



American Board of Endodontics
Policy and Procedures Manual

January 5, 2021

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Mission Statement

The mission of the American Board of Endodontics (ABE) is to certify endodontists that demonstrate exceptional knowledge, skill and expertise in the specialty of endodontics and to serve the public by striving to maintain quality patient care.

Goals

The Goals of the American Board of Endodontics are to:

- 1) Fulfill the American Dental Association's requirements for Recognition of Dental Specialties and National Certifying Boards for Dental Specialists.
- 2) Advance the specialty practice of endodontics and enhance oral health care for the public.
- 3) Maintain a high standard of excellence in the specialty of endodontics.
- 4) Determine the competency of applicants.
- 5) Certify and publicly recognize those who have demonstrated knowledge and technical skill in the specialty of endodontics and have met the standards established by the ABE.
- 6) Furnish the health professions and the public with a directory of certified endodontists who are in good standing with the Board.
- 7) Provide expert consultation to the medical and dental professions.

Specialty of Endodontics

The specialty of endodontics is that branch of dentistry that is concerned with the morphology, physiology and pathology of the human dental pulp and periradicular tissues. Its study and practice encompass the basic and clinical sciences including the biology of the normal pulp, the etiology, diagnosis, prevention and treatment of diseases and injuries of the pulp and associated periradicular conditions. The specialist in endodontics must have appropriate knowledge, training and experience in the diagnosis, treatment and recall evaluation of all pulpal and periradicular diseases and conditions. In addition, the endodontist must integrate and utilize these skills in executing interdisciplinary treatment and providing comprehensive patient care. The ultimate goal of the endodontist is to preserve the natural dentition in a state of health as well as enhance the oral health and well-being of the patient.

Principles of Board Certification

Board Certification in endodontics and the purposes for which it exists transcend educational background and national considerations. An endodontist pursues Board Certification because being a Diplomate of the American Board of Endodontics makes a very clear and strong statement of the value the Diplomate places on attaining mastery in the specialty of endodontics, receiving a most significant acknowledgement of professional achievement and being accountable to the public by demonstrating the highest standards of practice that peer review can set. It represents a philosophy of professional conduct, practice and sustained achievement that places great worth on being the best one can be and encourages the most comprehensive and highest level of endodontic care to a deserving public.

Glossary of Definitions

Prospective Board Candidate An endodontic resident, enrolled in the year that the certificate in endodontics will be issued from an advanced education program in endodontics accredited by either the Commission on Dental Accreditation (CODA) of the ADA, or the Commission on Dental Accreditation of Canada (CDAC), whose application and payment for the Written Examination fee have been accepted and approved by the ABE.

Educationally Qualified Endodontist An endodontist who has been issued a certificate in endodontics from an advanced education program in endodontics accredited by either CODA or CDAC (or to endodontists who satisfy the criteria of the ABE's alternative pathway for international endodontists graduating from non-accredited advanced education programs in endodontics) who has not yet submitted or has not had their ABE application and credentials approved by the ABE credentials committee.

Board Eligible Endodontist Board Eligible status is only available to endodontists that have received a certificate in endodontics by an advanced education program in endodontics accredited by either CODA or CDAC. Additionally, endodontists may qualify who satisfy the criteria of the ABE's alternative pathway for graduates of non-accredited advanced education programs in endodontics. Qualified endodontists may achieve Board Eligible status by completing a Preliminary application followed by approval of the ABE credentials committee.

Board Certified Endodontist An endodontist, who has satisfied all requirements of the certification process of the ABE, has been declared Board Certified by the ABE Board of Directors (BOD) and maintains Board Certification. This individual is a Diplomate of the ABE.

Active Registered Diplomate A Board-Certified Endodontist whose annual registration dues are current. This individual is in good standing with the ABE.

Good Standing A term used for Diplomates who pay the annual Diplomate registration fee and who have a non-expired Certificate.

Inactive Diplomate An endodontist who obtained Board Certification but has been dropped from *Active Registered Diplomate* status due to non-payment of the annual registration fee. This individual is not in good standing with the ABE, will not retain the designation of *Active Registered* and will not be listed in the AAE's Membership Directory.

Disabled Diplomate An *Active Registered Diplomate* who is unable to engage in any duties of the dental profession for a period of at least one year because of a medical disability and who was an Active Registered Diplomate in good standing at the time the disability occurred. Disabled Diplomates are exempt from the payment of registration fees and special assessments during the period of their disability and remain in good standing during that period.

Retired Diplomate *Active Registered Diplomates* who have remained in good standing and have completely retired from compensated teaching and/or practice of endodontics and have had their request for Retired status approved by the Board.

Requirements for Certification: An Overview

Prospective Board Candidacy requires that the applicant be an endodontic resident, enrolled in the year that the certificate in endodontics will be received from an advanced education program in endodontics accredited by CODA or CDAC.

Educationally Qualified or Board Eligible status are only available to endodontists that have been awarded a certificate in endodontics by an advanced education program in endodontics accredited by CODA, CDAC, or to endodontists who satisfy the criteria of the ABE's alternative pathway for international graduates of non-CODA accredited advanced education programs in endodontics.

Candidates seeking certification by the ABE submit a formal application with credential documentation to the Board and pass a series of examinations given by the Board. This must all be completed within the prescribed eligibility period.

The responsibility of participating in the certification process, including fulfilling all Board requirements and procedures, rests exclusively with the Candidate.

General Requirements

- **Satisfactory completion of advanced study and training and issuance of a Certificate in Endodontics using one of the following pathways:**
 - 1. Two or more years of postgraduate study in a CODA or CDAC accredited program resulting in a Certificate of Specialization in Endodontics **or**
 - 2. Completion of an Advanced Education Program in Endodontics that is equivalent to a program accredited by either CODA or CDAC, attainment of a license to practice dentistry in a state or a teaching institution in the United States and have spent at least two years as a full-time faculty member with involvement in an Advanced Education Program in Endodontics at a dental school accredited by CODA or CDAC
- **Successful completion of all the examinations prescribed by the Board.**
- **Payment of all fees prescribed by the Board.**
- **Has not engaged in serious professional or other misconduct which adversely reflects upon integrity or professional competence.**

Process Requirements

Beyond the General Requirements listed above, the process to receive Board Certification involves a number of applications/forms, examinations, fees and deadlines. While the ABE goes to great lengths to notify Candidates of any upcoming deadlines and examinations, it is the exclusive responsibility of the Candidate to meet all requirements. In addition to this manual, current forms, deadlines, and procedural changes can be found on the ABE website.

Candidate Examination Confidentiality Policy

Each Candidate must agree that:

- 1. Disclosing ABE test questions or any part of a question to any person for any reason violates the ABE's rights and is subject to legal action by the ABE, and**
- 2. Passing on questions or answers from current or previous examinations to other Candidates, or the knowing receipt of such information by Candidates constitutes cheating and is punishable by disciplinary action, including automatic failure on the exam, revocation of certification, and loss of Board eligibility.**

Each Candidate agrees with the American Board of Endodontics to preserve the confidentiality of the information on both the ABE Written and Oral Examinations.

These examinations are owned by the American Board of Endodontics. Any reproduction of these materials or any part of them, through any means, including, but not limited to copying or printing of electronic files, reconstruction through memorization and/or dictation, and/or dissemination of these materials or any part of them is strictly prohibited.

Each Candidate acknowledges the ramifications of cheating on an ABE exam:

The ABE defines irregular behavior to include any behavior that threatens the integrity of the examination process. This includes any behavior that undermines the application, assessment, or certification processes of the ABE or that threatens the integrity of the ABE certification process. Such behavior may include, but is not limited to, the following:

- disclosing examination information by using language that is substantially similar to that used in questions and/or answers from ABE examinations when such information is gained as a direct result of having been an examinee; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators or anyone else involved in the preparation of Candidates to sit for the examinations;
- receiving examination information from an examinee that uses language that is substantially similar to that used in questions and/or answers on ABE examinations, whether requested or not;
- copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of the ABE or using professional, paid or repeat examination takers or any other individual for the purpose of reconstructing any portion of examination materials;
- possessing unauthorized materials during an examination administration (e.g., recording devices, photographic equipment, electronic paging devices, cellular telephones, reference materials);
- failure to adhere to testing site regulations;
- using, or purporting to use, any portion of examination materials which were obtained improperly or without authorization for the purpose of instructing or preparing any applicant for examination;
- selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination materials without express written authorization;
- having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of the ABE;
- disclosing what purports to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination of the ABE;
- communicating with another individual during administration of the examination for the purpose of giving or receiving help in answering examination questions, copying

- another Candidate's answers, permitting another Candidate to copy one's answers, or possessing unauthorized materials including, but not limited to notes (except on the provided scratch paper at the test center);
- engaging in any conduct that materially disrupts any examination or that could reasonably be interpreted as threatening or abusive toward any examinee, proctor, or staff;
- impersonating a Candidate or permitting an impersonator to take or attempt to take the examination on one's own behalf;
- falsifying information on application or registration forms;
- use of any other means that potentially alters the results of the examination such that the results may not accurately represent the professional knowledge base of a Candidate.

Irregular behavior as defined above may constitute grounds for sanctions by the ABE, including but not limited to the following:

- bar a Candidate from one or more future examinations either permanently or for a designated period;
- terminate a Candidate's participation in the examination process;
- invalidate the results of an examination and any prior examinations;
- withhold a Candidate's scores;
- revoke a Candidate's Board eligibility;
- fine a Candidate in an amount that reflects damages suffered by the American Board of Endodontics, including its costs of investigation and legal fees, and the costs of replacing any items that must be removed from the test item bank;
- censure a Candidate;
- sue the Candidate for damages and civil remedies;
- pursue prosecution of the Candidate for any conduct that constitutes a criminal or civil violation;
- take any other appropriate action.

Each Candidate acknowledges and agrees to the above terms and also acknowledges and agrees that the ABE may withhold their scores and may require them to retake the examination if the ABE is presented with evidence demonstrating to the ABE, in its sole discretion, that the security of the examination has been compromised, notwithstanding the absence of any evidence of their personal involvement in the compromising activities.

If a Candidate has any questions or doubts about whether an activity might constitute irregular behavior, you should contact the American Board of Endodontics Secretary for clarification.

Case History Exam Policy

Each Candidate must pledge that all cases submitted in their portfolio were for patients treated/managed by them during their practice of endodontics. No case submitted can be from another dentist or endodontist and must be uploaded by the Candidate. This includes all image files and supporting documentation.

Internationally Trained Endodontists

Graduates of an Advanced Education Program in Endodontics that has not been accredited by CODA or CDAC may apply for certification by the American Board of Endodontics under the following conditions:

- 1) The applicant must submit satisfactory evidence of completion of an Advanced Education Program in Endodontics that is equivalent to a program accredited by the CODA or CDAC. The applicant is responsible for submitting an Educational Credential Evaluators (ECE) document paid for by the applicant (at the level of subject analysis) to the ABE for assistance in considering the equivalency of training. Upon receipt of the ECE report, further documentation will be requested as deemed necessary.
- 2) The applicant must have a license to practice dentistry in a state or a teaching institution in the United States.
- 3) In addition, the applicant must have spent at least two years as a full-time faculty member with involvement in an Advanced Education Program in Endodontics at a dental school accredited by CODA or CDAC.

In either of these situations, two letters of support must be submitted on behalf of the applicant from 1) an Endodontics Department Chair or an Endodontics Postgraduate Program Director who is a Diplomate of the ABE (if the applicant is a Department Chair or Program Director, then the letter of recommendation may be from a Chair or Program Director at another dental school), and 2) the Dean of the dental school in which the applicant has been employed or has been an advanced standing resident.

Certification Applications, Forms and Registration

Applications

Prospective Board Candidate Application & Written Examination Registration

Applicable for a resident enrolled in a CODA or CDAC accredited endodontic program who is eligible to submit this application to take the Written Examination (Must receive their certificate in endodontics during the same year that the Written Examination is taken).

Preliminary Application & Track Selection

Completed by an endodontist, who has successfully completed a CODA or CDAC accredited endodontic program and who has been issued a certificate in endodontics, or who satisfies the criteria of the ABE's alternative pathway for international graduates of non-accredited advanced education programs in endodontics. The certification process begins with the submission of this application. Track Selection is chosen by the applicant when submitting the Preliminary Application.

As part of the Prospective Board Candidate Application or Preliminary Application, an applicant is required to read and agree to abide by the ABE Candidate Examination Confidentiality Policy, which may be found on page 4 of this document and on the ABE website.

Forms and Registration

Written Examination Registration Form

This form is completed and submitted by Prospective Board Candidates and Board Eligible Candidates to register for the Written Examination.

Oral Examination Registration Form

This form is completed and submitted by Board Eligible Candidates to register for the Oral Examination.

Case History Examination Registration

This registration process will be completed by Board Eligible Candidates in order to submit a Case History Portfolio.

Application Procedures

An applicant must submit the required documentation and complete the applications for approval by the Board before being permitted to participate in the examinations.

All application materials must be submitted online by the published deadlines. Candidates submitting incomplete applications or application materials submitted after the deadline will not be eligible to participate in the examination.

Applicants' Responsibilities

The timely submission of applications and the accuracy of the information submitted therein are the sole responsibility of the applicant. All instructions should be read thoroughly and followed.

Throughout the certification process it is necessary for the ABE to communicate with our Candidates on important issues. In addition, time-sensitive information regarding applications, examination registration and examination results require direct contact. It is the Candidate's responsibility to keep a current mailing address, email address and telephone number on file with the ABE. The ABE is not responsible for delays because of outdated Candidate contact information or delayed mail delivery service.

Release of Examination Results

Evaluation of performance on examinations is criterion-based and is accomplished using statistical analysis in consultation with a third party Psychometrician.

The ABE will not release any examination results information by phone or fax. All examination results will be emailed. Be sure to check spam or junk folders if the results are not in your inbox. Candidates will receive notification of success or failure only; no specific grades will be reported.

Candidates who fail the Case History Portfolio exam may discuss their examination performance with the ABE Secretary (or a Board Member designated by the ABE Secretary) by emailing the ABE Secretary for an appointment. Actual grades or scores will not be released, although the ABE Board Secretary or Board Member designate may be able to provide feedback in very general terms.

Procedures for Certification: Prospective Board Candidates

The Prospective Board Candidate (PBC) status was created to provide current endodontic residents an opportunity to take the ABE Written Examination during the same year in which they are issued a certificate in endodontics, but prior to graduation.

Step 1: Prospective Board Candidate Application and Fee (online) & Written Examination Application and Fee (online)

Endodontic residents will receive an email with instructions regarding our online registration process. Applicants will be contacted and can submit these online forms in the fall/winter prior to the year a Certificate of Endodontics is issued. Submission deadlines are available on the ABE website.

Prospective Board Candidates need to be mindful that all information sent from the ABE through the U.S. Mail or by email is sent using your current mailing or email address as listed on your submitted application. Your name as listed with the ABE must match with your ID when checking in at the testing center. It is the exclusive responsibility of the Candidate to keep their name, mailing address, and email address current.

The PBC application fee is forfeited if the Prospective Board Candidate does not transfer to Board Eligible status by December 31st of the year the examination is taken.

The separate Written Examination application and fee are also to be submitted after completing the online Prospective Board Application. The current fee is listed on the ABE website. As with all fees, the Written Application Fee is non-refundable.

Step 2: Board Approval

Following submission and approval of the Prospective Board Candidate and Written Examination applications and fees, the applicant will be declared a Prospective Board Candidate and will be notified by the Secretary of the Board.

Step 3: Written Examination Registration

Prospective Board Candidates will be sent a detailed registration authorization email. Registration opens approximately three months before the examination is offered (Spring). Registering for a designated appointment time/date to sit for the Written Examination is accomplished directly and independently by the candidate through Pearson Vue (the testing center administering the examination). Additional information is also available in the *ABE Written Examination Guidelines*, a document available on the ABE website.

Step 4: Written Examination Results

Following the statistical analysis of the examination and ABE Board Approval, Prospective Board Candidates will be notified of their results by email to their current address listed with the ABE. It is the exclusive responsibility of the Candidate to keep their contact information up-to-date. Candidates must not call the ABE Central Office for examination results. Examination results will not be provided over the phone or by fax. The results of the Written Examination will be null and void unless a copy of the Certificate of Endodontics is issued and received by the ABE central office by December 31st of the year that the Written Examination is successfully completed.

Step 5: Deferred Written Examinations

In the event that a Prospective Board Candidate is unable to accomplish their planned Written Examination, they should immediately notify the ABE central office prior to the scheduled examination date. They may apply for conversion from “Prospective Board Candidate” to “Board Eligible” status upon graduation with submission of a Preliminary Application, and appropriate credentials. Candidates will not be required to submit an additional fee for the Written Examination as long as they (1) did not register with Pearson Vue for the Written Examination or (2) cancelled their scheduled exam at least one business day (24 hours) before the examination was scheduled.

Step 6: Preliminary Application

A Preliminary Application link will be sent to Prospective Board Candidates with the Written Examination results letter. Completion of the Preliminary Application will allow “Educationally Qualified” applicants who have graduated to convert their status to “Board Eligible.” Board Eligible candidates may then proceed with track selection and registration for subsequent board examinations. The ABE will contact program directors independently each spring to verify that Prospective Board Candidates are on track for an anticipated graduation date. This verification will allow PBCs to accomplish conversion to Board Eligible status, effective upon graduation. Accordingly, track selection and registration for subsequent board examinations can then be accomplished prior to graduation and receipt of the actual certificate of training.

Step 7: Copy of Endodontic Certificate

Candidates have until December 31st of the calendar year in which they have taken the Written Examination to submit a scanned copy of their original endodontic certificate; otherwise, the exam becomes null and void. Additionally, candidates will not be eligible to complete the Oral or Case History Portfolio examination until a copy of the endodontic certificate is provided. Special provisions may be made for residents at endodontic programs with a graduation date that is later than the Part II examination.

Scanned copies of the original endodontic certificate should be emailed separately to the ABE central office at staff@amboardendo.org.

Step 8: Track Selection

Prospective Board Candidates must simultaneously elect a Track Selection when submitting their Preliminary Application by December 31 of the Written Examination calendar year.

Track Selection essentially notifies the ABE as to the order in which the Candidate prefers to complete the remaining two parts of the Board certification process: Oral Exam or Case History Portfolio Exam. Track options for those completing Written Examinations first in the series are listed below.

Track I

Part I	Written Examination
Part II	Case History Portfolio Examination
Part III	Oral Examination

Track III

Part I	Written Examination
Part II	Oral Examination
Part III	Case History Portfolio Examination

Step 9: Board Approval

Once the Preliminary Application is approved by the ABE Credentials Committee, the Candidate will be declared Board Eligible.

Status Expiration

Prospective Board Candidate status expires if the Candidate:

- (1) does not participate in the Written Examination, or
- (2) participates and passes the Written Examination but does not submit a Preliminary Application by December 31st of the year in which they received their Certificate in Endodontics and passed the Written Examination.

Procedures for Certification: Board Eligible Candidates Track I

Track I

Part I	Written Examination
Part II	Case History Portfolio Examination
Part III	Oral Examination

Eligibility Expires

Written Examination	3 years after Preliminary Application is approved
Case History Examination	6 years after Written Examination is passed
Oral Examination	3 years after Case History Examination is passed

Step 1: Submission Requirements

Preliminary Application & Fee

The online Preliminary Application is available on the ABE website, or by contacting the ABE main office. As part of the Preliminary Application, an applicant is required to submit the required fee, and to read and agree to abide by the ABE Candidate Examination Confidentiality Policy, which may be found on page 4 of this document and on the ABE website. The current fee is listed on the ABE Website. As with all fees, the Preliminary Application Fee is non-refundable

Track Selection

Track Selection will be elected by the applicant when submitting the online Preliminary Application.

Copy of Endodontic Certificate

Along with the completed online Preliminary Application submission, Candidates must submit a scanned copy of their original endodontic certificate via email to staff@amboardendo.org. If a certificate is not available, a letter from the program director of the endodontic training program verifying that the certificate has been awarded and the date it was awarded may be substituted. We require a copy of the endodontics certificate by the end of the year Part I, the Written Examination is taken.

Written Examination Fee

The current fee for the Written Examination is listed on the ABE website.

Step 2: Board Approval

Upon receiving all parts of Step 1 above, all documentation will be reviewed. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

Step 3: Written Examination Registration

Candidates will be sent a detailed registration authorization email. Registration opens approximately three months before the examination is offered (Spring). Registering for a designated appointment time/date to sit for the Written Examination is accomplished directly and independently by the candidate through Pearson Vue (the testing center administering the examination). Additional information is also available in the ABE Written Examination Guidelines, a document available on the ABE website.

Step 4: Written Examination - Track I Part I –

The Written Examination Guidelines are available on the ABE website. Upon approval of the Preliminary Application, Candidates are eligible to register for the next scheduled Written Examination. Candidates who notify the ABE central office prior to the examination that they are unable to participate, will not be required to submit an additional fee for the next Written Examination as long as they (1) did not register with Pearson Vue for the Written Examination or (2) cancelled their scheduled examination at least one business day (24 hours) before the examination was scheduled.

A Candidate who fails the Written Examination on the first attempt may take the examination a second time, provided that this is accomplished within the designated time period for eligibility. If a second examination is needed, the Candidate will need to pay the current examination fee.

Failure to complete the Written Examination within the prescribed eligibility period results in the loss of Board Eligibility.

Step 5: Case History Examination - Track I Part II

The *Case History Portfolio Guidelines and Instructions* are available on the ABE case history portfolio submission website at www.amboardendo.org. Candidates can submit their Case History Portfolio at the next submission date immediately following successful completion of the Written Examination. The current fee for the Case History Exam must be paid when registering for the exam on the digital portfolio website,

<https://www.amboardendo.org/>. Current submission dates are May 1 and September 1. If a second submission is needed, an additional current examination fee will apply. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, if this is accomplished within the designated eligibility time period.

Failure to complete the Case History Portfolio Examination within the prescribed time results in the loss of Board Eligibility.

Step 6: Online Oral Examination Registration

Registration information, including examination registration deadlines are available on the ABE website. Please note, registration will close before an examination deadline once all seats are filled. The Oral Examination fee must be paid at the time of registration. The Oral Examination is offered twice a year in St. Louis, MO. Examination dates are available on the ABE website. A confirmation email will be sent to the Candidate when the Oral Examination registration has been successfully processed.

Step 7: Oral Examination - Track I Part III

The Oral Examination Guidelines are available on the ABE Website. Candidates are eligible to sit for the next scheduled Oral Examination after passing the Case History Examination (providing registration is still open). If the Candidate fails the Oral Examination on the first attempt, he/she can retake the examination a second time, if this is accomplished within the designated eligibility time period.

Failure to successfully complete the Oral Examination within the eligibility time period will result in loss of Board Eligibility.

Step 8: Board Decision

Upon successful completion of the Oral Examination, the Candidate will be declared Board Certified and awarded a ten-year time-limited certificate.

Step 9: Maintaining Certification

Starting three years prior to the expiration date through December 31 of the year the certificate expires, the Diplomate may present the required credentials to be recertified. Upon approval of the application, Recertified Diplomates will receive a new ten-year time-limited certificate to date from the tenth anniversary of the initial certificate.

Procedures for Certification: Board Eligible Candidates Track II

Track II

Part I	Case History Portfolio Examination
Part II	Written Examination
Part III	Oral Examination

Eligibility Expires

Case History Exam	6 years after Preliminary Application is approved
Written Exam	3 years after Case History is passed
Oral Exam	3 years after Written Exam is passed

Step 1: Submission Requirements

Preliminary Application & Fee

The online Preliminary Application is available on the ABE website or by request from the ABE main office. As part of the Preliminary Application, an applicant is required to submit the required fee, and to read and agree to abide by the ABE Candidate Examination Confidentiality Policy, which may be found on page 4 of this document and on the ABE website. The current fee is listed on the ABE Website. As with all fees, the Preliminary Application Fee is non-refundable.

Track Selection

Track Selection will be elected by the applicant when submitting the online Preliminary Application.

Copy of Endodontic Certificate

Along with the completed online Preliminary Application submission, applicants must concurrently submit a scanned copy of their endodontics certificate via email to staff@amboardendo.org.

Step 2: Board Approval

Upon receiving all parts of Step 1 above, all documentation will be reviewed. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

Step 3: Case History Examination - Track II Part I

The Case History Portfolio Guidelines and Instructions are available on the ABE website. Upon approval of the Preliminary Application, Candidates can submit their Case History Portfolio at the next submission date immediately following successful completion of the Written Examination. The current fee for the Case History Exam must be paid when registering for the exam on the digital portfolio website, <https://www.amboardendo.org/>. Current submission dates are May 1 and September 1. If a second submission is needed, an additional current examination fee will apply. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, if this is accomplished within the designated eligibility time period. Failure to complete the Case History Portfolio Examination within the prescribed time results in the loss of Board Eligibility.

Step 4: Written Examination Registration

Candidates will be sent a detailed registration authorization email upon receipt of the Written Examination registration form and fee. Registration opens approximately three months before the examination is offered (Spring). Registering for a designated appointment time/date to sit for the Written Examination is accomplished directly and independently by the candidate through Pearson Vue (the testing center administering the examination). Additional information is also available in the ABE Written Examination Guidelines, a document available on the ABE website.

Step 5: Written Examination - Track II Part II

The Written Examination Guidelines are available on the ABE website. Candidates are eligible to take the next scheduled Written Examination after passing the Case History Exam.

Candidates who notify the ABE central office prior to the exam that they are unable to participate, will not be required to submit an additional fee for the next Written Examination as long as they (1) did not register with Pearson Vue for the Written Examination or (2) cancelled their scheduled examination at least one business day (24 hours) before the examination was scheduled.

A Candidate who fails the Written Examination on the first attempt may take the examination a second time, provided that this is accomplished within the designated time period for eligibility. If a second examination is needed, the Candidate will need to pay the current examination fee.

Failure to complete the Written Examination within the prescribed eligibility period results in the loss of Board Eligibility.

Step 6: Oral Examination Registration

Registration information, including examination registration deadlines are available on the ABE website. Please note, registration will close before an examination deadline once all seats are filled. The Oral Examination fee must be paid at the time of registration. The Oral Examination is offered twice a year in St. Louis, MO. Examination dates are available on the ABE website. A confirmation email will be sent to the Candidate when the Oral Examination registration has been successfully processed.

Step 7: Oral Examination - Track II Part III

The Oral Examination Guidelines are available on the ABE Website. Candidates are eligible to sit for the next scheduled Oral Examination after passing the Written Examination (providing registration is still open). If the Candidate fails the Oral Examination on the first attempt, he/she can retake the examination a second time, provided this is accomplished within the designated eligibility time period.

Failure to successfully complete the Oral Examination within the eligibility time period will result in loss of Board Eligibility.

Step 8: Board Decision

Upon successful completion of the Oral Examination, the Candidate will be declared Board Certified and awarded a ten-year time-limited certificate.

Step 9: Maintaining Certification

Starting three years prior to the expiration date through December 31 of the year the certificate expires, the Diplomate may present the required credentials to be recertified. Upon approval of the ABE Recertification form, and the payment of the recertification fee, recertified Diplomates will receive a new ten-year time-limited certificate to date from the tenth anniversary of the initial certificate.

Procedures for Certification: Board Eligible Candidates Track III

Track III

Part I	Written Examination
Part II	Oral Examination
Part III	Case History Portfolio Examination

Eligibility Expires

Written Exam	3 years after Preliminary Application is approved
Oral Exam	3 years after Written Examination is passed
Case History Exam	6 years after Oral Examination is passed

Step 1: Submission Requirements

Preliminary Application & Fee

The online Preliminary Application is available on the ABE website. As part of the Preliminary Application, an applicant is required to submit the required fee, and to read and agree to abide by the ABE Candidate Examination Confidentiality Policy, which may be found on page 4 of this document and on the ABE website. The current fee is listed on the ABE Website. As with all fees, the Preliminary Application Fee is non-refundable

Track Selection

Track Selection will be elected by the applicant when submitting the online Preliminary Application.

Copy of Endodontic Certificate

Along with the completed online Preliminary Application submission, Candidates must submit a scanned copy of their original endodontic certificate via email to staff@amboardendo.org. If a certificate is not available, a letter from the program director of the endodontic training program verifying that the certificate has been awarded and the date it was awarded may be substituted. We require a copy of the endodontics certificate by the end of the year Part I, the Written Examination is taken.

Step 2: Board Approval

Upon receiving all parts of Step 1 above, all documentation will be reviewed. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

Step 3: Written Examination Registration

Candidates will be sent a detailed registration authorization email upon receipt of the Written Examination registration form and fee. Registration opens approximately three months before the examination is offered (Spring). Registering for a designated appointment time/date to sit for the Written Examination is accomplished directly and independently by the candidate through Pearson Vue (the testing center administering the examination). Additional information is also available in the ABE Written Examination Guidelines, a document available on the ABE website.

Step 4: Written Examination - Track III Part I

Upon approval of the Preliminary Application, Candidates are eligible to register for the next scheduled Written Examination. The Written Examination Guidelines are available on the ABE website.

Candidates who notify the ABE central office prior to the examination that they are unable to participate, will not be required to submit an additional fee for the next Written Examination as long as they (1) did not register with Pearson Vue for the Written Examination or (2) cancelled their scheduled exam at least one business day (24 hours) before the examination was scheduled.

A Candidate who fails the Written Examination on the first attempt may take the examination a second time, provided that this is accomplished within the designated time

period for eligibility. If a second examination is needed, the Candidate will need to pay the current examination fee.

Failure to complete the Written Examination within the prescribed eligibility period results in the loss of Board Eligibility.

Step 5: Oral Examination Registration

Registration information, including examination registration deadlines, are available on the ABE website. Please note, registration will close before an examination deadline once all seats are filled. The Oral Examination fee must be paid at the time of registration. The Oral Examination is offered twice a year in St. Louis, MO. Examination dates are available on the ABE website. A confirmation email will be sent to the Candidate when the Oral Examination registration has been successfully processed.

Step 6: Oral Examination - Track III Part II –

The Oral Examination Guidelines are available on the ABE Website. Candidates are eligible to sit for the next scheduled Oral Examination after passing the Written Examination (providing registration is still open). If the Candidate fails the Oral Examination on the first attempt, he/she can retake the examination a second time, if this is accomplished within the designated eligibility time period.

Failure to successfully complete the Oral Examination within the eligibility time period will result in loss of Board Eligibility.

Step 7: Case History Examination - Track III Part III

The Case History Portfolio Guidelines and Instructions are available on the ABE website. Candidates can submit their Case History Portfolio at the next submission date immediately following successful completion of the Oral Examination. The current fee for the Case History Examination must be paid when registering for the examination on the digital portfolio website, <https://www.amboardendo.org/>. Current submission dates are May 1 and September 1. If a second submission is needed, an additional current examination fee will apply. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, if this is accomplished within the designated eligibility time period.

Failure to complete the Case History Portfolio Examination within the prescribed time results in the loss of Board Eligibility.

Step 8: Board Decision

Upon successful completion of the Case History Examination, the Candidate will be declared Board Certified and awarded a ten-year time-limited certificate.

Step 9: Maintaining Certification

Starting three years prior to the expiration date through December 31 of the year the certificate expires, the Diplomate may present the required credentials to be recertified. Upon approval of the ABE Recertification form, and the payment of the recertification fee, recertified Diplomates will receive a new ten-year time-limited certificate to date from the tenth anniversary of the initial certificate.

Procedures for Certification: Maintaining Board Eligibility

Board Eligibility must be constantly maintained throughout the certification process. It is expected that Board Eligible Candidates will consistently pursue Board Certification by actively participating in the process and being mindful of all requirements and deadlines.

Loss of Board Eligibility

Board eligibility may be lost in the following ways:

- Failing an Examination for a second time within one eligibility period
- Failure to pay maintenance dues
- Expiration of eligibility
- Any form of misconduct or misrepresentation, as outlined in the *Bylaws* and the *ABE Policy and Procedures Manual*.

Consequences of Expired Board Eligibility

- Forfeiture of all fees
- Requirement to re-establish Board Eligibility

Procedures for Certification: Re-establishing Board Eligibility

Re-establishment of Board Eligibility

In the event of the expiration of a Candidate's Board Eligibility, eligibility must be re-established. To re-establish Board Eligibility, an Educationally Qualified Endodontist must restart the process by submitting another Preliminary Application.

All application and maintenance fees will be required as stated in the section on fees.

Permanent Credit for Written Examination, the Case History Examination and the Oral Examination.

Credit is now allowed for passing the Written, Case History or Oral Examinations regardless of when it was successfully completed. If the Candidate's eligibility lapses, he/she will no longer have to retake successfully completed examinations once Board Eligibility is re-established.

Examinations: An Overview

All Candidates are required to:

- pass a **Written Examination**
- pass an **Oral Examination**
- submit a passing **Case History Portfolio Examination**

The examinations are given at times and places designated by the Board. These locations and times are regularly communicated to Candidates via the following:

- ABE website
- Information emailed/mailed to Candidates by the ABE

General Timeline

Completing all three examinations within a prescribed eligibility period can take as little as one year or as long as twelve years. Please note: A Prospective Board Candidate or Candidate must receive a passing examination notification on their most recent examination before they are eligible to register for the next examination in her/his selected track.

Eligibility Periods:

Eligibility expires if Maintenance Dues are not kept current or the Candidate fails to successfully complete an examination within two attempts.

Limitations

Candidates may not take a Written or Oral Examination or submit a Case History Portfolio more than twice during the eligibility period. Failure twice in succession within the eligibility period to pass the Written, Case History Portfolio, or Oral Examination will cause the Candidate to lose his/her Board Eligibility and to forfeit all fees paid.

Beginning the Examinations

Following approval of the Preliminary Application, the applicant is declared a Board Eligible Candidate and can begin the certification process by taking the next examination of his/her selected Track.

Evaluations

Examinations given by the ABE are normative or criterion referenced. Both the Case History and Oral Examinations are evaluated by current and Past Directors of the Board. The Secretary of the Board will notify the Candidate by letter delivered by email or US postal mail whether his/her examination was acceptable or unacceptable.

Permanent Credit for Written, Case History, or Oral Examination

Credit is now allowed for passing the Written, Case History or Oral Examination regardless of when it was successfully completed. If the Candidate's eligibility lapses, he/she will no longer have to retake examinations that have been successfully completed when Board eligibility is re-established by the Candidate.

Board Certification

To become Board Certified, a Candidate must receive a passing or acceptable grade on each phase of the certification process.

Recertification

Diplomates Required to Recertify

Applicants submitting their Preliminary Application on or after January 1, 1997, will be required to recertify every ten years from the date they are declared Diplomates by the American Board of Endodontics. The purpose of recertification is to ensure that Diplomates are current in the science and clinical practice of the specialty of endodontics.

Recertification Credits

The Diplomate must earn a minimum of 150 hours of continuing education every ten years to maintain Board certification. Credits may be earned by professional activities that are directed to the scientific and/or clinical scope of the specialty of endodontics.

Recertification Forms

Each Diplomate subject to recertification must submit their hours and information using either the Microsoft Excel or Word based Recertification form that may be downloaded from the ABE website. All Diplomates are responsible for keeping and updating these documents, by listing the type of activities and the number of hours that have been earned. Although these forms rely on a self-report mechanism of credits earned, Diplomates must be able to produce acceptable documentation. Periodic audits may be accomplished on recertification forms and supporting documentation. Completed forms should be sent via email to the ABE main office at staff@amboardendo.org.

Recertification Fee

The Recertification fee is due upon submission of the Recertification form and should be paid online from the Recertification page of the ABE website. The Recertification page may be found using this link: <https://www.aae.org/board/recertification/>. Completed Recertification forms will not be reviewed until fee payment has been received.

Recertification Timeline

The Diplomate may begin to accumulate credits immediately following his/her initial certification date, thus establishing the recertification process as a continuing learning experience. Submission of the forms can be made no earlier than three years prior to the expiration date and no later than December 31 of the expiration year. Following approval of the Recertification Application by the Directors of the American Board of Endodontics, the Diplomate will be issued a new ten-year time-limited certificate to date from the tenth anniversary of the initial certificate.

Revocation of Certification

The Directors of the ABE shall have the power to suspend temporarily or to revoke permanently any certificate issued by the Board if a Diplomate fails to recertify.

Candidate Fees

Current ABE Candidate Fees Are Available on the ABE Website

**The ABE reserves the right to revise fees at any time.
For the latest fee schedules, please consult the ABE website.**

Candidates are responsible for covering the financial cost of administering and evaluating their Board Certification materials. The overall cost of participation in the certification process depends on the Candidate's timeline and the number of times an examination needs to be taken. The fees associated with this process are as follows:

Amount	Fee	Due Date
\$275	Prospective Board Candidate Fee	Due with the Prospective Board Candidate Application
\$250	Written Examination Fee	Due with the Written Exam Registration form
\$275	Preliminary Application Fee	Due with the Preliminary Application Form
\$200	Annual Maintenance Fee*	Due March 1 of each year See Special Note below
\$725	Case History Examination Fee	Due upon registration for the Case History Portfolio Examination
\$850	Oral Examination Fee	Due upon registration for the Oral Examination

All fees are non-refundable, payable to the ABE and must be paid in United States currency.

***Special Note on Annual Maintenance Fees**

The Annual Maintenance Fee is due from all Board Eligible Candidates. They are required to pay the Annual Maintenance Fee starting the year after their Preliminary Application is approved through the year the Candidate achieves Board Certification. Failure to pay the Annual Maintenance Fee by March 1 will result in the loss of Board Eligible status.

Re-instating Board Eligibility in the Year of Delinquency

Endodontists who have lost their Board Eligibility based on failure to pay the annual maintenance fee may reinstate their Board Eligible status in the year of delinquency by requesting in writing that the Board re-instate their Board Eligibility and by paying the annual maintenance fee.

Re-instating Board Eligibility after the Year of Delinquency

Educationally Qualified Endodontists who do not re-instate their Board Eligibility in the year of delinquency may re-apply to the Board to re-establish Board Eligibility by submitting a new Preliminary Application and paying the appropriate fee. With approval of the Preliminary Application, the Candidate is then eligible to take the appropriate examination depending on his/her selected Track.

Maintaining Diplomat Status

Annual Fees and Assessments

To keep in good standing, each Diplomat is required to pay an annual registration fee to support the Certification programs of the Board. The annual registration fee for new Diplomates is due on January 1 of the year immediately after their Certification. Payment of any assessment approved by the Board is also required of all Diplomates.

AAE Membership Directory

All Diplomates in good standing that are active members of the AAE will be listed in the AAE's online Membership Directory.

Loss of Good Standing

Diplomates who fail to remit the annual registration fee and assessment (if applicable) prior to April 15 of each year will be removed from the list of Active Diplomates and their designation as a Diplomat will be eliminated from the annual online AAE Membership Directory. Further, the Board's response to a legitimate request for the Certification status of an endodontist from an agency that holds credentials, records or privileging authority will indicate that the endodontist is an Inactive Diplomat not in good standing with the Board.

Re-instatement

Active Diplomat status terminated for non-payment of fees or special assessments shall be re-instated by payment of all past and current fees and special assessments within three years after payment is due. If fees or special assessments are in arrears for more than three years, a person must submit a written request for re-instatement, pay all past-owed dues and assessments, pay a special assessment in the amount of \$500.00, and fulfill all outstanding requirements associated with their certification.

Retired Diplomat Status

Diplomates who have remained in good standing and have completely retired from compensated teaching and/or the practice of endodontics are eligible for retired status upon written request to the Board. If a Diplomat in retired status returns to active status due to compensated teaching and/or the practice of endodontics and is required to recertify, then the Diplomat must comply with and continue the recertification and maintenance dues process until compensated teaching and/or practice is completed. The parameters and timelines for that would be same as if retired status had not previously been enacted. All associated requests regarding retired status may be submitted by email to staff@amboardendo.org. Retired Diplomat status shall become effective on January 1 of the year following retirement approval by the BOD. Annual membership dues will no longer be required for Diplomates in approved retired status.

Disabled Diplomat Status

An Active Diplomat who is unable to engage in any duties of the dental profession for a period of one year because of a medical disability, and who was an Active Diplomat in good standing at the time the disability occurred, shall be exempt from the payment of membership fees and special assessments and shall remain in good standing during the period of disability.

Documentation

A permanently Disabled Diplomat, to be exempt from the payment of fees and assessments, shall submit to the Secretary a medical certificate attesting to said permanent disability. A temporarily Disabled Diplomat, to be exempt from the payment of fees and assessments, shall also submit a medical certificate that must be renewed annually.

Candidates with Disabilities

Special Accommodations Policy

The American Board of Endodontics complies with the Americans with Disabilities Act (the “ADA”) and provides reasonable and appropriate accommodations for examinees with documented disabilities and for other examinees with qualifying medical conditions that may be temporary or are not otherwise covered by the ADA.

Accommodations are provided on an individual basis and depend on the nature of the disability or medical condition, documentation provided and the requirements of the examination. We will make reasonable efforts to provide the necessary services to examinees who have documented disabilities or qualifying medical conditions, provided that the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test and do not result in an undue burden to the organization. **The decision as to whether a medical condition that is not covered by the ADA is a “qualifying medical condition” for purposes of an examination is at the sole discretion of the organization.**

Prospective Board Candidates or Candidates requesting special accommodations must self-identify and present documentation from an appropriate professional (Physician and or Psychologist) to the Central Office of the ABE. This documentation must accompany each examination application submitted to the ABE and must be submitted before the examination deadline. The report must be on the professionals’ letter head and with an original signature. Documentation may be sent to our office via email, USPS, UPS or FedEx.

The following information must be included in the documentation of the disability in order to be considered for special accommodations:

1. The specific disability diagnosed. The diagnosis must be current within the past one year.
2. Describe accommodations provided to the Candidate for previous similar examinations.
3. Describe functional limitations.
4. Describe in detail the specific accommodations being requested for the examination.
5. This process must be completed for each examination that the Candidate is requesting special accommodations.

The Candidate must submit the application and the required documentation by the application deadline.

The Examination Committee will evaluate the requests and decide which accommodations are reasonable and in compliance with ADA.

Only accommodations requested during the application process and approved in advance of the Candidate’s examination date by the American Board of Endodontics will be honored at the test site. No accommodation requests will be considered or approved if initially requested at the test location. No extensions to an application or refunds will be granted because of failure to identify the disability or special need(s) as required by this policy

Governing Policies

Changes to Policies and Fees

The ABE will communicate all changes in policies and fees through direct correspondence to affected Diplomates and Candidates on the website and through email notification.

Evaluation

The Board assumes full responsibility for the conduct of its examinations including the determination of methods used to identify irregularities during the administration of examinations. It also reserves the right to withhold or invalidate results of the Written or Oral Examination when there is reason to believe that the answers of one or more Candidates were not selected or arrived at independently or other unacceptable conduct occurred. Inclusion in the Case History Portfolio of any case(s) that were not managed by the Candidate constitutes grounds for failure. The Board reserves the right to fail Candidates on the basis of misrepresentation of independent performance in any phase of the examination process.

Appeal Policy

The following adverse decisions affecting certification by the American Board of Endodontics are subject to re-consideration and/or appeal as specified in the *Appeal Process for Adverse Decisions Affecting Certification or Diplomate Status* document which is available upon written request to the Central Office of the ABE.

- Rejection of credentials for eligibility to sit for the Certification Examination;
- Denial of a request for extension of the eligibility period;
- Receipt of a failing grade on the Oral Certification Examination or on the Case History Portfolio;
- Denial of Certification;
- Suspension, revocation, inactivation or termination of Candidate/Diplomate status or certification.

Legal Action

Any legal action brought against the ABE shall only be brought and tried in Lake County, Illinois.

Diplomate Certificate

A certificate bearing the seal of the ABE and the signatures of the Directors of the Board shall be awarded to each successful Candidate.

Revocation of Certification*

The Directors of the ABE shall have the power to suspend temporarily or to revoke permanently any certificate issued by the Board on presentation of sufficient evidence that the person in whose name the certificate is issued has not fulfilled the requirements of the Board, has ceased to conduct an ethical practice according to the *American Dental Association Principles of Ethics and Code of Professional Conduct* or has failed to recertify. The certificate remains the property of the ABE and must be surrendered upon revocation. The Diplomate has the right to appeal the suspension/revocation of Board Certification.

Certificates issued by the Board are the property of the Board and are issued pursuant to its rules and regulations. Each certification is issued to an individual dentist who agrees to revocation and return of the certificate in the event that the Board, in its sole discretion, determines that a Diplomate:

- a. Received the certificate but was in some respect not properly qualified to receive it, whether or not this fact was known to or could have been ascertained by the Board.
- b. Engaged in irregular conduct relating to the examination process, whether or not such conduct affected the Diplomate's own examination.
- c. Has been convicted of a felony relating to the practice of dentistry.

- d. Has had a license to practice dentistry in any jurisdiction surrendered, revoked or limited in any way.
- e. Has engaged in serious professional or other misconduct which adversely reflects upon professional competence or integrity.
- f. Has made a material misrepresentation or omission in any communication with the Board.
- g. Has failed or refused to cooperate reasonably with an investigation by the Board of a matter which could lead to revocation.
- h. Has failed to recertify, if the Diplomate was awarded a ten-year time-limited certificate.

National Commission on Recognition of Dental Specialties and Certifying Boards

The requirements for Certification will be revised periodically to comply with directives of the National Commission on Recognition of Dental Specialties and Certifying Boards.

Central Office of the Board

Application information and examination schedules are available on the ABE website. All fees submitted by check or money order should be made payable to the American Board of Endodontics.

Financial Report

The ABE Financial Report is available for inspection by all Diplomates and Candidates. This may be requested from the central office.

**American Board of Endodontics
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phone: (847) 947-8619

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