

Checklist for Licensure Candidates

Select patients:

- Do patients meet all criteria?
- Make sure patients are familiar with exam process and time commitment.

Tip: Provide patients with the ADA's brochure: [A Patient's Guide to the Clinical Licensure Examination](#), found on [ADA.org](#).

Research where and when you want to take the exam:

- Especially important for students whose state accepts more than one state/regional exam and/or whose school offers a pre-graduation exam.
- What date and location is best for you and your patients?

Make travel and lodging arrangements for you and your patients:

- Confirm your reservation(s) a few days before exam.
- Don't forget about lunch/snacks.

Verify if malpractice/liability insurance is needed.

- If insurance is provided, research that the coverage is appropriate.
- If not provided, obtain insurance several weeks in advance of exam day.

Complete and mail/submit application, making sure to include all supporting documents.

Know your candidates' guide

- Don't forget to bring it with you to the exam.

Research programs that will help you prepare and study for your exam:

- Mock boards, lunch & learns are examples
- Your state and local dental society may offer assistance.

Confirm patient and assistant participation:

- Give your patients clear instructions in writing, including all the logistics (i.e. location, time, etc) and confirm verbally.
- Plan to meet with your patients immediately before exam to ensure promptness.
- If you're using an assistant, be sure to clearly communicate with him/her as well

Develop a schedule for exam day.

Prepare supplies and equipment for exam day.