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Hoffman Estates, IL 60169

# **ABSCD Candidate Handbook**

Application & Registration Instructions for the ABSCD Diplomate Credential

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## ABOUT THE CREDENTIAL

The American Board of Special Care Dentistry (ABSCD) was established in 2004 to advance the profession of special care dentistry through the development of a certification program. The ABSCD is an independent certifying body of the Special Care Dentistry Association. The mission of the ABSCD is to optimize the health of people with special health care needs by advancing the art and science of oral health care for these individuals through certification standards for dentists. ABSCD governs the Diplomate Certification and Diplomate Recertification programs. Earning the ABSCD Diplomate designation recognizes professional achievement in the field of special care dentistry.

## CANDIDATE RESPONSIBILITIES

It is the responsibility of each candidate to read and understand the contents of this handbook before beginning the ABSCD Diplomate certification process. Candidates should keep this handbook readily available for reference until the entire certification process is completed. The 2022 Candidate Handbook supersedes all previous versions of this handbook.

## ABSCD DIPLOMATE CERTIFICATION PROCESS

ABSCD Diplomate certification is a multi-step process:

1. **Application for ABSCD Diplomate:** ABSCD will review completed applications for eligibility criteria.
2. **Educationally Qualified Candidate:** Candidates who meet ABSCD's eligibility criteria are considered Educationally Qualified Candidates. These candidates are eligible to take the ABSCD Written Examination.
3. **Board Eligible Candidate:** Candidates who pass the ABSCD Written Examination are considered Board Eligible Candidates. These candidates are eligible to take the ABSCD Oral Examination.
4. **ABSCD Diplomate:** Individuals who pass the ABSCD Oral Examination will receive certification as ABSCD Diplomates.

## CERTIFICATION PROCESS TIMELINE

1. **Application for ABSCD Diplomate:** Approximately 3 months before SCDA Annual Meeting; see ABSCD website for specific due dates.
2. **Educationally Qualified Candidate:** Candidates must take the ABSCD Written Examination at the SCDA Annual Meeting. The exam may take place the day before or the day after the SCDA Annual Meeting. See ABSCD website for specific exam dates. Candidates who do not pass the written examination may apply to retake the exam the following year.
3. **Board Eligible Candidate:** Candidates must sit for the ABSCD Oral Examination within a **three-year Board Eligibility Period** following successful competition of the written examination. Board-eligible candidates must take the oral exam at the SCDA Annual Meeting. The exam may take place the day before or the day after the SCDA Annual Meeting. ABSCD will contact you with specific exam dates. Case submission for oral examination is due approximately 2 weeks prior to oral examination. ABSCD will contact you with specific due date. Candidates who do not pass the oral examination may apply to retake the exam as long as it is still within this eligibility period.
4. **Request for Accommodations:** Due approximately 2 weeks following application deadline. See ABSCD website for specific due dates.
5. **Late Applications and Deferrals:** See sections below regarding late applications and deferrals.

## ATTAINMENT OF CERTIFICATION

Certification is valid for ten years. Candidates who complete the certification process may use the appropriate designation "DABSCD." Newly certified individuals will receive a Diplomate certificate after receiving their results and their names will be announced at the SCDA Annual Meeting one year after taking the exam.

## RECERTIFICATION

Recertification is designed to assure a level of continued competence through the ongoing enhancement of knowledge and skills in the field of special care dentistry credentialing. Diplomates will be required to recertify once every ten years, at the time of the expiration of the certification. Diplomates must meet the following requirements every ten years in order to maintain their certification.

1. Sit for and pass the certification examination under the eligibility requirements in effect at the time application for recertification is made or complete an alternative process that ABSCD Board of Directors may designate.
2. Be an active member in good standing with ABSCD.
3. Provide appropriate verification of completion of 200 continuing education hours in related fields of special care dentistry within those ten years.

## CODE OF ETHICS FOR ABSCD DIPLOMATES

ABSCD Diplomates shall abide by the ABSCD Code of Ethics. Diplomates shall share knowledge, foster educational opportunities, and encourage personal and professional growth through continued self-improvement and application of current advancements in the profession. ABSCD Diplomates shall refrain from conduct deemed harmful to the public or inappropriate to the profession. Any such violation of the Code of Ethics for an ABSCD Diplomate may result in suspension or revocation of certification.

## ELIGIBILITY REQUIREMENTS

A candidate applying for certification by the ABSCD shall have met the following requirements:

1. Graduate from an accredited dental program with a DDS, DMD, or an internationally equivalent degree
2. Meet at least one of the following criteria:
  - A. Attained Fellowship in SCDA, one of the SCDA component organizations (AAHD, ADPD, ASGD), or the Royal College of Dentists: Special Care Dentistry
  - B. Completed a residency of at least 2-years in length. Examples include a 2-year General Practice Residency, Advanced Education in General Dentistry, Advanced Education in Oral Medicine, or other specialty residency program.
  - C. Completed a 1-year residency in any field AND completed a 1-year intensive clinical fellowship focused on the care of patients with special needs. This pathway requires documentation by the candidate and approval by ABSCD. Examples of such programs nationwide include:
    - i. Geriatric and Special Needs Graduate Program – University of Iowa
    - ii. Special Needs Dental Care Fellowship – Stony Brook School of Dental Medicine
    - iii. Craniofacial Orthodontics and Special Care Orthodontics Fellowship Program – Case Western Reserve University

## STATEMENT OF NONDISCRIMINATION

ABSCD does not discriminate against any individual or entity on the basis of religion, age, gender, race, disability, nationality, or any other reason prohibited by law. All individuals submitting an application for the certification will be judged solely on published criteria.

## ABOUT THE EXAMINATION

There are two examinations a candidate must pass to become a Diplomate of the American Board of Special Care Dentistry.

1. **WRITTEN QUALIFYING EXAMINATION:** The ABSCD Qualifying Examination is the only standardized certification exam currently offered to test the knowledge, skills, and abilities of special care dental professionals. This written exam consists of 100 multiple-choice questions. Candidates have a maximum of **4 hours** to complete this exam. If the candidate passes this examination, ABSCD will notify the candidate that they are now “Board Eligible.” Board Eligible candidates will be invited to sit for the ABSCD Oral Examination. The Written Qualifying Examination is offered in one of two formats, determined by ABSCD:
  - a. A computer-based examination administered annually at the SCDA Annual Meeting.
  - b. A paper and pencil-based examination administered annually at the SCDA Annual Meeting.
2. **ORAL EXAMINATION:** Board Eligible Candidates are expected to complete the Oral Examination within a three-year eligibility period following successful completion of the written examination. Board Eligible Candidates should contact ABSCD to arrange sitting for the Oral Examination. This oral exam is focused on the Candidate’s area of special care expertise within the field of Special Care Dentistry.

The written and oral examinations typically take place the day before or the day after the CE portion of the SCDA Annual Meeting. The final examination dates are determined by ABSCD.

## WRITTEN EXAM PREPARATION

Preparation is essential for successful competition of the ABSCD Exams. Written exam questions are based on a wide variety of publications, regulations, and resources in the field. Candidates taking the written exam should use the handbook as a guide to the subject areas to be covered. Candidates should also use the most recent editions of textbooks, websites, guidelines, and other resources on the given topics. While the ABSCD does not endorse any specific item, the following resources may be helpful for exam preparation:

1. SCDA Online Course: Oral Health for People with Special Needs
2. Geriatric Dentistry: Caring for Our Aging Population. 2014. Friedman PK.
3. Dental Management of the Medically Compromised Patient. Little JW, Falace DA, et al.

4. Oral Medicine and Medically Complex Patients. Peter Lockhart.
5. Oral Medicine and Pathology at a Glance. 2016. Diz Dios P, Paes de Almeida O, et al.
6. Treating the Dental Patient with a Developmental Disorder. Editors: Raposa KA and Perlman Sp.
7. ADA Practical Guide to Patients with Medical Conditions
8. ADA Practical Guide to Substance Use Disorders and Safe Prescribing
9. Special Care Advocates in Dentistry (SAID) Online Modules
10. Dental Clinics of North America: Special Care Dentistry. 2016. Editor: Wasserman B.
11. Dental Clinics of North America: Geriatric Dental Medicine. 2021. Editor: Calabrese JM and Henshaw MM.

### WRITTEN EXAM CONTENT OUTLINE

The exam content includes and is not limited to the domains listed below. Percentages are approximate and provide an indication of the emphasis placed upon each domain. Subject areas referencing “Special Care Dentistry” include geriatric dentistry, hospital dentistry, and dentistry for people with disabilities and medically complex populations.

#### **Patient Assessment in Special Care Dentistry 30%**

- A. History taking (e.g. medical, dental, social)
- B. Physical evaluation
- C. Clinical examination
- D. Oral diagnosis (e.g., soft-tissue pathology)
- E. Imaging modalities
- F. Medical risk assessment
- G. Abuse and neglect
- H. Assessment of oral conditions in specific populations (e.g., older adults, specific developmental conditions, specific medical conditions)

#### **Medical Complexity 30%**

- A. Review of systems
- B. Systemic manifestations of medical conditions
- C. Oral manifestations of systemic diseases
- D. Dementia and associated conditions
- E. Developmental conditions
- F. Mental health conditions
- G. Sensory conditions
- H. Physiology across the life-course (e.g. pregnancy, childhood development, transition to adulthood, aging)

#### **Patient Management in Special Care Dentistry 40%**

- A. Identification and management of barriers to care (e.g. financial, transportation, mobility, communication, community resources)
- B. Medical management of medically compromised patients (e.g. diabetes, stroke, etc.)
- C. Hospital and long-term care admissions process
- D. Hospital documentation process (notes, consults, orders)
- E. Dental considerations for medically compromised patients (e.g. antibiotic prophylaxis)
- F. Emergency management in Special Care Dentistry (e.g. BLS, airway management)
- G. Replacement of missing teeth
- H. Behavior guidance techniques
- I. Management of self-injurious behaviors
- J. Pharmacologic behavior management
- K. Medical immobilization and protective stabilization
- L. Sedation and general anesthesia
- M. Special considerations in obtaining informed consent
- N. Disability accommodations
- O. Multidisciplinary approach
- P. Preventive techniques
- Q. Dental materials

## SAMPLE WRITTEN EXAM QUESTIONS

1. An 82-year-old male presents to your clinic with a 1 cm painless, raised, red non-ulcerated lesion on the lateral border of the tongue next to a sharp molar cusp. He gives a history of smoking cigarettes one pack per day for 40 years and is a moderate social drinker reporting drinking a beer two or three times a week. All the following factors increase the likelihood of this lesion being diagnosed an oral carcinoma **EXCEPT**:
  - (A) Age
  - (B) Alcohol
  - (C) Tobacco
  - (D) Trauma
2. Which of the following organisms have been associated with late joint replacement infections?
  - (A) Bacteroides
  - (B) Klebsiella
  - (C) Staphylococcus epidermidis
  - (D) Streptococcus viridans
3. All the following are complications or side effects attributed to diazepam use in the elderly **EXCEPT**:
  - (A) Ataxia
  - (B) Delirium
  - (C) Dementia
  - (D) Insomnia

## ANSWERS FOR SAMPLE WRITTEN EXAM QUESTIONS

1. D. 2. D. 3. D.

## ORAL EXAM PREPARATION

For those taking the Oral Examination, **3 case presentations** are required. Case files must be submitted to ABSCD approximately two weeks prior to the oral examination date. ABSCD will contact you with specific due dates.

**Appropriate Case Selection:** The patient must be an individual whose physical, medical, developmental or cognitive conditions limit their ability to receive routine dental care. The case must have sufficient progress in order to complete the details required. Cases do not need to be completed but substantial progress needs to be made with an end in sight or explanation as to why treatment is delayed or will be ongoing.

Additionally, each of the three cases must represent one of the case selection categories below. While there may be overlap in the categories, **the candidate must identify a different primary category for each of the three cases.**

1. Person with a developmental disability
2. Person with cognitive/intellectual impairment
3. Person with complex medical problems
4. Person with significant physical limitations
5. Person with a social situation that impacts assessment/care
6. Person with mental health disorder
7. Vulnerable older adult

**Case Presentation Format:** Use the following format for each case presentation:

1. **Case Selection Category:** Indicate the primary case selection category from the list above.
2. **Chief Concern(s):** List any chief concerns from the patient. Include chief concerns from patient representatives if applicable, including from caregivers, guardians, family members, etc.
3. **Limitations/Restrictions:** Describe how the patient's condition(s) limit(s) their ability to receive routine dental care. This description must go beyond the patient's diagnoses and describe specifically how care is impacted for the individual, including environmental and health care system barriers.
  - a. Ability to tolerate care and barriers to tolerating care
  - b. Ability to receive care and barriers to receiving care
  - c. Ability to follow instructions for care and barriers to following instructions for care
  - d. Ability to follow through with maintenance needs and barriers to maintaining oral health

- e. Other limitations/restrictions and associated barriers
4. **Medical History:** Include a full medical/social history, list of medications, and drug allergies.
5. **History of Present Illness/Dental Problems:** Include a history of the present illness as related to the chief concerns, limitations, and/or restrictions. Include factors that may have led to the presenting condition/oral health needs.
6. **Dental Status:** Include charting of caries, existing restorations, missing teeth, and periodontal probing.
7. **Pre-Operative Images:** Include preoperative radiographs and clinical photos.
8. **Treatment Plan:**
  - a. **Treatment Plan Alternatives:** Describe treatment plan alternatives and why the final plan was chosen over the alternatives.
  - b. **Capacity/Competency:** Describe how the patient's decision-making capacity and legal competency to consent for treatment was evaluated.
  - c. **Informed Consent:** Describe how appropriate and informed consent was obtained for procedures, including medical immobilization and protective stabilization.
  - d. **Patient Autonomy/Roles:** Describe how patient autonomy was supported, regardless of the patient's capacity/competency to consent. Describe how the role of caregivers, guardians and other patient representatives factored into treatment decisions and future maintenance of the treatment provided.
9. **Facilitation Techniques:** Include how treatment was provided, problems encountered during treatment, and any modifications to provision of treatment and treatment plans. Include all elements of case criteria listed
  - a. Description of **previous** facilitation techniques used, including behavioral, pharmacological, and physical/mechanical facilitation techniques.
  - b. Description of **current** facilitation techniques used. Rationale for maintaining or making changes in past facilitation techniques used.
  - c. Description of **future** facilitation techniques proposed. Rationale for maintaining or making changes in current facilitation techniques used.
  - d. **Modifications:** Describe treatment modifications necessary to provide appropriate care and meet the patient's needs.
  - e. **Safety:** Describe how was the safety of the patient and staff ensured
10. **Post-Operative Images:** Include post-operative photographs. Include post-operative radiographs if applicable.
11. **Maintenance Plan:** Describe the maintenance plan. Include the role of caregivers if applicable.

## DAY OF THE EXAM

It is strongly recommended that candidates familiarize themselves with the exam location and parking facilities prior to the day of the exam so that they can arrive at the testing location stress-free and on time. On the day of the exam, candidates must report to the testing location at least 15-minutes prior to the examination start time. For the Written Qualifying Examination, candidates must plan to be at the testing location for four hours. For the Oral Examination, the time spent at the testing location will be **2 hours**. Late arrivals may not be admitted. The exam administrator will provide a brief orientation and then escort the candidate to a workstation. The candidate must remain in his/her seat during the examination and may only leave the workstation when authorized by a proctor. If a candidate leaves the workstation during the exam, extra time will not be provided.

Each candidate should bring following to the exam site:

- Confirmation email from ABSCD
- Government-issued photo identification, which must bear your name and your signature. Examples of appropriate identification include a passport or driver's license.
- Bring a jacket or sweater for air-conditioned rooms
- Bring a low-tech watch. You will not be permitted to continue beyond the allotted time, and will not be able to use a smartwatch or cell phone to keep track of time.

The following are not allowed into the examination room:

- Books or other reference materials.
- Electronic devices (cell phones, pagers, smart watches, etc.)
- Visitors

The proctor will not permit anyone found possessing prohibited materials to continue the test, and all applicable examination fees will be forfeited.

Candidates should contact the proctor:

- More scratch paper is needed
- For a break (extra time will not be provided); or

- For any other assistance from the proctor.

### EXAM RESULTS

Results for Written Qualifying Exam are sent within eight weeks of the exam administration. Scores will NOT be sent to employers, schools, other individuals, or organizations under any circumstances. Names of candidates who do not pass the examination are confidential and are not revealed under any circumstances, except by legal compulsory process. Any questions concerning test results should be referred to the ABSCD Office at [scda@scdaonline.org](mailto:scda@scdaonline.org).

### APPLICANT/CANDIDATE APPEALS

Decisions by the ABSCD regarding eligibility to take an examination, continued certification, disruptive examination conditions, and verification of an examination result may be appealed to the ABSCD. The grounds for appeal to the ABSCD are only those stated in the previous sentence. An appeal to the ABSCD must be made in writing to the following email addresses, with the subject line "ABSCD Exam Appeal": [scda@scdaonline.org](mailto:scda@scdaonline.org)

All such appeals must be received by the ABSCD within 30 days of the date (1) that the ABSCD mailed the notice denying eligibility to take the examination or (2) the date the ABSCD mailed the notice denying continued certification or (3) the date on which a disruptive examination condition or examination occurred. The written appeal must identify the precise factual basis, applicable rules or examination conditions that are the basis for the appeal.

### ACCOMMODATIONS

The American Board of Special Care Dentistry (ABSCD) complies with the Americans with Disabilities Act in order to accommodate candidates who demonstrate a need for accommodation. Accommodations are provided on an individual basis, the documentation provided, and the requirements of the examination. ABSCD will make all reasonable efforts to accommodate examinees. Accommodations must not fundamentally alter the skills and knowledge measured by the examination or create an undue burden to the organization.

To seek an accommodation, the following must be submitted by the accommodations due date:

1. **Professional certification:** The specific accommodations must be documented by the candidate's doctor or other qualified professional on official letterhead. The letter must include:
  - a. **Certifying professional:** Their qualifications, address, telephone number, and original signature.
  - b. **Candidate information:** Candidate's name and date(s) of evaluation(s).
  - c. **Limitations:** The candidate's specific disability-related limitations.
  - d. **Recommendations:** The accommodation(s) requested and how they will reduce the impact of identified limitations as they pertain to participation in the ABSCD examination.
2. **Previous accommodations:** Documentation of previous accommodations, if any, provided by educational institutions or other testing agencies

This documentation will assist ABSCD in determining whether the individual qualifies for an accommodation under the Americans with Disabilities Act. Based on the submitted documentation, ABSCD may grant or deny the request or seek additional information.

### LATE REGISTRATION

Applications postmarked after the deadline may be processed if such registration can be accommodated. There is a \$50.00 late fee for all applications postmarked after the deadline. Late applications are typically not accepted within 30 days of the examination date.

### CANCELLATIONS/REFUNDS

The ABSCD must receive all requests for a cancellation/refund in writing, no later than 30 days prior to the start of the exam. You may e-mail a request for a refund to the ABSCD Office at [scda@scdaonline.org](mailto:scda@scdaonline.org). Requests for cancellations/refunds may only be made by the exam candidate. Refunds will be issued less a \$100 processing fee. If ABSCD must cancel the exam, such as due to pandemic, natural disaster, cancellation of the SCDA meeting, or other emergency, ABSCD will make arrangements with the candidate to reschedule the exam.

### RE-EXAMINATION POLICY

Candidates who do not pass the Written Qualifying Examination may apply to retake the exam the following year. Candidates who do not pass the written examination after two attempts will need to resubmit application and payment if the candidate wishes to retake the exam in the future.

Candidates who do not pass the Oral Examination can retake the examination within the 3-year Board Eligibility



Period (which begins on successful completion of the Written Qualifying Examination). If unsuccessful with the Oral Examination by the end of the eligibility period, the candidate will need to start the process over and re-apply to take the Written Examination if they wish to continue pursuing certification.

### REQUEST FOR DEFERRAL OF WRITTEN EXAMINATION

Requests for deferrals for the Written Exam must be made in writing and submitted to the ABSCD. Under special circumstances the ABSCD may allow a deferral of the examination to the following year or next exam date. Candidates may be required to provide appropriate documentation. Cases will be evaluated on an individual basis. The decision of ABSCD will be considered final. Candidates are expected to provide maximum of notice where possible. Failure to keep an appointment or canceling an appointment without approval by ABSCD will result in forfeiture of all applicable exam fees.

### REQUEST FOR EXTENSION OF BOARD ELIGIBILITY PERIOD

At the sole discretion of ABSCD, a Board Eligible Candidate may be granted a one-time extension of the candidacy if the candidate is unable to complete the Oral Examination in the last year of candidacy due to extenuating circumstances. A candidate who wishes to extend their candidacy term must submit the request as soon as possible prior to their candidacy expiration date. Candidates may be required to provide appropriate documentation. Cases will be evaluated on an individual basis.

### EXAM SECURITY/GROUNDS FOR DISMISSAL

The ABSCD and our exam management company maintain established test administration and security standards to ensure that all candidates are provided with a fair and consistent opportunity to demonstrate their knowledge, skills and abilities. Any candidate who does not have positive identification, uses unauthorized aids, engages in misconduct, or does not follow testing procedures may be dismissed from the testing center. The ABSCD may choose to have the test scores of such candidates cancelled, in which case all applicable exam fees will be forfeited. The following are examples of behaviors considered to be misconduct and will not be tolerated during the administration of the written or oral examinations:

- Giving or receiving assistance of any kind;
- Using unauthorized references or aids;
- Attempting to take the exam for someone else;
- Failing to follow testing regulations and/or test center instructions;
- Creating disturbances;
- Copying, removing or attempting to remove exam questions and/or scratch paper from the exam room;
- Leaving the exam room without permission;
- Using electronic communication devices (cell phones, pagers, smartwatches, etc.).

In the event of misconduct, gathered evidence is submitted to the ABSCD and the exam management company for review. Both the ABSCD and the exam measurement company have the right to question the validity of test scores. If there is sufficient cause to question the score, the exam management company will refer the matter to the ABSCD, which will make the final decision on whether or not the score is to be cancelled. In the event the ABSCD determines a test score is invalid and should be cancelled, the ABSCD will notify the candidate (all applicable examination fees will be forfeited). The ABSCD, at its sole discretion, may decide to:

- Allow the candidate to retest at an additional cost;
- Prohibit the candidate from ever sitting for the exam and earning the certification; or
- Take other action as deemed appropriate.

### COPYRIGHT INFORMATION

All proprietary rights to the Diplomate exam, including copyright, are held by the ABSCD. In order to protect the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted proprietary materials. The law strictly prohibits any attempt to reproduce all or part of the Diplomate exam. Such attempts may include, but are not limited to: removing materials from the testing room; aiding others by any means in reconstructing any portion of the exam; and selling, distributing, receiving, or having unauthorized possession of any portion of the exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that examination scores might become invalid in the event of this type of suspected breach. Permanent revocation of certification may occur if allegations are substantiated.

### CANDIDATE FEES

1. **Initial Application Fee:** \$750
2. **Oral Exam Application Fee:** \$250
3. **Late Application Fee:** \$50 (late applications are not guaranteed approval)
4. **Written Exam Retake Fee:** \$350
5. **Oral Exam Retake Fee:** \$200
6. **Administrative Fee for Returned Checks:** \$30
7. **Recertification Fee:** \$275

All fees are subject to change in subsequent years.

### ANNUAL MAINTENANCE FEES

All Diplomates are invoiced annually for maintenance fees. The purpose of this annual fee is to cover the administrative costs of maintaining the certification program and conducting the business of the organization. Maintenance fees provide fiscal resources that will allow ABSCD to grow with the profession in a planned and strategic way and continue to pursue initiatives that support and promote the value of the Diplomate credential. Invoices are sent in the fall for payment the next calendar year. All fees are subject to change in subsequent years.

### APPLICATION PROCEDURES/INSTRUCTIONS

1. Complete the application form in its entirety.
2. Write or type clearly and legibly on the application form, using either a blue or black ink.
3. Make a copy of the completed application for your records.
4. Mail or e-mail the completed application and full examination fees to:

ABSCD Diplomate Program,  
2800 W. Higgins Road Suite 440  
Hoffman Estates, IL 60169  
Fax: 847.885.8393  
Email: [scda@scdaonline.org](mailto:scda@scdaonline.org)

Payment may be made by credit card, check or money order.

1. Credit card: VISA and MasterCard, are accepted. If paying by card, upon receipt of the application form, ABSCD will email an invoice with credit card processing information.
2. Check or money order: Make check or money order payable to: Special Care Dentistry Association. There will be an additional administrative fee of \$30 for returned checks.

Once ABSCD receives your completed application with payment, you will receive a confirmation e-mail stating that your application is under review. Once the review of your application is complete, you will be notified of your status. If accepted as a candidate for either exam, you will receive an acceptance confirmation email. The acceptance confirmation e-mail, plus government-issued photo identification with signature, must be presented to the proctor in order to gain admission to the exam.

If on review of the application, ABSCD determines that you do not yet meet the requirements examination, you will be notified and payment will be refunded, minus a \$50 processing fee.

### CONTACT

For questions or comments regarding the Diplomate exam or procedures please contact ABSCD Headquarters at:

ABSCD Diplomate Program  
2800 W. Higgins Rd Suite 440  
Hoffman Estates, IL 60169  
E-mail: [scda@scdaonline.org](mailto:scda@scdaonline.org)  
Fax: 847.885.8393