



American Board of Forensic Odontology, Inc.
c/o Certification and Examination Committee
Steve Lojeski, DDS, DABFO, 2015 Chair
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Procedure for Application and Certification

1. Application forms and instructions for their submission can be obtained from The American Board of Forensic Odontology, Inc. (ABFO) at the address shown above.
2. Applications for certification must be submitted on the forms provided by the ABFO. Applications should be returned to the ABFO in full compliance with the instructions furnished and must be accompanied by a non-refundable application fee of \$400.00 in US funds payable to the American Board of Forensic Odontology, Inc.
3. The applicant must arrange for submission of an official transcript of his or her academic record from every institution of higher education attended. Such transcripts must be submitted directly by the Registrar of each institution to the ABFO.
4. Every application must also be supported by letters of recommendation from three (3) persons qualified to judge the applicant's character and professional competence in forensic odontology. Such letters are to be sent directly from the referees to the ABFO.
5. The completed application, including transcripts, letters of recommendation, application fee and all other material must be received by the ABFO on or before June 1. The Certification and Examining Committee reviews applications and notifies applicants of the status of their eligibility. Eligible candidates will receive general information about the nature of the written portion of the examination followed by specific details. If an application is deemed incomplete, a letter specifying the deficiencies will be sent to the applicant. If these can be remedied before July 1 of the same calendar year, the applicant may have the opportunity to take the written portion of the certification examination. In unusual circumstances the Certification and Examining Committee may grant an extension beyond normal submission deadlines. Applicants will be notified by certified mail with a return receipt request, when the Chair of the Committee receives the completed application. This notice will confirm that the application is under review.
6. The candidate may take the written portion of the certification examination once Board Eligible status is granted and the candidate is notified. Candidates will take the written portion of the examination at a testing center near their home location. The written portion of the examination will be administrated by Occupational Research and Assessment, Inc. and must be taken on or before November 1 for the candidate to be invited to take the practical portion of the examination.
7. Candidates that successfully challenge the written portion of the examination will be eligible to challenge the practical portion of the examination.

8. The practical examination fee of \$1000.00 in US funds payable to the American Board of Forensic Odontology, Inc. is to be paid within thirty (30) days of the time the candidate is notified of their Board Qualified status. This fee is non-refundable except for medical or other catastrophic reasons, in which case all but one-third of the examination fee will be refunded.

9. Summary of deadline and fees:

Dates		Fees (USD)
June 1	<u>Deadline for receipt of COMPLETED application</u> by the ABFO registrar (AAFS) to include supporting documentation	\$400.00
July 1	<u>Deadline for correction</u> of any deficiencies in application documentation	
August 1	Notification to applicant(s) by ABFO of <u>Examination Eligible</u> status	
Aug/Sept	Certification-Examination Committee meets to review and discuss board eligible candidates etc	
November 1 ORA ¹	<u>Deadline to successfully pass written</u> examination section in order to take Practical Examination (Parts 2A, 2B and 3)	See ORA fees below
December 1	<ul style="list-style-type: none"> Deadline for receipt of payment for Practical Exam (non refundable except for medical or catastrophic reasons, in which case \$900 will be refunded pending Certification Examination Committee review) Deadline for receipt of payment for re-examination of either Part 2A (ID) or Part 2B (Bitemark) Practical Deadline for receipt of payment for re-examination of Part 3, Oral Examination Deadline for receipt of payment for re-examination of Part 2A (ID), Part 2B (Bitemark) and Part 3 (Oral). 	\$1000 \$250 (each) \$500 \$1000
Feb	<ul style="list-style-type: none"> Practical Examination Sections 2A and 2B must have been taken by the Friday preceding the AAFS Annual Meeting. Practical Examination Section 3 will be administered the weekend prior to the AAFS Annual Meeting 	

ORA (Occupational Research and Assessment, Inc.)

- Original test fee \$150.00 US funds
- Service fee (initial test) \$20.00
- Retest fees (on-line if needed, per section) \$50.00 per section
- Retest fees (hard copy if needed, per section) \$75.00 per section
- Late registration fee \$75.00 per section
- Local testing center approx. \$75.00 (estimated)
 - Retest fees are per session required approx. \$75.00 (estimated)

NB. Arrangements are made by candidate at testing center of their choice