



**Policies of the American Board of Oral Implantology / Implant Dentistry**

**(Updated July 2019)**

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## **Introduction**

The American Board of Oral Implantology/Implant Dentistry's (ABOI/ID) examination process measures the in-depth knowledge, proficient skills, and abilities required for practitioners to provide comprehensive, safe, and effective implant and implant related procedures to their patients.

The ABOI/ID was chartered in 1969 by the American Academy of Implant Dentistry. The objective of the American Board of Oral Implantology/Implant Dentistry is to elevate the standards related to dental implantology through a certification process and maintenance of that process for dental practitioners.

To meet this objective the ABOI/ID Board of Directors:

- Evaluate dental professionals who apply for Diplomate status to ensure that they qualify through guidelines set relating to education, training and experience.
- Ensure that the certification process is one in which the knowledge, experience and skills candidates are examined on are reflected to ensure that the highest quality of patient care is being administered to patients by such individuals.
- Oversee the administration of the maintenance of the certification process to assure that Diplomates are committed to lifelong learning.

In fulfilling its purpose and objectives, the ABOI/ID follows the *Standards for Accreditation of National Certification Organizations* of the Institute for Credentialing Excellence. The American Dental Association does not recognize the ABOI/ID as a Specialty Board. However, the ABOI/ID closely adheres to the ADA's *Requirements for National Certifying Boards for Dental Specialists* in the administration of its program and examinations.

All Diplomates are held to the highest of standards by the ABOI/ID Board of Directors, it is understood that all Diplomates will follow the ADA Principles of Ethics and Code of Professional Conduct.

A Diplomates' designation can be revoked for any of the following reasons:

1. Has misused the Diplomate designation or has misrepresented his or her status with the ABOI/ID.
2. Has had his/her dental license expelled or suspended.
3. Is suspended or expelled from a professional dental or medical organization because of unethical or immoral conduct.
4. Is found by the Board to have violated the ADA Principles of Ethics and Code of Professional Conduct.
5. Has been suspended, sanctioned, or restricted from participating in private, federal or state health insurance programs.
6. Gives false or misleading testimony under oath or presents documentation for a legal purpose that is incorrect or misleading.
7. Nonpayment of ABOI/ID yearly registration fees.
8. Should any Diplomate of ABOI/ID be found to be in violation of these policies or any policies outlined in this policy manual the individual will be ineligible to serve on any committee, be an examiner or a Board member; additionally, Diplomate status may be revoked with no reinstatement.

(Adopted July 2019)

#### Harassment and Discrimination

The American Board of Oral Implantology/Implant Dentistry (ABOI/ID) is committed to providing a work environment that is free of discrimination of all types. In accordance with this commitment, ABOI/ID maintains a strict policy which prohibits inappropriate, unprofessional conduct, including any kind of harassment. Furthermore, this policy prohibits inappropriate, unprofessional behavior, including harassment, in any form, including verbal, physical, visual, and/or electronically communicated. Employees who violate this policy will be subject to discipline, including suspension or termination of employment, as necessary. Further, should any Diplomate of ABOI/ID be found to be in violation of these policies, will be ineligible to serve on any committee, be an examiner or a Board member; additionally, Diplomate status may be revoked with no reinstatement.

#### **Sexual Harassment**

Sexual harassment includes, but is not limited to, making unwanted sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- (a) submission to such conduct is made an explicit or implicit term or condition of employment;

- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

ABOI/ID's sexual harassment policy prohibits sexual harassment, whether it is against any employee, Diplomat, or any person working for or on behalf of ABOI/ID. Specifically, no supervisor or Diplomat shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, wages, advancement, assignment, duties, shifts, or any other condition of employment or career development.

### **Inappropriate Conduct**

Furthermore, this policy prohibits inappropriate, unprofessional conduct that may create an offensive work environment and regardless of whether such conduct arises to the level of harassment. Examples of this type of conduct include, but are not limited to:

- leering or staring
- telling/distributing lewd or off-color jokes
- using foul language
- writing/sending unwanted letters or poems
- writing/sending obscene messages, videos or pictures
- displaying sexually suggestive and/or racially/ethnically offensive objects, pictures, posters or calendars
- offensive touching, such as placing a hand on a person's shoulder or stroking someone's hair; or otherwise touching in a sexually suggestive manner
- sitting or gesturing sexually
- asking offensive questions about personal life
- violating personal space
- offensive whistling or "catcalling"
- repeated offensive or unwelcome comments and/or sexual flirtations
- sexual advances and/or propositions (including repeated requests for dates)
- verbal abuse of a sexual nature
- speaking in a sexually explicit manner
- making graphic verbal commentaries about an individual's body
- using degrading words to describe an individual
- offensive grabbing, kissing, or fondling in a forcible manner
- sexual assault or rape.

All employees, Diplomates, or any individuals working for or on behalf of ABOI/ID are expected to conduct themselves in a "professional" manner and are responsible for respecting the rights of their co-workers.

### **Other Forms of Harassment**

Harassment based upon race, color, ethnic background, religious belief, national origin, age, gender, marital status, pregnancy, childbirth-related conditions, sexual orientation, political affiliation, personal appearance, veteran status, physical or mental disability, or history of disability, likewise generally takes

the form of verbal, physical or visual conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Again, such conduct will not be tolerated by ABOI/ID.

### **Responsibilities and Investigation**

If you experience any job-related harassment or inappropriate conduct, promptly report the matter to your supervisor or to Human Resources. ABOI/ID will take any necessary action to remedy the situation and stop the harassment or inappropriate conduct. Confidentiality regarding a claim of harassment, and the facts of the incident(s) giving rise to the claim, will be maintained to the fullest extent permitted by the circumstances.

### **No Retaliation**

ABOI/ID prohibits any form of retaliation against employee, Diplomate, or any person working for or on behalf of ABOI/ID for opposing inappropriate and/or unprofessional workplace conduct or harassment, filing a bona fide complaint under this policy, or for assisting in a complaint investigation. Violations of ABOI/ID's policy against inappropriate conduct, including harassment, should be reported without fear of reprisal.

(Adopted July 2019)

### **Diplomate Reinstatement policy for nonpayment of ABOI/ID yearly registration fee:**

A Diplomate seeking reinstatement must first submit a letter of explanation to the ABOI/ID Board of Directors at which time, the individual will either be approved or denied for reinstatement. If a reinstatement is approved, the individual must pay registration fees that are in arrears.

### **How Candidates Qualify to Become a Diplomate:**

All applicants must provide evidence of an active dental license from the appropriate authority enabling the individual to practice dentistry where they reside.

Individuals who practice under the umbrella of a university in the United States or Canada will be required to show evidence to reflect their umbrella licensure coverage beginning and end dates.

All applicants must have seven (7) or more years of experience in the practice of implant dentistry.

All applicants must have completed at least seventy-five (75) cases of implant treatment.

All cases must be restored and functional for a minimum of one year at the time of case submission.

All applicants must also satisfy the requirements of at least one of the five routes to the examination.

(Adopted September 2014)

## **Application and Examination Fees**

The application deadline for Parts I and II is **December 1** of the year before the examination. The non-refundable application fees should be payable in U.S. dollars.

- Part I application fee \$400.00
- Part I examination fee \$500.00
- Part II examination fee \$900.00

If a candidate chooses not to apply for both parts of the examination in the same year the candidate must pass Part I, before applying for Part II. (Unless the candidate qualifies under Routes 1 or 2).

The Part II examination must be successfully completed within four (4) years after applying and passing Part I.

Should a candidate need to re-schedule, they must contact the ABOI a minimum of 45 days prior to the planned examination dates. If a candidate reschedules, a rescheduling fee of \$400.00 will be assessed even if 45 days' notice is given.

The ABOI/ID website will provide information as to when the examination will take place each year.

The ABOI/ID Board or their representatives will review all applications to determine the extent to which applicants meet the qualifications for examination. Accordingly, the Board office will notify all applicants of their status as soon as possible after the Board review. Those who are accepted may take the next annual examination. Those who are not accepted must reapply during a subsequent year. (Adopted November 1995)

All applications submitted become the property of the ABOI/ID and will not be returned to the applicant once submitted.

### **Part I Examination:**

The Part I examination consists of 200 multiple choice questions.

### **Policy on Examination Items that Discriminate Negatively**

Any item on the Part I examination that discriminates negatively will be eliminated and the examination will be re-scored. (Adopted March 5, 1996)

### **Part II Examination: Oral Examination with case review**

The Part II examination consists of a rotation through multiple stations where a candidate will either discuss standardized cases or their own cases. The candidate will be examined by two examiners at each station.

## **Policy Regarding Re-Examination**

Candidates who fail Parts I or II of the certification examination may apply for re-examination during their four-year eligibility period, upon payment of an additional examination fee of \$400 for Part I and \$400 for Part II.

No more than one re-examination is permitted, except at the discretion of the Board. The candidate may also be required to submit evidence of additional training to the Board for consideration for an additional re-examination as well as other specific requirements outlined by the Board on a case by case basis. (September 2014)

## **ABOI Candidate Appeal Process**

The candidate has a sixty (60) day period after receiving his/her examination scores in which to formally appeal for a reversal or alteration of the grades that he/she received. No appeal request can be considered if the Executive Director receives the request more than sixty (60) days after the scores are received.

The Executive Director will inform the President and the Secretary of the Board that such an appeal request has been received and will forward a copy of the request to them. The Board will then review the appeal and advise the candidate as to their decision within 60 days of receipt of the appeal.

The candidate will be informed in writing as to the Board's decision. Once the decision is made, it is final. (Adopted September 2014)

## **Maintenance of Certification**

Diplomates who hold a time limited certificate will be required to take the recertification examination in order to maintain their Diplomat status. (Time limited certificates were issued starting in 2008) Maintenance of certification will begin in 2016.

The Maintenance of certification examination is a take home examination consisting of articles from recent literature related to implantology.

Diplomates will be contacted a minimum of 6 months prior to their Diplomat status expiring with information on how to recertify. Diplomates will be required to complete a statement of intent to recertify, a CE attestation statement, and a check for \$100.00 made payable to the ABOI/ID in US dollars. Once those items are received by the ABOI Headquarters the recertification examination will be sent to the Diplomat. Diplomates will have until their certificate expiration date to submit their examination answers.

Explanation regarding CE Attestation:

Diplomates are required to attest to continuing lifelong learning by submitting a signed attestation statement confirming that they have completed 160 continuing education hours over the course of the past 8 years. The Board may request specific documentation for the hours at their discretion.

## **Guidelines for Selection of Examiners**

Diplomates who fulfill the following criteria are invited to submit an application to become an examiner for the ABOI/ID examination.

The criteria will be as follows:

- 1) Must be an Active Diplomate for a minimum of 3 years
- 2) Must complete an application every three years if they would like to be an examiner
- 3) No examiner shall serve more than 10 years

Examiner applications are reviewed by a committee appointed by the Board of Directors. The ABOI/ID Board of Directors makes no guarantees that an examiner will return as an examiner on an annual basis. (Adopted April 2019)

Appointment, Number and Qualifications: Each year, the Board of Directors shall appoint a team of examiners who, in conjunction with directors, shall conduct the annual Part II Examination. The number of examiners appointed shall be determined by the Board of Directors based on the number of applicants for that year's oral/case examination.

Duties: The examiners shall conduct the Part II Examination of candidates and shall perform other duties as the Board of Directors may assign.

Compensation: The examiners shall receive no compensation for their services other than being paid for travel expenses and a per diem of \$75.00 per day for meals.

## **Guidelines for Selection of Board Members**

Diplomates must be in good standing with the ABOI/ID, be a Fellow or Associate Fellow of the AAID, and cannot be an officer or member of the Board of any other oral implant organization or of any other dental or medical specialty board.

Must be an Active Diplomate

Must have served as an examiner for the Board exams for a minimum of one (1) year within the last 5 years prior to being nominated

(Adopted July 2019)

## **Status of Retired ABOI/ID Diplomate**

Diplomates who have remained in good standing with the ABOI/ID for at least seven years, who have completely retired from teaching and/or practice of dentistry, and who receive no monetary remuneration by virtue of being a dentist are eligible for retired status.

To be considered by the Board of Directors during any given year, the Diplomate must submit his or her application for retired status to the ABOI/ID office by February 28 of any given year.

(Adopted January 2003)

## **Status of Semi-Retired ABOI/ID Diplomate**

Diplomates who have remained in good standing with the ABOI/ID for at least seven years, who practice dentistry less than five days per month, and who receive monetary remuneration less than five days per month--by virtue of being a dentist--are eligible for semi-retired status.

To be considered by the Board of Directors during any given year, the Diplomate must submit his or her application for semi-retired status to the ABOI/ID office by February 28 of any given year.  
(Adopted January 2003)

The fees to maintain Diplomate status are as follows and are paid on a yearly basis:

Active: \$400 for early and \$450 for after January 1  
Semi-Retired: \$250 for early and \$300 for after January 1  
Retired: \$0.00

(Adopted April 2019)

## **Certificates**

The Board will provide each Diplomate one certificate. Diplomates can purchase additional certificates for \$100 each. Each Diplomate will be informed that the certificates are the property of the Board and must be returned to the Board, should the Diplomate's certification be revoked.

This policy became effective with the 2006 class of Diplomates. (Adopted April 1996, revised June 21, 1999, revised again March 24, 2006)

## **Guidelines Governing Nominations, Campaigns, and Elections for the Board of Directors**

- The Board of Directors shall nominate at least one candidate for each vacancy on the Board and shall publish its nominations by August 1.
- Nominations may also be submitted by any five Diplomates. All nominations must be submitted in writing to the Executive Director of the Board at least 60 days in advance of the first Tuesday in November, the voting date set by the Board.
- Each nominee shall submit a biographical profile of 200 words or less which describes his or her professional background and qualifications for the position. The Board will enclose these candidate profiles with the mail ballot.
- No member of the Board of Directors may endorse a candidate who has not been nominated by the Board.
- The names of candidates will be listed on the ballot in alphabetical order.
- Elections shall be by mail ballot on the first Tuesday in November (i.e., the ballots must be received by this date) and shall be conducted by an independent accounting firm.
- All members of the Board shall be elected from certified Diplomates of the American Board of

Oral Implantology/Implant Dentistry by a majority vote of the Diplomates.

Any questions regarding these guidelines should be directed to the Board Office for clarification.  
(Adopted April 1996)

### **Rules for Contesting Election of Directors**

The election results may be challenged within 30 days of the Board of Directors' receipt of the election results. If there are no challenges, the accounting firm will destroy the ballots and envelopes on the 31st day after notification. (Adopted, November 14, 1994)

### **Appointment of Representative to the American Board of Dental Specialties**

The ABOI/ID President with approval of the ABOI Board of Directors shall make the appointment for representation to the American Board of Dental Specialties on behalf of the ABOI/ID. The appointee will be an ABOI/ID Diplomate in good standing. The timing of the appointment will be determined by the rotation of ABDS Board members. The appointment will also reflect current policies that are outlined by the ABDS as far as length of service.

Any ABOI/ID ABDS representative may be discharged or removed by action of a majority of the ABOI/ID Board of Directors at any time during their term. Should a vacancy occur, the ABOI/ID Board president shall make the appointment as policy states above.

### **Retention of Case Reports**

The reports of cases submitted for the oral/case part of the American Board of Oral Implantology/Implant Dentistry's certification examination become the property of the Board. Submitted case-reports of all candidates are retained by the ABOI/ID for seven years after examination. (Adopted April 2, 2004)

### **Officer Expenses**

No expenses should be unilaterally subscribed to by an officer and all expenses must be authorized by action of the Board and so covered by the contingency line in the Budget. Officers are encouraged to use the services of the Board Office for all secretarial and clerical matters related to Board business. (Adopted October 29, 1993)

### **Policy on Use of the Diplomate Designation**

An implant dentist who passes the certification examination of the American Board of Oral Implantology/Implant Dentistry becomes a "Diplomate of the American Board of Oral Implantology/Implant Dentistry." Use of this designation on business cards, letterheads, directories and announcements is permitted within the limitations prescribed by court decisions pronouncing the rights and limitations of commercial free speech and by the dental practice act of the state in which the dentist practices.

Since the American Dental Association has not recognized implantology as a dental specialty, Principles 5-A and 5-C of the Principles of Ethics and Code of Professional Conduct of the American Dental Association (ADA) limit how or whether a dentist may advertise that he or she is a Diplomate of an organization or a specialist in an area not approved by the ADA.

Therefore, it is essential that Diplomates of the American Board of Oral Implantology/Implant Dentistry check the laws in their respective states before advertising their status as a Diplomate or otherwise holding themselves out to the public as a Diplomate. They may also wish to communicate with the appropriate council of the ADA or their local or state dental society before doing so. (Adopted July 13, 1997)

### **The ABOI/ID Logo (Trademark)**

The seal (or logo) of the American Board of Oral Implantology/Implant Dentistry is the ABOI/ID's registered trademark and remains the exclusive property of the ABOI/ID. It cannot be used by anyone for any purpose without written permission of the Board. The logo and its use are outlined by the ABOI/ID Logo usage policy found at [www.aboi.org](http://www.aboi.org) or by calling the ABOI/ID Headquarters. Diplomates in good standing are allowed to use the logo as outlined in the policy. (September 2011)

### **Rental of ABOI/ID Mailing Labels**

The Board will make the Diplomate mailing lists available to interested parties, pending Board approval of the entity and payment of a \$250.00 nonrefundable fee. (Adopted April 2, 2004, changed September 2014)