or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding the Committee Chairs, Officers and Directors of the ABFO in understanding their obligations in retaining electronic documents including, but not limited to, e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other such formatted files.

### **2) Policy**

This Policy represents the ABFO's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

### **3) Administration**

Attached as Appendix A is a Record Retention Schedule that has been approved by the ABFO Board of Directors as the initial maintenance, retention and disposal schedule for physical records of the ABFO and the retention and disposal of electronic documents. The Chair of the Data Security Committee (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and any requirements for accreditation, and includes the appropriate document and record categories for the ABFO; monitor local, state, and federal laws and accreditation requirements affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

The Administrator is responsible for the ongoing process of identifying ABFO records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related hard-copy documents will be accomplished by shredding; electronic documents shall be destroyed by the secure procedure recommended by the ABFO Webmaster.

### **4) Suspension of Record Disposal In the Event of Litigation or Claims**

In the event the ABFO is served with any subpoena or request for documents or any Officer or Director becomes aware of a governmental investigation or audit concerning the ABFO or the commencement of any litigation against or concerning the ABFO, such Officer or Director shall inform the Administrator and any further disposal of documents shall be suspended until the President, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all Officers, Directors, and Committee Chairs of any suspension in the further disposal of documents.

The President may issue a notice, known as a "legal hold," suspending destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in a legal hold may be destroyed,

even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

**5) Electronic Documents and Records.**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods should be tested on a regular basis by the Administrator.

**6) Emergency Planning and Continuity of Operations.**

The ABFO’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the ABFO operating in an emergency will be duplicated or backed up on an appropriate schedule and maintained off-site.

**7) Applicability**

This Policy applies to all physical records generated in the course of the ABFO’s operation, including both original documents and reproductions. It also applies to the electronic documents described above.

---

This Policy was approved by the Board of Directors of the ABFO on 12/23/20.

---

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the ABFO may be required to maintain in the future. Questions regarding retention of documents not listed in this chart should be directed to the Policy Administrator.

---

---

**APPENDIX A  
DATA RETENTION PERIODS**

<b>Category</b>	<b>Item</b>	<b>Retention Period</b>
<b>Corporate Records</b>		
	Bylaws and Articles of Incorporation	Permanent
	Corporate Resolutions	Permanent
	Board and Committee Meeting Agendas and Minutes	Permanent
	Conflict of Interest Disclosure Forms	4 years
	Non-disclosure Agreements	Permanent
	General Ledgers and Journals (including Reconciliations)	7 years
	General Correspondence	3 years
	Committee Reports	Permanent
<b>Finance &amp; Administration</b>		
	Financial Statements	7 years
	Financial Statements-Audited	7 years
	Annual Budget	2 years
	Check Register and Cancelled Checks	7 years
	Bank Deposits and Statements	7 years
	Chart of Accounts	7 years
	General Ledgers and Journals (including Reconciliations)	7 years
	Equipment Files & Maintenance Records	7 years
	Claims for Reimbursement and Expenses	7 years
	Credit Card Statements	7 years
	Investments	7 years after Investment Sold
	Contracts & Agreements	7 years after Obligations End
<b>Insurance Records</b>		
	Policies and Billing/Payment records	Permanent
	Accident Reports	7 years
	Claims after Settlement	7 years
<b>Tax Records</b>		
	IRS Exemption Determination	Permanent
	IRS Form 990	7 years
	IRS Rulings	Permanent

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

<i>Technology</i>		
	Software Licenses and Support Agreements	
		7 years after Obligations End
<i>Legal</i>		
	Legal Memoranda and Opinions	7 years after Close of Matter
	Litigation Files	1 year after Expiration of Appeals or Time for Filing Appeals
	Court Orders	Permanent
	Request for Departure from Records Retention Policy	10 years
<i>Miscellaneous</i>		
	Consultant's Reports	2 years
	Materials of Historical Value	Permanent
	Versions of Policy & Procedures Manuals	Permanent
	Copyrights and Patents	Permanent
<i>Certification and Recertification Records</i>		
	CE and Forensic Dental Education Courses Approved by C&E Committee	5 years after termination of course
	Initial Certification Application, Recertification Application & Supporting Documents	6 years or until time for appeal expires, whichever is longer
	Certification Examination and Recertification Examination Questions	Permanent
	Examination Score	until time for appeal expires
	Examination Result (i.e. Pass/No Pass)	Permanent
	Internal Audit (per FASB)	Permanent
	Minutes of Meetings	Permanent
	Non-disclosure Agreements	6 years
	Recertification Chair Instructions and Directions	Permanent
	Recertification Score	until time for appeal expires
	Recertification Result (i.e. Pass/No Pass)	Permanent

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

---

<i>ABFO Workshop Materials</i>		
	Case Report	1 year or until time for appeal expires, whichever is longer
	Case Presentation (PowerPoint)	1 year or until time for appeal expires, whichever is longer
	Workshop Score	1 year or until time for appeal expires, whichever is longer
	Workshop Results (i.e. Pass/No Pass)	Permanent

12/20