



National Board Dental Hygiene Examination 2018 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.



TABLE OF CONTENTS

OVERVIEW

About this Guide	2
Dental Hygiene Licensure and the NBDHE	2
Purpose of the NBDHE	3
Recognition of the NBDHE Certification	3
Ethical Conduct and the Licensure Process for Dental Hygienists	3

EXAMINATION CONTENT AND PREPARATION MATERIALS

Scope of the Examination	4
Examination Specifications	5
Sample Item Formats	8
Examination Preparation	10
Confidentiality of Examination Materials	10

EXAMINATION CONTENT AND PREPARATION MATERIALS

Scoring of Examination	11
Results Reporting	11
Results Reports	11
Results Audits	12

ELIGIBILITY REQUIREMENTS

Dental Hygiene Student	12
Graduate of an Accredited Program	13
Graduate of a Nonaccredited Program	13
Dental Student	16
Dentist	17
Eligibility for Re-examination	17

EXAMINATION INFORMATION

Test Centers	17
Examination Fees	18
Examination Schedule	18
Obtain a DENTPIN® and Apply for Examination	19
Privacy and Security	20
Schedule a Testing Appointment	21
Reschedule or Cancel a Testing Appointment	22
Testing Accommodations	24
Request for Testing Accommodations and Appropriate Documentation	24
Unacceptable Forms of Documentation	26

EXAMINATION RULES AND REGULATIONS

Rules of Conduct	26
Test Center Procedures	28
Examination Regulations and Prohibited Conduct	30

TESTING IRREGULARITIES AND MISCONDUCT

Examination Misconduct	33
Irregularities and Appeals	34
Arbitration Requirement	37

OVERVIEW

You are required to read this document before you apply to take the examination.

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 National Board Dental Hygiene Examination (NBDHE) might occur after publication of this *Guide* and will be posted on the [National Board Guides](http://www.dentalboards.org) page at ADA.org/JCNDE. You will be subject to the policies and procedures in effect at the time of your test administration.

About this Guide	This document is the official candidate guide for the National Board Dental Hygiene Examination (NBDHE). It provides information about application and examination procedures, program policies, examination content, and scoring.
Dental Hygiene Licensure and the NBDHE	<p>Licensure of dental hygienists in the United States is the responsibility of an individual state, district, or jurisdiction. A license issued by one such authority is applicable only within the geographic confines of that particular jurisdiction. Agencies in state government that administer dental hygiene licensure under laws adopted by state legislatures typically are called state boards of dentistry. A list of state boards can be found at www.dentalboards.org.</p> <p>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. All jurisdictions accept graduation from a dental hygiene program accredited by the Commission on Dental Accreditation (CODA) as fulfilling the educational requirement. Most jurisdictions also accept graduation from a Canadian dental hygiene program accredited by the Commission on Dental Accreditation of Canada (CDAC).</p> <p>The NBDHE is intended to fulfill or partially fulfill the written examination requirement, but acceptance of National Board Examination results is completely at the discretion of the individual state. A state can place any limit on acceptance of NBDHE results that it deems appropriate. For example, some states accept National Board Examination results only if earned within the last five to 10 years.</p> <p>The Joint Commission on National Dental Examinations (JCNDE) is responsible for the development and administration of the NBDHE. This 15-member Commission includes appointees from dental schools, dental practice, state dental examining boards, dental</p>

<p>Dental Hygiene Licensure and the NBDHE (continued)</p>	<p>hygiene, dental students, and the public. A standing committee of the JCNDE includes other dental hygienists who act as consultants regarding this examination. The Department of Testing Services is a shared resource of the American Dental Association (ADA) that implements the National Board Examinations.</p> <p>Clinical examination requirements are handled separately by state boards of dentistry.</p>
<p>Purpose of the National Board Dental Hygiene Examination</p>	<p>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. State boards use the information provided by the NBDHE to help protect the public health.</p>
<p>Recognition of NBDHE Certification</p>	<p>Currently, all United States licensing jurisdictions recognize NBDHE results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands of the United States.</p>
<p>Ethical Conduct and the Licensure Process for Dental Hygienists</p>	<p>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.</p> <p>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 within society. The American Dental Hygienists' Association's Code of Ethics for Dental Hygienists establishes standards of behavior to guide the public's expectations and support 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.</p> <p>NBDHE applicants are expected to abide by these ethical standards and to read, understand, and comply with the Examination Regulations and Rules of Conduct 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</p>

<p style="text-align: center;">Ethical Conduct and the Licensure Process for Dental Hygienists (continued)</p>	<p>applying for licensure.</p> <p>The purpose of the NBDHE program is to provide dental boards with information as to whether a candidate possesses the necessary cognitive skills to safely practice entry-level dental hygiene. Accordingly, all candidates are expected to pass the examination on their own merit without assistance, and are expected to maintain confidentiality with respect to examination content. Members of the public who entrust dental hygienists with their well-being expect that they are trustworthy and competent individuals.</p> <p>Behavior that results in misconduct or irregularity in the licensure examination process is a very serious matter. Violations of the NBDHE Rules of Conduct or the Examination Regulations could result in civil liability, voiding of examination results, or other appropriate penalty. Under certain circumstances, misconduct or irregularity in the examination process could be reported to the relevant licensing authority. A candidate who acts unethically risks potential delay, denial, suspension, or loss of licensure.</p> <p>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 policies and procedures applicable to misconduct and irregularities in the NBDHE application and examination process. This information is available in later sections of this document. The JCNDE expects all candidates to carefully read and understand this information and their obligations as candidates for National Board Examination certification. Questions regarding these policies should be directed to the JCNDE.</p>
---	---

EXAMINATION CONTENT AND PREPARATION MATERIALS

<p style="text-align: center;">Scope of the Examination</p>	<p>The NBDHE is a comprehensive examination consisting of 350 multiple-choice items.</p> <p>The examination consists of two components, one discipline-based and the other case-based.</p> <p>The discipline-based component includes 200 items addressing three major areas:</p> <ol style="list-style-type: none"> I. Scientific Basis for Dental Hygiene Practice II. Provision of Clinical Dental Hygiene Services III. Community Health/Research Principles <p>The case-based component includes 150 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,</p>
--	--

<p style="text-align: center;">Scope of the Examination (continued)</p>	<p>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. A medically compromised patient is one whose health status may require modification of standard treatment or special consideration.</p> <p>Case-based items address knowledge and skills required in the following:</p> <ol style="list-style-type: none"> 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 <p>Examination items cover functions that a dental hygienist is expected to be able to perform. Only functions that can be delegated to a dental hygienist in a majority of states are included in the examination.</p>
<p style="text-align: center;">Examination Specifications</p>	<p>Examination items are developed by test construction teams composed of subject-matter experts in accordance with examination specifications approved by the JCNDE. Examination constructors are appointed based on expertise in six areas: biomedical sciences, radiology, periodontics, dental hygiene curriculum, clinical dental hygiene, and community dental health.</p> <p>The Universal/National tooth notation system is used on all National Board 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.</p> <p>The distribution of items in the discipline based component is defined by the outline on the following pages.</p> <p>In November 2017, the American Heart Association released new guidelines for blood pressure. The 2018 NBDHE will NOT reflect these updated guidelines. Any relevant examination questions will reflect the pre-November 2017 blood pressure guidelines.</p>

SCIENTIFIC BASIS FOR DENTAL HYGIENE PRACTICE (60 items)				
	Topic			Number of Items
1.0.	Anatomic Sciences			16
	1.1.	Anatomy		
		1.1.1.	Head and neck anatomy	
		1.1.2.	Dental anatomy	
			1.1.2.1. General anatomy	
			1.1.2.2. Root anatomy	
	1.2.	Histology and Embryology		
2.0	Physiology			5
3.0.	Biochemistry and Nutrition			6
4.0.	Microbiology and Immunology			10
5.0.	Pathology			13
	5.1.	General		
	5.2.	Oral		
6.0.	Pharmacology			10
PROVISION OF CLINICAL DENTAL HYGIENE SERVICES (116 items)				
1.0.	Assessing Patient Characteristics			17
	1.1	Medical and dental history		
	1.2.	Head and neck examination		
	1.3.	Periodontal evaluation		
	1.4.	Oral evaluation		
	1.5.	Occlusal evaluation		
	1.6.	General		
2.0.	Obtaining and Interpreting Radiographs			13
	2.1.	Principles of radiophysics and radiobiology		
	2.2.	Principles of radiologic health		
	2.3.	Technique		
	2.4.	Recognition of normalities and abnormalities		
	2.5.	General		
3.0.	Planning and Managing Dental Hygiene Care			34
	3.1.	Infection control (application)		
	3.2.	Recognition of emergency situations and provision of appropriate care		
	3.3.	Individualized patient education		
		3.3.1.	Planning of individualized Instruction	
		3.3.2.	Provision of instruction for prevention and management of oral diseases	
			3.3.2.1. Dental caries	
			3.3.2.2. Periodontal disease	
			3.3.2.3. Oral conditions	
	3.4	Anxiety and pain control		
	3.5.	Recognition and management of compromised patients		
3.6.	Dental hygiene treatment strategies			
	3.6.1.	Diagnosis		

	3.6.2.	Treatment plan	
	3.6.3.	Case presentation	
	3.7.	General	
4.0.	Performing Periodontal Procedures		18
	4.1.	Etiology and pathogenesis of periodontal diseases	
	4.2.	Prescribed therapy	
	4.2.1.	Periodontal debridement	
	4.2.2.	Surgical support services	
	4.2.3.	Chemotherapeutic agents	
	4.2.4.	General	
4.3.	Reassessment and maintenance, e.g. implant care		
5.0.	Using Preventive Agents		9
	5.1.	Fluorides - systemic and topical	
	5.1.1.	Mechanisms of action	
	5.1.2.	Toxicology	
	5.1.3.	Methods of administration	
	5.1.3.1.	Water fluoridation	
	5.1.3.2.	Self-administered	
	5.2.	Pit and fissure sealants	
	5.2.1.	Mechanisms of action	
5.2.2.	Techniques for application		
5.3.	Other preventive agents		
6.0.	Providing Supportive Treatment Services		7
	6.1.	Properties and manipulation of materials	
	6.2.	Polishing natural and restored teeth	
	6.3.	Making of impressions and preparation of study casts	
	6.4.	Other supportive services, e.g., tooth desensitization	
	6.5.	General	
7.0.	Professional Responsibility		18
	7.1.	Ethical principles, including informed consent	
	7.2.	Regulatory compliance	
	7.3.	Patient and professional communication	
	7.4.	General	
COMMUNITY HEALTH/RESEARCH PRINCIPLES (24 items)			
1.0.	Promoting Health and Preventing Disease within Groups		6
2.0.	Participating in Community Programs		10
	2.1.	Assessing populations and defining objectives	
	2.2.	Designing, implementing, and evaluating programs	
3.0.	Analyzing Scientific Literature, Understanding Statistical Concepts, and Applying Research Results		8

<p style="text-align: center;">Sample Item Formats</p>	<p>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 NBDHE purposes, an item must have at least three and not more than five possible responses. Only one of the responses is considered the correct or best option.</p>
<p>Completion: Completion-type items require the correct completion of a concept or idea.</p> <p>The sensation of touch, pain, pressure, or temperature is determined by the</p> <ul style="list-style-type: none"> 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. 	<p>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.</p> <p>In health, bone is constantly undergoing resorption and formation.</p> <p>In periodontitis, only bone resorption occurs.</p> <ul style="list-style-type: none"> 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.
<p>Question: Question-type items communicate a problem or set of circumstances.</p> <p>The phrenic nerve innervates which of the following?</p> <ul style="list-style-type: none"> A. Diaphragm B. Abdominal muscles C. Sternocleidomastoid muscle D. Internal intercostal muscles E. External intercostal muscles 	<p>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.</p> <p>Each of the following is affected by saliva EXCEPT one. Which is the EXCEPTION?</p> <ul style="list-style-type: none"> A. Swallowing B. Dental caries C. Oral microflora D. Protein digestion E. Carbohydrate breakdown

Testlet: A testlet consists of a case study or problem with a set of associated test items. The testlet format is used for items related to the Community Health/Research Principles section of the *Dental Hygiene Examination Specifications* and in the case-based section of the examination.

Sample Testlet on Community Health/Research Principles

A dental hygienist employed at a public health clinic in a rural county of the United States is assigned the project of developing a preventive dental health program for a sub-group of the population.

COMMUNITY PROFILE: The primary employers in this county have been coal mining companies. The unemployment rate in the county has increased by 32 percent since the closing of the coal mine companies.

The median age of the population is 46. In the county there are five general dentists, three dental hygienists, and one public health-centered dental clinic. The clinic employs a full-time dentist and dental hygienist. The public health clinic sees low-income children and senior citizens on a sliding-fee schedule.

The dental hygienist employed by the public health clinic conducts dental screenings for the kindergarten students each year. The mean deft scores for the kindergarten students for the last three years are: d = 1.02, e = 0.87, f = 4.22.

The community does not have water fluoridation because of multiple water sources. The state funds a 0.2%-sodium fluoride rinse program in grades K-5. The state mandates that a dentist or a dental hygienist perform deft/dmft/DMFT and GI indices on all students in grades 1, 2, 3, 5, 7, and 10. On a yearly basis, all pathology is brought to parents' attention and referred to a dental professional.

1. Which population group is dentally underserved in this community?
 - A. Adult age
 - B. Geriatric age
 - C. Adolescent age
 - D. Early childhood age
 - E. Elementary school age
2. What would be the next step for the dental hygienist to take in program planning after selecting the target population?
 - A. Appraise the program.
 - B. Define goals for the program.
 - C. Compile data on the target group population.
 - D. Develop educational components.
 - E. Identify manpower resources in the community.
3. Each of the following is perceived as a barrier to dental care for this community EXCEPT one. Which is the EXCEPTION?
 - A. Geographic isolation
 - B. Lack of water fluoridation
 - C. Maldistribution of providers
 - D. Lack of affordable services
 - E. Loss of income and insurance
4. What can be stated about the deft scores of the kindergarten students?
 - A. Early exfoliation
 - B. High decay rate
 - C. Increased referrals
 - D. Late eruption pattern
 - E. Treatment needs are being met
5. How often should the fluoride rinse for grades K-5 be performed?
 - A. Daily
 - B. Weekly
 - C. Monthly
 - D. Three times a week
 - E. Based on the caries rate of the child

<p>Examination Preparation</p>	<p>The JCNDE recommends that candidates use textbooks and lecture notes as primary sources for study. Although some previous questions from the NBDHEs are periodically released, the JCNDE believes they are best used to familiarize candidates with item formats. The JCNDE does not guarantee that the information in released NBDHE materials is accurate, current, or relevant. Released materials might no longer be consistent with the current test specifications, content emphasis, item formatting guidelines, and examination structure. Due to the dynamic nature of dental practice and the biomedical sciences, these materials could be outdated. Candidates are cautioned not to limit preparation for the examination to the review of released materials.</p> <p>Copies of released items can be purchased from the ADA.org/JCNDE website under Exam Preparation Materials and Helpful Information. Official released items can be identified by the ADA copyright insignia at the bottom of the document pages.</p> <p>The JCNDE does not endorse or recommend any specific texts or other teaching aids (e.g., review courses) that are identified as NBDHE preparation materials.</p> <p><u>Tutorial</u></p> <p>At the Pearson VUE test center, you will be given an opportunity to take a brief optional tutorial before beginning the actual examination. The tutorial provides the opportunity to become familiar with the steps involved in proceeding through the examination.</p>
<p>Confidentiality of Examination Materials</p>	<p>Current exam items represent confidential examination material. Obtaining, using, or distributing current exam items is strictly prohibited, regardless of the method employed (whether by memorization, recording, copying, or other means). This prohibition includes the discussion, distribution, or online posting of remembered exam questions or answers, in whole or in part.</p> <p>Use or sharing of current exam items violates the Examination Regulations of this testing program. Such activities could provide an unfair advantage to individuals and threaten the validity and credibility of examination. Because all examinations are copyrighted property, these activities also violate federal copyright laws.</p> <p>The JCNDE investigates all reports and allegations of candidates' alleged generation, use, or sharing of current examination materials, and will pursue formal action against anyone who violates the Examination Regulations or federal copyright law. Violations could result in the voiding of exam</p>

	results or institution of legal action.
--	--

SCORE INFORMATION

Scoring of Examination	<p>Scale scores range from 49 to 99, with a score of 75 representing the minimum passing score (regardless of the particular exam form completed by the candidate). Because the NBDHE is a criterion-referenced examination, the minimum passing score is determined by experts through standard-setting activities. Examination passing standards are reviewed and updated by subject matter experts and the Joint Commission on a periodic basis, so the passing standard in place continues to reflect the level of cognitive skills required to safely practice. When standards are updated, a corresponding modification is made to the score scale, so that a score of 75 continues to reflect the minimum passing score.</p> <p>A candidate's total score is computed using the total number of correct answers selected by the candidate. The total score is then converted to a scale score, which adjusts for any minor differences in difficulty across NBDHE forms.</p>
Results Reporting	<p>The NBDHE is a pass/fail exam; results will be reported only as "pass" for candidates who achieve passing scores. For remediation purposes, candidates who fail the examination will receive numerical scores for each of the major disciplines covered on the exam. With respect to candidates who tested prior to 2012, numerical scores for prior attempts will still be reported.</p> <p>The status of "pass" is reported for candidates who achieve a standard score of 75 or higher. The status of "fail" is reported for candidates who achieve a standard score below 75.</p>
Results Reports	<p>National Board Examination results are made available approximately three to four weeks after the examination. Results can be viewed online by logging in to the My Account Summary page.</p> <p>To retrieve results online, go to the DENTPIN homepage and click on the "My Account" link on the left side of the page. Proceed by clicking on the "My Account Summary" link on the My DENTPIN Account page. Log in using your DENTPIN and password.</p> <p>By signing the application, a candidate enrolled in an accredited dental hygiene program (or who has graduated within the last five years) gives express permission to provide results to the dental hygiene program director and his or her designee(s). Results are provided to others if permission is granted in the form of a results request from the candidate. If misconduct has occurred in a past</p>

<p>Results Reports (continued)</p>	<p>administration, your results report may contain information concerning the incident (see the Examination Irregularities and Misconduct section). Regional boards and clinical testing agencies make no use of NBDHE results; results reports should be sent directly to the dental licensing board of the state.</p> <p>After receiving your results report, you may request that additional reports be sent to other entities. You should confirm the accuracy of your results report request. Processing of additional requests is generally done on a daily basis. You can enter results report requests and track the progress of your requests by logging in to My Account on ADA.org/DENTPIN.</p> <p>Fees are nonrefundable and nontransferable.</p> <p>The Department of Testing Services will provide a history of your most recent and previous NBDHE results to state boards and additional recipients.</p>
<p>Results Audits</p>	<p>As a routine part of the overall validation process, the responses from the NBDHE are audited for accuracy before results are distributed. However, you can request to have your examination responses audited or rechecked for accuracy; to request an audit of your results, you must login with your DENTPIN and follow the audit request instructions. There is an additional charge for this service (see the Examination Fees section of this <i>Guide</i>). Audits require six to eight weeks to complete and must be requested within 30 days of the reporting date on the official report of results.</p>

ELIGIBILITY REQUIREMENTS

<p>The JCNDE does not discriminate based on race, ethnicity, religion, gender, age, disability, sexual orientation, or marital status.</p> <p>To participate in the NBDHE, a candidate must qualify through one of the following provisions:</p>	
<p>Dental Hygiene Student</p>	<p>A student in a dental hygiene program accredited by CODA is eligible for examination when the dental hygiene program director (or a designee) certifies that the student is prepared in all NBDHE disciplines. If the dental hygiene program is accredited by CODA, the approval of the director (or the designee) meets this requirement.</p> <p>Visit CODA’s website at ADA.org/CODA and select “Find a Program” for a list of accredited allied dental programs.</p>
	<p>A dental hygienist who is a graduate of a dental hygiene program accredited by CODA during the time the dental hygienist was</p>

<p>Graduate of an Accredited Program</p>	<p>enrolled is eligible for examination following the JCNDE’s receipt of evidence of graduation.</p> <p>To fulfill this NBDHE eligibility requirement, one of the following is required: a copy of your dental hygiene program diploma or a copy of your final transcript with the conferred degree. If you submit an application without proof of graduation, your application will not be processed. Recent graduates who are retaking the examination must also provide proof of graduation.</p>
<p>Graduate of a Nonaccredited Program</p>	<p>A dental hygienist who is a graduate of a U.S. or Canadian dental hygiene education 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). Accreditation standards in effect at the time the candidate applies for examination are used in evaluating the program.</p> <p>To fulfill this NBDHE eligibility requirement, the following is required: a letter of recommendation from (a) the dean of an accredited dental school or the director of an accredited dental hygiene program, and (b) the secretary of a board of dentistry of a U.S. licensing jurisdiction. The letter from the dean or director must certify the nonaccredited program met each of the requirements in terms of length of study, subjects, functions, and hours.</p> <p>The following provisions are required for the verification of educational credentials obtained from nonaccredited dental hygiene schools — schools not accredited by the CODA or the Commission on Dental Accreditation of Canada (CDAC).</p> <p>You must have official dental hygiene school transcripts verified by Educational Credential Evaluators Inc. (ECE).</p> <p>If you do not have a DENTPIN[®], you must register for one through the DENTPIN[®] homepage at ADA.org/DENTPIN prior to submitting an ECE report. The Department of Testing Services will discard ECE reports that cannot be matched to a DENTPIN[®] using candidate supplied name and date of birth.</p> <p>ECE prepares evaluation reports that identify U.S. equivalents of educational qualifications earned in other countries.</p> <p style="text-align: center;">Educational Credential Evaluators Inc. P.O. Box 514070, Milwaukee, WI 53202-3470 414.289.3400 or www.ece.org</p>

**Graduate of an
Nonaccredited
Program**
(continued)

1. Contact Educational Credential Evaluators Inc. (ECE) and request a General Report. The ECE evaluation report request will describe what documents are required, the manner in which to submit them to ECE, and the applicable fee. To request an evaluation report, visit ECE.org and request that a General Evaluation report be sent to the JCNDE.
2. **Only official reports electronically transmitted from ECE to the Department of Testing Services will be accepted. Personal copies are not acceptable.**
3. The Department of Testing Services will not process an examination application before the ECE Evaluation Report is received.
4. The name on the ECE report must match the name on the application exactly. Any name changes must be accompanied by legal documentation.

The following summarizes accreditation standards used in evaluating the credentials of a graduate of a nonaccredited dental hygiene program. The full accreditation standards for dental hygiene education programs is available to download from the [Current Accreditation Standards](#) page on ADA.org/CODA.

1. The dental hygiene program included at least two academic years of full-time instruction or its equivalent at the postsecondary college level.
2. The dental hygiene program curriculum included content in the following four areas:

General Education: (a) oral and written communications, (b) psychology, and (c) sociology.

Biomedical Sciences: (a) anatomy, (b) physiology, (c) chemistry, (d) biochemistry, (e) microbiology, (f) immunology, (g) general pathology and pathophysiology, (h) nutrition, and (i) pharmacology.

Dental Sciences: (a) tooth morphology, (b) head, neck, and oral anatomy, (c) oral embryology and histology, (d) oral pathology, (e) radiography, (f) periodontology, (g) pain management, and (h) dental materials.

Dental Hygiene Sciences: (a) oral health education and preventive counseling, (b) health promotion,

**Graduate of an
Nonaccredited
Program**
(continued)

(c) patient management, (d) clinical dental hygiene, (e) provision of services for and management of patients with special needs, (f) community dental/oral health, (g) medical and dental emergencies, (h) legal and ethical aspects of dental hygiene practice, (i) infection and hazard control management, and (j) the provision of oral health care services to patients with bloodborne infectious diseases.

3. The basic clinical education aspect of the curriculum must include a formal course sequence in scientific principles of dental hygiene practice, which extends throughout the curriculum and is coordinated and integrated with clinical experience in providing dental hygiene services.
4. The number of hours of clinical practice scheduled must ensure that students attain clinical competence and develop appropriate judgment. Clinical practice must be distributed throughout the curriculum. As the first-year students begin providing dental hygiene services for patients, each student should be scheduled for at least eight to 12 hours of clinical practice time per week. In the final pre-licensure year of the curriculum, each second-year student should be scheduled for at least 12 to 16 hours of practice with patients per week in the dental hygiene clinic.
5. Graduates must be competent in providing dental hygiene care for the child, adolescent, adult, and geriatric patient. Graduates must be competent in providing the dental hygiene process of care, which includes:
 - a. Comprehensive collection of patient data to identify the physical and oral health status.
 - b. Analysis of assessment findings and use of critical thinking in order to address the patient's dental hygiene treatment needs.
 - c. Establishment of a dental hygiene care plan that reflects realistic goals and treatment strategies to facilitate optimal oral health.
 - d. Provision of patient-centered treatment and evidence-based care in a manner that minimizes risk and optimizes oral health.
 - e. Measurement of the extent to which goals identified in the dental hygiene care plan are achieved.

<p>Graduate of an Nonaccredited Program (continued)</p>	<p>f. Complete and accurate recording of all documentation relevant to patient care.</p> <p>6. Graduates must be competent in providing dental hygiene care for all types of classifications of periodontal disease including patients who exhibit moderate to severe periodontal disease.</p> <p>7. Graduates must be competent in interpersonal and communication skills to effectively interact with diverse population groups and other members of the health care team. The dental hygienist is proficient in the English language.</p> <p>8. Graduates must be competent in assessing, planning, implementing and evaluating community-based oral health programs, including health promotion and disease prevention activities.</p> <p>9. Graduates must be competent in providing appropriate life support measures for medical emergencies that could be encountered in dental hygiene practice.</p> <p>10. Graduates must be competent in the application of the principles of ethical reasoning, ethical decision-making, and professional responsibility as they pertain to the academic environment, research, patient care, and practice management.</p> <p>11. Graduates must be competent in applying legal and regulatory concepts to the provision and support of oral health care services.</p> <p>12. Graduates must be competent in the application of self-assessment skills to prepare them for life-long learning.</p> <p>13. Graduates must be competent in the evaluation of current scientific literature.</p> <p>Graduates must be competent in problem-solving strategies related to comprehensive patient care and management of patients</p>
<p>Dental Student</p>	<p>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 a CODA-accredited dental hygiene program. The means of fulfilling this requirement is a letter from the dean of the accredited dental school.</p>

<p>Dentist (Graduate of an Accredited or Nonaccredited Dental Program)</p>	<p>A dentist is eligible for examination if the eligibility requirements for the National Board Dental Examination (NBDE) are met. This does not apply to a graduate of a nonaccredited dental program currently enrolled in an accredited program. Consult the NBDE Part I Guide under National Board Guides at ADA.org/JCNDE for eligibility requirements.</p>
<p>Eligibility for Re-examination</p>	<p>Candidates who have passed the NBDHE may not retake the examination unless required by a state board or relevant regulatory agency.</p> <p>Candidates who have not passed may apply for re-examination. An examination attempt is defined as any examination administration where the candidate has been seated at a computer at a test center Candidates must wait a minimum of 90 days between test attempts.</p> <p>Candidates are encouraged to seek formal remediation before re-examination.</p> <p>Under the JCNDE's Five Years/Five Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first. Subsequent to the fifth year or fifth attempt, candidates may test once every 12 months after their most recent examination attempt.</p> <p>The Five Years/Five Attempts Eligibility Rule applies to examination attempts occurring on or after January 1, 2012. Examination attempts occurring prior to this date are not considered under this regulation.</p>

EXAMINATION INFORMATION

<p>Test Centers</p>	<p>The NBDHE is administered by Pearson VUE at test centers in the United States, its territories (including Guam, Puerto Rico and the Virgin Islands of the U.S.), and in Canada.</p> <p>After your application has been processed, you will receive an email with scheduling instructions. You may schedule your testing appointment at Pearson VUE or by calling 888.456.2830. Pearson VUE will not schedule your appointment before receiving authorization from the JCNDE. Additionally, local test centers cannot schedule, reschedule, or cancel appointments.</p>
----------------------------	---

Examination Fees

Fees are non-refundable and non-transferable. All fees are in U.S. dollars. The following indicates testing fees:

Fee Type	Description	Fee Amount
NBDHE Fee	This fee includes official results reporting to you, three dental licensing jurisdictions (provided that results report requests are included on the application), and the dental hygiene program director of your dental hygiene school (if you are currently enrolled in an accredited dental hygiene school or have graduated within the last five years).	\$430
NBDHE Processing Fee for Nonaccredited Candidates	This handling or processing fee is for candidates who are students or graduates of a dental or dental hygiene school that is not accredited by CODA.	\$200
Results Report Fee (optional)	This fee covers a single results report for a recipient NOT selected at the time of application.	\$37 per report
Results Audit Fee (optional)	The Department of Testing Services is willing to audit your NBDHE results if your request is received within 30 days of the reporting date on your official results report.	\$65
NBDHE Certificate	Candidates can order a full-size (8½" x 11") certificate with optional frames.	To purchase a National Board Certificate you must login with your DENTPIN.

Fee to Reschedule Testing Appointment	Fee Amount
This fee is for candidates who wish to reschedule a test appointment and provide at least one full business day (24 hours) of notice before the appointment and within the authorized eligibility period.	\$25

EXAMINATION SCHEDULE

The following table provides the NBDHE administration schedule. The total administration time is nine hours, including the tutorial, scheduled break, and a survey. For a content outline of the examination, see the Examination Specifications.

National Board Dental Hygiene Examination	
Optional Tutorial	15 minutes
Session one: Discipline-based items (100 items)	3 hours 30 minutes plus optional 15-minute scheduled break
Optional 15-minute scheduled break after the 100 th question	
Session one: Discipline-based items (100 items)	30 minutes
Optional scheduled break	4 hours plus optional 15-minute scheduled break
Session two: 7-8 Patient cases (approximately 75 items)	
Optional 15 minute scheduled break	15 minutes
Session two: 7-8 Patient cases (approximately 75 items)	
Optional Post-examination Survey	15 minutes

Total Time	9 hours
-------------------	---------

Obtain a DENTPIN® and Apply for Examination	
What is a DENTPIN®?	<p>As part of the application process, you must provide your Dental Personal Identification Number (DENTPIN®). The DENTPIN® is a unique personal identifier for individuals involved with the U.S. dental education system and its standardized testing programs, such as the Dental Admission Test, American Dental Education Association’s (ADEA) Associated American Dental Schools Application Service (ADEA AADSAS), Texas Medical & Dental Schools Application Service (TMDSAS), ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID), ADEA Postdoctoral Application Support Service (ADEA PASS), and the National Board Examinations.</p> <p>These programs use the DENTPIN® to uniquely identify individuals, and for confidential and secure reporting, transmission, and tracking of test results and academic data. If you have taken the Dental Admission Test or the National Board Dental Hygiene Examination previously, a DENTPIN® exists for you.</p> <p>Before proceeding with your application, obtain or retrieve your DENTPIN® at ADA.org/DENTPIN.</p>
How to Apply for an Examination	<p>You may submit an application on ADA.org/JCNDE. If you meet the eligibility requirements for testing, your application will be processed. This processing takes place Monday through Friday during normal business hours. The Department of Testing Services will forward your eligibility information to Pearson VUE after your application has been approved, and you will receive an email with testing appointment scheduling instructions.</p> <p>To allow adequate time for Pearson VUE to receive the eligibility file, please wait 24 hours after receipt of this email before attempting to schedule a testing appointment.</p> <p>After your application has been processed, you will be eligible for examination for a six-month period. If you do not schedule a testing appointment and take the NBDHE during this period, you will have to submit a new application and fee to take the examination.</p> <p>The eligibility period will not be extended and you will forfeit your examination fee.</p>

<p style="text-align: center;">Application Details</p>	<p>All information you provide on the application must be accurate. To avoid complications in qualifying for licensure, you must enter your name as it appears on your government-issued ID.</p> <p>The name on your application and IDs must match exactly. When including a middle name, either the full name or initial is acceptable.</p> <p>If the name on your NBDHE application and your IDs do not match exactly, you will be denied permission to test. As a result, you will forfeit your testing appointment and application fee. You will be required to submit a new application.</p> <p>Changes and corrections to your application (such as name, birth date, etc.) must be completed at least five business days prior to your testing appointment. You are responsible for identifying any corrections and must notify the JCNDE at dentpin@ada.org. Name changes and birth date corrections require completing a separate DENTPIN® Form, which is available under “Change Your DENTPIN Information” on the DENTPIN® page of ADA.org. This form must be emailed to dentpin@ada.org along with your DENTPIN® and any appropriate documentation, such as a marriage certificate or court documents.</p> <p>Candidates can make other changes, such as address changes, through their DENTPIN® accounts. Please see the Update DENTPIN Information section of the ADA.org/NBDHE website or contact testingproblems@ada.org with questions.</p> <p>During the application and examination process, you will be required to identify yourself. This includes your name, DENTPIN®, address, year of birth, etc. This information must be provided accurately.</p> <p>If it is determined that you deliberately falsified your name, DENTPIN®, or personal data in the DENTPIN® system, examination application, or at the test center, your results will be voided, and your dental hygiene program will be notified. You might have to wait two years before re-examination, or you could be banned from taking the NBDHE.</p>
<p style="text-align: center;">Privacy and Security</p>	<p>The Joint Commission will maintain the privacy and security of candidate personal information using industry standard methods. The Department of Testing Services will collect and retain personal information to the extent necessary to serve</p>

<p style="text-align: center;">Privacy and Security (continued)</p>	<p>candidate needs, administer the National Board Examinations, fulfill National Board Examination program responsibilities (e.g., to maintain the integrity of the test and to detect and prevent unlawful activity), and fulfill legal requirements. National Board Examination results shall be retained indefinitely, along with testing records and necessary personal information.</p> <p>National Board Examination results will be released or reported to state dental boards, education programs, or other entities upon written candidate authorization or designation by electronic means through the electronic application or score report request form. Examination results could be released or reported in the absence of such authorization when Joint Commission policies indicate that such notification is appropriate (e.g., notification of state dental boards concerning an irregularity). Examination results will be released to dental education programs to enable those programs to understand student outcomes. For research and policy-making purposes, examination results could be released—with personally identifying information removed—to legitimately interested parties. The Joint Commission shall make information on its privacy policies available to all candidates and the public.</p> <p>The ADA provides technical support to the National Board Examinations and uses data security procedures to protect the integrity of personal and exam information. Security safeguards include administrative, technical, and physical safeguards over data and data-processing systems. For information on policies relating to your use of the ADA.org website, please refer to the <i>Privacy Policy</i> available on www.ADA.org.</p> <p>By registering for the examination, you consent to the collection, processing, use, and transmission of your personal information for purposes related to the NBDHE program as outlined in this <i>Guide</i>.</p>
<p style="text-align: center;">Schedule a Testing Appointment</p>	<p>After your application has been approved, the Department of Testing Services will send you an email with testing appointment scheduling instructions. Concurrently, Pearson VUE will also receive notification of your eligibility for NBDHE testing. Pearson VUE will not schedule your appointment before receiving and processing authorization from the Department of Testing Services.</p> <p style="background-color: red; color: white; padding: 5px;">To allow adequate time for Pearson VUE to receive your eligibility information, please wait 24 hours after receipt of your eligibility email before attempting to schedule a testing appointment.</p>

	<p>After you receive eligibility, you may call the Pearson VUE contact center at 888.456.2830 or visit the Pearson VUE website at PearsonVue.com/NBDHE to schedule a testing appointment.</p>
<p>Reschedule or Cancel a Testing Appointment: Emergencies, Testing Problems, and No Show Policy</p>	<p>If you wish to reschedule or cancel your testing appointment, you must contact Pearson VUE at least one business day (24 hours) in advance of the testing appointment and pay a fee directly to Pearson Vue. An additional fee applies (see the Examination Fees section of this <i>Guide</i>). You may cancel or reschedule electronically at Pearson VUE.com/NBDHE.</p> <p>If you cancel less than 24 hours prior the scheduled testing date or fail to show for your appointment, you will forfeit your appointment and application fee. You will be required to submit a new application and fee to the JCNDE to reschedule. The local test center cannot schedule, reschedule, or cancel your appointment.</p> <p><u>No Show Policy</u></p> <p>If you do not appear for your scheduled testing appointment and you do not cancel or reschedule your appointment in advance of the test date, you will forfeit all examination fees.</p> <p>You will be required to submit a new application and pay the fee to schedule a new appointment.</p> <p>Be sure that you receive a confirmation notification when rescheduling your testing appointment. Retain a copy of this confirmation for your records.</p> <p><u>Emergencies on the Day of the Testing Appointment</u></p> <p>If an emergency on the day of the testing appointment prevents you from appearing for the appointment, you may submit a written request for relief to the Department of Testing Services. This request should include applicable documentation and be sent to testingproblems@ada.org within five business days of the appointment.</p> <p>Examples of emergencies and applicable documentation include, but are not limited to, the following:</p>

<p>Reschedule or Cancel a Testing Appointment: Emergencies, Testing Problems, and No Show Policy (continued)</p>	<ul style="list-style-type: none"> • Sudden illness on the exam day: Provide a doctor's note or hospital records confirming that you were treated on the day of the examination. • Death in the family on the exam day: Provide a copy of an obituary, prayer card, funeral service program, or death certificate confirming that the relative passed away or services were held on the day of the examination. <p>Testing appointments affected by emergencies occurring prior to the day of the actual testing appointment should be handled through the rescheduling and cancellation process with Pearson Vue indicated above.</p> <p><u>Testing Problems on the Day of the Testing Appointment</u></p> <p>If you experience problems with testing conditions during administration of the exam, you must stop testing and notify the test center administrator immediately.</p> <p>Testing should not be resumed until the issue has been documented and resolved by the test center administrator. Unresolved concerns must be submitted in writing within five business days of the testing appointment to testingproblems@ada.org.</p> <p>Upon receipt of the information, the Department of Testing Services will conduct an investigation and notify you of the outcome. Candidates with documented, unresolved testing issues could be offered the opportunity to retest within 30 days. The results of the retest will replace the results of the initial test.</p> <p>Scores cannot be canceled or adjusted under any circumstances.</p>
<p>Testing Accommodations</p>	<p>The Department of Testing Services provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities or a medical condition who demonstrate a need for accommodation and request an accommodation prior to testing.</p> <p>An individual is considered to have a disability under the Americans with Disabilities Act if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities</p>

<p style="text-align: center;">Testing Accommodations (continued)</p>	<p>include seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working.</p> <p>English as a second language, test anxiety, slow reading without an identified underlying physical or mental deficit, or failure to achieve a desired outcome are generally not covered by the Americans with Disabilities Act.</p> <p>Testing accommodations are offered to those with a qualified disability or a medical condition in order to offer equal access to testing. Candidates must request testing accommodations with each application, but will not be required to submit additional documentation for the same disability or condition with subsequent re-examinations.</p> <p>Information on testing accommodations will not be shared outside of the Department of Testing Services and the test center, and will not be indicated on exam results reported to state boards or additional recipients.</p> <p>In considering a request from a candidate with a disability, the Joint Commission is guided by a focus on validity. Testing accommodations are provided so all candidates have the opportunity to demonstrate their knowledge and skills, and so that measurement through testing can accurately reflect knowledge and skills, as opposed to having measurement inappropriately reflect a disability.</p>
<p style="text-align: center;">Request for Testing Accommodations and Appropriate Documentation</p>	<p>The following information will be used to help determine whether you qualify for accommodations under the Americans with Disabilities Act or whether you qualify for accommodations as a result of a medical condition.</p> <p>The Department of Testing Services requires a complete evaluation of the candidate as well as the completed and signed NBDHE Testing Accommodations Request Form available under Apply to Take the NBDHE on ADA.org/JCNDE. A health care professional appropriately qualified to evaluate the disability or medical condition must conduct the evaluation.</p> <p>If you have a documented disability recognized under the Americans with Disabilities Act and require testing accommodations, you must submit the following prior to testing: an application to test, the Testing Accommodations Request Form, and the supporting documentation. Your submission is not complete until you have provided all three components.</p>

**Request for Testing
Accommodations and
Appropriate
Documentation**
(continued)

Procedures for submitting a request for testing accommodations are as follows:

1. Select “Yes” from the dropdown on the NBDHE application requesting testing accommodations. You must submit an application for the examination, the Testing Accommodations Request Form, and the supporting documentation prior to testing. **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. You must receive your eligibility email (with approved accommodations) before you can schedule a testing appointment.

2. Submit the following documents to testingaccommodations@ada.org:
 - a. **Testing Accommodation Request Form** which can be found on the NBDHE General Information page of ADA.org/JCNDE website, signed and dated, indicating the disability, and the request for accommodations. Accommodations should align with the identified functional limitation so that the adjustment to the testing procedure is appropriate.
 - b. **Current evaluation report** (from within the past five years) from the appropriate health care professional. The document must be on official letterhead and 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:
 - information concerning 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 tests, and a comprehensive interpretation of the results.

<p style="text-align: center;">Request for Testing Accommodations and Appropriate Documentation (continued)</p>	<ul style="list-style-type: none"> • 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 the identified functional limitation. <p>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.</p>
<p style="text-align: center;">Unacceptable Forms of Documentation</p>	<p>Please do not submit the following documents as they will not be accepted:</p> <ol style="list-style-type: none"> 1. Handwritten letters from health care professionals 2. Handwritten patient records or notes from patient charts 3. Diagnoses on prescription pads 4. Self-evaluations 5. Research articles 6. Original documents; submit copies only 7. Previous correspondence to the JCNDE or the Department of Testing Services; we maintain copies of all correspondence 8. Correspondence from educational institutions or testing agencies not directly addressed to the JCNDE

EXAMINATION REGULATIONS AND RULES OF CONDUCT

<p style="text-align: center;">Rules of Conduct</p>	<p>The JCNDE has established rules that govern the administration of the National Board Examinations to ensure that examination results accurately reflect candidate skills and that no candidate receives an unfair advantage on the examination.</p> <p>Examination Regulations and Rules of Conduct help preserve the integrity of the examination process and provide standardized exam administration conditions that facilitate accurate skills measurement.</p> <p>Accessing examination content prior to testing, breaching the confidentiality of examination content, or any attempt to subvert the examination process represent violations of test regulations. Conduct before, during, or after testing that violates</p>
--	--

<p>Rules of Conduct (continued)</p>	<p>the Examination Regulations and Rules of Conduct could result in invalidation of examination results or other penalties.</p> <p>You must be truthful in completing the application and must abide by all instructions regarding examination conduct.</p> <p>Failure to comply with the Examination Regulations and Rules of Conduct could result in a determination of the presence of an irregularity and your examination results could consequently be voided. If your results are voided as a result of an irregularity, you could be prohibited from testing or could face civil or criminal prosecution.</p> <p>By applying for the NBDHE, you agree to abide by the following Rules of Conduct:</p> <ol style="list-style-type: none"> 1. You certify that you are the person who has registered for the examination for the purpose of gaining National Board Examination certification. You may not take the examination for someone else, someone else may not take the examination for you, nor may you take the test for any reason other than for the purpose of gaining admission to a dental or health profession education program or for state licensure. You may not take the examination to practice or to obtain an advance review of the content. 2. Candidates are not allowed to complete an examination for any reason other than National Board Certification. If available information suggests a candidate might be completing an examination for other purposes, the Joint Commission could revoke the candidate's eligibility, and the candidate could be required to re-establish eligibility to take the examination. 3. You will not give, receive, or obtain any form of unauthorized assistance prior to the examination, during the examination (e.g., in the testing room or when on a break), or subsequent to the examination. 4. You will maintain the confidentiality of the examination. You will not reproduce or attempt to reproduce examination materials through memorization, recording, copying, or other means. You will not provide information relating to examination content that might impact the examination's ability to accurately reflect candidate skills, or that might provide unfair advantage to other candidates. For example, you will neither make use of nor participate in the sharing or distribution of information regarding
--	---

<p>Rules of Conduct (continued)</p>	<p>examination content or answers (via electronic means or otherwise).</p> <ol style="list-style-type: none"> 5. You will not bring any unauthorized materials, as listed in the Test Regulations and Prohibited Conduct section of this Guide, into the secure testing area. All unauthorized materials must be placed in your assigned locker and may not be accessed while you are testing. 6. You will not remove materials in any form (written, printed, recorded, or other) from the test center. 7. You will comply with test center policies and procedures. You will not create a disturbance in the test center. 8. You will not tamper with the computer testing equipment and facilities. 9. You will cooperate fully with any investigations involving irregular behavior. You agree to have your test analyzed to detect aberrancies. 10. 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, voiding of examination results, or other appropriate penalties. <p>You may not disclose any test content (in whole or in part) before, during, or after the test to anyone, including but not limited to family, friends, classmates, colleagues or test preparation organizations. This applies to any content disclosed through discussions, emails, in writing, online (e.g., blogs, social media, websites), or otherwise.</p> <p>Candidates who receive unreleased test items should immediately forward it to testsecurity@ada.org without reviewing it. Candidates who have been found to be in possession of such information—or to have participated in the distribution of this information—could have their examination results voided. Penalties might be imposed subsequent to discovery and investigation of the original incident, which could occur years after the incident itself.</p> <p>You are encouraged to report activities that disclose information about examination questions, so that the Department of Testing Services can investigate and take any necessary action. Report such activity to the Department of</p>
--	---

	Testing Services at testsecurity@ada.org .
<p>Test Center Procedures</p> <p>Test Center Procedures (continued)</p>	<p>Report to the test center at least 30 minutes prior to your scheduled appointment time. If you report late, you might not be allowed to take 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.</p> <p>If you arrive late and cannot be seated, you will forfeit your examination fee and you must submit a new application and fee.</p> <p>In cases of inclement weather, natural disaster, or other local conditions that could cause unavoidable interruptions to testing, Pearson VUE will make reasonable efforts to notify you and reschedule your testing appointment.</p> <p>You are expected to understand and comply with the Pearson VUE test center regulations.</p> <p>You can review test center information at PearsonVue.com.</p> <p>When you arrive at the Pearson VUE test center to take the examination, two original, current (not expired) forms of identification (ID), one primary and one secondary, will be required.</p> <p>An expired ID that is accompanied by temporary identification or documentation that a new, valid ID has been requested <u>WILL NOT</u> be accepted.</p> <p>The primary ID must be a government-issued ID, with your photograph, name, <u>and</u> signature. A government ID missing a photograph, name, or signature is unacceptable. Examples of acceptable primary IDs are a driver's license, passport, or passport card. All IDs, with the exception of passports, must be in English.</p> <p>The secondary ID must contain your name and signature. Examples of secondary IDs are a debit card, library card, credit card, etc.</p> <p>The name on your IDs must match exactly the name you entered on your NBDHE application. If the names on your IDs and your NBDHE application do not match exactly, you will be denied admission to testing and you will forfeit your scheduled testing appointment and application fee. You</p>

<p style="text-align: center;">Test Center Procedures (continued)</p>	<p>will be required to submit a new application and fee to schedule a new testing appointment.</p>
	<p>If you are including a middle name, either the full name or initial is acceptable.</p> <p>If you have a name change, complete the DENTPIN® Form (PDF), available at ADA.org/DENTPIN and email the request for a name correction to dentpin@ada.org with your DENTPIN®. It must be received at least five business days prior to your examination appointment. If you have any questions concerning types of acceptable identification, please call the Department of Testing Services at 800.232.1694.</p> <p>The Pearson VUE test center will electronically capture the identity of each candidate with a palm vein print and a photograph before candidates can proceed with testing. This biometric data allows candidates to the testing area more quickly after breaks.</p> <p>You will be given an opportunity to take a brief tutorial before taking the examination.</p> <p>You will be observed at all times while testing. This observation will include test center staff walking through the secure testing lab, as well as video recording of your examination session. Test center staff are required to report behavior that might be a violation of the rules and regulations.</p> <p>Test center staff are not authorized to answer questions from candidates regarding examination content, examination software, or scoring.</p> <p>The test administrator is responsible for the operation of the facility, maintaining order, and administering the examinations according to established procedures. The test center administrator is authorized to dismiss candidates from a testing session for violating the rules or regulations.</p> <p>If you experience problems with testing conditions, you should stop testing and notify a test administrator immediately. Do not proceed with testing unless the problem is resolved. Unresolved concerns should be submitted to testingproblems@ada.org within five business days of your testing appointment.</p>

<p>Examination Regulations and Prohibited Conduct</p>	<p>The Examination Regulations are in place to ensure that results can be interpreted with confidence as an accurate reflection of candidate skills. This is particularly important given the role of the examinations in helping to protect the health of the public. Violations of the Examination Regulations undermine the ability of the examination to accurately assess candidates' skills and fulfill the purpose of the examination. As such, the Joint Commission treats violations extremely seriously.</p> <p>You must comply with the examination rules, regulations, and procedures. These preserve the integrity of the examination process and provide standard examination conditions that ensure no candidate receives an unfair advantage on the examination.</p> <p>It is your personal responsibility to understand and comply with the Examination Regulations indicated in this <i>Guide</i>.</p> <p>Test administrators at test center facilities work with a large number of testing programs covering many fields and occupations. If you are unsure of what would be considered appropriate and inappropriate (i.e., prohibited) conduct during test administration, seek clarification directly from the Joint Commission in advance of testing. The Joint Commission bears no responsibility for inaccurate information or permissions received from test center administrators. If a candidate's conduct violates the terms set forth in this <i>Guide</i>, the Joint Commission will act to strictly enforce its policies and procedures as indicated within this <i>Guide</i>.</p> <p>No personal items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in the designated locker. Personal belongings might be inspected. Notes or any materials accessed during testing or on an unscheduled break could be confiscated.</p> <p>Accessing personal belongings or your locker during an unscheduled break violates the Examination Regulations. Test administrators are not authorized to provide you with permission to access personal belongings or your locker during an unscheduled break.</p> <p>Items that are prohibited from the secure testing area include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Books, notes, study materials, scratch paper, tissues, personal ear plugs, or markers not provided by the testing center
<p>Examination Regulations and Prohibited Conduct (Continued)</p>	

**Examination
Regulations and
Prohibited Conduct**
(Continued)

- Dental instruments, models, or materials
- Slide rules, paper, calculating devices, rulers, or other measuring devices
- Electronic devices, such as cell phones, recording devices, iPods, tablets, and headsets or headphones
- Tote bag, purses, wallets, backpacks, briefcases
- Highlighters, pens, erasers, pencils, dictionaries, and translators.
- Food, candy, gum, water, or other beverages
- Outerwear, such as coats, jackets, gloves, or head coverings (except for religious purposes)
- Good luck charms, statues, religious and spiritual items, or superstitious talismans
- Medicinal items, except those items approved in advance under testing accommodations
- Watches (digital or analog) or timing devices (a timer is provided on the computer screen during testing)
- Magnifying devices
- Jewelry, except for wedding and engagement rings.

The test center will provide two note boards and two low-odor fine tip markers to use during the examination.

Used note boards will be replaced by test center staff upon request. Scratch paper, pencils, or markers not furnished by the testing center are not permitted. You may not write on the note boards before the test begins or during scheduled breaks. The note boards should not be folded, bent, or modified in any manner. You may not use the markers on any surface other than the note boards. You may not touch the monitor during testing. All items provided must be returned to the test administrator before leaving the test center.

You should not engage in conversation with others during testing or while on an unscheduled break. You are strictly prohibited from discussing the examination.

Test center administrators will report the activity of candidates who take unscheduled breaks.

During an unscheduled break, you may NOT access personal belongings or prohibited items, study or refer to notes or texts, use a telephone, eat or drink any food and beverages, or leave the test center. Administrators from the test center are not authorized to provide you with permission to engage in these activities.

<p style="text-align: center;">Examination Regulations and Prohibited Conduct (Continued)</p>	<p>Although the examination is administered under strict supervision and security, examination irregularities can sometimes occur. Examination results could be voided based upon a breach of examination security, invalid examination conditions, or candidate violations of the Examination Regulations, Rules of Conduct, or Test Center Procedures. If cheating is detected during the examination, or evidence of irregular behavior is disclosed when the examination is scored, or afterward, those involved will have their examination scores voided.</p> <p>As noted above, if you think you might require any medicinal items during the testing session (e.g., aspirin or ibuprofen), you must receive permission from the Department of Testing Services in advance of the testing session. This permission is obtained through adherence to the Department of Testing Services' testing accommodations procedures.</p> <p>Failure to comply with Examination Regulations, Rules of Conduct, and test center procedures could result in a determination of an irregularity, and your examination results could be withheld, canceled, or considered invalid, or another appropriate penalty could be imposed. You might 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 could be prohibited from testing.</p>
--	---

EXAMINATION IRREGULARITIES AND MISCONDUCT

<p style="text-align: center;">Examination Misconduct</p>	<p>The Joint Commission strives to report results that accurately reflect the cognitive skills and performance of each candidate. The standards and procedures for administering each examination are intended to provide candidates with a reasonable opportunity to demonstrate their skills, and to facilitate accurate evaluation of those skills.</p> <p>The JCNDE reserves the right to withhold, void, or invalidate any result when, in the JCNDE's judgment, it is reasonable to question the validity of your result or the result of any candidate to whom you have provided prohibited assistance. Reasons for withholding, voiding, or invalidating results, or for imposing other appropriate penalties, could include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Unusual answer patterns • Atypical score increases from one examination attempt to another
--	--

<p style="text-align: center;">Examination Misconduct (continued)</p>	<ul style="list-style-type: none"> • Discrepancy in, or falsification of, a candidate's identification • Information indicating that a candidate has engaged in misconduct or a violation of the Examination Regulations and Rules of Conduct • Sharing of remembered exam questions or answers including through social media platforms and online discussion forums • Falsification of application information or supporting documents • Taking an examination on behalf of another individual, or having another individual take an examination on your behalf • Falsification of a candidate's results report • Inconsistent performance on different sections of the exam from one examination attempt to another • Improper access to secure exam content • Indication of an exam administration irregularity • Any other information indicating the results might not be valid. <p>When the JCNDE voids or invalidates exam results, it notifies the candidate in writing. The notice includes information about the decision and the procedure for appeal. Results will remain voided until an appeal process has been completed, or the time for appeal has expired.</p> <p>When the JCNDE voids a result that has already been reported, results report recipients will be notified that the result has been voided.</p> <p>If it is determined that you engaged in irregular behavior, information regarding this determination becomes a part of your JCNDE record. At its sole discretion, the JCNDE might elect to send a summary report documenting the incident to legitimately interested parties. This would include all parties to whom you have instructed results be sent (both current and future).</p> <p>In situations where an irregularity has occurred, individuals who are involved or implicated with respect to the occurrence of the irregularity, or who are reasonably believed to have witnessed the irregularity, may be asked to provide information concerning the irregularity.</p> <p>The JCNDE reserves the right to pursue other remedies, including prosecution of anyone whose conduct unlawfully</p>
--	--

	<p>undermines the security of the NBDHE or the integrity of the examination process.</p>
<p>Irregularities and Appeals</p>	<p>An irregularity is defined as a situation in which there could be a question about the validity of examination results in accurately reflecting the ability and skills of a candidate.</p> <p>For example, such questions may be raised when</p> <ul style="list-style-type: none"> • there is communication between candidates during the testing session. • unauthorized assistance occurs. • candidates have inappropriate access to current exam content (e.g. remembered exam questions or answers are shared by email or online posting). • conduct expressly prohibited by the Examination Regulations and Rules of Conduct occurs, or exam administration disruptions are present, including natural disasters and other emergencies. <p>When an irregularity is identified, results for the candidates involved are placed on hold pending resolution of the corresponding appeals. If an appeal is denied or no appeal is filed, the results of the candidates involved could be voided or other appropriate remedies imposed, based on the outcome of the appeal.</p> <p>Candidates whose results are subject to being voided are notified by written correspondence and provided with a copy of the <i>Limited Right of Appeal for Examination Candidates</i>.</p> <p>Appeals must be submitted in writing within 30 days of notification of the irregularity. Appeals must clearly state the specific relief requested and include corresponding arguments, evidence, and documentation in support of the request.</p> <p>The candidate will be notified of the JCNDE’s decision approximately 60 days after receipt of the appeal.</p> <p>When considering an appeal, the JCNDE strives to ensure that examination results accurately reflect candidate’s skills, and that the appealing candidate has an opportunity to gain National Board Examination certification equal to, but not greater than, the opportunity provided to other candidates.</p> <p>The JCNDE will void results when there is a reasonable and good faith basis to do so. If the JCNDE determines that voiding results is not warranted under the circumstances, the results will be released.</p>
<p>Irregularities and Appeals (continued)</p>	

<p>Irregularities and Appeals (continued)</p>	<p>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.</p> <p>The JCNDE handles irregularities in a confidential manner and does not voluntarily share details regarding irregularities.</p> <p>However, candidates should be aware that reports of irregularities could have consequences beyond the 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, or other entities by other sources.</p> <p>Candidates are encouraged to report suspicious activity or observations of violations of the Examination Regulations to Department of Testing Services at testsecurity@ada.org.</p>
--	--

Arbitration Requirement	Arbitration has become an increasingly common way to resolve legal differences. Generally speaking, the advantages of arbitration over traditional lawsuits are that 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 <i>Limited Right of Appeal for Examination Candidates</i> , 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, an agency 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.