



Winter 2014  
ABCP Credentialing Bulletin

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*Diplomate,  
American Board of Craniofacial Pain*

*Diplomate,  
American Board of Craniofacial Pain—  
Craniofacial Dental Sleep Medicine*

AMERICAN BOARD  
OF CRANIOFACIAL PAIN

# 2014 CREDENTIALING EXAMINATION SCHEDULE

*Diplomate,  
American Board of Craniofacial Pain*

**Thursday | January 23, 2014**

Talking Stick Resort  
9800 E. Indian Bend Road  
Scottsdale, AZ 85256

Written Examination: 9:00 am - 1:00 pm  
Oral Examinations: 4:00 pm - 6:00 pm  
(or by appointment)

- **Application Deadline: November 15, 2013**
- Application Acceptance Notices: January 2, 2014
- Refund Request Deadline: January 6, 2014

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*Diplomate,  
American Board of Craniofacial Pain—  
Craniofacial Dental Sleep Medicine*

**Sunday | January 26, 2014**

Talking Stick Resort  
9800 E. Indian Bend Road  
Scottsdale, AZ 85256

Written Examination: 8:00 am - 12:00 pm

- **Application Deadline: November 15, 2013**
- Application Acceptance Notices: January 2, 2014
- Refund Request Deadline: January 6, 2014

The AMERICAN BOARD OF CRANIOFACIAL PAIN (ABCP) is organized and operates as a non-profit corporation for the purpose of conducting certification examinations in the field of Craniofacial Pain. The ABCP owns and controls the use of its certifying examinations and has sole authority to manage its affairs including but not limited to the power to establish policies, rules, regulations, examination candidacy requirements, certification requirements, recertification and other examinations within the scope of Craniofacial Pain. The certification examination process is evolving as the field of Craniofacial Pain evolves and, therefore, the examination format and other policies may change at the discretion of the ABCP Board of Directors.

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# CONTENTS

## *Welcome*

|                              |   |
|------------------------------|---|
| ABCP Mission.....            | 2 |
| ABCP Goals & Objectives..... | 2 |
| History of the ABCP .....    | 2 |

## *About ABCP Certification*

|   |   |
|---|---|
| Scope & Benefits of Certification ..... | 3 |
| Application Submission Guidelines ..... | 3 |
| Incomplete Applications.....            | 4 |
| Applicants with Disabilities.....       | 4 |
| Fees .....                              | 4 |
| Withdrawals & Refunds.....              | 5 |
| Reapplication.....                      | 5 |

## *Diplomate, American Board of Craniofacial Pain*

|                                   |    |
|-----------------------------------|----|
| Eligibility & Prerequisites.....  | 6  |
| Supporting Documentation .....    | 7  |
| Written Examination.....          | 9  |
| Oral Examination .....            | 10 |
| Appeal Process .....              | 13 |
| Professional Designation .....    | 13 |
| Maintenance of Certification..... | 14 |

## *Diplomate, ABCP-Craniofacial Dental Sleep Medicine*

|                                 |    |
|---------------------------------|----|
| Eligibility .....               | 14 |
| Written Examination.....        | 15 |
| Supplementary Requirements..... | 17 |
| Appeal Process .....            | 20 |
| Professional Designation .....  | 20 |

## *Resources*

|                                 |    |
|---------------------------------|----|
| Frequently Asked Questions..... | 21 |
|---------------------------------|----|

### **2012-2014 ABCP OFFICERS & DIRECTORS**

#### **President:**

H. Clifton Simmons III, DDS | Nashville, TN

#### **Immediate Past President:**

Robert L. Talley, DDS | Norman, OK

#### **President Elect & Examination Committee Chairperson:**

Jeanne K. Bailey, DDS | Hurricane, WV

#### **Secretary:**

Larry L. Tilley, DMD | Calhoun, GA

#### **Treasurer:**

Gerald J. Murphy, BS, DDS | Grand Island, NE

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Mayoor Patel, DDS, MS | Alpharetta, GA  
Wm. Cris Simmons, DDS | Seattle, WA

## MISSION

The American Board of Craniofacial Pain (ABCP) will assist the public by certifying that individuals who have the designation of “Diplomate of the American Board of Craniofacial Pain” have passed a certifying examination and are subject to periodic recertification.

The ABCP will further assist the public by certifying dentists who successfully demonstrate their knowledge of the relationship between craniofacial pain and dental sleep medicine through its Craniofacial Dental Sleep Medicine certification. Individuals who earn this designation have passed a certifying examination and are subject to periodic recertification.

## GOALS & OBJECTIVES

The goals and objectives of the ABCP are:

1. To maintain lists, at its central office, of individuals who are certified as Diplomates (see 4, below).
2. To determine whether candidates qualify to take certifying examinations under the stated requirements of the ABCP and the American Dental Association (ADA).
3. To create, maintain, and administer certifying examinations to evaluate such candidates.
4. To issue certificates and award the status of “Diplomate, American Board of Craniofacial Pain” and “Diplomate, American Board of Craniofacial Pain—Craniofacial Dental Sleep Medicine” to those candidates who are found to be qualified under the stated requirements of the ABCP and the ADA.
5. To communicate to program directors of U.S. university-based or hospital-based craniofacial pain advanced education programs, the scope and topic proportions on current ABCP exams.
6. To provide information to the public, professional organizations, healthcare agencies, and regulatory bodies regarding certification in craniofacial pain.

## HISTORY OF THE AMERICAN BOARD OF CRANIOFACIAL PAIN

In August of 1985, the original founders of the *American Academy of Craniofacial Pain* met in Philadelphia, PA, and ratified documents that laid the foundation for the creation of the non-profit organization known today as the *American Board of Craniofacial Pain*.

Today, as always, the ABCP’s sole purpose is to identify, guide and examine candidates for Diplomate status and help them complete their credentialing process so that they may a) fulfill the needs of the public and profession for such certified individuals, and b) promote the high standard of excellence required to treat patients experiencing craniofacial pain, TMD and sleep-disordered breathing problems.

## SCOPE OF CERTIFICATION

The discipline of Craniofacial Pain includes the assessment, diagnosis, and management of patients with pain disorders in the craniofacial area. This includes the pursuit of knowledge of the underlying pathophysiology and mechanisms of these disorders. Specifically, this includes the assessment and diagnosis, and may include management of TMJ disorders, headache disorders, complex masticatory and inter-related cervical neuromuscular pain disorders, craniofacial-related sleep disorders, neuropathic craniofacial pain disorders, neurovascular craniofacial pain disorders, chronic regional pain syndrome, craniofacial dyskinesia, dystonias, and related disorders causing persistent pain and dysfunction of the craniofacial structures.

The ABCP expects members to manage disorders for which they have knowledge and skills and to follow the laws of their respective licensing bodies.

## BENEFITS OF CERTIFICATION

Independent testing is the most acknowledged and accepted format for validating knowledge, skills and proficiency, which is why we encourage all dentists to consider participating in the ABCP board-certification process.

Successful completion will provide you with:

- Documentation of clinical and academic competence in the assessment, diagnosis and management of Craniofacial Pain and its related disorders.
- Enhanced standing among colleagues in the dental and medical communities, as well as insurance company administrators, as a provider of Craniofacial Pain services.
- Extraordinary personal satisfaction and achievement, including recognition of your ability and commitment to implementing educational and professional standards for high quality practice.

## APPLICATION SUBMISSION GUIDELINES

Applications are available on the ABCP website ([www.abcp-us.org](http://www.abcp-us.org)) or by contacting the ABCP Executive Office (phone: 800.322.8651 or 703.234.4142).

Mailed applications MUST be sent to the ABCP Executive Office, post-marked on or before the deadline and addressed as follows:

**AMERICAN BOARD OF CRANIOFACIAL PAIN**  
**Attn: Examination Committee Chair**  
**12100 Sunset Hills Road, Suite 130**  
**Reston, VA 20190**

A “complete application” is defined as a fully completed and typed application form, all supporting documentation as requested in the

## APPLICATION SUBMISSION GUIDELINES *(continued)*

application, and the application and examination fees. APPLICATIONS POSTMARKED AFTER STATED DEADLINES WILL NOT BE ACCEPTED.

ABCP will send acknowledgement of receipt of your application to you by email with 5-10 business days of its receipt at the ABCP Executive Office. If such notification is not received, please contact the ABCP office immediately.

Applicants are strongly encouraged to send their application and supporting documentation by certified mail or other traceable means. It is the responsibility of the applicant to ensure that the ABCP receives all application and supporting materials on or before the stated deadline.

*Incomplete Applications:* An application postmarked on or before the deadline, but missing one or two components, is considered an incomplete application and a non-refundable late fee of \$300 must be paid if the application is to remain active. Applicants will be notified by mail if their applications are not complete. Completeness of an application cannot be verified by telephone; please do not call the ABCP office for this information.

An applicant whose application is incomplete must ensure all parts of the application, including all prerequisites, have been submitted and are received by the application deadline. ANY APPLICATION THAT REMAINS INCOMPLETE AS OF ONE MONTH PRIOR TO THE EXAM WILL NOT BE ACCEPTED.

### APPLICANTS WITH DISABILITIES

The ABCP recognizes that individuals with disabilities may wish to take the examination and will make reasonable accommodations for applicants with verified disabilities. The ABCP supports the intent of the Americans with Disabilities Act. Applicants are reminded, however, that auxiliary aids (and services) can only be offered if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test (Americans with Disabilities Act, Public Law 101-336).

Applicants who wish to request accommodations due to a disability must advise the ABCP in writing no later than one month prior to the exam. The applicant may be asked to submit appropriate documentation of the disability and a description of previous accommodations provided during other examinations. If the ABCP deems it necessary, an independent medical assessment may be requested at the expense of the ABCP.

#### FEES

##### DIPLOMATE APPLICATION:

Payment of \$1,450 is due at the time of application as follows:  
\$500 nonrefundable application fee | \$950 examination fee

##### CRANIOFACIAL DENTAL SLEEP MEDICINE

##### CERTIFICATION EXAMINATION:

Payment of \$1,095 is due at the time of application.

The following fees may also apply:

- **Outstanding Documentation Fee:** If you are submitting missing or corrected/updated materials to complete a previously submitted application, please enclose payment in the amount of \$300. This fee is non-refundable. (*Note:* Missing or corrected/updated materials must be postmarked on or before the application deadline for your application to remain active.)
- **Appeals Fee:** If you wish to appeal a negative determination (i.e., rejection of prerequisites or failure of the written or oral examinations), you must submit a written explanation for the reason of refuting the determination accompanied by \$250 non-refundable appeal fee. (*Note:* Appeals must be made within 30 days of the date of your notification letter.)

Payments may be made by check (in US dollars, drawn on a US bank) made payable to "ABCP." VISA and MasterCard are also accepted.

## WITHDRAWALS & REFUNDS

### *Withdrawals:*

- If written notification of withdrawal from an accepted candidate for Diplomate status is received at the ABCP Executive Office *at least one month prior* to the exam date, \$600 will be refunded.
- If written notification of withdrawal from an accepted candidate for the Craniofacial Dental Sleep Medicine Certification is received at the ABCP Executive Office *at least (3) three weeks* prior to the exam date, \$600 will be refunded.
- An accepted candidate whose written notification of withdrawal is received by the ABCP Executive Office *less than one month prior* to the exam is not entitled to a refund, except when the withdrawal is the result of a documented emergency.
- The accepted candidate may apply for an emergency late withdrawal refund of \$300 by submitting proper documentation of the emergency to the ABCP Executive Office.

**Refunds:** In the unlikely event the ABCP Board of Directors determines, at its sole discretion, not to accept an application for examination from a candidate, \$600 will be refunded to the candidate.

## REAPPLICATION

Applicants who have previously applied to sit for an ABCP certification exam and wish to reapply the following year must submit a new application, including all supporting documentation and fees.

**Diplomate Status:** When reapplying, candidates for Diplomate status may use the same letters of recommendation and verification submitted previously, but only one of the three case studies from the previous year.

## REAPPLICATION *(continued)*

**Craniofacial Dental Sleep Medicine Certification:** Candidates have two (2) years from the date they take the Craniofacial Dental Sleep Medicine written examination to become ABCP Diplomates in good standing (if they have not already attained this status). Additionally, satisfactory documentation of the completion of all supplementary requirements must be submitted to the ABCP within one (1) year of taking the written examination. When reapplying, the same letters of recommendation/ sponsorship, verification of sleep medicine observation, and patient case summaries may be used. However, only three (3) of the expanded patient case studies from the previous year shall be accepted.

When reapplying, all materials must be resubmitted together with the completed application by the deadline. Any missing materials will render the application incomplete and subject to a late fee.

## DIPLOMATE, AMERICAN BOARD OF CRANIOFACIAL PAIN

### Eligibility

Board certification by the ABCP is open to qualified applicants who:

- Hold, at minimum, a dental degree (DDS or DMD) or its equivalent;
- Possess an active and unrestricted license to practice dentistry; *AND,*
- Have been involved for the previous two (2) years in the assessment, diagnosis and management of Craniofacial Pain of non-dental or alveolar origin.

### Prerequisites

- At least two (2) or more academic years of graduate study in an accredited dental school program which results in a certificate or advanced degree in the diagnosis and treatment of Craniofacial Pain; *OR,*

A minimum of five hundred (500) hours of “related” continuing education courses which have been completed within the immediate ten (10) years prior to the date of submission of the written application.

*Note:* “Related courses” shall include courses that concern pain management, neurology, physical medicine, pain and nutrition, osteopathic or chiropractic manipulation, radiology, orthodontics and/or functional orthopedics, psychology and pain, electromyography, biofeedback, acupuncture, occlusion, basic sciences as related to pain management and the neuromusculoskeletal system, practice management and pain practice, prosthetics and



TMJ dysfunction, diagnosis and treatment of TMJ dysfunction, assessment and management of sleep-disordered breathing, cranial osteopathy, electromodalities (as applied to the head, face and neck), cervical orthopedics and/or cervical physical therapy; head and neck anatomy (post-dental school), and imaging.

Credit hours for lecture and participation courses will be approved on a similar basis as that of other specialty boards. Courses which do not fall into any category specified herein, but which are nevertheless “related” to the practice of Craniofacial Pain, may be approved by special permission of the Board of Directors for purposes of fulfilling the continuing education requirements.

All decisions of the ABCP Board of Directors regarding the approval of related continuing education courses that may be used to fulfill prerequisites for Diplomate status shall be final.

- Completion, personally, of all aspects of diagnosis and treatment for one hundred (100) patients whose chief complaints included Craniofacial Pain of non-dental or alveolar origin.
- Personal involvement in the assessment, diagnosis and management of Craniofacial Pain not of dental or alveolar origin during the two (2) years immediately preceding the application for Diplomate status.

Applications and prerequisites will be reviewed by the ABCP, and the ABCP will send notification of approval to applicants.

## Supporting Documentation

When providing supporting documentation to satisfy prerequisites for ABCP Diplomate status, please determine whether you are able to fully meet all requirements. If you cannot, please do not submit an application.

Applications, including all supporting documentation, will be thoroughly reviewed by the ABCP. The ABCP will send notification of application and supporting documentation acceptance and approval to candidates for Diplomate status at least one month prior to the exam. If such notification has not been received, please contact the ABCP Executive Office immediately.

The following supporting documentation must be submitted to the ABCP Executive Office along with your completed application and payment of the Diplomate application and examination fee:

- **Valid License To Practice Dentistry**  
Candidates for ABCP Diplomate status must provide a copy of their current dental license with expiration date as part of their application. If your dental license will expire before your examination dates, a renewed copy of your dental license is required and must be submitted to the ABCP by the application deadline.

# DIPLOMATE, ABCP

## Supporting Documentation (*continued*)

- **Craniofacial Pain Practice**

Candidates for ABCP Diplomate status must attest to having been involved for the previous two (2) years in the assessment, diagnosis and management of Craniofacial Pain of non-dental or alveolar origin by signature and notarization of the Diplomate affidavit (*see application, page 2*).

- **Assessment, Diagnosis & Management of 100 Craniofacial Pain Patients**

Documentation of having personally completed all aspects of assessment, diagnosis and management for one hundred (100) patients whose chief complaints included Craniofacial Pain of non-dental or alveolar origin, marked "**Exhibit A**", must accompany your completed application for Diplomate status in the ABCP.

- **Advanced Study and Training**

Candidates for Diplomate status in the ABCP may satisfy the advanced study and training requirements by providing documentation of the completion of:

- At least two (2) or more academic years of graduate study in an accredited dental school program which results in a certificate or advanced degree in the assessment, diagnosis and treatment of Craniofacial Pain. (Please submit a copy of your certificate or advanced degree that is labeled "**Exhibit B**" with your application.); *OR*,
- A minimum of five hundred (500) hours of "related" continuing education courses which have been completed within the immediate ten years prior to the date of submission of the written application for Diplomate status.

- **Letters of Recommendation**

Two (2) letters of recommendation from current Diplomates of the American Board of Craniofacial Pain, labeled "**Exhibit C**" and "**Exhibit D**," must be obtained by each candidate, and submitted with the completed application for ABCP Diplomate status. (Please refer to the Diplomate Directory at [www.abcp-us.org](http://www.abcp-us.org) for assistance in identifying ABCP Diplomates to sponsor you.)

- **Patient Case Histories**

Three (3) patient case histories ("**Exhibits E, F and G**") must accompany all applications for ABCP Diplomate status. Said patient histories shall include the assessment, diagnosis and treatment to completion of said patients by the candidate and establish to the satisfaction of the Board the candidate's ability, proficiency, and exceptional skill in a broad spectrum of treatment procedures relevant to the assessment, diagnosis and management of Craniofacial Pain and temporomandibular disorders of non-

dental or alveolar origin. Said case histories must provide justification of any treatment and documentation thereof, which shall include: medical history, examination, clinical diagnosis, treatment plan, clinical procedures, plus general documentation. (Note: The quality of any radiography submitted with an application must be sufficient to derive the information recorded.)

*Note:*

- The ABCP Examination Committee will evaluate patient case histories. Patient case histories which are found to contain procedural deficiencies or which are otherwise flawed so as to render them inadequate, either during or prior to their circulation for evaluation, will be returned without prejudice to the candidate with instruction for correction and resubmission.
- Candidates who successfully complete the ABCP written examination will be required to present a verbal defense of each patient case history submitted with their application during their oral examination.

### Written Examination

Candidates are allowed a maximum of four (4) hours to complete the written examination for Diplomate status, which is a proctored examination comprised of 200 psychometrically-derived, multiple-choice questions. The ABCP Board of Directors governs all aspects of this written certification qualifying examination for Diplomate status and is solely responsible for its content. The composition of this examination is rooted in the results of a national practice survey and correct responses are evidence-based.

All questions have been designed to a) determine how well a candidate’s knowledge, skills and aptitude are integrated into patient care, and b) evaluate the candidate’s competence in this area of clinical sciences as outlined by the American Dental Association and mandated by the Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain of the Commission on Dental Accreditation of the American Dental Association (CODA). To access these standards online, please visit [www.ada.org/sections/educationAndCareers/pdfs/op\\_proposed.pdf](http://www.ada.org/sections/educationAndCareers/pdfs/op_proposed.pdf).

The current composition of the ABCP Diplomate written examination is as follows:

|  |       |
|--|-------|
| Anatomy .....                            | 29.0% |
| Radiology.....                           | 5.0%  |
| Nutrition .....                          | 5.0%  |
| Pain Syndromes .....                     | 19.5% |
| Neural & Proliferative Therapy .....     | 2.0%  |
| Sleep Review .....                       | 3.0%  |
| Orthodontics/Orthopedics .....           | 5.0%  |
| Appliance Therapy.....                   | 8.5%  |
| Phase II Treatment.....                  | 3.0%  |
| Electromodalities.....                   | 5.0%  |
| Osteopathic/Neuromuscular Concepts ..... | 5.5%  |
| Trauma.....                              | 4.5%  |
| Pharmacology.....                        | 5.0%  |

# DIPLOMATE, ABCP

## Written Examination (*continued*)

*Preparing for the Written Examination:* A recommended reading list is available at [www.abcp-us.org](http://www.abcp-us.org) to assist candidates in their preparation for the ABCP Diplomate written examination. Successful completion of the written examination is required before a candidate may proceed to the oral case defense.

*Written Examination Process:* Candidates whose applications are determined to be complete will be deemed “Diplomate-Eligible,” invited to sit for the written examination, and notified of its date, time and location by the ABCP.

This examination is proctored. Each candidate should bring two forms of identification (including one picture ID). Attire is casual.

Recording devices, cellular phones, pagers, personal digital assistants, and other non-medically necessary electronic equipment is not permitted in the examination room. Any candidate found in possession of such non-medical devices will be disqualified without further consideration of refund.

*Written Examination Scoring:* All scoring of written tests for Diplomate status in the ABCP is performed without consideration of the candidate’s identity, and all decisions concerning written examination scoring are made before the matching of names and candidate code numbers.

The entire examination process is supervised by the ABCP Examination Committee. Determinations of successful completion are based on objective criteria applied universally to all candidates. Individual scores will not be changed, except in the case of a granted appeal.

*Written Examination Results:* Candidates who have indicated that they wish to sit for the written and oral examinations in a single examination period will be advised of their written examination results as soon after completion as possible. Those who successfully complete their written examinations will be contacted by the Examination Committee to schedule appointments for their oral case defenses, which will be held later that afternoon or on the following day.

Every effort will also be made to provide same-day written examination results to candidates who have opted to take the oral examination at a future date. In the event this is not feasible, the ABCP will mail the results of the written examination for Diplomate status to candidates within 30-60 days following the examination date. EXAMINATION RESULTS ARE NOT AVAILABLE BY TELEPHONE. PLEASE DO NOT CALL THE ABCP EXECUTIVE OFFICE FOR THIS INFORMATION.

## Oral Examination

Diplomate-Eligible dentists who have successfully completed the written examination are eligible to proceed to the oral examination for Diplomate status – that is, the oral case defense.

Oral exam eligible candidates must take the oral exam no later than five (5) years after passing the written exam. You may complete the written examination and oral examination during the same examination period. To do so; however, you must first successfully complete the written examination. If you intend to do this, please notify us at the time of application.

Dentists who have previously taken the oral examination unsuccessfully may retake the oral examination. After two times of failing the oral examination, candidates for Diplomate status are required to retake, and successfully complete, the written examination again before taking the oral examination again.

*Submission of Patient Case Histories:* All candidates must submit three (3) patient case histories on forms approved and provided by the ABCP Board for case defense with their applications for ABCP Diplomate status. The patient case histories must include one craniofacial pain case plus one internal derangement case. For the third patient case history, the applicant may choose to provide either a craniofacial pain case or an internal derangement case. (*Note:* Candidates who are reapplying must submit three (3) patient case histories, only one of which may be a previously submitted patient case history.)

Patient case histories must include the diagnosis and treatment to completion of a patient by the candidate, and establish the candidate's ability, proficiency and exceptional skill in a broad spectrum of treatment procedures relevant to the diagnosis and treatment of Craniofacial Pain and temporomandibular disorders of non-dental or alveolar origin to the satisfaction of the ABCP Board.

Each patient case history must include a brief (*35 words or less*) description of the case, and address the justification of any treatment and contain documentation thereof, which shall include:

- *Radiographs* (of a quality sufficient to derive the information recorded)
- *Models*
- *Medical History* (*i.e.*, a thorough review of the patient's past and current medical history)
- *Examination* (the patient's chief complaint, clinical signs and symptoms, and a description of the general condition of the patient at the inception of treatment)
- *Clinical Diagnosis* (a pre-treatment clinical diagnosis consistent with the symptoms and clinical tests reported)
- *Treatment Plan* (a recommended plan of treatment with alternative treatment plans where indicated)
- *Clinical Procedures* (a presentation of clinical procedures for the case)
- *General Documentation* (*Note:* typewritten documentation should be clear and precise. The quality of radiography must be sufficient to derive the information recorded.)

# DIPLOMATE, ABCP

## Oral Examination *(continued)*

The ABCP Examination Committee will evaluate case histories. Case histories which are found to contain procedural deficiencies or which are otherwise flawed so as to render them inadequate, either during or prior to their circulation for evaluation, will be returned without prejudice to the candidate with instruction for correction and resubmission. Resubmissions must be received on or before the application deadline and accompanied by a nonrefundable “late fee” of \$300.

**Oral Case Defense:** The purpose of the Oral Case Defense is to a) determine how well a candidate’s knowledge, skills and aptitude are integrated into patient care, and b) evaluate the candidate’s competence in this area of clinical sciences as mandated by the Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain of the Commission on Dental Accreditation of the American Dental Association (CODA). (To access these accreditation standards online, please visit [www.ada.org/sections/educationAndCareers/pdfs/op\\_proposed.pdf](http://www.ada.org/sections/educationAndCareers/pdfs/op_proposed.pdf))

The oral examination of each candidate is conducted by at least three (3) Diplomates, one of whom must be a member of the ABCP Board of Directors.

The format is an interactive one, in which one or more of the examiners may pose pertinent and clinically-relevant questions to the candidate at any point during his or her presentation of each of the three (3) required cases.

Although exact times will vary, for planning purposes we recommend that candidates allot approximately 30 minutes for the presentation, review and discussion of each case.

**Oral Examination Scoring:** Scoring of oral case defenses for Diplomate status in the ABCP is based on objective criteria, which is applied universally to all candidates. This step in the certification process is completed successfully when the candidate’s oral case presentations are deemed acceptable by a majority of the examiners, at least one of whom must be an ABCP officer or director and all of whom must be ABCP Diplomates in good standing.

The entire examination process is supervised by the ABCP Examination Committee. Determinations of successful completion will not be changed, except in the case of a granted appeal.

**Oral Examination Results:** Results will be mailed to candidates 30-60 days following completion of the oral case defense.

Examination results are not available by telephone. Please do not call the ABCP Executive Office for this information.

Dentists who have previously taken the written examination unsuccessfully may retake the examination upon reapplication.

## Appeal Process

A candidate for Diplomate status may appeal a negative determination (i.e., rejection of prerequisites or failure of the written or oral examination) by submitting a written explanation of the reason for refuting the determination along with a nonrefundable appeal fee of \$250.

This appeal must be made within 30 days of the date of the notification letter, and all materials must be submitted in writing to the American Board of Craniofacial Pain (12100 Sunset Hills Road, Suite 130, Reston, VA 20190).

All appeals will be carefully reviewed, and a final decision will be made by the ABCP Board of Directors with input from the Examination Committee when deemed necessary by the Board. The decision by the ABCP Board of Directors will be communicated to the candidate in writing, and shall be considered final.

*Note:*

- Dentists who have taken the written examination unsuccessfully may retake the examination upon reapplication.
- Dentists who have previously taken the oral examination unsuccessfully may retake the oral examination upon reapplication. After two attempts resulting in unsuccessful completion of the oral examination, candidates will be required to retake the written examination.

## Professional Designation

Evaluation of all candidates' examinations will be presented to the Board by the Examination Committee with a recommendation that those Diplomate-Eligible candidates who passed the examinations and satisfied all other requirements be certified as Diplomates of the Board.

No Diplomate-Eligible candidate may be certified as a Diplomate in the absence of the recommendation of three (3) diplomates. Diplomate-Eligible candidates recommended for membership in the Board, once accepted by the Directors of the Board, shall become Diplomates of the Board and will be issued certificates certifying the same.

All certificates shall be signed by the ABCP President, Secretary and Examination Committee Chairperson. The date, which appears on the certificate, shall be the date that the Board determined that all requirements were passed.

You may not use the designation "Diplomate, American Board of Craniofacial Pain" until your certification is officially conferred upon you by the ABCP. Certifications will be conferred upon dentists who have fulfilled all requirements since our last examination period by the American Board of Craniofacial Pain at our annual Convocation & Awards Ceremony. It is held each summer in conjunction with the

# DIPLOMATE, ABCP

## Professional Designation *(continued)*

American Academy of Craniofacial Pain International Clinical Symposium, which takes place during the last weekend in July or the first weekend in August.

The ABCP Executive Office will notify you of the specific date/time of the awards ceremony when the information becomes available. We look forward to your participation. If, however, you are unable to attend, we will mail your certificate(s) to you within 5-10 business days following our awards ceremony.

The ABCP adheres to the American Dental Association Principles of Ethics and Code of Professional Conduct and advises all Diplomates to follow the code when advertising their status.

It is also recommended that each individual consult their state or local regulatory agency and adhere to their requirements.

*Disclaimer:* Diplomate status does not denote specialty status. Furthermore, it does not confer or imply any legal qualification, licensure, or privilege in professional activities. It signifies a professional commitment to education, knowledge, and experience in craniofacial pain. It also recognizes those dentists duly licensed by law who have successfully completed the board certification requirements established by the ABCP.

## Maintenance of Certification

All Diplomate certificates issued beginning in 2010 shall be time limited to ten (10) years. Diplomates with certificates that are not time-limited shall have the right, but not the requirement, to complete the MOC requirements. For more information about ABCP Diplomate MOC requirements, please visit our website at [www.abcp-us.org](http://www.abcp-us.org).



# DIPLOMATE, AMERICAN BOARD OF CRANIOFACIAL PAIN— CRANIOFACIAL DENTAL SLEEP MEDICINE

## Eligibility

The ABCP *Craniofacial Dental Sleep Medicine Certification* examination is open to qualified applicants who:

- Hold, at minimum, a dental degree (DDS or DMD) or its equivalent;
- Possess an active and unrestricted license to practice dentistry; *AND,*



# DIPLOMATE, ABCP-CDSM

## Eligibility *(continued)*

- Have been personally involved as a primary care provider in assessment and management of sleep-disordered breathing for at least two (2) years immediately preceding their application, experience gained while earning a DDS or DMD degree (or its equivalent) notwithstanding.

To advertise that you are a “Diplomate, American Board of Craniofacial Pain—Craniofacial Dental Sleep Medicine,” you must:

1. Be a Diplomate of the American Board of Craniofacial Pain in good standing;
2. Successfully complete the Craniofacial Dental Sleep Medicine written certification examination; *AND*,
3. Satisfy all supplementary requirements (*see page 17*).

Eligible candidates who successfully complete the Craniofacial Dental Sleep Medicine written certification examination, but do not meet all of the criteria required to advertise this credential, shall be designated as “Diplomate Eligible” for a period not to exceed two (2) years.

From the date they take the Craniofacial Dental Sleep Medicine certifying examination, Diplomate Eligible candidates shall have:

- Two (2) years to attain ABCP Diplomate status; *AND*,
- One (1) year to provide satisfactory documentation of the completion of all supplementary requirements.

## Written Examination

Candidates are allowed a maximum of four (4) hours to complete the ABCP Craniofacial Dental Sleep Medicine written certifying examination, which is a proctored examination comprised of 200 multiple-choice questions.

The ABCP Board of Directors governs all aspects of this written certification examination and is solely responsible for its content. All questions have been designed to:

- Determine how well a candidate’s knowledge, skills and aptitude are integrated into patient care; *and*,
- Evaluate the candidate’s competence in this area of clinical sciences as outlined by the American Dental Association and the American Academy of Sleep Medicine practice parameters which may be found online at [www.aasmnet.org/resources/practiceparameters/pp\\_update\\_oralappliances.pdf](http://www.aasmnet.org/resources/practiceparameters/pp_update_oralappliances.pdf).

# DIPLOMATE, ABCP-CDSM

## Written Examination (continued)

The current composition of the ABCP Craniofacial Dental Sleep Medicine written certification examination is as follows:

**SLEEP MEDICINE ..... 40.0%**

- Physiology of Normal & Abnormal Sleep ..... 15.0%
- Classification of Sleep Disorders..... 10.0%
- Interpreting PSG & PM Reports ..... 5.0%
- Treatment Options for OSA ..... 10.0%

**DENTAL SLEEP MEDICINE..... 60.0%**

- Oropharyngeal Anatomy & Related Areas..... 10.0%
- Physical & Neurobehavioral Examination in Dental Sleep Medicine..... 15.0%
- Understanding Appliance Selection, Bite Registration, Fitting, Titrating & Follow-Up..... 20.0%
- Managing Side-Effects of Oral Appliance Therapy..... 10.0%
- Informed Consent..... 5.0%

**Preparing for the Written Examination:** A recommended reading list, review notes and sample test questions are available at [www.abcp-us.org](http://www.abcp-us.org) to assist candidates in their preparation for the Craniofacial Dental Sleep Medicine certifying examination.

**Written Examination Process:** This examination is proctored. Each candidate should bring two forms of identification (including one picture ID). Attire is casual.

Recording devices, cellular phones, pagers, personal digital assistants, and other non-medically necessary electronic equipment is not permitted in the examination room. Any candidate found in possession of such non-medical devices will be disqualified without further consideration of refund.

**Written Examination Scoring:** All scoring of written tests for ABCP Craniofacial Dental Sleep Medicine certification is performed without consideration of the candidate's identity, and all decisions concerning written examination scoring are made impartially.

The entire examination process is supervised by the ABCP Examination Committee. Determinations of successful completion are based on objective criteria applied universally to all candidates. Individual scores will not be changed, except in the case of a granted appeal.

**Written Examination Results:** Results will be mailed to candidates 30-60 days following completion of the Craniofacial Dental Sleep Medicine certifying examination. EXAMINATION RESULTS ARE NOT AVAILABLE BY TELEPHONE. PLEASE DO NOT CALL THE ABCP EXECUTIVE OFFICE FOR THIS INFORMATION.

Dentists who have previously taken the Craniofacial Dental Sleep Medicine certification examination unsuccessfully may retake it upon reapplication.

## Supplementary Requirements

Before you may advertise that you are a “Diplomate, Craniofacial Dental Sleep Medicine Certifying Board,” you must:

1. Be a Diplomate, American Board of Craniofacial Pain in good standing or attain ABCP Diplomate status within two (2) years of taking the Craniofacial Dental Sleep Medicine certification examination;
2. Successfully complete the Craniofacial Dental Sleep Medicine written certification examination; *AND*,
3. Submit satisfactory documentation of completion of all of the following supplementary requirements within one (1) year of taking the exam:
  - **Continuing Education:**  
A minimum of fifty (50) hours of dental sleep medicine continuing education credits, which have been earned in the immediate five (5) years prior to the date of your written application, clearly labeled as “**Exhibit A.**” Credits shall be approved on a similar basis as that of other specialty boards. ADA CERP and/or AGD PACE approved continuing dental education course credits may be used to fulfill this requirement. Up to ten (10) AMA PRA Category 1™ credits may also be included as part of the required fifty (50) hours.
  - **Sleep Medicine Observation:**  
Written documentation from a board-certified sleep physician (i.e., MD, DO or PhD) that you have completed at least ten (10) hours of on-site sleep medicine observation, which must include a minimum of five (5) hours witnessing the operations of an accredited sleep laboratory [i.e., interactions between patients and laboratory staff; preparation for, and administration of, polysomnograms (PSGs); data acquisition, etc.]. Additional hours necessary to fulfill this requirement may also include time in the office of a board-certified sleep physician reviewing PSG scoring and interpretation, sleep medicine and dental sleep medicine practice parameters, therapeutic interventions, plus treatment compliance rates and outcomes. (Note: The sleep physician who furnishes the documentation, which should be clearly labeled as “**Exhibit B,**” must be personally associated with the sleep laboratory at which you choose to do your observation.)

- **Patient Case Summaries:**

A total of five (5) patient case summaries are required and must be documented in a spreadsheet labeled "**Exhibit C.**"

For each patient case summary, the pre-treatment PSG must be formally interpreted by a board-certified sleep physician, whose diagnosis must reflect an AHI >10 and be clearly documented. The post-treatment PSG must also be interpreted by a board-certified physician. A post-treatment home sleep study is acceptable if it is read and scored by a board-certified sleep physician.

Two (2) patient case studies of unsuccessful or non-responders, either surgical or non-surgical, may be included in the five (5) required patient case summaries. Patient case summaries involving non-responders must be accompanied by detailed written explanations of possible reasons for non-responses to treatment.

- **Expanded Patient Case Studies:**

Five (5) expanded patient case studies, labeled **Exhibit D-1 through Exhibit D-5**, are required. Expanded patient case study PSGs must be administered and scored by a board-certified sleep physician, and must document successful cases in patients with pre-treatment AHI >10 and post-treatment AHI reduced by one-half plus relief of subjective symptoms. Documentation of pre-treatment PSG and diagnosis by a board-certified sleep physician must be included. Post-treatment PSG must be read and scored by a board-certified sleep physician, and may be completed at an accredited sleep laboratory or as a home sleep study.

Each of the above-mentioned expanded patient case studies should include justification of any treatment plus documentation thereof, which shall consist of the following:

- i. A typed summary/overview of each Expanded Patient Case Study that includes: the patient's chief complaint, history of present illness, pertinent past dental/medical history, clinical and radiographic examination findings, diagnosis, treatment results and case disposition. The specific FDA-approved appliance used in treatment must be identified and the rationale for its selection must be provided. (*Note: Cases involving the use of appliances that are not FDA-approved shall not be accepted.*)
- ii. Dental/Medical History (i.e., a thorough review of the patient's past and current history)

- iii. Clinical Examination Results (i.e., the patient's chief complaint, clinical signs and symptoms, a description of the patient's general condition at the inception of treatment, etc.)
- iv. Pre-Treatment PSG (i.e., a laboratory sleep study, read and scored by a board-certified sleep physician with clear documentation of the diagnosis)
- v. Pre-treatment diagnostic images, including:
  - a. Cone Beam Computed Tomography (CBCT), panoramic or full mouth series.
  - b. Three (3) intraoral images of the patient's dentition in occlusion: 1 anterior view, 1 right lateral view, plus 1 left lateral view.
  - c. Photographs of casts/study models as follows:
    - One (1) photograph of full upper and lower casts/study models.
    - Three (3) pre-treatment photographs of articulated models in centric occlusion consisting of: 1 anterior view, 1 right lateral view plus 1 left lateral view.
    - Three (3) pre-treatment photographs of casts/study models with bite registration in place consisting of: 1 anterior view, 1 right lateral view, plus 1 left lateral view.
    - A photo of the patient's bite registration on articulated casts/models.
    - One (1) anterior view of the patient's dentition with the appliance properly fitted and placed.
- vi. Treatment Plan (i.e., a recommended plan of treatment with alternative plans as appropriate).
- vii. Clinical Procedures (i.e., a presentation of the clinical procedures for the case).
- viii. Post-Treatment PSG (i.e., a laboratory or home sleep study, read and scored by a board-certified sleep physician).
- ix. Documentation of a minimum of three (3) follow-up appointments with the last follow-up appointment at least three (3) months after the date of calibration and delivery of the patient's oral appliance.

# DIPLOMATE, ABCP-CDSM

## Supplementary Requirements *(continued)*

- x. General Documentation (clear and precise, with the quality of imaging and other data sufficient to derive the information recorded).
- **Letters of Recommendation/Sponsorship:**  
Two (2) letters of recommendation/sponsorship, which may be obtained from a board-certified sleep physician (MD, DO or PhD), a Diplomate of the American Board of Craniofacial Pain in good standing, and/or a Diplomate of the American Board of Dental Sleep Medicine in good standing. Letters of recommendation/sponsorship should be marked "**Exhibit E**" and "**Exhibit F**," respectively.

### Appeal Process

A candidate may appeal a negative determination (i.e., failure of the written examination, or rejection of ABCP Diplomate status or documentation of completion of supplementary documentation) by submitting a written explanation of the reason for refuting the determination along with a nonrefundable appeal fee of \$250.

This appeal must be made within 30 days of the date of the notification letter, and all materials must be submitted in writing to the American Board of Craniofacial Pain (12100 Sunset Hills Road, Suite 130, Reston, VA 20190).

All appeals will be carefully reviewed, and a final decision will be made by the ABCP Board of Directors with input from the Examination Committee when deemed necessary by the Board. The decision by the ABCP Board of Directors will be communicated to the candidate in writing, and shall be considered final.

### Professional Designation

Evaluation of all candidates' examinations will be presented to the Board by the Examination Committee with a recommendation that candidates who passed the examination, who are ABCP Diplomates in good standing, and who have provided satisfactory documentation of completion of all supplementary requirements, be awarded the designation "Diplomate, American Board of Craniofacial Pain—Craniofacial Dental Sleep Medicine."

All other qualified candidates who successfully complete the ABCP Craniofacial Dental Sleep Medicine certifying examination shall be deemed "Diplomate Eligible" and have: two (2) years from the date they sat for the Craniofacial Dental Sleep Medicine certification examination to attain ABCP Diplomate status, and one (1) year from that date to provide satisfactory documentation of completion all supplementary requirements.

All certificates shall be signed by the ABCP President, Secretary and Examination Committee Chairperson. The date, which appears on the certificate, shall be the date that the Board determined that all requirements were passed.

You may not use the designation “Diplomate, American Board of Craniofacial Pain—Craniofacial Dental Sleep Medicine” until your certification is officially conferred upon you by the ABCP. Certifications will be conferred upon dentists who have fulfilled all requirements since our last examination period by the American Board of Craniofacial Pain at our annual Convocation & Awards Ceremony. It is held each summer in conjunction with the American Academy of Craniofacial Pain International Clinical Symposium, which takes place during the last weekend in July or the first weekend in August.

The ABCP Executive Office will notify you of the specific date/time of the awards ceremony when the information becomes available. We look forward to your participation. If, however, you are unable to attend, we will mail your certificate(s) to you within 5-10 business days following our awards ceremony.

*Disclaimer:* ABCP Craniofacial Dental Sleep Medicine Board Certification does not denote specialty status. Furthermore, board certification neither confers nor implies any legal qualification, licensure, or privilege in professional activities. It signifies a professional commitment to education, knowledge, and experience in Craniofacial Dental Sleep Medicine, which is encompassed within Craniofacial Pain practice. It also recognizes those dentists duly licensed by law who have successfully completed the board certification requirements established by the ABCP.

The ABCP adheres to the American Dental Association Principles of Ethics and Code of Professional Conduct and advises all dentists who are ABCP certified to follow the code when advertising their status. It is also recommended that each individual consult their state or local regulatory agency and adhere to their requirements.

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## FREQUENTLY ASKED QUESTIONS

*What are the benefits of becoming a credentialed Craniofacial Pain/TMD practitioner?*

Participation in ABCP certification provides you with an opportunity to demonstrate your knowledge, skills and proficiency in craniofacial pain assessment, diagnosis and management to prospective patients and referral sources through independent testing, which is one of the most universally acknowledged and widely accepted validation methods.

## FREQUENTLY ASKED QUESTIONS *(continued)*

### *Benefits of becoming a credentialed Craniofacial Pain/TMD practitioner (continued)*

Successful completion of the ABCP board-certification process will provide you with:

- Documentation of clinical and academic competence in the assessment, diagnosis and management of Craniofacial Pain and its related disorders.
- Enhanced standing among colleagues in the dental and medical communities, as well as insurance company administrators, as a provider of Craniofacial Pain services.
- Extraordinary personal satisfaction and achievement, including recognition of your ability and commitment to implementing educational and professional standards for high quality practice.

Fellowship and camaraderie is a hallmark of the ABCP. We encourage you to visit with any of the dentists whose names and contact information appear in the Diplomate Directory on our website ([www.abcp-us.org](http://www.abcp-us.org)) to find out more about what it is like to go through the ABCP credentialing process as well as the rewards of being ABCP board-certified.

### *When are the ABCP certification examinations offered?*

Certifying examinations for Diplomate status are offered at least once per year, as specified in the ABCP Bylaws.

Applications (including all required documentation plus application and examination fees) are due in mid-May for certifying examinations that are held during the last weekend of July or first weekend in August.

Examination dates are routinely updated on this Web site; however, please contact us if you have questions or require additional information.

### *When am I eligible to complete the requirements for Diplomate status?*

Applicants may complete the necessary requirements for Diplomate status beginning any time subsequent to graduation from an accredited dental school. However, you will not be granted Diplomate status by the ABCP until the second (2nd) anniversary of your dental school graduation.

### *Can I take the written and oral examinations for Diplomate status on the same day?*

Yes; however, you must successfully complete the written examina-



tion for Diplomate status before you will be permitted to proceed to the oral examination.

Please keep in mind that you must successfully complete your oral examination no more than three (3) years subsequent to the date you completed your written examination.

### *Why is the ABCP offering a Craniofacial Dental Sleep Medicine certification?*

The ABCP devised this certification because we recognize that a) Dental Sleep Medicine is encompassed within Craniofacial Pain practice, and b) dentists play an important role as members of the sleep-disordered breathing patient care team. The scientific literature also shows strong correlations between head, neck and facial pain; TMJ disorders; and sleep-disordered breathing in patients. For these reasons you must be an ABCP Diplomate and satisfy all supplementary requirements as specified in the application before you may represent yourself to the public as a “Diplomate, American Board of Craniofacial Pain—Craniofacial Dental Sleep Medicine.”

### *Can I sit for the Craniofacial Dental Sleep Medicine certification examination?*

All dentists who 1) possess a DDS or DMD degree (or its equivalent), 2) hold a valid and unrestricted license to practice dentistry, and 3) who have been personally involved in assessment and management of sleep-disordered breathing for at least two (2) years immediately preceding their application [experience gained while earning a DDS or DMD degree (or its equivalent) notwithstanding] are welcome to apply to sit for the written Craniofacial Dental Sleep Medicine certification examination.

### *What is the best way to prepare for ABCP certifying examinations?*

**Diplomate Examination:** The ABCP certification process is both comprehensive and rigorous. We have compiled a recommended reading list to assist you in your preparation and provided information about the composition of the written examination to help you plan your study time on our website: [www.abcp-us.org](http://www.abcp-us.org).

**Craniofacial Dental Sleep Medicine Certification Examination:** To prepare for your examination, we encourage you to take full advantage of the information about the composition of the examination, recommended reading list, review notes and sample test questions, all of which are available on our Web site at [www.abcp-us.org](http://www.abcp-us.org).

### *How should I go about selecting the three (3) Patient Case Histories that must be included with the application for the Diplomate in Craniofacial Pain?*

You must submit a craniofacial pain case, an internal derangement case, plus either a craniofacial pain or an internal derangement case.

## FREQUENTLY ASKED QUESTIONS *(continued)*

### *Selection of Patient Case Histories for Diplomate status (continued)*

Each patient case history must include justification of any treatment and documentation thereof. (Please refer to "Exhibit E," "Exhibit F" and "Exhibit G" within the Diplomate application section of our website: [www.abcp-us.org](http://www.abcp-us.org).)

When selecting and preparing your patient case histories, which you will present during the oral examination for Diplomate status, please keep in mind that your goal is to establish your ability, proficiency and skill in the broad spectrum of treatment procedures relevant to assessment, diagnosis and management of Craniofacial Pain and temporomandibular disorders of non-dental origin.

### *How much time do I have to complete the supplementary requirements for "Diplomate, American Board of Craniofacial Pain—Craniofacial Dental Sleep Medicine" status?*

Applicants have two (2) years from the date of their written examinations to attain ABCP Diplomate status plus one (1) year from the date of their written examination to submit satisfactory documentation of completion of all supplementary requirements as outlined in the application.

### *Are paper copies of radiograph fmx, panoramic films and/or CT scans acceptable?*

Yes, however, photo quality paper is preferred. When submitting your materials, please keep in mind that the quality of radiographs, films and scans must be of sufficient quality for the examiners to derive the information recorded.

### *Do AMA PRA credits count toward fulfillment of the continuing education requirements for Craniofacial Dental Sleep Medicine certification?*

*At least 50 hours of earned dental sleep medicine continuing dental education credits are required.*

*You may include ADA CERP and/or AGD PACE approved courses. Up to ten (10) AMA PRA Category 1™ credits may also be included as part of the required fifty (50) hours.*

### *Is my Diplomate certification time-limited?*

All Diplomate certificates issued from 2010 to the present are time-limited to ten (10) years, and necessitate completion of Maintenance of Certification (MOC) requirements.

Diplomates who hold certificates issued prior to 2010 have the right, but not the requirement, to complete MOC requirements.



AMERICAN BOARD  
OF CRANIOFACIAL PAIN

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