



THE COMMISSION ON
DENTAL COMPETENCY
ASSESSMENTS

2018 CDCA Dental Therapy Examination

Candidate Registration Supplement

Please read all pertinent manuals in detail prior to attending the examination

Copyright © 2018 The Commission on Dental Competency Assessments



III. Application and Exam Registration Process

A. Online Candidate Profile Establishment and Management

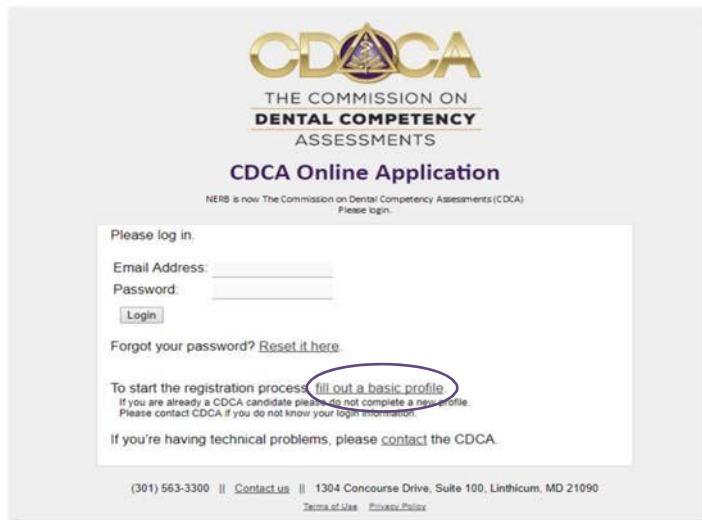
Applicants are required to fully complete an online profile via <https://cdcaexams.brighttrac.com> prior to being permitted to register for the Dental Therapy Examination.

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.

1. How to Create your Profile:

STEP 1: Go to <https://cdcaexams.brighttrac.com>

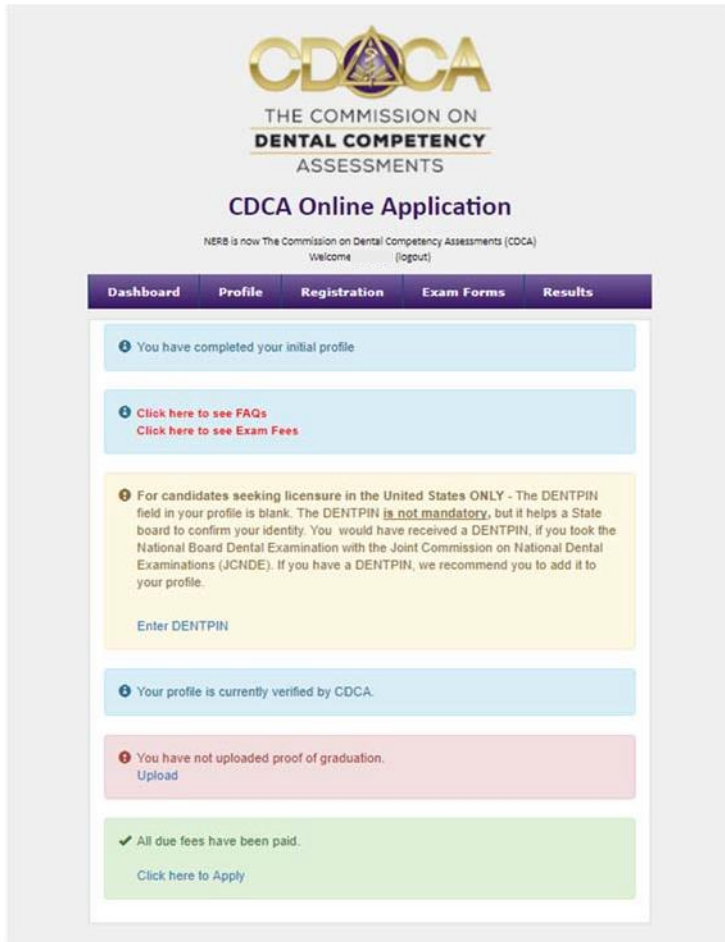
Click the *fill out a basic profile* link and complete the form



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 are not eligible to register for or take the Dental Therapy Examination.



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”).

Registration: 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. Please note that you will only be able to re-apply if the site still has available space. 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.

Exam Forms: Procedure-related documents may be found here.

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. (*Unofficial copies are NOT accepted for license applications. Do NOT mail this unofficial copy to the state board.)

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:

Your profile photo is mandatory for verification.

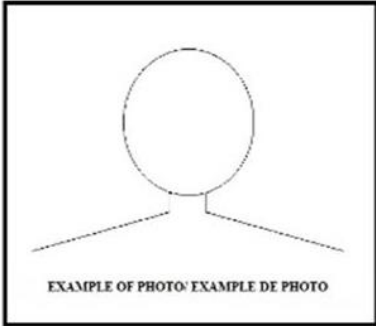
The photo must meet the following requirements:

- 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.



EXAMPLE OF PHOTO EXEMPLE DE PHOTO

Upload Photo:

STEP 3: UPLOAD REQUIRED DOCUMENTS

Candidates must submit required documents indicating that they are qualified to participate in the Dental Therapy Examination. Depending on your status—still in school or graduated—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 Dental Therapy Program: a copy of your diploma/certification 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 from a Dental Therapy Program: A letter from a qualified school representative on official letterhead confirming that you are authorized to participate in both the ADEX Dental Hygiene and the CDCA Dental Therapy 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. 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.
- EFDA 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.

Upload Proof of Graduation:

B. Candidate Disqualification:

A candidate may be disqualified from participating in the examination series by the dean of his/her dental school 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 then contact the CDCA Central Office at <https://cdcaexams.org/contact> (select the “Licensure Candidates” button) at least 72 hours prior to the first exam day in order to avoid a “No Show” result at their previously scheduled exam as well as 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. 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 CIF or 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 (**The EFDA note does NOT apply to Dental Therapy candidates**):

 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:



2. How to Register for an Exam:

STEP 1: APPLY FOR AN EXAM

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



- b. Exam Registration by Format

1) DENTAL THERAPY CURRICULUM INTEGRATED FORMAT (CIF):

ALL Dental Therapy Candidates must register for the CIF Dental Therapy Examination. CIF is available to those candidates currently in schools where the CDCA administers an exam. This exam administration format is only available to dental therapy students of record at the school where the exam is administered. See the next page for additional details on re-takes for the CIF format, and see page 12 for details on how to re-register for individual procedures.

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.

- Full Dental Therapy Examination
- CIF Dental Therapy Examination

Register

Individual Examinations
Select these if you wish to take or re-take only a portion of the examination.

- Anterior Restorative
- Posterior Restorative
- Amalgam
- Posterior Endo
- Stainless Steel Crown

Register

Candidates who need to retake any portion of the exam during a series will be automatically re-registered for the incomplete procedure(s) and will be notified via email that their online application has unpaid fees. **All fees must be paid within 72-hours of their posting.**

2) FOR RE-TAKES: INDIVIDUAL EXAMINATION PROCEDURES

Candidates who need to re-take a procedure may register for individual examination procedures by selecting the appropriate procedure from the list. See the note in the purple box below for details about how to register for more than one procedure.

Individual Examinations
Select these if you wish to take or re-take only a portion of the examination.

- Anterior Restorative
- Posterior Restorative
- Amalgam
- Posterior Endo
- Stainless Steel Crown

Register

ALL CANDIDATES: If you need to register for more than one procedure, then you must apply for each procedure separately. Only pay once you have registered for all procedures you intend to challenge.

(i.e.: If you are registering to re-take two procedures, you need to register for one procedure AND then proceed to register for the second procedure BEFORE paying. You will pay for all procedures at one time). 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 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.

*UFCD, LECOM, USC, and Case Western facility fees are applied to candidate profiles for those candidates challenging the exam at those locations

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

The dashboard has a top navigation bar with tabs: Dashboard, Profile, Registration, Exam Forms, and Results. The main content area contains several message boxes:

- Blue box:** You have completed your initial profile.
- Yellow box:** For candidates seeking licensure in the United States ONLY - The DENTPIN field in your profile is blank. The DENTPIN is not mandatory, but it helps a State board to confirm your identity. You would have received a DENTPIN, if you took the National Board Dental Examination with the Joint Commission on National Dental Examinations (JCNDE). If you have a DENTPIN, we recommend you to add it to your profile.
Link: Enter DENTPIN
- Blue box:** Exam Fees. Links: Dental Manual, Dental Hygiene Manual, Frequent Asked Questions (FAQs), Contact Us.
Note: In addition to your email inbox, please check your SPAM or JUNK folder for emails from the CDCA. We also recommend that you add the CDCA to your email Safe Sender list.
- Yellow box:** For candidates seeking licensure (In the United States ONLY) - The Social Security # field in your profile is blank. The Social Security # is not mandatory for the exams, but US State boards require a Social Security Number to be associated with your results to issue your license. You can add your Social Security Number to your profile after you take your exams, but it is advised that you add it beforehand.
Please note: Entering a wrong SSN will delay your application for a license. If you enter a wrong SSN, you will be required to provide us a copy of your social security card before we can correct the information on your account.
Do not enter a Tax ID number or any number other than a U.S.A. Social Security number in this field.
Link: Enter Social Security #
- Blue box:** Your profile is currently verified by CDCA.
- Green box:** All due fees have been paid. Click here to apply.

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>.

NOTE: Your registration will show as “Tentative” until the exam has closed (3 weeks prior to the first exam day). See example below.

My Exams

(In order to withdraw from an examination, you must contact the CDCA office)

You have registered for the following:

- Tentative: Amalgam
Facility Requested: University of Minn - DT
Date Range: 07/28/2018
- Tentative: Posterior Endo
Facility Requested: University of Minn - DT
Date Range: 07/28/2018
- Tentative: Stainless Steel Crown
Facility Requested: University of Minn - DT
Date Range: 07/28/2018
- Tentative: Posterior Restorative
Facility Requested: University of Minn - DT
Date Range: 03/28/2019
- Tentative: Anterior Restorative
Facility Requested: University of Minn - DT
Date Range: 03/28/2019

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) Fee Deferrals for Clinical Exams

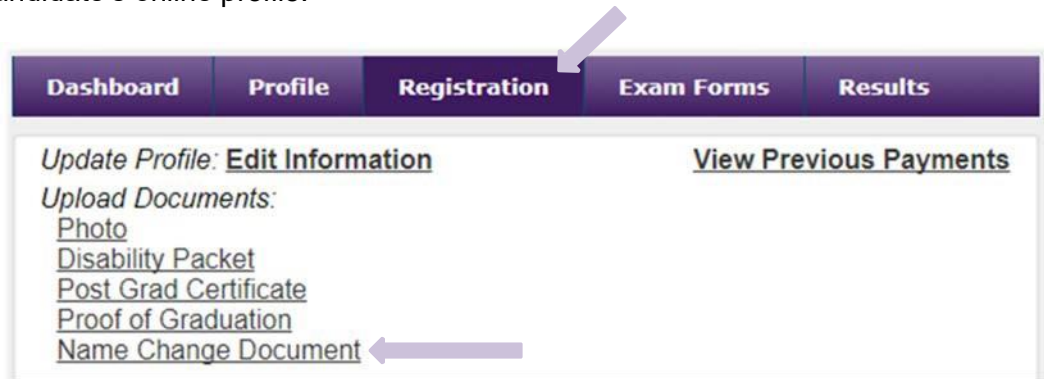
Candidates requesting to move their examination date to a future date after the registration deadline will be charged a \$100 administrative fee and will have their paid exam fees applied to a future examination. Candidates must contact the CDCA at least 48 hours prior to the first exam day ([cdcaexams.org/contact](https://www.cdcaexams.org/contact)).

c) 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.

d) Name Changes (ONLY available for non-verified profiles)

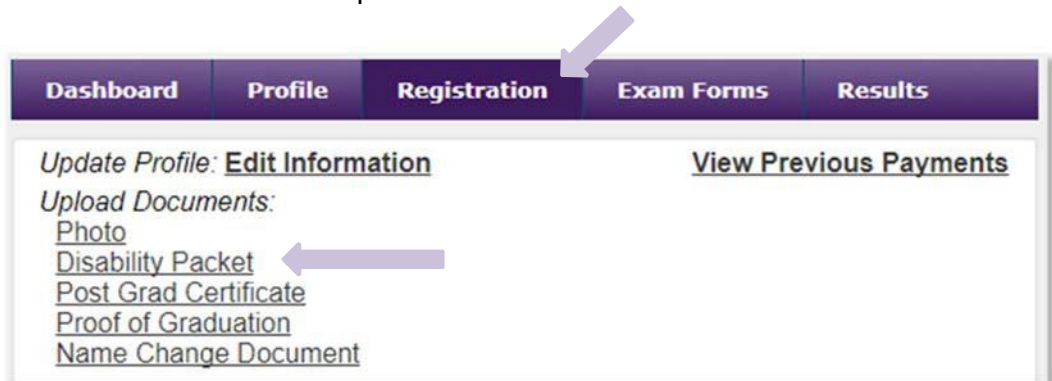
A candidate whose name has legally changed after creating a profile but before attempting any part of the ADEX examination series must FIRST ensure that all of their IDs reflect their new name. Candidates are required to present two forms of identification (one must be a photo ID) when checking-in to 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](https://www.cdcaexams.org/contact)) 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. If your profile has already been verified, please contact the CDCA to have the Candidate Services team unlock your profile so that you may upload the correct documents.

4. Special Accommodations Requests

All requests are reviewed by the CDCA Director of Examinations and are subject to approval. 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. Please note that if your profile has already been verified, please contact the CDCA to have the Candidate Services team unlock your profile so that you may upload the correct documents.