

Candidates/Members

ABP Non-discrimination Policy



The ABP does not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

Reasonable and consistent use of non-discrimination and impartiality policies and procedures will apply to all activities of the ABP, to include application processes, testing processes, and business operations. The ABP complies with applicable federal, state, and local laws and policies

shall be administered in a non-discriminatory way. The ABP shall make its services available to all applicants, candidates, and diplomates who meet eligibility criteria as defined in the board's publicly available guidelines subject to limitations defined in policy.

Special Accommodations Requests

APPLICANTS REQUESTING SPECIAL ACCOMMODATIONS

All requests for Special Accommodations/ Arrangements must be submitted in writing to the ABP's Chief Professional Officer at least 90 days before the examination date, and are to be reviewed and processed by the ABP or by a designated and approved testing agency. All examination sites will be equipped to

provide reasonable and appropriate arrangements for applicants with a disability in accordance with the Americans with Disabilities Act (ADA) of 1990, updated 2010. Candidates who wish to request special arrangements because of a disability must complete and email a [Special Accommodation Request Form](#) and supporting documentation to exams@abpros.org.

ABP Policy on Testing Individuals with Diverse Linguistic Backgrounds



According to Section 2.2 of the ABP Guidelines for Certification (www.abpros.org), all examinations will be given in the official language of the ABP, i.e., English. This meets the standards of current Commission on Dental Accreditation (CODA) guidelines for all CODA approved graduate programs in Prosthodontics.

ABP Policy on Testing Individuals with Disabilities



The ABP will recognize the Americans with Disabilities Act to allow individuals with documented disabilities to demonstrate their true aptitude or achievement level on the ABP administered exams.

Required Documentation: The ABP will require the candidate to provide documentation in support of a request for testing accommodations. The types of documentation is determined on an individual basis and may require:

- Recommendation of qualified professionals;
- Proof of past testing accommodations;
- Results of psycho-education or other professional evaluations;
- An applicant's history of diagnosis; and
- An applicant's statement of his/her history regarding testing accommodations.

The candidate must request, in writing, any requests for accommodation for future exams. This written request should be made to the ABP a minimum of 60 days prior to the examination to allow sufficient time for scheduling the accommodations during the routine examination period. The request should be sent to exams@abpros.org in order to be considered. The candidate should also supply any requested documentation as requested by the ABP after a review of his/her request. NOTE: Requests for accommodations for the Section A written examination should be directed to the PearsonVue regional testing centers, and copied to the ABP.

The ABP will consider requests for the following accommodations:

- Scribes to transfer answers to Scantron bubble sheets;
- Extended time for challenging the examination (up to time and a half) for all written exams;
- Wheelchair-accessible testing stations;
- Distraction free rooms;
- Physical prompts (such as for individuals with hearing impairments; and
- Permission to bring and take medications during the examination.

Ref: <https://www.ada.gov/regs2014/testing.accommodations.html>

ABP Policy on Rights and Responsibilities of Test Takers



The American Board of Prosthodontics recognizes that the certification examination is a series of high-stakes examinations that provide a pathway to board certification. While the ABP will provide due diligence in examination construction and administration, the candidates challenging the various sections of the ABP examination also have certain responsibilities, as follows:

With Respect for the Initial Certification Examinations:

- Review of the ABP website for location and dates of all examinations for each calendar year.
- Register for, and update the online ABP database (www.abpros.org) with personal contact information as it changes.
- Provide the appropriate documentation (letter from Graduate Program Director, and Notarized Certificate of Program Completion), and upload it on the website prior to challenging the examination.
- Register for the upcoming ABP examinations by the deadline specified on the ABP webpage.
- Review the ABP Guidelines for Certification (www.abpros.org), and provide the clinical documentation requested for each section of the examination as therein specified.
- Review any materials provided by the ABP to be current on exam administration and content.
- Review their clinical cases for Section B and D exams with a mentor (Diplomate of the ABP, or program director) for accuracy, completeness, and content, prior to presentation to the ABP.
- Provide all Section B and D materials at the start of the examination process on a virus-free USB drive in PowerPoint or Keynote format.
- Be fully prepared to respond to verbal questions regarding the treatment rendered for their patients that cover the gamut of current prosthodontic knowledge and that meet the Standards for Prosthodontics as outlined by the Commission on Dental Accreditation Standards for Advanced Education Programs.
- Ensure that all materials provided and presented to the ABP during the examination are HIPAA compliant.
- Remain in good standing with the ABP following certification.

With Respect to Re-Certification Examinations:

The ABP requires recertification on an 8-year cycle following initial certification. The examination is administered online via the ABP website (www.abpros.org). As such, the candidate for re-certification has certain responsibilities, as follows:

- Review and update the online ABP database (www.abpros.org) with personal contact information as it changes.
- Review the ABP Guidelines for Re-certification (www.abpros.org), and provide the continuing education documentation requested for annually as therein specified.
- Register for the re-certification examination, and pay the assessment fees associated with the 8-year recertification examination.
- Review the articles in the reading list provided, and independently challenge the examination with a passing grade of 70% or greater.
- Remain in good standing with the ABP following successful re-certification.

Adopted August 2019

ABP Policy on Fairness in Examining and Exam Use



The ABP is committed to providing certification examinations that are fair to all candidates regardless of age, gender, disability, race, ethnicity, national origin, religion, sexual orientation, linguistic background, or other personal characteristics. Careful standardization of examinations and administration conditions helps to ensure that all candidates are given a comparable opportunity to demonstrate what they know, and how they can perform in the areas being examined. Fairness implies that every candidate has the opportunity to prepare for the examination and is informed about the general nature and content of the examination, as appropriate to the purpose of the exam. Fairness also extends to the accurate reporting of individual and group examination results.

With respect to the certification examination, the ABP will:

- Indicate what the examination measures, its recommended uses, the intended candidates, and the strengths and limitations of the examination.
 - Describe how the content and skills to be examined were selected and how the examinations were developed.
 - Communicate information about an examination's characteristics at a level of detail appropriate to the intended candidates.
 - Provide guidance on the levels of skills, knowledge, and training necessary for appropriate review of the examinations.
 - Provide evidence that the technical quality, including reliability and validity, of the examinations meet their intended purposes.
- Provide to qualified candidates representative samples of examination questions or practice tests, directions, answer sheets, manuals, and/or score reports.
 - Avoid potentially offensive content or language when developing examination questions and related materials.
 - Make appropriately modified forms of examinations available for candidates with disabilities who need special accommodations.
 - Obtain and provide evidence on the performance of candidates of diverse subgroups, making significant efforts to obtain sample sizes that are adequate for subgroup analyses. Evaluate the evidence to ensure that differences in performance are related to the skills being assessed.

With respect to examination administration and scoring, the ABP will:

- Provide a clear description of detailed procedures for administering examinations in a standardized manner.
- Provide guidelines on reasonable procedures for accommodating candidates with disabilities who need special accommodations.
- Provide information to candidates on examination formats, including information on the use of any needed materials and equipment.
- Establish and implement procedures to ensure the security of examination materials during all phases of development, administration, scoring, and reporting.
- Implement procedures that eliminate all information that can identify the candidate during examination scoring.
- Monitor procedures, materials, and guidelines for scoring examinations, and for assessing the accuracy of the scoring process. The ABP will ensure adequate training of examiners scoring the exam.

- Correct errors that affect the interpretation of the scores and communicate the corrected results promptly.
- Develop and implement procedures for ensuring the confidentiality of scores.

With respect to reporting and interpreting examination results, the ABP will:

- Provide information to support recommended interpretation of the results, including the nature of the content, norms or comparison groups, and other technical evidence.
- Specify appropriate uses of examination results and warn candidates of potential misuses.
- Provide the rationale, procedures, and evidence for setting performance standards for establishing passing scores.
- Provide information that enables accurate interpretation and reporting of examination results.
- Provide examination results in a timely fashion (within 6 weeks for Section A and C exams, and within 4 weeks for Section B and D exams).

The information indicated above will be provided to test applicants on the ABP webpage (www.abpros.org), at the annual ABP Board Preparation course (held at the ACP annual session), and at the Advanced Program Directors meetings in the spring and during the annual ACP session.

Ref: This policy was modified from the CODE of Fair Testing Practices in Education. Joint Committee on Testing Practices (2004). American Psychological Association, 750 First Street, NE, Washington, DC. 20002-4242.

Adopted August 2019

ABP Policy on Awarding CE Credit for Board Exam Preparation



The ABP does not grant continuing education hours to candidates for their preparation in challenging any part of the ABP examination.

ABP Policy on Confirmation of Diplomate Status By Outside Entities



The American Board of Prosthodontics (ABP) maintains a comprehensive data base of those who have successfully challenged the examinations, become Diplomates of the ABP, or who have maintained Diplomate status through recertification. Occasionally, outside entities request verification of current Diplomate status from our credentialed members. This policy is set forth as a guide for the process for notifying outside entities of the status of board certification.

Verification of Diplomate status will be managed through the ABP website. A fee per verification is required for processing. Upon receipt of a completed application and associated fees, the Central Office will provide the verification to the outside entity within 30 days of the application. All fees are non-refundable.



ABP Policy on Annual Dues Collection and Reinstatement Following Loss of ABP Diplomat Status

Diplomates of the ABP are required to renew their membership by paying dues on or before December 31st annually. Diplomates who have not paid their dues by the deadline will be assessed penalties and will lose their status per the 'ABP Dues Collection Protocol' found in the appendix.

For those who have lost their Diplomat status, either recertification or new certification is now required to reinstate Diplomat status.

A letter must be submitted to the Board explaining extenuating circumstances and requesting reinstatement.

Option 1

Pay all delinquent dues and penalties and complete the recertification requirements

Option 2

Re-establish candidacy and retake the current ABP certification process

ABP Policy on Complaints



A complaint is defined by the Board as one alleging that a Board-related policy or action may not be in substantial compliance with Board guidelines. These complaints may relate to the examination or business aspects of the Board.

Requests regarding information or logistic related to Board activities (application, registration, examination, dues and membership, verification of diplomate status, etc.) will not be considered

The Board will retain a record of complaints to ensure consistency in the future decisions.

The following policy and procedures have been developed to handle the

investigation of “formal” complaints and “anonymous” comments/complaints about specific issues. ABP will consider formal, written, signed complaints using the procedure noted in the section entitled “Formal Complaints.” Unsigned comments/complaints will be considered “anonymous comments/complaints” and addressed as set forth in the section entitled “Anonymous Comments/Complaints.” Oral comments/complaints will not be considered.

Formal Complaints

A “formal” complaint is defined as a complaint filed in written (or electronic) form and signed by the complainant. This complaint should outline the specific policy, procedure or standard in question and rationale for the complaint including specific documentation or

examples. Complainants who submit complaints verbally will receive direction to submit a formal complaint to the Board in written form.

The Board is interested in the continued improvement and sustained quality of the business and examination process.

The Board accept complaints regarding the business or examination process consistent with the Guidelines. The complaint must be based on published Board guidelines. Submission of documentation which supports the noncompliance is strongly encouraged.

The Board does not provide opinion associated with legal actions or inquiries related to patient care.

Investigative Procedure

and Response for Formal Complaints

Students, faculty, constituent dental societies, state boards of dentistry, patients, and other interested parties may submit an appropriate, signed, formal complaint to the Board. An appropriate complaint is one that directly addresses how the complainant complies with the Board's guidelines.

Investigation regarding the process will involve the Executive Committee, Chief Operations Officer, Chief Professional Officer, Directors, and/or other individuals as indicated. The President will indicate the individuals who should be involved.

The following procedures have been established to manage complaints:

When an inquiry about filing a complaint is received by the Board office, the inquirer is provided a copy of the Board's examination guidelines for the inquirer's review.

The Chief Operations Officer,

Chief Professional Officer, or Director of Membership Development Technology will review the complaints as they pertain to their responsibilities.

The screening, review and response is usually completed within 30 days.

The Executive Committee is copied on all communications upon receipt of a complaint. The Executive Committee reviews responses for all sensitive issues. The President provides final authorization for release of a communication to a complainant. Legal counsel may be consulted. A synopsis of responses to complaints will be provided to the entire board at board business meetings.

Written correspondence clearly outlines the options available to the individual. The response confirms or provides the complainant with the appropriate policy or procedural statement from the certification guidelines or the examination categories and criteria document. In situations of complainant

misunderstanding of published guidelines, additional guidance on how to best to comply will be provided.

When a complainant submits a written, signed statement describing the noncompliance with specifically identified guideline(s), along with the appropriate documentation, the following procedure is followed:

1. If the complaint provides sufficient evidence of probable cause of noncompliance with the standards or required procedures, the complainant is so advised and further investigation will ensue using the procedures in the following section, formal complaints.
2. If the complaint does not provide sufficient evidence of probable cause of noncompliance with the guideline(s), the complainant is so advised. The complainant may elect:
 - A. to revise and submit sufficient information to pursue a formal complaint; or
 - B. not to pursue the

complaint. In that event, the decision will be so noted and no further action will be taken.

Initial investigation of a complaint may reveal that the Board is already aware of the situation and has taken action. In this case, the complainant is notified that the Board is currently addressing the issues noted in the complaint.

Anonymous Comments/Complaints

An “anonymous comment/complaint” is defined as an unsigned comment/complaint submitted to the Board.

The Chief Operations Officer, Chief Professional Officer, or Director of Membership Development Technology will review the complaints as they pertain to their responsibilities.

All anonymous complaints will be reviewed to determine linkage to Board guidelines or examination categories and criteria. If linkage is identified, the President, Executive Committee, Directors and/or legal counsel

may be consulted to assist in determining whether there is sufficient evidence of probable cause of noncompliance with the certification guidelines or examination categories and criteria to proceed with an investigation.

The initial screening is usually completed within two days. If further investigation is warranted, the anonymous complaint will be handled as a formal complaint (See Formal Complaints); however, due to the anonymous nature of the submission, the Board will not correspond with the complainant.

Response to the complaint may include clarification in the Board Guidelines or Categories and Criteria. The need for clarification will be reviewed at the next scheduled regular Board Meeting. Upon review and approval of the Board, the clarification will be implemented.

Anonymous comments/

complaints determined to be unrelated to Board activities, or those that do not provide sufficient evidence of probable cause of noncompliance with the Guidelines or Categories and Criteria will receive no action.

Due Process

The Board makes every effort to protect the due process rights of individuals and follow ethical practices. Because due process is a necessary and integral part of review, the Board builds due process measures into various aspects of the examination process. This process is outlined in the Guidelines document.

Adopted August 2019