



INTERNATIONAL ASSOCIATION OF PAEDIATRIC DENTISTRY

Examination Terms and Conditions & Candidate Agreement

The IAPD Fellowship in Paediatric Dentistry is administered and governed by a professional and independent international examination committee, under the auspices of the International Association of Paediatric Dentistry (IAPD). The fellowship is open to IAPD members in good standing.

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A. GENERAL STATEMENT

By registering for the IAPD Fellowship examination, the candidate confirms that he/she adheres to the terms and conditions as stipulated within this binding document including future recertification requirements that will be developed before the 5-year fellowship ends.

B. ELIGIBILITY CRITERIA & REQUIRED DOCUMENTATION

1. Applicant must meet all eligibility criteria and provide all required documentation as detailed during the online registration within the registration period in order to be accepted to sit for the examination.
2. The registration period (i.e. start/end of registrations) is announced on the IAPD website.
3. To register for the examination, candidates must have the following:

Table I

Eligibility criteria	
	<ol style="list-style-type: none">1. Qualified dental practitioner (dentist) with current and active full dental licensure.2. Current professional member in good standing of the IAPD for at least 2 years.* <i>*applicants for 2023 pilot examination will only be required to have active IAPD membership</i>3. No legal issues against applicant (malpractice, ethical etc.)4. Actively practicing exclusively or with a significant emphasis in paediatric dentistry for at least 2 years.5. Continuing interest in paediatric dentistry: Proof of attendance at local, regional or international meetings sponsored or co-sponsored by IAPD and/or its National-Member Societies for at least the past 2 years*, with a minimum of 8 hours yearly of continuing education in topics relevant to the practice of paediatric dentistry. <i>*For the 2023 exam, 16 hours will be required without the 2- year term requirement.</i>

Required documentation	<ol style="list-style-type: none"> 1. University-awarded dental degree from a nationally recognized institution. 2. Dental license. 3. IAPD secretariat verification that candidate is a professional member in good standing of the IAPD for at least 2 years* * <i>applicants for 2023 pilot examination will only be required to have active IAPD membership</i> 4. Certificate of membership from the national/local paediatric dental society of the IAPD where applicable. 5. Attestation that: <ol style="list-style-type: none"> a. No legal issues against applicant (malpractice, ethical etc.) b. Actively practicing exclusively or with a significant emphasis in paediatric dentistry for at least 2 years 6. Interest in paediatric dentistry: Proof of attendance at local regional or international meetings for at least the past 2 years*, with a minimum of 8 hours yearly of continuing education in topics relevant to the practice of paediatric dentistry *For the 2023 exam 16 hours will be required without the 2- year term. 7. Letter of recommendation from two recognized (specialists, academicians) authorities of paediatric dentistry. 8. One passport sized and quality electronic photograph (jpeg image). Photographs that do not show the full face or are not of passport standard will be rejected. 9. Non-refundable application fee. 10. No refund of the examination fee is made for cancellations, withdrawals or not attending the examination.
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4. The candidate must provide copies of documentation, accompanied by an official translation if the original is not in the English language. The IAPD fellowship committee has the right to ask applicants to provide any additional documents if eligibility remains unclear. Copies may be submitted if they are certified by the issuing authority bearing the official's seal and signature or notarized by a notary with seals. Change of name instruments are required if the name on the certificates does not match the applicant.
5. Each registration will be processed when received. The outcome of the application will be conveyed by email. Successful applicants will be given candidate status.
6. The IAPD Fellowship committee has the right to reject any applicant who does not provide all necessary documentation that clearly proves his/her eligibility to sit for the exam.
7. An examination fee will be required to be paid at the time of examination registration. Failure to do so will result in forfeiture of the application process.

C. FELLOWSHIP APPLICATION AND EXAMINATION FEES & PAYMENT POLICY

1. The fellowship application and examination fees set for the 2023 examination are as follows:

Application fee	€80
Examination fee	€550

2. Registration for the examination is considered incomplete until the IAPD fellowship committee receives full payment of the examination fee.
3. Examination fee payments that are not received by the IAPD by the date specified in the notification sent to the candidate period will lead to disqualification of the participant from the examination.
4. No refund of the examination fee is made for cancellations, withdrawals or not attending the examination.
5. Reduced fees may apply to IAPD supported members. Requests should be made to the IAPD fellowship committee.

D. EXAMINATION STRUCTURE

The exam structure:

1. 100 multiple-choice questions (MCQs).
2. Two-hour examination session
3. The examination tests knowledge and applied knowledge, understanding of scientific, biological and clinical principles of paediatric dentistry.
4. The examination is delivered only in English.
5. The examination is based on but not limited to the *IAPD Foundational Articles and Consensus Recommendations* developed by the IAPD Science Committee.
6. The questions selected for the examination are derived from topics as detailed on the website.
7. All questions require a single best answer (A-type questions).

E. EXAMINATION PROCEDURE

By submitting the application to sit for the IAPD Fellowship examination, candidates agree to give online access to their computer or laptop, including its microphone and camera to an online invigilator (proctor).

Prior to the exam candidates will be required to book an exam time slot and to test their equipment with the Proctor, in order to ensure that no technical problems occur on the day of the exam. Failure to book a time slot and test your equipment will mean that the candidate will not be authorized to take the exam.

Surroundings – the room where the candidate decides to take the exam must be quiet, with no distractions and no other people. The candidate must not refer to any materials including use of mobile phone/tablet, books or notes. Failure to adhere to the rules set out renders the candidate's exam result invalid.

Candidates are required to use a private computer and internet connection as firewalls from public or organizational internet connections can restrict access to the proctoring service and mean that the candidate will be unable to sit the exam.

The following are **NOT** permitted during the exam: Pen & paper, food, books, notes, mobile phone, tablet or calculator.

On examination day, candidates must ensure that they log-on at their pre-booked time; as with a physical exam, late candidates cannot be accepted.

Exam Proctoring (the online invigilator) - ProctorU, a company that specialises in invigilating exams remotely will be directly monitoring the examinee throughout the exam. The invigilator is there to monitor the candidate throughout the exam and assist with any technical problems.

The candidate's computer camera and microphone will need to be on for the duration of the exam. The camera will be used not only to monitor, but also to check the examinee's identity and survey the surroundings.

F. SCORING & RESULTS

1. One point is awarded for each correctly answered question.
2. There is no negative marking for incorrect answers.
3. An unanswered question is considered incorrect.
4. After the examination, all answers are sent to an independent partnering institution for results evaluation and statistical analysis.
5. In order to pass the examination, candidates must score a number of points equal or higher than the passing score set by the IAPD fellowship committee. The passing score will be set only after results evaluation and statistical analysis are performed *after* the exam.
6. Within 4–6 weeks after the examination date, the examination results will be available. A list of successful candidates will be published on the IAPD website (if permission has been given). Each candidate will also receive a notification email.

These examination results include:

- 1 Official results letter
 - 2 Certificate of attendance
 3. Confirmation of exact spelling and degree (i.e., Steve Smith, DMD) to be used for certificate.
8. Candidates who did not pass the IAPD fellowship examination will be required to repeat the application process including fees.

G. CERTIFICATE DISTRIBUTION & FELLOWSHIP REGISTRY

1. Printed time-limited (five year) Fellowship certificates will be sent out to successful candidates 4 months after the examination date. Only printed certificates will be available; electronic certificates will not be allowed.
2. Each eligible candidate will be contacted via email to arrange the delivery. Candidates must provide full contact details to the IAPD secretariat to arrange tracked delivery, including full address and phone number. A courier delivery service may be requested at an additional fee. Candidates may request to receive their certificate at the IAPD Biennial Congress.
3. A fee of €75 will be charged for any reprint of the original certificate not including shipping and postage.
4. Fellows may promote their status by using in direct association with their names, *Fellow of the International Association of Paediatric Dentistry* or the initials, FIAPD.

H. USE OF PERSONAL DATA

1. By registering for the IAPD fellowship examination, the candidate gives consent to IAPD to process his/her personal data exclusively related to the organization of the given examination, determination of the examination result, maintenance of registry of successful/unsuccessful examination attempts, but also for statistical purposes and research.
2. In addition to the above article, IAPD may share necessary personal data of the candidates with the provider of examination results and statistics, who cannot share these personal data with any other third party unless written consent from IAPD and the candidate is given.
3. All examination results are stored electronically within the IAPD for further statistical analysis and research.

I. MAINTENANCE OF CERTIFICATION

Fellowship certificates issued by the IAPD are time-limited for a period of five years. To remain an IAPD Fellow, dentists must complete Maintenance of Certification (MOC). The MOC process recognizes the dentist's commitment to professionalism, lifelong learning and self-assessment, and the periodic evaluation of other competencies deemed necessary by the IAPD for the continued provision of high-quality paediatric dental care. Failure to complete continuous annual MOC requirements will result in the Fellow being required to apply for the entire process again including a full exam. The exact MOC requirement will be developed before the end of the five-year fellowship term. Fellows will be obliged to accept these terms as will be announced by the IAPD Fellowship Committee.

J. ONLINE EXAMINATION REGULATIONS

1. Each candidate must have a personal computer and internet access.
2. Copying or cheating of any form will result in immediate exclusion from the ongoing examination as well as exclusion from future applications to sit the examination.
3. Copying or cheating will also result in membership from the IAPD being withdrawn and exclusion from future applications to join the IAPD.
4. The decision will be at the discretion of the examination committee.
5. It is strictly forbidden to either copy or disclose the examination questions in any way. All examination content is confidential.

K. CANDIDATE EXAMINATION AGREEMENT

Candidate Examination Agreement

The IAPD examination is copyrighted and confidential. By registering for the IAPD examination the candidate agrees to all conditions as set out in this document, including, but not limited to the following:-

1. Not to discuss or in any (written, oral or electronic) way disclose or disseminate information regarding the content of this examination.
2. Copying or cheating in any form will result in immediate exclusion from the ongoing examination as well as exclusion from future applications to sit the exam.
3. Copying or cheating will also result in membership from the IAPD being withdrawn and exclusion from future applications to join the IAPD.
4. In the event that the IAPD refuses to issue a certificate on the basis set forth in this agreement, the candidate hereby waives any right to question said refusal in any court of law or equity or other tribunal and further waive any right to a return of any fees.
5. The candidate understands the examinations may be monitored for internal purposes and will not be available for score verifications or appeals.
6. The candidate understands that IAPD will only share their information with the exam platform provider and the exam proctor service provider, otherwise the information will not be released to outside entities without their permission.
7. The candidate understands and agrees to the IAPD Privacy Policy.
8. The candidate understands that it is their responsibility to review the IAPD website for all updated policies related to the certification process.
9. The candidate recognizes that Fellowship certificates issued by the IAPD are time-limited for a period of five years. To remain an IAPD Fellow, dentists must complete Maintenance of Certification (MOC) to be announced before the end of the five-year fellowship term. By applying for the fellowship exam, applicants consent to accept these terms as will be announced by the IAPD Fellowship Committee.