



## **Certification and Examination Committee Guidelines**

**Function:** The Certification and Examination Committee is mandated to provide the following functions for the American Board of Forensic Odontology, Inc. (ABFO):

1. Review and approve the credentials of applicants who wish to be determined eligible to challenge the examination given by the ABFO for a Certificate of Proficiency in Forensic Odontology.
2. Create, schedule, administer and mark the examination that must be successfully challenged to be awarded the ABFO Certificate of Proficiency in Forensic Odontology.
3. Establish and maintain the application and recertification forms, together with instructions for completion of these forms so that they reflect current information and requirements.
4. Establish policy on continuing forensic dental education and certify that a specific course is approved for continuing forensic dental education.

The Committee is composed of five (5) Diplomates, which are elected from a slate of candidates selected by the ABFO Nominating Committee. The term of office is five (5) years. Election takes place at the annual meeting of the Diplomates each February. The Diplomate serving the fourth year of a five-year term chairs the Committee. The Immediate Past Chair remains on the Committee for one year past the termination of office to give continuity to the group and serve as an advisor.

The Certification and Examination Committee reviews each Diplomate's five (5) year application for recertification. The application format for Diplomates applying for recertification is available on the ABFO web site.

It is the responsibility of the Committee Chair to provide timely reports to the Executive Committee during the course of the year. The Chair will also present an annual report of the Committee's activities and actions to the Board of Directors and to the Diplomates each February.

**General Information:** Applicants wishing to establish eligibility to challenge the examination should e-mail the ABFO Registrar at the following address:

**American Board of Forensic Odontology, Inc.**  
c/o Certification and Examination Committee  
[C&EChair@abfo.org](mailto:C&EChair@abfo.org)

An application package together with the detailed requirements is available online at [www.abfo.org](http://www.abfo.org). Careful attention by the applicant to the specific requirements and the exact format to be used in submitting an application is necessary in order to avoid delay in processing. **All information provided within the application and supporting documentation must be submitted in English.**

**Application Procedure:** Completed applications for Examination Eligible status, together with all letters of reference, academic transcripts and documentation of forensic cases must be returned to the ABFO current Chair of the Certification and Examination Committee. Letters of recommendation and academic transcripts must be sent directly to the ABFO Certification Committee Chair from the institution or individual from whom they are requested. The summary of forensic activities submitted by the applicant must contain a signed and notarized statement attesting to the accuracy of the information and informing the applicant that any omissions or misrepresentation is grounds for denial of eligibility by the ABFO Board of Directors.

The fee for application, which includes the written portion of the examination, is \$400.00 US funds must be received by the ABFO Treasurer for the application to be considered complete. With respect to actual examination costs, these fees do not include testing center fees due to your local testing location or fee payable to Occupational Research and Assessment, Inc. The fee for the practical portion of the examination is \$1000.00 US funds. The fee to re-take either of the written practical's (Parts II-A or II-B) of the examination is \$250.00 US dollars each. The re-examination fee for Part III (Oral) is \$500.00 dollars. And, \$1000.00 if Parts II-A, II-B and III are all re-taken.

When the applicant's file is complete, the Chair of the Certification and Examination Committee will arrange for review of the application and notify the applicant of eligibility status. Names of the eligible candidates are circulated to the ABFO members to enable any Diplomate in good standing to comment on candidacy, after paying the established fee of \$5.00 to obtain a summary of the candidate's forensic activities. ***This information will remain strictly confidential.***

The Committee Chair can receive comments submitted by Diplomates who feel that their input may be of assistance to the Certification and Examining Committee in determining a candidate's eligibility within one month of the publication of the name(s) of the candidate(s).

**Application Format:** To facilitate review by the Certification and Examining Committee, the applicant is required to follow the instructions and format of the provided application. Failure to do so will result in delay of the review process and subsequent delay in determination of eligibility. The forms supplied by the ABFO Certification and Examination Committee Chair in the Application Package are the only application forms that are acceptable.

This application format provides a concise summary of the candidate's activities, which must be further documented by the submission of case reports, photographs, transcripts of court testimony and other specific evidence of experience described in the application. This documentation may be supplied on CD or DVD if desired.

**Recertification Format:** Diplomates of the ABFO are required to apply for recertification once every five (5) years by submitting documentation of their activities the field of Forensic Odontology during the preceding five years. A specific format has been developed for this purpose and must be followed to avoid delay in processing.

Each Diplomate is required to submit evidence of a) attending forty (40) hours of ABFO-approved continuing education in forensic science during the preceding five (5) years, b) other activity in the field of forensic dentistry and forensic science including casework, teaching, testimony, publications, committee membership, etc., c) attendance at a minimum of one (1) ABFO Annual Business Meeting during the preceding five (5) years and d) successful completion of the ABFO recertification examination. Submission of this application is due by August 15<sup>th</sup> of the year preceding expiration of the Diplomate's certification.

Notification of the action taken by the Committee will be sent to the Diplomate no later than thirty days after the receipt of the application for recertification. Those Diplomates who fail to meet the requirements for recertification or are delinquent in applying for recertification will be notified of the deficiency and advised of corrective action to take and remain eligible for recertification

Each Diplomate is required to pay a recertification fee of \$150.00 in US funds in addition to the annual ABFO dues. These fees should be remitted to the ABFO Treasurer at the same time that the application for recertification is submitted to the Certification and Examining Committee. The deadline for fee payment is October 1st of the year preceding expiration of the Diplomate's certification.

**Presentation of Certificates:** Certificates of Proficiency in Forensic Odontology will be presented at the next annual meeting of the Diplomates to those who have successfully a) completed the examination, and b) met the requirements for recertification. The Chair of the Committee will present the certificates on behalf of the ABFO.