



American Academy of Oral  
& Maxillofacial Pathology

Dear Doctor,

Thank you for your inquiry regarding AAOMP's 2018 Fellowship Examination. Enclosed you will find an "Application for Examination." **Please return the application to the AAOMP office by January 23, 2018.** The following items must accompany the application for it to be considered by the committee.

1. A curriculum vitae.
2. Letter of verification/endorsement from your Program Director (sent separately). The letter must verify that you are a resident/graduate student who has completed a minimum of 18 months of training in an oral and maxillofacial pathology training program accredited by the American Dental Association or the Canadian Dental Association **and have graduated from an accredited dental school.**
3. Exam fee of \$150.00(\$200.00 if renting a microscope) payable to AAOMP in U.S. funds (to be sent AFTER acceptance letter is received).

According to AAOMP's Bylaws: **To be eligible for examination, a candidate must be a graduate of a dental school, have completed at least 18 months training in an oral and maxillofacial pathology training program accredited by the Commission on Dental Accreditation (CODA, U.S.) or the Commission on Dental Accreditation of Canada (CDAC) and be a member or have been approved for membership in the Academy.**

**The 2018 Fellowship Examination will take place during the Annual Meeting in Vancouver, Canada on Saturday, June 23<sup>rd</sup>.** You can furnish your own microscope with spare bulbs, and other appropriate supplies or you can rent a microscope from AAOMP. Be aware that these are the microscopes that are being used for the CCA Exam

The Fellowship Committee will review the applications, and you will be advised of your eligibility to sit for the exam by the first week of March via mail.

If you have any questions, please feel free to contact the AAOMP office toll free at 888-552-2667. Thank you.

Sincerely yours,

A handwritten signature in black ink that reads "Karen Benton".

Karen Benton  
Administrative Director



American Academy of Oral & Maxillofacial Pathology

AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL PATHOLOGY

FELLOWSHIP EXAMINATION

APPLICATION AND INSTRUCTIONS

FOR OFFICIAL USE ONLY: Application received on: Program Director Letter received CV received Transcripts received/waived Dental school verification received Application number: Academy membership verified Eligibility verified Candidate notified on: Fee received

FOR COMMITTEE USE ONLY: Approved Not approved Chairman's Signature Sec.-Treas.\Office Signature

1. Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number \_\_\_\_\_

2. Address, Street, RFD, PO Box, City, State, Province, Country, Postal/zip code: \_\_\_\_\_

3. Are you currently an OMP resident\graduate student? Yes No If NO, what year did you complete your program? Have you taken the Fellowship exam before? No Yes: Date

Name and address of your Oral and Maxillofacial Pathology training program: \_\_\_\_\_

I hereby make application to the American Academy of Oral and Maxillofacial Pathology for Fellowship status in the Academy in accordance with and subject to its rules and regulations. I agree to disqualification from fellowship in the event that any of the statements herein made by me are false or in the event that I do not comply with, or shall violate any of the provisions of the bylaws of the American Academy of Oral and Maxillofacial Pathology. I agree to hold said American Academy of Oral and Maxillofacial Pathology, as then constituted; its members, examiners, officers and agents free from any damage or complaint by reason of any action they, or any of them, may take in connection with this application, and/or failure of said Academy to recognize me as a Fellow.

\_\_\_\_\_ Date Signature (signed name in full)

Please send this application and all documentation on the Checklist to:

AAOMP 401 W. St. Charles Rd., Lombard, IL USA 60148

Telephone: 888-552-2667 or 630-510-4552 Fax: 630-510-4501 e-mail: info@aaomp.org

## **AAOMP Fellowship Exam Application Checklist**

This checklist is being provided for your convenience. It does not have to be submitted.

To be eligible for the AAOMP Fellowship Exam,  
you must meet the following three criteria:

- 1) **To be eligible for examination, a candidate must be a graduate of a dental school, have completed at least 18 months training in an oral and maxillofacial pathology training program accredited by the Commission on Dental Accreditation (CODA, U.S.) or the Commission on Dental Accreditation of Canada (CDAC).**
  
- 2) **Be an AAOMP Member  
Or  
Be approved for Membership**

To apply, you must send:

- AAOMP Fellowship Exam Application
  
- Current Curriculum Vitae
  
- A letter from your Program Director verifying that you are a resident/graduate student who has completed a minimum of 18 months of training and have graduated from an accredited dental school. *Please note:* This is not a letter of recommendation but one of verification. The letter should be original and signed by the Program Director.**

Once your application is approved by the Fellowship Committee,  
a \$150 (\$200 if renting a microscope) fee will be assessed.  
**Please do not send your check with this application.**

# AMERICAN ACADEMY OF ORAL and MAXILLOFACIAL PATHOLOGY

## 2018 Guidelines for the Fellowship Examination

### Procedures and Requirements for Certification of Candidates

1. Application forms are obtained from the office of the Academy. The application should be completed and returned with a letter of endorsement from the applicant's program director.
2. To be eligible for examination, a candidate must be a graduate of a dental school, have completed at least 18 months training in an oral and maxillofacial pathology training program accredited by the Commission on Dental Accreditation (CODA, U.S.) or the Commission on Dental Accreditation of Canada (CDAC) and be a member or have been approved for membership in the Academy.

Candidates for Fellowship must submit a curriculum vitae and have the director of their oral and maxillofacial pathology training program send a letter acknowledging that the candidate has satisfactorily completed at least 18 months of training. In the event that the director of the candidate's training program is no longer available, the Fellowship Committee will determine eligibility on a case by case basis.

3. For applicants who have passed the certification examination of the American Board of Oral and Maxillofacial Pathology, a letter requesting Fellowship status should be submitted along with a copy of the Board Certificate.
4. Applications must be received in the office of the Academy by **January 23, 2018**.
5. An examination fee will be assessed, no part of which is refundable. No money should accompany the application. After the candidate has been notified of the acceptance of the credentials, the fee should be forwarded to the Academy office.
6. Upon failure, a candidate may be admitted to a second examination after one year, but must submit a new application, completed in detail, for review by the Fellowship Committee. Evidence of any additional training or experience should be indicated on the new application. Copies of transcripts (if applicable), which were submitted with the original application, are not required. The candidate shall be required to submit notice of intention by January 16, 2018. If accepted, he/she must forward a re-examination fee.
7. A candidate having failed the examination three times will not be considered for re-examination.
8. The examination will be held once a year, usually just prior to the Annual Meeting of the American Academy of Oral and Maxillofacial Pathology.

### Definition of Fellowship

Fellowship in the American Academy of Oral and Maxillofacial Pathology is a special class of membership requiring advanced education in Oral and Maxillofacial Pathology and satisfactory completion of a qualifying examination.

## **Meaning of Fellowship**

According to the Constitution and Bylaws (Article V, Sec. III), only Fellows may vote or hold elective office in the American Academy of Oral and Maxillofacial Pathology. By virtue of having passed a qualifying examination, Fellows have demonstrated interest, training and early experience in oral and maxillofacial pathology. Fellowship status is **not** meant to imply or to certify competence in the specialty of oral and maxillofacial pathology; only the American Board of Oral and Maxillofacial Pathology is authorized to certify competence in the specialty.

## **Methods of Obtaining Fellowship**

Methods of obtaining Fellowship are specified in the Constitution and Bylaws (Article V, Sec. III): Fellowship in the Academy is granted to members who have qualified by examination given by the Fellowship Committee of the AAOMP or by passing the certifying examination of the American Board of Oral and Maxillofacial Pathology and, in either instance, approved by Council.

## **Fellowship Committee**

As specified by the Constitution and Bylaws (Article IX, Sec. III), the Fellowship Committee shall consist of five Fellows, each serving for a term of five years, one being appointed each year by the President. The member with the longest service on the committee shall be Chairman.

## **Level of Difficulty of the Examination**

The level of difficulty is intended to be below that required for certification by the American Board of Oral and Maxillofacial Pathology but of sufficient breadth and depth to reflect the expected level of knowledge in a resident at the midpoint of his or her training program. In this way, the serious candidate may take pride in demonstrating a level of knowledge sufficient to pass the Fellowship examination. Furthermore, those individuals whose goal it is to achieve certification by the American Board of Oral and Maxillofacial Pathology can regard the Fellowship examination as an interim gauge of their preparedness and gain an appreciation of their strengths and weaknesses.

## **Nature of the Examination**

The examination shall consist of the following:

- a. A practical examination composed of 25 cases with appropriate histories, which require microscopic diagnosis. (50% of the grade)
- b. A written examination of 100 questions. Questions will test knowledge of basic sciences, general pathology, systemic pathology, oral and maxillofacial pathology and oral manifestations of systemic diseases. (25% of the grade)
- c. A clinical examination of 25 questions utilizing projected clinical slides, radiographs and/or photomicrographs in combination with brief histories to test ability in clinical oral diagnosis, differential diagnosis and analysis and correlation of clinical manifestations of disease with histopathologic changes. (25% of the grade)

## **Guidelines and Procedures for Examination Construction**

1. The examination shall be composed of approximately equal contributions from all five committee members to each of the three sections of the examination.
2. An attempt will be made by each committee member and by the Chairman as final arbiter to balance the written portion of the examination as to scope of content. Although the bulk of the examination emphasizes clinical and microscopic diagnosis of all types of oral and maxillofacial diseases and the basic sciences incident thereto, it should also include questions relating to ultrastructure, histochemistry, immunology, radiology, microbiology and therapy. The use of questions requiring specific definitions, quotations from literature sources, questions having only regional significance or other forms of potential controversy or provoking significant differences of opinion among acknowledged experts will be resisted.
3. Question format can be varied and may include true-false, multiple choice, short answer (essay) and differential diagnosis analysis. Care will be taken, however, that each question can be graded consistently and objectively.
4. At the conclusion of the examination, the candidate's examinations and one or more complete original copies of the examination will be collected by the Chairman and given to the Executive Secretary to be archived and held in the event of an appeal.

## **Grading**

Microscopic Section 50%: 25 microscopic slides 4 points each.

Clinical Exam 25%: 25 questions 4 points each

Multiple Choice Questions 25%: 100 questions 1 point each

Scoring is by consensus of the Fellowship Committee. Standard OMP texts can be used when an answer is in question.

Grading is completed during and immediately following the exam. Passing = 70%. Pass/fail. However, in order to successfully pass the examination, the candidate must pass both the microscopic and clinical sections, even if their total grade was 70% or greater. Grades are delivered to the AAOMP Executive Secretary who will write the results letters to the candidates. Letters are distributed to the candidates at the Registration Desk on the morning following the exam.

## **Confidentiality**

Every effort is made to ensure confidentiality. The following procedure is currently being used: Each candidate selects a number in a random drawing prior to the beginning of the examination. The candidate then writes and prints his/her name on the card bearing the number and seals that in an unmarked envelope. That envelope is then sealed in a second envelope by the candidate. The envelopes are placed in a stack by the candidates, are subsequently collected, and are retained by the Chairman of the Fellowship Committee. Candidates use only the number to identify examination papers. Test results are recorded by tests number only. No committee member has knowledge of the test number of any candidate.

## **Disclosure of Test Results**

At the conclusion of the examination, the Chairman meets the Executive Director or Administrative Director and one member of the Executive Council. At that meeting the identification envelopes which have been retained unopened by the Chairman are opened and tests results are recorded. The recorded tests scores are then checked for accuracy by those individuals present, who also act as witnesses. The Chairman then submits the test results to the Secretary-Treasurer.

## **Notification of Candidates**

The Secretary-Treasurer alone has the responsibility for notifying candidates of the results of their examination. This is done by letter which the candidates can obtain from the Executive Secretary during the Annual Meeting and as soon as feasible after the conclusion of the examination. Notification of a candidate that he/she has successfully passed the examination then carries with it pro forma elevation to Fellowship status. The candidate (or candidates in the event of a tie) with the highest fellowship examination score that year will also be notified in that letter that they have won the Shafer Award and that the Award will be presented to the candidate(s) at the forthcoming President's banquet. The letter shall also convey to the winning candidate(s) that they (and their spouses, if attending) will be guests of the AAOMP at the banquet, foregoing banquet costs.

## **Appeals Procedure**

A candidate who fails the Fellowship Examination may request that the examination be re-scored to verify the accuracy of the results as reported. Such requests must be made in writing to the Secretary-Treasurer within 30 days of notification of the results of the examination. The scoring of the examination shall be verified by an Ad hoc Committee of Council appointed by the President. The decision of the committee shall be final, and there shall be no further appeal from failure of the examination.

Approved by Council, May 9, 1988  
Amended by Council, May 2, 1997  
Amended by Council, April 19, 2002  
Amended by Council, November 17, 2007  
Amended by Council, May 17, 2010  
Amended by Council, November 3, 2012  
Amended by Council, May 23, 2016