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The CDCA administers the ADEX clinical dental hygiene licensure examination. The ADEX dental hygiene exam consists of a computer-based exam (CSCE) as well as a patient-based procedure, the Patient Treatment Clinical Examination (PTCE). All examinations are based on specific performance criteria as developed by ADEX which will be used to measure the clinical competency of candidates. This manual has been designed to assist candidates who are challenging any part of the ADEX dental hygiene exam series with the registration process and help them understand the CDCA administrative process.

All candidates who take any parts of the ADEX dental hygiene examination administered by the CDCA between January 1, 2017 and December 31, 2017 are responsible for reading and understanding the 2017 examination manual(s) published by the CDCA, any documented changes to the 2017 manual(s), and for reviewing and understanding all other material provided by the CDCA regarding the exams administered between January 1, 2017 and December 31, 2017. If any questions arise during the registration process, candidates are responsible for communicating their questions to the CDCA staff via email (See contact information below). Questions MUST be submitted in writing.

In order to be successful in the registration process, candidates must review and master the guidelines provided by this manual and the CDCA. Otherwise, the candidate’s inability to efficiently and effectively take the ADEX dental hygiene examination may be affected, and may subsequently result in dismissal from and/or failure of one or more examination procedures.

During the online registration process, candidates are required to create a unique profile that contains all relevant contact information. It is extremely important that candidates maintain a current email and physical mailing address in their online candidate profiles. This is the only way to ensure that there will be a timely receipt of important materials from the CDCA.

The CDCA has a blanket Malpractice Insurance policy that covers all dental hygiene candidates for all ADEX examinations. Therefore, candidates are not required to obtain additional limited liability insurance.

The CDCA reserves the right to cancel or reschedule any examination in the event of an emergency or other unforeseen circumstance that is beyond the CDCA’s control. The CDCA would either refund those candidates’ application fees or reassign candidates to the next available examination site or reschedule the examination at the earliest possible date.

Every effort has been made to ensure that this manual is accurate, comprehensive, clear, and up-to-date. In the rare instances when examination related instructions need to be updated or clarified during the examination year those changes will be communicated to the candidates by the CDCA. There may also be other test related material sent to candidates. These materials will be available through their online candidate profiles and/or at registration on the day of the exam.

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www.cdcaexams.org
general email: director@cdcaexams.org
I. About the CDCA

The Commission on Dental Competency Assessments (CDCA) was founded in 1969 as the Northeast Regional Board (NERB) to facilitate the licensure process for candidates and eliminate the need for repetition of state board clinical examinations. The CDCA is a nonprofit, independent corporation, comprised of a consortium state and international dental boards. The CDCA administers, scores, and reports the results of its examinations in Dentistry and Dental Hygiene. Each state board whose members participate in the CDCA accepts the results of these clinical examinations in lieu of its own individually administered clinical examination.

Vision Statement

*It is the vision of the CDCA to be a preeminent resource in the development, innovation and administration of competency assessments for the oral health professions.*

Mission Statement

*The CDCA is:*

- Committed to serving boards of dentistry by designing and administering assessments that are based on sound principles of testing and measurement.
- Pledged to excellence, integrity and fairness.
- Committed to a national uniform examination process dedicated to the protection of the public through cooperation with state dental boards, testing agencies, organized dental and dental hygiene, and educational institutions.

II. About ADEX

The American Board of Dental Examiners, Inc. (ADEX) is a private not-for-profit consortium of state and regional dental boards throughout the United States, its territories, and Jamaica. ADEX provides for the ongoing development of a series of common, national dental licensing examinations that are uniformly administered by individual state or regional testing agencies on behalf of their participating and recognizing licensing jurisdictions. CITA and the CDCA are members of ADEX and have adopted the ADEX dental examination series as well as the ADEX dental hygiene examination.

*ADEX MISSION STATEMENT: “To develop clinical licensure examinations for dental professionals”*

The individual examinations of the ADEX examination series are developed and maintained by the American Board of Dental Examiners (ADEX). The content of each of the examinations, the criteria used to make evaluations of performance, and the protocol for scoring of the examinations are responsibilities of the ADEX. ADEX does not administer the examinations it develops.
A. **ADEX Dental Hygiene Examination**

The ADEX dental hygiene examination is the examination developed by the American Board of Dental Examiners, Inc. (ADEX) and administered by the Commission on Dental Competency Assessments (CDCA, formerly the NERB) and the Council of Interstate Testing Agencies, Inc. (CITA). The ADEX dental hygiene examination consists of computer simulations and clinical examinations performed on patients. The ADEX examination series is utilized to assist licensing jurisdictions in making decisions concerning the licensure of dentists. The ADEX dental hygiene examination for 2017 consists of one skill-specific clinical examination and one simulated clinical examination:

**One computer-simulated examination (knowledge-based section)**
- Section I: Computer Simulated Clinical Examination (CSCE)

**One clinical examination performed on a live patient**
- Section II: Patient Treatment Clinical Examination

Candidates taking this examination do so voluntarily and agree to accept the provisions and to follow the rules established by ADEX and the CDCA for the examination as detailed in this manual.

**Optional Exams Offered by the CDCA (Not part of the ADEX Dental Hygiene Exam Series)**
- Local Anesthesia: certification of course completion *not* required for registration; candidates who wish to administer LA during the patient-based exam are required to bring their certification with them to the exam site (if the site allows LA administration).
- Nitrous Oxide: certification of course completion *not* required for registration.

B. **ADEX Recognizing Jurisdictions**

The ADEX Examination Series is widely accepted for use in the dental licensure process in jurisdictions throughout the United States and in Jamaica. Please consult the CDCA website at [www.cdcaexams.org](http://www.cdcaexams.org) for a map of those states, jurisdictions, and countries that accept the results of the ADEX dental hygiene examination. Because of the rapidly changing nature of the licensure process in the United States, candidates are advised to contact the board of dentistry in the jurisdiction in which they intend to seek licensure to determine whether ADEX Exam results are acceptable in that jurisdiction.

Please note that depending on the requirements of each state, some states may require an additional module(s) or competencies (ie: Law and Ethics, Local Anesthesia). Candidates should contact the jurisdiction in which they wish to practice to confirm all requirements for licensure in that jurisdiction.

C. **ADEX Status**

"ADEX Status" is achieved when a candidate has successfully completed the required computer simulated exam (CSCE) section and the Patient Treatment Clinical Examination section of the ADEX Dental Hygiene Examination with a score of “PASS - 75 or greater” in each of the sections, as well as has graduated from a dental hygiene program which has
been accredited by the Commission on Dental Accreditation (CODA) or the Commission on Dental Accreditation of Canada (CDAC).

It is the candidate’s responsibility to contact the licensing jurisdiction of interest to determine current eligibility and additional requirements. Individual jurisdictions may require an additional state jurisprudence or other additional examinations.

NOTE: Unsuccessful candidate results may be shared among all agencies that administer the ADEX Dental Hygiene exam for the purposes of effectively reporting ADEX Status, as well as adhering to both the 18-month rule and the 3-time failure rule.

D. **18-Month Rule**

Candidates will have 18 months to successfully complete the ADEX Dental Hygiene Examination. That 18 months will begin on the date of the first exam challenged. If a candidate does not successfully complete the ADEX Dental Hygiene Examination within that period, that candidate must re-take all parts of the examination, including the computer-based portion.

E. **3-Time Failure Rule**

Candidates failing one or more of the same parts of the ADEX Dental Hygiene Examination on three (3) successive attempts must re-take all parts of the examination, including any computer-based portions. Any section on which the candidate may have been previously successful will not be recognized or counted toward successful completion of the re-test of the entire ADEX Dental Hygiene Examination. The candidate will be considered an initial applicant and must re-apply for the exam.
III. Application and Exam Registration Process

A. Online Candidate Profile Establishment and Management

Applicants are required to fully complete an online profile via https://cdcaexams.brighttrac.com prior to being permitted to register for any parts of the ADEX dental examination.

It is in the candidates’ best interest to create their required profiles well in advance of a published registration deadline. Profiles must be verified in order to apply for any exam date, and the profile verification process can take 2-3 business days. Late fees will be assigned for any exam registrations that are submitted after the examination’s published deadline. Therefore, candidates should plan accordingly when beginning the registration process. See the CDCA website (www.cdcaexams.org) for specific deadlines for each exam.

*If you have already graduated from a dental hygiene program: Only applicants who have received a qualifying degree from schools accredited by the American Dental Association Commission on Dental Accreditation (ADA/CODA) or by the Commission on Dental Accreditation of Canada (CDAC) are eligible to apply for the ADEX dental licensure examination. Internationally-trained candidates who have obtained an official letter of authorization from a Licensing Dental Board are also eligible to apply.

*If you are currently enrolled in a dental hygiene program (accredited by the American Dental Association Commission on Dental Accreditation (ADA/CODA) or by the Commission on Dental Accreditation of Canada (CDAC)): you must provide a letter from your school verifying that you are a student in good standing before you can register for any part of the ADEX exam series.

1. How to Create your Profile:

   **STEP 1:**

   Go to https://cdcaexams.brighttrac.com

   Click the fill out a basic profile link and complete the form.
Please ensure that you register with an email address that you check often to ensure that emails from the CDCA office reach you. The CDCA recommends that candidates use their personal emails for exam registration, as candidates often do not have access to their school emails after they have graduated. The email address you enter will become your username to login to your profile and will be used to communicate your site assignment and notify you when results have been released. Be sure to double check your email address before completing your profile.

**TO RESET YOUR PASSWORD AT ANY TIME, CLICK THE FORGOT PASSWORD LINK**

Internationally-trained candidates (other than a Canadian graduate) wishing to challenge the ADEX Dental Hygiene Examination administered by CDCA must first contact the state where they wish to practice and have that state write a letter of authorization from that state (on official letterhead) that the candidate is authorized to challenge the ADEX Dental Hygiene Examination. As a result, the grades for the examination will only be sent to that state. Internationally-trained candidates must upload the official letter from their supporting state and should enter the date on which they completed their undergraduate program of study and should choose “School Not Listed”

Once you have completed entering in your information, you will see your Dashboard with following tabs (in purple):

- **Dashboard:** Under this tab you will find a list of items you must submit for verification of your candidate profile and the status of each item.
  - Item highlighted in blue = completed item
  - Item highlighted in red = item requires attention
  - Item highlighted in yellow = Optional

- **Apply:** Once all profile information has been uploaded and your profile has been verified you may use this tab to apply for examinations. *Note: you will have 72 hours to pay for your exam once you apply. If you do not, your application will be removed and you must reapply. Detailed instructions will be presented based on the available examinations. This tab is also where your clinical assignment will be listed once the site schedule is finalized.
**Documents:** Procedure-related documents may be found here.

**Profile:** Under this tab you can view and edit your personal information and upload your photo, proof of graduation, etc. Candidates should maintain a current email and physical mailing address with the CDCA. Candidate payment history is also located here (“View Previous Payments”).

**Results:** Your results will be posted under this tab once they are verified and released. You may also download an *unofficial* copy of your results.

**STEP 2:** UPLOAD A PHOTO THAT MEETS THE FOLLOWING REQUIREMENTS

On your *Dashboard* page, you will be prompted to upload a photo in which you are wearing professional attire or clinically-acceptable scrubs. A current passport quality photo is required. All photos will be reviewed by CDCA and may be rejected if they are not found to be acceptable for identification purposes. Submitting an unacceptable photo will delay your registration, as this photo will be printed on your ID badge for wear at all times during the exam. Click the *Upload* link and follow the instructions:

![Photo Requirements](image)

**Photo Requirements:**

*Your profile photo is mandatory for verification.*

*The photo must meet the following requirements:*

- Your photo must be a clear image of ONLY you (not blurry, grainy, or fuzzy).
- Must be a recent photo.
- The photo must be centered, full face, no hat, no sunglasses or props, and with a light background.

**Format and Size:**

- You can upload a JPG, GIF, and PNG image file.
- If you have scanned your photo, crop the image to show only your head and shoulders.
- Photo size requirements: Photos must be square and have a minimal resolution of 200 x 200 and a maximum resolution of 500 x 500.

Choose your photo carefully as it will be used for your identification badge at the exam. After you register for an assignment, you will not be able to change your photo without consent from CDCA.
Candidates must submit required documents indicating that they are qualified to participate in the ADEX Dental Hygiene exam. Depending on your status—still in school, graduated, in a post-graduate program, internationally trained, already practicing, or any other status—there are required documents that must be verified as part of the online profile creation process. Please read through the following requirements carefully to ensure that you upload the correct documents.

A. Proof of Graduation/Letter of Authorization:

1. Candidates who have graduated from a CODA or CDAC school: a copy of your diploma or a copy of your transcript is required. If neither a copy of your diploma or a copy of your transcript is available, a letter from your school (on official school letterhead) confirming graduation is required.

2. Candidates who have not yet graduated: If the CDCA does not currently administer an exam at your school of record, a letter from the school on official letterhead confirming that you are authorized to participate in a clinical exam, as well as your expected graduation date, is required.

   If you are currently enrolled in a program where the CDCA currently administers an exam, your school coordinator will manage your proof of graduation. You do not need to upload any documents to this area.

3. Candidates with a dental hygiene degree from a non-U.S. or Canadian educational program must be authorized to take the examination by at least one state or jurisdiction that accepts the results of the ADEX Dental Hygiene Examination as an initial licensure exam in that jurisdiction. Therefore, graduates of international dental hygiene programs must contact the jurisdiction in which they are seeking licensure and have that state draft a letter (on its official letterhead) in writing to indicate that the candidate is authorized to attempt the licensure exam in order to apply for licensure in that state only. Results are sent to that individual state only. Internationally—trained candidates do NOT receive “ADEX Status.”

4. You will see the following requirements and format guidelines on the screen. You may only upload ONE file, so ensure that all pages are combined into a single file (see acceptable formats to the right).
B. Candidate Disqualification:

A candidate may be disqualified from participating in the examination series by the dean of his/her dental hygiene program at any time after certification if the candidate ceases to be a senior student of record or the dean (or designated school official) determines that the candidate is ineligible for any reason. Candidates should notify the CDCA central office at director@cdcaexams.org in order to avoid a “No Show” result at their previously scheduled exam and forfeiture of all fees paid for that exam.

Any fees paid by candidates who are ineligible will be applied to a future exam or will be refunded to the candidate. A candidate who is disqualified for the remainder of the academic year will be able to attempt the exam in a subsequent academic year if he/she graduates and presents a diploma. In such a case, the candidate must submit a new registration and may incur additional facility fee charges.

STEP 4: VERIFICATION PROCESS

Once you have completed uploading the appropriate documentation and appropriate professional photo, your profile will enter the verification process, and a qualified CDCA staff member (or, if you are taking the exam at a closed site, your CDCA school coordinator) will review the documents and your photo to ensure that they are completed correctly. If any questions arise in the process, you will be contacted via email. The verification process usually takes 2-3 business days if your profile is being reviewed by a qualified CDCA staff member.

You have completed your initial profile

Click here to see the FAQ

During the verification process, you may see the following, or similar, messages displayed in your online candidate profile:

Your graduation status has not yet been determined. If you are currently in school, in a CDCA Member State, then your status will be updated by CDCA or directly by your school. If the CDCA does not currently administer an exam at your school, please upload a letter from your school (on school’s official letterhead) that authorizes you as a student in good standing to sit for a clinical examination. The letter must also include your anticipated graduation date.

For Dental Auxiliary candidates - You are required to upload the EFDA Examination Eligibility Self-Certification form as proof of graduation. This can be found in the EFDA exam manual.
Some of these messages indicate that your profile is still missing information, and some of these messages are intended to communicate important information to you. Once your profile has been verified, you will see the following message displayed in blue:

Your profile is currently verified by CDCA.

2. **How to Register for an Exam:**

   **STEP 1: APPLY FOR AN EXAM**

   1. After your profile and graduation status are verified, you will be able to click on the *Apply* tab to register for examinations.

   ![Apply Now]

   You have not registered for any examinations.
   
   Apply Now

2. **Exam Procedure Registration**

   a) **FULL EXAMINATION**

   The Full Examination is available to all qualified Dental Hygiene applicants. Select the “Hygiene Examination” and click Register.

   ![Select type of examination]

   **Full Examinations**
   
   These are FULL examinations. Select this if you’ve never taken an exam or wish to re-take the entire examination.
   
   ○ Hygiene Examination
   
   Includes: Patient Treatment Clinical Examination, Computer Simulated Clinical Examination

   Register
b) INDIVIDUAL EXAMINATIONS/DENTAL AUXILIARY CANDIDATES:

Exams are available to all eligible candidates unless the site is closed to non-graduates from that school. See note in the purple box below for details about individual examinations.

**ALL CANDIDATES**: If you wish to take multiple individual examinations, then you must apply for each examination separately. (i.e.: If you want to register for both the Local Anesthesia and the Computer Simulated Clinical Examination, you need to complete the registration process for each of those examinations independently). Verify that you have applied for all procedures that you need to take by clicking on the Apply tab of your candidate profile.

3. Application Deadlines and Site-Specific Information

**Candidates must have completed the registration process for an exam at least 6 weeks prior to the first day of the exam.**

After the 6-week deadline, candidates may be charged a $500 late application fee. Exams close three weeks prior to the first day of the exam, and the final candidate roster is published at that time. Candidates whose operatories have been reserved for the exam day will be notified via email and they will receive additional information specific to that exam site from the CDCA central office. Candidates should review their online profiles for arrival times and additional details.

Site Information Sheets are emailed to the candidates on the final roster once the exam has been closed (3 weeks prior to the first day of the exam). These Site Information Sheets can also be found on the dental calendar page of the CDCA website.

Most non-students of record must pay a facility fee in accordance with the site requirements, and must pay the fee directly to the school. Candidates are encouraged to reference the site information sheet prior to registering for specific cost information.
Once you have completed registering for all exam parts you intend to attempt at the exam site, submit your payment for examination fees by using a VISA or MasterCard credit card (Only VISA or MasterCard will be accepted). Debit cards may be used if allowable by the issuing bank and bear the VISA or MasterCard logo. All payments are drawn immediately and must be paid in full. DO NOT select an exam date unless you are able to submit a full payment. Failure to pay the registration fee at the time of registration may result in your registration being canceled. You may re-register if space is available.

Failure to pay the initial registration fees within 72 hours will result in the candidate being automatically dropped from the exam for which the candidate has begun registration.

3. Application Process Adjustments

a) Late Applications

Late applications may be accepted depending on available space. Once the published deadline has passed, candidates wishing to apply for an exam must email their request to director@cdcaexams.org. Applications received after the published deadline may be assessed a late application fee which must be paid online within seventy-two (72) hours. Fees for late applications are listed on the CDCA website.

b) Changes to CSCE Registrations

Candidates wishing to change their computerized exam date or time must reschedule or cancel their appointment at least one (1) calendar day prior to their scheduled date. Rescheduling of appointments can be accomplished via www.prometric.com or by calling 800-796-9857; both are available 24 hours a day, 7 days a week.

If changes are made 1-5 days prior to the scheduled test date, a $50.00 administrative fee will be charged to the candidate. If changes are made 6-29 days prior to the scheduled test date, a $25.00 administrative fee will be charged to the candidate by Prometric upon re-scheduling.

Candidates rescheduling their CSCE through the internet are encouraged to print out a hard-copy confirming their new appointment.

c) Fee Deferrals for Clinical Exams

Candidates requesting to move their examination date to a future date after the registration deadline will be charged a $100 administrative fee and will have their paid exam fees applied to a future examination. Candidates must notify the CDCA in writing by emailing director@cdcaexams.org at least 48 hours prior to the first exam day.
d) **Refunds for Clinical Exams**

Candidates who request a refund prior to the registration deadline will be fully refunded within 10 business days. Candidates requesting to withdraw after the registration deadline will have a $100 administrative fee deducted from their refund.

e) **Name Changes**

A candidate whose name has legally changed after creating a profile but before attempting any part of the ADEX examination series must FIRST ensure that all of their IDs reflect their new name. Candidates are required to present two forms of identification (one must be a photo ID) when checking-in to the testing center for any computer-based exam, as well as during candidate registration at either the manikin or patient-based exams. Once the identifications have been changed to reflect the new name, a Name Change Document must be uploaded in the candidate’s online profile:

![Dashboard](image)

Once the correct documentation is uploaded, you must email director@cdcaexams.org to indicate that you are requesting that your name be changed and that you have uploaded the documentation to your profile. Include your full name in your email for faster processing.

4. **Special Accommodations Requests**

All requests are reviewed by the CDCA Director of Examinations and are subject to approval. A doctor’s note on his/her official letterhead (or with official stamp) that explains the candidate’s condition and what accommodations are requested must be uploaded to the candidate’s online profile:

![Dashboard](image)

Once the correct documentation is uploaded, you must email director@cdcaexams.org to indicate that you are requesting special accommodations and that you have uploaded the documentation to your profile. Include your full name in your email for faster processing. Without a doctor’s request for accommodations, your request will not be reviewed by the Director of Examinations, which means that your request will be automatically denied.
IV. Scoring and Results Release

A. Scoring: Patient Treatment Clinical Exam

1. General Overview

The scoring system for the clinical examinations of the ADEX Dental Hygiene is based on pre-established criteria. Sections within the examinations are graded independently and always in a triple-blind manner, meaning that three (3) qualified examiners evaluate the performance independently and anonymously. A poor or failing performance in one part is not compensated for by a good performance in the others. In addition, the candidate must pass the computer-based (CSCEx) in order to pass the overall examination and achieve “ADEX Status.”

To pass the ADEX Dental Hygiene Examination, the candidate must score 75 or higher on each of the two required parts. While only state boards of dentistry can legally determine the standards of competency for licensure in their states, ADEX has recommended a score of 75 to be a demonstration of sufficient competency, and the participating state dental boards have agreed to accept this standard.

An evaluation is completed by three (3) calibrated, independent examiners, as previously noted. Based on the level at which a criterion is rated by at least two of the three examiners, points will be awarded to the candidate. For example, if, after thorough examination of both the quadrant and any additional teeth selected by the candidate, two examiners independently identify only ten surfaces with qualifying calculus, the candidate can earn points for removal only on those ten surfaces. If examiners verify only eight surfaces of qualifying calculus, points for removal are awarded only on those eight surfaces. Only when two (2) examiners verify 12 surfaces of qualifying calculus in the selection can the candidate earn the maximum points for calculus removal. In the case of a failure, the candidate may apply and re-take the PTCE at a later date.

2. Critical Deficiencies

Certain violations are considered Critical Deficiencies, and any candidates incurring a Critical Deficiency will be notified that their exam has ended, no more patient treatment may be administered, and that they must re-apply for the clinical section of the ADEX Dental Hygiene Examination at a future exam. Examples of major infection control violations include, but are not limited to: use of non-sterile instruments, uncapped needles, and other violations that put the patient, candidate, examiner, or staff members at risk for injury or exposure.
B. Results Release

1. **Candidates:** Scores for all ADEX examinations are released to candidate profiles within ten (10) business days after the candidate’s examination is completed. Candidates will need their email and password to access their online candidate profile and results.

2. **Schools:** Results of students of record are released to the dental schools where the CDCA administers the exam, so that School Coordinators may view their students’ exam results. School Coordinators are able to use the results of their candidates as opportunities for curriculum development and candidate remediation.

3. **Dental Boards:** Results of all candidate performances are released to participating dental boards within ten (10) business days of the completion of the examination. Candidates should contact the individual dental board for understanding of that board’s acceptance period for the ADEX Dental Hygiene Examination and to ensure that they have completed all requirements for licensure as set forth by their licensing dental board.

4. **Remediation:** The CDCA does not require candidates to participate in remediation prior to re-challenging any portion of the ADEX Dental Hygiene Examination on which they were unsuccessful. However, candidates should contact their licensing dental board to determine if they must complete any remediation requirements prior to re-challenging any procedure.

V. Score Reports, Score Certifications, and Appeals

A. Score Reports

Sometimes, a licensing dental board requires a certified paper copy of the candidate results of the ADEX Dental Examination series. Candidates may request this official Score Report online at [www.cdcaexams.org/score-report](http://www.cdcaexams.org/score-report)

Candidates may request their individual score report, or a third party may request the score report on behalf of the licensing dental board. When requesting a score report, be sure to select the appropriate option on the website:
Candidates should have all exam-related information on hand when making a request:

B. Score Certifications

Candidates may request to have the score that was reported re-calculated by hand and then have the results reported back to them. The Score Certification process includes a review of the electronic evaluation and accompanying documents from which the examination score was generated to determine if any irregularities or errors may have occurred in calculating the final score for a procedure. Irregularities or errors in scoring include duplicate entries, missing or extraneous mark(s) on accompanying documents that could have been misread prior to evaluation or a mathematical error.

Score Certification is not a review of the examination process or candidate performance and a listing of specific candidate errors is not included. NOTE: All failing scores are routinely checked prior to being released.

A candidate may request a Score Certification of his/her respective results on the ADEX Dental or Dental Hygiene Examination online at cdcaexams.org/score-certification-and-appeals. All requests must include the candidate’s name, ID number, site of the examination, date of the examination, and current address. There is a fee of twenty-five dollars ($25.00), and all payments must be made using a VISA or MasterCard.
C. Appeals

1. Candidate Appeals Procedure Overview:

Candidates may appeal the results of their unsuccessful examination performance if they believe the results were adversely affected by extraordinary circumstances during the examination that ultimately affected the final outcome. Appeals are reviewed on the basis of facts surrounding the decision during the examination. Appeals based on patient behavior, tardiness, or failure to appear will not be considered. All reviews of candidate appeals include the score certification procedure described above and are based on a re-assessment of electronic and written documentation of the candidate’s performance on the examination. A candidate appeal must be made in writing by completing the Appeals Form (available for download at cdcaexams.org/score-certification-and-appeals) and submitting it, along with a cashier’s check or money order in the amount of four hundred dollars ($400.00) payable to the CDCA, via certified mail, addressed to:

Candidate Appeals Panel
The Commission on Dental Competency Assessments
1304 Concourse Drive, Suite 100
Linthicum, MD 21090

2. Unwarranted Appeals:

The review will not take into consideration other documentation, which is not part of the examination process. Opinions of the candidate, faculty members, patients, colleagues, examiners acting outside the area of their assignment and records of academic achievement are not considered in determining the results of the examination and do not constitute a factual basis for an appeal. Consideration can only be given to electronic and written documents, radiographs, or other materials that were submitted during the examination and have remained in the possession of the testing agency. Any other information, such as radiographs, photographs or models made after completion of the examination will not be considered in the appeals process.

The appeals process is the final review authority. If the appeal is denied, there is no further review process within the CDCA.
VI. ADEX Computer-based Examination: The Computer Simulated Clinical Examination (CSCE)

A. CSCE Overview

The multiple-choice, computer-based Computer Simulated Clinical Examination (CSCE) is administered at a Computer Testing Center upon authorization by the CDCA. Candidates register for the CSCE through their online candidate profiles, and they may attempt the CSCE either before or after the manikin or patient-based examination sections. The test is administered on one day and is approximately four (4) hours in length. As with both sections of the ADEX Dental Hygiene Examination, the 18-month rule and the 3-time failure rule apply to the CSCE.

B. CSCE Scheduling

Candidates have two options to register for the CSCE through their online candidate profiles.

1. Apply Online for CSCE ONLY:

Candidate will receive an email confirmation with additional instructions once they have registered and paid for the Computer Simulated Clinical Examination.

2. Apply Online for FULL Examination:

Candidates will receive an email confirmation with additional instructions once they have registered and paid for the Full Examination.
3. Contact Prometric:

Upon completion of the registration and payment processes, candidates will receive an email with additional details for how to contact Prometric to schedule their CSCE exam. The most efficient way to reserve a seat at a Prometric Testing Center is online at: https://www.prometric.com/en-us/clients/cdca/Pages/landing.aspx

Prometric Testing Centers are open for testing Monday through Saturday, with varying hours depending on the individual testing center. All reservations must be made with at least 24-hours in advance of the preferred test time, and are scheduled based on availability. Candidates are strongly encouraged to contact Prometric as far in advance of their desired test date as possible.

In order to register online you must provide an e-mail address, and please select the CDCA as your test sponsor. Prometric will send you an e-mail confirming your appointment.

If any questions about registration for the CSCE arise, contact Prometric at 1-800-797-1813.

As stated earlier in the registration section of this manual, if candidates wish to change their CSCE exam date or time, they must reschedule or cancel their appointment at least one (1) calendar day before their scheduled exam date. Rescheduling of appointments can be accomplished via www.prometric.com or by calling 1-800-796-9857. Both are available 24 hours a day, 7 days a week.

Prometric’s change/cancelation policy is as follows:
$50.00 fee if the change is made 1 to 5 days before the scheduled test date.
$25.00 fee if the change is made 6 to 29 days before the scheduled test date.

*all fees are paid directly to Prometric upon arrival to the facility on the new test date.
*If you are rescheduling online, print out a hard-copy confirming your new appointment.

4. Arrival Procedures:

Candidates should arrive at the Prometric Center at least 30 minutes prior to their scheduled appointment to allow time for check in. Candidates who fail to appear for their scheduled test by the examination start time, or who fail to appear at all will forfeit all associated exam fees and must re-register, pay again, and reschedule a seat at the testing center on a later date.

In order to gain admission, two forms of personal identification, both of which must include the candidate’s signature, and at least one ID must contain a recent photograph.
Acceptable forms of ID include: driver’s license, passport, military ID, and other forms of government identification. A credit card may be utilized as a secondary form of identification. Social Security Cards, out of date driver’s licenses, and school ID’s are not considered valid ID for this purpose. Both IDs must show the same “first and last name” displayed on the candidate’s CDCA profile.

If you legally changed your name and have already scheduled an appointment with Prometric, you must bring the legal name change document with you on the day of the exam (i.e.: Marriage License, Divorce Decree, Naturalization Certificate).

You may also email any of these documents to director@cdcaexams.org at least 2 business days before your scheduled Prometric appointment and a CDCA Candidate Services team member will work with Prometric to update your information.

C. CSCE Content

The CSCE content is developed by a Dental Hygiene Examination Committee, which has considerable content expertise and also relies on practice surveys, current curricula, standards of competency and guidance for clinical licensure examinations in dentistry and dental hygiene from the American Association of Dental Boards (AADB) to ensure that the content and protocol of the examination are current and relevant. The examination content and evaluation methodologies are reviewed annually and periodically change to reflect current best practices. Because of the broad-based approach to test development, no single textbook or publication can be used as a reference. The examination is based on concepts taught and accepted by educational institutions accredited by the American Dental Association or Canadian Commission on Dental Accreditation. Any current textbook relevant to the subject matter of the examination utilized in such institutions is suitable as a study reference.

Simulations of actual patients are illustrated through computer-enhanced photographs, radiographs, optical images of study, and working models, laboratory data, and other clinical digitized reproductions.

Candidates may skip or mark items to be considered later. Once the examination is completed, however, the candidate will not be able to return to those questions. The time indicated on the computer screen is the amount of time for that subsection. There is no specific time limitation for each item.

The chart on the next page details the content of the CSCE and the weight of each area of study.
### CSCE CONTENT

<table>
<thead>
<tr>
<th>Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical/Dental Assessment</td>
<td>12%</td>
</tr>
<tr>
<td>Intra and Extra Oral Assessment and Charting</td>
<td>27%</td>
</tr>
<tr>
<td>- Intra and Extra Oral Examination</td>
<td></td>
</tr>
<tr>
<td>- Dental and Periodontal Charting and Assessment</td>
<td></td>
</tr>
<tr>
<td>- Soft Tissue, Bone, and Tooth Abnormalities</td>
<td></td>
</tr>
<tr>
<td>Radiology/Imaging</td>
<td>15%</td>
</tr>
<tr>
<td>Dental Hygiene Care Planning</td>
<td>13%</td>
</tr>
<tr>
<td>Patient Care</td>
<td>19%</td>
</tr>
<tr>
<td>- Periodontal Procedures</td>
<td></td>
</tr>
<tr>
<td>- Infection Control</td>
<td></td>
</tr>
<tr>
<td>- Medical Emergency Management</td>
<td></td>
</tr>
<tr>
<td>Dental Specialties and Pharmacology</td>
<td>14%</td>
</tr>
<tr>
<td>- Dental Specialties</td>
<td></td>
</tr>
<tr>
<td>- Applied Pharmacology</td>
<td></td>
</tr>
</tbody>
</table>

D. CSCE Scoring

There are 115 questions total on the CSCE, of which 15 are pilot questions. The final score for the CSCE is based on the percentage of items answered correctly and scaled to equate scores from year to year. Out of 100 possible points, a scaled score of 75 or higher is required to pass. Results are released in accordance with the CDCA administrative procedures as described in the “Results Release” section of this manual.
CDCA Pre-Exam Checklist

PRIOR TO THE REGISTRATION DEADLINE

☐ Read the entire Dental Hygiene Exam manual

☐ Complete the online candidate profile creation process by following the instructions in the Application and Exam Registration Process (beginning on pg. 6 of this manual)

☐ Check your online profile to verify that all exam parts have been selected (Apply tab), all appropriate documents have been uploaded, and that all fees have been paid (Dashboard tab) prior to the registration deadline

CSCE: PROMETRIC TESTING CENTERS

☐ Upon receiving the confirmation email that you have registered and paid for the CSCE, complete the Prometric scheduling process at: www.prometric.com/en-us/clients/cdca/Pages/landing.aspx. If you have any questions about the online scheduling process, you may contact Prometric by phone at 1-800-796-9857, 24 hours a day, 7 days a week

☐ Take two forms of personal identification to the Prometric Testing Center: one with a recent photo, and both with your signature. Acceptable forms of ID include: valid current driver’s license, passport, and military ID. A credit card is acceptable as a secondary form of ID. See additional guidelines on pg. 23-24 of this manual.

TAKE TO THE CLINICAL EXAMINATION SITE AND THE EXAM ORIENTATION

☐ Two forms of identification, one with your signature and one with a recent photograph. Acceptable forms of ID include: valid current driver’s license, passport, military ID, and employee ID. A credit card is acceptable as a secondary form of ID. See additional guidelines in the Patient-based Examination Manual.

☐ Passport-size photo of interpreter AND completed Interpreter Form (if applicable)

☐ Assigned testing site, time, and 3-digit sequential number (available for printing from your CDCA online profile under the Apply tab)

☐ A ballpoint pen to be used on the Progress Forms only

☐ All necessary materials, forms, and instruments

☐ CDCA Dental Hygiene manual

☐ All required documents (see the Dental Hygiene Manual for further details)

FOR PATIENTS

☐ Complete appropriate Medical History Form, Patient Consent, Disclosure, and Assumption of Responsibility Form, Patient Treatment Teeth Selection Form (if applicable) for each patient

☐ Ensure that the patient meets the ADEX requirements as published in the Dental Hygiene Exam manual

☐ Bring all necessary radiographs to the testing site

☐ Review all the criteria that are to be evaluated with the patient

☐ Ensure that your back-up patient(s) is/are available
FULL PAGE FORM SAMPLES
The Commission on Dental Competency Assessments

Request for Special Scheduling Accommodations

Instructions:

A. Application Submission Deadline: this application should be completed prior or by the final published application deadline for the examination that you are requesting accommodation for.

B. Who Should File the Application: Candidates seeking accommodation due to religious conflicts should complete this application. If applying for an accommodation based on a physical or learning disability, do not complete this application but follow the instructions for this in the candidate manual for the examination.

C. Documentation Needed: Requests must be supported by documentation certifying the accuracy of the request. A letter from the priest, rabbi or cleric of the church or religious group of which you are a member in good standing must accompany the application and be on official stationary. The letter should explain the nature of the religious conflict.

D. Review: Review of a request for test accommodations will be deferred until all necessary documentation is submitted.

E. Please type or print all information on the application. Do not leave sections blank.

F. Attach Documentation: Attach documentation to the email with a complete application.

G. Application Submission: Please email your application to director@cdcaexams.org

For all testing arrangement requests, you must email director@cdcaexams.org for your request to be considered. Candidates are free to suggest any sort of accommodation, however, the CDCA will make the final decision for each case based on examiners assignment and exam facilities schedule.
Request for Special Scheduling Accommodations

Section 1: Personal Data

a. Name: ____________________________  ____________________________  ____________________________  
   Last  First  Middle Initial

b. Address: ___________________________________________________________
   __________________________________________________________
   Street
   City  State/Province  Zip Code

c. Contact Information

Phone: ____________________________

Email: ____________________________

Section 2: Examination for Which Accommodation Is Requested

a. Name of the Examination (check all those that pertain and identify by name):
   (1) Dental CIF or Traditional Licensure Examination
       □  (a) Prosthodontics Examination
       □  (b) Endodontics Examination
       □  (c) Restorative Examination
       □  (d) Periodontal Scaling Examination
       □  (e) DSE Examination

   (2) Dental Hygiene Licensure Examination
       □  (a) Patient Treatment Clinical Examination
       □  (b) CSCE Examination

   (3) Other (specify) ________________________________________________

b. Month/Day/Year of Examination: ________________________________

c. Site of Examination: ____________________________________________

Section 3: Nature of The Request (attach a separate sheet if needed)

Religious Conflict

□ Require an alternate date
   Requested alternate date/location: ________________________________

□ Other
   If other, explain: ________________________________________________
Section 4: Describe the religious conflict you have with the examination in detail


Section 5: Attach a letter from your priest, rabbi or cleric on his/her official stationary attesting that you are a member in good standing of the church or religious group and documenting the religious conflict in detail.

Section 6: Certification/Authorization:

I certify that the above information is true and accurate. If test accommodations granted to me include a deviation from the standard testing time schedule, I agree that, from the time I begin the examination until I have completed it, I will not communicate in any way, to the extent possible, with any other individuals taking the examination and I will not communicate in any way with any such individuals about the content of the examination.

Signature: ___________________________ Date: ___________________________
CANDIDATE APPEALS

Introduction
A candidate may appeal his or her examination result if the candidate believes that extraordinary circumstances during the examination changed the final outcome of the candidate’s examination.

Each appeal will be reviewed by a committee of CDCA examiners (the “Appeals Panel”). No member of the Appeals Panel will have had personal involvement in conducting the examination which is the subject of the appeal.

All appeals must comply with the requirements of this policy. The CDCA will not consider a candidate appeal that does not comply with these requirements.

The appeals process is the official review authority, and if the appeal is denied there is no further review which the candidate may seek.

The CDCA is not responsible for any expense or fees incurred by a candidate in submitting an appeal, irrespective of the outcome of the appeal.

Bases for Appeal
Appeals must:
  a) be based on one or more extraordinary circumstances of a material nature which changed the final outcome of the candidate’s examination, and
  b) arise from the demonstrated failure by a CDCA examiner to comply with CDCA material examination requirements, as contained in the Candidate Manual, that directly caused the candidate to fail the examination.

Appeals may not be based on:
  1. Allegations that the examiner’s judgment was incorrect. The examination inherently involves exercise of judgment and discretion on the part of examiners.
  2. The patient’s behavior, failure to appear, tardiness, or undisclosed medical condition.

Standards for Appeal and Evidence
The candidate bears the burden of showing, by clear and convincing evidence, facts that demonstrate the basis for the appeal. The evidence the candidate may submit for the appeal is limited to: (a) the official internal CDCA examination records, and (b) the documents, radiographs or other materials that were submitted by the candidate during the examination and that remain in the possession of the CDCA. The Appeals Panel, in its sole discretion, may seek statements or additional evidence from examiners, the candidate, or others individuals participating in the examination.

The Appeals Panel’s review will not take into consideration documentation that is not described above. Opinions of the candidate, auxiliaries, faculty members, patients, colleagues, examiners acting outside of the area of their assignment, or records of academic achievement will not be considered in determining the results of the examination and do not constitute a factual basis for an appeal. Likewise, any radiographs, photographs or models of a patient taken after the completion of the examination will not be considered in the appeals process. Candidates should not submit any of this kind of documentation as part of an appeal.
Process for Submitting an Appeal
Any candidate receiving a failing score on a CDCA examination may submit an appeal of that failing score. The candidate must comply with the following requirements in submitting an appeal:

Time Period
The CDCA must receive the appeal no later than 30 days following date of the email in which the score(s) were sent to the candidate.

Form and Content of Appeal
A candidate appeal must be made in writing, and must be either typewritten or clearly printed. Candidate appeals received in any other format will not be accepted or considered.

The written candidate appeal must contain all of the following information submitted in the proper format:

a. The date of the examination;
b. The examination site;
c. The name of the candidate;
d. The current mailing and e-mail addresses of the candidate;
e. Telephone number(s) of the candidate;
f. The candidate’s ID number; and
  g. The factual basis for the appeal.

Cover Sheet
The information contained in a, b, c, d, e, and f must be submitted on the form designated Cover Sheet for Candidate Appeal (or a copy of it) which is Exhibit A of this Examination Manual.

Statement of Facts
The factual basis for the appeal must be on a separate piece of paper utilizing the form entitled “Statement of Facts” and contained in Exhibit B in this Examination Manual. Candidates may use a copy of the Statement of Facts form, and should include additional sheets if necessary. The Statement of Facts must only show the candidate’s identification number; it should not contain the candidate’s name or other identifying information. The Statement of Facts must be submitted together with the completed Cover Sheet for Candidate Appeal, or reproduction thereof.

Fee for Appeal
The appeal must be accompanied by an administrative fee in the form of a cashier’s check or money order in the amount of four hundred dollars ($400.00) payable to the CDCA.

Address for Sending the Appeal
The appeal should be sent by certified mail or a reputable overnight delivery service to:

Candidate Appeals Panel
Commission on Dental Competency Assessments
1304 Concourse Drive, Suite 100
Linthicum, MD 21090
**Appeal Outcome**
The outcome of the appeal will be determined by the Appeals Panel in its sole and absolute discretion. If the Appeals Panel determines that substantial evidence exists to support the appeal, it may:
  a) Permit the candidate to retake the examination (in whole or part) at no additional fee; and/or
  b) Remove the failing scores from the candidate’s record of examinations with the CDCA.

**Notification of Appeal Decision**
The CDCA will endeavor to consider each appeal on a timely basis. The time period necessary for considering an appeal will vary, depending on the complexity of the facts underlying the appeal and similar factors. The CDCA will endeavor to notify the candidate of the Appeals Panel’s decision within ten (10) days of the Panel’s final decision.

**Submission of an Application for an Examination While an Appeal is Pending.**
Should a candidate apply for re-examination while the appeal is pending, the review will be terminated, the appeal dismissed, and the appeal cannot be re-instituted at a later date.
Exhibit A

THE COMMISSION ON DENTAL COMPETENCY ASSESSMENTS

APPEAL COVER SHEET

NAME:

Last

First

Middle initial

ADDRESS:

City

State

Zip

TELEPHONE: (___) __________________
Area Code

CANDIDATE ID NUMBER: ________________________

EXAMINATION SITE: ________________________

EXAMINATION DATE(S): ________________________

CANDIDATE SIGNATURE: ________________________

The above is supplied to The Commission on Dental Competency Assessments as a separate face sheet. It is not a part of the appeal packet sent to the Candidate Appeals Panel in your appellate process. Upon receipt, your appeal will be assigned an appeal number. When the appeal review process is complete, CDCA staff will match your appeal with the information above and forward the Candidate Appeals Panel’s findings to you.

FOR OFFICE USE ONLY

APPEAL NUMBER ________________________

(Assigned by the CDCA Administrative Office)

Appeal Form Received ____________ Appeal Findings Returned ____________

Appeal Sent to Panel ____________
Exhibit B

THE COMMISSION ON DENTAL COMPETENCY ASSESSMENTS
APPEAL FORM FOR SUBMITTING THE FACTUAL BASIS OF THE APPEAL

Please return this form containing the factual basis for your appeal in narrative form to: Director of Examinations, The Commission on Dental Competency Assessments, 1304 Concourse Drive, Suite 100, Linthicum, MD 21090. All appeals must be received in the CDCA Central Office no later than thirty (30) days following the date on which you received the email with your scores for the examination.

A four hundred dollars ($400.00) fee is required to cover the expenses involved in processing an appeal. A cashier’s check or money order for the four hundred dollars ($400.00) payable to the Commission on Dental Competency Assessments must accompany the appeal. In the event the appeal is upheld, the fee will be refunded.

Please type or print legibly. Do not include your name or other identifying information in the narrative containing the factual basis for the appeal.

The nature of your complaint should be described and discussed in a brief, specific, and factual manner addressing each issue/allegation individually followed immediately by a statement of the facts supporting that respective issue/allegation. Include all information that supports your complaint. Additional sheets may be added to this original.

__________________________________________________________

APPEAL NUMBER: - - - - - - -

(To be filled in by the CDCA office staff)

Candidate’s ID Number: - - - - - - - -

(to be filled in by the candidate)

The factual basis for my appeal is:

Issue/Allegation:

Factual Support: