The American Board of Otolaryngology consists of eighteen Directors who meet twice a year, once after the Oral Exams and once in the fall. The ABOto makes decisions and sets policy through a variety of committees composed of Directors which develop proposals for the full board to review on the last day of the meeting. In addition, some of the committees also meet by conference call throughout the year.

The committees include:

- Exam/Group Leaders
- Examiner Selection
- Maintenance of Certification
- Credentials and Ethics
- Finance
- Information and Liaison
- Nominating
- Strategic Planning
- Education

Credentials and Ethics Committee

The Credentials and Ethics Committee is charged with oversight of issues that concern eligibility for and retention of certificates issued by the ABOto. The committee is comprised of five directors with the ABOto leadership participating as ex-officio members.

The committee reviews and approves applications to sit for the certification and subspecialty certification processes. Upon request, the committee will consider and make reasonable accommodations for candidates with documented disabilities, as the ABOto supports the Americans with Disabilities Act (ADA).

The committee also periodically reviews individuals who apply for consideration as a "specially qualified individual." These individuals must meet the ABOto requirement of having served seven years of continuous participation as a full-time otolaryngology faculty member in an American School of Medicine recognized by the Association of American Medical Colleges and actively engaged in the teaching of otolaryngology residents in an ACGME-accredited otolaryngology training program. Details of this pathway are available by contacting the ABOto.
Certificates are issued to an individual physician with the clear understanding that the certificates are the property of the ABOto. The committee reviews the very few adverse state medical licensure actions that reach a threshold of potentially impacting the diplomate’s certificate as well as other diplomate issues that come to the attention of the Board. Some of the causes for review include:

- Making a material misstatement or withholding pertinent information in his/her application or any other representation to the Board
- Conviction by a court of any felony or a misdemeanor involving moral turpitude or, in the opinion of the Board, having a material relationship to the practice of medicine;
- Revocation or limitation of a license to practice medicine
- Failure to maintain appropriate professional standards in the practice of the specialty of otolaryngology
- Failure to comply with the Maintenance of Certification process for those who are required to participate in MOC

Recent Policies Recommended by the Committee and Adopted by the Board of Directors

- Individuals who have lost their certification can use the ABOto Maintenance of Certification program as one component to reestablish certification.
- Adoption of the ABMS Board Eligibility policy on the use of the term “Board Eligible.” An individual may use the term “Board eligible” for a period no longer than five years after completion of ACGME accredited training for the primary certification exam. For those completing a subspecialty ACGME accredited fellowship in Neurotology or Sleep Medicine, however, this time period is six years from the date of completion. The policy will be effective with those individuals entering training in 2013
- Clarification of the Program Director’s responsibility in approving a graduating resident’s eligibility to sit for the ABOto examinations.