

*The American Board of Dental Public Health*  
*Incorporated 1950*

**INFORMATIONAL BROCHURE**



**Sponsoring Organization:**

American Association of  
Public Health Dentistry

Revised 08-2019



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## **I. ORGANIZATION**

The American Board of Dental Public Health was incorporated under the laws of the State of Colorado in July 1950. The Board was organized in accordance with the Requirements for Approval of Examining Boards in Dental Specialties of the American Dental Association's Council on Dental Education and Licensure. Dental Public Health was recognized formally as a dental specialty by the American Dental Association in October 1950. Subsequently, the American Board of Dental Public Health was officially designated as the national examining and certifying agency for the specialty by the House of Delegates of the American Dental Association in October 1951 and was recertified in 1986, 2001 and 2012. The Board is a not-for-profit corporation. The Directors of the Board receive neither salaries nor compensation for services to the Board.

## **II. PURPOSES OF THE BOARD**

The principal purposes of the Board, as defined in its Articles of Incorporation, are:

- A. To protect and improve the public's health by the study and creation of standards for the practice of dental public health in all of its aspects and relationships;
- B. To grant and issue dental public health certificates to dentists who have successfully completed the prescribed training and experience requisite for acquiring the special knowledge and ability needed for the practice of dental public health; and
- C. To ensure continuing competency of Diplomates.

## **III. DEFINITION OF THE SPECIALTY**

Dental public health is the science and art of preventing and controlling dental diseases and promoting dental health through organized community efforts. It is that form of dental practice that serves the community as a patient rather than the individual. It is concerned with the dental health education of the public, with applied dental research, and with the administration of group dental care programs, as well as the prevention and control of dental diseases on a community basis. Implicit in this definition is the requirement that the specialist have broad knowledge and skills in public health administration, research methodology, the prevention and control of oral diseases, and the delivery and financing of oral health care.

## **IV. ELIGIBILITY**

The term Board-eligible describes the status of a candidate whose application, credentials and supporting documents have been reviewed and approved by the American Board of Dental Public Health (ABDPH). Requirements for eligibility to be examined by the Board are as follows:

- A. Moral and ethical standing in the dental profession satisfactory to the Board.
- B. Graduation from a school of dentistry accredited by the Commission on Dental Accreditation or from a Canadian dental school with accreditation recognized by the Commission.
- C. Graduates of schools from other countries must possess equivalent educational qualifications.

D. Advanced education and professional experience in public health that shall include:

1. Successful completion of at least two years of advanced educational preparation for the practice of dental public health (See section on Educational Preparation); **and**
2. One or more years of full-time experience in the practice of dental public health sciences after the advanced education preparation, which may include administration, teaching, research, or clinical practice related to dental public health.

Hence a total of at least three years of advanced education and experience in public health is required before a candidate can become Board eligible.

Members of the Board are not authorized to provide informal opinions about the eligibility of candidates. The Board shall make a determination of eligibility only after reviewing all information contained in a candidate's application. Each candidate shall comply with the Board's regulations in effect for the year in which the examination is held, regardless of the filing date of the original application.

Applicants declared not to be Board-eligible may reapply within three years of the previous filing date without paying an additional application fee. Applicants declared to be Board-eligible must present themselves for the examination within a period of five years to retain their Board-eligibility.

Candidates who lose their eligibility as a result of not taking and passing the Board examination within five years may request one additional five-year period of eligibility upon payment of an additional fee.

Although not required, and as appropriate, the Board considers membership in the American Association of Public Health Dentistry, the sponsoring organization of the ABDPH, the American Dental Association, the American Public Health Association, the Hispanic Dental Association, the National Dental Association, and the Society of American Indian Dentists, to be highly desirable.

## V. EDUCATIONAL PREPARATION

The primary reason for the educational requirements is to ensure that individuals are prepared for an effective career in all facets of dental public health practice. Another important reason is to enable candidates to successfully complete an examination that measures competences within the specialty.

The basic guide governing the Board's evaluation of a candidate's preparation is the requirement of the Council on Dental Education and Licensure of the American Dental Association that a candidate successfully complete two years of an advanced accredited program specifically designed for the study of dental public health. The requirement of two years of advanced preparation can be satisfied by:

- A. At least **two** academic years of study in a program accredited by the Commission on Dental Accreditation that leads to a master-level or doctoral-level graduate degree in dental public health specifically, the course content of which shall include biostatistics,

epidemiology, health care policy and management; environmental health; and behavioral sciences.

- B. Completion of a graduate-level degree in public health, the course content of which shall include biostatistics, epidemiology, health care policy and management, environmental health, and behavioral sciences. The graduate degree is typically the Master of Public Health (MPH), but related degrees are acceptable, including doctoral-level degrees, if they meet the content requirements. Graduate study programs in the U.S. must be accredited by an agency recognized by the U.S. Department of Education at the time the degree is conferred. Graduate degrees from outside the United States are also acceptable, providing that they are equivalent to U.S. degrees and coursework meets the content requirements. Following attainment of a graduate degree in public health, the candidate must successfully complete a residency in dental public health accredited by the Commission on Dental Accreditation.

The Board will grant credit toward satisfying the educational requirements for applicants whose degree programs did not include course work in biostatistics, epidemiology, health care policy and management, environmental health, or behavioral sciences after the candidate submits documentation of satisfactory completion of one graduate level academic course work in each of these five core areas. Such coursework must be completed prior to successful completion of the Commission on Dental Accreditation-accredited dental public health residency training program.

## **VI. DENTAL PUBLIC HEALTH RESIDENCY**

Dental Public Health Residency Programs are approved by the Commission on Dental Accreditation. They must be at least 12 months full-time or the equivalent in part-time. Part-time residencies may not exceed twice the length of a full-time residency. See American Association of Public Health Dentistry Home Page, [www.aaphd.org](http://www.aaphd.org), link to Education under Residency Programs.

The applicant's residency experience should include planned instruction, observation and active participation in a comprehensive, organized public health program that includes training on all aspects of dental public health.

## **VII. EXAMINATION**

Once the educational preparation and experience needed is complete, a candidate can apply to the ABDPH for board eligibility and examination.

The examination will be held annually in various locations as determined by the Board. Examination sites are selected one year in advance and posted on the American Association of Public Health Dentistry website, [AAPHD.org](http://AAPHD.org).

Applicants will be notified of the specific dates and site of the examination at least 60 days in advance. The examination is given in April or May, Thursday through Saturday before the National Oral Health Conference. The written examination is scheduled on the last day of the examination, Saturday, to allow candidates to attend the National Oral Health Conference that

follows.

The examination has 4 sections with their individual weights. 1). Written Project Reports (20%); 2). Oral Examination 1 on Project Reports (20%); 3). Oral Examination 2 on Assigned Problem (30%); and 4). Written Examination (30%). General Knowledge will be tested in all sections of the examination. Each section of the examination is scored separately and the scores are weighted for a final score. A final score of 70% (minimum) is required for the candidate to pass the whole examination, however a minimum of 60% is required to pass each section of the examination. Details on the sections of the examination can be obtained from the Executive Director, or downloaded on American Association of Public Health Dentistry Home Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under ABDPH-Examination Procedures

Upon request, a candidate may receive from the Executive Director the results for each section of the examination and the final score. Those candidates who would like to receive their exam scores must submit a written request to the ABDPH Executive Director within 60 days of completing the examination.

A candidate may take the written examination prior to applying for board eligibility and after completion of a large majority (at least 75%) of their advanced dental public health specialty educational program. Candidates who do not apply for full eligibility within five (5) years of successful completion of the written examination must retake the written examination.

The Board always reserves the right to change the fee structure(s) and the content of the ABDPH Examination(s). The candidates taking the ABDPH Examination are required to abide by the current rules and procedures of the Examination Year. Fees partially offset the costs of processing the application, the examination and certification. However, the fees do not cover the expenses of the examination.

## **VIII. REEXAMINATION**

Candidates who fail any part of the examination can apply to be reexamined. Relevant reexamination fees at the time of reexamination apply. Below is other relevant information:

- A. Candidates who fail any part of the examination (except the written) shall be accepted for one reexamination by the Board.
- B. If the candidate is unsuccessful on one section of the examination, that section of the examination needs to be retaken.
- C. If the candidate is unsuccessful on two or more sections of the examination, it would be at the discretion of the Board as to what the requirements would be for reexamination. At a minimum the sections failed would need to be retaken.
- D. If an overall average score of 70% is not achieved, it is considered a failure. It would be at the discretion of the Board as to what the requirements would be for reexamination.

Candidates who fail to pass the reexamination shall be required to submit satisfactory evidence to the Board of additional formal training or supervised field experience in dental public health before they can be readmitted for the full examination.

A pre-Board eligible candidate who fails the written examination only (score below 60%) can retake the written examination up to two additional times with payment of the applicable fee.

Thus, the total number of times a pre-Board eligible candidate can take the written examination is three. Requests to take the reexamination of the written exam at an alternative time and site approved by the Board must have a strong justification for consideration by the Board, such as passing all parts of the full examination except the written examination. Candidates will be required to pay the applicable fee plus an off-site fee. The written examination may be retaken no earlier than six months after the original examination. The examination must be proctored by a Diplomate, who has been approved by the Board, and who is not the candidate's residency supervisor. Contact the Executive Director, ABDPH for additional information.

## **IX. APPLICATIONS**

Separate applications for eligibility and examination are available, depending on the applicant's status, with their corresponding application deadlines.

### **A. APPLICATION FOR FULL EXAMINATION**

The ABDPH Application for Board Eligibility and Certification-Full Examination must be received no later than August 15 of the year prior to that in which a candidate wishes to take the examination. A maximum of 12 candidates will be accepted for the full examination. Eligible candidates applying after the first 12 candidates will be placed on a "waiting list" and will be notified in case of a cancellation. See the American Association of Public Health Dentistry Home Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under [ABDPH Application for Board Eligibility and Certification-Full Examination](#).

The application must be signed by the applicant and submitted electronically as portable document format (pdf) file along with copies of supporting documentation to the Executive Director, [Executive.Director@ABDPH.org](mailto:Executive.Director@ABDPH.org). The supporting documentation to be sent electronically as pdf file includes the applicant's curriculum vitae, applicant's certificates or degrees in dentistry and public health, certificate of a completed residency in dental public health (when a residency serves as a portion of the training), and any other necessary documentation. If the graduate degree is not an MPH or accredited by CODA or if such degree is from an educational institution outside the United States or Canada, the candidate should include electronic copies of the course transcripts. If the courses are not clearly labeled as one of the required areas in Dental Public Health described above, the ABDPH will request the candidate to submit the syllabi of the courses.

The total fee for application and examination is paid in two installments. The fee for application of eligibility is due at the time of submitting this application. The fee for application is payable to ABDPH and should be mailed to the Executive Director, ABDPH, 936 Intracoastal Dr, 19E Fort Lauderdale, FL 33304.

The ABDPH will review candidates' applications and qualifications and notify them of eligibility no later than September 25.

- Once declared Board Eligible, a candidate must take and pass the full examination within a five-year period.
- An eligible candidate must submit separate portable document format (pdf) files for each of the two project reports by October 1<sup>st</sup>, the year before the candidate wishes to take the examination. In addition, the applicable examination fee payable to ABDPH must be mailed

to the Executive Director ([Executive.Director@ABDPH.org](mailto:Executive.Director@ABDPH.org)). The two project reports constitute the first part of the examination.

## **B. APPLICATION FOR WRITTEN EXAMINATION ONLY**

A candidate may take the written examination prior to applying for board eligibility and after completion of a large majority (at least 75%) of their advanced dental public health specialty educational program. Applications for the Written Examination only must be received by December 1 of the year prior to that in which the applicant wishes to take the examination. The application must be signed by the applicant and submitted electronically as a Word document and a portable document format (pdf) file along with copies of credentials and supporting documentation to the Executive Director, [Executive.Director@ABDPH.org](mailto:Executive.Director@ABDPH.org)

- The application fee payable to ABDPH must be mailed to the Executive Director. See American Association of Public Health Dentistry Home Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under ABDPH-Application-Written-Examination-Only.

## **X. PROCEDURE FOR CANCELLATION OF BOARD EXAMINATION:**

- A. Full exam: If candidate paid the full fee (ABDPH eligibility fee + exam fee):
  1. The ABDPH eligibility fee is valid for 5 years.
  2. If candidate postpones the full examination after September 1st the candidate must inform the Executive Director of the intent to postpone the exam as soon as possible. Barring any extenuating circumstances beyond the candidate's control, submission of an additional exam fee will be required when the candidates decides to take the examination.
- B. Written exam: If candidate pays the fee to take the written and does not do so, the candidate forfeits the fee.

## **XI. APPEAL MECHANISM**

A candidate who fails the certification process has the right to appeal as provided for in American Board of Dental Public Health Policy and Procedures for Appeal.

### **1. Actions Subject to Appeal**

A decision made by the Board relative to an application or an examination may be appealed by an applicant or candidate. Requests for additional information regarding an application or examination result are processed routinely and are not considered part of the appeal process. Exams will NOT be returned to the applicant for review. The correspondence for such information becomes part of the candidate's or applicant's file, but does not modify or alter any decision made by the Board.

### **2. Communication Regarding an Appeal**

All correspondence regarding an appeal will be through the Executive Director of the American Board of Dental Public Health.

### **3. Submission of an Appeal**

Appeals must be submitted in writing to the Executive Director of the American Board of Dental Public Health within sixty (60) days following notification of a decision of the Board. The written appeal should be dated, identify in concise terms the decision being appealed and provide a brief outline of the reasons why the Board’s action was not fair or reasonable. No decision shall become final while an appeal is pending or until the sixty (60) day period for filing notice of appeal has elapsed. The appellant will be notified in writing of the receipt of the appeal, and informed that the appeal will be reviewed and responded to within sixty (60) days of the receipt of the appeal.

4. Appeals Review Process

The appeals process begins with a review of the submitted appeal by the Appeals Committee, consisting of two Board Directors and the immediate past-president, once removed. The Appeals Committee will review the appeal and all relevant facts, and submit their recommendation to the Board. The final decision will then be transmitted by the Executive Director to the appellant.

If the decision is not acceptable to the appellant, the appellant has sixty (60) days to resubmit the appeal. This second appeal is reviewed by an Appeals Panel consisting of three past presidents (not including the past-president serving on the Appeals Committee). The Appeals Panel is selected by the Board and members serve for a five year period. The Appeals Panel has sixty (60) days to process the appeal. If the appeal necessitates a hearing, the hearing will be scheduled at the next annual meeting of the Board. The appellant will incur the costs of his/her travel and the Board will cover the travel costs for Appeals Panel members. The recommendation of the Appeals Panel will be provided to the Board who in turn will review it and submit their second and final response to the appellant.

**XII. FEES**

The following are the 2019-2020 schedule of fees:

Written Examination Only	\$ 450
Application for ABDPH Eligibility	\$ 350
Application for Full ABDPH Examination	\$1,000
Re-examination Fees	
Written examination only	\$ 450
Oral Examination (one section)	\$ 400
Full Examination	\$1,000
Off-site Fee for Written Examination	\$ 200
Recertification Fees	\$ 250
Appeal Fee	\$ 300

**XIII. ANNUAL REGISTRATION**

A registration fee is due upon passing the certification examination, and an annual registration fee is due in January of each year to remain an active Diplomate of the American Board of Dental Public Health (ABDPH). As a certifying Board, we are required by the American Dental Association to collect annual registration fees from each Board Diplomate. The annual registration fee for the ABDPH is published each year with registration materials. If the annual registration fee is not paid, the Diplomate will be declared not in good standing by the Board of

Directors. Lack of good standing results in the following actions taken by the Board: 1) The Diplomate's name will not appear on American Association of Public Health Dentistry Home Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under ABDPH Diplomates; 2) the Diplomate's name also will not be included in the list the Executive Director sends to the American Dental Association's Council on Dental Education and Licensure each year; 3) verification requests on a Diplomate's status as a Board Diplomate will include "not in good standing" in the reply. In order to be reinstated to active membership, the Diplomate must provide the annual registration fees that are owed, and any additional reinstatement fees. Active Diplomates obtain a copy of the annual financial report of the board during the Annual Meeting of the Board, or may upon request in writing to the Executive Director obtain a copy at any time.

#### **XIV. VERIFICATION OF BOARD STATUS**

The American Board of Dental Public Health (ABDPH) requires a fee per verification payable to the **American Association of Public Health Dentistry (AAPHD)- Memo ABDPH Board Verification**. The request should be submitted in writing and must include a copy of the general release of information that has been signed or an electronic signature by the dentist whose Board status is being verified. Electronic verification of the dentist is the preferred method and is faster than U.S. mail. If a credit card is used contact Sandi Steil listed below.

The verification request and payment should be sent by U.S. mail or electronic mail to: **Sandi Steil, Membership Coordinator, [ssteil@associationcentral.org](mailto:ssteil@associationcentral.org)**, American Association of Public Health Dentistry (AAPHD), 3085 Stevenson Drive, Suite 200, Springfield, IL 62703; Phone: 217-529-6941; Fax: 217-529-9120 Additional information may be obtained on the AAPHD Home Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under Verification of Active Diplomates.

#### **XV. CERTIFICATION**

Candidates who successfully complete the examination will be issued ten-year time limited certificates, signed by the Directors of the Board that recognize special knowledge and ability in dental public health. Persons certified by the Board shall be designated as Diplomates of the American Board of Dental Public Health.

#### **XVI. RECERTIFICATION**

##### **A. Background**

The American Board of Dental Health (ABDPH) recognizes that continued competency in the specialty requires life-long learning and that this should be designed to enrich past educational and training activities. To promote this, the ABDPH has implemented a recertification program for its Diplomates. The goal of the recertification is to assure the ability of the Diplomates to provide the highest quality of service to the public and the profession. The program became effective in the year 2000. Diplomates certified 2000 or after are initially certified for ten (10) years and can maintain this certification through payment of prescribed annual registration fees. To be eligible for recertification, Diplomates must comply with the provisions of the mandatory continuing education requirement.

This program is voluntary for those individuals who are Diplomates of the ABDPH as of January 1, 2000. The ABDPH strongly urges all Diplomates to participate in the program. This 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 registration fee in order to remain in good standing. Further, the moral and ethical precepts required for initial certification and annual registration

must be maintained. Recertification information can be downloaded from the American Association of Public Health Dentistry Home Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under [ABDPH Continuing Education Record](#). Contact the Executive Director, ABDPH ([Executive.Director@ABDPH.org](mailto:Executive.Director@ABDPH.org)).

B. Requirements for recertification

The overall qualifying standard for recertification is for Diplomates to acquire at least 150 hours of continuing education units (CEUs) in dental public health over a ten-year period. The program is summarized below:

1. Recertification by the Board requires completion of an average of fifteen (15) hours annually of continuing education from an approved CERP or a public health organization. Scholarly activity, such as manuscripts published in peer-reviewed journals, presentations at scientific meetings and providing continuing education courses and lectures can be counted toward these fifteen (15) hours.
2. The 10-Year Recertification Fee is payable to ABDPH and should be mailed to the Executive Director, ABDPH, 936 Intracoastal Dr, 19E, Fort Lauderdale, FL 33304. There is no fee for a Diplomates certified before 2000 to apply for Recertification.
3. Diplomates are responsible for maintaining their own records including keeping copies, documentation and summaries of their CEUs forms to document compliance with the Recertification Process.
4. The Board has a voluntary recertification program for all Diplomates certified prior to January 1, 2000. These Diplomates are strongly encouraged to participate in this voluntary recertification program.
5. Upon review of the Diplomates' recertification credentials, the American Board of Dental Public Health will issue a supplemental certificate that will remain valid for ten (10) years.
6. The recertification process includes the following steps: (All forms are submitted electronically)
  - a) Complete the ABDPH Recertification Application-20XX, where XX is the year of recertification)
  - b) Complete the document ABDPH Summary Report of Continuing Education Units (CEUs) for the 10-year period ending in 20XX. This form is available from at [www.aaphd.org](http://www.aaphd.org) link to the ABDPH Web Page.
  - c) Complete Continuing Education Units (CEUs) records and documentation.
  - d) Each Candidate should complete a Continuing Education Reporting form on an annual basis at the time of annual registration. This form lists the activities and the number of credits requested for each activity. Although this program relies on a self-report mechanism of continuing education activities, Diplomates must be able to produce acceptable documentary evidence upon request.
  - e) Prepare portable document files (pdf) of supporting documentation for your CEUs earned in the ten years ending in 20XX.
7. An ABDPH Standards and Recertification Committee (SRC) will review the documentation and audit Diplomates. The SRC consists of three active Diplomates (two

members of the ABDPH, one current Director of the Board) and the Executive Director, ABDPH. The SRC will review the number of credits and report it to the ABDPH. The SRC will audit 10% of Diplomates to be recertified. Diplomates should send electronic copies of CEUs to the Executive Director, ABDPH only if they informed that they are to be audited.

8. Following approval of the recertification application and the SRC audit, the Board reviews the information and approves individual recertification. The Executive Director, ABDPH will issue, on behalf of the Board, a new ten-year certificate, which will expire 10 years from recertification.

C. Guidelines for continuing education credits

Acceptable continuing education shall mean learning activities that contribute to maintaining or enhancing competency in dental public health. The following types of activities are acceptable for credits:

1. Attendance at and/or delivery of a formal continuing education course. Documentation or letters of completion from 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 institutionalized continuing professional development programs related to the competency objectives in dental public health are acceptable.
2. Documentation or letters of completion from other sponsors of continuing education relevant to the field of dental public health are acceptable provided the number of hours of activities can be directly linked to the dental public health competency statements (J Public Health Dent 2016; 76 (Suppl): S3-S28).
3. Authorship of publications related to dental public health. 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 papers are also acceptable. The acceptable number of credits will vary from 5 to 10 depending upon the nature of the publication.
4. Attendance at formal lectures, symposia, workshops and conferences relevant to the field of dental public health. This activity will be given credit provided the material presented is organized around and directed toward identified competency statements. The number of credits will be equal to the number of hours attended.
5. Completion of individualized continuing education instruction. Individualized instruction is defined as a course of study that is structured and organized toward accomplishing competency in dental public health. A method of providing feedback to the learner on performance must be incorporated. Documentation of the number of credits must be available for audit.
6. Learning activities that are repeated on a periodic basis will be given credit only once in a ten-year period. The routine performance of teaching duties in an undergraduate or graduate curriculum or the routine participation in organizational meetings will not be given credits.

D. Appeal process

Diplomates may appeal the report of the SRC relative to the continuing education credits. 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 clearly identify the areas of disagreement and provide the supporting documents. The appeal will be reviewed by the Board and responded to within sixty (60) days of the receipt of the appeal.

E. Failure to comply with the recertification requirements

The ABDPH, at its discretion, may issue a conditional recertification to a Diplomate 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.

A Diplomate who is notified of the denial of recertification for failure to submit evidence satisfactory 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 public health practice. In such situations, the Board has the power to revoke certificates.

## **XVII. LISTING OF DIPLOMATES**

A listing of persons to whom certificates have been issued by the Board is prepared periodically and placed on file in the office of the Director of the Council on Dental Education and Licensure of the American Dental Association. Copies of the list are available upon request from the Executive Director of the Board, or download from the American Association of Public Health Dentistry Home Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under ABDPH Diplomates.

## **XVIII. LIFE MEMBERSHIP**

Diplomates who are completely retired from the practice of dental public health may submit an application for life membership found on the AAPHD Web Page, [www.aaphd.org](http://www.aaphd.org), link to the ABDPH Web Page under Application Life Membership, or from the Executive Director, ABDPH. The Diplomate will apply to the ABDPH for Life Membership, in accordance with and subject to the procedures and regulations of the Board. The applicant must be in good standing and all annual registration(s) must be paid up to the moment of seeking life membership, and have maintained the moral and ethical precepts of the specialty. It is the responsibility of the applicants to inform the Executive Director, ABDPH of any changes in contact information, including preferred address, phone, and e-mail. The ABDPH will review and if Life Membership is approved, Certificate of Life Membership will be issued.

A. The following Diplomates are eligible for Life Membership:

1. Diplomate must be completely retired from the practice of dental public health and has been an active Diplomate for 20 or more years. (No application fee).
2. Diplomate must be completely retired from the practice of dental public health, has been an active Diplomate for at least 10 or more years, and is at least 65 years of age. (No application fee).
3. Diplomate has a combination of the following factors: retired from the practice of dental public health, less than age 65, less than 10 years as an active Diplomate. These Diplomates are eligible for life membership by paying a one-time fee.

4. Diplomate retired from the practice of dental public health, but practicing no more than 200 hours per year (0.1 FTE). He/She can become eligible for life membership by paying a one-time fee.

B. Benefits of Life Membership:

1. Listed on ABDPH website.
2. Emailed ABDPH Newsletter(s).
3. Pay no Annual Registration Fees.
4. Mailed or emailed the Invitation and Announcement to attend Diplomates Annual Dinner and Business Meeting at same cost as other Diplomates, and
5. Other benefits that the ABDPH deems appropriate.

### **XIX. POLICY ON DISCRIMINATION/HARRASSMENT**

The American Board of Dental Public Health does not condone or accept discrimination or harassment based on age, gender, race, creed, sexual orientation, place of education, or country of origin or residence, against candidates or Board Diplomates. The ABDPH will formally consider all complaints filed in writing and signed by any candidate or Board Diplomate made to any Director of the Board including the Executive Director. The ABDPH will take necessary actions to remediate validated claims.

### **XX. CANDIDATES WITH DISABILITIES**

The American Board of Dental Public Health complies with the American with Disabilities Act (ADA) by ensuring that persons with disabilities have physical access to the testing facilities used by the Board. Further, the Board will administer the examination in a manner that can accommodate a candidate with disabilities. The application forms provide space for indicating a disability and the Board solicits suggestions as to how the disability can be best accommodated.

### **XXI. AAPHD FOUNDATION'S LOTZKAR FUND**

On April 28, 2003, at the 53<sup>rd</sup> Annual American Board of Dental Public Health (ABDPH) Diplomates Meeting and Dinner, ABDPH President Caswell Evans recognized Dr. Stanley Lotzkar on his retirement after 21 years of exemplary service as Executive Secretary of ABDPH and as a competent leader and educator who guided many Diplomates and Directors. Dr. Evans announced the creation of the Lotzkar Fund, honoring Dr. Lotzkar's 21 years of dedicated service to the ABDPH and Phyllis Lotzkar's support over those many years. The Lotzkar Fund is used solely to advance the mission and objectives of the American Board of Dental Public Health and is administered by the American Association of Public Health Dentistry Foundation.

*Funding criteria for projects are:*

1. To support development of new initiatives of the Board;
2. To support maintenance of standards and competency in dental public health; and
3. To support curriculum development in dental public health.

All donations can be made to: AAPHD Foundation Lotzkar Fund, 3085 Stevenson Drive, Suite 200, Springfield, IL 62703. Tel: 217-529-6941

## **XXII. ABDPH CONTACT INFORMATION**

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