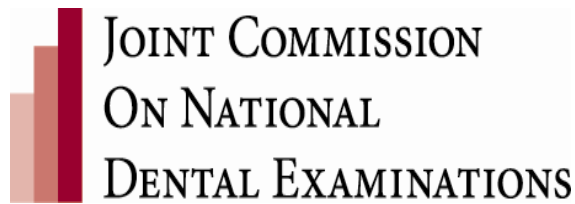


NATIONAL BOARD DENTAL HYGIENE EXAMINATION 2009 GUIDE



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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 Hygiene Examination Policies

This document is the official guide to policies for the National Board Dental Hygiene Examination (NBDHE). 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 NBDHE may occur after publication of this Guide. If changes occur, they will be posted at the Web site 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 Hygiene Licensure and the NBDHE

Individual states determine the requirements for dental hygiene licensure. A state license is applicable only within the geographic confines of that particular state. State agencies that administer dental hygiene licensure under laws adopted by state legislatures are typically called state boards of dentistry. A list of the state boards can be found at www.aadexam.org.

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

The NBDHE 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. 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.

The Joint Commission on National Dental Examinations (JCNDE) is the agency responsible for the development and administration of the NBDHE. This 15-member Commission includes representatives of dental schools, dental practice, state dental examining boards, dental hygiene, dental students, and the public. A standing committee of the JCNDE includes other dental hygienists who act as consultants regarding this examination.

Clinical examinations are conducted by individual state boards of dentistry or by regional or independent clinical dental testing agencies.

Purpose of the National Board Dental Hygiene Examination

The purpose of the NBDHE is to assist state boards in determining qualifications of dental hygienists who seek licensure to practice dental hygiene. The examination assesses the ability to understand important information from basic biomedical, dental, and dental hygiene sciences and the ability to apply such information in a problem-solving context.

ETHICAL CONDUCT

Ethical Conduct and the Licensure Process for Dental Hygienists

Dental hygienists 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 or dental hygiene at all times. This obligation begins at the time of application to a dental hygiene education program and continues through the educational process, the licensure process, and the entirety of professional practice.

As professionals devoted to the prevention of disease and the promotion and improvement of the public's health, dental hygienists hold a position of trust with society. The American Dental Hygienists' Association's *Code of Ethics for Dental Hygienists* establishes standards of behavior to guide the public's expectations and supports dental hygiene practice, laws, and regulations. By holding themselves accountable to the standards stated in the *Code*, dental hygienists enhance the public's trust on which their professional privilege and status are founded.

Applicants for the NBDHE are expected to abide by these ethical standards and to read, understand and comply with the *Rules of Conduct* and regulations guiding the National Board 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 examination 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 examination on their own merit without assistance, and are expected to maintain the confidentiality of the examination. Members of the public who entrust dental hygienists 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 NBDHE 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, or by contacting the JCNDE by

telephone, by 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

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

Dental Hygiene Student

A dental hygiene student in an accredited program is eligible for examination when the dental hygiene director (or designee) certifies that the student is prepared for the examination, and is within four months of anticipated issuance of a dental hygiene diploma. If the dental hygiene program is accredited by CODA the signature or electronic approval of the director (or designee) on the application meets this requirement. Only dental hygiene programs in the United States and in Canada (by reciprocal agreement) are accredited by CODA.

Graduate of an Accredited Program

A dental hygienist who is a graduate of a dental hygiene program that was accredited by CODA during the time the dental hygienist was enrolled is eligible for examination following the JCNDE's receipt of evidence of graduation.

The means of fulfilling this eligibility requirement for participating in the NBDHE is a letter from the director of the accredited dental hygiene program from which the individual was graduated. Graduates of accredited programs who send an application without proof of graduation will have their application returned. Recent graduates who are retaking the examination must also provide proof of graduation with their application and fee.

Graduate of a Non-Accredited Program

A dental hygienist who is a graduate of a dental hygiene program that was not accredited during the time the dental hygienist was enrolled is eligible for examination only if the program was equivalent to an accredited program (see summary of accreditation standards below). Accreditation standards in effect at the time the candidate applies for examination are used in evaluating the program.

The means of fulfilling the eligibility requirement must be in the form of a letter of recommendation from the (a) dean of an accredited dental school, or (b) director of an accredited dental hygiene program, and the (c) secretary of a board of dentistry of a U.S. licensing jurisdiction. The letter from two of the three possible sources must certify that the non-accredited program that the candidate completed met each of several requirements in terms of length of study, subjects, functions, and hours.

A summary of accreditation standards used in evaluating the credentials of a non-accredited dental hygiene graduate is as follows:

1. The dental hygiene program was at least two academic years of full-time study at the level of higher education or its equivalent.

2. The dental hygiene program included instruction in the following subjects:
 - (a) speech; (b) psychology; (c) sociology; (d) anatomy; (e) physiology; (f) biochemistry; (g) general chemistry; (h) microbiology; (i) pathology; (j) nutrition; (k) pharmacology; (l) pain control; (m) tooth morphology; (n) head, neck, and oral anatomy; (o) oral embryology and histology; (p) oral pathology; (q) dental materials; (r) periodontology; (s) radiography; (t) clinical dental hygiene (didactic and clinical instruction); (u) oral health education; (v) community dental health; (w) patient management; and (x) medical and dental emergencies including basic life support.
3. The dental hygiene program included at least 580 hours of clinical instruction. A maximum of 90 hours of this total may have been preclinical instruction. Experience with clinic patients should have included difficult instrumentation techniques.
4. The dental hygiene program prepared the student to do the following:
 - a. Perform extraoral and intraoral inspection, including inspection and charting, identifying oral habits, locating and identifying stains and deposits, and evaluating oral hygiene status.
 - b. Expose process and evaluate radiographs, including radiation hygiene and safety, mounting and recognizing normalities and abnormalities.
 - c. Provide other diagnostic aids, including obtaining medical and dental health histories, preparing study casts, and clinical examination (thermal, vitalometer, percussion, transillumination, caries activity, cytologic smear, etc.).
 - d. Perform prophylaxis, including scaling and root planing, closed soft tissue, curettage and polishing coronal surfaces and appliances.
 - e. Apply topical agents, including caries preventive, anesthetic, and tooth desensitizing agents.
 - f. Provide individual oral health, nutrition and plaque control instruction, including identifying needs for counseling, and planning, providing and evaluating instruction.
 - g. Provide supportive treatment services, including asepsis, sterilization, pain control, polishing restorations and removing excess restorative materials and other supportive services (removing sutures, placing and removing surgical dressings and placing and removing temporary restorations).
 - h. Assist in emergencies including recognizing potential for emergencies, recognizing an emergency and providing emergency care.
 - i. Participate in community health instruction, including preliminary research and project planning, operation, and project evaluation.
5. The dental hygienist is proficient in the English language.

Dental Student

A dental student from an accredited dental school is eligible for examination if the dean of the dental school certifies that the student has completed the equivalent of an accredited dental hygiene program. The means of fulfilling this requirement is a letter from the dean of the accredited dental school.

Dentist

A dentist is eligible for examination if the eligibility requirements for National Board Dental Examination (NBDE) are met. (See the eligibility requirements listed in the *Guide* for the National Board Dental Examination.) This provision does not apply to a dentist who was endorsed for the NBDE Part I by the dean of an accredited dental school that was considering admission of the dentist with advanced standing. The dentist must provide the necessary documentation to fulfill the dental eligibility requirements.

Eligibility for Reexamination

You may apply for reexamination at any time. However, a minimum of 90 days must separate your reexamination attempts on the NBDHE. For the computer-based NBDHE, notification of eligibility will be sent to Pearson VUE and an e-mail (or letter if no e-mail address is on file) will be sent to you with instructions to call Pearson VUE at 888.456.2830 to schedule a testing appointment.

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

NBDHE 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. This policy includes any previous examination attempts. An examination attempt is defined as any examination administration where the candidate broke the seal on a written examination or 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.

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

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.

At the discretion of the JCNDE, 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, JCNDE requires a complete evaluation of the candidate as well as the completed and signed Testing Accommodation Request Form that can be downloaded from www.ada.org. 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 NBDHE 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 adjustment to the testing procedure is applicable to the identified impairment. 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 Requests 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.

Testing Candidates in the Military

A dentist or a dental hygienist serving in a U.S. military service who is stationed outside the U.S. or Canada may be examined by the base education officer. A request for the paper-based examination at an overseas duty station must be submitted 60 days in advance of the examination date and must include a letter from the base education officer indicating willingness to administer examinations in the manner specified by the JCNDE. The computer-based NBDHE is administered year-round through Pearson VUE testing centers in the U.S., its territories, and Canada. After March 2009, the NBDHE will only be available as a computer-based examination through a Pearson VUE testing center.

EXAMINATION APPLICATION AND APPOINTMENT INFORMATION

Candidates may submit an electronic application at www.ada.org using a credit card. Candidates may request a paper copy of the *Guide* with a paper application form by submitting a written request via facsimile to 312.587.4105. Candidates submitting a paper application must pay by certified check or money order. Paper applications must be submitted via U.S. mail to the JCNDE, 211 East Chicago Avenue, Suite 600, Chicago, Illinois 60611-2637. A new application must be submitted each time a candidate wishes to be examined.

The certificate for a passing candidate is prepared according to the name provided on the application. *To avoid complications in qualifying for licensure, a candidate must use his/her legal name.* A completed application must be accompanied by the appropriate examination fee (credit card for electronic applications and money order or certified check for paper applications) and, if required, documentation to establish eligibility. An application may be submitted no more than 12 months before the examination date. An application must be received by the application deadline. *It is suggested that paper applications be mailed at least 15 days before the application deadline.* Any application that does not meet the above stipulations will not be processed. Please note registered and certified mail usually takes longer than U.S. mail to reach the JCNDE.

Paper-Based Examination Date

Paper-Based Examination Date	Application Deadline (must be received at JCNDE)
March 24, 2009	February 2, 2009

The paper-based based administration of the NBDHE will be available for the March 2009 administration. After March 2009, the NBDHE will only be available as a computer-based examination.

Computer-Based Examination Appointments

The computer-based NBDHE is administered on an individual basis at Pearson VUE testing centers year-round. Candidates schedule their own test dates and times following submission of an application and notification of their approved eligibility. Pearson VUE testing centers are located throughout the United States, its territories (Guam, Puerto Rico, and the Virgin Islands) and Canada; specific locations can be searched through <http://www.pearsonvue.com/nbdhe/>.

Examination Fees

The 2009 NBDHE paper-based fee is \$215. The 2009 NBDHE computer-based fee is \$265. Only money orders or certified checks (payable in U.S. currency) payable to the American Dental Association are accepted with paper applications. Cash and personal checks will be returned with the application. Electronic applications are payable by credit card. A candidate's fee (once submitted with an application) cannot be refunded.

If payment of an examination fee is uncollectible, the candidate's 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 time allocated for the administration of the NBDHE.

National Board Dental Hygiene Examination				
Paper-Based			Computer-Based	
Reporting Time	8:00 a.m.		Reporting Time	30 minutes prior to testing appointment
Oral Instructions	8:15 a.m.		Tutorial	15 minutes
A.M. Session; Discipline-based items; 200 items	8:30 a.m. – 12:00 p.m.		First Session: Discipline-based items; 200 items	3.5 hours
Lunch Break	12:00 p.m. – 1:00 p.m.		Optional Break	1 hour
P.M. Session; Patient Case items; 150 items	1:00 – 5:00 p.m.		Second Session; Patient Case items; 150 items	4 hours
			Post-survey	15 minutes

Electronic or Paper Application

Candidates may submit an electronic application at www.ada.org using a credit card. Candidates may request a paper copy of the *Guide* with a paper application 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. Paper applications must be submitted via U.S. mail. Incomplete or incorrect applications will not be processed. An additional fee will be assessed for uncollectible fees due to non-sufficient fund checks, cancelled checks, or credit card payments that are reversed or denied. A new application must be submitted each time a candidate wishes to take the examination.

A computer reads the paper application. Therefore, you should use a dark (No. 2) lead pencil to complete the application. Do not use ink. Carefully fill in only one number, letter, slash, or dash per box. After you fill in the appropriate boxes, fill in 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 paper application, do not skip the columns that are shaded. This shading of columns is provided as a visual aid to assist you in filling out 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 you provide on the application will be used exactly as you have provided for all data processing and mailing functions. To avoid errors, please follow each numbered step in completing your application.

Several times during the application and testing process, you will be required to identify yourself. Candidates 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 you have provided a false name or deliberately provided a false Social Security Number or personal data on the test application, or at the test center, your scores will be voided, your dental school 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 NBDHE examination program collects and retains personal information only to the extent necessary to serve your needs, administer the NBDHE; fulfill NBDHE program responsibilities, including maintaining the integrity of the test and detecting and preventing unlawful activity; and fulfill legal requirements. NBDHE scores are retained indefinitely, along with testing records and necessary personal data.

NBDHE 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 to the JCNDE 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.

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

Paper-Based NBDHE Application Process

Candidates may submit an electronic application at www.ada.org using a credit card. Candidates may request a paper copy of the *Guide* and a paper application form by submitting a written request to the JCNDE via U.S. mail, or by facsimile to 312.587.4105. Candidates submitting a paper application must pay by money order or certified check. Paper applications must be submitted via U.S. mail. Incomplete or incorrect applications will be returned. Applications are processed daily (Monday through Friday except Federal holidays). A new application must be submitted each time a candidate wishes to be tested.

If your application for the March 2009 paper-based NBDHE is not approved or if you are notified of a problem in processing your application, you must resolve the problem before the application deadline. Changes and corrections must be completed at least two weeks prior to the application deadline and submitted in writing via facsimile to 312.587.4105.

A candidate whose application is accepted will receive an admittance ticket approximately two weeks before the examination date. The admittance ticket lists the candidate's reference number, the examination date, and identifies the examination center to which the candidate is assigned. Candidates are to attach a recent photograph (full face with a white background) of themselves to the admittance ticket and bring it to the examination center on the day of the examination.

Computer-Based NBDHE Application Process

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, Pearson VUE 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 Pearson VUE Contact Center. You can call 888.456.2830 or visit www.pearsonvue.com/nbdhe to schedule a testing appointment. You will arrange the day, time, and place for testing when you call the Pearson VUE Contact Center. The Pearson VUE Contact Center requires at least one business day to process your eligibility file before they can schedule your testing appointment at Pearson VUE 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. A candidate is eligible for only a 12-month period. If you do not call, register, and take the NBDHE 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. All information must be accurate. The

certificate for passing candidates is prepared according to the name provided on the application. 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 National Board application.* Candidates with conflicting IDs will be refused admission to the Pearson VUE Test Center and, as a result, miss their scheduled appointment and lose their application fee.

It is the responsibility of the candidate to complete clearly and accurately all portions 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 the 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. The candidate is responsible for identifying any corrections or omissions and must notify the JCNDE in writing via facsimile at 312.587.4105.

Schedule a Computer-Based NBHDE Testing Appointment

When you receive an e-mail (or letter if no e-mail address is provided) notifying you of your eligibility to test, you should call the Pearson VUE Contact Center at 888.456.2830 to register for the examination. You will determine the day, time, and place for testing. The JCNDE processes NBDHE applications daily on business days (Monday through Friday except Federal holidays). The Pearson VUE Contact Center requires at least one business day to process eligibility files before you can schedule a testing appointment.

Confirm a Computer-Based NBHDE Testing Appointment

Candidates can confirm their testing appointment by calling the Pearson VUE Contact Center at 888.456.2830. If you discover a scheduling discrepancy, you must resolve it through the Pearson VUE Contact Center immediately.

Print the confirmation page for your records and confirm the appointment well in advance of the one business day requirement (24 hours) for canceling or rescheduling appointments.

Cancel or Reschedule Computer-Based NBHDE Testing Appointments

The Pearson VUE Contact Center requires notification at least one business day (24 hours) prior to the scheduled testing appointment to cancel or reschedule an appointment. Candidates may cancel or reschedule electronically at www.pearsonvue.com/nbdhe/. Candidates who are no-shows or cancel less than one business day (24 hours) prior 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 that will be payable to Pearson VUE.

EXAMINATION PROCEDURES AND REGULATIONS

Paper-Based Examination Procedures

Each candidate must bring the admittance ticket with an attached recent photograph, several No. 2 pencils and two photo ID's to the test center. Acceptable photo ID's are college/university ID, state driver's license, passport, or state photo ID. If a candidate does not have two photo ID's, then one photo ID and two other ID's are required. Candidates without these forms of identification will not be admitted for examination.

The three-part admittance ticket (with a recent photograph attached) must be presented by the candidate along with photo ID's at the beginning of the morning testing session. If you have been assigned to a test center but do not receive an admittance ticket, the test administrator will have a blank admittance ticket to which you must attach a recent photograph. The bottom portion of the admittance ticket is the test administrator copy (TA Copy). The candidate is required to sign the TA Copy in the presence of the test administrator. After signing, the candidate detaches both portions of the admittance ticket. The bottom portion is surrendered to the test administrator. The candidate retains the top portion of the admittance ticket, which must be kept by the candidate at all times while at the test center. It is needed for readmission to the afternoon session.

At the conclusion of the afternoon examination session, the candidate must turn in the candidate's copy with the examination booklet, booklet of cases and answer sheet. No notes are to be written on the admittance ticket.

A candidate may bring a magnifying glass for viewing photographs and radiographs. Other study aids are not permitted in the test center.

Candidates are expected to report at least 15 minutes prior to the scheduled time for oral instructions. Although the NBDHE is scored as a single unit, the examination is administered in two sessions to provide a lunch break.

All candidates are required to attend both sessions. Partial credit is not granted. A candidate who reports late is admitted; however, such admission may be delayed to avoid disruption of the examination test administrator who may be giving oral instructions. A candidate who begins the examination late must complete the examination by the expiration of the regular time period. Extra time will not be granted.

Test administrators and proctors are responsible for the operation of facilities, maintaining order and administering examinations according to established procedures. If a candidate is of the opinion that there is a problem, he/she should first notify the test administrator. If the problem is not or cannot be resolved, then the candidate should write the JCNDE immediately following the examination.

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

Candidates are expected to understand and comply with test administration procedures:

1. Answers must be entered on the answer sheet with a dark pencil mark. It is the candidate's

responsibility to complete the answer sheet clearly and neatly. Time will not be allowed after an examination to fill in answers on the answer sheet.

2. Candidates are prohibited from talking or otherwise disrupting other candidates during the conduct of the examination. A first violation of this provision leads to a warning. Upon second violation, the candidate will be dismissed from the testing session and any subsequent testing sessions associated with the examination date. The candidate's scores will be reported in the usual manner.
3. Candidates who have watches with alarms must turn them off so the alarm does not sound.
4. Candidates are prohibited from removing examination materials from the test center and from reproducing or reconstructing examination content from memory or other means. Candidates are prohibited from any form of copying, recording, photographing or making notes about any examination item while in the test center. Only the examination booklet may be used as a worksheet. No other paper is allowed. Further, candidates are prohibited from removing, communicating or reproducing examination information to or from agencies or individuals at any time. If the test administrator has just cause to believe that examination materials or notes have been taken and concealed, the candidate may be asked to provide evidence that examination materials or notes have not been concealed. If examination materials or notes are discovered, the candidate will be asked to surrender them, and the test administrator will keep these materials or notes. Failure to comply with these requests may be sufficient evidence that a violation has occurred.
5. You must return all examination materials at the completion of a testing session or immediately upon the request of the test administrator. You will not be permitted to continue marking your answer sheet after time is called.
6. You are prohibited from copying or otherwise obtaining confidential examination questions or answers from any other candidate. You are prohibited from providing answers to any other candidate, and you are prohibited from using or sharing unreleased examination content. Violation of this provision is considered an irregularity (see below). Candidates are warned that a computerized process that reviews answer sheets for unrealistic similarities in answers between candidates is conducted after each examination.
7. Test center administrators are authorized to dismiss candidates from a test session for violating Examination Regulations or for failure to comply with directions. Failure to comply with the test administrator's directions may result in the voiding of scores, forfeiture of fees, and a wait of up to two years before retesting.

Computer-Based 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. Pearson VUE Test Center administrators will determine whether there is sufficient time and space to administer the examination. If a candidate arrives late and cannot be seated, the candidate 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 Pearson VUE 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 expected to understand and comply with Test Center Procedures. Candidates are encouraged to review information related to testing at www.pearsonvue.com/nbdhe/ and at www.ada.org.

1. When you arrive at the Pearson VUE 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 NBDHE application file. Candidates with conflicting IDs will be refused admission to the Pearson VUE 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 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. At the Pearson VUE Test Center, you will be photographed and fingerprinted before proceeding with testing. The Pearson VUE Test Center will electronically capture the identity of all examinees including a fingerprint, and a photograph before proceeding with testing. Electronic capture of the biometric data allows for easier and quicker return to the testing facility after breaks.
3. Candidates must have their Social Security Number or Social Insurance Number or assigned number with them.
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, the Examination Rules or other forms of irregular behavior.
5. Test center staff is not authorized to answer questions from candidates regarding examination content, examination software, or scoring.
6. 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.

7. The test administrator and proctors are responsible for the operation of the facility, maintaining order and administering the examinations according to established procedures. The test center administrator/supervisor is authorized to dismiss a candidate from a testing session for violating the Rules of Conduct and/or the Examination Regulations.
8. Candidates who experience concerns about 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 testing center. For issues requiring further action, candidates must contact the JCNDE within five business days of the testing appointment.

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 NBDHE, 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 testing 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 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 testing materials and/or testing 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 before, during or after the examination, whether orally, in writing, on Internet chat rooms, blogs, or otherwise. The NBDHE is a secure examination, protected by U.S. copyright laws. Any unauthorized disclosure of the examination's content could result in civil liability, criminal penalties, and/or voiding 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.

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 test administration conditions that yield valid and reliable results.

1. No personal or miscellaneous items are permitted in the secure testing area. Candidates are prohibited from using notes, references, or aids (other than a magnifying glass) while taking the NBDHE. Eating and drinking are not permitted in the testing area. 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 cellular 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
 - g. Dictionaries, and translators
 - h. Food, candy, gum, water or other beverages
 - i. Outerwear, such as coats, jackets, gloves, or head coverings (except for religious or cultural purposes)
 - j. Good luck charms or statues, or religious or superstitious talismans
 - k. Medicinal items (except as approved under testing accommodations)
 - l. Watches (digital or analog) or timing devices (a clock is provided in the testing area or on the computer screen)
3. Candidates are not permitted to engage in conversation with others while on an unscheduled break. Use of a telephone on an unscheduled break is prohibited.
4. 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.

5. Candidates taking the computer-based exam will be provided with one erasable note board booklet, and one low-odor fine tip dry erase marker to be used during the examination. Scratch paper, pencils, or dry erase markers not furnished by the testing center are not permitted. The erasable note board booklet 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 booklet. All items must be returned to the test administrator before leaving the Pearson VUE Test Center.

Although the examination is administered under strict supervision and security, examination irregularities may sometimes occur. One method employed by the JCNDE in monitoring irregularities, which may result in withholding scores, is based upon unrealistic similarities in answer patterns. Statistical criteria for withholding scores are based on the comparison of answers of candidates with those of other candidates. If a candidate finds the paper-based testing facilities too crowded or poorly arranged to protect his or her answers, the candidate should immediately register a complaint with the test administrator. If corrective action is not taken immediately, the candidate is urged to register a complaint in writing with the JCNDE, immediately following completion of the examination.

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 integrity of their answers and the confidentiality of the test questions. 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 under the procedures outlined below.

Failure to comply with Examination Regulations and 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 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 state board 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 NBDHE 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. Potential reasons for failure to measure the ability of a candidate may include, but not be limited to, communication between or among candidates, 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 examination administration including natural disasters and other emergencies.

When an irregularity is reported, scores of the candidate or candidates involved will be withheld or suspended pending resolution of an appeal submitted by the candidate or candidates involved. If the appeal is denied or no appeal is filed, the scores of the candidate or candidates involved will be voided or invalidated.

A candidate whose scores are being withheld is notified by written correspondence. If a candidate whose scores are being withheld is enrolled in an accredited dental hygiene school, notification is sent to the program director pursuant to policies on score reports. This notification to the program director does not provide the reason for or evidence upon which the withholding of scores is based.

Provisions that apply when scores are withheld are contained in the JCNDE's *Examination Regulations*. A copy of the *Limited Right of Appeal for Examination Candidates* is provided to the candidate(s) whose scores are being withheld, as well as specific information regarding the appeal process. An appeal must be submitted in writing and must include adequate documentation. A candidate's appeal may include documentation that he or she believes supports his or her appeal. The appeal should also indicate the specific relief requested.

Appeals pertaining to examination irregularities must be initiated within 60 days after official notification of the irregularity. If a candidate's appeal is initiated within this 60-day period, submission of an appeal will stay the decision to void or invalidate the scores until such time as the appeal is decided. The candidate will be notified of the JCNDE's action within 60 days after receipt of the appeal.

When considering an appeal, the JCNDE will strive to ensure that all candidates had the opportunity to gain National Board certification equal to, but not greater than, the opportunity provided to other candidates. In any appeal, the issue to be decided is whether the appealing candidate's conduct interfered with this opportunity.

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 the Examination Regulations to the JCNDE or electronically at 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 Hygiene Examination 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 Hygiene Examination. 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 NBDHE is a comprehensive examination consisting of approximately 350 multiple-choice examination items.

Although performance on the examination is reported by means of one official score, the examination has two components. The discipline-based Component A includes 200 items addressing three major areas:

- I. Scientific Basis for Dental Hygiene Practice
- II. Provision of Clinical Dental Hygiene Services
- III. Community Health/Research Principles

Please refer to the *National Board Dental Hygiene Test Specifications* for the distribution of items in Component A.

Component B includes 150 case-based items that refer to 12 to 15 dental hygiene patient cases; these cases present information dealing with adult and child patients by means of patient histories, dental charts, radiographs, and clinical photographs. Each examination includes at least one case regarding patients of the following types: Geriatric, Adult-Periodontal, Pediatric, Special Needs, and Medically Compromised.

The case-based items address knowledge and skills required in:

1. Assessing patient characteristics
2. Obtaining and interpreting radiographs
3. Planning and managing dental hygiene care
4. Performing periodontal procedures
5. Using preventive agents
6. Providing supportive treatment service
7. Professional responsibility

Examination items cover functions that a dental hygienist is expected to be able to perform. Only functions that may be delegated to a dental hygienist in a majority of states will be included in the examination.

Examination items are selected by test construction committees in accordance with the Dental Hygiene Examination Specifications. Examination constructors are appointed based on expertise in six areas: basic sciences, radiology, periodontics, dental hygiene curriculum, clinical dental hygiene, and community dental health.

The American Dental Association Universal/National tooth notation system is used on all National Dental and 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.

Examples of Examination Item Formats

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

The sensation of touch, pain, pressure, or temperature is determined by the

- A. specific nerve fiber stimulated.*
- B. method of stimulation of a nerve fiber.
- C. degree of myelination of a nerve fiber.
- D. strength of the stimulation to a nerve fiber.
- E. frequency of the stimulation to a nerve fiber.

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

The phrenic nerve innervates which of the following?

- A. Diaphragm*
- B. Abdominal muscles
- C. Sternocleidomastoid muscle
- D. Internal intercostal muscles
- E. External intercostal muscles

Negative: A negative item is characterized by a word such as EXCEPT or NOT in the stem. These key words are capitalized and/or italicized to help candidates.

Each of the following is affected by saliva EXCEPT one. Which one is the EXCEPTION?

- A. Swallowing
- B. Dental caries
- C. Oral microflora
- D. Protein digestion*
- E. Carbohydrate breakdown

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

Protection from excessive exposure to radiation is aided by use of aluminum filters and a lead diaphragm.

The filters reduce the amount of soft radiation reaching the patient's face and the diaphragm controls the area exposed.

- 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 test 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”.

Adolescent growth spurts more in the maxilla than in the mandible because at puberty, the lymphoid tissue present in the nasopharynx decreases.

- A. Both the statement and reason are correct and related.*
- B. Both the statement and 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.

Testlet: A testlet begins with one or two paragraphs that describe a case study or problem, from which four to five test items are derived. The testlet format is used exclusively for examination items related to the Community Health/Research Principles section of the *Dental Hygiene Test Specifications*.

Examination Preparation Materials

The JCNDE recommends that candidates use textbooks and lecture notes as primary sources for study. The JCNDE does not endorse or recommend any specific texts or other teaching aids (e.g., review courses that are identified as National Board preparation materials). Programs identified as National Board review courses are not affiliated in any way with the JCNDE.

Released Examinations

The JCNDE has periodically released NBDHEs or samples of the examination in order to familiarize candidates with the examination format. Candidates are cautioned not to limit preparation for the examination to the review of released editions of the examination. Copies of released editions are available in most dental hygiene school libraries, and in the library of the American Dental Association.

The National Board Dental Hygiene 1996 Pilot Examination is available in a set of three booklets: an examination booklet, a rationale booklet, and a booklet of cases. One set of the booklets is \$15; In

addition, a set of two booklets of compiled dental hygiene released items and cases (not a complete examination) from the years 2000 to 2005 is available for \$25.

These materials are copyrighted and may not be duplicated or shared in print or electronic format without expressed written permission from the JCNDE.

Payment must be in the form of a money order or certified check payable to the American Dental Association, and be submitted with a written request to (please specify Pilot Examination or the Released Item/Case Materials):

National Board Dental Hygiene Released Materials
Joint Commission on National Dental Examinations
211 East Chicago Avenue, Suite 600
Chicago, Illinois 60611-2637

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 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 anyone who violates Examination Regulations or Federal Copyright Law.

Frequently Asked Questions (FAQs) about the 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 understand 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, i.e., 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 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*, which can be found on the testing area of the ADA Web site, www.ada.org. Information in the *Guides* is updated annually; but the general nature and intent of the regulations remain the same as described above. Candidates also receive oral instructions from the test administrator at the time of testing. Each version of the examination session begins with a confidentiality statement that candidates must agree to 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. 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, 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 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 sign before they begin 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 dental hygienists 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 National Board 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 someone 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 program director, 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 tutorial is available at www.ada.org to familiarize candidates with the mechanics of taking the NBDHE. The tutorial does NOT include sample NBDHE content, but it does provide the opportunity to become familiar with the basic computer steps involved in proceeding through the examination.

At the Pearson VUE 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 on the NBDHE: the number of correct answers selected by the candidate and the score scale conversion for the examination. For the NBDHE, 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. If two or more answers are marked by a candidate for the same test item, credit is not awarded. The minimum passing score on the NBDHE is a standard score of 75. The minimum passing score and the remaining score scale is 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 for specific details on the scoring of examinations.

Score Reports

The NBDHE is a comprehensive examination; therefore, only one official score is reported. However, the JCNDE also provides raw scores for each of the areas on the examination. For each area, this includes the number of items, candidate's number of correct responses, 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, or to compare raw scores with other candidates.

Results are mailed approximately six to eight weeks after a paper-based examination date, and three to four weeks after a computer-based examination. The JCNDE regulations prohibit reporting scores by telephone, facsimile or e-mail. By signing the application, candidates enrolled in an accredited dental hygiene program (or graduated within the last five years) give permission to provide a report of scores to

the dental hygiene program director. Reports of scores are provided to others only if permission is granted in the form of a written request from the candidate.

The examination fee covers a report of scores for the candidate and the dental hygiene program director. The examination fee also covers the cost of sending reports of scores to three dental licensing boards, provided that requests to send such scores are included on the application. Regional boards and clinical testing agencies make no use of National Board scores; reports of scores should be sent directly to the dental licensing board of the state, district, or dependency.

Address changes must be received in writing via U.S. mail or facsimile to 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.

A candidate may also request on the application that reports of scores be sent to more than three licensing boards. If you do not select three state boards at the time of application, the standard fee will be assessed for additional reports requested later. The fee for each state board in excess of three is \$25 per copy. Please retain a list of the state(s) chosen to receive your scores.

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

After receiving scores, a candidate may request in writing that additional reports be sent to dental licensing boards or others. A request form is available electronically at www.ada.org.

The score report fee of \$25 applies to each report in excess of three requested on the application and to each report requested after the application is submitted. Further, the JCNDE will provide a history of National Board scores (recent and previous scores). The fee for a history of scores is \$40. This history of scores is available only for examinations taken after April 1982.

A candidate who has previously earned National Board credit may retake the examination. However, the most recent score is always reported. Effective January 2010, candidates who have passed the NBDHE may not retake the examination unless required to do so by a state board or relevant regulatory agency.

A small (8 ½" by 3 ½") National Board Certificate (bottom portion of the score report) is issued to each candidate who scores 75 or above on the NBDHE. Any candidate who scores below 75 receives a report of scores, but not a certificate. After receiving scores, any passing dental hygiene candidate may order a full-size (8½" x 11") certificate. An order form is available electronically at www.ada.org.

Score Audits

For a period of 30 days after scores are mailed, the JCNDE is willing to audit the scores of a candidate upon written request from the candidate available at www.ada.org. There is a fee of \$50 to conduct an audit. This fee is payable by cashier's check or money order. Score audits may require approximately three to four 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 completing the paper application. If you have any questions regarding the application process, please contact the JCNDE at 800.232.1694.

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 three boxes, print only as many letters as there are spaces provided. Submit a name change request in writing via facsimile to 312.587.4105.

Box #2 Social Security Number or Social Insurance Number

Box #3 Date of Birth

Blacken the circles indicating the month, day, and year of your birth.

Box #4 Testing History

- 4a. Blacken the circle indicating whether you have previously taken the NBDHE.
- 4b. If yes, please print the former name used, if different from the last name in Box #1.
- 4c. If known, please provide your six-digit NBDHE reference number.

Box #5 Educational Background

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

If you are a dental hygiene graduate or dental hygiene student from an accredited program, please write the name of the program that you attended or attend in the box on the application (see Appendix A). If your dental hygiene program code number is listed, please blacken the appropriate circles after you enter the code number. Codes are listed by state. If your dental hygiene program is not listed, please leave the code blank.

If you are not a dental hygiene graduate or dental hygiene student from an accredited program, please indicate your eligibility status by filling in the appropriate code number in the space for the dental hygiene school code, and providing the appropriate documentation with your application.

- 001 Dentist
- 002 Dental Student
- 003 Dental Hygienist (graduate of a non-accredited dental hygiene program)

Box #6 Date of Graduation

Please enter the month and year of your anticipated graduation and blacken the appropriate circles.

Box #7 Paper-Based Test Center Preferences

A current list of test centers that administer the paper-based NBDHE is found in Appendix C.

Print the name of your first choice of a test center from the list of test centers. Then enter the three-digit code and blacken the appropriate circles for your first choice. Then print the name of your second choice, and enter the code number and blacken the circles for your second choice test center.

If your first and second choices are not available, you will be assigned to the nearest available test center. After you have selected your first and second choice test centers, proceed to Box #8, unless you are requesting testing accommodations.

If you are requesting testing accommodations (for a qualified disability), print the name, and location of your test center preferences, but leave the test center codes blank. Your written request and any supporting documentation should accompany the application and fee. Applications for testing accommodations (for a qualified disability) are not processed without the required documentation.

Box #8 Dental Boards/Agencies to Receive Official Reports of your Scores

Indicate the state board(s) that is to receive a copy of your examination results by blackening the appropriate circles. You may include up to three state boards at the time of application without additional fees. If you do not select three state boards at the time of application, you must pay the standard fee for additional requests later. The fee for each state board in excess of three is \$25 per copy. Please retain a copy of the state(s) chosen to receive your scores. The JCNDE cannot verify this information.

Box #9 Mailing Address

- 9a. Print the address to which your scores should be mailed. If you have an apartment number, please include it.
- 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 circle. If your address is outside the USA or Canada, leave these boxes blank.
- 9d. If appropriate, enter your Canadian Postal Code or the U.S. zip 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. Also, for other countries, provide any other mailing information that may be necessary.
- 9f. Enter your e-mail address.

Box #10 Daytime Phone

Fill in your daytime phone number with area code.

Box #11 Type of Examination

Blacken the appropriate circle for the examination you wish to take: paper-based or computer-based.

Box #12 Fee

The fee for the paper-based NBDHE is \$215. The fee for the computer-based NBDHE is \$265. If you are requesting that your results be sent to more than three state boards, please multiply the number of additional score reports by \$25 and enter the amount. Blacken the appropriate circles. Please send a cashier's check or a money order payable to the American Dental Association for the total amount with your application and any required documentation.

Box #13 Program Director Certification

For dental hygiene students in an accredited program, the application must be signed by the program director (or designee), certifying that the student is prepared for examination and is within four months of anticipated issuance of a dental hygiene diploma. If you are a dental hygiene graduate, dental student, or dentist, please refer to the Eligibility Requirements.

Box #14 Candidate Signature

Please read the statement at the bottom of the second page of your application. Please sign your name and date. Do not print your name. Your signature is required.

Do not staple your fee, documents, etc. to your application. Do not fold the application. Additional postage will be required. Do not send cash, stamps, or foreign currency. Only money orders and cashier's checks payable to the American Dental Association in U.S. currency are acceptable.

APPENDIX B
DENTAL HYGIENE PROGRAM ATTENDED

Alabama

- 19 Wallace State Community College
- 20 University of Alabama

Alaska

- 21 University of Alaska- Anchorage
- 37 University of Alaska- Fairbanks

Arizona

- 22 Northern Arizona University
- 23 Rio Salado College
- 24 Phoenix College
- 25 Pima Community College District
- 28 Mohave Community College
- 29 Mesa Community College

Arkansas

- 26 University of Arkansas
- 27 University of Arkansas at Fort Smith

California

- 40 University of the Pacific
- 42 Shasta College
- 55 Taft College
- 60 University of California, San Francisco
- 62 Cabrillo College
- 64 Cerritos College
- 65 Southwestern College
- 66 Chabot College
- 67 Cypress College
- 68 Diablo Valley College
- 80 University of Southern California
- 82 Foothill Community College
- 84 Fresno City College
- 85 Santa Rosa Junior College
- 86 West Los Angeles College
- 87 Oxnard College
- 88 Pasadena City College
- 100 Loma Linda University
- 103 Riverside Community College
- 104 Sacramento City College
- 107 San Joaquin Valley College
- 108 Silicon Valley College

- 109 Western Career College, Sacramento

- 111 Western Career College, San Jose

Colorado

- 120 University of Colorado
- 122 Colorado Northwestern Community College
- 123 Pueblo Community College
- 124 Community College of Denver

Connecticut

- 132 University of Bridgeport
- 133 Tunxis Community-Technical College
- 134 University of New Haven
- 135 Briarwood College

Delaware

- 137 Delaware Technical & Community College

District of Columbia

- 140 Georgetown University
- 160 Howard University

Florida

- 171 Brevard Community College
- 172 Florida Community College
- 173 Indian River Community College
- 174 Miami-Dade Community College
- 175 Santa Fe Community College
- 176 Palm Beach Community College
- 177 Valencia Community College
- 178 Pensacola Junior College
- 179 St. Petersburg College
- 180 Tallahassee Community College
- 181 Daytona Beach Community College
- 182 Pasco-Hernando Community College
- 183 Gulf Coast Community College
- 184 Broward Community College
- 185 Edison Community College
- 186 Manatee Community College
- 187 South Florida Community College
- 188 Hillsborough Community College

Georgia

- 190 Medical College of Georgia
- 191 Georgia Highlands College
- 192 Darton College
- 193 Armstrong Atlantic State University
- 194 Clayton College and State University
- 195 Lanier Technical/Gainesville College
- 196 Columbus Technical College
- 197 Georgia Perimeter College
- 198 Macon State College (closed)
- 199 West Central Technical College
- 200 Emory University (closed)
- 201 Valdosta State University/Valdosta
Technical Institute
- 202 Athens Technical College
- 203 Middle Georgia Technical College
- 204 Central Georgia Technical College
- 205 Southern Technical College

Hawaii

- 212 University of Hawaii

Idaho

- 222 Idaho State University
- 224 Apollo College

Illinois

- 240 Loyola University (closed)
- 241 College of DuPage
- 242 William Rainey Harper College
- 243 College of Lake County
- 244 Illinois Central College
- 245 Carl Sandburg College
- 246 Rock Valley College
- 251 Southern Illinois University (Carbondale)
- 253 Kennedy-King College/University
of Illinois
- 254 Lake Land College
- 256 Lewis & Clark Community College
- 257 John A. Logan College
- 260 Northwestern University (closed)
- 262 Parkland College
- 264 Prairie State College

Indiana

- 300 Indiana University-Indianapolis
- 302 University of Southern Indiana

- 304 Indiana University- Purdue
- 305 Indiana University-Northwest
- 306 Indiana University- South Bend
- 307 Ivy Technical Com College, South Bend

Iowa

- 323 Iowa Central Community College
- 324 Des Moines Area Community College
- 325 Hawkeye Community College
- 326 Iowa Western Community College
- 327 Kirkwood Community College

Kansas

- 332 Johnson County Community College
- 333 Flint Hills Technical College
- 336 Wichita State University

Kentucky

- 340 University of Louisville
- 341 Elizabethtown Community College (closed)
- 342 Henderson Community College
- 347 Big Sandy Community College
- 348 NKU/Maysville Community College (closed)
- 352 Bluegrass Community and Technical College
- 353 Paducah Community College (closed)
- 354 Western Kentucky University
- 355 Somerset Community College (closed)
- 356 Hazard Community College (closed)
- 357 Madisonville Community College (closed)
- 359 Southeast Community College (closed)

Louisiana

- 360 Loyola University (closed)
- 364 University of Louisiana at Monroe
- 365 Southern University at Shreveport-Bossier City
- 370 Louisiana State University

Maine

- 374 University of Maine
- 376 University of New England: Westbrook College
Campus

Maryland

- 380 University of Maryland
- 382 Allegany College of Maryland
- 384 Baltimore City Community College
- 385 The Com College of Baltimore County

Massachusetts

- 402 Bristol Community College
- 404 Cape Cod Community College
- 406 Forsyth Institute
- 407 Mount Wachusett Community College
- 408 Middlesex Community College
- 409 Mt. Ida College
- 424 Quinsigamond Community College
- 426 Springfield Technical Community College

Michigan

- 430 Flint Community Junior College (closed)
- 440 University of Detroit Mercy
- 441 Baker College of Port Huron
- 442 Delta College
- 443 Baker College, Auburn Hills, MI
- 444 Ferris State University
- 446 C S Mott Community College
- 448 Grand Rapids Community College
- 452 Kalamazoo Valley Community College
- 453 Kellogg Community College
- 456 Lansing Community College
- 457 Oakland Community College
- 458 Wayne County Community College
- 460 University of Michigan

Minnesota

- 479 Argosy University/Twin Cities
- 480 University of Minnesota
- 481 Herzing College, Lakeland Academy
Division
- 482 University of Minnesota Duluth (closed)
- 483 Lake Superior College/Duluth
- 484 Minnesota State University, Mankato
- 485 Minnesota State Community and
Technical College
- 486 Normandale Community College
- 487 Rochester Community College/Riverdale
- 488 Century Community & Technical College
- 489 St. Cloud Technical College

Mississippi

- 490 University of Mississippi
- 491 Meridian Community College
- 492 Northeast Mississippi Community College

- 493 Pearl River Community College
- 495 Mississippi Delta Community College

Missouri

- 506 St. Louis University (closed)
- 520 University of Missouri, Kansas City
- 521 Missouri College
- 522 St. Louis Community College-Forest Park
- 525 Ozark Technical Community College
- 526 State Fair Community College
- 528 Missouri Southern State University
- 540 Washington University (closed)

Montana

- 552 Carroll College (closed)
- 553 Montana State University, Great Falls
College of Technology

Nebraska

- 561 Central Community College
- 580 University of Nebraska, Lincoln

Nevada

- 570 Community College of Southern Nevada
- 572 Truckee Meadows Community College
- 573 Northwest Health Careers

New Hampshire

- 586 New Hampshire Technical Institute

New Jersey

- 590 Fairleigh Dickinson University (closed)
- 592 Bergen Community College
- 594 Camden County College
- 596 Middlesex County College
- 598 Union County Community College (closed)
- 600 University of Medicine and Dentistry of New
Jersey
- 602 Burlington County College

New Mexico

- 606 University of New Mexico
- 607 New Mexico State University
- 608 San Juan College

New York

622 Broome Community College
624 Erie Community College - N Campus
626 Farmingdale State University of New York
628 Hostos Community College
632 Hudson Valley Community College
634 Monroe Community College
636 New York City College of Technology
637 SUNY Canton
638 Onondaga Community College (closed)
639 Orange County Community College
640 New York University

North Carolina

700 University of North Carolina
701 Asheville-Buncombe Tech
702 Central Piedmont Community College
703 Catawba Valley Community College
704 Coastal Carolina Community College
705 Fayetteville Technical Community College
706 Guilford Technical Community College
707 Cape Fear Community College
708 Wayne Community College
709 Wake Technical Community College
712 Halifax Community College
713 Forsyth Technical Community College
714 Central Carolina Community College

North Dakota

716 North Dakota State College

Ohio

718 Columbus State Community College
719 Stark State College of Technology
720 Ohio State University
721 Lorain County Community College
722 University of Cincinnati
723 James A Rhodes State College
724 Cuyahoga Community College
725 Owens Community College
726 Lakeland Community College
727 Shawnee State University
728 Sinclair Community College
729 Youngstown State University

Oklahoma

690 Oral Roberts University (closed)

730 University of Oklahoma
732 Rose State College
735 Tulsa Community College

Oregon

762 Lane Community College
763 Apollo College - Portland
764 Mt. Hood Community College
766 Oregon Institute of Technology
767 Pacific University
768 Portland Community College

Pennsylvania

800 Temple University
801 Thomas Jefferson University (closed)
802 Montgomery County Community College
803 Luzerne County Community College
804 Northampton Community College
805 Community College of Philadelphia
806 Harrisburg Area Community College
807 Harcum College
808 Pennsylvania College of Technology
809 Westmoreland County Community College
810 University of Pittsburgh
811 Manor College
813 Tri-State Business Institute

Puerto Rico

830 University of Puerto Rico (closed)

Rhode Island

843 Community College of Rhode Island

South Carolina

851 Florence Darlington Technical College
852 Greenville Technical College
853 Horry Georgetown Technical College
854 Midlands Technical College
855 Trident Technical College
856 York Technical College

South Dakota

858 University of South Dakota

Tennessee

- 860 Tennessee State University
- 862 Aquinas College (closed)
- 863 Chattanooga State Technical Community College
- 864 East Tennessee State University
- 865 Roane State Community College
- 866 Concorde Career College
- 867 Remington College
- 880 University of Tennessee

Texas

- 900 Baylor College
- 901 Fort Sam Houston College (closed)
- 902 Amarillo College
- 903 Blinn College
- 904 Coastal Bend College
- 905 Collin County Community College
- 906 Del Mar College
- 907 El Paso Community College
- 908 Lamar Institute of Technology
- 909 Howard College
- 911 Austin Community College
- 912 Midwestern State University
- 913 Kingwood College
- 914 Northeast Texas Community College
- 915 Texas State Technical College
- 916 Tarrant County Junior College
- 917 Temple College
- 918 Texas Woman's University
- 920 University of Texas, Houston
- 922 Tyler Junior College
- 924 Wharton County Junior College
- 930 University of Texas, San Antonio

Utah

- 931 Weber State University
- 933 Salt Lake Community College
- 936 Dixie State College
- 937 Utah Valley State College
- 938 The Utah College of Dental Hygiene

Vermont

- 932 Vermont Technical College

Virginia

- 940 Virginia Commonwealth University, Medical College of Virginia
- 941 Northern Virginia community College
- 942 Old Dominion University
- 944 Virginia Western Community College
- 947 Wytheville Community College

Washington

- 952 Clark College
- 953 Columbia Basin College
- 954 Eastern Washington University
- 955 Pierce College
- 956 Seattle Central Community College
- 957 Shoreline Community College
- 958 Lake Washington Technical College
- 959 Yakima Valley Community College

West Virginia

- 970 West Virginia University
- 971 West Virginia Institute of Technology
- 972 West Liberty State College
- 974 Southern West Virginia Community and Technical College

Wisconsin

- 980 Marquette University
- 981 Chippewa Valley Technical College
- 982 Madison Area Technical College
- 983 Fox Valley Technical College
- 984 Milwaukee Area Technical College
- 985 Northeast Wisconsin Technical College
- 986 Northcentral Technical College
- 987 Western Technical College
- 988 Waukesha Community Technical College

Wyoming

- 991 Sheridan College
- 993 Laramie County Community College

Canada

- 10 University of Alberta
- 32 Vancouver Community College
- 33 Camosun College
- 35 College of New Caledonia
- 91 SIAST – Wascana
- 390 University of Manitoba
- 710 Dalhousie University
- 748 College De L’Outaouais
- 749 La Cite Collegiale
- 751 Algonquin College
- 752 Cegep Saint Hyacinthe
- 753 Canadian Forces
- 754 College Edouard-Montpetit
- 755 John Abbot College
- 756 College Maisonneuve
- 757 George Brown College
- 758 Col Francois-Xavier-Garneau
- 759 Seneca College
- 769 College Boreal
- 771 Cambrian (Eng)
- 772 Canadore College of Applied Arts
- 773 Confederation College
- 774 Durham College
- 775 Fanshawe College
- 776 Gerogian College
- 777 Niagara College
- 778 Cegep De Chicoutimi
- 779 Canadian Institute of Dental Hygiene,
Inc.
- 781 Cegep De Trois Rivieres
- 782 Aplus Institute
- 783 Canadian College of Dental Health
- 784 Ontario Dental Education Institute
- 785 Regency Dental Hygiene Academy
- 786 Toronto College of Dental Hygiene and
Auxillaries
- 791 Canadian Academy of Dental Hygiene
- 792 St. Clair College
- 793 Oxford College of Arts and Technology

APPENDIX C
PAPER-BASED TEST CENTERS – March 24, 2009

Alabama

019 Wallace State Community College,
Hanceville

Alaska

021 University of Alaska, Anchorage
037 University of Alaska, Fairbanks

Arizona

022 Northern Arizona University, Flagstaff
023 Rio Salado College, Tempe
024 Phoenix College, Phoenix
025 Pima County Community College, Tucson
028 Mohave Community College, Bullhead City

Arkansas

026 University of Arkansas, Little Rock

California

040 University of Pacific, Stockton
042 Shasta College, Redding
055 Taft College, Taft
060 San Francisco/Oakland, CA
062 Cabrillo College, Aptos
065 Southwestern College, Chula Vista
066 Chabot College, Hayward, CA
067 Cypress College, Cyprus
080 University of Southern California, Los Angeles
082 Foothill College, Los Altos Hills
084 Fresno city College, Fresno
085 Santa Rosa Junior College, Santa Rosa
086 West Los Angeles College, Culver City
088 Pasadena City College, Pasadena
100 Loma Linda University, Loma Linda
104 Sacramento City College, Sacramento
107 San Joaquin Valley College, Visalia Campus,
109 Western Career College, Sacramento

Colorado

120 University of Colorado, Denver
122 Colorado Northwestern Community College,
Rangely
123 Pueblo Community College, Pueblo

Connecticut

132 University of Bridgeport, Bridgeport
133 Tunxis Community-Technical College,
Farmington
135 Briarwood College, Southington

Delaware

137 Delaware Technical & Community College,
Dover

District of Columbia

160 Howard University, Washington, DC

Florida

172 Florida Community College at Jacksonville
174 Miami Dade Community College, Miami
177 Valencia Community College, Orlando
178 Pensacola Junior College
179 St. Petersburg College
180 Tallahassee Community College
182 Pasco-Hernando Com College, New Port Richey
185 Edison Community College, Fort Myers
186 Manatee Community College, Bradenton
187 South Florida Community College, Avon Park
210 Nova Southeastern University, Ft. Lauderdale

Georgia

190 Medical College of Georgia, Augusta
191 Georgia Highlands College, Rome
192 Darton College, Albany
193 Armstrong Atlantic State University, Savannah
194 Clayton College/and State University, Morrow
195 Lanier Technical/Gainesville College, Oakwood
196 Columbus Technical College
197 Georgia Perimeter College, Dunwoody
199 West Central Technical College, Douglasville
201 Valdosta State University/Valdosta Technical
College

Hawaii

212 University of Hawaii, Honolulu

Idaho

222 Idaho State University, Pocatello
224 Apollo College

Illinois

- 242 William Rainey Harper College, Palatine
- 244 Illinois Central College, East Peoria
- 245 Carl Sandburg College, Galesburg
- 246 Rock Valley College, Rockford
- 251 Southern Illinois University, Carbondale
- 254 Lake Land College, Mattoon
- 262 Parkland College, Champaign
- 264 Prairie State College, Chicago Heights
- 280 University of Illinois, Chicago

Indiana

- 300 Indiana University – Indianapolis
- 302 University of Southern Indiana – Evansville
- 304 Indiana University – Fort Wayne
- 306 Indiana University – South Bend

Iowa

- 324 Des Moines Area Community College
- 325 Hawkeye Community College, Waterloo

Kansas

- 336 Wichita State University

Kentucky

- 340 University of Louisville, Louisville
- 347 Big Sandy Community College
- 350 University of Kentucky, Lexington
- 354 Western Kentucky University, Bowling Green

Louisiana

- 364 University of Louisiana at Monroe
- 370 Louisiana State University, New Orleans

Maine

- 374 University of Maine
- 376 University of New England: Westbrook College Campus, Portland

Maryland

- 380 University of Maryland, Baltimore
- 384 Baltimore City Community College

Massachusetts

- 402 Bristol Community College, Fall River

- 409 Mount Ida College, Newton Centre
- 426 Springfield Technical Community College

Michigan

- 440 University of Detroit Mercy, Detroit
- 441 Baker College, Port Huron
- 442 Delta College, University Center
- 444 Ferris State University, Big Rapids
- 452 Kalamazoo Valley Community College
- 453 Kellogg Community College, Battle Creek
- 456 Lansing Community College
- 460 University of Michigan, Ann Arbor

Minnesota

- 479 Argosy University/Twin Cities
- 480 University of Minnesota
- 481 Herzing College, Crystal
- 483 Lake Superior College/Duluth
- 484 Minnesota State University, Mankato
- 486 Normandale Community College, Bloomington
- 487 Rochester Community College
- 489 St. Cloud Technical College

Mississippi

- 490 University of Mississippi SHRP, Jackson
- 491 Meridian Community College, Meridian
- 492 Northeast Mississippi Community College, Booneville
- 493 Pearl River Community College, Hattiesburg

Missouri

- 520 University of Missouri, Kansas City
- 522 St. Louis Community College-Forest Park
- 525 Ozark Technical Community College
- 526 State Fair Community College, Sedalia
- 528 Missouri Southern State University

Montana

- 553 Montana State University, Great Falls

Nebraska

- 560 Creighton University, Omaha
- 580 University of Nebraska, Lincoln

Nevada

- 570 Community College of Southern Nevada, Las Vegas
572 Truckee Meadows Community College, Reno

New Hampshire

- 586 New Hampshire Technical Institute, Concord

New Jersey

- 592 Bergen Community College, Paramus
596 Middlesex County College, Edison
600 University of Medicine and Dentistry of New Jersey Dental School, Scotch Plains

New Mexico

- 606 University of New Mexico, Albuquerque

New York

- 622 Broome Community College, Binghamton
626 SUNY-Farmingdale
628 Hostos Community College, Bronx
636 New York City College of Technology
639 Orange County Community College, Middletown

North Carolina

- 700 University of North Carolina, Chapel Hill
701 Asheville-Buncombe Technical, Asheville
702 Central Piedmont Community College, Charlotte
704 Coastal Carolina Community College, Jacksonville
705 Fayetteville Technical Community College
706 Guilford Technical Community College, Jamestown
708 Wayne Community College, Goldsboro
709 Wake Technical Community College
713 Forsyth Technical Community College, Salem

North Dakota

- 716 North Dakota State College, Wahpeton

Ohio

- 719 Stark State College of Technology, Canton
720 Ohio State University, Columbus
722 University of Cincinnati
723 James A. Rhodes State College, Lima
724 Cuyahoga Community College, Cleveland
725 Owens Community College, Toledo
726 Lakeland Community College, Mentor
727 Shawnee State University, Portsmouth
728 Sinclair Community College, Dayton
729 Youngstown State University

Oklahoma

- 730 University of Oklahoma, Oklahoma City
735 Tulsa Community College

Oregon

- 762 Lane Community College, Eugene
768 Portland Com College

Pennsylvania

- 802 Montgomery County Community College, Blue Bell
803 Luzerne County Community College, Nanticoke
807 Harcum College, Bryn Mawr
808 Pennsylvania College of Technology
810 University of Pittsburgh
813 Tri-State Business Institute, Erie

Puerto Rico

- 830 Puerto Rico University, San Juan

Rhode Island

- 843 Community College of Rhode Island, Lincoln

South Carolina

- 851 Florence-Darlington Technical College,
Florence
- 852 Greenville Technical College
- 853 Horry-Georgetown Technical College,
Conway
- 854 Midlands Technical College, Columbia
- 855 Trident Technical College, Charleston
- 856 York Technical College, Rockhill

South Dakota

- 858 University of South Dakota, Vermillion

Tennessee

- 860 Tennessee State University
- 864 East Tennessee State University, Johnson City
- 880 University of Tennessee, Memphis

Texas

- 900 Baylor College, Dallas
- 902 Amarillo College
- 903 Blinn College, Bryan
- 904 Coastal Bend College, Beeville
- 906 Del Mar College, Corpus Christi
- 907 El Paso Community College
- 908 Lamar Institute of Technology, Beaumont
- 909 Howard College, Big Spring
- 912 Midwestern State University, Wichita Falls
- 914 Northeast Texas Community College, Mt.
Pleasant
- 915 Texas State Technical College, Harlingen
- 917 Temple College, Temple
- 920 University of Texas, Houston
- 922 Tyler Junior College, Tyler
- 930 University of Texas, San Antonio

Utah

- 931 Weber State University, Ogden
- 933 Salt Lake Community College, Salt Lake City
- 936 Dixie College, St. George

- 937 Utah Valley State College, Orem
- 938 Utah College of Dental Hygiene, Orem

Vermont

- 932 Vermont Technical College, Williston

Virginia

- 940 Virginia Commonwealth University, Medical
College of Virginia, Richmond
- 941 Northern Virginia Community College,
Annandale
- 942 Old Dominion University, Norfolk
- 944 Virginia Western Community College, Roanoke
- 947 Wytheville Community College

Washington

- 953 Columbia Basin College
- 954 East Washington University, Spokane
- 955 Pierce college, Taco
- 956 Seattle Central Community College
- 959 Yakima Valley Community College, Yakima

West Virginia

- 970 West Virginia University, Morgantown
- 971 West Virginia Institute of Technology,
Montgomery
- 972 West Liberty State College, West Liberty

Wisconsin

- 982 Madison Area Technical College
- 984 Milwaukee Area Technical College
- 985 Northeast Wisconsin Technical College,
Green Bay
- 986 Northcentral Technical College, Wasau
- 988 Waukesha County Technical College, Pewaukee

Wyoming

- 991 Sheridan College
- 993 Laramie County Community College, Cheyenne

Canada

- 010 University of Alberta, Edmonton
- 032 Vancouver Community College
- 033 Camosun College, Victoria, British Columbia
- 035 College of New Caledonia, Prince George,
British Columbia
- 090 University of Saskatchewan, Saskatoon
- 091 SIAST, Wascana Campus
- 390 University of Manitoba, Winnipeg
- 710 Dalhousie University, Halifax, Nova Scotia
- 750 University of Toronto
- 770 McGill University, Montreal
- 771 Cambrian College, Sudbury, Ontario
- 773 Confederation College, Thunder Bay, Ontario

APPENDIX D NBDHE TEST SPECIFICATIONS

The number in brackets after each topic designates the number of questions assigned to the topic.

* Item is designated under the general topic.

SCIENTIFIC BASIS FOR DENTAL HYGIENE PRACTICE [60]

- 1.0. Anatomic Sciences [15]
 - 1.1. Anatomy [11]
 - 1.1.1. Head and neck anatomy [6]
 - 1.1.2. Dental anatomy [5]
 - 1.1.2.1. General anatomy
 - 1.1.2.2. Root anatomy
 - 1.2. Histology and Embryology [4]
- 2.0. Physiology [4]
- 3.0. Biochemistry and Nutrition [7]
- 4.0. Microbiology and Immunology [11]
- 5.0. Pathology [13] (1*)
 - 5.1. General [5]
 - 5.2. Oral [7]
- 6.0. Pharmacology [10]

PROVISION OF CLINICAL DENTAL HYGIENE SERVICES [116]

- 1.0. Assessing Patient Characteristics [16] (3*)
 - 1.1. Medical and dental history [3]
 - 1.2. Head and neck examination [1]
 - 1.3. Periodontal evaluation [6]
 - 1.4. Oral evaluation [2]
 - 1.5. Occlusal evaluation [1]
- 2.0. Obtaining and Interpreting Radiographs [14] (7*)
 - 2.1. Principles of radiophysics and radiobiology [1]
 - 2.2. Principles of radiologic health [3]
 - 2.3. Technique [1]
 - 2.4. Recognition of normalities and abnormalities [2]
- 3.0. Planning /Managing Dental Hygiene Care [34] (3*)
 - 3.1. Infection control (application) [4]
 - 3.2. Recognition of emergencies and provision of appropriate care [5]
 - 3.3. Individualized patient education [11] (1*)
 - 3.3.1. Planning of individualized Instruction [4]
 - 3.3.2. Provision of instruction for prevention and management of oral diseases [7]
 - 3.3.2.1. Dental caries
 - 3.3.2.2. Periodontal disease
 - 3.3.2.3. Oral conditions

PROVISION OF CLINICAL DENTAL HYGIENE SERVICES (continued)

- 3.4. Anxiety and pain control [4]
- 3.5. Recognition and management of compromised patients [3]
- 3.6. Dental hygiene treatment strategies [4]
 - 3.6.1. Diagnosis [1]
 - 3.6.2. Treatment plan [2]
 - 3.6.3. Case presentation [1]
- 4.0. Performing Periodontal Procedures [19]
 - 4.1. Etiology and pathogenesis of periodontal diseases [4]
 - 4.2. Prescribed therapy [10] (3)
 - 4.2.1. Periodontal debridement [5]
 - 4.2.2. Surgical support services [1]
 - 4.2.3. Chemotherapeutic agents [1]
 - 4.3. Reassessment and maintenance [5] (e.g. implant care)
- 5.0 Using Preventive Agents [9]
 - 5.1. Fluorides - systemic and topical [5]
 - 5.1.1. Mechanisms of action [1]
 - 5.1.2. Toxicology [2]
 - 5.1.3. Methods of administration [2]
 - 5.1.3.1. Water fluoridation
 - 5.1.3.2. Self-administered
 - 5.2. Pit and fissure sealants [3]
 - 5.2.1. Mechanisms of action [1]
 - 5.2.2. Techniques for application [2]
 - 5.3. Other preventive agents [1]
- 6.0. Providing Supportive Treatment Services [7] (1*)
 - 6.1. Properties and manipulation of materials [3]
 - 6.2. Polishing natural and restored teeth [1]
 - 6.3. Making of impressions and preparation of study casts [1]
 - 6.4. Other supportive services, e.g., tooth desensitization [1]
- 7.0 Professional Responsibility [17] (1*)
 - 7.1. Ethical principles, including informed consent [8]
 - 7.2. Regulatory compliance [3]
 - 7.3. Patient and professional communication [5]

COMMUNITY HEALTH/RESEARCH PRINCIPLES [24]

- 1.0 Promoting Health and Preventing Disease within Groups [5]
- 2.0 Participating in Community Programs [11]
 - 2.1. Assessing populations and defining objectives [5]
 - 2.2. Designing, implementing, and evaluating programs [6]
- 3.0 Analyzing Scientific Literature, Understanding Statistical Concepts, and Applying Research Results [8]

APPENDIX E
DENTAL BOARDS/AGENCIES TO RECEIVE OFFICIAL SCORE REPORTS

01	Alabama	26	Nebraska
51	Alaska	27	Nevada
02	Arizona	28	New Hampshire
03	Arkansas	29	New Jersey
04	California	30	New Mexico
05	Colorado	31	New York
06	Connecticut	32	North Carolina
07	Delaware	33	North Dakota
08	District of Columbia	34	Ohio
09	Florida	35	Oklahoma
10	Georgia	36	Oregon
52	Hawaii	53	Panama Canal Zone
11	Idaho	37	Pennsylvania
12	Illinois	54	Puerto Rico
13	Indiana	38	Rhode Island
14	Iowa	39	South Carolina
15	Kansas	40	South Dakota
16	Kentucky	41	Tennessee
17	Louisiana	42	Texas
18	Maine	43	Utah
19	Maryland	44	Vermont
20	Massachusetts	59	Virgin Islands
21	Michigan	45	Virginia
22	Minnesota	46	Washington
23	Mississippi	47	West Virginia
24	Missouri	48	Wisconsin
25	Montana	49	Wyoming
		90	CITA (Council of Interstate Testing Agencies)