

ACSDD Conference Registration / Exam Preparation Sessions / Exam Retake Policies
Please read the following before registering for ACSDD conferences or the Certification Exams.

CONFERENCES

When a **member** registers for an ACSDD Conference, s/he is entitled to a member discount and should insert the proper code when registering. Full payment is expected with registration in advance of the conference. We do not accept registration/payment on the day of the event. No refunds are available with partial attendance.

If the **member-registrant** has a conflict with a conference schedule after registering for the event and requests to cancel his or her registration, the following cancellation fees apply:

- ✓ 60 or more days in advance of the Conference: 50% of registration fee refunded
- ✓ 30 - 59 days in advance of the Conference: 25% of registration fee refunded
- ✓ 29 days or fewer in advance of the Conference: 0% of registration fee refunded

When a **nonmember** registers for an ACSDD Conference, full payment is expected. No refunds are available with partial attendance.

If the **nonmember-registrant** has a conflict with a conference schedule after registering for the event and requests to cancel his or her registration, the following cancellation fees apply:

- ✓ 60 or more days in advance of the Conference: 25% of registration fee refunded
- ✓ 30 - 59 days in advance of the Conference: 15% of registration fee refunded
- ✓ 29 days or fewer in advance of the Conference: 0% of registration fee refunded

When an **exhibitor** registers for an ACSDD Conference, full payment is required with registration. If the exhibitor chooses to cancel his or her registration, the following cancellation fees apply:

- ✓ 60 or more days in advance of the Conference: 50% of registration fee refunded
- ✓ 30 - 59 days in advance of the Conference: 25% of registration fee refunded
- ✓ 29 days or fewer in advance of the Conference: 0% of registration fee refunded

When a **current diplomate** registers for an ACSDD Conference, s/he is entitled to a diplomate discount and should insert the proper code when registering. No refunds are available with partial attendance.

TESTING

Only **current ACSDD members** may submit a Fellow or Diplomate Certification Portfolio and sit for the Certification Exams.

Fellow / Diplomate Certification Portfolio

Before a member is permitted to sit for the Certification Exam, the Certification Portfolio (instructions and materials found in "The Certification Portfolio" downloadable from [and](#) fees must be submitted by the due date as stated on the ACSDD website. If the completed Certification Portfolio is not received on or before the due date, it will be returned to the sender.

If the member's Certification Portfolio is accepted by the Certification Portfolio Review Committee, thus permitting the member to sit for the Certification Exam, the Executive Director will contact the member to inform him or her, and an email will be sent confirming permission to sit.

If the member's Certification Portfolio is rejected by the Certification Portfolio Review Committee, for any reason, the Academy will retain \$300.00 of the registration fee for processing costs unless the rejected portions of the application can be revised and resubmitted before the required Exam Prep Seminar.

When a **member** registers for the ACSDD Test Preparation Sessions, full payment is expected with registration.

The Certification Examination

The Fellow Certification Exam consists of 100 multiple choice questions, 50 on dental sleep medicine and 50 on sleep medicine; the Diplomate Certification Exam consists of two parts: 200 Multiple Choice questions, 100 on dental sleep medicine and 100 on sleep medicine, and a Case Study Oral Presentation.

If a **member passes**, he or she is awarded Fellow or Diplomate status. He or she will be so informed personally by the Executive Director, and a certificate will be mailed to the new Fellow or Diplomate.

If a **member fails the either the dental or medical section**, he or she can retake the failed section **within one year of the original testing date** without submitting another Certification Portfolio. However, the following requirements apply:

- ✓ *Exam Prep Seminar* required
- ✓ *Exam Refresher* required
- ✓ 75% of total current registration fee required

If a **member fails the Case Study section of the Diplomate Examination**, he or she can retake the failed section **within one year of the original testing date** without submitting another Certification Portfolio. However, the following requirements apply:

- ✓ *Exam Refresher* required
- ✓ 50% of total current registration fee required

If a **member fails both sections**, he or she will not need to submit another Certification Portfolio if he or she retakes the Exam **within one year of the original testing date**. However, the following requirements apply:

- ✓ *Exam Prep Seminar* required
- ✓ *Exam Refresher* required
- ✓ Total current registration fee required

If the **member does not complete the required** section retesting or total retesting within a year of the original testing date, he or she is required to submit a new Certification Portfolio and all current fees and other requirements apply.

***The Academy cannot guarantee success to any applicant. It is the sole responsibility of the applicant to earn Diplomate status.**

The Academy reserves the exclusive right to modify any information in this policy document at its sole discretion at any time.

The ACSDD provides medical/clinical/dental science education for dentists treating sleep disorders through the use of oral appliances. The ACSDD provides neither consultancy nor advice on particular patients and/or individual patient care decisions. The ACSDD is not responsible or liable for individual patients' course of treatment, advice, diagnosis, drug and device application or other information, services or products. There is no substitute for a one-on-one evaluation by a competent healthcare professional, and specific information regarding any particular circumstance cannot be provided without such evaluation. The ACSDD advises and recommends that certified dentists consult with qualified licensed physicians in guiding treatment of individual patients. The ACSDD does not recommend or endorse dentists or physicians. Certification by The ACSDD evidences successful completion of The ACSDD coursework; but does not signify or imply any relationship whatsoever between the certified individual and The ACSDD. Certification shall have no presumed relevance with regard to third-party payers, legal proceedings, or other similar matters.