



American Board
of Oral Implantology

Knowledge.Certification.Excellence.

POLICIES AND PROCEDURES

(Updated 2023)

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

Policies of the American Board of Oral Implantology/Implant Dentistry

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 Diplomat 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

Executive Director Review Committee: A three-person committee comprised of the President, Past President and Vice President of the Board of Directors. This committee will conduct the yearly review of the Executive Director and report to the Board with their recommendations.

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 Diplomat 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 Diplomat 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 Diplomat 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 Diplomat

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

Section 1: Application and Examination Fees

The application deadline is **January 15** the year the examination/s will be taken. The non-refundable application fee should be payable in U.S. dollars.

- One time application fee \$600.00 (non-refundable)
- Part I Written Examination Fee \$700.00
- Part II Oral Examination Fee \$1200.00
- Re-Examination Fee is the full amount for Part I and/or II
- Cancellation Fee of \$400.00 applies if canceled less than 30 days of the scheduled exam.

Both Part's I & II must be successfully completed within four years of initial application. You will have three opportunities within four years to complete the exams.

If you need to re-take Part I or II of the exams, the full amount of the exam fee will be charged.

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

Section 1: Application and Examination Fees

- To receive a full refund of the Part I and/or Part II exam fees you must contact ABOI/ID 30 days or more prior to the scheduled examination date.
- If canceled less than 30 days of the exam, a \$400.00 cancelation fee will be assessed.
- No refund will be issued if canceled within 7 days of the exam or if a candidate is a no show.

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 appeal the results.

- Such a request is to be made within thirty (30) days after the candidate has received notice of the results of the examination.
- The request must be made in writing and must detail the grounds for the appeal.
- Grounds for appeal may include test administrations, special examination accommodations and/or examination content.
- Candidates may not appeal the passing score, or actions taken in setting a passing score.
- All appeals will be considered by the ABOI/ID Board of Directors.

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 Membership Fee:

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

Active: \$450.00
Semi-Retired: \$300.00
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 membership 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, 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.

Item 2: No Retaliation

ABOI/ID prohibits any form of retaliation against employee, Diplomat, 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 make false allegations maliciously or knowingly 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 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.