



Herzing University
CDCA Dental Hygiene Candidate Handbook

Herzing University- Minneapolis
435 Ford Road
St. Louis Park, MN 55426

Contact Information:
Ashley Chouinard- Dental Hygiene Department Chair
Phone: 763-231-3194
Email: achouinard@herzing.edu

Welcome to Herzing University

The faculty and staff of the Herzing University realize clinical boards are inherently stressful, especially when applicants are working in an unfamiliar clinic. It is our sincere hope that this handbook, which has been prepared to help assist dental hygiene candidates for the Commission on Dental Competency Assessments (CDCA) administered ADEX dental hygiene exam, will help make your time with us as smooth as possible. **If you have additional questions after reading this handbook, please contact us at (763) 231-3194.**

Herzing University is located at 435 Ford Road St. Louis Park, MN 55426.

Site Fees

Patient Exam Site Fee: \$300

Manikin Exam Site Fee: \$150

*Certified checks or money orders are due two weeks prior to the testing date, made out to Herzing University, and mailed to:

Ashley Chouinard
435 Ford Road
Suite 1000
St. Louis Park, MN 55426

TRAVEL and HOUSING ARRANGEMENTS

1. Airline and Airport Information

Minneapolis – St. Paul International Airport (MSP)

<https://www.mspairport.com/>

(612) 726-5555

2. Rental Cars

Rental Car Information can be found at <https://www.mspairport.com/directions/ground-transportation/car-rentals>

3. Driving Instructions

Directions from Airport: Head south on MN-5 W, Merge onto I-494 W/MN-5 W, Use the right 2 lanes to take exit 10A to merge onto US-169 N, Take the Shelard Pkwy/Betty Crocker Dr exit, Turn left onto Betty Crocker Dr, Use the left 2 lanes to turn left onto Ford Rd, Destination will be on the left

4. Hotel Accommodations

Reservations should be made directly with hotels/motels accommodations located close to the school are listed below. Candidates should call for rates.

Minneapolis Marriott West
9960 Wayzata Blvd, Minneapolis, MN 55426
(952) 544-4400

5. Gas/Food and ATM's

Holiday Station stores
9700 Betty Crocker Dr, Plymouth, MN 55441
(763) 546- 1900

6. Herzing University Parking

Please note that all candidates and patients may in the 435 building parking ramp in any available parking space (with the exception of spaces marked reserved parking or 90 minute parking). All candidates and their patients should enter through the entrance from the parking ramp. Permits are not required to park at Herzing University during CDCA examination days and parking lot hours are 6:00 a.m. to 6:00 p.m. Vehicles left after hours on campus are subject to being towed.

7. Herzing University Security

Herzing University is part of the Metropoint Complex. Security service will likely be available on the dates of the exam. If security services are not available, local law enforcement authorities can be contacted.

Metropoint Security: please contact host coordinator (Ashley Chouinard 763-231-3194)
St. Louis Park Police Department: (952) 924-2600

Herzing University Facility and Services

1. Building and Access Hours:

Herzing University is located in the 435 building. The building will open from 6:00 a.m. to 6:00 p.m. on examination days during The Commission of Dental Assessments (CDCA), unless otherwise requested by the CDCA. Please note that starting at 5pm the day before the examinations begin, the building and campus will be closed to everyone (including tours) for cleaning and pre-examination set-up.

2. Food and Beverage Services:

Herzing University has no food, beverage, or cafeteria services for candidates or their patients. Candidates should inform their patients to eat before coming to the exam or candidates may choose to bring a small amount of food and beverage for their patients that the on-site school coordinator can refrigerate and then retrieve for them when it is needed. There are a few gas stations, restaurants and fast food establishments located within one to two (1-2) miles of the campus if you wish to purchase food. However, food or drink are not allowed in any areas near the candidate clinics or check in desk during the examination.

3. Registration and Identification Badges

Numbered badges issued to candidates (by CDCA usually at orientation) will serve as your I.D. throughout the examination. The badge must be worn at all times while in the building. Badges **must be turned in** at the completion of the examination(s) as a part of the checkout procedure with CDCA.

4. Parking:

Candidates may park in the 435 building parking ramp. Parking passes are not required. Please do not park in the reserved parking spots.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Herzing University does not provide patients for candidates and **does not have** the responsibility for providing examination patients or back-up patients for **any** candidate for any reason. The CDCA candidate is solely responsible for scheduling, securing and screening qualified patients for any/all CDCA exam(s) and should not make requests of anyone associated with the university (Herzing University faculty, administration, or staff) for possible back-up patients, patient information, patient consultation, advice, or patient records relating to any patient being considered for a CDCA examination. All questions regarding candidate qualifications should be directed to the appropriate CDCA officials. Candidate qualifications are provided in your candidate guide delivered to you directly by CDCA. Unfortunately, not all candidates are students of Herzing University and some candidates will not be able to request the use of the clinical facilities at Herzing University for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. Please note that **the day before the examinations begin the clinic and testing area will be closed to everyone**. After the exams begin (and during the exam) all candidates and school personnel will NOT be allowed to access or pass through restricted CDCA designated areas. All candidates (even if they are not Herzing University students) and their patients take full responsibility for the use of any equipment, machinery, or items used while on campus and must sign disclosure forms (and arbitration agreements) absolving, (Herzing University) and their assigned agents from any liability, damages, responsibility, etc. associated with requests and actions engaged in while screening or providing any exam or related dental services to their patients while on the Herzing University campus.

X-Rays/Radiographs

No digital radiographic services will be available for CDCA candidates during the examination.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Herzing University Dental Clinic. Each candidate will be assigned a numbered operatory that corresponds to his or her numbered I.D. badge issued at orientation.

Each operatory is equipped with one dental chair, one delivery unit equipped with air/water syringe, and one operator's stool. All equipment malfunctions that take place during the examination should be immediately reported to the Herzing University Site Coordinator.

Emergency Equipment and Preparedness for Medical Emergency

All candidates should familiarize themselves with the location of the oxygen/emergency cart (medical emergency kit) and the first aid kit. During the examination, the emergency cart/first aid kit and the AED are located in the large clinic. In the event of an emergency, the procedure is:

- STAY WITH YOUR PATIENT; verbally notify the CDCA Floor Assistant, School Coordinator **and** Chief Examiner of the emergency.
- Make sure someone calls the local 9-1-1 (notify EMS).
- Administer oxygen (O₂) from the green oxygen cylinder located next to the medical emergency kit.
- Administer Basic Life Support (BLS) until EMS arrive.

During the Board

1. Handpiece and Prophy Angle Hookups.

Herzing University does not supply prophy handpieces for the exam. Disposable prophy angles will be provided.

2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate the ultrasonic devices listed/pictured below. The air pressure to each operatory chair and all the handpieces are factory set at approximately 35 to 50 psi. Please ensure that your devices will operate effectively within these parameters.

If you prefer to bring your own ultrasonic scaling unit please familiarize yourself with the dental chairs and hook-up/connection features outlined in this section of the guide. Please note the single water hook-up/connection picture below for all ultrasonic scaling units. The water hook-up is a standard hook up (please see the picture below of the 8.0 Water Tubing with ¼ male non-shut off quick release attachment or visit www.autoscaler.com for manufacturers unit specifications and limitations). All water is supplied from a pressurized bottle on the unit.



- Herzing University features magnetostrictive ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. The lavage knob accepts Dentsply® Cavitron®

Brand/Type 30K TFI, P, SLI, and FSI ultrasonic inserts. If you are still in doubt about what types of tips to obtain Herzing University commonly uses the Cavitron THINsert 30K CTI-10S (Reorder 81551), the SlimLINE 30K FSI-SLI-10S (Reorder 80395), and the PowerLINE 30K FSI-PWR-1000 (Reorder 80799). **Note: All Ultrasonic Scalers available for candidate use utilize magnetostrictive technology.** Please familiarize yourself with the application, limitations, and restrictions of this technology before you arrive to the examination site.

- All ultrasonic units supplied for candidates by Herzing University are provided “as is” and are in a “used” condition. Every effort has been made to ensure that rentals are in good working order; however, due to their “used” condition performance expectations may vary from unit to unit. **All tips/inserts for all available ultrasonic units (along with gaskets for tips/inserts) are not supplied by Herzing University and are not available for rental or purchase from Herzing University. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Herzing University before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with the front desk receptionist at Herzing University. If the CDCA exam has already begun you cannot enter the clinic.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. Handles of the unit light, radiographic tube heads, and chair head and chair controls must be covered with either clear plastic barrier wrap or plastic barrier.
- ii. The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- iii. Disinfectant wipes, plastic/barrier headrest covers and plastic/barrier wrap are provided by Herzing University for all candidates free of charge.
- iv. Candidates must furnish their own sturdy utility gloves (nitrile preferred) to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area.
- v. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at Herzing University. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes a gown) is provided/available by Herzing University (one per day free of charge) and must be worn in all occupational exposure situations.
- ii. Disposable gloves, surgical masks, and gowns will be available on the clinic floor free of charge during the examinations.
 1. Candidates will have to supply their own N95 mask for patient care.
- iii. Candidates must provide their own OSHA-acceptable protective glasses and should also provide protective glasses for their patients. Please note

that Herzing University does not provide disposable side shields for glasses or face shields.

c. Hazardous Waste

- i. Any blood/saliva soaked waste is considered hazardous and should be disposed of in the available/provided (red) biohazard bags.
- ii. Sharps: All needles, empty anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located throughout the Herzing University clinic.
 1. Anesthetic cartridges with remaining anesthetic must be placed in the black pharmaceutical waste container.

d. Sterilization

- i. Instruments and handpieces can be processed and run through a steam sterilizer after your examinations free of charge for candidates requesting this service from Herzing University. Herzing University will not lube, wipe down, scrub, either inside or outside of cassettes. All instruments should be wiped down and clean of visible debris before being brought to the Herzing University sterilization drop-off area. Submitted candidate instruments should be placed in a sealed sterilization bag within a closed stainless-steel instrument cassette or simply bagged by the candidate for sterilization. Stainless steel instrument cassettes submitted to Herzing University for sterilization should be able to fit comfortably within a 7 ½ W x 13 L disposable self seal sterilization pouch. Hand sterilization bags provided to candidates by Herzing University are no larger than 7 ½ W x 13 L. All submitted instruments/items for sterilization should be clearly marked with the candidates CDCA identification number **only**. To ensure all candidates anonymity all instruments used in the exam should not be marked with candidate names or initials or other identifying markings. Instruments submitted for sterilization will be processed/sterilized with a minimum required turn around time of three hours. Items submitted after 3:00 p.m. will be available for pick-up the following business day by 8:00 a.m. (Herzing University is not open on Saturday or Sunday). All items submitted to be sterilized **must be picked up from Herzing University within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by Herzing University the candidate assumes all liability for lost or damaged items submitted.
- ii. The time that instruments can be retrieved depends on the length of time necessary for processing and sterilization, as well as the number of other candidate's instruments. The shortest amount of time in which instruments can be processed is **approximately three hours**. The sterilization assistant will provide you an estimated time after which you may pick up the sterilized instruments. Please do not submit any

materials or instruments that may be damaged during the sterilization process.

*HERZING UNIVERSITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR CANDIDATES WHO BRING DENTAL/DENTAL HYGIENE INSTRUMENTS, ULTRASONIC SCALERS, OR OTHER PERSONAL EFFECTS/ITEMS ONTO CAMPUS. THIS POLICY ALSO INCLUDES ITEMS THAT MAY BE LOST, BROKEN, STOLEN, OR DAMAGED, (OR THAT ARE NOT RETRIEVED **WITHIN FIVE DAYS AFTER THE CLOSING OF THE EXAMINATION**). PLEASE ARRANGE TO HAVE YOUR ITEMS PICKED UP.*

4. Disposable Items:

All of the following items are expendable materials and are provided by Herzing University

- Surface disinfection wipes
- Non-latex gloves (S-XL)
- Sanitizing materials
- Barrier materials & tape
- Air water syringe tips (plastic)
- Facial tissue
- Patient napkins
- Cotton swab (tip applicators)
- Headrest covers
- Standard saliva ejectors
- Antimicrobial mouthwash
- Face masks (level II)
- Autoclave bags
- Tray covers/Barriers
- Cotton rolls
- Drinking cups (small)
- Soap (liquid)
- Topical anesthetic
- 2 x 2 gauze squares
- Local Anesthetics
- HVE Tips
- Paper towels
- 27 gauge short needles
- Disposable bib clips
- Prophy paste
- 25 gauge long needles

Students participating in the patient exam must provide their own N95 or KN95 mask for the exam.

*See Section 6 below.

Disposable Air/Water Syringe Tips and Bite Blocks

Herzing University provides and uses disposable air/water syringe tips for the examination. Candidates should plan ahead and bring bite blocks to make their patients more comfortable during the exam. If you prefer metal air/water syringe tips you should plan accordingly and bring them to the exam with you as Herzing University does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by Herzing University. Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required. All translators must check in with the CDCA site coordinator and school coordinator upon arrival and will only be allowed into the clinical area when their services are required. Candidate translators must abide by all applicable candidate rules (no cell phones, notes, or PDA's) and safety requirements as well as all reasonable CDCA site

coordinator and/or Herzing University site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

6. Local Anesthetic Information

Local anesthetic cartridges/carpules and 20% benzocaine topical anesthetic gel is provided free of charge to all candidates. The brands of local anesthetic used/provided for free by Herzing University include generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: **Lidocaine HCl 2% and epinephrine 1:100,000**, and **Mepivacaine 3% (without vasoconstrictor)**. If you are taking the anesthesia examination Herzing University does not provide locking hemostats, or locking pliers for your examination so please plan accordingly. Herzing University will provide anesthetic syringes. If you prefer to use a specific type of local anesthetic or topical anesthetic for your exam you are encouraged to bring it.

7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Herzing University before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination Herzing University does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. As a reminder candidates and patients should not bring cell phones, notes, or PDA's to the examination. Items left behind after a candidate's exam is completed may not be returned. Herzing University will make every effort to remind candidates not to leave instruments and other items behind when they leave as Herzing University will not mail ANY items left behind. If candidates request any help from the Herzing University School Coordinator or staff we will be happy to help, however the candidate assumes all responsibility for any help or attempted assistance given. Inadvertent damage or perceived damage to any personal items, instruments, ultrasonics, or other items that the candidate is seeking help with is the sole responsibility of the candidate. Herzing University does not rent ultrasonic tips.

EXAM ROOM ASSIGNMENTS

(NOTE: See official CDCA documents for days, dates, and times)

When entering the building from the 435 parking ramp on the first floor. The dental clinic (Suite 117) is the door located immediately to the right

We hope that this guide has been helpful and that your examination experience at Herzing University will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (Herzing University) and we will attempt to update this guide as soon as possible. Please email all corrections to achouinard@herzing.edu. Good luck on your examination!