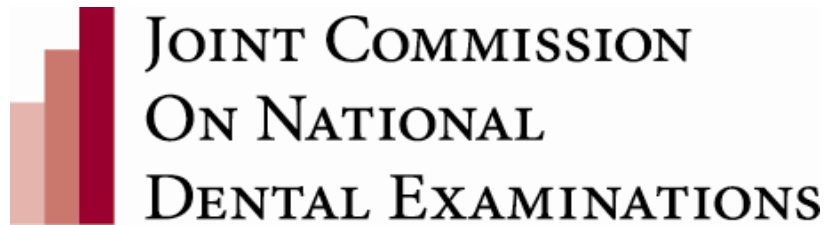


# NATIONAL BOARD DENTAL EXAMINATION PART I 2009 GUIDE



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800-232-1694  
[www.ada.org](http://www.ada.org)

## Required Reading

Read this *Guide* before submitting an application to test.

At the time of application, you will be required to acknowledge that you have read and understand this *Guide* and the policies and procedures contained within.

Print this *Guide* for your records.

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## OVERVIEW

### About this *Guide* and National Board Dental Examination Part I Policies

This document is the official guide to policies for the National Board Dental Examination (National Board or NBDE) Part I. It provides fundamental information about application and testing procedures as well as examination content and scoring.

You are required to read this document before you apply to take the test. At the time of application, you will be required to confirm that you have read this document and that you understand and agree to the policies and procedures contained in it. Changes in the NBDE Part I may occur after publication of this *Guide*. If changes occur, they will be posted at the Web site [www.ada.org](http://www.ada.org). You must become familiar with and will be subject to the policies and procedures in effect at the time you test.

### Dental Licensure and the NBDE

The level of government responsible for licensure is the state, district, or dependency. A license issued by one such jurisdiction is applicable only within the geographic confines of that particular jurisdiction. Agencies in state government that administer dental licensure under laws adopted by state legislatures typically are called state boards of dentistry. A list of contacts and addresses of state boards can be found at [www.aadexam.org](http://www.aadexam.org).

Specific dental licensure requirements vary among jurisdictions, but all jurisdictions have three basic requirements: an educational requirement, a written examination requirement, and a clinical examination requirement. All jurisdictions accept graduation from a dental school accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association as fulfilling the educational requirement. Most jurisdictions also accept graduation from a Canadian dental school accredited by the Canadian Commission on Dental Accreditation.

The NBDE Part I is intended to fulfill or partially fulfill the written examination requirement, but acceptance of National Board scores is completely at the discretion of the individual state. A state may place any limit on acceptance of National Board scores that it deems appropriate. For example, some states accept National Board scores only if earned within the last five to 15 years.

The Joint Commission on National Dental Examinations (JCNDE) is the agency responsible for the development and administration of the National Boards. This 15-member Commission includes representatives of dental schools, dental practice, state dental examining boards, dental hygiene, dental students, and the public.

Clinical examinations may be conducted by individual state boards of dentistry or by regional or independent clinical dental examination agencies.

### Purpose of the Examination

The purpose of the NBDE Part I and Part II is to assist state boards in determining qualifications of

dentists who seek licensure to practice dentistry. The examination assesses the ability to understand important information from basic biomedical and dental sciences and the ability to apply such information in a problem-solving context.

### **Recognition of the NBDE Certification**

Currently, all 53 United States licensing jurisdictions recognize National Board results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands of the United States.

## **ETHICAL CONDUCT**

### **Ethical Conduct and the Licensure Process for Dentists**

Dentists play an important role in society by providing oral health services that contribute to the health and well-being of individuals and their communities. The dental profession requires its members to behave ethically in the practice of dentistry at all times. This obligation begins at the time of application to dental school and continues through the educational process, the licensure process, and the entirety of professional practice.

The American Dental Association's *Principles of Ethics and Code of Professional Conduct* defines and explains the expectations for ethical conduct in the following way: "The dental profession holds a special position of trust within society. Consequently, society affords the profession certain privileges that are not available to members of the public-at-large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct. These standards are embodied in the *ADA Principles of Ethics and Code of Professional Conduct (ADA Code)*. The *ADA Code* is, in effect, a written expression of the obligations arising from the implied contract between the dental professions and society." Members of the profession voluntarily abide by the *ADA Code* in the interest of protecting patients and maintaining the trust of society.

Applicants for the NBDEs are expected to abide by these ethical standards and to read, understand and comply with the *Rules of Conduct* and *Examination Regulations* guiding the examinations. The obligation to abide by the ethical standards of the profession includes a commitment to honesty, truthfulness, full disclosure, accuracy, fairness, and integrity in completing the examination application, in the examination process itself and in applying for licensure.

The purpose of the examinations is to ensure that each examination candidate and applicant for licensure has achieved the level of knowledge, skill, and judgment necessary to practice in a safe and responsible manner. Accordingly, all candidates are expected to pass the examinations on their own merit without assistance, and are expected to maintain the confidentiality of the examination. Members of the public who entrust dentists with their well-being expect that they are trustworthy and competent individuals.

Behavior that results in misconduct or irregularity in the licensure examination process is a very serious matter. Violation of the NBDE *Rules of Conduct* or the *Examination Regulations* may result in voiding of examination results and/or civil liability. Under certain circumstances, misconduct or irregularity in the examination process may be reported to the relevant licensing authority. A candidate who acts unethically risks potential delay, denial, suspension, or loss of licensure.

The JCNDE, the state boards of dentistry, and the profession at-large expect strong ethical behavior in all candidates for licensure. The JCNDE annually publishes information about the policies and procedures applicable to misconduct and irregularities in the National Board application and examination process. The information is available through the Web site [www.ada.org](http://www.ada.org), or by contacting the JCNDE by telephone, facsimile or in writing. The JCNDE expects all candidates to carefully read and understand this information and their obligations as candidates for National Board certification. Questions regarding these principles and policies should be directed to the JCNDE.

## ELIGIBILITY REQUIREMENTS

The JCNDE does not discriminate based on race/ethnicity, religion, gender, age, disability, sexual orientation, or marital status.

To participate in the NBDE Part I, a candidate must qualify through one of the provisions listed below:

### **Dental Student**

A dental student in an accredited program is eligible for examination when the dean of the dental school (or designee) certifies that the student has successfully completed all subjects included in NBDE Part I. If the dental school is accredited by the CODA, the approval of the application by the dean (or designee) meets this requirement. Currently, only dental schools in the United States and in Canada (by reciprocal agreement) are accredited by the Commission.

A dental student attending a non-accredited dental school can also be certified for examination. If the dental school is not accredited, certification must be provided on a form supplied by the Joint Commission. The completed certification form must include the seal of the university, the signature of the dean or the registrar, and be submitted with the application and fee. The dean does not sign the examination application.

### **Former Dental Student**

A former dental student who has completed courses in preparation for NBDE Part I but is no longer enrolled in the same dental school is eligible for examination only if admitted or conditionally admitted to another accredited dental school; conditionally admitted is defined as admission contingent upon successful completion of the NBDE Part I examination.

Verification of admission or conditional admission from the accredited dental school must be submitted with the application. Verification must be in the form of a letter from the dean of the accredited dental school.

### **Dentist**

A dentist who is an active, life, or retired member of the American Dental Association at the time of application is eligible for examination without further documentation.

An affiliate member or a non-member must submit (with the application) verification that he or she is a dentist. Such verification must be in the form of a letter of recommendation from one of the following:

1. The secretary of a board of dentistry of a United States licensing jurisdiction in which the individual is licensed or eligible for licensure as a dentist.
2. The dean or registrar of an accredited dental school from which the dentist has graduated. Graduates of non-accredited dental schools must have evidence of graduation verified and submitted as described under Non-Accredited Dental School Graduate.
3. The dean, director, or registrar of an accredited advanced dental education program in which the dentist studied or is studying at the postgraduate level.
4. The dean of an accredited dental school to which the dentist is applying for admission with advanced standing. (This establishes eligibility for NBDE Part I only.)

The letter should state the name of the school that granted the DDS or DMD degree, the degree and when it was granted.

### **Graduate of a Non-Accredited Dental School**

The following provisions are required for the verification of educational credentials obtained from *non-accredited dental schools, i.e., schools not accredited by the CODA or the Canadian Commission on Dental Accreditation (CDAC)*.

1. Candidates must submit an examination application and fee to:

The Joint Commission on National Dental Examinations  
211 East Chicago Avenue, Suite 600  
Chicago, Illinois 60611-2637

2. Candidates must have official dental school course transcripts verified by:

Educational Credential Evaluators, Inc.  
P.O. Box 514070  
Milwaukee, Wisconsin 53202-3470  
414-289-3400 [www.ece.org](http://www.ece.org)

Candidates must contact Educational Credential Evaluators, Inc. (ECE) and request an ECE application form. The ECE form will describe what educational credentials are required and the manner in which to submit them to ECE. Fees for ECE services will also be listed. The candidate should indicate on the ECE application that a *General Report* on the evaluation of the educational credentials should be sent directly to the JCNDE. It takes approximately four weeks for ECE to evaluate credentials.

3. Educational Credential Evaluators, Inc. will send the ECE General Evaluation Report directly to a) the candidate, and b) the JCNDE (if the candidate requests this on the ECE application).
4. The candidate must be aware that the JCNDE will hold the examination application, but will not process it before the ECE Evaluation Report is received.

5. The candidate's name on the ECE report must match the name on the application. Any name changes must be accompanied by legal documentation.

### **Graduate of Non-Accredited Dental School Currently Enrolled in an Accredited Dental Program**

A graduate of a non-accredited dental school who is enrolled in an accredited dental education program is eligible for examination when the dean of the accredited U.S. or Canadian dental school (or designee) certifies that the student has successfully completed all subjects included in NBDE Part I.

### **Eligibility for Reexamination**

*NBDE Part I candidates who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination. An examination attempt is defined as any examination administration where the candidate has been seated at a computer examination facility and electronically agreed to the confidentiality statement to start the examination. After the 12-month waiting period has lapsed, a new cycle of three examination attempts will apply. Candidates are encouraged to seek formal remediation before reexamination.*

You may apply for reexamination at any time. However, notification of eligibility will not be sent to the Prometric Contact Center until at least 85 days have lapsed from the last attempt. When the notification of eligibility has been sent to Prometric, an e-mail (or letter via U.S. mail if no e-mail address is on file) will be sent to the candidate instructing him/her to call the Prometric Contact Center at 800.688.5804 to schedule an examination appointment. A minimum of 90 days must separate a candidate's reexaminations on the NBDE Part I.

Effective January 2010, candidates who pass the NBDE Part I may not retake the examination unless required to do so by a state board or relevant regulatory agency.

### **Eligibility for Partial Reexamination**

Partial reexamination consists of reexamination in some, but not all, examinations in the NBDE Part I. Partial reexamination is only available for those candidates who have taken the NBDE Part I prior to January 1, 2007 and who qualify according to the provisions below. *Partial reexamination does not apply to the comprehensive examination format.*

To participate in a partial reexamination in the NBDE Part I, the candidate must have partial credit in the NBDE Part I as of December 31, 2006. A candidate who earns an average score in the NBDE Part I of 75 or higher but who has one or more scores below 75 is awarded partial credit. Limits on partial credit areas follow.

1. A candidate with partial credit in the NBDE Part I must apply for and take all examinations on which the candidate has failing scores.
2. A candidate with partial credit is allowed 37 months to pass the NBDE Part I. If a candidate does not pass the NBDE Part I within 37 months, the candidate is recorded as a complete failure on the NBDE Part I.
3. Beginning February 2010, partial reexamination will no longer be available.

4. A candidate with partial credit is allowed two reexaminations to pass the NBDE PART I. If a candidate does not pass the NBDE PART I after two reexaminations, the candidate is recorded as a complete failure on the NBDE PART I.
5. A candidate who earned partial credit as a dental student or a former dental student must re-establish eligibility for the NBDE Part I to be eligible for reexamination. A dentist is not required to re-establish eligibility to be eligible for reexamination.

## TESTING ACCOMMODATIONS

The JCNDE provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation.

The Americans with Disabilities Act defines a person with a disability as an individual with a physical or mental impairment that substantially limits one or more major life activities.

Problems such as test anxiety, English as a second language, slow reading without an identified underlying cognitive deficit, or failure to achieve a desired outcome are not learning disabilities and are not applicable to the Americans with Disabilities Act.

Testing accommodations may be provided to a candidate with a qualified disability to offer equal access to testing.

### **Request for Testing Accommodations and Appropriate Documentation**

The following information will assist the candidate in submitting the appropriate documentation to support the testing accommodation request. The documentation will validate that the individual qualifies for accommodations under the Americans with Disabilities Act.

To verify the disability and its severity, the JCNDE requires a complete evaluation of the candidate as well as the completed and signed Testing Accommodation Request Form, which is available for download at [www.ada.org](http://www.ada.org) or by contacting the JCNDE office. A licensed professional appropriately qualified for evaluating the disability must conduct the evaluation.

If you have a documented disability in accordance the Americans with Disabilities Act and require testing accommodations, you must:

1. Notify the JCNDE that you are requesting testing accommodations at the time you submit your NBDE Part I application and prior to scheduling a testing appointment.
2. Submit the Testing Accommodation Request Form, signed and dated, describing the disability, and the need for accommodations. Accommodations should align with the identified functional limitation so that the area of impairment is alleviated by an adjustment to the testing procedure. A functional limitation is defined as the behavioral manifestation of the disability that impedes the individual's ability to function.

3. Submit a current evaluation report (within the past five years) from the appropriate licensed professional. The document should include the professional's credentials, address, and telephone number. The report must indicate the examinee's name, date of birth, and date of evaluation. The report should include:
  - a. The specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
  - b. The results of the diagnostic procedures and/or tests and a comprehensive interpretation of the results.
  - c. The specific diagnosis of the disability, with an accompanying description of the examinee's limitations due to the disability.
  - d. A summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of identified functional limitation.
4. Submit documentation of any previous accommodations provided by educational institutions or other testing agencies. If no prior accommodations were provided, the licensed professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

### **Unacceptable Forms of Documentation for Accommodation**

Please do not submit the following documents. The JCNDE will not accept them.

1. Handwritten letters from licensed professionals
2. Handwritten patient records or notes from patient charts
3. Diagnoses on prescription pads
4. Self-evaluations found on the Internet or in any print publication
5. Research articles
6. Original evaluation documents; please submit copies of the original documents.
7. Previous correspondence from the JCNDE. We maintain copies of all correspondence.
8. Correspondence from educational institutions or testing agencies not directly addressed to the JCNDE.

## **EXAMINATION APPLICATION AND APPOINTMENT INFORMATION**

### **Test Centers**

The NBDE Part I is administered by Prometric, Inc. at Prometric Test Centers in the United States, its territories, including Guam, Puerto Rico, the Virgin Islands, and in Canada. A candidate whose application is accepted will receive an e-mail (or letter via U.S. mail if no e-mail address is on file) informing him/her to call 800.688.5804 to schedule a testing appointment. The Prometric Contact Center will schedule the candidate for testing at one of the Prometric Test Centers. However, the Prometric Contact Center will not schedule a candidate before receiving authorization from the JCNDE. A list of test centers is available at [www.prometric.com](http://www.prometric.com).

## Examination Fees

The NBDE Part I fee is \$265. The fee for partial reexamination is \$135 plus \$35 per section. All requests for official score reports received after the time of application require a fee of \$25 per score report. Candidates who fail to report for an examination or who cancel less than two business days (before noon Eastern Time) before the scheduled testing date, will not receive a refund of the examination fee.

If you cancel a credit card charge or the testing fee is otherwise uncollectible, your scores are withheld until payment is received. A replacement payment must be made by certified check or money order payable to the American Dental Association. An additional fee of \$25 is required for uncollectible fees and must be included with the replacement payment. If a candidate has not resolved a debt within 60 days after a testing date, the candidate's scores from the examination date are destroyed unless the candidate received a failing score.

## Examination Schedule

The following table indicates the schedule in which the NBDE Part I is administered.

<b>National Board Dental Examination Part I</b>	
Tutorial	15 minutes
<b>Discipline-based, multiple-choice test items with 6-8 testlets (approximately 200 items)</b>	3.5 hours
Optional break	One hour (maximum)
<b>Discipline-based, multiple choice test items with 6-8 testlets (approximately 200 items)</b>	3.5 hours
Post-examination Survey	15 minutes

## Electronic or Paper Application

Candidates may submit an electronic application at [www.ada.org](http://www.ada.org) using a credit card. Alternatively, candidates may request a paper copy of the *Guide* with a paper application form by submitting a written request via U. S. mail to the JCNDE, or via facsimile to 312.587.4105. Candidates submitting a paper application must pay by certified check or money order payable to the American Dental Association. Paper applications must be submitted via U.S. mail. ADA or American Student Dental Association (ASDA) members may pay by personal check, but their membership numbers must be recorded on the check. Incomplete or incorrect applications will not be processed.

If the application and fee are acceptable and you meet the eligibility requirements for testing, the application will be processed. After the application is processed, Prometric will receive notification of your eligibility for testing and you will receive instructions by e-mail (or letter if no e-mail address is on file) to call the Prometric Contact Center. You will call 800.688.5804 to schedule a testing appointment. You will arrange the day, time, and place for testing. The Prometric Contact Center requires at least one business day to process eligibility files before you can schedule appointments at Prometric Test Centers.

An application may be submitted no more than 12 months before the examination date. Any application that does not meet the eligibility requirements will not be processed. Candidates are eligible for only a 12-month period. If you do not call, register and take the NBDE Part I during this period, you will have

to submit another application and fee in order to take the examination later. The eligibility period will not be extended.

All information requested on the application must be provided. To avoid complications in qualifying for licensure, candidates must use their legal names. *The name on your ID must match exactly with the name on your NBDE Part I application.* Candidates with conflicting IDs will be refused admission to the Prometric Test Center and, as a result, miss their scheduled appointments and lose their application fees.

It is the responsibility of the candidate to complete clearly and accurately all sections of the application. No application can be processed unless the completed application and fee are received at the same time. Please read all of the instructions before completing the application. *All information must be truthful and accurate. Please recheck application before submitting.* If the application is incomplete or illegible, it will not be processed. The application will not be processed without the correct fee or required documentation.

Application changes and corrections must be completed at least two weeks prior to the testing appointment. You are responsible for identifying any corrections or omissions and must notify the JCNDE in writing via U.S. mail or facsimile at 312.587.4105.

Several times during the application and testing process, you will be required to identify yourself. Examinees are required to identify themselves accurately by name and Social Security Number or Social Insurance Number. Other components of personal identification, such as postal address, year of birth, etc., are also expected to be provided accurately. If it is determined that an examinee has provided a false name or deliberately provided a false Social Security Number or personal data on the test application, or at the test center, the examinee's scores will be voided, all dental schools will be notified, and you must wait two years before being retested.

## **Privacy and Security**

The JCNDE is concerned with maintaining the privacy and security for all personal information of test-takers. We take the responsibility for protecting your personal information very seriously and use industry standard methods to secure and protect your confidential information.

The NBDE program collects and retains personal information only to the extent necessary to serve your needs, administer the NBDE; fulfill NBDE program responsibilities, including maintaining the integrity of the test and detecting and preventing unlawful activity; and fulfill legal requirements. NBDE scores are retained indefinitely, along with testing records and necessary personal data.

NBDE scores are released and/or reported to state dental boards, education programs or other entities only on your written authorization or designation by electronic means through the online application or score report request form. Scores will not be reported to you or others by telephone, in person or by other informal means.

The ADA provides technical support for the NBDE program and uses data security procedures to protect the integrity of personal and test information at all times. Security safeguards include administrative, technical, and physical safeguards over data and data processing systems. For information on our policy relating to your use of the ADA.org Web site, please refer to the *Privacy Policy* available on [www.ada.org](http://www.ada.org).

By registering for the test, you consent to the collection, processing, use and transmission of your personal information for purposes related to the NBDE program as outlined in this *Guide*.

### **Schedule a Testing Appointment**

When you receive an e-mail (or letter by U.S. mail if no e-mail address is on file) notifying you of your eligibility to test, you should call the Prometric Contact Center at 800.688.5804 to register for the examination. The day, time, and place for taking the examination will be arranged through the Prometric Contact Center. The ADA processes NBDE Part I applications daily on business days. The Prometric Contact Center requires at least one business day to process eligibility files before a candidate can schedule a testing appointment. Candidates may also schedule electronically at [www.prometric.com](http://www.prometric.com).

### **Confirm a Testing Appointment**

After scheduling with the Prometric Contact Center, you should confirm your appointment information at [www.prometric.com](http://www.prometric.com) and print the confirmation page for your records. From the Prometric Web site, you will be asked to select your area of study (choose: Professional Licensure and Certification), your region (choose: United States), your state (choose: state in which you wish to take the examination) and click the next button. Then click *Exam Confirmation* and you will be prompted to enter your confirmation number. Enter the first four letters of your last name. If the last name is less than four characters, enter your complete last name. To view the appointment information, both the confirmation number and candidate last name information must match. Candidates who discover scheduling discrepancies must call the Prometric Contact Center immediately at 800.688.5804.

Appointments may be confirmed as frequently as you wish. Print the confirmation page for your records and confirm the appointment well in advance of the two business day (before noon Eastern Time) requirement for canceling or rescheduling appointments.

### **Cancel or Reschedule a Testing Appointment**

The Prometric Contact Center requires notification at least two business days (before noon Eastern Time) prior to the scheduled examination to cancel or reschedule an appointment. Candidates may cancel or reschedule electronically at [www.prometric.com](http://www.prometric.com). Candidates who are no-shows or cancel less than two business days (before noon Eastern Time) prior to the scheduled testing date will not be reassigned to another date and will not receive a refund. You will be required to submit another application and fee to the JCNDE to reschedule. Leaving a message is not sufficient to cancel or reschedule an appointment, and a local test center cannot schedule, reschedule, or cancel your appointment. Rescheduling your testing appointment will result in a rescheduling fee payable directly to Prometric.

## **EXAMINATION PROCEDURES AND REGULATIONS**

### **Rules of Conduct**

The JCNDE has established rules that govern the administration of the National Board Examinations to ensure that no candidate or group of candidates receives unfair advantage on the examination. Examination Regulations are intended to preserve the integrity of the examination process by providing standard test administration conditions that yield valid and reliable results. Accessing examination

content prior to testing, breaching the confidentiality of the examination content or any attempt to subvert the examination process violates the purpose and principles of the examination. Conduct before, during or after testing that violates these principles, or Examination Rules and Regulations may result in invalidation of examination results and/or other penalties.

Each candidate must be truthful in completing the application and must abide by all instructions regarding the conduct of the examination. By applying for a National Board examination, a candidate agrees to abide by the following Rules of Conduct:

1. You are the person who has registered for the examination for the purpose of gaining National Board certification and presented for examination with valid identification. You may not take the examination for someone else.
2. You will not give, receive, or obtain any form of unauthorized assistance prior to or during the examination or break periods. By way of example, you will not use or share unreleased examination content.
3. You will maintain the confidentiality of the examination. You will not reproduce or attempt to reproduce examination materials through memorization, recording, or other means. You will not provide information relating to examination content that may provide unfair advantage to other candidates. By way of example, you will not make use of or participate in the electronic posting of information regarding examination content or answers.
4. You will not bring any unauthorized materials, as described in the Examination Regulations below, to the test center, or into the secure testing area.
5. You will not remove materials in any form (written, printed, recorded, or other) from the test center.
6. You will comply with test center policies and procedures and follow the instructions of the test administrator. You will not create a disturbance in the test center.
7. You will not tamper with the computer testing equipment and facilities.
8. You will comply fully with any investigations of irregular behavior.

Candidates cannot disclose (in whole or in part) any examination questions or answers to anyone during or after the examination, whether orally, in writing, on Internet chat rooms or blogs, or otherwise. The NBDE Part I is a secure examination, protected by U.S. copyright laws. Any unauthorized disclosure of the examination's contents could result in civil liability, criminal penalties, and/or cancellation of examination scores. Candidates are encouraged to report any Internet or other activities that disclose information about examination questions, so that the JCNDE may investigate and take any necessary action.

### **Test Center Procedures**

Candidates are responsible for being present at the test center well in advance of the scheduled appointment time. Candidates who report late may not be allowed to participate in the examination,

depending on the time of arrival and schedule of testing appointments. Prometric Test Center administrators will determine whether there is sufficient time and space to administer the examination. If you arrive late and cannot be seated, you will forfeit the examination fee and must submit another application and fee.

In cases of inclement weather, natural disaster or other local conditions that may cause unavoidable interruptions to testing, the JCNDE and Prometric will make reasonable efforts to notify candidates and reschedule testing appointments.

Prior to testing, candidates should review all information regarding the examination including the Test Center Regulations. Candidates are encouraged to review information related to testing at [www.prometric.com](http://www.prometric.com) and [www.ada.org](http://www.ada.org).

Candidates are expected to understand and comply with Test Center Procedures:

1. When you arrive at the Prometric Test Center to take the examination, two original, current forms of identification will be requested and must be produced. One form must be a government issued ID, bearing a photograph and a signature. Examples of acceptable primary forms (bearing a photograph and signature) are a driver's license or a passport. *There must be at least one ID that has both picture and a signature.* Examples of secondary forms (IDs that require only a signature) are a debit card, a library card, a credit card, etc. The name on your ID must match exactly with the name on your NBDE Part I application file. Candidates with conflicting IDs will be refused admission to the Prometric Test Center and, as a result, miss their scheduled appointment and lose their application fee. Address or name changes must be submitted in writing via U.S. mail or facsimile to the JCNDE at 312.587.4105 at least two weeks prior to testing. If you have any questions concerning types of acceptable identification, please call the JCNDE at 800.232.1694.
2. The Prometric Test Center will electronically capture the identity of all candidates including a fingerprint, and a photograph, before proceeding with testing. Electronic capture of this biometric data allows for easier and quicker return to the testing facility after breaks. The JCNDE will retain the biometric and other identity data and make it available for identity verification at potential future NBDE administrations.
3. You must have their Social Security number or Social Insurance number or assigned number with you.
4. You will have an opportunity to become familiar with the working of the computer by taking a brief tutorial before beginning the actual examination.
5. You will be observed at all times while you are taking the examination. This observation will include direct observation by test center staff as well as video recording of your examination session. Test center staff may not necessarily inform you of their observations, but they are required to report behavior that may violate the Rules of Conduct and/or the Examination Regulations or other forms of irregular behavior.

6. Test center staff is not authorized to answer questions from candidates regarding examination content, examination software, or scoring.
7. Candidates with watch alarms must turn them off so that the alarm does not sound. Cellular telephones are not allowed anywhere in the test center, and may not be used on an unscheduled break. Eating and drinking are not permitted in the secure testing area. Personal belongings are not allowed in the secure testing area.
8. The test administrator and proctors are responsible for the operation of the facility, maintaining order and administering the examination according to established procedures. The test center administrator/supervisor is authorized to dismiss a candidate from an examination session for violating the Rules of Conduct and/or the Examination Regulations.
9. Candidates who experience concerns about scheduling issues, testing conditions or any unresolved problem should record this information in the appropriate section of the post-test survey and inform the Test Administrator before leaving the test center. For issues requiring further action, you must contact the JCNDE within five business days of the testing appointment.

### **Examination Regulations and Prohibited Conduct**

All candidates must comply with the Examination Regulations, the Rules of Conduct, and the Test Center Procedures, which are intended to preserve the integrity of the examination process by providing standard examination administration conditions that yield valid and reliable results.

1. No personal or miscellaneous items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in a designated locker. Storage facilities are limited. Upon reasonable suspicion, your personal belongings may be inspected. Notes or any materials that appear to contain examination content may be confiscated.
2. Items that are prohibited from the secure testing area include, but are not limited to the following:
  - a. Books, notes, study materials, scratch paper, tissues, or dry erase markers not furnished by the testing center
  - b. Dental instruments, models or materials
  - c. Slide rules, paper, calculating devices, rulers or other measuring devices
  - d. Electronic devices, such as telephones, pagers, recording devices, personal digital assistants (PDAs), iPods, radios or stereos with headsets; personal earplugs or headphones
  - e. Tote bags; purses, wallets, backpacks, briefcases
  - f. Highlighters, pens, erasers, mechanical pencils, dictionaries, and translators
  - g. Food, candy, gum, water or other beverages
  - h. Outerwear, such as coats, jackets, gloves or head coverings (except for religious or cultural purposes)
  - i. Good luck charms, statues, religious or superstitious talismans
  - j. Medicinal items (except those items approved under testing accommodations)
  - k. Watches (digital or analog) or timing devices (a clock is provided on the computer screen)
3. Candidates will be provided with two erasable note boards, two low-odor fine tip dry erase

markers, and an eraser to use during the examination. Scratch paper, pencils, or dry erase markers not furnished by the testing center are not permitted. The erasable note board cannot be folded, bent, or distorted in any manner. Candidates will not use the dry erase markers on any surface other than the erasable note board. All items must be returned to the test administrator before leaving the Prometric Test Center.

4. Candidates are discouraged from engaging in conversation while on an unscheduled break and are strictly prohibited from discussing the examination at that time. Use of a telephone on an unscheduled break is prohibited.
5. Test center administrators will report the activity of candidates who take unscheduled breaks. Candidates may not study or refer to notes or texts while on an unscheduled break. Candidates may not access personal belongings or prohibited items (listed in #2 above) during unscheduled breaks and may not leave the test center during an unscheduled break.
6. Although the examination is administered under strict supervision and security, examination irregularities may sometimes occur. On rare occasions, examination scores may be voided based upon a breach of examination security, invalid examination conditions, or violation of Examination Regulations or Test Center Procedures or Rules of Conduct. Candidates are responsible for protecting the confidentiality of examination questions and their answers. If cheating is detected during the examination, or evidence of irregular behavior is disclosed when the examinations are scored, or later, those involved will have their examination scores voided.

Failure to comply with Examination Regulations, Rules of Conduct, and Test Center Procedures may result in a determination of an irregularity and your examination results may be withheld, cancelled, and/or considered invalid. You may also be directed to leave the test center before you have completed the examination. If your scores are withheld or invalidated as the result of an irregularity, you may be prohibited from testing for up to two years.

## **TESTING IRREGULARITIES AND MISCONDUCT**

The JCNDE strives to report scores that accurately reflect the skill and performance of each candidate. The standards and procedures for administering each examination are intended to give each candidate a comparable opportunity to demonstrate their abilities, and to prevent a candidate from gaining an unfair advantage over others.

The JCNDE reserves the right to cancel or withhold any score when any of the following occurs:

- A testing irregularity occurs.
- A discrepancy in, or falsification of, a candidate's identification.
- A candidate engages in misconduct or violation of the rules and regulations.
- Falsification of the candidate's score report.
- The score is believed to be invalid for any other reason.

When the JCNDE voids a score that has already been reported, the score report recipient will be notified that the candidate's score has been voided. The reason for voiding is usually not reported unless an application or score report contains false information. The JCNDE reserves the right to pursue other

remedies, including prosecution of anyone whose conduct unlawfully undermines the security of the NBDE or the integrity of the process.

### **Irregularities and Appeals**

An irregularity is defined as a situation in which there may be a question about the validity of examination results with respect to whether they accurately represent the ability of a candidate. Evidence of an irregularity may be in the form of a report from a test administrator or proctor. Potential reasons for failure to measure the ability of a candidate may include, but not be limited to, communication between or among candidates, inappropriate or unauthorized access to examination content that may have been compromised or that has not been officially released for use as study aides, unauthorized assistance, conduct expressly prohibited by Examination Rules and Regulations or disruptions of test administration including natural disasters and other emergencies.

When an irregularity is identified, scores of the candidate or candidates involved are subject to being voided or invalidated, and unreleased scores will be withheld pending resolution of any appeal as described below.

A candidate whose scores are being withheld and/or subject to being voided or invalidated is notified by written correspondence. If a candidate whose scores are being withheld is enrolled in an accredited dental school, notification is sent to the dean pursuant to policies related to the Score Report. This notification to the dean does not provide the reason for or evidence upon which the withholding of scores is based.

Provisions that apply when scores are withheld and/or subject to being voided or invalidated are contained in the Joint Commission's Examination Regulations. A copy of the *Limited Right of Appeal for Examination Candidates* is provided to the candidate or candidates whose scores are being withheld and/or subject to being voided or invalidated, as well as specific information regarding the appeal process.

In accordance with its rules, the JCNDE may consider an appeal. An appeal must be submitted in writing and must include adequate documentation. A candidate's appeal may include documentation that he/she believes supports his/her appeal. The appeal should also indicate the specific relief requested. Appeals pertaining to examination irregularities must be initiated within 60 days of official notification of the irregularity. If a candidate's scores have been reported prior to notification of an irregularity, submission of an appeal will stay the decision to withhold or void scores until such time the appeal is decided. The candidate will be notified of the Joint Commission's action within 60 days after receipt of the appeal.

If the JCNDE finds reason to void or invalidate the NBDE Part I scores of an individual who has completed the NBDE Part II and achieved National Board certification, the decision to void or invalidate Part I scores may be stayed pending the outcome of an appeal or until the time for submission of an appeal has expired.

When considering an appeal, the JCNDE will strive to ensure that the appealing candidate has an opportunity to gain National Board certification equal to, but not greater than, the opportunity provided to other candidates.

Candidates should be aware that the JCNDE considers irregularities other than natural disasters and emergencies beyond the control of the candidate to be a serious breach of the examination process. The JCNDE handles irregularities in a confidential manner and does not voluntarily share details

regarding irregularities. However, candidates should be aware that reports of irregularities may have consequences beyond the withholding or voiding of scores if information regarding the irregularities is brought to the attention of school authorities or regulatory agencies by other sources.

Candidates can report suspicious activity or observations of violations of Examination Regulations to the JCNDE or electronically at [education@ada.org](mailto:education@ada.org).

### **Arbitration Requirement**

Arbitration has become an increasingly common way to resolve legal differences. The advantages of arbitration over traditional lawsuits are that, generally, arbitration is less expensive and issues are resolved in less time. If a candidate wishes to pursue a dispute that has not been resolved by the appeal process mentioned above and detailed in the *Limited Right of Appeal for Examination Candidates* the candidate must use the procedure described in the following Agreement to Arbitrate.

#### **AGREEMENT TO ARBITRATE**

- 1) In the event that any legal dispute arises between you and the Joint Commission on National Dental Examinations of the American Dental Association in connection with your participation in the National Board Dental Examination Part I where that dispute is not resolved by the appeals process detailed in the *Guide* and elsewhere, you agree that the exclusive means for resolving the dispute shall be Binding Arbitration as described by the terms of this Agreement. This means that you waive the rights you may have to resolve the dispute in a court of law, or by any other means that might otherwise be available to you.
- 2) The American Dental Association ("ADA") agrees to be similarly bound except that the ADA reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of the ADA. With respect to any action filed by the ADA pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which the ADA seeks relief.
- 3) Arbitration proceedings initiated pursuant to this Agreement to Arbitrate shall be conducted in accordance with the then current rules of the American Arbitration Association. The Arbitration and any proceedings relating to it shall be held in Chicago, Illinois. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association, 335 Madison Avenue, Floor 10, New York, New York, 10017-4605.
- 4) In the event of Arbitration, the parties shall bear their own costs and attorneys' fees associated with the Arbitration proceedings, unless the arbitrator directs one of the parties to pay the other's costs, or attorneys' fees, or both.
- 5) To the fullest extent permitted by law, no Arbitration brought pursuant to this Agreement shall be joined to any Arbitration involving any other party whether through "Class Arbitration" proceedings or otherwise.
- 6) This Agreement is part of the Application to take the National Board Dental Examination Part I. Your assent to be bound by it is a requirement for taking the examination, but you can only sit for the examination if you also fulfill all other conditions imposed by the Joint Commission on National Dental Examinations.

## EXAMINATION CONTENT

### Scope of the Examination

The National Board exams are organized into two parts. Each part is developed according to examination specifications. The Test Specifications (see Appendix C) list topics included in each examination.

NBDE Part I is usually taken after two years of dental school. It is a comprehensive, computer-based examination that is administered in one day. The NBDE Part I is comprised of 400 multiple-choice items, which are evenly distributed across Anatomic Sciences, Biochemistry-Physiology, Microbiology-Pathology, and Dental Anatomy and Occlusion. Approximately 20% of the items are grouped in testlets with interdisciplinary focus and clinical application. The NBDE Specifications for NBDE Part I can be found in Appendix C.

A separate *Guide* addresses the NBDE Part II and is located at [www.ada.org](http://www.ada.org).

Examination items are selected by test construction committees composed of subject-matter experts in accordance with examination specifications approved by the Joint Commission.

The American Dental Association Universal/National tooth notation system is used on all National Board Dental/Dental Hygiene Examinations. This system is a sequential tooth numbering system, designating the permanent dentition with numbers 1-32, and the primary dentition with letters A-T.

### Sample Item Formats

A multiple-choice examination item consists of a stem, which poses a problem, followed by a list of possible answers. The stem of an examination item is usually either a question or an incomplete statement. For National Board use, an item must have at least three and not more than five possible responses. Only one of the responses is considered either correct or the best option.

Some examples of examination item formats are:

**Completion:** Completion-type items require the correct completion of a concept or idea.

The most important organelle or component of a cell for oxidative processes is the

- A. nucleus.
- B. nucleolus.
- C. mitochondrion.\*
- D. Golgi complex.
- E. endoplasmic reticulum.

**Question:** Question-type items communicate a problem or set of circumstances.

Which of the following enzymes catalyzes the formation of uric acid from purines?

- A. Urease
- B. Uricase
- C. Xanthine oxidase\*
- D. Aspartate transcarbamoylase
- E. Carbamoyl-phosphate synthetase

**Negative:** A negative item is characterized by a word such as EXCEPT or NOT in the stem. These key words are capitalized to help candidates to determine the incorrect answer.

Jaundice is characteristic of each of the following conditions EXCEPT one. Which one is the EXCEPTION?

- A. Aplastic anemia\*
- B. Liver cell damage
- C. Excessive hemolysis
- D. Bile duct obstruction
- E. Carcinoma of the head of the pancreas

**Paired True-False:** The only portion of a paired true-false examination item that varies is the stem. The stem consists of two sentences on the same topic.

In health, bone is constantly undergoing resorption and formation.

In periodontitis, only bone resorption occurs.

- A. Both statements are true.
- B. Both statements are false.
- C. The first statement is true, the second is false.\*
- D. The first statement is false, the second is true.

**Cause-and-Effect:** The only portion of a cause-and-effect examination item that varies is the stem. The stem consists of a statement and a reason. These are written as a single sentence and are connected by because.

In determining the caries rate for older adults, an epidemiologist usually uses the DMFT index because it can be difficult to ascertain why teeth are missing.

- A. Both the statement and the reason are correct and related.\*
- B. Both the statement and the reason are correct but not related.
- C. The statement is correct, but the reason is not.
- D. The statement is not correct, but the reason is correct.
- E. Neither the statement nor the reason is correct.

**SAMPLE TESTLET FORMAT FOR NBDE PART I**

<b>Age</b>	65 YRS	<b>SCENARIO</b> The patient presents for replacement of a filling in tooth #19. He reports that he lost the filling over a year ago, but he delayed seeking care because the tooth has not been sensitive. Upon examination tooth #19 has a missing occlusal restoration and a fractured ML cusp.
<b>Sex</b>	<input checked="" type="checkbox"/> Male   <input type="checkbox"/> Female	
<b>Height</b>	5' 9"	
<b>Weight</b>	240 LBS	
<b>B/P</b>	170/100	
<b>Chief Complaint</b>	"Lost filling in back tooth"	
<b>Medical History</b>	Last saw his physician 2 years ago Father died of heart attack at age 52	
<b>Current Medications</b>	diuretic for high blood pressure statin for high cholesterol low dose aspirin	
<b>Social History</b>	married, grown children retired construction foreman	

1. This patient needs an immediate referral to his physician for
  - A. weight control.
  - B. smoking cessation.
  - C. stress management.
  - D. uncontrolled hypertension.
  - E. nutritional counseling.
  
2. Which would be the most likely consequence of the patient's delay in having the lost restoration replaced?
  - A. Supra-eruption of tooth #14
  - B. Chewing inefficiency
  - C. Loss of canine disclusion
  - D. Mesial drift of tooth #18
  
3. At a subsequent visit the tooth is anesthetized and prepared for a crown. The patient calls the following day complaining of pain at the injection site and inability to open fully. The most likely explanation is
  - A. spasm of the temporalis muscle.
  - B. trauma to the inferior alveolar nerve.
  - C. injection into the medial pterygoid muscle.
  - D. damage to the facial nerve during the injection.

## **Examination Preparation Materials**

The JCNDE recommends that candidates use textbooks and lecture notes as primary sources for study. Although some items or editions of the NBDEs are released periodically, the JCNDE believes they are best used to familiarize candidates with test item formats. The JCNDE does not guarantee that the information in released National Board examinations is accurate, current, or relevant. Released materials may no longer be consistent with the current test specifications, content emphasis, or examination structure. Due to the dynamic nature of dental practice and the biomedical sciences, these materials may be outdated. Candidates are cautioned not to limit their preparation for the examination to the review of released editions of the examination. Copies of released editions are available in most dental school libraries, and in the library of the American Dental Association. Copies may be purchased from the American Student Dental Association, 211 East Chicago Avenue, Suite 700, Chicago, Illinois 60611-2687, 800.621.8099 (x 2795), 312.440.2795, or [www.asdanet.org](http://www.asdanet.org).

The JCNDE does not endorse or recommend any specific texts or other teaching aids (e.g., review courses) that are identified as NBDE preparation materials.

## **Unreleased Examination Materials**

Unreleased test items comprise confidential examination material. Obtaining or sharing unreleased test items is strictly prohibited, whether using methods, such as memorization, recording, copying, etc. Use or sharing of unreleased test items violates the Examination Regulations. Such activities may provide unfair advantage to individuals or groups of individuals and threaten the validity and credibility of the examination. Since all examinations are the copyrighted property of the ADA JCNDE, these activities also violate Federal Copyright Laws. The JCNDE investigates reports or allegations associating candidates with the generation, use or sharing of unreleased examination materials, and will pursue formal action against candidates who violate Examination Regulations or Federal Copyright Law.

## **Frequently Asked Questions (FAQs) about Examination Regulations**

*What is the purpose and intent of the National Board Examination Regulations?*

Examination Regulations are established to ensure that examination results are valid. This means that a candidate's score is an accurate reflection of his or her knowledge and understanding. Candidates are expected to recall and interpret information and respond to examination questions without assistance or the advantage of having prior knowledge of questions or answers. The Examination Regulations are intended to prevent candidates from retaining or remembering questions and sharing them with other candidates and to prevent candidates from obtaining unreleased questions or answers from any source.

The National Board examinations are criterion-referenced; candidates are not graded on a curve but against a pre-determined standard. Examination Regulations are also intended to provide all candidates with an equivalent opportunity to gain National Board certification; no candidate should have an unfair advantage over others.

All examination materials including released materials that are made available by the JCNDE through various authorized channels, are copyrighted to protect the security and confidentiality of the examination content, as well as the investment of resources, primarily from candidate fees, that support the examination program.

*How are candidates informed of the Examination Regulations?*

The Examination Regulations are provided in writing in the *Guide* for each examination. The guides are provided on the testing area of the ADA Web site, [www.ada.org](http://www.ada.org). Information in the guides is updated annually; but the general nature and intent of the regulations remains the same as described above. Information about Prometric Test Center rules is available on the Prometric Web site, [www.prometric.com](http://www.prometric.com). Each examination session begins with a confidentiality statement to which candidates must agree as a condition of testing.

*What happens if a candidate violates Examination Regulations?*

When the JCNDE receives information that indicates possible inappropriate behavior or violation of Examination Regulations, the candidate's results may be withheld or invalidated. Established JCNDE regulations identify prohibited activities and behavior and related penalties. In most cases, scores are voided and the candidate must wait up to two years to retest. When scores are withheld or invalidated, the candidate is notified of the regulation that has been breached and the related penalty. JCNDE policies provide an appeal process and candidates who are notified that their scores have been withheld or invalidated receive information about the appeal process. If a candidate's scores have been reported prior to notification of an irregularity, submission of an appeal will stay the decision to withhold or void scores until such time as the appeal is decided.

*Is it acceptable for candidates to remember and share unreleased questions or to solicit or use unreleased questions that have been recalled or obtained by others?*

No. This violates the *Confidentiality Agreement* that all candidates acknowledge before they begin the examination. In addition, all examinations are protected by Federal Copyright Law and sharing or soliciting recalled questions violates the law. These practices are also unethical in that they violate principles of veracity (truthfulness) and justice (fairness).

*Why is it unethical to ask someone for unreleased, recalled questions or to otherwise obtain and use recalled questions?*

First, all candidates are expected to pass the examination on their own merit without assistance. Members of the public who entrust dentists with their well-being expect that they are trustworthy and competent individuals. The purpose of the examination is to ensure that you, as a candidate for licensure, have achieved entry-level competence. By asking previous test-takers to share unreleased questions, or by obtaining them, you undermine the very purpose of the examination.

*What information can I share about the examination?*

You can tell others whether you thought it was difficult or easy. You can tell them that you felt well prepared, or not. You can share any broad topic areas that are also listed in the National Board examination specifications that are published in the *Guide* or on the JCNDE Web site, e.g., osteogenesis, premolar tooth morphology. You cannot describe specific questions and answers or context of questions related to these topics. If another student or member of the faculty suggests that you should remember and/or share confidential examination information with other students or faculty, you should decline and explain that this is not permitted.

*What if some one offers unreleased questions to me?*

You should not agree to accept unreleased examination items or confidential examination information or participate in the exchange of this information. If you receive unsolicited confidential or unreleased examination materials, you should inform the dean or associate dean at your school or contact the JCNDE. They may request that you forward the materials for evaluation to determine whether the materials are indeed unreleased or confidential. Failure to do so could inadvertently implicate you in activity that violates Examination Regulations and may jeopardize your ability to achieve National Board certification and licensure.

## **Tutorial**

A free tutorial is available at [www.ada.org](http://www.ada.org) to familiarize candidates with the mechanics of taking the NBDE Part I on computer. The tutorial does NOT include sample National Board content, but it does provide the opportunity to become familiar with the basic computer steps involved in proceeding through the examination.

At the Prometric Test Center, you will be able to become familiar with the workings of the computer by taking a brief optional tutorial before beginning the actual examination.

## **SCORE INFORMATION**

### **Scoring of the Examination**

Two factors affect a candidate's score: the number of correct answers selected by the candidate and the score scale conversion for the examination. For the National Boards, there is no penalty for selecting an incorrect response. A candidate's total score is reported in terms of a standard score, which has been converted from the total number of correct answers.

The minimum passing score on the NBDE Part I is a standard score of 75. The minimum passing score and the remaining scale are based on the judgments of experts. The examination results are reported in standard scores of 49 to 99. The JCNDE uses consistent methods including equating to guarantee that scores accurately and fairly reflect the knowledge and problem solving skills assessed by the examination. Please refer to the Technical Report found at [www.ada.org](http://www.ada.org) for specific details on the scoring of examinations.

### **Score Reports**

NBDE Part I is a comprehensive examination; therefore, only one overall standard score is reported. However, the JCNDE also provides raw scores for each of the four areas on the examination. For each area, this includes the candidate's number of correct responses, the number of items in each area, and the national average. This information provides candidates with information relative to their strengths and weaknesses. Please note that it is not possible to compare standard scores with raw scores. Results are mailed approximately three to four weeks after the examination. JCNDE regulations currently prohibit reporting scores by telephone, facsimile or e-mail.

By signing the application, a candidate enrolled in an accredited dental school (or graduated within the last five years) gives expressed permission to provide a report of scores to the dean of the dental school. Reports of scores are provided to others only if permission is granted in the form of a written request from the candidate.

The NBDE Part I fee includes the cost of sending a report of scores to the candidate and the dean of an accredited dental school. The candidate's report of scores is sent only to the home address of the candidate. Address changes must be received in writing via U.S. mail or facsimile to the JCNDE at 312.587.4105 prior to the mailing of score reports or the candidate will be required to complete an additional score report request. A candidate who requests scores after the time of application should note any name change in the request. If a change in National Board records is desired, a copy of the legal documentation or marriage certificate must be provided.

After receiving scores, a candidate may request that additional reports be sent to others. Candidates may print a request form to submit by mail. For paper request forms, all fees are payable by certified check or money order payable to the American Dental Association. No personal checks or cash will be accepted. ADA and ASDA members may write personal checks, but their membership number must be recorded on the check. A score report request form is available at [www.ada.org](http://www.ada.org). The score report fee of \$25 applies to each report requested. Requests for score reports must be in writing and must be accompanied by payment of the appropriate fee. Processing of requests requires approximately three weeks. When requesting additional official score reports, candidates must specify their reference number, the month and the year when the examination was taken.

Candidates should confirm the accuracy of their score report request. Once a score report request is submitted, it cannot be modified. Score report fees are non-refundable and non-transferable.

In addition, the JCNDE will provide a history of National Board scores (recent and previous scores) upon receipt of a written request from the candidate. The fee for a history of scores is \$40. This history of scores is available only for examinations taken after April 1982.

Candidates who request score reports for advanced dental education programs are urged to request scores at least two months preceding program application deadlines to avoid delays in processing these requests. In addition to submitting payment of \$25 for each program, candidates should include their National Board reference number, most recent examination date and indicate whether they have only taken NBDE Part I or both NBDE Part I and NBDE Part II with their requests. If you are submitting a request for score reports for a retest scheduled at a future date, please be sure to specify that the request should not be processed until after the new scores are available. In order to process the request, payments must be made by money order or certified check payable to the American Dental Association. No personal checks or cash will be accepted. ADA and ASDA members may write personal checks, but their membership number must be recorded on the check.

Candidates, who previously earned National Board credit, may retake the examination. However, the most recent scores are always reported. Please note that a candidate could jeopardize his/her passing status if the candidate performs poorly on the reexamination.

## **Score Audits**

As a routine part of the overall validation process on scoring, the responses from the NBDE Part I are audited for accuracy before score reports are distributed. However, a candidate may make a written request via a PDF form available at [www.ada.org](http://www.ada.org), to have his/her examination responses audited, or re-checked for scoring accuracy. There is a charge of \$50 for examination audits. The score audit fee is payable to the American Dental Association in the form of a money order or certified check. Score audits may require approximately four to six weeks to complete and must be requested within 30 days of receipt of the original score report.

## APPENDIX A PAPER APPLICATION INSTRUCTIONS

The following information may be helpful for filling out the paper application. For questions regarding the application process, please contact the JCNDE at 800.232.1694.

A computer reads the paper application and you should therefore, use a dark (No. 2) pencil to complete the form. Do not use ink. Carefully enter only one number, letter, slash, or dash per box. Leave a blank box or space when appropriate.

After filling in the appropriate boxes, blacken the matching circles under the boxes. Make sure that the correct circle is filled in properly. (Blanks have no circles to fill in). Correct any errors by completely erasing the errors and/or any stray marks.

In filling out the application, do not skip the columns that are shaded. This shading of columns is provided as a visual aid to assist in the completion of the application. Also, do not fill in two or more circles in a column. Finally, please leave blank boxes or spaces where necessary or appropriate. The information that the candidate provides on the application will be used exactly as provided for all data processing and mailing functions. To avoid errors, please follow each numbered step below in completing the application and proofread carefully.

### **Box #1 Name**

Print your name in the boxes provided. Print your last name first, then your first name and finally your middle initial. In addition to letters, dashes and blank spaces can be used, if appropriate. If your name has more letters than there are boxes, print only as many letters as there are spaces provided. Submit a name change request in writing via facsimile to the JCNDE at 312.587.4105.

### **Box #2 Social Security Number or Social Insurance Number**

### **Box #3 Date of Birth**

### **Box #4 Testing History**

The following items refer to previous NBDE records:

- 4a. Print the former name used, if different from the last name in Box #1. Please provide a copy of the legal document showing the name change.
- 4b. If known, please provide your six-digit NBDE reference number

### **Box #5 Educational Background**

In order to take the NBDE Part I, you must fulfill the eligibility requirements and provide the appropriate documentation, if necessary. Please refer to the Eligibility Requirements. Applications that do not meet the eligibility requirements will not be processed.

Students enrolled in an accredited dental school must have their applications signed by the dean (or

designee). Other candidates must submit the appropriate documents to establish eligibility.

5a. If you are a graduate of, or a student from an accredited dental school, please write the name of the dental school that you attended, or attend, in the box on the application. This is the school, which awarded, or will award, you a DDS, or DMD degree (see Appendix B). If your dental school code number is listed, please blacken the appropriate circles after you enter the code number. Codes are listed by state. Canadian schools are at the end of the list.

If you are not a graduate of, or a student from a currently accredited dental school, please indicate your eligibility status by using one of the following codes.

**11** Dentist (Graduate of an accredited U.S. or Canadian Dental School, which is no longer on the list)

**33** Dental student attending a non-accredited dental school; (not accredited by CODA or CDAC).

**99** Dental graduate of a non-accredited dental school; (not accredited by CODA or CDAC). Please write in the name of the dental school that granted or will grant you a DDS or DMD degree. Provide the city, state, and/or country in the box. Please provide the appropriate documentation with your application.

5b. Are you currently enrolled in a DDS or DMD program in the dental school identified in 5a?

5c. If no, please write the name of the dental school you are attending now.

#### **Box #6 Year of Graduation**

Please enter your (anticipated) year of graduation from the dental school identified in 5a. Blacken the appropriate circles.

#### **Box #7 Testing Information**

Candidates whose applications have been approved will call the Prometric Contact Center at 800.688.5804 to schedule an examination appointment. Candidates requesting testing accommodations, please refer to the testing accommodation section of this document.

#### **Box #8 Type of Examination**

Blacken the appropriate circle(s) indicating whether you are taking the comprehensive NBDE Part I or applying for reexamination in individual disciplines. See the eligibility requirements for reexamination.

#### **Box #9 Mailing Address**

9a. Print the address to which your scores should be mailed. If you have an apartment number, please include it. Blacken the appropriate circles. Dashes (-) and slashes (/) are provided for use in the address. If appropriate, leave blanks.

9b. Print the name of the city. Blacken the appropriate circles.

- 9c. If your mailing address is in the United States or Canada, enter the appropriate two letter, U.S. state, U.S. territory or Canadian Province abbreviation. Blacken the appropriate circles. If your address is outside the USA or Canada, leave these boxes blank.
- 9d. If appropriate, enter your U.S. zip code or Canadian postal code. Blacken the appropriate circles. Other candidates leave these boxes blank.
- 9e. Blacken the appropriate circle for the country. If other, print the name of the country in the space provided. For other countries, provide any other mailing information that may be necessary.
- 9f. Enter your e-mail address. Blacken the corresponding circles.

**Box #10 Daytime Phone**

**Box #11 Fee**

The fee for NBDE Part I is \$265. Blacken the appropriate circles. Send a cashier check/money order for the total amount with your application and any required letters or documents. The cashier check/money order should be made payable to the American Dental Association. ADA or ASDA members may pay by personal check, but their membership number must be recorded on the check.

**Box #12 Dean's Certification**

For dental students in an accredited dental school the application must be signed by the dean (or designee), certifying that the student has successfully completed all subjects in NBDE Part I. Applications submitted electronically require electronic certification by the dean (or designee). If you are a dentist or a dental graduate or dental student from a non-accredited dental school, please refer to the Eligibility Requirements.

**Box #13 Candidate Signature**

Read the statements at the bottom of the second page of the application. Sign your name and date. *Do not print your name. Your signature is required.*

Do not staple the fee, documents, etc., to the application. Do not fold the application. Do not send cash, stamps, or foreign currency; only a cashier check or money order payable in U.S. currency is acceptable.

**APPENDIX B**  
**ACCREDITED DENTAL SCHOOLS**

**Alabama**

02 University of Alabama, Birmingham

**Arizona**

22 Arizona School of Dental and Oral Health  
23 Midwestern University, Glendale

**California**

04 University of the Pacific, San Francisco  
05 University of California, Los Angeles  
06 University of California, San Francisco  
08 University of Southern California,  
Los Angeles  
10 Loma Linda University, Loma Linda  
15 Western University of Health Sciences,  
Pomona

**Colorado**

12 University of Colorado, Denver

**Connecticut**

13 University of Connecticut, Farmington

**District of Columbia**

14 Georgetown University (closed)  
16 Howard University

**Florida**

17 University of Florida, Gainesville  
21 Nova Southeastern University,  
Ft. Lauderdale

**Georgia**

19 Medical College of Georgia, Augusta  
20 Emory University (closed)

**Illinois**

24 Loyola University, Chicago (closed)  
25 Southern Illinois University, Alton  
26 Northwestern University, Chicago (closed)  
28 University of Illinois at Chicago

**Indiana**

30 Indiana University, Indianapolis

**Iowa**

32 University of Iowa, Iowa City

**Kentucky**

34 University of Louisville, Louisville  
35 University of Kentucky, Lexington

**Louisiana**

36 Loyola University (closed)  
37 Louisiana State University, New Orleans

**Maryland**

38 University of Maryland, Baltimore

**Massachusetts**

40 Harvard School of Dental Medicine  
41 Boston University, Boston  
42 Tufts University, Boston

**Michigan**

44 University of Detroit Mercy, Detroit  
46 University of Michigan, Ann Arbor

**Minnesota**

48 University of Minnesota, Minneapolis

**Mississippi**

49 University of Mississippi, Jackson

**Missouri**

50 St. Louis University (closed)  
52 University of Missouri- Kansas City  
54 Washington University (closed)

**Nebraska**

56 Creighton University, Omaha  
58 University of Nebraska, Lincoln

**New Jersey**

59 Fairleigh Dickinson University (closed)  
60 University of New Jersey, Newark

**New York**

- 62 Columbia University, New York City
- 64 New York University, New York City
- 66 SUNY, Buffalo
- 67 SUNY, Stony Brook

**Nevada**

- 68 University of Nevada at Las Vegas

**North Carolina**

- 70 University of North Carolina, Chapel Hill

**Ohio**

- 72 Ohio State University, Columbus
- 74 Case Western Reserve University, Cleveland

**Oklahoma**

- 69 Oral Roberts University (closed)
- 73 University of Oklahoma, Oklahoma City

**Oregon**

- 76 Oregon Health and Science University, Portland

**Pennsylvania**

- 80 Temple University, Philadelphia
- 81 University of Pittsburgh, Pittsburgh
- 82 University of Pennsylvania, Philadelphia

**Puerto Rico**

- 83 University of Puerto Rico, San Juan

**South Carolina**

- 85 Medical University of South Carolina, Charleston

**Tennessee**

- 86 Meharry Medical College, Nashville
- 88 University of Tennessee, Memphis

**Texas**

- 90 Baylor College of Dentistry, Dallas
- 92 University of Texas, Houston
- 93 University of Texas, San Antonio

**Virginia**

- 94 Virginia Commonwealth University, Richmond

**Washington**

- 95 University of Washington, Seattle

**West Virginia**

- 97 West Virginia University, Morgantown

**Wisconsin**

- 98 Marquette University, Milwaukee

**Canada**

- 01 University of Alberta, Edmonton
- 03 University of British Columbia, Vancouver
- 07 University of Laval, Ste-Foy
- 09 University of Saskatchewan, Saskatoon
- 39 University of Manitoba, Winnipeg
- 71 Dalhousie University, Halifax
- 75 University of Toronto, Toronto
- 77 McGill University, Montreal
- 78 Universite de Montreal, Montreal
- 79 University of Western Ontario, London

**APPENDIX C  
NBDE PART I  
TEST SPECIFICATIONS**

**Effective January 2009 to December 2009**

The NBDE Part I consists of 400 examination items. For each discipline, approximately 80% of the items are discipline-based and approximately 20% are interdisciplinary testlet-based items. A testlet consists of the patient scenario and a set of items from the various disciplines that are associated with the scenario. One item from each of the disciplines listed below will be designated for the testlets under the topic, *Professional Ethics/Patient Management*. These items will require a basic understanding of professional ethical principles in patient management. The items for the NBDE Part I are drawn from the following disciplines:

**ANATOMIC SCIENCES [100]**

1.0. Gross Anatomy\* [49]

- 1.1. Head
  - 1.1.1. Oral cavity
  - 1.1.2. Extraoral structures
  - 1.1.3. Osteology
  - 1.1.4. TMJ and muscles of mastication
- 1.2. Neck
- 1.3. Axilla, shoulders, and upper extremities
- 1.4. Thoracic cavity
- 1.5. Abdominopelvic cavity
- 1.6. Central nervous system & neuroanatomy

The following topics will be considered under each category of gross anatomy:

Bone	Muscles
Fascia	Nerves (peripheral and autonomic)
Arteries, veins, and lymphatics	Spaces and cavities
Joints and ligaments	Endocrines and exocrines

2.0. Histology [23]

- 2.1. Ultrastructure
- 2.2. Basic tissues
- 2.3. Bone, cartilage, and joints
- 2.4. Lymphatic and circulatory systems
- 2.5. Endocrine system
- 2.6. Respiratory system
- 2.7. Gastrointestinal system
- 2.8. Genitourinary system
- 2.9. Integument

3.0. Oral Histology [16]

- 3.1. Tooth and supporting tissues
- 3.2. Soft oral tissues
- 3.3. Temporomandibular joint

4.0. Developmental Biology [11]

- 4.1. Osteogenesis
- 4.2. Tooth development, eruption, and movement
- 4.3. Facial and brachial arch development
- 4.4. General embryology

- 1.0. Biological Compounds [10]
  - 1.1. Sugars and carbohydrates
  - 1.2. Amino acids and proteins
  - 1.3. Lipids
  - 1.4. Nucleic acids and metabolism
  - 1.5. Nutrients and minerals
  - 1.6. Intradisciplinary and clinical/cross correlation
  
- 2.0. Metabolism [17]
  - 2.1. Bioenergetics
  - 2.2. Enzymology
  - 2.3. Catabolism
  - 2.4. Anabolism
  - 2.5. Urea cycle
  - 2.6. Regulation
  - 2.7. Intradisciplinary and clinical/cross correlation
  
- 3.0. Molecular and Cellular Biology [9]
  - 3.1. DNA/RNA and protein synthesis
  - 3.2. Genetic engineering
  - 3.3. Cell cycle
  - 3.4. Intradisciplinary and clinical/cross correlation
  
- 4.0. Connective Tissues [8]
  - 4.1. Soft tissue
  - 4.2. Hard tissue/calcification
  - 4.3. Intradisciplinary and clinical/cross correlation
  
- 5.0. Membranes [4]
  - 5.1. Structure
  - 5.2. Function
  - 5.3. Intradisciplinary and clinical/cross correlation
  
- 6.0. Nervous System [6]
  - 6.1. General properties
  - 6.2. Central nervous system
  - 6.3. Autonomic nervous system (1)
  - 6.4. Somatic nervous system
  - 6.5. Intradisciplinary and clinical/cross correlation correlation
  
- 7.0. Muscle [6]
  - 7.1. Skeletal
  - 7.2. Smooth
  - 7.3. Cardiac
  - 7.4. Intradisciplinary and clinical/cross correlation
  
- 8.0. Circulation [9]
  - 8.1. Fluid content and dynamics
  - 8.2. Coagulation
  - 8.3. Cardiodynamics and electrophysiology
  - 8.4. Regulatory mechanisms
  - 8.5. Intradisciplinary and clinical/cross correlation

## BIOCHEMISTRY-PHYSIOLOGY (continued)

- 9.0. Respiration [6]
  - 9.1. Mechanical aspects
  - 9.2. Gas exchange and transport
  - 9.3. Regulation
  - 9.4. Intradisciplinary and clinical/cross correlation
  
- 10.0. Renal [8]
  - 10.1. Functional anatomy
  - 10.2. Blood flow and filtration
  - 10.3. Reabsorption and secretion
  - 10.4. Regulation
  - 10.5. Acid-base balance
  - 10.6. Intradisciplinary and clinical/cross correlation
  
- 11.0. Oral Physiology [3]
  - 11.1. Taste
  - 11.2. Mastication (with reflexes)
  - 11.3. Swallowing
  
- 12.0. Digestion [5]
  - 12.1. Neuromuscular
  - 12.2. Secretions
  - 12.3. Absorption
  - 12.4. Regulation
  - 12.5. Intradisciplinary and clinical/cross correlation
  
- 13.0 Endocrines [8]
  - 13.1. Pituitary/hypothalamus
  - 13.2. Reproduction
  - 13.3. Signaling systems
  - 13.4. Pancreas/parathyroid
  - 13.5. Adrenal/thyroid
  - 13.6. Intradisciplinary and clinical/cross correlation
  
- 14.0. Professional Ethics/Patient Management [1]

## MICROBIOLOGY-PATHOLOGY [100]

- 1.0. General Microbiology [20]
  - 1.1. Microbial biochemistry and physiology
  - 1.2. Microbial cytology
  - 1.3. Microbial variations and genetics
  - 1.4. Sterilization and disinfection
  - 1.5. Biology of microorganisms
    - 1.5.1. Bacteria
    - 1.5.2. Viruses
    - 1.5.3. Fungi
  - 1.6. Antibiotics and chemotherapy
  - 1.7. Oral ecology and epidemiology
  
- 2.0. Reactions of Tissue to Injury [10]
  - 2.1. Inflammation and repair
  - 2.2. Physical and chemical injury
  - 2.3. Hemodynamic disorders

## MICROBIOLOGY-PATHOLOGY (continued)

- 3.0. Immunology and Immunopathology (at least 3 on oral immunology) [13]
  - 3.1. Host defense mechanisms
  - 3.2. Hypersensitivity
  - 3.3. Immune system
- 4.0. Microbiology, Immunology, and Pathology of Special Infectious Diseases (at least 8 on oral diseases) [22]
  - 4.1. Bacterial
  - 4.2. Viral
  - 4.3. Fungal
  - 4.4. Chlamydial and rickettsial
- 5.0. Systemic Pathology [22]
  - 5.1. Cardiovascular
  - 5.2. Respiratory
  - 5.3. Gastrointestinal and hepatobiliary
  - 5.4. Genitourinary
  - 5.5. Blood-lymphatic
  - 5.6. Endocrine
  - 5.7. Musculoskeletal
  - 5.8. Genetic diseases
  - 5.9. Nervous system
- 6.0. Growth Disturbances [12]
  - 6.1. Non-neoplastic
  - 6.2. Neoplasms--etiology, epidemiology, & biology
  - 6.3. Specific neoplasms

## DENTAL ANATOMY AND OCCLUSION [100]

- 1.0. Tooth Morphology [43]
  - 1.1. Primary
  - 1.2. Permanent
    - 1.2.1. Incisors
    - 1.2.2. Canines
    - 1.2.3. Premolars
    - 1.2.4. Molars
- 2.0. Pulp Cavity Morphology [5]
- 3.0. Calcification and Eruption [6]
- 4.0. Principles of Occlusion and Function [37]
  - 4.1. Functional anatomy
    - 4.1.1. Interarch (static and movement)
      - 4.1.1.1. Anterior teeth
      - 4.1.1.2. Posterior teeth
    - 4.1.2. Intra-arch
  - 4.2. Masticatory physiology and biomechanics
    - 4.2.1. Temporomandibular joint
    - 4.2.2. Muscles and ligaments
    - 4.2.3. Determinants of occlusion
- 5.0. Clinical Considerations—Tooth Morphology and Anomalies [8]
- 6.0. Professional Ethics/Patient Management [1]