

Joint Commission on National Dental Examinations Public Member Qualifications

March 2022

Thank you for your interest in nominating a Public Member to the Joint Commission on National Dental Examinations (JCNDE). The JCNDE's Public Member provides the perspective of the public to further inform the decisions of the JCNDE, thereby playing a critical role in helping the JCNDE fulfill its mission.

Given the importance of this role, the Public Member must be free from conflicts of interest and must agree to abide by certain terms if selected by the JCNDE to serve. Well-qualified candidates will be experienced in health issues, testing, credentialing, and/or advocating for the interests of the public. Individuals wishing to serve as the Public Member must disclose in their application materials any financial benefits they may be receiving from the examination programs of the JCNDE. The JCNDE's public member is appointed directly by the JCNDE, which carefully scrutinizes submitted applications.

Qualifications of the Public Member are as follows:

- The Public Member shall **not** be a(n):
 - a) Dentist
 - b) Dental hygienist
 - c) Dental student
 - d) Dental hygiene student
 - e) Faculty member of a dental school or dental hygiene program
 - f) Employee of the Joint Commission
 - g) Member of another health profession
 - h) Professional who has represented the Joint Commission, dental profession, or dental hygiene profession for a fee in the last five years
 - i) Employee of a firm with a substantial interest in dentistry or dental hygiene
 - j) Member of a state board of dentistry or jurisdictional dental licensing agency
 - k) Current public member of a state dental board, or a public member of a state dental board within the last five years.
 - l) Spouse, parent or child of any of the above

- The Public Member cannot currently receive any financial benefits from the Joint Commission's examination programs and will not receive such benefits while serving as a Commissioner.

- The Public Member cannot simultaneously serve as a principal officer of an organization that has a role in appointing a member of the JCNDE including: the American Dental Education Association, American Association of Dental Boards, American Dental Association, American Dental Hygienists' Association.

- External clinical testing and/or test development agencies include the following and their successor agencies:¹
 - American Board of Dental Examiners, Inc. (ADEX)
 - Central Regional Dental Testing Agency (CRDTS)
 - Commission on Dental Competency Assessments (CDCA)
 - Council of Interstate Testing Agencies (CITA)
 - Southern Regional Testing Agency (SRTA)
 - Western Regional Examining Board (WREB)
 - CDCA-WREB
 - With respect to these external agencies, the Public Member:
 - Cannot be currently serving as a principal officer of an external clinical testing and/or test development agency, nor have served in this capacity within the last three (3) years.
 - Cannot be currently serving as an active examiner of an external clinical testing and/or test development agency, nor have served in this capacity within the last three (3) years.
 - Will serve as neither a principal officer nor an examiner for an external clinical testing and/or test development agency while serving as a member of the JCNDE.
- The Public Member cannot have previously served as a member of the JCNDE.
- The Public Member cannot have previously served on any ADA councils or commissions in the past two years and will not serve on any ADA council or commission concurrently while serving on the JCNDE.
- The Public Member must understand that, in their work with the American Dental Association's (ADA's) Department of Testing Services (DTS), they will have access to information that must remain confidential. The Public member must understand this requirement and agree to maintain the confidentiality of any materials, recommendations and discussions before, during and after any meetings or activities in which they serve. They must further understand that they may be removed from their role if they fail to keep confidential any exclusive information protected by secrecy that becomes known to them by reason of the performance of their duties. They must understand that their agreement to maintain confidentiality extends beyond the time in which they serve on the JCNDE.
- The Public Member must understand that, in working with the American Dental Association's (ADA's) Department of Testing Services (DTS), they may have access to, work with, or develop copyrighted or copyrightable materials. They must acknowledge and agree, individually and collectively, that all such materials belong solely to the ADA and that the ADA holds any and all rights to obtain and retain ownership of copyrights for such materials in its own name. The Public Member must acknowledge and agree that any and all contributions they make to such materials will be original works, not copies in whole or in part of works of third parties. They must acknowledge and agree that the ADA is the sole owner of such materials, and that they have no ownership rights whatsoever in such materials, the ADA has all rights to obtain copyrights for such

¹ On August 4, 2021 CDCA and WREB announced their merger, thereby forming CDCA-WREB.

materials, and such materials constitute "work made for hire" under copyright laws. The Public Member will assign any and all ownership rights they may have to the ADA, and agree that they will execute any additional documents necessary to effect this assignment to the ADA upon request.

- In serving as a member of the JCNDE, the Public Member must agree to comply at all times with the terms and conditions indicated in the following documents: ADA Constitution and Bylaws; ADA Governance and Organizational Manual; ADA Standing Rules for Councils and Commissions; JCNDE Rules; JCNDE Operational and Policy Manual.

These requirements appear in one or more of the following documents: ADA Constitution and Bylaws; ADA Governance and Organizational Manual; ADA Standing Rules for Councils and Commissions; JCNDE Rules; JCNDE Operational and Policy Manual.