Policy and Procedures Manual
of the
American Board of Endodontics
For Candidates Who Submitted Preliminary Applications In or After 2010
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General Statement

The goals of the American Board of Endodontics are to:
1) Fulfill the American Dental Association guidelines regarding recognized dental specialties.
2) Advance the specialty practice of endodontics and enhance oral health care for the public.
3) Maintain the high standards of excellence in the specialty of endodontics.
4) Determine the level of competency of applicants.
5) Certify and publicly recognize those who have demonstrated exceptional knowledge and technical skill in the specialty of endodontics and have met the standards established by the Board.
6) Furnish health professions and the public with a directory of certified endodontists who are in good standing with the Board.
7) Provide expert consultation to the medical and dental professions.

Specialty of Endodontics

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

Principles of Board Certification

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active Registered Diplomate</strong></td>
<td>A <em>Board Certified Endodontist</em> whose annual registration dues are current. This individual is in good standing with the American Board of Endodontics (ABE).</td>
</tr>
<tr>
<td><strong>Board Certified Endodontist</strong></td>
<td>An endodontist, who has satisfied all requirements of the certification process of the ABE, has been declared Board Certified by the Directors of the ABE and maintains Board Certification. This individual is a Diplomate of the ABE.</td>
</tr>
<tr>
<td><strong>Board Eligible Endodontist</strong></td>
<td>Board Eligible status is only available to endodontists that have been awarded and have received a Certificate in Endodontics by an advanced education program in endodontics accredited by the Commission of Dental Accreditation of the ADA or to endodontists who satisfy the criteria of the ABE’s alternative pathway for graduates of non-accredited advanced education programs in endodontics.</td>
</tr>
<tr>
<td><strong>Disabled Diplomate</strong></td>
<td>An <em>Active Registered Diplomate</em> who is unable to engage in any duties of the dental profession for a period of at least one year because of a medical disability and who was an <em>Active Registered Diplomate</em> in good standing at the time the disability occurred. Disabled Diplomates are exempt from the payment of registration fees and special assessments during the period of their disability and remain in good standing during that period.</td>
</tr>
<tr>
<td><strong>Educationally Qualified Endodontist</strong></td>
<td>An endodontist who has successfully completed and has been issued a certificate in endodontics from an advanced education program in endodontics accredited by the Commission on Dental Accreditation of the ADA.</td>
</tr>
<tr>
<td><strong>Good Standing</strong></td>
<td>A term used for Diplomates who pay the annual Diplomate registration fee and who have a non-expired Certificate.</td>
</tr>
<tr>
<td><strong>Inactive Diplomate</strong></td>
<td>An endodontist who obtained Board Certification but has been dropped from <em>Active Registered Diplomate</em> status due to non-payment of the annual registration fee. This individual is not in good standing with the ABE, will not retain the designation of <em>Active Registered</em> and will not be listed in the AAE’s Membership Directory or on the ABE website.</td>
</tr>
<tr>
<td><strong>Prospective Board Candidate</strong></td>
<td>A student, enrolled in the year that the certificate in endodontics will be issued and received from an advanced education program in endodontics accredited by the Commission of Dental Accreditation of the ADA, whose application and payment of the Written Examination fee have been accepted and approved by the Board</td>
</tr>
<tr>
<td><strong>Retired Diplomate</strong></td>
<td><em>Active Registered Diplomates</em> who have remained in good standing and have completely retired from compensated teaching and/or practice of endodontics, or reached the age of 70, and have had their request for Retired status approved by the Board.</td>
</tr>
</tbody>
</table>

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*All certifying boards are required to issue an annual registration fee by the American Dental Association. As published in the ADA’s Recognition of Dental Specialties and National Certifying Board for Dental Specialists, “Each board shall require an annual registration fee from each of its diplomates intended to assist in supporting financially the continued program of the board.”*
Requirements for Certification: An Overview

Prospective Board Candidacy requires that the applicant be a student, enrolled in the year that the certificate in endodontics will be issued and received from an advanced education program in endodontics accredited by the Commission of Dental Accreditation of the ADA.

Board Eligible status is only available to endodontists that have been awarded and have received a Certificate in Endodontics by an advanced education program in endodontics accredited by the Commission of Dental Accreditation of the ADA or to endodontists who satisfy the criteria of the ABE’s alternative pathway for graduates of non-accredited advanced education programs in endodontics.

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

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

General Requirements

- High moral and ethical standing in the dental profession.
- Satisfactory completion of advanced study and training and issuance of a Certificate In Endodontics in one of the following types of advanced education programs in endodontics accredited by the Commission on Dental Accreditation of the ADA:
  - two or more years of postgraduate study in an ADA-accredited dental school program resulting in a Certificate of Specialization in Endodontics or
  - two years in an ADA-accredited hospital based program leading to the Certificate of Specialization in Endodontics.
- Satisfactory completion of the criteria of the ABE’s alternative pathway for graduates of non-accredited advanced education programs in endodontics.
- Formal application to the Board to establish eligibility.
- Successful completion of all the examinations prescribed by the Board.
- Payment of all fees prescribed by the Board.

Process Requirements

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

Graduates of an Advanced Endodontics Program that has not been accredited by the Commission on Dental Accreditation may apply for certification by the American Board of Endodontics under the following conditions:

1) The candidate must submit satisfactory evidence of completion of an Advanced Endodontic Program that is equivalent to a program accredited by the Commission on Dental Accreditation (CODA).

2) The candidate must have a license to practice dentistry in a state or a teaching institution in the United States.

3) In addition, the candidate must have either a) spent at least one year as an advanced standing resident in an Advanced Endodontics Program accredited by CODA or b) spent two years as a full-time Endodontics faculty member in a dental school accredited by CODA.

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

A Certificate In Endodontics issued and received from an advanced education programs in endodontics accredited by the Commission on Dental Accreditation of the ADA is required to be approved for Board Eligible status.

There are no exceptions to this mandatory requirement.

Acceptable forms or proof include one of the following:

Notarized Copy of Endodontic Certificate
Submit a notarized copy of your certificate in endodontics*. (The endodontic certificate needs to be notarized as a true copy of the original endodontic certificate).
*(make a photo copy of your certificate – take it along with the original certificate to a notary ask them to notarize the photo copy as a true copy of the original).

Notarized Letter from Program Director or Dean
If a certificate is not available, a notarized letter from the dean or director of the endodontic training program certifying that certificate in endodontics has been awarded and the date it was awarded may be substituted. Letters simply saying the program was completed are not accepted.

Verification of Internationally Trained Endodontists

Graduates of an Advanced Endodontics Program that has not been accredited by the Commission on Dental Accreditation may apply for certification by the American Board of Endodontics under the following conditions:

1) The candidate must submit satisfactory evidence of completion of an Advanced Endodontic Program that is equivalent to a program accredited by the Commission on Dental Accreditation (CODA).

2) The candidate must have a license to practice dentistry in a state or a teaching institution in the United States.

3) In addition, the candidate must have either a) spent at least one year as an advanced standing resident in an Advanced Endodontics Program accredited by CODA or b) spent two years as a full-time Endodontics faculty member in a dental school accredited by CODA.

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

## Applications

### Prospective Board Application

Students enrolled in an ADA-accredited endodontic program are eligible to submit this application to take the Written Examination during the same year they are issued and receive their Certificate in Endodontics.

### Preliminary Application

An endodontist, who has successfully completed an ADA-accredited endodontic program and has been issued a Certificate in Endodontics, or who satisfies the criteria of the ABE’s alternative pathway for graduates of non-accredited advanced education programs in endodontics, starts the certification process with the submission of this application.

### Final Application

This application is submitted along with the names of five dentists (including two Diplomates) who will provide letters of recommendation. This application allows the Candidate to continue on in the certification process.

## Forms

### Track Selection Form

This form is submitted with the Preliminary Application allowing the applicant to select their preferred Certification track. Candidates are not allowed to switch tracks in a current period of Board Eligibility.

### Written Examination Registration Form

This form is used to register for the Written Exam for Board Eligible Candidates.

### Oral Examination Registration Form

This form is used to register for the Oral Examination for Board Eligible Candidates.

## Application Procedures

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

All application materials must be received by the Central Office by the stated deadlines. Candidates submitting incomplete applications or application materials after the deadline will not be eligible to participate in the examination and all materials will be sent back to the applicant. The Board recommends that all important and time-sensitive documents are sent by secured
carrier (UPS or FedEx) to ensure receipt by the Central Office. It is the Candidate’s responsibility to submit the documentation by the deadline.

Applicants’ Responsibilities

The timely submission of applications and the accuracy of the information submitted therein are the sole responsibility of the applicant. We recommend reading and following all instructions thoroughly.

Application submissions arriving at the Central Office past the posted deadline, regardless of the reason will not be accepted and will be returned to the applicant. We strongly recommend that materials be sent by a secured carrier (UPS or FedEx). Exceptions are not made for submissions lost or delayed in the mail.

It is the Candidate’s responsibility to keep a current address, email and telephone number on file with the AAE’s membership department.

Throughout the certification process it is necessary for the ABE to communicate with our Candidates on issues that are imperative. In additional time-sensitive information regarding applications, test registration and results require direct contact.

The ABE will not be responsible for missed communications when the Candidate does not have current information on file with the AAE.

Release of Examination Results

It is the sole responsibility of the Candidate to provide us with a current mailing and email address. We will not release any examination results information by phone, fax, or email. All results letters are mailed out in identical envelopes on the same day. We are not responsible for delays because of outdated contact information on file or the mail delivery service.

Evaluation of performance is criterion based and done in consultation with Measurement Incorporated.

Only notification of success or failure is provided to candidates; no specific grades are reported.

Candidates who fail the exam may discuss results with the Secretary by emailing the Board Secretary for an appointment. Actual scores will not be released, although the Board Secretary may be able to provide feedback in very general terms.
Procedures for Certification: Prospective Board Candidates

The Prospective Board Candidate status is designed to aid students by allowing them to take the Written Examination during the same year that they are issued and will receive a Certificate in Endodontics.

Students enrolled in a MSD, DScD, DM, SC, Ph.D, MA, MS or similar program and who will not receive a Certificate in Endodontics until the completion of the last year of their program are not eligible to apply for Prospective Board Candidate status and participate in the Written Examination until the year they are issued and receive the Certificate in Endodontics.

The results of the Written Examination will be null and void unless a Certificate in Endodontics is issued and received by December 31 of the year that the Written Examination is taken.

Requirements
Students must be enrolled in the year that that Certificate in Endodontics will be issued and received from an ADA advanced specialty education program in endodontics to begin the process. This is a mandatory requirement and no exceptions will be granted.

Procedural Steps

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<td>Step 3</td>
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<td>Submit Preliminary Application</td>
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<tr>
<td>Step 5</td>
<td>Submit Track Selection Form</td>
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<td>Step 5</td>
<td>Submit Notarized Copy of Endodontic Certificate</td>
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<td>Step 6</td>
<td>BOARD APPROVAL</td>
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<td>Step 7</td>
<td>Complete Part II*</td>
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<td>Step 8</td>
<td>Final Application</td>
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<td>Step 9</td>
<td>Complete Part III</td>
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<td>BOARD DECISION</td>
</tr>
<tr>
<td>Step 11</td>
<td>Maintaining Certification</td>
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</table>

*If the Written Examination was not passed as a Prospective Board Candidate the Preliminary Application and Track Selection Form must be submitted by December 31 of the Year of Graduation in order for the $250 fee to transfer. After this is done the Board Eligible Candidate begins the Board Certification Process with Part I of their selected Track.

Step 1a: Prospective Board Candidate Application
Students can submit a Prospective Board Candidate Application in the year the Certificate of Endodontics is issued and received. Submission deadlines are posted on the ABE Website. Prospective Board Candidate Applications are available from the ABE Central Office or may be downloaded from the ABE website.

Prospective Board Candidates need to be mindful that all information sent from the ABE through the U.S. Mail or by email is sent using your current address as listed with the AAE. Your name as listed with the AAE transfers to the ABE’s database and will be used when sending your information over to Pearson Vue. Your name as listed with the AAE must match back to your ID when checking in at the testing center. It is the

ABE Policy and Procedure Manual Preliminary Application Submitted In or After 2010 http://www.aae.org/Board/
exclusive responsibility of the Candidate to keep their name, mailing and email address current with the AAE.

**Step 1b: Prospective Board Candidate Fee**
This fee is to be submitted with the Prospective Board Application. The current fee is $250. As with all fees, the Prospective Board Candidate Fee is non-refundable, should be made payable to the ABE and must be paid in United States currency.

**NOTE: Candidates who pay this fee do not pay the Preliminary Application Fee, as long as all process requirements are met.**

**Step 1c: Written Application Fee**
This fee is also to be submitted with the Prospective Board Application. The current fee is $250. As with all fees, the Written Application Fee is non-refundable, should be made payable to the ABE and must be paid in United States currency.

**Step 2: BOARD APPROVAL**
After payment of the Written Examination and Prospective Board Candidate Application fees and acceptance of the Prospective Board Candidate Application, the applicant will be declared a Prospective Board Candidate and will be notified by the Secretary of the Board.

**Step 3: Written Examination Registration**
Registration begins approximately three months before the examination is offered. The exam is a four-hour morning or afternoon session. Candidates will be sent a registration authorization letter upon approval of the Prospective Board Candidate application. Registering for the Written Examination is done through Pearson Vue, the company administering the examination. Detailed information is available in the ABE Written Examination Guidelines, a separate document, which is available on the ABE website.

**Step 4: Written Examination**
For more information on the Written Examination, see page 23.

**Failure to Complete Step 4:** Prospective Board Candidates who notify the Central Office prior to the Written Examination that they are unable to participate in the examination may apply for Board Eligible status with the submission of a Preliminary Application. Candidates will not be required to submit an additional fee for the Written Examination as long as they (1) did not register or (2) cancelled their registration with Pearson Vue at least one business day (24 hours) before the examination was scheduled.

**Written Examination Results**
Prospective Board Candidates need to be mindful that the results of the examination are mailed to the current address as listed with the AAE. Please keep your address up-to-date.

It is the exclusive responsibility of the Candidate to keep their mailing and email address current with the AAE.

Candidates must not telephone the Central Office for examination results. Exam results will not be provided over the phone, by fax, or by email.

**Status Expiration**
Prospective Board Candidate status expires if the Candidate:
(1) does not participate in the Written Examination,
(2) participates in the Written Examination but does not submit a Preliminary Application by December 31st of the year of graduation.
Step 5a: Notarized Copy of Endodontic Certificate
Prospective Board Candidates have the remainder of the Written Examination calendar year to submit a notarized copy of their endodontic certificate. (The endodontic certificate needs to be notarized as a true copy of the original endodontic certificate). If a certificate is not available, a notarized letter from the dean or director of the endodontic training program certifying that the certificate has been awarded and the date it was awarded may be substituted.

NOTE: Letters simply saying the program was completed are not accepted.

Step 5b: Preliminary Application
Along with the notarized copy of their endodontic certificate, Prospective Board Candidates have the remainder of the Written Examination calendar year to submit their Preliminary Application. A Preliminary Application will be sent to Candidates with the Written Examination results letter and are available on the ABE website.

Step 5c: Track Selection Form
Along with the Preliminary Application and notarized copy of their endodontic certificate, Prospective Board Candidates must submit a completed Track Selection Form by the end of the Written Examination calendar year.

The Track Selection Form provides for the selection of one of the following Tracks:

Track I
- Part I: Written Examination
- Part II: Case History Portfolio Examination
- Part III: Oral Examination

Track III
- Part I: Written Examination
- Part II: Oral Examination
- Part III: Case History Portfolio Examination

STEP 6: BOARD APPROVAL
Once the Preliminary Application is approved by the ABE Credentials Committee, the Candidate will be declared Board Eligible.

Step 7: Part II
For more information on the Case History Portfolio, see page 24, for the Oral Exam, see page 25

Candidates have 3 years to pass Part II after passing the Written Examination.

Former Prospective Board Candidates are now Board Eligible Candidates and can depending on their selected Track submit their Case History Portfolio at the next submission date or register for the next scheduled Oral Exam immediately following successful completion of the Written Examination. The examination fee for the Case History is $435 and the Oral Exam fee is $585. Both the Oral and Case History Exam fees need to be paid at the time of registration. If either exam needs to be retaken, the current fee will apply. Portfolios must be uploaded on the website https://www.amboardendo.org/ on or before a submission date. Current submission dates are May 1 and September 1. A Candidate who fails to have an acceptable Case History Portfolio or pass the Oral Exam on the first attempt may take the examination a second time, provided that this is accomplished within the designated time period. Failure to complete the Part II Examination within the prescribed time results in the loss of Board Eligibility [see page 21].
Step 8: Final Application

| Starting upon notification of passing the Part II Exam, but no later than December 31 of the following year, the Candidate may submit their Final Application. |

The Final Application is included with the notification that the Candidate has successfully completed the Part II Examination. Applications are also available from the Central Office or may be downloaded from the ABE website. The application must be accompanied by a list of names and addresses of five dentists, including two Diplomates of the ABE, whom the Secretary may contact for verification of the Candidate’s qualifications and endodontic identification. The letters of recommendation must be received in the Central Office within six months after receipt of the Final Application. Failure to submit a Final Application within the required time period will result in the loss of Board Eligibility [see page 21].

After passing Part II, a Candidate has 3 years to successfully pass the Part III Examination.

Step 9: Part III

Candidates can depending on their selected Track submit their Case History Portfolio at the next submission date or register for the next scheduled Oral Exam (provided registration is still open) immediately following successful completion of Part II and submission of their Final Application. The examination fee for the Case History is $435 and the Oral Exam fee is $585. Both the Oral and Case History Exam fees need to be paid at the time of registration. If either exam needs to be retaken, the current fee will apply. Portfolios must be uploaded on the website https://www.amboardendo.org/ on or before a submission date. Current submission dates are May 1 and September 1. A Candidate who fails to have an acceptable Case History Portfolio or pass the Oral Exam on the first attempt may take the examination a second time, provided that this is accomplished within the designated time period. Failure to complete the Part III Examination within the prescribed time results in the loss of Board Eligibility [see page 21].

Step 10: BOARD DECISION

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

Step 11: Maintaining Certification

Starting three years prior to the expiration date through December 31 of the year the certificate expires, the Diplomate may present the required credentials to be recertified. Upon approval of the application, Recertified Diplomates will receive a new ten-year time-limited certificate to date from the tenth anniversary of the initial certificate.
Procedures for Certification: Board Eligible Candidates
Track I – Preliminary Application Submitted In or After 2010

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

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<tr>
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<td>Step 1 Submit Required Documents</td>
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<td>Step 2 BOARD APPROVAL</td>
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<td>Step 3 Written Examination Registration</td>
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<td>Step 4 Written Examination</td>
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<td>Step 5 Case History Examination</td>
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<td>Step 6 Final Application</td>
<td>1 year</td>
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<td>Step 7 Oral Exam Registration</td>
<td></td>
</tr>
<tr>
<td>Step 8 Oral Examination</td>
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<td>Step 9 BOARD DECISION</td>
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</tr>
<tr>
<td>Step 10 Maintaining Certification</td>
<td></td>
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</tbody>
</table>

Step 1: Submission of Required Documents

Preliminary Application

The Preliminary Application is available from the ABE Central Office or may be downloaded from the ABE website.

In order to meet the registration timelines for the Written Examination, Candidates need to be mindful of the submission deadline for the Preliminary Application. It is posted on the ABE website.

Track Selection Form

Written Examination Fee

The Track Selection Form is also available from the ABE Central Office or may be downloaded from the ABE website. The current fee for the Written Examination is $250.

Notarized Copy of Endodontic Certificate

With the Preliminary Application and the Track Selection Form, Candidates must submit a notarized copy of their endodontic certificate. (The endodontic certificate needs to be notarized as a true copy of the original endodontic certificate). If a certificate is not available, a notarized letter from the dean or director of the endodontic training program certifying that the certificate has been awarded and the date it was awarded may be substituted.

NOTE: Letters simply saying the program was completed are not accepted.

Preliminary Application Fee

This fee is to be submitted with the three documents listed above. The current fee is $250. As with all fees, the Preliminary Application Fee is non-refundable, should be made payable to the ABE and must be paid in United States currency.

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http://www.aae.org/Board/
Step 2: BOARD APPROVAL
Upon receiving all parts of Step 1, the Credentials Committee of the ABE will review the Preliminary Application of the applicant. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

Step 3: Written Examination Registration
Registration begins approximately three months before the examination is offered. The exam is a four-hour morning or afternoon session. Candidates will be sent a registration authorization letter upon approval of the Preliminary Application. Registering for the Written Examination is done through Pearson Vue, the company administering the examination. Detailed information is available in the ABE Written Examination Guidelines, a separate document, which is available on the ABE website.

Step 4: Written Examination - Track I Part I
For more information on the Written Examination, see page 23.

**After being declared Board Eligible, Candidates have 3 years to pass the Written Examination.**

Upon approval of the Preliminary Application, Candidates are eligible to register for the next scheduled Written Examination. Candidates need to be mindful of the Written Examination registration deadlines posted on the ABE website. Candidates who notify the Central Office prior to the Written Examination that they are unable to participate will not be required to submit an additional fee for the next Written Exam as long as they (1) did not register or (2) cancelled their registration with Pearson Vue at least one business day (24 hours) before the examination was scheduled. A Candidate who fails to pass the Written Examination on the first attempt may take the examination a second time, provided that this is accomplished within the designated three-year time period. If a second examination is needed, the examination fee of $250 will apply. Failure to complete the Written Examination within the prescribed three-year period results in the loss of Board Eligibility [see page 21].

Step 5: Case History Examination - Track I Part II
For more information on the Case History Portfolio, see page 24.

**Candidates have 3 years to pass the Case History Examination after passing the Written Examination.**

Candidates can submit their Case History Portfolio at the next submission date immediately following successful completion of the Written Examination. The current fee for the Case History Exam is $435 and must be paid when registering for the exam on the digital portfolio website, [https://www.amboardendo.org/](https://www.amboardendo.org/) through PayPal. Current submission dates are May 1 and September 1. If a second submission is needed, an examination fee of $435 will apply. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, provided that this is accomplished within the designated time period. Failure to complete the Case History Portfolio Examination within the prescribed time results in the loss of Board Eligibility [see page 21].

Step 6: Final Application

**Starting upon notification that the Case History Examination was successfully completed, but no later than December 31 of the following year, the Final Application can be submitted.**

The Final Application is included with the notification that the Candidate has successfully completed the Case History Examination. The application must be accompanied by a list of names and addresses of five dentists, including two Diplomates of the ABE, whom the
Secretary may contact for verification of the Candidate’s qualifications and endodontic identification. The letters of recommendation must be received in the Central Office within six months after receipt of the Final Application. Failure to submit a Final Application within the required time period will result in the loss of Board Eligibility [see page 21].

Step 7: Oral Examination Registration
Registration documents are available on the ABE website. The Final Application must be approved prior to taking the Oral Examination. The Oral Exam fee needs to be paid at the time of registration and can be paid on the ABE website through PayPal or by check or money order (U.S. Funds). The Oral Examination is offered twice a year in St. Louis, MO. Examination dates are available on the ABE website.

Step 8: Oral Examination - Track I Part III
For more information on the Oral Examination, see page 25.

After passing the Case History Exam, a Candidate has 3 years to successfully pass the Oral Examination.

Candidates are eligible to sit for the next scheduled Oral Exam after approval of the Final Application. If the Candidate fails to pass the Oral Examination on the first attempt, he/she can retake the examination a second time, provided that this is accomplished within the three-year time period. Failure to successfully complete the Oral Examination within the prescribed three-year time period will result in loss of Board Eligibility [see page 21].

Step 9: BOARD DECISION
Upon successful completion of the Oral Examination, the Candidate will be declared Board Certified and awarded a ten-year time-limited certificate.

Step 10: Maintaining Certification
Starting three years prior to the expiration date through December 31 of the year the certificate expires, the Diplomate may present the required credentials to be recertified. Upon approval of the application, Recertified Diplomates will receive a new ten-year time-limited certificate to date from the tenth anniversary of the initial certificate.
Procedures for Certification:  
Board Eligible Candidates  
Track II – Preliminary Application Submitted In or After 2010

<table>
<thead>
<tr>
<th>Step</th>
<th>Requirement</th>
<th>Maximum Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Submit Required Documents</td>
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</tr>
<tr>
<td>Step 2</td>
<td>BOARD APPROVAL</td>
<td></td>
</tr>
<tr>
<td>Step 3</td>
<td>Case History Examination</td>
<td>3 years</td>
</tr>
<tr>
<td>Step 4</td>
<td>Written Examination Registration</td>
<td>3 years</td>
</tr>
<tr>
<td>Step 5</td>
<td>Written Examination</td>
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</tr>
<tr>
<td>Step 6</td>
<td>Final Application</td>
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</tr>
<tr>
<td>Step 7</td>
<td>Oral Exam Registration</td>
<td></td>
</tr>
<tr>
<td>Step 8</td>
<td>Oral Examination</td>
<td>3 years</td>
</tr>
<tr>
<td>Step 9</td>
<td>BOARD DECISION</td>
<td></td>
</tr>
<tr>
<td>Step 10</td>
<td>Maintaining Certification</td>
<td></td>
</tr>
</tbody>
</table>

### Step 1: Submission of Required Documents

#### Preliminary Application
- The Preliminary Application is available from the ABE Central Office or may be downloaded from the ABE website.

#### Track Selection Form
- The Track Selection Form is also available from the ABE Central Office or may be downloaded from the ABE website.

#### Notarized Copy of Endodontic Certificate
- With the Preliminary Application and the Track Selection Form, Candidates must submit a notarized copy of their endodontic certificate. (The endodontic certificate needs to be notarized as a true copy of the original endodontic certificate). If a certificate is not available, a notarized letter from the dean or director of the endodontic training program certifying that the certificate has been awarded and the date it was awarded may be substituted.

**NOTE: Letters simply saying the program was completed are not accepted.**

#### Preliminary Application Fee
- This fee is to be submitted with the three documents listed above. The current fee is $250. As with all fees, the Preliminary Application Fee is non-refundable, should be made payable to the ABE and must be paid in United States currency.

### Step 2: BOARD APPROVAL
- Upon receiving all parts of Step 1, the Credentials Committee of the ABE will review the Preliminary Application of the applicant. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

### Step 3: Case History Examination - Track II Part I

ABE Policy and Procedure Manual Preliminary Application Submitted In or After 2010  
http://www.aae.org/Board/
After being declared Board Eligible, Candidates have 3 years to pass the Case History Portfolio Examination.

After being declared Board Eligible, Candidates can submit their Case History Portfolio at the next submission date. The current fee for the Case History Exam is $435 and must be paid when registering for the exam on the digital portfolio website, https://www.amboardendo.org/ through PayPal. Current submission dates are May 1 and September 1. If a second submission is needed, an examination fee of $435 will apply. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, provided that this is accomplished within the designated time period. Failure to complete the Case History Portfolio Examination within the prescribed time results in the loss of Board Eligibility [see page 21].

Step 4: Written Examination Registration
Registration begins approximately three months before the examination is offered. The exam is a four-hour morning or afternoon session. Included with the Case History pass letter will be the Written Examination Registration Form (this form is also available from the Central Office and the ABE website). Candidates will be sent a registration authorization letter upon receipt of the Written Examination fee, currently $250. Registering for the Written Examination is done through Pearson Vue, the company administering the examination. Detailed information is available in the ABE Written Examination Guidelines, a separate document, which is available on the ABE website.

Step 5: Written Examination - Track II Part II
For more information on the Written Examination, see page 23.

Candidates have 3 years to pass the Written Examination after passing the Case History Examination.

Candidates are eligible to take the next scheduled Written Examination after passing the Case History Examination. Candidates need to be mindful of the Written Examination registration deadlines posted on the ABE website. Candidates who notify the Central Office prior to the Written Examination that they are unable to participate will not be required to submit an additional fee for the next Written Exam as long as they (1) did not register or (2) cancelled their registration with Pearson Vue at least one business day (24 hours) before the examination was scheduled. A Candidate who fails to pass the Written Examination on the first attempt may take the examination a second time, provided that this is accomplished within the designated three-year time period. If a second examination is needed, a re-examination fee of $250 will apply. Failure to complete the Written Examination within the prescribed time period results in the loss of Board Eligibility [see page 21].

Step 6: Final Application

Starting upon notification that the Written Examination was successfully completed, but no later than December 31 of the following year, the Final Application can be submitted.

The Final Application is included with the notification that the Candidate has successfully completed the Written Examination. The application must be accompanied by a list of names and addresses of five dentists, including two Diplomates of the ABE, whom the Secretary may contact for verification of the Candidate’s qualifications and endodontic identification. The letters of recommendation must be received in the Central Office within six months after receipt of the Final Application. Failure to submit a Final Application within the required time period will result in the loss of Board Eligibility [see page 21].
Step 7: Oral Examination Registration
Registration materials are sent directly from the Central Office to all eligible Candidates and are also available on the ABE website. The first registration materials will be sent with the notice that the Written Exam is passed. The Oral Exam fee needs to be paid at the time of registration and can be paid on the ABE website through PayPal or by check or money order (U.S. Funds). The Final Application must be approved prior to taking the Oral Examination. The Oral Examination is offered twice a year. Examination dates are listed on the ABE website.

Step 8: Oral Examination - Track II Part III -
For more information about the Oral Examination, see page 25.

After passing the Written Exam, a Candidate has 3 years to successfully pass the Oral Examination.

Candidates are eligible to sit for the next scheduled Oral Exam after approval of the Final Application (providing registration is still open). If the Candidate fails to pass the Oral Examination on the first attempt, he/she can retake the examination a second time, provided that this is accomplished within the three-year time period. If a second examination is needed, the examination fee of $585 will apply. Failure to successfully complete the Oral Examination within the prescribed three-year time period will result in loss of Board Eligibility [see page 21].

Step 9: BOARD DECISION
Upon successful completion of the Oral Examination, the Candidate will be declared Board Certified and awarded a ten-year time-limited certificate.

Step 10: Maintaining Certification
Starting three years prior to the expiration date through December 31 of the year the certificate expires, the Diplomate may present the required credentials to be recertified. Upon approval of the application, Recertified Diplomates will receive a new ten-year time-limited certificate to date from the tenth anniversary of the initial certificate.
Procedures for Certification:  
Board Eligible Candidates  
Track III – Preliminary Application Submitted In or After 2010

### Track III

<table>
<thead>
<tr>
<th>Part</th>
<th>Written Examination</th>
<th>Oral Examination</th>
<th>Case History Portfolio Examination</th>
</tr>
</thead>
</table>

**Preliminary Application Submitted 2010 or After**

<table>
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<tr>
<th>Requirement</th>
<th>Maximum Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 Submit Required Documents</td>
<td></td>
</tr>
<tr>
<td>Step 2 BOARD APPROVAL</td>
<td></td>
</tr>
<tr>
<td>Step 3 Written Examination Registration</td>
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<td>Step 4 Written Examination</td>
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<tr>
<td>Step 5 Oral Examination Registration</td>
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<td>Step 6 Oral Examination</td>
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</tr>
<tr>
<td>Step 7 Final Application</td>
<td>1 year</td>
</tr>
<tr>
<td>Step 8 Case History Examination</td>
<td>3 years</td>
</tr>
<tr>
<td>Step 9 BOARD DECISION</td>
<td></td>
</tr>
<tr>
<td>Step 10 Maintaining Certification</td>
<td></td>
</tr>
</tbody>
</table>

**Step 1: Submission of Required Documents**

**Preliminary Application**

The Preliminary Application is available from the ABE Central Office or may be downloaded from the ABE website.

In order to meet the registration timelines for the Written Examination, Candidates need to be mindful of the submission deadline for the Preliminary Application. It is posted on the ABE website.

**Track Selection Form**

**Written Examination Fee**

The Track Selection Form is also available from the ABE Central Office or may be downloaded from the ABE website. The current fee for the Written Examination is $250.

**Notarized Copy of Endodontic Certificate**

With the Preliminary Application and the Track Selection Form, Candidates must submit a notarized copy of their endodontic certificate. (The endodontic certificate needs to be notarized as a true copy of the original endodontic certificate). If a certificate is not available, a notarized letter from the dean or director of the endodontic training program certifying that the certificate has been awarded and the date it was awarded may be substituted.

**NOTE: Letters simply saying the program was completed are not accepted.**

**Preliminary Application Fee**

This fee is to be submitted with the three documents listed above. The current fee is $250. As with all fees, the Preliminary Application Fee is non-refundable, should be made payable to the ABE and must be paid in United States currency.
Step 2: BOARD APPROVAL
Upon receiving all parts of Step 1, the Credentials Committee of the ABE will review the Preliminary Application of the applicant. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

Step 3: Written Examination Registration
Registration begins approximately three months before the examination is offered. The exam is a four-hour morning or afternoon session. Candidates will be sent a registration authorization letter upon receipt of the Written Examination fee, currently $250. Registering for the Written Examination is done through Pearson Vue, the company administering the examination. Detailed information is available in the ABE Written Examination Guidelines, a separate document, which is available on the ABE website.

Step 4: Written Examination - Track III Part I
For more information on the Written Examination, see page 23.

| After being declared Board Eligible, Candidates have 3 years to pass the Written Examination. |

Upon approval of the Preliminary Application, Candidates are eligible to register for the next scheduled Written Examination. Candidates need to be mindful of the Written Examination registration deadlines posted on the ABE website. Candidates who notify the Central Office prior to the Written Examination that they are unable to participate will not be required to submit an additional fee for the next Written Exam as long as they (1) did not register or (2) cancelled their registration with Pearson Vue at least one business day (24 hours) before the examination was scheduled. A Candidate who fails to pass the Written Examination on the first attempt may take the examination a second time, provided that this is accomplished within the designated three-year time period. If a second examination is needed, a re-examination fee of $250 will apply. Failure to complete the Written Examination within the prescribed three-year period results in the loss of Board Eligibility [see page 21].

Step 5: Oral Examination Registration
Forms are available on the ABE website. The first registration materials will be sent with the notice that the Written Exam is passed. The Oral Exam fee needs to be paid at the time of registration and can be paid on the ABE website through PayPal or by check or money order (U.S. Funds). The Final Application must be approved prior to taking the Oral Examination. The Oral Examination is offered twice a year in St. Louis, MO. Examination dates are listed on the ABE website.

Step 6: Oral Examination - Track III Part II –
For more information on the Oral Examination, see page 25.

| After passing the Written Exam, a Candidate has 3 years to successfully pass the Oral Examination. |

Candidates are eligible to sit for the next scheduled Oral Exam after approval of the Final Application. If the Candidate fails to pass the Oral Examination on the first attempt, he/she can retake the examination a second time, provided that this is accomplished within the three-year time period. Failure to successfully complete the Oral Examination within the prescribed three-year time period will result in loss of Board Eligibility [see page 21].
Step 7: Final Application

**Starting upon notification that the Oral Examination was successfully completed, but no later than December 31 of the following year, the Final Application can be submitted.**

The Final Application is included with the notification that the Candidate has successfully completed the Oral Examination. The application must be accompanied by a list of names and addresses of five dentists, including two Diplomates of the ABE, whom the Secretary may contact for verification of the Candidate’s qualifications and endodontic identification. The letters of recommendation must be received in the Central Office within six months after receipt of the Final Application. Failure to submit a Final Application within the required time period will result in the loss of Board Eligibility [see page 21].

Step 8: Case History Examination - Track III Part III

For more information on the Case History Portfolio, see page 24.

**After passing the Oral Examination, a Candidate has 3 years to successfully pass the Case History Examination.**

Candidates are eligible to submit their portfolio at the next submission date after approval of the Final Application. If the Candidate fails to pass the Case History Examination on the first attempt, he/she can retake the examination a second time, provided that this is accomplished within the three-year time period. Failure to successfully complete the Case History Examination within the prescribed three-year time period will result in loss of Board Eligibility [see page 21].

Candidates can submit their Case History Portfolio at the next submission date immediately following successful completion of the Oral Examination and approval of the Final Application. The current fee for the Case History Exam is $435 and must be paid when registering for the exam on the digital portfolio website, [https://www.amboardendo.org/](https://www.amboardendo.org/) through PayPal. Current submission dates are May 1 and September 1. If a second submission is needed, an examination fee of $435 will apply. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, provided that this is accomplished within the designated time period. Failure to complete the Case History Portfolio Examination within the prescribed time results in the loss of Board Eligibility [see page 21].

Step 9: BOARD DECISION

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

Step 10: Maintaining Certification

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

Candidates are allowed a **one-time extension of eligibility** during Part I, Part II or Part III of their Board Certification process for a period of **one year**. The request must be made before the current period of eligibility expires.

<table>
<thead>
<tr>
<th>Preliminary Application Submitted 2010 or After</th>
<th>Requirement</th>
<th>Maximum Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Submit Required Documents</td>
<td></td>
</tr>
<tr>
<td>Step 2</td>
<td>BOARD APPROVAL</td>
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<td>Step 3</td>
<td>Part I</td>
<td>3 years</td>
</tr>
<tr>
<td>Step 4</td>
<td>Part II</td>
<td>3 years</td>
</tr>
<tr>
<td>Step 5</td>
<td>Final Application</td>
<td>1 year</td>
</tr>
<tr>
<td>Step 6</td>
<td>Part III</td>
<td>3 years</td>
</tr>
<tr>
<td>Step 7</td>
<td>BOARD DECISION</td>
<td></td>
</tr>
<tr>
<td>Step 8</td>
<td>Maintaining Certification</td>
<td></td>
</tr>
</tbody>
</table>
Procedures for Certification:  
Maintaining Board Eligibility

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

Loss of Board Eligibility
Board eligibility may be lost in the following ways:

- Failing an Examination for a second time
- Failure to pay maintenance dues
- Expiration of eligibility
- Any form of misconduct or misrepresentation, as outlined in the Bylaws

Consequences of Expired Board Eligibility

- Forfeiture of all fees
- Forfeiture of the Case History and Oral Examination results after 6 years from pass date.
- Requirement to reestablish Board Eligibility.
Procedures for Certification:
Reestablishing Board Eligibility

Reestablishment of Board Eligibility
In the event of a Candidate's Board Eligibility expiring, it must be reestablished. To reestablish Board Eligibility, an Educationally Qualified Endodontist must restart the process by submitting another Preliminary Application.

Credit for passing the Written Exam is permanent. Passing the Case History or Oral Exam is good for 6 years from the date the exam was passed.
***. An endodontist can be declared Board Eligible only three times during his/her career. After approval of the application, the Board will declare the individual Board Eligible. The Board Eligible Candidate may then begin the certification process as described in the section Procedure for Certification.

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

Educationally Qualified Endodontists may reestablish Board Eligibility two times, for a total of being Board Eligible three times during their careers.

***Permanent Credit for Written Examination
Credit is now allowed for passing the Written Examination regardless of when it was successfully completed. If the Candidate's eligibility lapses, he/she will no longer have to retake the Written Examination when Board eligibility is reestablished.

Credit for the Case History and Oral Examinations
Credit for Passing the Case History or Oral Exam is good for 6 years from date the examination was passed.

An endodontist can be declared Board Eligible only three times during his/her career.
Examinations: An Overview

All Candidates are required to:

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

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

- ABE website
- yearly status updates mailed to Candidates

**General Timeline**

Completing all three examinations can take as little as one year or as long as nine years. The timeline depends on the Candidate’s motivation, how long it takes to successfully complete each examination and how well the Candidate meets deadlines.

**Limitations**

Candidates may not take a Written or Oral Examination or submit a Case History Portfolio more than twice during the eligibility period. Failure to pass the Written or Oral Examination twice in succession or failure to have the Case History Portfolio approved a second time will cause the Candidate to lose his/her Board Eligibility and to forfeit all fees paid. Reestablishment of Board Eligibility, for any reason, may only happen twice.

**Beginning the Examinations**

Following approval of the Preliminary Application by the Credentials Committee, the Candidate is declared Board Eligible and can begin the certification process by taking Part I of his/her selected Track.

**Evaluations**

Examinations of the ABE are normative or criterion referenced. The Case History Portfolio is examined by the Directors of the Board. The Secretary of the Board will notify the Candidate by letter whether his/her examination was acceptable or unacceptable.

**Permanent Credit for Written Examination**

Credit is now allowed for passing the Written Examination regardless of when it was successfully completed. If the Candidate’s eligibility lapses, he/she will no longer have to retake the Written Examination when Board eligibility is reestablished.

**Credit for the Case History and Oral Examinations**

Credit for Passing the Case History or Oral Exam is good for 6 years from date the examination was passed.

**Board Certification**

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

Registration
Registering for the Written Examination, including choosing the time and location, is done through Pearson Vue, the company administering the examination. Registration begins approximately three months before the examination is offered. Detailed information is available in the ABE Written Examination Guidelines, a separate document, is available on the ABE website.

Administration
In association with a professional testing agency, the ABE Written Examination is administered as a computer-based examination at regional testing centers.

Format
The Written Examination consists of 200 objective questions selected from a pool of test items prepared by Directors of the Board. Questions are multiple-choice, consisting of a stem with four or five foils. Questions are designed to test recall skills and the Candidate’s ability to apply knowledge, interpret data and solve problems.¹

Design of Examination
The Written Examination Committee, in consultation with testing service experts, constructs the examination by selecting questions using a test matrix that incorporates the clinical and basic sciences. The subject areas include:

Evaluation
Evaluation of performance is criterion-based and done in consultation with testing service experts.

Notification
Candidates are notified by letter from the Secretary of the Board whether they passed or failed the examination. Scores and rankings are not compiled or released.

It is the exclusive responsibility of the Candidate to keep their mailing and email address current with the AAE.

Candidates must not telephone the Central Office for examination results. Exam results will not be provided over the phone, by fax, or by email.

¹ The questions selected for any examination are in conformity with the curricular requirements of the ADA Council on Dental Education as published in the current Accreditation Standards for Dental Education Programs.
Case History Portfolios

Guidelines
Detailed information is available in the ABE Digital Portfolio Guidelines, a separate document, available on the ABE website.

Submission
Portfolios are accepted for review twice a year – May 1 and September 1. Portfolios must be uploaded on the https://www.amboardendo.org/ on or before the current submission date to be included in that examination review cycle.

To submit your Portfolio online, please visit our Digital Case History Submission website. You will find detailed instructions, the Digital Case History Guidelines and the digital case history form you will need for online submission. Please note: In order to submit your portfolio online, you must use the digital version of the case history form, developed specifically for the digital site. You must also pay for the exam when you register through the Digital Case History Site.

Administration
The Case History Chair assigns the examiners for evaluation.

Format
Candidates are required to submit documentation of 10 specific cases from their specialty practice of endodontics that demonstrate a broad spectrum of diagnostic, treatment and evaluative procedures. Detailed instructions are contained in the Case History Portfolio Submission Guidelines that are available on the ABE website.

Evaluation
The diversity and complexity of the cases must thoroughly document exceptional knowledge, skill and expertise in the specialty of endodontics. The portfolio should also demonstrate that the Candidate is practicing the full scope of the specialty. Evaluation of the Candidate's performance is done in consultation with testing service experts.

Notification
The Secretary of the Board will notify the Candidate by letter whether the Case History Portfolio is acceptable or unacceptable. The Case History Portfolio will be returned to the Candidate after evaluation.

It is the exclusive responsibility of the Candidate to keep their mailing and email address current with the AAE.

Candidates must not telephone the Central Office for examination results. Exam results will not be provided over the phone, by fax, or by email.
Oral Examination

Guidelines
Detailed information is available in the ABE Oral Examination Guidelines, a separate document, available on the ABE website.

Registration
Registration materials are available on the ABE website.

Administration
Oral Examinations are administered by current and past Directors of the ABE. Candidates and Directors are matched by random selection.

Format
During the examination, the Directors are divided into teams composed of two examiners. Candidates spend 30 minutes with each of three teams. The total examination time is 90 minutes.

Observer
In addition to the examining team and the Candidate, an observer also may be present in the examining room to assess the examination process. The observer does not participate in the questioning or the performance evaluation of the Candidate.

Subject Areas
The Oral Examination is designed to assess the Candidate’s higher level cognitive skills including problem solving, decision making, and abilities to analyze and evaluate. Questions cover the scope of endodontics as described in the American Dental Association Accreditation Standards for Dental Education Programs. Examination questions are developed from a clinical case history that is presented to the Candidate. The questions are standardized, weighted and based on competencies that define the level of knowledge expected of a Board Certified endodontist.

Evaluation
Successful completion of the Oral Examination requires the Candidate demonstrate the ability to:

- apply the basic and applied sciences to justify diagnostic and treatment decisions
- formulate primary and secondary treatment plans
- design clinical studies
- assess short and long-term outcomes of patient care
- alter patient management approaches due to:
  - systemic or local pathologic conditions
  - psychological status
  - ethical considerations

A confidential evaluation of the performance of the Candidate in the Oral Examination is independently completed by each examiner immediately after each examination session. The results of the Oral Examination are presented to the Directors of the Board by the Oral Examination Committee with a recommendation that those Candidates passing the Oral Examination be certified as Diplomates of the Board. Evaluation of the Candidate’s performance is done in consultation with testing service experts.

Cancellations
Candidates who request to withdraw from the Oral Examination must follow the instructions below.

1. Notify the Central Office at abe@aae.org that you will be submitting written notification that you are withdrawing from the exam. The notification must be sent to ABE, 211 E. Chicago Ave, Ste 1100, Chicago, IL 60611.
2. Phone calls regarding cancellations are not accepted – the notification must be via email and followed-up with a written letter.
Candidates who withdraw will be required to submit a new payment of $585 with their subsequent Oral Examination Registration forms. You are required to submit a new registration form for the next exam that you wish to participate in. The Central Office will not and cannot apply your cancelled application to a new exam. Again, if you withdraw from the exam, you must re-submit both the current registration form and payment of $585 for the next exam you wish to participate in.

**Notification**

The Secretary of the Board will notify the Candidates by letter whether they passed or failed the examination. A certificate bearing the seal of the ABE and the signatures of the Directors of the Board shall be awarded to each successful Candidate.

It is the exclusive responsibility of the Candidate to keep their mailing and email address current with the AAE.

Candidates must not telephone the Central Office for examination results. Exam results will not be provided over the phone, by fax, or by email.
Recertification

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

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

Recertification Forms
The forms are available on the website, http://www.aae.org/american-board-of-endodontics/recertification.aspx. Each Diplomate subject to recertification must submit a Credit Verification Form and a Credit Tabulation Form. All Diplomates are responsible for keeping and updating these documents, by listing the type of activities and the number of hours that have been earned. Although these forms rely on a self-report mechanism of credits earned, Diplomates must be able to produce acceptable documentation. Systematic audits will be done on certification forms and supporting documentation.

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

Revocation of Certification
The Directors of the ABE shall have the power to suspend temporarily or to revoke permanently any certificate issued by the Board if a Diplomate fails to recertify.
Candidates are responsible for covering the financial cost of administering and evaluating their Board Certification materials. The overall cost of participation in the certification process depends on the Candidate’s timeline and the number of times an examination needs to be taken. The fees associated with this process are as follows:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Fee</th>
<th>Due Date</th>
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<tr>
<td>$250</td>
<td>Preliminary Application Fee</td>
<td>Due with Preliminary Application</td>
</tr>
<tr>
<td>$250</td>
<td>Written Examination Fee*</td>
<td>Due March 1 of each year</td>
</tr>
<tr>
<td>$150</td>
<td>Annual Maintenance Fee</td>
<td>See Special Note below</td>
</tr>
<tr>
<td>$435</td>
<td>Case History Examination Fee</td>
<td>With submission of the Case History</td>
</tr>
<tr>
<td>$585</td>
<td>Oral Examination Fee</td>
<td>With the Oral Exam Registration</td>
</tr>
</tbody>
</table>

*Written Examination Fee – The Written Examination Fee applies to every time a Candidate takes the examination. Prospective Board Candidates must submit the Written Exam Fee with their application, Track I & III Candidates with their Preliminary Application, and Track II Candidates with their Written Exam Registration form. A Candidate retaking the Written Examination must submit the Written Examination Fee with their Written Examination Registration Form.

Case History and Oral Examination Fee – The $435 exam fee associated with both of these exams must be paid when the portfolio is submitted and the Oral Exam Registration Form is submitted.

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

Special Note on Annual Maintenance Fees
All Board Eligible Candidates are required to pay the Annual Maintenance Fee starting the year after their Preliminary Application is approved through the year the Candidate achieves Board Certification. Failure to pay the Annual Maintenance Fee by March 1 will result in the loss of Board Eligible status.

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

Reinstating Board Eligibility after the Year of Delinquency
Educationally Qualified Endodontists who do not reinstate their Board Eligibility in the year of delinquency may reapply to the Board to reestablish Board Eligibility by submitting a new Preliminary Application and paying the appropriate fee. With approval of the Preliminary Application, the Candidate is then eligible to take Part I of his/her selected Track.
Maintaining Diplomate Status

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

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

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

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

Retired Diplomate Status
Diplomates who have remained in good standing and have completely retired from compensated teaching and/or the practice of endodontics, or reached the age of 70, are eligible for retired status upon application to the Board. Retired Diplomate status shall become effective on January 1 of the year after retirement or reaching age 70 and acceptance by the Directors of the Board.

Membership Directory
On approval of the Board, such Diplomates will be listed in the annual Membership Directory as Retired Diplomates and registration fees and special assessments shall be waived.

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

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

Membership Directory
Disabled Active Diplomates shall be listed in the annual Membership Directory as Active (Registered).
Candidates with Disabilities

Special Accommodations Policy

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

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

Candidates must self-identify and present documentation from an appropriate professional (Physician and or Psychologist) to the Central Office of the ABE. This documentation must accompany each examination application submitted to the ABE and must be submitted before the examination deadline. The report must be on the professionals’ letter head and with an original signature.

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

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

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

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

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

http://www.aae.org/Board/
Governing Policies

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

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

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

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

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

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

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

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

a. Received the certificate, but was in some respect not properly qualified to receive it, whether or not this fact was known to or could have been ascertained by the Board.

b. Engaged in irregular conduct relating to the examination process, whether or not such conduct affected the Diplomate’s own examination.

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

Council on Dental Education and Licensure
The requirements for Certification will be revised periodically to comply with directives of the Council on Dental Education and Licensure of the ADA.

Central Office of the Board
Application information and examination schedules are available from the Central Office of the Board. All fees submitted by check or money order should be made payable to the American Board of Endodontics. All applications should be mailed directly to the Central Office in care of the Secretary or Executive Secretary.

Financial Report
The ABE Financial Report is available for inspection by all Diplomates and Candidates in the Central Office or upon request a copy will be mailed to their address of record.

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