



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

**(Updated May 2020)**

**American Board of Oral Implantology/Implant Dentistry  
211 East Chicago Avenue, Suite 1100  
Chicago, IL 60611-2699  
312-335-8793  
[www.aboi.org](http://www.aboi.org)**

## **Introduction**

### **AMERICAN BOARD OF ORAL IMPLANTOLOGY/ IMPLANT DENTISTRY CONSTITUTION**

(Adopted, May 2020)

#### **Article I. Name**

The name of this Corporation shall be the American Board of Oral Implantology/Implant Dentistry (ABOI/ID).

#### **Article II. Definition**

Oral Implantology / Implant Dentistry is the art and science required to insert and maintain suitable biocompatible materials and devices as artificial abutments to support the fabrication of specifically designed fixed or removable prostheses to restore adequate function, comfort and esthetics to the partially or totally edentulous patient.

#### **Article III. Purpose and Objectives**

The ABOI/ID was organized by the American Academy of Implant Dentistry, its sponsoring organization, to elevate the standards and advance the science and art of Oral Implantology/ Implant Dentistry by encouraging its study and improving its practice. To this end, the Board will:

1. Conduct examinations to determine the qualifications and competence of dentists who voluntarily apply to the Board for certification as Diplomates.
2. Grant and issue Diplomate Certificates in the specialty of Oral Implantology/Implant Dentistry to qualified applicants.
3. Maintain a registry of holders of such Certificates.
4. Serve the public, the dental and medical professions, hospitals, and dental schools by preparing and furnishing, on request, lists of Oral Implantologists / Implant Dentists certified as Diplomates by the Board.

The ABOI/ID is recognized by the American Board of Dental Specialties (ABDS) as a certifying Board in Oral Implantology.

#### **Article IV. Organization and Seal**

**Section 1. Incorporation.** The ABOI/ID is a not-for-profit organization chartered under the laws of the State of Illinois. If this Corporation is dissolved at any time, no part of its funds or property shall be distributed to, or among, its Directors or other Diplomates. After payment of all indebtedness of the Corporation, its surplus funds and properties shall be used to foster the art and science of dental medicine in a manner to be determined by the then governing body of the ABOI/ID.

**Section 2. Amendments to Articles of Incorporation.** The Articles of Incorporation may be amended by an affirmative vote of five (5) members of the Board.

**Section 3. Corporate Seal.** The Corporate Seal shall have inscribed thereon the name of the Corporation: American Board of Oral Implantology/Implant Dentistry.

#### **Article V. Board of Directors**

**Section 1. Powers.** The management and control of the Corporation shall be vested in a Board of Directors (hereinafter referred to as "the Board") which shall have control of the property and business of the Corporation and have the power and authority to amend the Constitution for the governance of this Corporation.

**Section 2. Composition.** The Board shall be composed of seven (7) Diplomates of the ABOI/ID, who will also serve as examiners.

#### **Article VI. Meetings**

The Board shall meet annually and hold such other regular or special meetings as the Board shall determine necessary.

#### **Article VII. Amendments**

The Constitution may be amended at any annual, regular or special meeting by an affirmative vote of five (5) members of the Board, provided the proposed amendments shall have been presented in writing to the Board at least thirty (30) days prior to the meeting.

To amend the Constitution with less than 30 days' notice, a unanimous vote of all seven (7) members of the Board is required.

### **AMERICAN BOARD OF ORAL IMPLANTOLOGY/ IMPLANT DENTISTRY BYLAWS (Adopted May 2020)**

#### **Article I. Board of Directors**

**Section 1. Duties.** The affairs and management of the American Board of Oral Implantology/Implant Dentistry (ABOI/ID) shall be invested in a Board of seven (7) members (hereinafter referred to as "the Board").

#### **Section 2. Qualifications.**

- A.** To be eligible to serve on the Board, an individual must be a certified Diplomate of the ABOI/ID, and be either an Associate Fellow or Fellow member of the American Academy of Implant Dentistry, the sponsoring organization of the ABOI/ID.
- B.** No Board member or nominee to the Board may be affiliated, to a substantial extent, with any commercial or private venture which could in any way present a conflict of interest, raise questions of impropriety, or compromise the integrity, ethics, or reputation of the ABOI/ID, or for which performing the duties required of a Board member could constitute a conflict of interest. The Board of Directors may require that any Board member or nominee to the Board of Directors establish to its satisfaction that such individual has met the foregoing eligibility requirements. A

Board member or nominee shall divest from any commercial or private venture to serve on the ABOI/ID Board, unless a waiver is granted by majority vote of the full Board of Directors.

- C. No Board member or nominee to the Board may be an officer or member on the Board of Directors of any other Oral Implant organization or dental or medical specialty Board during his or her tenure on the ABOI/ID Board. This requirement may be waived by a majority vote of the full Board of Directors when it is in the best interest of the ABOI/ID. The Board of Directors may require that any Board member or nominee to the Board of Directors establish to its satisfaction that such individual has met the foregoing eligibility requirements. Unless a waiver is granted by majority vote of the full Board of Directors, such Board member or nominee shall be required to resign from such office or position to serve on the ABOI/ID Board.
- D. Any Board member or nominee to the Board, must be in good standing with the ABOI/ID.

### **Section 3. Nomination and Election Procedures.**

**A. Nomination Procedure:** The Board shall nominate one candidate for each vacancy on the Board and shall publish its nomination/s by August 1. Nominees to the Board may also be submitted to the ABOI/ID Board, each supported by a minimum of 5 % of the total number of Active Diplomates. All nominations must be submitted in writing to the Secretary of the Board or the Secretary's designee at least sixty (60) days in advance of the first Tuesday in November, the voting date set by the Board.

**B. Election Procedure.** At least one Director shall be elected each year to the Board. All members of the Board shall be elected from Active Diplomates of the American Board of Oral Implantology/ Implant Dentistry. A nominee may be submitted to the Board by a minimum of five percent (5%) of the Active Diplomates. If one or more nominees are submitted to the Board, an election between all nominees will be decided by a majority vote of Active ABOI/ID Diplomates.

### **Section 4. Term of Office.**

Each member elected to the Board shall serve annually with no member serving more than seven (7) years. The terms of Directors shall begin on the first of January following election. Board members will follow a laddered succession proceeding through the position order of Year One Director, Year Two Director, Treasurer, Secretary, Vice President, President and Past President, as elected by the Board.

### **Section 5. Filling of Vacancies.**

Should a vacancy occur on the Board, all subsequent Board members will progress to the succeeding position on the Board, and the President of the Board shall appoint a new Director to serve on the Board to follow the preceding Board members in its laddered succession, subject to a majority vote of the Board of Directors. When a vacancy involves a Director, whose term ends in less than six (6) months, the vacancy may remain unfilled until the next election.

## Article II. Officers

**Section 1. Officers.** The officers of the Board shall be President, Vice President, Secretary and Treasurer. These officers shall be elected by the Directors of the Board to follow a laddered succession.

**Section 2. Term of Office.** The terms of the officers shall be twelve (12) months in length beginning January 1 of each year.

**Section 3. President.** The President shall preside at all meetings at which he or she is present and perform such other duties as pertain to the office. The President shall make a report to the Diplomates at the end of his or her term.

**Section 4. Vice President.** The Vice President shall assume the duties of the President during his or her absence.

**Section 5. Secretary.** The Secretary or the Board's designee shall keep accurate and detailed Minutes of all meetings of the Board and be the custodian of the Corporation's records. All correspondence of the Board shall be within the province of the Secretary or the Board's designee.

**Section 6. Treasurer.** The Treasurer or the Treasurer's designee shall be entrusted with the funds of the Corporation. The financial records shall be audited annually by a certified public accountant.

**Section 7. Presiding Officer Pro Tempore.** At a meeting at which a quorum is present, but both the President and Vice President are absent, the Board members present shall elect from among them by majority vote a Presiding Officer Pro Tempore, who shall preside over the conduct of the Board's business at that meeting only.

**Section 8. Executive Director.** The Board shall employ a salaried staff person who shall have such title as the Board of Directors shall designate and who shall be responsible for all management functions. The Executive Director shall manage and direct all activities of the ABOI/ID as prescribed by the Board of Directors and shall be responsible to the Board. The Executive Director shall serve without vote as an ex-officio member of the Board of Directors.

## Article III. Meetings

**Section 1. Notice of Meetings.** The Board shall meet annually at a time and place designated by the President and approved by an affirmative vote of five (5) members of the Board. Written notice, stating the place, date and hour of the meeting, and the purpose of the meeting; shall be delivered to the members of the Board not less than thirty (30) days before the date of the meeting, and the agenda provided to the full Board with a minimum of 48 hours' notice.

**Section 2. Special Meetings.** Special meetings of the Board may be called by the President with a minimum of 48 hours' notice or shall be called by the President at the request of a five (5) member vote of the Board. Written notice, stating the place, date and hour of the meeting, the purpose of the meeting, and the agenda shall be delivered to the members of the Board not less than 48 hours prior to the meeting.

**Section 3. Quorum.** At all regular and special meetings of the Board, a quorum shall consist of at least five (5) of the Board members.

**Section 4. Parliamentary Authority.** The current edition of Roberts Rules of Order, Newly Revised, shall be the parliamentary authority of the Board.

#### **Article IV. Remuneration**

Members of the Board shall receive no remuneration for their services but may be reimbursed for actual expenses incurred in the performance of Board duties.

#### **Article V. Applications**

**Section 1. Qualifications.** Applicants for certification by the ABOI/ID shall meet such qualifications as may be established by the Board.

**Section 2. Application Procedure.** Applications to the ABOI/ID shall be made on forms designated by the Board and forwarded to the Board Office within the time limitations established by the Board.

**Section 3. Application Fee.** The Board shall determine the amount of the application fee, and this fee must accompany the application.

#### **Article VI. Examinations**

**Section 1. Scope of Examination.** The Board shall conduct annual examinations to determine the qualifications and competence of candidates. The examinations shall be held in subjects generally understood to constitute the science and art of Oral Implantology/ Implant Dentistry and supporting basic science and related subjects.

**Section 2. Official Language.** The official language of the American Board of Oral Implantology/Implant Dentistry is English. Both the Written and Oral/Case Examinations shall be conducted in English.

**Section 3. Examination Fee.** The Board shall determine the amount of the examination fee.

**Section 4. Time and Notice.** The examinations shall be held at such time and place that the Board may determine.

**Section 5. Consultants.** The Board may appoint consultants to assist in its operations, such as preparation and administration of examinations and the evaluation of records and examinations of candidates.

#### **Article VII. Certification**

A Certificate shall be issued by the Board to each candidate who successfully satisfies the requirements for certification and any maintenance of certification required by the Board. Recipients of Certificates shall be known as Diplomates of the American Board of Oral Implantology/Implant Dentistry. The actions and decisions of the Board regarding the certification of any candidate shall be final. The Certificate remains the property of the Board.

## **Article VIII. Revocation of Certificate**

The Board shall have the authority to revoke any Certificate based on criteria set forth in rules and procedures it adopts. The Board shall also have the authority to revoke the Certificate of any ABOI/ID Diplomat that is deemed by the Board to be below the ethical standards of the ABOI/ID.

## **Article IX. Finances**

**Section 1. Annual Registration Fee.** An annual registration fee and due date shall be established by the Board. The Certificate of any Diplomat who fails to pay the annual registration fee by the due date shall be suspended or revoked. The Board may establish guidelines for the reinstatement of Diplomates who fail to pay the fee on time.

**Section 2. Retirement.** The Board shall establish policy for retirement of all Diplomates and such other situation that would not require payment of the annual registration fee.

**Section 3. Funds.** All money in excess of operating money shall be invested by the Treasurer upon approval of the Board.

**Section 4. Audit.** An outside independent accountant shall audit the financial records each year and submit a report of the audit to the Board of Directors within sixty (60) days following completion of the audit.

## **Article X. Amendments**

The Board may amend, by an affirmative vote of five (5) members of the Board of Directors, such bylaws as it may deem proper or necessary for the conduct of the Board's business, provided the proposed amendments have been presented in writing to the Board at least thirty (30) days prior to the meeting.

The Bylaws may also be amended at any meeting with less than thirty (30) days' notice by unanimous vote of all Board members.

## **Article XI. Board Office and Staff**

**Section 1. Location.** The principal office of the ABOI/ID shall be known as the Board Office and shall be in Chicago, Illinois and/or in such other locations as determined by the Board of Directors.

**Section 2. Staff.** The Board shall employ staff as needed to manage and direct all activities of the Board as prescribed by the Board of Directors.

## **Article XII. Indemnification**

**Section 1. General Indemnification.** ABOI/ID shall, subject to the limitations in paragraph 2 of this Article XII, indemnify any officer, Director, agent, or employee of the Corporation against whom any suit or proceeding is threatened or pending, whether civil, criminal, administrative, or investigative, because of such relationship to the Corporation, except for a suit or proceeding by or on behalf of ABOI/ID itself against a person. The Corporation shall further indemnify any such person serving as a Director, officer, employee, or agent of any other entity at the request of ABOI/ID against any such suit or proceeding against such person. Such indemnity shall include expenses, attorney fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person if such person had acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of the Corporation, and,

with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any such suit or proceeding against such person shall not, of itself, create a presumption that such person did not act in good faith and in a manner reasonably believed to in and not opposed to the best interests of the Corporation or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful, but such determination shall be made as hereinafter provided.

**Section 2. Suit by the Corporation.** If any such suit or proceeding is brought against such person by or on behalf of the Corporation itself such indemnity shall only include the expenses and attorney fees reasonably incurred by such person in connection with the defense or settlement of such suit or proceeding, provided however, that such person acted in good faith and in a manner reasonably believed to be lawful and not opposed to the best interests of the corporation, and provided further, that no such indemnification shall be made if such person is adjudged by a proper forum to be liable for negligence or misconduct in the performance of such person's duty to the corporation unless such forum, to the extent the same is within its authority, shall determine that such person is entitled to indemnification hereunder despite an adjudication of liability.

**Section 3. Cost of Defense – Successful Defense.** To the extent that such person has been successful, in the merits or otherwise, in defense of any suit or proceeding, he shall be indemnified against expense and attorney fees actually and reasonably incurred in connection therewith.

**Section 4. Cost of Defense – Unsuccessful Defense.** To the extent that such person has not been successful, in the merits or otherwise, in defense of any suit or proceedings, any indemnification shall be made by the Corporation only as authorized in each specific case upon a determination that indemnification of such person is proper under the circumstances because the applicable standards of conduct as required above have been met. Such determination shall be made by a majority vote of the Directors of the Corporation who were not parties to such suit or proceeding and who are present at any regular meeting of the Directors or a special meeting of the Directors called for such purpose, with appropriate notice of said purpose having been given in either event.

**Section 5. Payment of Expenses in Advance of Disposition.** Expenses incurred in defending such suit or proceeding may be paid by the Corporation in advance of the final disposition of such suit or proceeding if authorized by a vote of the Directors of the Corporation in the manner provided in the preceding paragraph hereof, provided however, that such person to be so indemnified shall first undertake in writing to repay such amount to the Corporation upon such terms as the Corporation shall require unless it shall ultimately be determined that indemnification by the Corporation is required or appropriate by the provisions of this Article.

**Section 6. Non-Exclusive Rights.** The indemnification provided by this article shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any statute or any agreement between the Corporation and any officer, Director, agent, or employee.

**Section 7. Applicability.** This article shall be applicable to any suit or proceeding presently pending or arising in the future and shall continue for the benefit of any officer, Director, agent, or employee after such relationship with the corporation terminate and the provisions hereunder shall inure to the benefit of the heirs, administrators, executors and fiduciaries of any such person.

**Section 8. Insurance.** The Corporation may purchase and maintain insurance on behalf of any officer, Director, agent, or employee of the corporation against any such liability asserted against such person whether or not the Corporation has the power to indemnify such person under the provisions of this Article.



**Section 9. Severability.** Each of the provisions hereof shall be deemed to be amplification of the Articles of Incorporation and each provision shall be considered a separate and severable provision so that if any provision is deemed or declared to be invalid or unenforceable, this shall have no effect on the validity or enforceability of any of the remaining provisions.

### **Article XIII. Dissolution**

If the American Board of Oral Implantology/Implant Dentistry is dissolved at any time, no part of its funds or property shall be distributed to, or among, its Directors or other Diplomates, but, after payment of all indebtedness of the Corporation, the remaining funds or properties shall revert to the Board's sponsoring organization, the American Academy of Implant Dentistry or its designee.

**Policies of the American Board of Oral Implantology/Implant Dentistry**  
(Adopted May 2020)

The purpose and objectives of 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 Certification process to ensure that Diplomates are committed to lifelong learning and that appropriate knowledge, skills and abilities are maintained for proficient practice of Implant Dentistry.

**Item 1: Guidelines for the Selection of Board Members**

To be considered for a position on the ABOI/ID Board of Directors the Diplomate must be an Active Diplomate in good standing with the ABOI/ID, as well as be an Associate Fellow or Fellow of the American Academy of Implant Dentistry (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.

**Section 1: Guidelines Governing Nominations, Campaigns, and Elections for the Board of Directors**

- The Board of Directors shall nominate one candidate for each vacancy on the Board and shall publish its nominations by August 1.
- Nominations may also be submitted, each supported by at least five percent of Active Diplomates, and referred to the Governance Committee.
- All nominations must be submitted in writing to the ABOI/ID at least 60 days in advance of the first Tuesday in November.
- Each nominee shall submit a curriculum vitae and a biographical profile of 200 words or less which describes his or her professional background and qualifications for the position. The Board will make these available to voting Diplomates upon request.
- No member of the Board of Directors may endorse a candidate who has not been nominated by the Board.
- The names of candidates in an election will be listed in alphabetical order.

- Elections shall be conducted in a manner prescribed by the Board of Directors and conducted on the first Tuesday in November.

## **Item 2: Committees of the Board**

The Executive Director shall serve as an ex officio member of all committees with no voting privileges. The Executive Director shall be the point of contact for such committees, will liaise with the Board and any external consultants accordingly, and in this capacity negotiate and sign necessary contracts on behalf of the Board.

**Liaison Committee:** A three-person Liaison Committee composed of the ABOI/ID immediate Past-President as Chair, the current ABOI/ID Vice-President and one additional ABOI/ID Board member to be chosen by the ABOI/ID Board of Directors, will confer with the Liaison Committee appointed by the AAID Board of Trustees.

The combined Liaison Committees shall communicate when needed regarding any funding requests, recommendations to the AAID about its financial support and any other necessary matters of the ABOI/ID.

**Governance Committee:** A three-person committee chaired by the Board Vice President with two other Board members appointed by the Board. The purpose of the committee is to present one or more nominations for Board vacancies to the ABOI/ID Board for review, and perform yearly reviews of bylaws, policies, and strategic plan. The committee will make recommendations to the Board when necessary.

**Ethics Committee:** A three-person committee composed of the immediate ABOI/ID Past President as Chair and the two preceding most recent ABOI /ID Past Presidents. Should one of the Past Presidents not be able to fulfill this task, the next Past President in line would be appointed.

The Ethics Committee will address any issue arising from a conflict of interest notification, investigate the notification, and make a recommendation to the Board if a member should be dismissed due to a conflict of interest. They will also address any issues arising from conflicts that relate to policies of the ABOI/ID.

**Written Exam Committee:** The Chair of the committee will be appointed by the Board and will serve a three-year term with the option to be reappointed by the Board for one additional term. The committee will consist of the Chair, the Year One Director of the Board, the Year Two Director of the Board, and additional members appointed by the Chair to form an odd number depending on the needs of the written examination. Should a vacancy occur amongst the appointed Board members, the position will be filled in the line of Board succession. Other vacancies will be filled on an as needed basis.

The committee will work closely with ABOI/ID staff to ensure the written examination is based on content specifications derived from the most recent practice analysis conducted of ABOI/ID Diplomates, and the question databank is sufficiently populated to administer the written examination. The committee will strictly adhere to evidence based and psychometrically valid and reliable principles in administering the examination. This committee will also develop and oversee administration of the Maintenance of Certification examination.

**Oral Examination Committee:** The Chair of the committee will be appointed by the Board and will serve a three-year term with the option to be reappointed by the Board for one additional term. This is a five-member committee consisting of the Chair, the Treasurer, and additional members with at least one from the Board, appointed by the Chair. Additional members appointed by the Chair must meet the following criteria:

- Active Diplomate in good standing
- Has been an examiner for the ABOI/ID

Should a vacancy occur amongst the appointed board members, the position will be filled in the line of Board succession. Other vacancies will be filled on an as needed basis.

This committee will also be charged with the responsibility of choosing examiners for the examination.

The committee Chair will work with ABOI/ID staff to ensure that a fair and balanced examination is administered, based on content specifications derived from the most recent practice analysis conducted of ABOI/ID Diplomates. The committee will strictly adhere to evidence based and psychometrically valid and reliable principles in administering the examination.

**Finance Committee:** This is a three-member committee, chaired by the Board Treasurer with the other members consisting of the Year One Director and the Year Two Director of the Board. The purpose of this committee is to develop an annual budget in conjunction with the Executive Director for Board approval.

**Candidate Preparation Committee:** This will consist of a five-member committee. The Chair will be appointed by the Board for a three-year term with the option to be reappointed by the Board for an additional term. Other members will include the Board Vice-President and three other members, with at least one being on the Board, chosen by the Chair. The entire committee will form consensus relating to each program based on the ABOI/ID Practice Analysis and shall be evidence-based programming.

All programs will be reviewed by the Board in their entirety prior to programs going “live”.

The committee will oversee and develop the following programs:

- ABOI/ID Comprehensive Board Review Course
- Mock Board Program
- How to Complete Your Applications
- Any other new programs approved by the Board

**Ad-Hoc Committees:** Will be appointed by the Board President and created as the needs of the organization change.

### **Item 3: Appointment of Representative to the American Board of Dental Specialties**

The ABOI/ID President with approval of the ABOI/ID Board of Directors shall make the appointment for representation to the American Board of Dental Specialties (ABDS) 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.

### **Item 4: Criteria for the Selection of Part II Examiners**

Diplomates may apply to become an examiner for the ABOI/ID examination, if they can fulfill the following criteria:

- 1) Be an Active Diplomate in good standing for a minimum of three years unless otherwise approved by the Board
- 2) Complete an examiner application in the past three years
- 3) Have not served as an examiner for more than ten years

A Diplomate may serve as an examiner for more than ten years should his/ her position on the ABOI/ID Board of Directors necessitate.

Examiner applications are reviewed by the Oral Examination committee. Once the Oral Examination committee makes its choices examiners are contacted by the ABOI/ID Executive Director. The ABOI/ID Oral Examination committee and the Board of Directors make no guarantees that an examiner will return on an annual basis.

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

**Duties:** The examiners shall conduct the Part II Oral Examination.

**Compensation:** The examiners shall receive no compensation for their services, other than reimbursement for travel expenses and a per diem with the submission of receipts.

### **Item 5: Qualifications to become a Diplomate**

- All applicants must satisfy the requirements of the ABOI/ID as currently published.

### **Section 1: 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 shall be payable in U.S. dollars.

- Part I application fee \$500.00

- Part I written examination fee \$600.00
- Part II oral examination fee \$1000.00

Should a candidate need to re-schedule, such candidate must contact the ABOI/ID headquarters office in writing a minimum of 45 days prior to the planned examination dates, to avoid forfeiture of the full examination fee paid. If a candidate reschedules with 45 days' notice or more, a rescheduling fee of \$400.00 will apply per examination rescheduled.

The ABOI/ID website provides information regarding examination dates.

The ABOI/ID Board and/or its representatives will review all applications to determine the extent to which applicants meet the qualifications to take part in the ABOI/ID examination. Accordingly, the Board headquarters will notify all applicants of their status as soon as possible after their application has been reviewed. Those who are accepted may take the next annual examination. Those who are not accepted may reapply during a subsequent year.

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

## **Section 2: Part I Written Examination**

The Part I examination consists of 200 multiple choice questions. The content specifications of the exam will be based on the ABOI/ID's most recent practice analysis conducted of its Active Diplomates. The ABOI/ID will strictly adhere to evidence based and psychometrically valid and reliable principles in administering the examination.

## **Section 3: Part II Oral Examination**

The Part II examination consists of multiple stations where a candidate will rotate through. The candidate will discuss both standardized cases and their own submitted cases. The candidate will be examined by two examiners at each station. The committee will strictly adhere to evidence based and psychometrically valid and reliable principles in administering the examination.

## **Section 4: Re-Examination Guidelines**

Candidates who fail either Parts I or II or both parts of the certification examination may apply for re-examination during their four-year eligibility period, upon payment of an additional examination fee.

No more than three re-examinations in total are 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.

## **Section 5: ABOI/ID Candidate Appeal Process**

A candidate who fails either the computer administered ABOI/ID Written Examination or ABOI/ID Oral Examination may request in writing that his or her examination be re-scored by hand to verify the accuracy of the results as reported. Such a request is to be made within sixty (60) days after the candidate has received notice of the results of the examination. The request must be accompanied by a check for \$100 payable to the American Board of Oral Implantology / Implant Dentistry to cover the cost of hand scoring. There shall be no further appeal once the examination results have been rescored.

## **Section 6: Retention of Case Reports**

The reports of cases submitted for the Part II oral examination 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. ABOI/ID will comply with all applicable laws, including but not limited to, the Health Insurance Portability and Accountability Act of 1996 with respect to records it retains.

## **Section 7: Maintenance of Certification**

Diplomates who hold a time limited certificate will be required to take the recertification examination in order to maintain their Diplomate status. Time limited Certificates were issued starting in 2008. Maintenance of Certification began in 2016.

Diplomates will be contacted prior to their Diplomate status expiring with information on how to recertify. Diplomates will be required to complete a continuing education attestation statement, submit payment in the amount of \$100.00, and complete an examination to recertify.

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.

## **Section 8: Yearly Registration Fee:**

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

Active: \$425.00  
Semi-Retired: \$290.00  
Retired: \$0.00

### **Item 1: Diplomate reinstatement policy for nonpayment of ABOI/ID yearly registration fee**

A Diplomate seeking reinstatement shall submit a letter of explanation to the ABOI/ID Board of Directors. The individual will either be approved or denied for reinstatement, at the discretion of the Board. The Board's decision will be final. If a reinstatement is approved, the individual shall pay registration fees that are in arrears.

## **Section 9: Categories of Membership**

### **Item 1: Status of Active ABOI/ID Diplomate:**

Diplomates who have remained in good standing with the ABOI/ID and teach and or practice dentistry six days or more per month, and who receive monetary remuneration for such are eligible for Active status.

### **Item 2: Status of Semi-Retired ABOI/ID Diplomate:**

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

### **Item 3: 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 for either Semi-Retired or Retired status by the Board of Directors during any given year, the Diplomate must submit his or her request for Retired status to the ABOI/ID headquarters by March 15.

All status changes take effect the following year.

### **Item 4: Certificates**

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

### **Item 5: 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 concerning the rights and limitations of commercial free speech, by the dental practice act of the state in which the dentist practices, which may restrict the ability to advertise the specialty of Oral Implantology/Implant Dentistry, and by the decisions of state boards regulating dentists.

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 local or state dental society /board before doing so.

### **Item 6: Grounds for Revocation of Diplomate Status:**

The Board may, by majority vote, revoke a Diplomate's Board Certification if it determines that:

1. The Diplomate has misused the Diplomate designation or has misrepresented his/ her status with the ABOI/ID;
2. The Diplomate has had his/her dental license revoked, subjected to a material limitation, or suspended;
3. The Diplomate has been suspended or expelled from a professional dental or medical organization because of unethical or immoral conduct;
4. The Diplomate has violated principles of ethics and professional conduct;
5. The Diplomate has been suspended, sanctioned, or restricted from participating in private, federal, or state health insurance programs;



6. The Diplomate has given false or misleading testimony under oath or presents documentation for a legal purpose that is incorrect or misleading; or
7. The Diplomate has failed to pay ABOI/ID yearly registration fees.

Should the Board determine that any Diplomate of ABOI/ID has violated any of these policies, or any policies outlined in this policy manual, the Board will declare that the individual is ineligible to serve on any committee, be an examiner or a Board member. Additionally, the Board may revoke the Diplomate's Board Certification, and declare that the individual is not eligible for reinstatement.

The Diplomate shall then have the right to an appeal hearing to decide whether the revocation or other sanction adopted by the Board shall be confirmed, modified, or overruled in accordance with the hearing process described in the appeals procedure below:

1. The Diplomate must notify the Executive Director in writing of his or her intent to appeal the Board's decision within 60 days after the date on which the decision of the Board was communicated to him or her, by mailing or emailing a written notice of appeal to the office of the ABOI/ID, Attn: Executive Director.
2. The ABOI/ID President will then defer the appeal request to the ABOI/ID Ethics Committee.
3. The Chair of the Ethics Committee shall convene a hearing within a reasonable time after receipt of the appeal notice but not more than ninety (90) days after receipt.

The Board shall provide the ABOI/ID Executive Director with such written information concerning its decision as it deems appropriate; a list of witnesses, if any, whom it expects to call to testify and the subject matter of their expected testimony; copies of any written materials that were considered in making the determination appealed. This material, together with written notice stating the time and place of the hearing, shall be sent to the Diplomate not less than thirty (30) days prior to the hearing.

Not less than seven (7) days prior to the hearing, the Diplomate shall provide the ABOI/ID Executive Director with such written information concerning his or her position as he or she deems appropriate; a list of witnesses, if any, whom he or she expects to call to testify and the subject matter of their expected testimony; and copies of any written reports, affidavits, statements of experts, or other documents or exhibits which he or she intends to present at the hearing. The ABOI/ID shall submit the written material referred to in this to the members of the Ethics Committee prior to the hearing.

The appeals hearing shall be a hearing de novo. The Board and the Diplomate shall have the right to present all relevant information and evidence in support of their respective positions, and neither the Board nor the individual shall be limited to the information and evidence considered by the Board in making its original determination.

The Board shall have the burden of proving at the hearing that the determinations being appealed should be confirmed. The Board must establish to the satisfaction of the Ethics Committee that the preponderance of the evidence supports confirmation of the Board's decision. At the hearing, the Board and its legal or other representatives shall present such relevant information and evidence as it deems appropriate to support its original determination, provided that such information or evidence has previously been provided as required above.

The Diplomate shall have the right to be represented at the hearing by legal counsel or any person of his or her choice. The Diplomate or his or her representative may present such relevant information and evidence, as he or she deems appropriate in support of his or her position, provided that such information or evidence has previously been provided as required above. The failure of the Diplomate to produce information or documents requested by the Board shall be grounds for upholding and confirming the determination of the Board. The Diplomate and his or her representative may call, examine, and cross-examine witnesses provided that any witnesses called on behalf of the Diplomate have been listed as required above. A transcript of the hearing shall be made available to the Diplomate upon request.

The Diplomate will be informed in writing as to the Ethics Committee's decision. Once the decision is made, it is final.

## **Section 10: 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, such Diplomate will be ineligible to serve on any committee, be an examiner or a Board member; and potentially have their Diplomate status revoked without opportunity for reinstatement.

### **Item 1: 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, Diplomate, or any person working for or on behalf of ABOI/ID. Specifically, no supervisor or Diplomate 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.

### **Item 2: 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.

## **Section 11: Conflicts and Whistleblower Policy**

### **Item 1: Conflicts of Interest and special interests**

No ABOI/ID Board member, employee or designated agent of ABOI/ID will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. No ABOI/ID Board member, employee or designated agent of ABOI/ID shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, subcontractors, or potential subcontractors. ABOI/ID will endeavor to attain at least three (3) competitive proposals for each procurement process, providing open and free competition; and achieving efficiency, accountability, and transparency in its selection process. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the ABOI/ID; price, quality, experience, suitability, and other factors considered. Such process shall be documented.

### **Item 2: Whistleblower policy**

ABOI/ID requires, Diplomates, candidates, volunteers and employees to observe high standards of dental and personal ethics in the conduct of their duties and responsibilities. Employees, volunteers and representatives of ABOI/ID must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable Diplomates, candidates, employees and volunteers to raise serious concerns internally so that ABOI/ID can address and correct inappropriate conduct and actions. It is the responsibility of all to report concerns about violations of ABOI/ID's code of ethics or suspected violations of law or regulations that govern ABOI/ID's operations.

It is contrary to the values of ABOI/ID for anyone to retaliate against any Diplomates, candidates, employees or volunteers who in good faith report an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of ABOI/ID. Any employee, officer, Board member or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or termination of their role as an officer, Board member or volunteer.

ABOI/ID has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the ABOI/ID Board. Employees and volunteers are required to report complaints or concerns about suspected ethical and legal violations in writing to ABOI/ID's Board, which has the responsibility to investigate all reported complaints.

ABOI/ID's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will inform the Board of all complaints and their resolution and will report at least annually on compliance activity relating to accounting or alleged financial improprieties.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. It is a serious disciplinary offense to maliciously or knowingly make false allegations

against any individual. Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

ABOI/ID's Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by investigation.

### **Section 12: 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

### **Section 13: Fiscal Year**

Fiscal year shall begin on January 1 and end December 31.