# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Examination &amp; Manual Overview</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. About The CDCA</td>
<td>3</td>
</tr>
<tr>
<td>II. About ADEX</td>
<td>3</td>
</tr>
<tr>
<td>A. ADEX Dental Hygiene Examination</td>
<td>4</td>
</tr>
<tr>
<td>B. ADEX Recognizing Jurisdictions</td>
<td>4</td>
</tr>
<tr>
<td>C. ADEX Status</td>
<td>4</td>
</tr>
<tr>
<td>D. 18-month Rule</td>
<td>5</td>
</tr>
<tr>
<td>E. 3-time Failure Rule</td>
<td>5</td>
</tr>
<tr>
<td>III. Application &amp; Exam Registration Process</td>
<td>6</td>
</tr>
<tr>
<td>A. Online Candidate Profile Establishment &amp; Management</td>
<td>6</td>
</tr>
<tr>
<td>1. How to Create Your Profile (4 Steps)</td>
<td>6</td>
</tr>
<tr>
<td>2. How to Register for an Exam (3 Steps)</td>
<td>11</td>
</tr>
<tr>
<td>3. Application Process Adjustments</td>
<td>13</td>
</tr>
<tr>
<td>a. Late Applications</td>
<td>14</td>
</tr>
<tr>
<td>b. Changes to CSCE Registrations</td>
<td>14</td>
</tr>
<tr>
<td>c. Fee Deferrals for Clinical Exams</td>
<td>14</td>
</tr>
<tr>
<td>d. Refunds for Clinical Exams</td>
<td>14</td>
</tr>
<tr>
<td>e. Name Changes</td>
<td>14</td>
</tr>
<tr>
<td>4. Special Accommodations Requests</td>
<td>15</td>
</tr>
<tr>
<td>IV. Scoring &amp; Results Release</td>
<td>16</td>
</tr>
<tr>
<td>A. Scoring: The Patient Treatment Clinical Exam</td>
<td>16</td>
</tr>
<tr>
<td>1. General Overview</td>
<td>16</td>
</tr>
<tr>
<td>2. Critical Deficiencies</td>
<td>16</td>
</tr>
<tr>
<td>B. Results Release</td>
<td>17</td>
</tr>
<tr>
<td>1. Candidates</td>
<td>17</td>
</tr>
<tr>
<td>2. Schools</td>
<td>17</td>
</tr>
<tr>
<td>3. Dental Boards</td>
<td>17</td>
</tr>
<tr>
<td>4. Remediation</td>
<td>17</td>
</tr>
<tr>
<td>V. Score Reports, Score Certifications, &amp; Appeals</td>
<td>18</td>
</tr>
<tr>
<td>A. Score Reports</td>
<td>18</td>
</tr>
<tr>
<td>B. Score Certifications</td>
<td>18</td>
</tr>
<tr>
<td>C. Appeals</td>
<td>19</td>
</tr>
<tr>
<td>VI. ADEX Computer-based Examination: The Computer Simulated Clinical Examination (CSCE)</td>
<td>20</td>
</tr>
<tr>
<td>A. CSCE Overview</td>
<td>20</td>
</tr>
<tr>
<td>B. CSCE Scheduling</td>
<td>20</td>
</tr>
<tr>
<td>1. Apply Online for CSCE ONLY</td>
<td>20</td>
</tr>
<tr>
<td>2. Apply Online for FULL Examination</td>
<td>21</td>
</tr>
<tr>
<td>3. Contact Prometric</td>
<td>21</td>
</tr>
<tr>
<td>4. Arrival Procedures</td>
<td>22</td>
</tr>
<tr>
<td>C. CSCE Content</td>
<td>22</td>
</tr>
<tr>
<td>1. CSCE Content Chart</td>
<td>23</td>
</tr>
<tr>
<td>D. CSCE Scoring</td>
<td>23</td>
</tr>
<tr>
<td>VII. CDCA Pre-Exam Checklist</td>
<td>24</td>
</tr>
</tbody>
</table>
The CDCA administers the ADEX clinical dental hygiene licensure examination. The ADEX dental hygiene exam consists of a computer-based exam, the Computer Simulated Clinical Exam (CSCE) as well as a patient-based procedure, the Patient Treatment Clinical Examination (PTCE). The CSCE involves presenting clinical situations or scenarios that require decisions or actions regarding diagnosis, treatment planning, or patient management. The PTCE requires candidates to perform clinical treatment on a patient in a clinical setting. All examinations are based on specific performance criteria developed by ADEX and other content experts which will be used to measure the clinical competency of candidates.

All candidates who take any parts of the ADEX dental hygiene examination administered by the CDCA between January 1, 2018 and December 31, 2018 are responsible for reading and understanding the 2018 examination manual(s) published by the CDCA, any documented changes to the 2018 manual(s), and for reviewing and understanding all other material provided by the CDCA regarding the exams administered between January 1, 2018 and December 31, 2018. 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.

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, 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.

Prior to taking an examination through the CDCA, each candidate must review the manuals published by the CDCA as well as other material provided by the CDCA.

Please see the Dental Hygiene Patient Treatment Clinical Examination 2018 Candidate Manual for detailed information about preparing for the patient-based procedure of the exam as well as patient-based exam day procedures. All CDCA candidate manuals can be downloaded from the CDCA website: www.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 of 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 dental hygienists. The ADEX dental hygiene examination for 2018 consists of a clinical examination and a computer-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 (PTCE)

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.
- 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 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 meets all three of the following qualifications:

1. The candidate has successfully completed the required computer simulated exam (CSCE) section with a score of “PASS - 75 or greater”
2. The candidate has successfully completed the patient-based (PTCE) section of the ADEX Dental Hygiene Examination with a score of “PASS - 75 or greater”
3. The candidate 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 all parts of 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](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](http://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](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 Profile homepage 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** = information for you
- **Item highlighted in red** = item requires attention
- **Item highlighted in yellow** = Optional (generally)

**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”).
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).
- It 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.

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.
STEP 3: UPLOAD REQUIRED DOCUMENTS

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’s 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).

We accept the below four documents:
- Diploma
- Transcript
- Letter from the school (on letterhead and with a signature) confirming graduation. It must state your graduation date or expected graduation date.
- EPDA Examination Eligibility Self-Certification form (Dental Auxiliary candidates only)

The document you select to upload must show:
1. Your name
2. The school’s name
3. Confirmation of your degree

Acceptable formats: JPG, GIF, PNG, PDF, TIF, or BMP.

We do not accept licenses, National Board certificates, screenshots, or photos of computer screens showing online transcripts.

Proof of Graduation: A digital copy of your proof of graduation
* This is only required if you are NOT currently in school.
b. Candidate Disqualification:

A candidate may be disqualified from participating in the examination series by the Director of his/her dental hygiene program at any time after certification if the candidate ceases to be a senior student of record or the Director (or designated school official) determines that the candidate is ineligible for any reason. Candidates should notify the CDCA central office at https://www.cdcaexams.org/contact 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

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

   ![You have not registered for any examinations. Apply Now](image)

   b. Exam Procedure Registration

   1) **FULL EXAMINATION**

   The Full Examination is available to all qualified Dental Hygiene applicants. Select the “Hygiene Examination” and click Register.
2) 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 Registration tab of your candidate profile.

c. Application Deadlines and Site-Specific Information

Candidates must have completed the registration process for their desired exam at least 6 weeks prior to the first day of that exam.

After the 6-week deadline, candidates may be charged a $250 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.
**STEP 2: PAY**

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.**

**STEP 3: MONITOR YOUR CANDIDATE STATUS**

Once you have completed your profile and have paid for your exam, you will need to frequently visit your candidate dashboard to view important messages. You are responsible to thoroughly read the messages that are posted on your dashboard and follow all instructions. If you have any questions, reach out to the CDCA Candidate Services team by selecting the “Registration” topic within the “Licensure Candidates” group at [https://cdcaexams.org/contact](https://cdcaexams.org/contact).

**NOTE:** For the PTCE, your registration will show as “Tentative” until the exam has closed (3 weeks prior to the first exam day). See example below.
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 submit their request to https://www.cdcaexams.org/contact. 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 to avoid being charged an additional fee. 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 contact the CDCA at least 48 hours prior to the first exam day (cdcaexams.org/contact).

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:
Once the correct documentation is uploaded, you must contact the CDCA (cdcaexams.org/contact) to indicate that you are requesting that your name be changes 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. **For the Prometric exam, all special testing accommodations MUST be approved by the CDCA prior to scheduling your exam with Prometric.** A doctor’s / testing specialist’s note on his/her official letterhead (or with official stamp) that explains the candidate’s condition and what testing accommodations are requested must be uploaded to the candidate’s online profile:

Once the correct documentation is uploaded, you must contact the CDCA (cdcaexams.org/contact) to indicate that you are requesting special testing 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 / testing specialist’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 (CSCE) 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. State statutes have set 75 as the minimum passing score and the CDCA is not permitted to round up or accept any score less than 75.

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. See the following examples:

1. If, after thorough examination of both the Case Selection and the two additional surfaces selected by the examiners, only when examiners independently 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. If examiners independently verify only ten surfaces with qualifying calculus, the candidate can earn points for removal only on those ten surfaces.
3. If examiners independently verify only eight surfaces of qualifying calculus, points for removal are awarded only on those eight surfaces.

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 PTCE portion of the ADEX Dental Hygiene Examination at a future exam.

If after Pre-Treatment evaluation it is determined that the candidate has not accrued enough points to possibly pass with a score of 75 points or greater, the examination will be stopped and the candidate will fail.
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. Click on the “Results” tab of your candidate profile to view your results.

2. **Schools:** Results of students of record are released to the dental hygiene 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 improvement to curriculum and for 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. There is a fee of thirty dollars ($30.00) per address, and all payments must be made using a VISA or MasterCard. Candidates may request this official Score Report online at 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 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 fifty dollars ($50.00), 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 CSCE is administered at a Computer Testing Center upon authorization by the CDCA. Candidates register for the CSCE through their online CDCA candidate profiles, and they may attempt the CSCE either before or after the PTCE. The test is administered on one day and is approximately 2.5 hours in length, including an introduction, tutorial, and final survey. The actual examination time is 1 hour and 55 minutes. 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:

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

   b. After Selecting the Computer Simulated Clinical Examination, you must select “Prometric (third-party) on the next page in order to continue registration. Prometric is the only third-party administrator of the CSCE, so it will be your only choice. Do NOT select a state. See the following page for more instructions about scheduling.
2. Apply Online for FULL Examination (both CSCE + PTCE):

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

![Select type of examination:]

3. Contact Prometric:

Upon completion of the registration and payment processes, candidates will receive an email within one business day that has 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](https://www.prometric.com/en-us/clients/cdca/Pages/landing.aspx)

**Candidates must enter CDCA as the Test Sponsor when contacting Prometric.**

Prometric Testing Centers are open for testing Monday through Saturday, with varying hours depending on the individual testing center. All reservations must be made 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. **Any special accommodations must be requested prior to scheduling the CSCE exam.** You may request special accommodations via [https://cdcaexams.org/contact](https://cdcaexams.org/contact) (select “Licensure Candidates, and then select the “computerized exams” topic).

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 you wish to change your CSCE exam date or time, you must reschedule or cancel your appointment at least one
(1) calendar day before your 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/cancellation 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 submit documents via the “Computerized Exams” option for Licensure Candidates on https://cdcaexams.org/contact 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 and occupational analyses, 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 digital images, 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 below details the content of the CSCE and the weight of each area of study.

<table>
<thead>
<tr>
<th>CSCE CONTENT</th>
<th></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.
BEFORE THE REGISTRATION DEADLINE

☐ Read all Dental Hygiene manuals
☐ 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. 20-21 of this manual.