

## **JAMD Certified Instructor System Regulations**

This system comes into effect on January 1, 2014.

Revision for this system requires a majority of attendees at council.

Revised on April 8, 2015, enacted on May 1, 2015.

### **【Chapter 1 General rules】**

**Article 1.** This system aims to contribute to the health and welfare of the people by maintaining and improving the advanced level of microscopic dentistry by dentists with expert knowledge and clinical skills and experience of microscopic dental medicine.

**Article 2.** In order to achieve the purpose of the preceding article, the Japan Association of Microscopic Dentistry (hereinafter referred to as "the Association") has established a system of a Japanese Association of Microscopic Dentistry Certified Instructor (hereinafter referred to as "Certified Instructor") and conduct business as follows.

### **【Chapter 2 Qualifications of Applicant for Certified Instructor】**

**Article 3** Persons who can apply for Certified Instructor need to satisfy all of the following items.

1. Shall hold a medical/dental license in Japan.
2. Must be a member of JAMD at the time of filing an application.
3. Must satisfy the conditions listed in each issue of the Certified Physician of Article 5.
4. Must have renewed their Certified Physician qualification at least one time.
5. Shall contribute at least one article to "The International Journal of Microdentistry" (referred to as "MICRO" hereinafter) or have served as a head presenter at least twice in our past Annual Convention.

### **【Chapter 3 Basic conditions of Certified Instructor】**

**Article 4** The Certified Instructor will acquire high medical skills for diagnosis, prevention and treatment in the field of microscopic dentistry and the ability to give appropriate instructions in response to requests from other clinical departments dental physician or doctors.

**Article 5** The Certified Instructor shall satisfy all of the following items.

1. Attend academic conferences.
2. Provide diagnosis, prevention and treatment of areas related to microscopic dentistry.
3. Further details to be specified separately.

**Article 6.** Other persons who have been specifically acknowledged by the Association.

### **【Chapter 4: Applying to become a Certified Instructor】**

**Article 7.** A Certification Committee shall be established to review the qualifications of applicants.

**Article 8.** Applicants for Certified Instructor shall submit applications to the Association together with

application fee specified separately.

#### **[Chapter 5. The Certification Committee ]**

**Article 9.** The Certification Committee consists of about twenty members.

1. Committee members shall be nominated by the president from the Association members and approved by the board.
2. The term of office of the committee shall be two years, and the reappointment is not prohibited.
3. One chairperson and one vice chairman are appointed by the president.

**Article 10.** The Certification Committee shall be established with the attendance of more than one third of the committee members.

1. Acceptance of a Certified Instructor is decided by a majority of committee members excluding the chairperson, and in the case of an equal number of votes, it is decided by the chairperson. Results will be reported to the Board.
2. The Certification Committee will be held as needed.

#### **【Chapter 6 Audit Method】**

**Article 11.** The Certified Instructor is judged comprehensively based on qualification screening and document examination by the Certification Committee, and it is approved by the executive board based on the above report.

**Article 12.** Appraisal of document will be carried out at the time of accreditation of Certified Instructor.

1. The Certification Committee will judge the qualification based on the result of the preceding Article 11.
2. The Board of Directors will make their certification.

**Article 13.** A person who receives accreditation must apply for registration with a registration fee.

**Article 14.** The Association confirms the preceding paragraph and makes registration based on the application.

1. The Association will issue certificates and report at academic journals and academic congress.

**Article 15.** The certificate shall be issued after the registration fee has been paid and the application for registration is submitted.

#### **【Chapter 7. Registration of Certified Instructor】**

**Article 16.** The Certified Instructor applicants who have passed the examination by the Certification Committee shall pay the registration fee.

**Article 17.** The Association confirms the preceding paragraph, delivers the certificate, and reports at the JAMD Journal and to the general assembly.

#### **[Chapter 8 Renewal of Certification]**

**Article 18.** Certified Instructors must renew their certification every five years, except for those who have been specially recognized by the Association.

**Article 19.** In renewing the certification of a Certified Instructor, the provisions separately prescribed shall be satisfied during the certification period of 5 years.

**【Chapter 9 Loss of Qualification】**

**Article 20.** When the Certified Instructor falls under one of the following items, he / she loses his / her qualification through the discussion of the Certification Committee.

1. When the successful applicant declines the qualification.
2. When the successful applicant loses their Japanese dental practitioner's license.
3. When the successful applicant loses his/her JAMD membership.
4. When the successful applicant does not apply for certification renewal.
5. When the Certification Committee deems it unsuitable that the successful applicant continues

as a Certified Instructor.

**Article 21.** Even if the successful applicant loses the Certified Instructor status, he/she can apply for the Certified Instructor status again if the reason for the loss is overcome.

**【Chapter 10 Supplementary Procedure】**

**Article 22.** Any person who has an objection on the decision of the Certification Committee may file a request to the Chairman.

# Japan Association of Microscopic Dentistry Certified Instructor System Rules

Enacted on January 1, 2014

Revised on April 18, 2015, enforced on May 1, 2015

**Article 1.** Matters stipulated for the Regulation of the Certified Instructor System of the Japanese Association of Microscopic Dentistry (hereinafter referred to as "Rules") shall be administered in accordance with these rules.

**Article 2.** The basic conditions of application for a Certified Instructor under Article 5 of the regulations shall be as follows.

1. As a matter of principle, applicants should have an 8 years history of JAMD membership at the time of filing an application and have renewed their status at least once.
2. Shall submit recommendations by two authorized medical advisors.
3. Shall give a 15-minute presentation at the time of filing an application.

**Article 3.** The Certified Instructor admitted specifically by the Association of Article 6 shall be a member that is significantly contributing to the Association and approved by the executive board.

**Article 4.** Any person who fulfills Article 3 of the certification and applies for the qualifications of the Certified Instructor shall submit to the Certification Committee with the application fee attached to the documents specified in the following items.

(Each format is available on our website)

1. Application form for an authorized Certified Instructor ( Form No.10 (Specified))
2. Resume (Form No. 11(Specified))
3. A copy of dentistry license
4. A letter of recommendation from an authorized medical advisor (Form No. 12 (Specified))
5. A catalogue of work achievement (Form No. 13-1 (Specified) or No. 13-2 (Specified))
6. A consent form concerning the usage of clinical images (Form No. 14 (Specified))
7. Proof of application fee payment.

**Article 5.** The fees specified in Articles 8, 13, and Article 9 of the Regulations shall be set forth in the following items.

1. Certified Instructor application fee: 20,000 yen.
2. Registration fee: 10,000 yen.
3. Renewal fee: 20,000 yen.

**Article 6.** The immediate payment application fee prescribed in the preceding article, registration fee, renewal fee shall not be refunded for any reason.

**Article 7:** On the occasion of the renewal of qualification, following requirements must be satisfied in the past 5 years of the renewal.

1. Attendance of the Annual Convention, etc. (A copy of participation certificate must be attached)

JAMD Annual Convention	4 Credits
JAMD seminar, symposium	2 Credits
JAMD workshop for Certified Physicians	2 Credits
Related organizations' annual meetings	1 Credit

However, the attendance for international meetings are accepted as credits for those who are staying outside of country for a long time. Credits for attending at least one meeting in the past 3 years are required at the time of filing an application. If the applicant attends a symposium or workshop for Certified Physicians during the time of Annual Convention, the number of credits can be calculated separately only one time. Attendance of the Annual Conventions, etc. are verified with the participation certificate or the evidence of course completion.

## 2. A presentation in the field related to microscopic dentistry

### 1) Published Articles

(1) "MICRO" or the online journal of the association	Lead author	6 Credits
(2) "MICRO" or the online journal of the association	Co-author other than Lead author	3 Credits
(3) Association related journal	Lead author	4 Credits
(4) Association related journal	Co-author other than Lead author	2 Credits

### 2) Academic conference presentation

(1) JAMD Annual Convention	Leading Speaker	6 Credits
(2) JAMD Annual Convention	Supporting Speaker	3 Credits
(3) JAMD Seminar, Symposium	Presenter (Lecturer)	6 Credits
(4) JAMD workshop for Certified Physicians	Physicians	3 Credits
(5) Related meeting	Presenter/	3 Credits

(6) Related meeting	Supporting Presenter/	1 Credit
(7) Lecture meeting approved by the Certification Committee	Presenter	4 Credits

Additionally, “a presentation in the field related to microscopic dentistry” is described as the article or conference presentation in the field of microscopic dentistry, which are acknowledged by the committee, at the Annual Convention (international meetings are included) or in publications (international publications are included).

3. Unit of accreditation required for the renewal shall be more than 12 credits in 5 years.

**Article 8:** Those who wish to renew the qualification of a Certified Instructor shall submit the application for the renewal of a Certified Instructor (Forms No. 7, 8, 9) to the Association along with the renewal fee. It must be done from a year to six months before the expiry date.

**Article 9:** Finances on the operation and the management of this system are handled by the special accounts separated from regular Association accounts.

**Article 10:** The revision of the detailed articles are approved by the Committee after deliberation.

**【Additional Clauses】**

The detailed articles are enforced on January 1, 2014.