



# The American Board of Dental Public Health Incorporated 1950

## General Guidelines for Recertification with the ABDPH

### I. Background

The American Board of Dental Public Health (ABDPH) recognizes that continued competency in the specialty requires life-long learning to enrich past educational and training experiences. To foster this goal, the ABDPH has implemented a recertification program for its Diplomates. The objective of the recertification process is to assure that Diplomates maintain the highest level of competency to address public health problems. Under this program, all Diplomates who were certified in 2000 or after are certified for ten (10) years, and are required to re-certify every ten years thereafter.

This program is voluntary for those individuals who were certified as Diplomates of the ABDPH before January 1, 2000. However, the ABDPH strongly urges all Diplomates to participate. The voluntary approach recognizes the previously established rights of certified Diplomates, but still promotes the attainment of continuing competency for all Diplomates in Dental Public Health.

**All Diplomates are required to pay the annual ABDPH registration fee each year post-certification or post re-certification to maintain certification and remain in good standing.**

If a Diplomate is delinquent on membership dues, the outstanding dues, and applicable fines, must be paid in full prior to submitting the application for re-certification.

### II. Requirements for recertification

Diplomates are required to acquire at least 150 hours of continuing education units (CEUs) in Dental Public Health over each ten-year recertification period. They must also maintain the moral and ethical precepts required for initial certification.

### III. Application due date: July 1

You must submit your documents for recertification by July 1st during the year in which your certification expires. You may claim all credits accrued through June 30<sup>th</sup> of the expiration year. The expiration date for all certificates is December 31 during the 10<sup>th</sup> year following certification.

- Initial recertification example: Passed board exam in April 2009, certificate expires December 2019. Submit CEUs May 2009 - June 30, 2019 by July 1, 2019.
- Subsequent recertification example: Applied for recertification by July 1, 2019, recertification document expires December 2029. Submit CEUs July 1, 2019-June 30, 2029 by July 1, 2029.

### IV. Application fee

The application fee of \$250 is payable to the American Board of Dental Public Health and must be mailed to the Executive Director, ABDPH; 2047 Chrysler Dr. NE, Atlanta, GA 30345.

There is no application fee for Diplomates, boarded before 2000, who voluntarily choose to recertify.

## V. Program administration

After certification, Diplomates are responsible for maintaining their own records of CEUs, including certificates and related documentation. Most candidates keep this information to maintain a dental license. The ABDPH provides a spreadsheet to help Diplomates record their CEUs. The file is available at [www.aaphd.org/abdph](http://www.aaphd.org/abdph)

The recertification process includes the following steps:

1. Complete the ABDPH Recertification Application-20XX, where XX is the year of recertification.

Name the portable document file (pdf) as "ABDPH-Recertification Application-20XX (year of recertification) - LastNameFirstInitial" [Example: ABDPH-Recertification Application-2019-BeltranE]. Send the pdf electronically to the Executive Director, ABDPH (TheAbdph@Icloud.com).

2. Rename and complete the spreadsheet ABDPH-CEU-Annual Record 20YY-20ZZ-LastNameFirstInitial by documenting the CEUs in each year and the 10-year summary sheet accordingly.

Section VI contains guidelines pertaining to the activities for which you can earn credit and the number of CEUs you can claim for these activities.

If you attended a conference that is clearly Dental Public Health related (e.g. the National Oral Health Conference), you may list only the name of the conference and the total number of credits awarded. If you attended a conference that has Dental Public Health related topics, but also has non-Dental Public Health related topics (e.g. the American Dental Association annual session), list the title of each Dental Public Health related session that you attended and the credits for each session.

Send the pdf file electronically to the Executive Director, ABDPH with the application form. Keep copies of your certificates and records in case you are selected for auditing.

3. If you are selected for auditing, prepare portable document files (pdf) of your supporting documentation to verify the CEUs you have earned since your most recent certification. Name the pdf file as "ABDPH-Annual CEUs-LastNameFirst Initial-20XX" (where 20XX is the year for CEUs). You may include consecutive years of CEUs in a single pdf file. Send electronic copies of your CEU verification to the ABDPH Executive Director only if you are audited.
4. The ABDPH Standards and Recertification Committee (SRC) will review all applications. The SRC is composed of a Director of the ABDPH, two active Diplomates, and the Executive Director (ex-officio).

## VI. Guidelines for continuing education credits:

Acceptable continuing education shall mean learning activities that contribute to maintaining or enhancing competency in Dental Public Health, thus the content must be related to Dental Public Health. The following types of activities are acceptable for credits:

### 1. Attendance at a continuing education course

Documentation or letters of completion from a CERP sponsored program, the American Association of Public Health Dentistry, International/American Association for Dental Research, American Public Health Association, Association of State and Territorial Dental Directors, and other recognized national and international organizations who have

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institutionalized continuing professional development programs related to the competency objectives in Dental Public Health are acceptable.

- 1 CEU for each hour of documented attendance

### 2. Completion of individualized continuing education instruction

Individualized instruction is defined as a course of study, which is structured and organized toward accomplishing competency in Dental Public Health (e.g. online CE course). A method of providing feedback to the learner on performance must be incorporated. Documentation of the number of credits must be available for audit.

- 1 CEU for each hour of documented course credit

### 3. Presentation at a continuing education program, research meeting or didactic teaching\*

- 3 CEUs for each hour of an oral presentation
  - Partial credit, with a minimum credit of 1 CEU, may be given for presentations < 1 hour
  - Partial credit may also be given for presentations > 1 hour
    - E.g. 1.5 hour presentation=4 CEUs
- 3 CEUS total for each poster presentation
- 1 CEU per hour for each subsequent revision and delivery of an oral presentation.

\* Didactic (as opposed to clinical) teaching duties in an undergraduate, pre-doctoral, or graduate course are acceptable.

### 4. Peer review of manuscript submissions

- 1 CEU for each Dental Public Health manuscript reviewed

### 5. Publications

Authorship of publications related to Dental Public Health will be given credits. A publication is defined as a book, a chapter of a book, or a paper published in a professional journal. Publications of manuals, workshop proceedings and background/white papers are also acceptable. The number of credits will vary from 3-20 CEUs depending upon the nature of the publication and the contribution of the Diplomate to the publication.

CEUs for:	Peer-Reviewed Publication	Non-Peer Reviewed Publication	Book Chapter/Book
First Author	10	5	10*/20
Secondary Author	5	3	5*/10
Editor	NA	NA	10

\*Maximum credit for a book chapter=2 chapters (10x2=20; 10 + 5 = 15; 5 x 2=10)

**6. Organization service**

Service on a council, committee, or board pertaining to Dental Public Health will also be given credits depending on the effort and involvement demonstrated. Documentation must be provided (e.g. roster of members).

	Member	Officer or Chairperson
CEUS per year for service*	1-3	3-5

\*Claim the minimum amount of CEUs if an organization only meets once per year. Claim an intermediate or maximum number of CEUs if the organization meets more than once per year.

**VII. Appeal process**

Diplomates may appeal the report of the SRC relative to the continuing education units or the ten-year audit. Appeals must be submitted in writing to the Executive Director of the ABDPH with necessary documents within sixty (60) days of the notification. The appeal should identify the areas of disagreement and provide the supporting documents. The appeal will be reviewed by the Board, and a response will be provided within sixty (60) days of the receipt of the appeal.

**VIII. Failure to comply with the recertification requirements**

Diplomates who fail to meet the requirements will be placed on a one-year probation period, and appeals can be made during that time. Failure to comply with the requirements at the end of the probation period may result in revocation of certification as a Diplomat. The ABDPH will consider petitions from individuals who may have extenuating circumstances for not meeting their obligations.

The ABDPH, at its discretion, may issue conditional recertification to a Diplomat who fails to meet the continuing education requirements but who agrees to make up any deficiencies and take any additional credits, which the ABDPH may require. These additional credits cannot also be used in the next recertification cycle.

A Diplomat who is notified of the denial of recertification for failure to submit satisfactory evidence to the ABDPH may be subject to disciplinary actions pursuant to policies of the ABDPH. Failure to meet the continuing education requirements will be deemed to constitute a gross departure from the tenets of sound Dental Public Health practice. In such situations, the Board has the power to revoke certificates.