



**American Board of Endodontics**

**Policy and Procedures Manual**

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## Table of Contents

General Statement .....	1
Specialty of Endodontics .....	1
Principles of Board Certification .....	1
Glossary of Definitions.....	2
Requirements of Certification: An Overview.....	3
Candidate Examination Confidentiality Policy .....	4
Internationally Trained Endodontists .....	6
Certification Applications and Forms.....	7
Application Procedures.....	8
Applicants' Responsibilities .....	8
Release of Examination Results.....	8
Procedures for Certification	
Prospective Board Candidates .....	9
Board Eligible Candidates	
Track I Application .....	12
Track II Application .....	14
Track III Application .....	16
Maintaining Board Eligibility.....	18
Reestablishing Board Eligibility .....	19
Examinations: An Overview.....	20
Recertification.....	21
Candidate Fees .....	22
Maintaining Diplomate Status and Fees.....	23
Candidates with Disabilities.....	24
Governing Policies.....	25

## **Mission Statement**

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

## **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 a high standard of excellence in the specialty of endodontics.
- 4) Determine the competency of applicants.
- 5) Certify and publicly recognize those who have demonstrated knowledge and technical skill in the specialty of endodontics and have met the standards established by the ABE.
- 6) Furnish the health professions and the public with a directory of certified endodontists who are in good standing with the Board.
- 7) Provide expert consultation to the medical and dental professions.

## **Specialty of Endodontics**

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

## **Principles of Board Certification**

Board Certification in endodontics and the purposes for which it exists transcend educational background and national considerations. An endodontist pursues Board Certification because being a Diplomate of the American Board of Endodontics makes a very clear and strong statement of the value the Diplomate places on attaining mastery in the specialty of endodontics, receiving a most significant acknowledgement of professional achievement and being accountable to the public by 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

<b>Active Registered Diplomate</b>	A <i>Board-Certified Endodontist</i> whose annual registration dues are current. This individual is in good standing with the American Board of Endodontics (ABE).
<b>Board Certified Endodontist</b>	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.
<b>Board Eligible Endodontist</b>	Board Eligible status is only available to endodontists that 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.
<b>Disabled Diplomate</b>	An <i>Active Registered Diplomate</i> 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 <i>Active Registered Diplomate</i> 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.
<b>Educationally Qualified Endodontist</b>	An endodontist who has been issued a certificate in endodontics from an advanced education program in endodontics accredited by the Commission on Dental Accreditation of the ADA (or to endodontists who satisfy the criteria of the ABE's alternative pathway for international endodontists graduating from non-CODA- accredited advanced education program in endodontics) who has not yet submitted or has not had their ABE application and credentials approved by the ABE credentials committee.
<b>Good Standing</b>	A term used for Diplomates who pay the annual Diplomate registration fee and who have a non-expired Certificate.
<b>Inactive Diplomate</b>	An endodontist who obtained Board Certification but has been dropped from <i>Active Registered Diplomate</i> 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 <i>Active Registered</i> and will not be listed in the ABE's Membership Directory.
<b>Prospective Board Candidate</b>	An endodontic resident, 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 ABE.
<b>Retired Diplomate</b>	<i>Active Registered Diplomates</i> 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.

# Requirements for Certification: An Overview

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

Board Eligible status and Educationally qualified status are 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 international graduates of non-CODA accredited advanced education programs in endodontics.

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

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

## General Requirements

- **High moral and ethical standing in the dental profession.**
- **Satisfactory completion of advanced study and training and issuance of a Certificate In Endodontics using one of the following pathways:**
  - 1. Two or more years of postgraduate study in a CODA-accredited dental school program resulting in a Certificate of Specialization in Endodontics **or**
  - 2. Two or more years of postgraduate study in a CODA-accredited hospital based program leading to the Certificate of Specialization in Endodontics.
  - 3. Completion of an Advanced Endodontic Program that is equivalent to a program accredited by the Commission on Dental Accreditation (CODA), attainment of a license to practice dentistry in a state or a teaching institution in the United States and at least two years as a full-time faculty member with involvement in a post-graduate Endodontic Advanced Education program at a dental school accredited by CODA.
- **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, current forms, deadlines and procedural changes can be found on the ABE website.

## Candidate Examination Confidentiality Policy

The Directors of the ABE want to ensure that all Candidates recognize that:

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

All Candidates agree with the American Board of Endodontics to preserve the confidentiality of the information on both the ABE Written and Oral Examinations.

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

All Candidates should be aware of the ramifications of cheating on an ABE exam:

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

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

another Candidate's answers, permitting another Candidate to copy one's answers, or possessing unauthorized materials including, but not limited to notes (except on the provided scratch paper at the test center);

- engaging in any conduct that materially disrupts any examination or that could reasonably be interpreted as threatening or abusive toward any examinee, proctor, or staff;
- impersonating a Candidate or permitting an impersonator to take or attempt to take the examination on one's own behalf;
- falsifying information on application or registration forms;
- use of any other means that potentially alters the results of the examination such that the results may not accurately represent the professional knowledge base of a Candidate.

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

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

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

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

## **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). The candidate is responsible for submitting an ECE document paid for by the candidate (at the level of subject analysis) to the ABE for assistance in considering the equivalency of training. Upon receipt of the ECE report, further documentation will be requested as deemed necessary.

2) The 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 spent at least two years as a full-time faculty member with involvement in a post-graduate Endodontic Advanced Education program at 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

### **Written Examination Registration & Prospective Board Candidate Application**

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

### **Preliminary Application**

Completed by an endodontist, who has successfully completed a CODA-accredited endodontic program and who has been issued a Certificate in Endodontics, or who satisfies the criteria of the ABE's alternative pathway for international graduates of non-accredited advanced education programs in endodontics. The certification process begins with the submission of this application.

## Forms

### **Track Selection Form**

This form is completed and submitted with the Preliminary Application. This form allows the applicant to select their preferred Certification track.

### **Written Examination Registration Form**

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

### **Oral Examination Registration Form**

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

### **Examination Confidentiality Policy**

This form is completed and submitted prior to the examinations.

## **Application Procedures**

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

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

## **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.

It is the Candidate's responsibility to keep a current address, email and telephone number on file with the ABE.

Throughout the certification process it is necessary for the ABE to communicate with our Candidates on important issues. In addition, time-sensitive information regarding applications, examination registration and examination results require direct contact.

The ABE is not responsible for delays because of outdated Candidate contact information or delayed mail delivery service

## **Release of Examination Results**

It is the sole responsibility of the Candidate to provide the ABE with a current mailing and email address. The ABE will not release any examination results information by phone, fax, or email. All results are mailed out in identical envelopes on the same day.

Evaluation of performance on examinations is criterion-based and is done after thorough statistical analysis in consultation with Measurement Incorporated.

Notification of success or failure only is provided to Candidates; no specific grades are reported.

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

# **Procedures for Certification: Prospective Board Candidates**

The Prospective Board Candidate status was created to provide endodontic residents an opportunity to take the ABE Written Examination during the same year in which they are issued a 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 successfully completed.

## **Requirements**

Please refer to our Applications page on the ABE website for further instructions:

<https://www.aae.org/board/get-board-certified/applications/>. A notarized true copy of the Endodontic Certificate must then be received in the ABE central office by December 31 of the year in which the Written Exam was successfully completed.

## **Step 1: Submission of Required Documents**

### **Step 1a: Written Examination Registration & Prospective Board Candidate Application & Candidate Examination Confidentiality Policy**

Endodontic residents can submit the documents listed above in the year the Certificate of Endodontics is issued. Submission deadlines and application links are available on the ABE website: <https://www.aae.org/board/>.

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

### **Step 1b: Written Examination Registration and Prospective Board Candidate Application**

The PBC fee is forfeited if the Prospective Board Candidates does not transfer to Board Eligible Candidate status by December 31<sup>st</sup> of the year the exam was taken.

### **Step 1c: Written Application Fee**

This fee is also to be submitted with the Prospective Board Application. The current fee is listed on the ABE website. 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 examination is a four-hour session. Candidates will be sent a registration authorization letter upon approval of the application. Registering for a designated time to sit for the Written Examination is done through Pearson Vue (the testing center administering the examination). Detailed information is available in the ABE Written Examination Guidelines, a document, available on the ABE website.

### **Step 4: Written Examination**

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, and appropriate credentials. Candidates will not be required to submit an additional fee for the Written Examination as long as they (1) did not register for the Written Examination 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 their current address listed with the ABE. It is the exclusive responsibility of the Candidate to keep their mailing address and email address up-to-date.

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

### **Step 5a: Notarized Copy of Endodontic Certificate**

Prospective Board Candidates have until December 31 of the calendar year in which they pass the Written Examination to submit a notarized copy of their endodontic certificate. (The endodontic certificate needs to be notarized as a true copy of the original 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.

### **Step 5b: Preliminary Application**

Along with the notarized copy of their endodontic certificate, Prospective Board Candidates have until December 31 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. The Preliminary Application is also available on the ABE website.

### **Step 5c: Track Selection Form**

Along with the Preliminary Application and a notarized copy of their endodontic certificate, Prospective Board Candidates must submit a completed Track Selection Form by December 31 of the Written Examination calendar year.

The Track Selection Form provides for the selection of one of the Tracks listed below. This form essentially notifies the ABE as to the order in which the Candidate prefers to complete the remaining two parts of the Board certification process: Case History Portfolio Exam or Oral Exam.

#### **Track I**

<b>Part I</b>	<b>Written Examination</b>
<b>Part II</b>	<b>Case History Portfolio Examination</b>
<b>Part III</b>	<b>Oral Examination</b>

#### **Track III**

<b>Part I</b>	<b>Written Examination</b>
<b>Part II</b>	<b>Oral Examination</b>
<b>Part III</b>	<b>Case History Portfolio Examination</b>

## **STEP 6: BOARD APPROVAL**

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

### **Status Expiration**

Prospective Board Candidate status expires if the Candidate:

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

# **Procedures for Certification: Board Eligible Candidates Track I**

## **Track I**

<b>Part I</b>	<b>Written Examination</b>
<b>Part II</b>	<b>Case History Portfolio Examination</b>
<b>Part III</b>	<b>Oral Examination</b>

## **Eligibility Expires**

<b>Written Exam</b>	<b>3 years after Preliminary Application is approved</b>
<b>Case History Exam</b>	<b>6 years after Written Exam is passed</b>
<b>Oral Exam</b>	<b>3 years after Case History Exam is passed</b>

## **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.

### *Candidate Examination Confidentiality Policy*

The Candidate Examination Confidentiality Policy document 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*

Candidates must submit a notarized copy of their endodontic certificate with the Preliminary Application and the Track Selection Form, (The endodontic certificate must 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 may be substituted.

### *Written Examination Fee*

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

### *Preliminary Application Fee*

This fee is to be submitted with the four documents listed above. The current fee is listed on the ABE Website. 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, all documentation will be reviewed. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

## **Step 3: Written Examination Registration**

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 email when processing of the Written Exam Registration form is completed. 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, on the ABE website.

#### **Step 4: Written Examination - Track I Part I –**

The Written Examination Guidelines are available on the ABE website. Upon approval of the Preliminary Application, Candidates are eligible to register for the next scheduled Written Examination. Candidates 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 if 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 time period for eligibility. If a second examination is needed, the current examination fee will apply. Failure to complete the Written Examination within the prescribed eligibility period results in the loss of Board Eligibility.

#### **Step 5: Case History Examination - Track I Part II**

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

#### **Step 6: Oral Examination Registration**

Registration documents are available on the ABE website. The Oral Exam fee must 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. Please remember that paying for the Oral Exam through PayPal does not automatically register a Candidate for the Oral Exam. The Oral Exam Registration form plus payment are required to be registered. A confirmation email will be sent to the Candidate when the Oral Exam registration has been successfully processed.

#### **Step 7: Oral Examination - Track I Part III**

The Oral Examination Guidelines are available on the ABE Website. Candidates are eligible to sit for the next scheduled Oral Exam after passing the Case History Exam. If the Candidate fails to pass the Oral Examination on the first attempt, he/she can retake the examination a second time, provided this is accomplished within the designated eligibility time period. Failure to successfully complete the Oral Examination within the eligibility time period will result in loss of Board Eligibility.

#### **Step 8: BOARD DECISION**

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

#### **Step 9: Maintaining Certification**

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

# **Procedures for Certification: Board Eligible Candidates Track II**

## **Track II**

<b>Part I</b>	<b>Case History Portfolio Examination</b>
<b>Part II</b>	<b>Written Examination</b>
<b>Part III</b>	<b>Oral Examination</b>

## **Eligibility Expires**

<b>Case History Exam</b>	<b>6 years after Preliminary Application is approved</b>
<b>Written Exam</b>	<b>3 years after Case History is passed</b>
<b>Oral Exam</b>	<b>3 years after Written Exam is passed</b>

## **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.

### *Candidate Examination Confidentiality Policy*

The Candidate Examination Confidentiality Policy document 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*

Candidates must submit a notarized copy of their endodontic certificate with the Preliminary Application and the Track Selection Form, (The endodontic certificate must 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 may be substituted.

### *Preliminary Application Fee*

This fee is to be submitted with the four documents listed above. The current fee is listed on the ABE website. 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, all documentation will be reviewed. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

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

The Case History Portfolio Guidelines and Instructions are available on the ABE website. 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 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. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, if this is accomplished within the designated eligibility time period. If a second submission is needed, the current examination fee will also apply. Failure to complete the Case History Portfolio Examination within the prescribed time results in the loss of Board Eligibility.

## **Step 4: Written Examination Registration**

Registration begins approximately three months before the examination is offered. Application dates of acceptance and deadline dates are available on the ABE website. The exam is a four-



hour session. Included with the Case History pass letter will be information about how to register for the Written Exam. Candidates will be sent a registration authorization email upon receipt of the Written Examination registration form and fee. Registering and scheduling an examination time for the Written Examination is done through Pearson Vue testing center, the company administering the examination. Detailed information is available in the ABE Written Examination Guidelines which is available on the ABE website.

#### **Step 5: Written Examination - Track II Part II**

The Written Examination Guidelines are available on the ABE website. Candidates are eligible to take the next scheduled Written Examination after passing the Case History Examination. Candidates need to be mindful of the Written Examination registration deadlines posted on the ABE website. Those 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 for the exam 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 eligibility time period. If a second examination is needed, the current examination fee will again need to be paid. Failure to complete the Written Examination within the prescribed eligibility time period results in the loss of Board Eligibility.

#### **Step 6: Oral Examination Registration**

Registration documents are available on the ABE website. The Oral Exam fee must 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. Please remember that paying for the Oral Exam through PayPal does not automatically register a Candidate for the Oral Exam. The Oral Exam Registration form plus payment are required to be registered. A confirmation email will be sent to the Candidate when the Oral Exam registration has been successfully processed

#### **Step 7: Oral Examination - Track II Part III -**

The Oral Examination Guidelines are available on the ABE Website, Candidates are eligible to sit for the next scheduled Oral Exam after the Written Exam (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 current eligibility time period. If a second examination is needed, the current examination fee will again apply. Failure to successfully complete the Oral Examination within the current eligibility time period will result in loss of Board Eligibility.

#### **Step 8: BOARD DECISION**

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

#### **Step 9: Maintaining Certification**

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

# **Procedures for Certification: Board Eligible Candidates Track III**

## **Track III**

<b>Part I</b>	<b>Written Examination</b>
<b>Part II</b>	<b>Oral Examination</b>
<b>Part III</b>	<b>Case History Portfolio Examination</b>

## **Eligibility Expires**

<b>Written Exam</b>	<b>3 years after Preliminary Application is approved</b>
<b>Oral Exam</b>	<b>3 years after Written Exam is passed</b>
<b>Case History Exam</b>	<b>6 years after Oral Exam is passed</b>

## **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.

### *Candidate Examination Confidentiality Policy*

The Candidate Examination Confidentiality Policy document 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*

Candidates must submit a notarized copy of their endodontic certificate with the Preliminary Application and the Track Selection Form, (The endodontic certificate must 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 may be substituted.

### *Preliminary Application Fee*

This fee is to be submitted with the four documents listed above. The current fee is listed on the ABE website. 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, all documentation will be reviewed. If it is acceptable, the applicant will be declared Board Eligible and will be notified by the Secretary of the Board.

## **Step 3: Written Examination Registration**

Registration begins approximately three months before the examination is offered. Application dates of acceptance and deadline dates are available on the ABE website. The exam is a four-hour session. Candidates will be sent a registration authorization email of the Written Examination Registration form and fee. Registering for the Written Examination is done through Pearson Vue testing center, the company administering the examination. Detailed information is available in the ABE Written Examination Guidelines, which is available on the ABE website

#### **Step 4: Written Examination - Track III Part I**

Upon approval of the Preliminary Application, Candidates are eligible to register for the next scheduled Written Examination. 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 eligibility time period. If a second examination is needed, the current Written Examination fee will apply. Failure to complete the Written Examination within the prescribed eligibility period results in the loss of Board Eligibility.

#### **Step 5: Oral Examination Registration**

Registration documents are available on the ABE website. The Oral Exam fee must 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. Please remember that paying for the Oral Exam through PayPal does not automatically register a Candidate for the Oral Exam. The Oral Exam Registration form plus payment are required to be registered. A confirmation email will be sent to the Candidate when the Oral Exam registration has been successfully processed.

#### **Step 6: Oral Examination - Track III Part II –**

The Oral Exam Guidelines and Instructions are available on the ABE website. Candidates are eligible to sit for the next scheduled Oral Exam after passing the Written Examination. If the Candidate fails to pass the Oral Examination on the first attempt, he/she can retake the examination a second time, if this is accomplished within the designated eligibility time period. Failure to successfully complete the Oral Examination within the prescribed eligibility time period will result in loss of Board Eligibility.

#### **Step 7: Case History Examination - Track III Part III**

The Case History Portfolio Guidelines and Instructions are available on the ABE website. Candidates are eligible to submit their portfolio at the next submission date after passing the Oral Exam. 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 eligibility time period. Failure to successfully complete the Case History Examination within the prescribed eligibility time period will result in loss of Board Eligibility.

Candidates can submit their Case History Portfolio at the next submission date immediately following successful completion of the Oral Examination. The current fee for the Case History Exam 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, the examination fee will apply. A Candidate who fails to have an acceptable Case History Portfolio on the first attempt may take the examination a second time, provided that this is accomplished within the designated eligibility time period. Failure to complete the Case History Portfolio Examination within the prescribed eligibility time results in the loss of Board Eligibility.

#### **Step 9: BOARD DECISION**

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

#### **Step 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: Maintaining Board Eligibility**

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

### **Loss of Board Eligibility**

Board eligibility may be lost in the following ways:

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

### **Consequences of Expired Board Eligibility**

- Forfeiture of all fees
- Requirement to reestablish Board Eligibility

## **Procedures for Certification: Reestablishing Board Eligibility**

### **Reestablishment of Board Eligibility**

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

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

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

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

# 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
- Information mailed/emailed to Candidates by the ABE

## General Timeline

Completing all three examinations can take as little as one year or as long as nine years.

## Eligibility Periods:

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

## Limitations

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

## Beginning the Examinations

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

## Evaluations

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

## Permanent Credit for Written, Case History, or Oral Examination

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

## Board Certification

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

# **Recertification**

## **Diplomates Required to Recertify**

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

## **Recertification Credits**

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

## **Recertification Forms**

All forms needed for recertification are available on the following 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.

## Candidate Fees

### Current ABE Candidate Fees Are Available on the ABE Website

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

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

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

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

#### **Special Note on Annual Maintenance Fees**

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

#### *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 the appropriate exam depending on his/her selected Track.



# Maintaining Diplomat Status

## Annual Fees and Assessments

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

### *AAE Membership Directory*

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

## Loss of Good Standing

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

## Reinstatement

Active Diplomat 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 Diplomat 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 Diplomat status shall become effective upon approved after retirement or reaching age 70.

## Disabled Diplomat Status

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

### *Documentation*

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

# Candidates with Disabilities

## Special Accommodations Policy

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

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

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

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

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

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

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

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

# Governing Policies

## Changes to Policies and Fees

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

## Evaluation

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

## Appeal Policy

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

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

## Legal Action

Any legal action brought against the ABE shall only be brought and tried in 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 misrepresentation or omission in any communication with the Board.
- g. Has failed or refused to cooperate reasonably with an investigation by the Board of a matter which could lead to revocation.
- h. Has failed to recertify, if the Diplomate was awarded a ten-year 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 ABE Central Office in care of the Chief Operating Officer of the American Board of Endodontics.

### **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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