

# Candidate Information Booklet

Florida Laws and Rules Examination

Dental

Dental Hygiene

2018



THE COMMISSION ON  
**DENTAL COMPETENCY**  
ASSESSMENTS

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The Commission on Dental Competency Assessments (CDCA).  
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## OVERVIEW

Applicants for Florida dental and dental hygiene licensure must successfully complete a written examination on the laws and rules of the state regulating the practice of dentistry. The Florida Laws and Rules computer-based exam is administered at Prometric Testing Centers upon authorization by the CDCA.

The Florida Laws and Rules exam may be taken either before or after the clinical and patient-simulated examination sections.

CDCA will forward results to the Florida Department of Health. For license application information, contact:

Department of Health  
Medical Quality Assurance  
Board of Dentistry  
4052 Bald Cypress Way, BIN #C-08  
Tallahassee, Florida 32399-3257  
Phone (850)245-4474  
<http://www.floridasdentistry.gov>

## CONTENT

Candidates are allotted 90 minutes to complete the 64-item multiple choice exam. The exam might contain a small number of unidentified “pilot” or experimental questions to expand the bank of questions for future examinations. Pilot questions are not computed in the final score.

The CDCA ensures current and accurate content by regularly reviewing the examination with consultant Florida-licensed dentists and dental hygienists.

Test questions are drawn from the following:

- Florida Dental Practice Act Section 466, Florida Statutes
- Florida Dental Practice Act Section 456, Florida Statutes
- Florida Dental Board Rules Chapter 64B5, Florida Administrative Code
- Florida Dental Board Rules Chapter 64B27, Florida Administrative Code

Sample questions are provided below. These questions are included only to provide examples of the type and structure of the examination questions. The answer for each question is in bold type.

1. What is NOT included in the definition of DIRECT supervision?

- A. diagnosing the condition to be treated
- B. authorizing the procedure to be performed
- C. remaining on the premises
- D. writing work authorizations to a commercial laboratory**

2. What is the minimum number of continuing education hours that a dental hygienist must complete biennially for re-licensure?

- A. 22
- B. 24**
- C. 26
- D. 28

3. A dentist who administers any form of anesthesia must possess certification

- A. from the American Board of Oral and Maxillofacial Surgery
- B. from the American Dental Society of Anesthesiology
- C. in basic cardiopulmonary resuscitation
- D. in conscious sedation**

4. When examining an established patient in a multi-dentist practice, the new dentist of record is NOT required to

- A. develop a new treatment plan**
- B. examine the patient
- C. review the patient's dental records
- D. review the patient's medical history

5. Advertised fees for dental service must state a specified period which the fee is in effect or that the service will remain at or below the advertised fee for at least how many days?

- A. 30
- B. 60
- C. 90**
- D. 120

6. Appropriate subject matter for continuing education for dental hygienists would include

- A. dental financial management

- B. dental office management
- C. dental personnel management
- D. patient stress management**

## **ADMISSION TO THE EXAM**

The Laws and Rules exam is administered at Prometric Testing Centers by appointment. Prometric Testing Center locations can be found on the Prometric website: [www.prometric.com](http://www.prometric.com). After your registration has been processed and the CDCA has sent you an authorization letter, schedule your appointment with Prometric by phone or online.

Take two forms of personal identification to the Prometric Testing Center: one with a recent photo, and both with your signature. An ID badge is not issued for the Laws and Rules exam. Acceptable forms of ID include: valid current driver's license, passport, military ID, school ID or voter registration card. A credit card is acceptable as a secondary form of ID. An out-of-date driver's license or a social security card is not considered valid ID for this purpose. If your name has recently changed due to marriage, divorce or other legal reasons, bring a copy of the marriage certificate or court document to the Prometric Center.

If you must cancel and/or reschedule the appointment, call the National Prometric Registration Center (800-797-1813). Do not call the local Prometric Testing Center. Candidates who need to cancel and/or reschedule their appointment must call at least 30 calendar days prior to the test date, or cancellation fees will apply. Candidates who cancel less than five calendar days prior to the exam or who arrive more than 15 minutes late for their appointment will forfeit the entire fee. When scheduling an appointment with Prometric, the candidate may request an email from Prometric confirming the examination date and time. Candidates should make and retain a copy for future reference. Candidates who fail must complete a registration for re-examination before receiving authorization to schedule an appointment with Prometric to retake the exam. All CDCA rules for registration procedures apply.

## **STANDARDS FOR BEHAVIOR AT THE TESTING CENTER**

1. Unprofessional conduct or improper behavior toward personnel at the testing center will result in failure and forfeiture of the examination fee.
2. Examination security: Security measures established by the testing centers must be followed. Failure to do so may result in failure of the examination series.
3. Extraneous materials: Only materials distributed or authorized by the testing centers may be brought to the exam. Use of unauthorized materials will result in failure. No textbooks or study materials are permitted at the testing center.

## **SCORING INFORMATION**

A passing score is 75%.

Results are automatically forwarded to the CDCA for processing. CDCA will post results in 10 business days. CDCA will electronically forward test results to the Florida Department of Health.

## **SCORE CERTIFICATION PROCEDURE**

Score Certification is a procedure whereby the electronic evaluation is re-checked for any irregularities or errors which may have occurred in establishing the score, which includes duplicate entries, missing, and extraneous marks. All failing scores are checked prior to release. A list of specific candidate errors is not included.

A request for Score Certification must be made in writing and include the Candidate ID number, site and date of the examination, and current address. The Score Certification fee is \$25 payable by cashier's check or money order to CDCA.

Requests should be mailed to:

Ellis H. Hall, DDS  
Director of Examinations  
The Commission on Dental Competency Assessments  
1304 Concourse Drive, Suite 100  
Linthicum, MD 21090

To preserve the integrity of the examination, the inspection of examination papers by a candidate or representative is not permitted at any time.

## **ONLINE REGISTRATION**

Registration for CDCA exams is available online. Following are the steps in registering for the Florida Laws and Rules Examination.

### **STEP ONE: CREATING YOUR ONLINE PROFILE**

If you already have a verified profile with the CDCA online registration service, do not create another; log in to your profile and register for the Florida Laws and Rules Exam. To register, connect to the internet and start a web browser. Go to <http://www.cdcaexams.org/apply> and

start an online profile. Click on “Fill out a basic profile.” (Do this even if you have taken a CDCA exam before, using a paper application). Fill in the information required.

**SOCIAL SECURITY NUMBER:** For candidates seeking licensure (in the United States ONLY) – 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 you a 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. Do not enter a Tax ID number or any number other than a USA Social Security number in this field.

**NAME:** Do not parenthesize parts of your name, such as “Mary (Smith) Jones” or “Amelia (Amy) Jones.” Your name must appear as it does on your IDs and credit cards. If your name does not match, it could result in your being refused access to testing sites and Prometric testing centers to take your exam and the forfeit of the fee you paid for that exam. It is your responsibility to be sure your ID and account names match exactly.

**EMAIL ADDRESS:** 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.

**PASSWORD:** Choose a secure password that you can easily remember. When complete click the Apply button.

The next page that is displayed is the one you will see each time you login to your profile. The Dashboard tab is displayed by default.

**PHOTO:** 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.

1. Photos must be in one of the following formats: JPG/JPEG, GIF, or PNG. No other file formats are acceptable for photo purposes.
2. Photos must be square and have a minimal resolution of 200 x 200 and a maximum resolution of 500 x 500.
3. Photos must be a front-facing head shot, in the format that would be used for a passport.
4. Photos must be of just yourself; please, no group photos. Do not scan your driver's license or other photo ID.

**PROOF OF GRADUATION:** Candidates must submit required documents indicating that they are qualified to participate in the ADEX exam series. 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.

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 nor 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.
3. Candidates with an undergraduate dental 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 examination as an initial licensure exam in that jurisdiction. Therefore, graduates of international dental 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.”

You may only upload ONE file, so ensure that all pages are combined into a single PDF file.

**NAME CHANGE DOCUMENT:** This is required only if the name on your proof of graduation is different from the name you are registering under. Acceptable as proof of name change (as applies):

1. Copy of a marriage license or certificate
2. Copy of a divorce decree
3. Copy of court papers reflecting a legal name change

Unacceptable as proof of name change: driver’s license, passport, Social Security card, credit card, CPR card, student ID, other forms of ID.

These may be in the following formats: JPG, GIF, PNG, or PDF. No other file formats are acceptable. Please do not ZIP files. They can be scanned copies or clear digital photographs. Please do not fax, email or mail documents to the CDCA Central Office; it is your responsibility to upload these to your profile. This must be done even if you applied for an exam in the past, using a paper application. (Once this is uploaded to your profile, it will remain there and make it easier for you to register for any exams in the future.)

**REQUEST FOR ACCOMMODATIONS DUE TO DISABILITY:** 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. Once the correct documentation is uploaded, you must email [director@cdcaexams.org](mailto: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. You must submit a new request for each exam you register for.

## **STEP TWO: VERIFICATION, REGISTRATION, AND PAYMENT**

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.

Once approved, your profile will be marked “verified” and you will be sent an email instructing you to sign into your profile. Once logged in, you will be told to register for an exam. Do so by clicking on “Florida Laws and Rules Exam” and then on “Register.” At the next screen, click on “Prometric” (the only site choice possible for Florida Laws and Rules Exam), and then on “Next Step.” You are not making an appointment at that time to take the exam, only registering for it. See “Step Three: Authorization.” The next screen is where you register your payment. CDCA accepts VISA and MasterCard only. Debit cards may be used if allowable by the issuing bank and if they bear the VISA or MasterCard logo. All payments are drawn immediately and must be paid in full. The fee will be indicated. Payments must be submitted within 72 hours of registering or your registration will be cancelled. Your profile remains. To register again, login back into your profile and follow the steps above. There is no penalty to do this.

## **STEP THREE: AUTHORIZATION**

Once your payment has been processed, another email will be sent to you, within 1 business day. This will inform you that you have been authorized to make your appointment at a Prometric testing center to take the exam. At that time, an authorization code will be visible on your profile, in the “Apply” section. At this time, you may either go to <http://www.prometric.com> or call the Prometric National Registration Number at 1-800-797-1813, to select a testing center and time, using your Authorization Code. Separate

Authorization Codes are issued for each exam; if you applied for two different Prometric exams, you will have two different Authorization Codes, one for each exam. When registering with Prometric online or via phone select or let the operator know that you are testing for The Commission on Dental Competency Assessments. Do not select any other testing agency such as the ADA or your records will not be found and you will not be able to schedule your examination. When you apply online, all correspondence will be via email; nothing will be mailed to you via U.S. Mail. Once your scores are registered on your profile, they are also made available to all CDCA member states.

YOUR ONLINE PROFILE will serve as your permanent source for CDCA examination registration. Your documentation only needs to be uploaded once (except your request for accommodations due to disability). Once your documentation and photo are on there, it can only be removed by your authorization. Changes can be made by contacting CDCA Central Office. Should a retake of the Florida Laws and Rules Exam be necessary, you may log in to your profile and register again without submitting further documentation. Do not create another profile. This also applies if you ever need to take any other exam in the future.

### **TESTING ACCOMODATIONS**

The CDCA will provide reasonable accommodations for candidates with documented disabilities. In order to request consideration please provide the following:

- Submit, in writing, a request for the auxiliary aid or modification stating the exact auxiliary aid or modification needed. Requests received after the registration deadline date and retroactive requests will not be considered.
- Provide documentation of the need for the auxiliary aid or modification.
- Provide a letter from an appropriate healthcare professional documenting the disability. The letter must be received by the CDCA no later than 45 days prior to the date of the examination. In providing such auxiliary aids or modifications, the CDCA reserves the ultimate discretion to choose between effective auxiliary aids or modifications, and reserves the right to maintain the security of the examination.
- All information obtained regarding a candidate's disability will be kept confidential, with the following exceptions: Authorized individuals administering the examination may be informed

regarding any auxiliary aid or modification; First aid and safety personnel at the test site may be informed if the disability might require special emergency care.

- Efforts will be made to ensure that the examination results accurately reflect the individual's aptitude or achievement level rather than reflecting the individual's impaired sensory, manual or speaking skills, except when those skills are factors the examination is intended to measure