

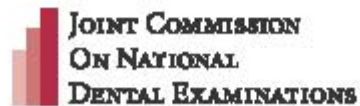


National Board Dental Examination, Part I 2012 Guide

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 understood this *Guide* and the policies and procedures contained within.

Print this *Guide* for your records.



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ADA.org

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OVERVIEW

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

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

You are required to read this document before you apply to take the test. At the time of application, you will be required to confirm that you have read this document, understood its contents, and agree to the policies and procedures contained herein.

Changes in the NBDE Part I may occur after publication of this *Guide*. If changes occur, they will be posted at the Web site www.ADA.org. You must become familiar with and will be subject to the policies and procedures in effect at the time you test.

Dental Licensure and the NBDE

Licensure of dentists in the United States is the responsibility of an individual state, district, or dependency. A license issued by one such jurisdiction is applicable only within the geographic confines of that particular jurisdiction. Agencies in state government that administer dental licensure under laws adopted by state legislatures typically are called state boards of dentistry. A list of contacts and addresses of state boards can be found at www.dentalboards.org.

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

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

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

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

Purpose of the Examination

The purpose of the NBDE Part I and NBDE Part II is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. The examinations assess the ability to understand important information from basic biomedical and dental sciences and the ability to apply such information in a problem-solving context.

Recognition of the NBDE Certification

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

ETHICAL CONDUCT

Ethical Conduct and the Licensure Process for Dentists

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

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

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

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

Behavior that results in misconduct or irregularity in the licensure examination process is a very serious matter. Violation of the NBDE *Rules of Conduct* or the *Examination Regulations* may result in civil liability, voiding of examination results or other appropriate penalty. 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 NBDE application and examination process. The information is available through the Web site www.ADA.org, or by contacting the JCNDE by telephone, facsimile, or in writing. The JCNDE expects all candidates to carefully read and understand this information and their obligations as candidates for National Board certification. Questions regarding these principles and policies should be directed to the JCNDE.

ELIGIBILITY REQUIREMENTS

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

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

Dental Student - Accredited U.S./Canadian Dental School

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

Dental Student - Non-Accredited Dental School

A dental student attending a non-accredited dental school can also be eligible for examination. If the dental school is not accredited, certification must be provided on the Certification of Eligibility form (available at www.ADA.org). The completed form must include the seal of the university and the signature of the dean or the registrar.

Former Dental Student

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

Verification must be in the form of a letter from the dean of the accredited dental school.

Dentist - Graduate of U.S./Canadian Dental School

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

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

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

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

Dentist - Graduate of a Non-Accredited Dental School

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

You must have official dental school transcripts verified by Educational Credential Evaluators, Inc. (ECE); ECE prepares evaluation reports that identify U.S. equivalents of educational qualifications earned in other countries.

Educational Credential Evaluators, Inc.
P.O. Box 514070, Milwaukee, Wisconsin 53202-3470
414.289.3400 or www.ece.org

1. Contact Educational Credential Evaluators, Inc. (ECE) and request an ECE evaluation report. The ECE evaluation report request will describe what educational credentials are required, the manner in which to submit them to ECE, and applicable fee. To request an evaluation report, visit www.ece.org, select *Start Your Evaluation Request*, and request that a *General Report* be sent directly to the JCNDE.
2. Only official reports electronically transmitted from ECE, Inc. to the JCNDE will be accepted. Personal copies or faxed copies are not acceptable.

3. The JCNDE will not process the examination application before the ECE Evaluation Report is received.
4. The name on the ECE report must match the name on your application exactly. Any name changes must be accompanied by legal documentation.

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

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

Eligibility for Reexamination

Candidates who have passed the NBDE Part I may not retake the examination unless required by a state board or relevant regulatory agency.

Candidates who have not passed may apply for reexamination at any time. A minimum of 90 days must separate a candidate's reexaminations on the NBDE Part I.

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

Candidates shall be limited to successful completion of the NBDE Part I within five years of testing or five examination attempts, whichever comes first. This policy applies to testing attempts beginning January 1, 2012.

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 English as a second language, test anxiety or slow reading without an identified underlying physical or mental deficit, or failure to achieve a desired outcome are not learning disabilities and are generally not covered by the Americans with Disabilities Act.

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

Request for Testing Accommodations and Appropriate Documentation

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

The JCNDE requires a complete evaluation of the candidate as well as the completed and signed Testing Accommodation Request Form available at www.ADA.org. A licensed professional appropriately qualified for evaluating the disability must conduct the evaluation.

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

1. At the time you submit your NBDE Part I application and **prior to scheduling a testing appointment** check the box that indicates you are requesting testing accommodations. You must submit an application to test, the testing accommodation request form, and the supporting documentation. The process is not complete until you have submitted all three components. You can schedule a testing appointment after your testing accommodation request has been approved. Testing accommodations cannot be added to a previously scheduled testing appointment. If you schedule your testing appointment before the approval of testing accommodations you will be required to cancel the appointment and pay a reschedule fee.
2. Submit the following documents to nbexams@ada.org:
 - a. 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.
 - b. Current evaluation report (within the past five years) from the appropriate licensed professional. The document (must be on official letterhead) should include the professional's credentials, signature, address, and telephone number. The report must indicate the candidate's name, date of birth, and date of evaluation. The report should include:
 - The specific **diagnostic procedures or tests** administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
 - The **results** of the diagnostic procedures and/or tests and a comprehensive interpretation of the results.
 - The specific **diagnosis of the disability**, with an accompanying description of the candidate's limitations due to the disability.

- A summary of the complete evaluation with **recommendations for the specific accommodations** and how they will reduce the impact of identified functional limitation.
- c. 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

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

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

EXAMINATION APPLICATION AND APPOINTMENT INFORMATION

Test Centers

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

Examination Fees

The NBDE Part I fee is \$345. This fee includes sending a score report to you and the dean of your dental school if you are currently enrolled in an accredited dental school. All requests for official score reports received after the time of application require a fee of \$30 per report. If you fail to report for an examination or you cancel your testing appointment less than two business days (before noon Eastern Time) prior to your scheduled testing date, you will forfeit your examination fee.

Fees are non-refundable and non-transferable, no exceptions.

If payment of an examination fee is uncollectible, your score reports will be withheld until payment is received. A replacement payment must be made by money order/certified check payable to the American Dental Association. An additional fee of \$30 is required for uncollectible fees and must be included with the replacement payment. If you do not resolve a debt within 60 days after a testing date, your results from the testing date are voided, unless you received failing results.

Examination Schedule

The following table indicates the schedule in which the NBDE Part I is administered. For an outline of the examination content see Appendix C, Test Specifications.

National Board Dental Examination Part I	
Optional Tutorial	15 minutes
Discipline-based, multiple-choice test items with 3-5 testlets (approximately 200 items)	3.5 hours
Optional scheduled break	One hour (maximum)
Discipline-based, multiple choice test items with 3-5 testlets (approximately 200 items)	3.5 hours
Optional Post-examination Survey	15 minutes

The optional break after the first 200 items is the only scheduled break. If you take a break at any other time, it will be considered an unscheduled break. Please carefully review the rules related to unscheduled breaks.

Obtain a DENTPIN® and Apply to Test

As part of the application process, all candidates must provide their Dental Personal Identifier Number (DENTPIN®). The DENTPIN® (**DENTAL** Personal Identifier Number) is a unique personal identifier for applicants and students involved with the U.S. dental education system and standardized testing programs. The DAT, ADEA AADSAS and TMDSAS, plus ADEA PASS, ADEA CAAPID, the National Board Dental Examination program, and the National Board Dental Hygiene Examination program all use the DENTPIN® for identification of students and test-takers and for the confidential, secure reporting, transmission and tracking of examination results and academic data. You should obtain or retrieve a DENTPIN® from www.ADA.org before proceeding with your application.

You may submit an electronic application at www.ADA.org using a credit card. Alternatively, you may request a paper copy of the *Guide* with a paper application form by submitting a written request to nbexams@ada.org, or fax (312.587.4105). Paper applications must be submitted via U.S. mail and you must pay by money order/certified check (payable to the American Dental Association). ADA or American Student Dental Association (ASDA) members may pay by personal check, but your membership number must be recorded on your check.

If your application and fee are acceptable and you meet the eligibility requirements for testing, your application will be processed. Upon completion of your application processing, Prometric will receive notification of your eligibility for testing and you will receive instructions by e-mail (or letter if no e-mail address is on file) to visit www.prometric.com or to call the Prometric Contact

Center at 800.688.5804 to schedule a testing appointment. Please wait 24 hours after receipt of this e-mail before attempting to schedule a testing appointment to allow adequate time for Prometric to receive the eligibility file.

You may submit an application no more than six (6) months before your desired testing date. If your application does not meet the eligibility requirements, it will not be processed. You are eligible for only a six (6) month period. If you do not call, schedule a testing appointment, and take the NBDE Part I during this period, you will be required to submit a new application and fee. **The eligibility period will not be extended and you will forfeit your examination fee.**

All information requested on the application must be complete and accurate. To avoid complications in qualifying for licensure, you must use the name on your government issued ID.

The name on your IDs must match exactly with the name on your NBDE Part I application. If the name on your NBDE Part I application and your IDs do not match exactly, you will be denied admission to testing and, as a result, forfeit your scheduled testing appointment and your application fee. You will be required to submit a new application.

Changes and corrections to your application (name, birth date, etc.) must be completed at least two weeks prior to your testing appointment. You are responsible for identifying any corrections and must notify the JCNDE in writing (nbexams@ada.org) or fax (312.587.4105). If you modify your address, e-mail address, etc. in the DENTPIN[®] system, your examination application or score report request is not automatically updated; please submit your request for updates to nbexams@ada.org or fax (312.587.4105).

Several times during the application and testing process, you will be required to identify yourself. You are required to identify yourself accurately by name, and DENTPIN[®]. 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 deliberately provided a false name, DENTPIN[®], or personal data in the DENTPIN[®] system, examination application, or at the test center, your results will be voided, your dental school will be notified, and you may have to wait two years before retesting.

Privacy and Security

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

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

NBDE results 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. Results will not be reported to you or others by telephone, in person or by other informal means.

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

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

Schedule a Testing Appointment

Upon completion of your application processing, you will receive an e-mail (or letter by U.S. mail if no e-mail address on file) notifying you of your eligibility to test. You will contact the Prometric Contact Center at 800.688.5804 or www.prometric.com to schedule a testing appointment. The day, time, and place for taking the examination will be arranged through Prometric. The JCNDE processes NBDE Part I applications Monday through Friday during normal business hours. Prometric requires at least one business day to process eligibility files before a candidate can schedule a testing appointment. Please wait 24 hours after receipt of your eligibility e-mail before attempting to schedule a testing appointment to allow adequate time for Prometric to receive your eligibility file.

Confirm a Testing Appointment

You can confirm your testing appointment information by calling 800.688.5804 or at www.prometric.com. If you discover a scheduling discrepancy you must contact Prometric immediately.

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

Cancel or Reschedule a Testing Appointment

Prometric requires notification of at least two business days (before noon Eastern Time) prior to the testing appointment to cancel or reschedule an appointment. You may cancel or reschedule at www.prometric.com or 800.688.5804. If you no-show or cancel less than two business days (before noon Eastern Time) prior to your testing appointment, you will forfeit your scheduled testing appointment and your application fee. You will be required to submit a new application and fee. A local test center cannot schedule, reschedule, or cancel your appointment. Rescheduling your testing appointment will result in a rescheduling fee payable to Prometric.

Taking the Examination at a Prometric Test Center

You should report to the testing center at least 30 minutes prior to your scheduled appointment. If you experience problems with testing conditions, you must notify the test administrator immediately; do not proceed with testing unless the problem is resolved. Unresolved concerns

must be submitted via fax (312.587.4105) **within five business days** of your testing appointment to the JCNDE; Attention: Coordinator, Client Support Services.

EXAMINATION PROCEDURES AND REGULATIONS

Rules of Conduct

The JCNDE has established rules that govern the administration of the National Board Examinations to ensure that no candidate or group of candidates receives unfair advantage on the examination. Examination Regulations are intended to preserve the integrity of the examination process by providing standard test administration conditions that yield valid and reliable results. Accessing examination content prior to testing, breaching the confidentiality of the examination content or any attempt to subvert the examination process violates the purpose and principles of the examination. Conduct before, during or after testing that violates these principles, or Examination Rules and Regulations may result in the voiding of examination results and/or other penalties.

You must be truthful in completing the application and must abide by all instructions (oral or written) regarding the conduct of the examination. Failure to comply with the Examination Regulations and Rules of Conduct may result in a determination of an irregularity and your examination results may be voided. You may also be directed to leave the test center before you have completed the examination. If your results are voided as a result of an irregularity, you may be prohibited from testing for up to two years or you may face civil or criminal prosecution. By applying for a National Board examination, you agree to abide by the following Rules of Conduct:

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

6. You will comply with test center policies and procedures and follow the instructions of the test administrator. You will not create a disturbance in the test center.
7. You will not tamper with the computer testing equipment and facilities.
8. You will comply fully with any investigations of irregular behavior. You agree to have your test analyzed to detect aberrancies.

You cannot disclose (in whole or in part) any examination questions or answers to anyone during or after the examination, whether orally, in writing, on Internet chat rooms or blogs, or otherwise. The NBDE Part I is a secure examination, protected by U.S. copyright laws. Any unauthorized disclosure of the examination's contents could result in civil liability, criminal penalties, voiding of examination results or other appropriate penalty. You 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. Report such activity to the JCNDE at nbexams@ada.org or 800.232.1694.

Test Center Procedures

You are responsible for being present at the test center at least 30 minutes prior to your scheduled appointment time. If you report late, you may not be allowed to take the examination, depending on the time of arrival and schedule of testing appointments. Prometric Test Center administrators will determine whether there is sufficient time and space to administer the examination.

If you arrive late and cannot be seated, you will forfeit the examination fee and must submit a new application.

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

Prior to testing, you should review all information regarding the examination including the Test Center Regulations. You are encouraged to review information related to testing at <https://www.prometric.com/Services/Services/Biometrics.htm> and www.ADA.org.

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

1. When you arrive at the Prometric Test Center to take the examination, two original, current forms of identification (ID), one primary and one secondary, will be requested and must be produced. The primary ID must be a government issued ID, bearing a photograph and a signature. Examples of acceptable primary IDs (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 IDs (require only a signature) are a debit card, library card, credit card, etc. Both forms of ID must be current (not expired).

The name on your IDs must match exactly with the name on your NBDE Part I

application.

If the names on your IDs and your NBDE Part I application do not match exactly, you will be denied admission to testing and forfeit your scheduled testing appointment and application fee. You will be required to submit a new application.

If you have an address or name change you must submit the changes in writing to nbexams@ada.org or fax (312.587.4105) at least two weeks prior to your testing appointment. If you have any questions concerning types of acceptable identification, please call 800.232.1694 or view the FAQs at www.ADA.org.

2. The Prometric Test Center will electronically capture the identity of all candidates including a fingerprint and a photograph, before proceeding with testing. Electronic capture of this biometric data allows for easier and quicker return to the testing facility after breaks. The JCNDE will retain the biometric and other identity data and make it available for identity verification at potential future NBDE administrations. You may view the Prometric check-in procedure at <https://www.prometric.com/Services/Services/Biometrics.htm>.
3. You will have an opportunity to become familiar with the working of the computer by taking a brief tutorial before beginning the actual examination.
4. You will be observed at all times while taking the examination. This observation will include direct observation by test center staff as well as video recording of your testing 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 Regulations and/or other forms of irregular behavior.
5. Test center staff is not authorized to answer questions from you 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 examination according to established procedures. The test center administrator is authorized to dismiss you from a testing session for violating the Rules of Conduct and/or the Examination Regulations.
8. If you experience problems with testing conditions, you should notify the test administrator immediately; do not proceed with testing unless the problem is resolved. Unresolved concerns should be submitted via fax (312.587.4105) **within five business days** of your testing appointment to the JCNDE office: Attention: Coordinator, Client Support Services.

Examination Regulations and Prohibited Conduct

You must comply with the Examination Regulations, the Rules of Conduct, and the Test Center Procedures, which are intended to preserve the integrity of the examination process by providing standard examination administration conditions that yield valid and reliable results. Unauthorized access to examination content prior to examination, breaching the confidentiality of the examination content or any attempt to subvert the examination process violates the purpose and principles of the examination.

1. No personal or miscellaneous items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in a designated locker. Storage facilities are limited. Your personal belongings may be inspected. Notes or any materials accessed during testing or an unscheduled break that appears to contain examination content may be confiscated. Accessing personal belongings during an unscheduled break violates Examination Regulations.
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, personal ear plugs, or 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 cell phones, recording devices, iPods, radios/stereos with headsets/headphones.
 - e. Tote bags, purses, wallets, backpacks, briefcases.
 - f. Highlighters, pens, erasers, mechanical pencils, dictionaries, and translators.
 - g. Food, candy, gum, water or other beverages.
 - h. Outerwear, such as coats, jackets, gloves or head coverings (except for religious or cultural purposes).
 - i. Good luck charms, statues, religious or superstitious talismans.
 - j. Medicinal items (except those items approved in advance under testing accommodations).
 - k. Watches (digital or analog) or timing devices (a clock is provided on the computer screen).
 - l. Magnifying devices
3. The test center will provide note boards and low-odor fine tip markers to use during the examination. Scratch paper, pencils, or markers not furnished by the testing center are not permitted. The note board cannot be folded, bent, or distorted in any manner. You may not use the markers on any surface other than the note board. You may not touch the computer monitor during testing. All items must be returned to the test administrator before leaving the Prometric Test Center.
4. You should not engage in conversation with others during testing or while on an unscheduled break and are strictly prohibited from discussing the examination at that time. Use of a telephone on an unscheduled break is prohibited.

5. Test center administrators will report the activity of candidates who take **unscheduled** breaks. You may not study or refer to notes or texts while on an **unscheduled** break. You may not access personal belongings or prohibited items (listed in #2 above) during **unscheduled** breaks and you **may not** leave the test center during an unscheduled break.
6. Although the examination is administered under strict supervision and security, examination irregularities may sometimes occur. On rare occasions, examination results may be voided or other appropriate penalty imposed based upon a breach of examination security, aberrant results, invalid examination conditions, or violation of Examination Regulations or Test Center Procedures or Rules of Conduct. You are responsible for protecting the confidentiality of examination questions and your answers. If cheating is detected during the examination, or evidence of irregular behavior is disclosed when the examination is scored, or later, those involved will have their examination results voided or suffer another appropriate penalty.

Failure to comply with Examination Regulations, Rules of Conduct, and Test Center Procedures may result in a determination of an irregularity and your examination results may be withheld, cancelled, and/or considered invalid, or another appropriate penalty may be imposed. You may also be directed to leave the test center before you have completed the examination. If your results are withheld or invalidated, or you are otherwise penalized 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 results 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 results, or to impose another appropriate penalty, when, in its judgment, there is a good-faith basis to question the validity of the results for any reason. Cause for withholding, voiding or invalidation of results or the imposition of other appropriate penalties results may include, but is not limited to:

- Unusual answer patterns
- Atypical results increases from one examination to another
- Inconsistent performance on different parts of the examination
- Improper access to secure examination content
- A test administration irregularity
- A discrepancy in, or falsification of, a candidate's identification
- Information indicating that a candidate has engaged in misconduct or violation of the rules and regulations
- Falsification of the candidate's score report
- Any other information indicating the results may not be valid
- Falsification of the application or supportive documents.

When the JCNDE voids results that have already been reported, the score report recipient will

be notified that the candidate's results have 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 any other appropriate remedies, including legal prosecution of anyone whose conduct unlawfully undermines the security of the NBDE or the integrity of the process.

If it is determined that a candidate has engaged in irregular behavior, information regarding this determination becomes a part of the candidate's JCNDE record. At its sole discretion, the JCNDE may elect to send a summary report documenting the incident to legitimately interested parties. This would include all parties to whom the candidate has instructed scores be sent (both current and future). The candidate may submit a brief statement to be included in the summary report.

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, inappropriate or unauthorized access to examination content that may have been compromised or that has not been officially released for use as study aides, unauthorized assistance, conduct expressly prohibited by Examination Rules and Regulations or disruptions of test administration including natural disasters and other emergencies.

When an irregularity is identified, results of the candidate or candidates involved are subject to being voided, and unreleased results will be withheld pending resolution of any appeal as described below. If the appeal is denied or no appeal is filed, the results of the candidate or candidates involved will be voided or invalidated, or other appropriate remedies imposed.

If your results are being withheld, subject to being voided, or another appropriate remedy is imposed, you will be notified by written correspondence. If you enrolled in an accredited dental school, notification is sent to the dean pursuant to policies related to the score reports. This notification to the dean does not provide the reason for or evidence upon which the withholding of results is based.

Provisions that apply when results are withheld, subject to being voided, or another appropriate penalty is imposed are contained in the JCNDE *Examination Regulations*. A copy of the *Limited Right of Appeal for Examination Candidates* is provided to the candidate or candidates whose results are being withheld and/or subject to being voided, as well as specific information regarding the appeal process.

In accordance with its rules, the JCNDE may consider an appeal. An appeal must be submitted in writing and must include adequate documentation. A candidate's appeal may include documentation that he/she believes supports his/her appeal. The appeal should also indicate the specific relief requested.

Appeals pertaining to examination irregularities must be initiated within 30 days of official notification of the irregularity. If a candidate's results have been reported prior to notification of an irregularity, submission of an appeal will stay the decision to withhold or void the results until such time the appeal is decided. The candidate will be notified of the JCNDE action within 60 days after receipt of the appeal.

If the JCNDE grants the candidate an opportunity to retest as a result of an appeal, the candidate must submit an application to retest within 30 days of receipt of the JCNDE's decision. Upon processing of the application, the candidate will remain eligible to test for 90 days following the granting of the appeal and must retest before the eligibility expires, unless specified otherwise by the JCNDE.

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

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

Candidates should be aware that the JCNDE considers irregularities other than natural disasters and emergencies beyond the control of the candidate to be a serious breach of the examination process.

The JCNDE handles irregularities in a confidential manner and does not voluntarily share details regarding irregularities. However, candidates should be aware that reports of irregularities may have consequences beyond the withholding or voiding of results or the imposition of other appropriate penalties, if information regarding the irregularities is brought to the attention of school authorities or regulatory agencies by other sources.

Candidates can report suspicious activity or observations of violations of *Examination Regulations* to the JCNDE at 800.232.1694, 211 East Chicago Avenue, Suite 600, Chicago, Illinois 60611-2637 or nbexams@ada.org.

Arbitration Requirement

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

AGREEMENT TO ARBITRATE

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

EXAMINATION CONTENT

Scope of the Examination

The NBDE Part I is a comprehensive examination. The NBDE Part I is comprised of 400 multiple-choice items, which are evenly distributed across Anatomic Sciences, Biochemistry-Physiology, Microbiology-Pathology, and Dental Anatomy and Occlusion. Approximately 20% of the items are grouped in testlets with interdisciplinary focus and clinical application. The NBDE Specifications for NBDE Part I are found in Appendix C.

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

The American Dental Association Universal/National tooth notation system is used on all National Board Dental Examinations. This system is a sequential tooth numbering system, designating the permanent dentition (numbers 1-32), and the primary dentition (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 NBDE use, an item must have at least three and not more than five possible responses. Only one of the responses is considered either the correct or best option. Some examples of examination item formats are:

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

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

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

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

Which enzyme catalyzes the formation of uric acid from purines?

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

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

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

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

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

In health, bone is constantly undergoing resorption and formation.

In periodontitis, only bone resorption occurs.

- A. Both statements are true.

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

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

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

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

SAMPLE TESTLET FORMAT FOR NBDE PART I

Age	65 YRS		SCENARIO
Sex	Male	Female	
Height	5' 9"		
Weight	240	LBS	
B/P	170/100		
Chief Complaint	"I lost the filling in my back tooth"		
Medical History	He last saw his physician 2 years ago. Father died of heart attack at age 52.		
Current Medications	diuretic for hypertension statin for high cholesteremia low dose aspirin		
Social History	married, grown children retired construction foreman has smoked a pipe daily for 25 years		

Sample Testlet Items

1. This patient needs an immediate referral to his physician for
 - A. weight control.
 - B. smoking cessation.
 - C. stress management.
 - D. uncontrolled hypertension.
 - E. nutritional counseling.

2. The patient initially resists accepting the need for referral to his physician and requests that the dentist proceed to address his chief complaint. The ethical principle in conflict for the dentist is

- A. nonmaleficence and autonomy.
 - B. justice and veracity.
 - C. beneficence and veracity.
 - D. autonomy and justice.
 - E. nonmaleficence and beneficence.
3. Which would be the most likely consequence of the patient's delay in having the lost restoration replaced?
- A. Supra-eruption of tooth 14
 - B. Loss of vertical dimension
 - C. Loss of canine disclusion
 - D. Mesial drift of tooth 18
4. The patient calls the day following the endodontic procedure complaining of pain at the local anesthesia injection site and inability to open fully. The most likely cause is
- A. spasm of the temporalis muscle.
 - B. trauma to the inferior alveolar nerve.
 - C. injection into the medial pterygoid muscle.
 - D. damage to the facial nerve during the injection.

New Item Formats

Three new item types are being introduced on the National Board Dental Examinations beginning in 2012. The new item types are multiple correct/multiple response, extended matching, and ordering. For NBDE Part I, a couple of new items in the new format will be introduced solely in the testlet sections of the examination.

Since these items are considered pretest items they will not be scored. However, they will be evaluated for their statistical performance and will not have an impact on candidate's results or pass/fail status.

An example of each of the three new item types is given below.

Matching

The matching item format is a variation of the multiple choice item. A list of words or statements and a number of responses are listed with the intent of matching the correct word or statement with the correct response. This item type lends itself to recognizing or understanding a series or list of symptoms linked with disease choices, terms with definitions, drugs with side effects, etc.

For each numbered symptom listed below, select the most closely linked disorder from the list provided.

Symptom	Disorder
___ 1. White patches easily removed with light abrasion	A. Squamous cell carcinoma
___ 2. Buccal lesion with erythematous surface	B. Candidosis
___ 3. Dorsal tongue carcinoma	C. Syphilis
___ 4. Paterson-Kelly Syndrome	D. Iron deficiency
___ 5. Abdominal pain, diarrhea, weight loss, fever	E. Crohn's disease
___ 6. Multiple bluish-purple macules or plaques on lower extremities	F. Sjögren syndrome
___ 7. Hairy tongue	G. Kaposi sarcoma
	H. Paget's disease
	I. Hypothyroidism
	J. Septicemia

Ordering

The ordering format requires ranking or sequencing the steps, processes, or procedures presented in the test item.

Order the act of chewing and swallowing. Match each letter with its proper sequence number.

1. ___ A. Bolus moves from fauces to esophagus
2. ___ B. Bolus contacts incisors
3. ___ C. Bolus moves from mouth to fauces
4. ___ D. Mouth, lips, tongue estimate size of bolus
5. ___ E. Bolus moves from esophagus to stomach
6. ___ F. Orofacial receptors stimulated to control mastication

Multiple Correct/Multiple Response

The multiple response format is appropriate for determining what characteristics are associated with a particular disease, drug, treatment plan, etc. (i.e. symptoms of a disease, side effects of a drug, steps of a treatment plan).

From the following list select the three items associated with candidiasis.

- A. Small blisters
- B. Fungal in nature
- C. Dyspareunia
- D. Tinea pedis
- E. Bacterial in nature
- F. Parasitic in nature
- G. Bruxism

Examination Preparation Materials

The JCNDE recommends that candidates use textbooks and lecture notes as primary sources for study. Although some previous questions from the NBDEs are released periodically, the JCNDE believes they are best used to familiarize candidates with test item formats. The JCNDE does not guarantee that the information in released NBDEs is accurate, current, or relevant. Released materials may no longer be consistent with the current test specifications, content emphasis, or examination structure. Due to the dynamic nature of dental practice and the biomedical sciences, these materials may be outdated. Candidates are cautioned not to limit their preparation for the examination to the review of released editions of the examination.

Copies of released editions are available in most dental school libraries, and in the library of the American Dental Association. Copies may be purchased from the American Student Dental Association (ASDA), 800.621.8099 (x 2795), 312.440.2795, or www.asdanet.org. Official *released* editions can be identified by the ADA copyright insignia at the bottom of the document pages.

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

Unreleased Examination Materials

Unreleased test items comprise confidential examination material. Obtaining, using, and/or distributing unreleased test items is strictly prohibited, regardless of the method employed, e.g., whether by memorization, recording, copying, etc. Use or sharing of unreleased test items violates the Examination Regulations. Such activities may provide unfair advantage to individuals or groups of individuals and threaten the validity and credibility of the examination. Since all examinations are the copyrighted property of the ADA JCNDE, these activities also violate Federal Copyright Laws.

The JCNDE investigates reports or allegations associating candidates with the generation, use or sharing of unreleased examination materials, and will pursue formal action against candidates who violate Examination Regulations or Federal Copyright Law.

Tutorial

A tutorial is available at www.ADA.org to familiarize you with the mechanics of taking the NBDE Part I. The tutorial provides the opportunity to become familiar with the basic computer steps involved in proceeding through the examination.

At the Prometric Test Center, you will be able to take a brief optional tutorial before beginning the actual examination.

Additionally, you may become familiar with the testing experience through the Prometric **Test Drive**. In 30 minutes, you will experience an overview of the testing experience you will encounter on the actual testing day. During the overview, you may participate in:

- The scheduling and registration process
- The complete check-in process
- Introduction to test center staff and surroundings
- A live 15-minute sample test (generic test not a sample NBDE Part I) to experience the testing process
- Full preparation for the real examination

Visit www.prometric.com/TestDrive/default.htm for further details and pricing.

SCORE INFORMATION

Scoring

A candidate's total score is computed by the total number of correct answers selected by the candidate. The total score is then converted to a scaled score. Because the NBDE Part I is a criterion-referenced examination, the minimum passing score and the score scale are determined by experts through standard setting activities. Once the score scale is determined, the abilities of candidates are estimated and the score conversions are developed to translate the total score to a standard score for all editions of the examinations. Each edition represents different collections of questions. The score scale ranges from 49-99, and 75 is the minimum passing score.

Reporting

Effective January 1, 2012, results for the NBDE Part I will be reported as pass/fail only for candidates who pass the test. For remediation purposes, candidates who fail the examination will receive numerical scores for each of the major disciplines covered on the test. Please note that if you tested prior to January 1, 2012, your numerical scores for prior attempts will still be reported.

The status of "pass" is reported if you achieved a standard score of 75 or higher. The status of "fail" is reported if you achieved a standard score below 75; if you fail the examination, you are required to repeat the examination.

Effective January 1, 2012, you must successfully complete the NBDE Part I within five years or five attempts, whichever comes first.

Reports

Results are mailed approximately three to four weeks after the examination. JCNDE regulations prohibit reporting results by phone, fax, e-mail, or in person.

By signing the application, a candidate enrolled in an accredited dental school (or graduated within the last five years) gives expressed permission to provide results to the dean of the dental school. The results are provided to others only if permission is granted in the form of a report request from the candidate. If misconduct has occurred in a past administration, your score report may contain information concerning the incident (see the Testing Irregularities and Misconduct section of this Guide).

The NBDE Part I fee includes sending a score report to you, and the dean of an accredited dental school. Your score report is sent to the address on your application.

If your address changes after you submit your application and before your results are reported, you must update your DENTPIN record **and** notify the Joint Commission at nbexams@ada.org or fax (312.587.4105). If you modify your address, e-mail address, etc. in the DENTPIN® system, your testing application or score report request is not automatically updated; please submit your request for updates to nbexams@ada.org or fax (312.587.4105) with the appropriate documentation (e.g. marriage certificate).

After receiving your score report, you may request that additional reports be sent to other entities. You may submit your score report request electronically and pay by credit card, or print a request form to submit by mail. For mail-in forms, all fees are payable by money order/certified check to the American Dental Association. ADA and ASDA members may write personal checks, but your membership number must be recorded on the check.

A score report request form is available at www.ADA.org. The score report fee of \$30 applies to each report requested. You should confirm the accuracy of your score report request.

Processing of additional requests requires approximately three weeks. Fees are non-refundable and non-transferable.

The JCNDE will provide a history of your results for the NBDE Part I and Part II (recent and previous results) to state boards of dentistry. If you request a score report for advanced dental education programs you are urged to request the score reports at least two months preceding program application deadlines to avoid delays in processing these requests.

Results Audits

As a routine part of the overall validation process, the responses from the NBDE Part I are audited for accuracy before score reports are distributed. However, you may make a written request via a PDF form available at www.ADA.org, to have your examination responses audited, or re-checked for accuracy. There is a charge of \$65 for examination audits. The audit fee is payable to the American Dental Association in the form of a money order/certified check.

The audits may require approximately four to six weeks to complete and must be requested within 30 days of the reporting date on the official score report.

APPENDIX A APPLICATION INSTRUCTIONS

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

The electronic application is available at www.ADA.org.

To complete the computer-read, Scantron paper application, use a dark (No. 2) pencil; do not use ink. Enter one number, letter, slash, or dash per box. Leave a blank box or space when appropriate; blanks have no circles to fill in. After filling in the boxes, blacken the matching circles under the boxes. Correct any errors by completely erasing the errors and/or any stray marks. The information that you provide on the application will be used exactly as provided for all data processing and mailing functions. To avoid errors, please complete the entire application and proofread carefully.

Name

Enter your name last name, first name, and middle name. In addition to letters, dashes and blank spaces can be used, if appropriate. If your name has more letters than there is space provided, enter only as many letters as there are spaces provided. Submit a name change request via fax (312.587.4105).

Testing History

Indicate whether you have previously taken the NBDE Part I. If yes, please enter the former name used, if different from your last name at that time.

Date of Birth

Indicate the month, day, and year of your birth.

DENTPIN®

As part of the application process, all candidates must provide their Dental Personal Identifier Number (DENTPIN®). The DENTPIN® (**DENTAL** Personal Identifier **Number**) is a unique personal identifier for applicants and students involved with the U.S. dental education system and standardized testing programs. The DAT, ADEA AADSAS and TMDASAS, plus ADEA PASS, ADEA CAAPID, the National Board Dental Examination program and the National Board Dental Hygiene Examination program all use the DENTPIN® for identification of students and test-takers and for the confidential, secure reporting, transmission and tracking of test results and academic data. You should obtain or retrieve a DENTPIN® from www.ADA.org before proceeding with your application.

Testing Accommodations

If you are requesting testing accommodations, check the yes box and refer to the testing

accommodation information in the *Guide*.

Educational Background

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

Students enrolled in an accredited dental school must have their applications signed by the dean (or designee). Other candidates must submit the appropriate documents to establish eligibility.

If you are a graduate of, or a student from an accredited dental school, please enter the name of the dental school that you attended, or attend. This is the school that awarded, or will award you a DDS or DMD degree (see Appendix B).

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

- 11** Dentist; (Graduate of an accredited U.S. or Canadian Dental School)
- 33** Dental student attending a non-accredited dental school; (not accredited by CODA or CDAC).
- 99** Dental graduate of a non-accredited dental school; (not accredited by CODA or CDAC).

Enter the name of the dental school that granted or will grant you a DDS/DMD degree. Enter the city, state, and/or country. Please provide the appropriate documentation with your application.

Year of Graduation

Enter your (anticipated) year of graduation from the dental school identified.

Permanent Mailing Address

Enter the address to which your results should be mailed. If you have an apartment number, enter it. Dashes (-) and slashes (/) are provided for use in the address. Enter the name of the city. 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. If your address is outside the USA or Canada, leave these entries blank. If appropriate, enter your U.S. zip code or Canadian postal code. Other candidates leave these entries blank. Enter the appropriate circle for the country. If other, enter the name of the country in the space provided. For other countries, provide any other mailing information that may be necessary.

If your address changes after you submit your application and before your results are reported, you must update your DENTPIN[®] record **and** notify the JCNDE. If you modify your address, e-mail address, etc. in the DENTPIN[®] system, your testing application or score report request is not automatically updated; please submit your request for updates to nbexams@ada.org or fax (312.587.4105).

Enter your daytime phone number and e-mail address.

Fee

The fee for NBDE Part I is \$345. Send money order/certified check (paper application) for the total amount with your application and any required documents. The money order/certified check should be made payable to the American Dental Association. ADA or ASDA members may pay by personal check, but your membership number must be recorded on the check.

Dean's Certification

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

Candidate Signature

Read the statements at the end of the application. Sign your name and date. *Your signature is required.* The electronic application will request that you check the boxes.

Do not fold the paper application; do not staple the fee, documents, etc., to the paper application. Do not send cash, stamps, or foreign currency; only money order/certified check payable in U.S. currency to the American Dental Association is acceptable.

APPENDIX B - ACCREDITED DENTAL SCHOOLS

Alabama
University of Alabama at Birmingham School of Dentistry
Arizona
A.T. Still University School of Dentistry and Oral Health
Midwestern University College of Dental Medicine
California
Herman Ostrow School of Dentistry of USC
Loma Linda University School of Dentistry
University of California, Los Angeles School of Dentistry
University of California, San Francisco School of Dentistry
University of the Pacific Arthur A. Dugoni School of Dentistry
Western University of Health Sciences College of Dental Medicine
Colorado
University of Colorado Denver School of Dental Medicine
Connecticut
University of Connecticut School of Dental Medicine
District of Columbia
Howard University College of Dentistry
Florida
LECOM School of Dental Medicine
Nova Southeastern University College of Dental Medicine
University of Florida College of Dentistry
Georgia
Georgia Health Sciences University College of Dental Medicine
Illinois
Midwestern University, Illinois
Southern Illinois University School of Dental Medicine
University of Illinois at Chicago College of Dentistry
Indiana
Indiana University School of Dentistry
Iowa
University of Iowa College of Dentistry
Kentucky
University of Kentucky College of Dentistry
University of Louisville School of Dentistry
Louisiana
Louisiana State University School of Dentistry
Maryland
University of Maryland Baltimore College of Dental Surgery
Massachusetts
Boston University Goldman School of Dental Medicine
Harvard School of Dental Medicine
Tufts University School of Dental Medicine

Michigan
University of Detroit-Mercy School of Dentistry
University of Michigan School of Dentistry
Minnesota
University of Minnesota School of Dentistry
Mississippi
University of Mississippi School of Dentistry
Missouri
University of Missouri-Kansas City School of Dentistry
Nebraska
Creighton University School of Dentistry
University of Nebraska College of Dentistry
Nevada
University of Nevada, Las Vegas School of Dental Medicine
New Jersey
University of Medicine and Dentistry of New Jersey New Jersey Dental School
New York
Columbia University College of Dental Medicine
New York University College of Dentistry
Stony Brook University School of Dental Medicine
University of Buffalo School of Dental Medicine
North Carolina
East Carolina University
University of North Carolina at Chapel Hill School of Dentistry
Ohio
Case School of Dental Medicine
The Ohio State University College of Dentistry
Oklahoma
University of Oklahoma College of Dentistry
Oregon
Oregon Health & Science University School of Dentistry
Pennsylvania
The Maurice H. Kornberg School of Dentistry, Temple University
University of Pennsylvania School of Dental Medicine
University of Pittsburgh School of Dental Medicine
South Carolina
Medical University of South Carolina James B. Edwards College of Dental Medicine
Tennessee
Meharry Medical College School of Dentistry
University of Tennessee College of Dentistry
Texas
Baylor College of Dentistry
University of Texas Health Science Center at Houston Dental Branch
University of Texas Health Science Center at San Antonio Dental Branch
Utah
Roseman University of Health Sciences, College of Dental Medicine

Virginia
Virginia Commonwealth University School of Dentistry
Washington
University of Washington Health Sciences School of Dentistry
West Virginia
University of West Virginia School of Dentistry
Wisconsin
Marquette University School of Dentistry
Puerto Rico
University of Puerto Rico School of Dental Medicine
Canada
Dalhousie University Faculty of Dentistry
McGill University Faculty of Dentistry
The University of British Columbia Faculty of Dentistry
The University of Western Ontario Schulich School of Medicine & Dentistry
Universite de Montreal Faculte De Medecine Dentaire
Universite Laval Faculte De Medecine Dentaire
University of Alberta Faculty of Medicine and Dentistry
University of Manitoba Faculty of Dentistry
University of Saskatchewan College of Dentistry
University of Toronto Faculty of Dentistry

**APPENDIX C
NBDE PART I
TEST SPECIFICATIONS**

The *Part I Examination* consists of 400 test items. For each discipline, approximately 80% of the items are intermingled, discipline-based and approximately 20% are interdisciplinary testlet-based items. A testlet consists of the patient scenario/history and a set of items from the various disciplines that are associated with the scenario. The test items for the Part I are drawn from the following disciplines:

- Anatomic Sciences
- Biochemistry-Physiology
- Microbiology-Pathology
- Dental Anatomy and Occlusion

One item from each of the disciplines listed above will be designated for the testlets under the topic, *Professional Ethics/ Patient Management*. These items will require a basic understanding of professional ethical principles in patient management.

ANATOMIC SCIENCES [100]

- 1.0. Gross Anatomy* [49]
- 2.0. Histology [23]
- 3.0. Oral Histology [16]
- 4.0. Developmental Biology [11]
- 5.0. Professional Ethics/Patient Management [1]

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

Bone; muscles; fascia, nerves (peripheral and autonomic); arteries, veins, and lymphatics; spaces and cavities; joints and ligaments; and endocrines and exocrines.

BIOCHEMISTRY-PHYSIOLOGY [100]

- 1.0. Biological Compounds [10]
- 2.0. Metabolism [17]
- 3.0. Molecular and Cellular Biology [9]
- 4.0. Connective Tissues [8]
- 5.0. Membranes [4]
- 6.0. Nervous System [6]
- 7.0. Muscle [6]
- 8.0. Circulation [9]
- 9.0. Respiration [6]
- 10.0. Renal [8]
- 11.0. Oral Physiology [3]
- 12.0. Digestion [5]
- 13.0. Endocrines [8]
- 14.0. Professional Ethics/Patient Management [1]

MICROBIOLOGY-PATHOLOGY [100]

- 1.0. General Microbiology [20]
- 2.0. Reactions of Tissue to Injury [10]
- 3.0. Immunology and Immunopathology (at least 3 on oral immunology) [13]
- 4.0. Microbiology, Immunology, and Pathology of Specific Infectious Diseases (at least 8 on oral diseases) [22]
- 5.0. Systemic Pathology [22]
- 6.0. Growth Disturbances [12]
- 7.0. Professional Ethics/Patient Management [1]

DENTAL ANATOMY AND OCCLUSION [100]

- 1.0. Tooth Morphology [43]
- 2.0. Pulp Cavity Morphology [5]
- 3.0. Calcification and Eruption [6]
- 4.0. Principles of Occlusion and Function [37]
- 5.0. Clinical Considerations—Tooth Morphology and Anomalies [8]
- 6.0. Professional Ethics/Patient Management [1]