

Developed by:



The American Board of
Dental Examiners

Administered by:



The Commission on Dental
Competency Assessments

Registration & DSE OSCE Manual

2021 ADEX Dental Examination Series

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EXAMINATION AND MANUAL OVERVIEW

The CDCA administers the ADEX clinical dental licensure examination. The ADEX dental exam series consists of a computer-based exam (DSE OSCE), simulated patient-based procedures, as well as patient-based procedures. All examinations are based on specific performance criteria as developed by ADEX which will be used to measure the clinical competency of candidates. This manual has been designed to assist candidates who are challenging any part of the ADEX exam series with the registration process, as well as offer examination content of the Diagnostic Skills Examination OSCE (DSE OSCE).

All candidates who take any parts of the ADEX dental examination series administered by the CDCA between January 1, 2021 and December 31, 2021 are responsible for reading and understanding the 2021 examination manual(s) published by the CDCA, any documented changes to the 2021 manual(s), and for reviewing and understanding all other material provided by the CDCA regarding the exams administered between January 1, 2021 and December 31, 2021. If any questions arise during the registration process, candidates are responsible for communicating their questions to the CDCA staff **via email** (see contact information below). Questions **MUST** be submitted in writing.

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

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

The CDCA has a blanket malpractice insurance policy that covers all dental candidates and their assistants for all ADEX examinations. Therefore, candidates and/or their assistants are not required to obtain additional limited liability insurance.

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

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



THE COMMISSION ON
DENTAL COMPETENCY
ASSESSMENTS

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Contact our team: <https://www.cdcaexams.org/contact>

I. About the CDCA

The Commission on Dental Competency Assessments (CDCA) was founded in 1969 as the Northeast Regional Board (NERB) to facilitate the licensure process for candidates and eliminate the need for repetition of state board clinical examinations. The CDCA is a nonprofit, independent corporation, comprised of a consortium state and international dental boards. The CDCA develops, 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 Examination Series

The ADEX dental examination series 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 examination series consists of computer simulations and clinical examinations performed on patients and manikins. The ADEX examination series is utilized to assist licensing jurisdictions in making decisions concerning the licensure of dentists. The ADEX dental examination series for 2021 consists of up to five skill-specific clinical and simulated clinical examinations:

One written computer examination

-Section I: Diagnostic Skills Examination OSCE (DSE OSCE) Section (computer-based)

Two simulated clinical examinations

-Section II: Endodontic Clinical Examination Section (manikin-based)

-Section III: Fixed Prosthodontic Clinical Examination Section (manikin-based)

Two clinical examinations performed on patients or on a manikin (CompeDont for Restorative procedures

-Section IV: Periodontal/Scaling Clinical Examination Section (optional, based on the requirements in the state where the candidate seeks licensure)

-Section V: Restorative Clinical Examination Section (includes anterior and posterior)

Candidates taking this examination series 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.

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 <https://www.cdcaexams.org/adex-acceptance-map/> for a map of those states, jurisdictions, and countries that accept the results of the ADEX dental 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 competency. ***Candidates should contact the jurisdiction in which they wish to practice to confirm all requirements for licensure in that jurisdiction.***

C. ADEX Status

“ADEX Status” is achieved when a candidate has successfully completed the required computer simulated exam (DSE OSCE), Sections I, II, III and V of the ADEX Dental Examination Series with a score of “PASS - 75 or greater” in each of the sections, as well as has graduated from a dental school which has been accredited by the Commission on Dental Accreditation (CODA) or the Commission on Dental Accreditation of Canada (CDAC). While the Periodontal/Scaling Clinical Examination (Section IV) is not required

for ADEX Status, it may be required for licensure in many jurisdictions.

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 examination or other additional examinations.

NOTE: Candidate results may be shared among all agencies that administer the ADEX dental 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 required 5-part ADEX dental exam series (including the Diagnostic Skills Examination OSCE but not considering the Periodontal portion as required).

For CIF candidates, that 18 months will begin on July 1st of the year prior to their class graduation date.

For Traditional candidates, it will begin on the date of the first computer-based or clinical exam challenged.

If a candidate does not successfully complete the ADEX dental exam series within that period, that candidate must re-take all required 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 examination series on three (3) successive attempts must re-take **all** parts of the examination, including any computer-based portions. Any procedures 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 examination series. The candidate will be considered an initial applicant and must register for the ADEX dental examination series.



III. Application and Exam Registration Process

A. Online Candidate Profile Establishment and Management

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

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

***If you have already graduated from a dental program:** Only applicants who have received a DDS or DMD 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 an international graduate but currently enrolled in a post-residency at an accredited school, please speak with your school coordinator about a residency approval form. This form is only for current residents and not previous residents.

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.

A screenshot of the CDCA Online Application page. At the top, the CDCA logo and name are displayed. Below the logo, the text reads 'CDCA Online Application' and 'NERB is now The Commission on Dental Competency Assessments (CDCA)'. The main content area contains a login form with fields for 'Email Address:' and 'Password:', a 'Login' button, and a link for 'Forgot your password? Reset it here.' Below the login form, there is a section for new users: 'To start the registration process, fill out a basic profile.' The link 'fill out a basic profile' is circled in blue. Below this, it says 'If you are already a CDCA candidate please do not complete a new profile. Please contact CDCA if you do not know your login information.' At the bottom, there is a footer with contact information: '(301) 563-3300 || Contact Us || 1304 Concourse Drive, Suite 100, Linthicum, MD 21090' and links for 'Terms of Use' and 'Privacy Policy'.

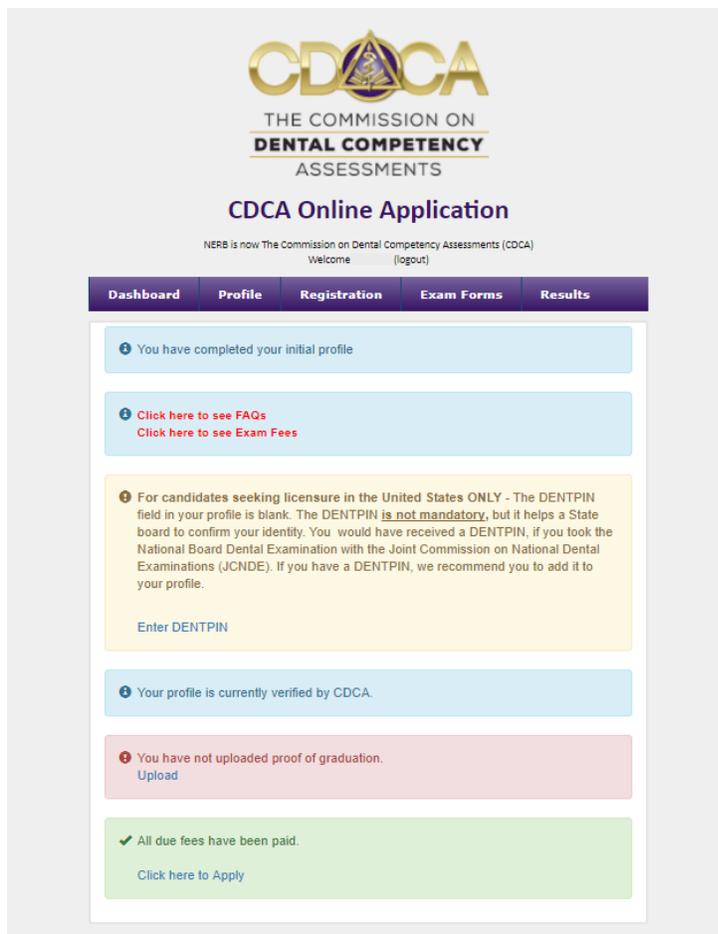
Please ensure that you register with an email address that you check often to ensure that emails from the CDCA office reach you. The CDCA recommends that candidates use their personal emails for exam registration, as candidates often do not have access to their school emails after they have graduated. 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
(Please use your personal emails for exam registration, not a school email)**

Internationally-trained candidates (other than a Canadian graduate) wishing to challenge the ADEX dental examination series 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 examination series. 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"

Graduation Date

Graduation School



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 with a solid background is required. Photos may not contain any information that identifies you, ie: name, school of graduation, etc.** 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.

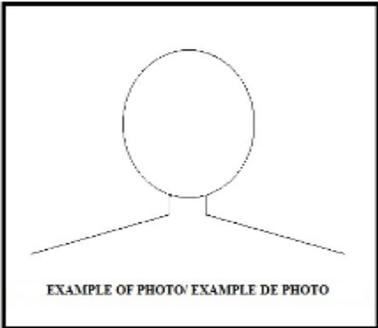
The photo must meet the following requirements:

- 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 (FOR NON-CIF CANDIDATES)

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.

A. Internationally-trained Candidates:

1. Currently NOT enrolled in a CODA or CDAC post-graduate program: 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.”
2. Currently enrolled in a CODA or CDAC post-graduate program: There are special protocols that the CDCA will assist you with. Please contact the CDCA once your profile has been verified (<https://www.cdcaexams.org/contact>).

B. Proof of Graduation/Letter of Authorization:

1. Candidates who have graduated from a CODA or CDAC school: a copy of your diploma or a copy of your transcript is required. If neither a copy of your diploma or a copy of your transcript is available, a letter from your school (on official school letterhead) confirming graduation is required.
2. Candidates who have not yet graduated: If the CDCA does not currently administer an exam at your school of record, a letter from the school on official letterhead confirming that you are authorized to participate in a clinical exam, as well as your expected graduation date, is required.

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

3. 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:

C. Post-Graduation:

Candidates enrolled in a post-graduate program or residency may upload a Post Grad Certificate, which is documentation that indicates their enrollment in a ADA/CODA or CDAC graduate program. Internationally-trained candidates may upload their post-graduate program enrollment documentation, but their eligibility to challenge the exam is based on the approval of a licensing jurisdiction.

Post Graduate Graduation School

Post Grad Certificate: A digital copy of certification of being a post graduate student.
Upload Post Grad Certificate:

D. 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, minus a \$100 administrative fee. A candidate who is disqualified for the remainder of the academic year during the Curriculum Integrated Format will have access

to the Traditional Format 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 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.

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 Candidates):

i 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:

i Your profile is currently verified by CDCA.

i You have completed your initial profile

i [Click here to see the FAQ](#)

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](#)

b. Exam Registration by Format

1) DENTAL CURRICULUM INTEGRATED FORMAT (CIF):

CIF is available to those candidates currently in schools where the CDCA administers an exam. This exam administration format is only available to dental 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 13 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.

CIF Examination ←

Traditional Examination

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

Prosthodontic

Endodontic

Anterior Restorative

Posterior Restorative

Periodontal

FLORIDA - Laws & Rules (D)

Diagnostic Skills Examination OSCE

Candidates who need to retake any portion of the exam during a PC-CIF 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) DENTAL TRADITIONAL FORMAT:

The Traditional Format is available to all eligible candidates unless the site is closed to non-graduates from that school. See the next page for information about re-taking 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.

Traditional Examination ←

Register

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

Prosthodontic
 Endodontic
 Anterior Restorative
 Posterior Restorative
 Periodontal
 FLORIDA - Laws & Rules (D)
 Diagnostic Skills Examination OSCE

Register

3) INDIVIDUAL EXAMINATION PROCEDURES

Candidates 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.

Prosthodontic ←
 Endodontic ←
 Anterior Restorative ←
 Posterior Restorative ←
 Periodontal ←
 FLORIDA - Laws & Rules (D) ←
 Diagnostic Skills Examination OSCE ←

Register

ALL CANDIDATES: If you wish to take more than one procedure, then you must apply for each procedure separately. Only pay once you have registered for all exam parts you intend to challenge.

(i.e.: If you want to register for all manikin procedures of the exam, you need to register for the prosthodontics procedure AND then register for the endodontics procedure. THEN, 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, or they 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.

please note that some facility fees may be applied during the registration process and candidates are responsible to pay the facility fee before they will be added to the exam

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.

****If your payment is declined, please check that you have entered the correct billing address associated with the credit card, check the expiration date and/or whether or not your credit card has a spending limit****

STEP 3:**MONITOR YOUR CANDIDATE STATUS**

The dashboard features a top navigation bar with tabs for Dashboard, Profile, Registration, Exam Forms, and Results. Below the navigation bar, there are several informational messages:

- A blue message: "You have completed your initial profile"
- A yellow message: "Online Perio teeth selection entry closes at: 11/30/2017 08:00 AM" with a link to "Input Teeth"
- A blue message: "Your current preference is to take the Periodontal exam." with a link to "Opt Out"
- A blue message titled "Exam Fees" with links to "Dental Manual", "Dental Hygiene Manual", "Contact Us", and "Frequent Asked Questions (FAQs)"
- A blue message: "Your profile is currently verified by CDCA."
- A green message: "All due fees have been paid. Click here to apply."

At the bottom of the dashboard, contact information is provided: (301) 563-3300 || [Contact us](#) || 1304 Concourse Drive, Suite 100, Linthicum, MD 21090

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: For all registrations except the DSE OSCE, 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: Posterior Restorative
Facility Requested: New York University (D)
Date Range: 12/02/2017 to 12/03/2017
- Tentative: Prosthodontic
Facility Requested: New York University (D)
Date Range: 12/02/2017 to 12/03/2017
- Tentative: Endodontic
Facility Requested: New York University (D)
Date Range: 12/02/2017 to 12/03/2017
- Tentative: Anterior Restorative
Facility Requested: New York University (D)
Date Range: 12/02/2017 to 12/03/2017
- Tentative: Periodontal
Facility Requested: New York University (D)
Date Range: 12/02/2017 to 12/03/2017

Diagnostic Skills Examination
Eligibility Number: 243392N29
Please schedule with Prometric
Online: <http://www.prometric.com>
Phone: 1-800-797-1813
(Please see your authorization email for more detailed instructions)

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 DSE OSCE Registrations

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

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

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

c) Fee Deferrals for Clinical Exams

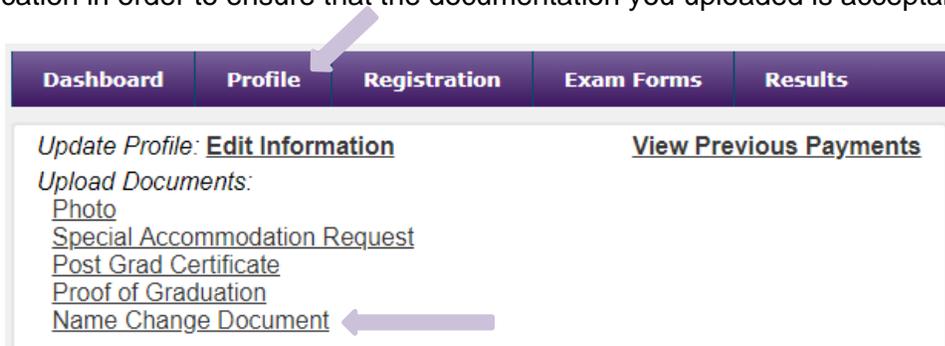
Candidates requesting to move their examination date to a future date after the registration deadline will be charged a \$100 administrative fee and will have their paid exam fees applied to a future examination. Candidates must contact the CDCA at least 72 hours prior to the first exam day (cdcaexams.org/contact).

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

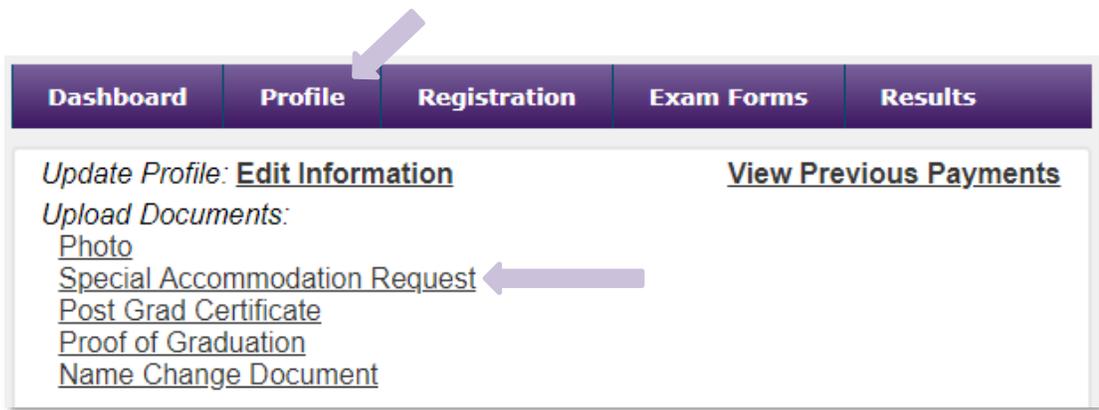
A candidate whose name has legally changed after creating a profile but before attempting any part of the ADEX examination series must FIRST ensure that all of their IDs reflect their new name. Candidates are required to present two forms of identification (one must be a photo ID) when checking-in to 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. If your profile has already been verified, your profile will require re-verification in order to ensure that the documentation you uploaded is acceptable:



Once the correct documentation is uploaded, you must contact the CDCA (cdcaexams.org/contact) to indicate that you are requesting that your name be changed and that you have uploaded the documentation to your profile.

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. 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, you will be able to upload documentation, but you will not be able to register for any exams until the CDCA re-verifies your profile.

Any special accommodations must be requested prior to scheduling the DSE OSCE exam.

IV. Scoring and Results Release

A. Scoring

1. General Overview

The scoring system for the clinical examinations of the ADEX series is based on pre-established criteria. Parts within the examinations are graded independently (Endodontics, Prosthodontics, Anterior Restoration, Posterior Restoration, and Periodontal/Scaling) and always in a triple-blind manner, meaning that three qualified examiners evaluate the performance independently and anonymously. A candidate must demonstrate competence in each procedure required for licensure (the Periodontal/Scaling Examination is an optional examination for candidates; some jurisdictions require the Periodontal/Scaling Examination). 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 Diagnostic Skills Examination OSCE (DSE OSCE) in order to pass the overall examination and achieve “ADEX Status.”

To pass the ADEX Dental Examination, the candidate must score 75 or higher on all 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.

General descriptions of the levels of evaluation are as follows:

- **Adheres to Criteria:** The treatment is of acceptable quality, demonstrating competence in clinical judgment, knowledge and skill.
- **Marginally Substandard:** The treatment demonstrates less than desirable clinical judgment, knowledge, or skill.
- **Critically Deficient:** The treatment is of unacceptable quality, demonstrating critical areas of incompetence in clinical judgment, knowledge or skill.

A rating is assigned for each criterion in every procedure by three 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. However, if a criterion is assigned a rating of critically deficient by two or more examiners, no points are awarded for that procedure or for the examination section, and the candidate’s performance is terminated.

2. Manikin Grading

Sometimes, the completed treatment for the simulated patients is evaluated and scored off-site at a central location. Those results are available to candidates within 3 weeks. At some examinations, usually those in the Traditional Format, the evaluations are completed on site.

3. Patient-based Grading

Evaluations and scoring of candidate performance in the patient centered examinations are always done on-site, and the anterior and posterior restorations are graded separately. If the first restorative procedure receives a passing grade, that grade will stand even if the grade on the second restoration is below 75. However, if the performance on the first attempted restorative procedure is unsuccessful, the candidate will not be permitted to proceed to the second restoration. In the case of a failure, the candidate may apply and re-take the failed restorative procedure(s) at a subsequent examination.

B. Results Release

1. *Candidates:* Scores for all non-CIF ADEX examinations are released to candidate profiles within 10-15 business days after the candidate's examination is completed. Candidates will receive an email notification once their results have been released, and they will need their email and password to access their online candidate profile and results.
2. *Schools:* Results of students of record are released to the dental schools where the CDCA administers the exam, so that School Coordinators may view their students' exam results. School Coordinators are able to use the results of their candidates as opportunities for curriculum development and candidate remediation.
3. *Dental Boards:* Results of all candidate performances are released to participating dental boards within ten (10) business days of the completion of the examination evaluation. Candidates should contact the individual dental board for understanding of that board's acceptance period for the ADEX dental examination series, 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 Examination series 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

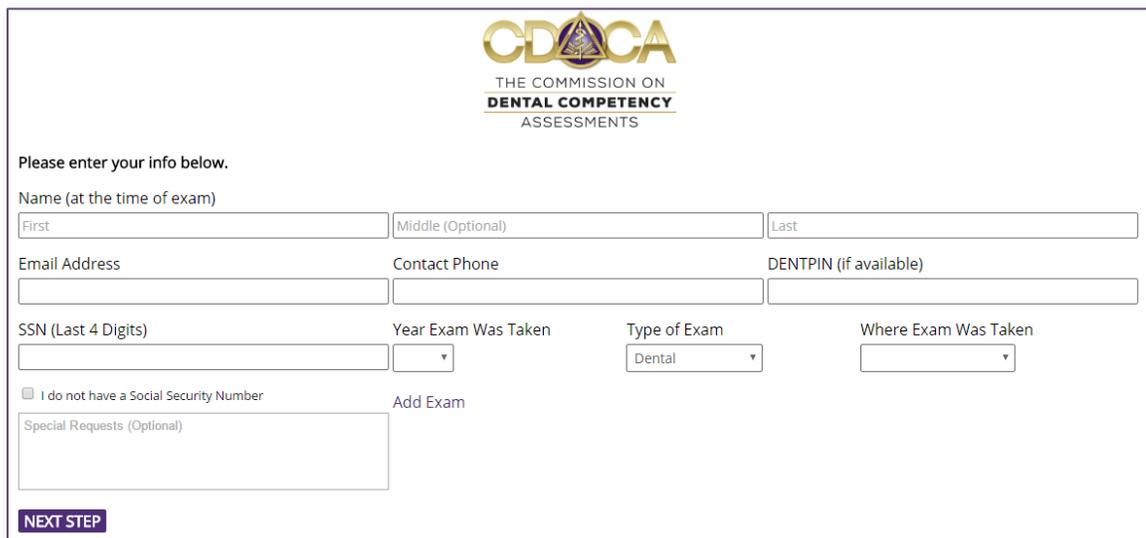
Sometimes, a licensing dental board requires a certified paper copy of the candidate results of the ADEX Dental Examination series. There is a fee of thirty-five dollars (\$35.00) per address, and all payments must be made using a VISA or MasterCard. Candidates may request this official Score Report 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:

CANDIDATE SCORE REPORT REQUEST

THIRD PARTY SCORE REPORT REQUEST

Candidates should have all exam-related information on hand when making a request:



The screenshot shows the CDCA (The Commission on Dental Competency Assessments) website's score report request form. The form is titled "Please enter your info below." and contains several input fields and dropdown menus. The fields are: Name (at the time of exam) with sub-fields for First, Middle (Optional), and Last; Email Address; Contact Phone; DENTPIN (if available); SSN (Last 4 Digits); Year Exam Was Taken; Type of Exam (with a dropdown menu showing "Dental"); and Where Exam Was Taken. There is also a checkbox for "I do not have a Social Security Number" and a text area for "Special Requests (Optional)". A "NEXT STEP" button is located at the bottom left of the form.

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. *Note that results are only ever reported as "Pass" or "Fail." Numerical scores are never shared with candidates or with State Boards.* 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 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, auxiliaries, 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 Diagnostic Skills Examination OSCE

A. DSE OSCE Overview

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

The DSE OSCE is divided into two sections with a 15-minute break in between each section. The two exam sections will cover a total of three areas of study, and the exam is designed to progressively assess more complex levels of diagnosis and treatment planning knowledge, skills, and abilities (see page 26 for a detailed chart). Pilot questions that are being tested for use in future versions of the examination may be added but are not included in, nor do they affect the candidate's final score. Additional time is provided for pilot questions. In general, the three areas of study the DSE OSCE focuses on are as follows:

1. *Patient Evaluation (PE)*: designed to assess the candidate's abilities to recognize critical clinical conditions or situations encountered regularly in the general practice of dentistry (30 items).
2. *Comprehensive Treatment Planning (CTP)*: designed to assess the candidate's abilities to recognize critical clinical conditions or situations encountered regularly in the general practice of dentistry, and also to identify the appropriate treatment options required for the clinical condition or situation depicted in simulations (90 items).
3. *Cross-Cutting Clinical Judgments*: designed to assess the candidate's abilities to recognize critical clinical conditions or situations encountered regularly in the general practice of dentistry and to formulate appropriate treatment options as well as evaluation of treatment outcomes (60 items).

Simulations of patients are made through photographs, radiographs, images of study and working models, laboratory data and other clinical digitized reproductions. The items in the DSE OSCE will include multiple choice (traditional/single response), multiple choice (multiple response), extended match, drop down, fill in the blank, hot spot, and drag & drop questions. See the CDCA AIT FAQ located at www.cdcaexams.org/test-prep-2 for more specific details on the item types.

B. DSE OSCE Scheduling

Candidates have two options to register for the DSE OSCE through their online candidate profiles. Candidates may apply for the DSE OSCE only, or they may receive a DSE authorization by registering for the full CIF or Traditional exam. See the registration steps below for both processes, and also visit <https://www.cdcaexams.org/dental-exams/prometric-information/> for additional insight.

1. FIRST OPTION: Apply Online for DSE OSCE ONLY:
 - a. You will receive an email confirmation with additional instructions once you have registered and paid for the DSE OSCE.

Dashboard **Profile** **Registration** **Exam Forms** **Results**

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

- Prosthodontic
- Endodontic
- Anterior Restorative
- Posterior Restorative
- Periodontal
- FLORIDA - Laws & Rules (D)
- Diagnostic Skills Examination OSCE

- b. After Selecting the Diagnostic Skills Examination OSCE, you must select “Prometric (third-party)” on the next page in order to continue registration. Prometric is the only third-party administrator of the DSE OSCE, so it will be your only choice.

Dashboard **Profile** **Registration** **Exam Forms** **Results**

Applying for: Diagnostic Skills Examination OSCE
Description:
Please select an available exam from one of the lists below
Note: If you are registering for a third-party exam, once you complete registration and are authorized, you will be able to select an exam date and site via the third-party provider.

The following exams are associated with your school of graduation:

Date	Location	State
	Prometric (third-party)	

Do NOT select a state

SKIP TO STEP 3 BELOW AND CONTINUE REGISTRATION PROCESS

2. SECOND OPTION: Receive DSE Authorization when Applying Online for FULL Examination (Full CIF or Traditional):

- a. If you are registering for either the CIF exam or Traditional Exam, you will automatically be registered for the DSE. Once the registration has been completed and paid for, candidates will receive an email confirmation with additional instructions for scheduling their DSE examination.

Dashboard **Profile** **Registration** **Exam Forms** **Results**

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.

- CIF Examination
- Traditional Examination

- b. To register for the DSE OSCE, after selecting the Diagnostic Skills Examination OSCE, you must select “Prometric (third-party)” on the next page in order to continue registration. Prometric is the only third-party administrator of the DSE OSCE, so it will be your only choice. Do NOT select a state.

Dashboard Profile Registration Exam Forms Results

Applying for: Diagnostic Skills Examination OSCE
Description:
Please select an available exam from one of the lists below
Note: If you are registering for a third-party exam, once you complete registration and are authorized, you will be able to select an exam date and site via the third-party provider.

The following exams are associated with your school of graduation:

Date	Location	State
	Prometric (third-party)	

Do NOT select a state

3. Contact Prometric:

Upon completion of the registration and payment processes, candidates will receive an email with additional details for how to contact Prometric to schedule their DSE OSCE exam. The most efficient way to reserve a seat at a Prometric Testing Center is online at: 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 with at least 24-hours in advance of the preferred test time and are scheduled based on availability. Candidates are strongly encouraged to contact Prometric as far in advance of their desired test date as possible. ****Any special accommodations must be requested prior to scheduling the DSE OSCE exam.** You may request special accommodations via <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 DSE OSCE arise, contact Prometric at 1-800-797-1813.

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



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

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

4. Arrival Procedures:

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

In order to gain admission, two forms of personal identification, both of which must include the candidate's signature, and at least one ID must contain a recent photograph.

Some acceptable forms of ID include: government-issued 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. Please see <https://www.cdcaexams.org/dental-exams/prometric-information/> for a complete, detailed list of acceptable forms of ID.

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. DSE OSCE Content

The DSE OSCE content is developed by the Dental Examination Committee. The committee has considerable content expertise and also relies on practice surveys, current curricula, standards of competency and guidance for clinical licensure examinations in dentistry 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 Commission on Dental Accreditation (CODA) or Canadian Commission on Dental Accreditation (CCODA). Any current textbook relevant to the subject matter of the examination utilized in such institutions is suitable as a study reference.

Simulations of actual patients are illustrated through computer-enhanced photographs, radiographs, optical images of study, and working models, laboratory data, and other clinical digitized reproductions. The DSE OSCE is a computerized objective simulated clinical examination (OSCE).

In each subsection, candidates may skip or mark items to be considered later. Once a subsection is completed, the candidate must lock out of the subsection and will not be able to return to that subsection again. 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 DSE OSCE and the weight of each area of study. The CDCA does NOT offer any study material for the DSE OSCE examination.

DSE OSCE CONTENT	
Patient Evaluation	20%
Pathology	10%
Physical Evaluation	10%
Anatomy Identification of Systemic Conditions Radiology Lab Diagnostics Therapeutics	
Comprehensive Treatment Planning	60%
Systemic Diseases/Medical Emergencies/ Special Care and Oral Medicine	20%
Periodontal Diagnosis and Treatment Planning	10%
Restorative Dentistry	18%
Specialties	12%
Endodontics Orthodontics Oral Surgery Pediatric Dentistry	
Cross-Cutting Clinical Judgments	20%
Medical Emergencies	
Infection Control	
Prosthodontics	

D. DSE OSCE Scoring

There are 150 score points available on the DSE OSCE. Fifty points are derived from case-based questions. Candidates will also face 15 additional, unscored pilot questions. The final score for the DSE OSCE is based on the percentage of items answered correctly and scaled to equate scores from year to year. Out of 150 possible points, a score of 75% or higher is required to pass. Results are released in accordance with the CDCA administrative procedures as described in the “Results Release” section of this manual.

CDCA PRE-EXAM CHECKLIST

BEFORE THE REGISTRATION DEADLINE

- If you are attempting any Manikin procedures, read the entire Manikin Examination manual
- If you are attempting any Perio-Restorative procedures, read the entire Perio-Restorative exam manual
- Complete the online candidate profile creation process by following the instructions in the *Application and Exam Registration Process* (beginning on pg. 8 of this manual)
- Check your online profile to verify that all exam parts have been selected (*Registration* tab), all appropriate documents have been uploaded (*Profile* tab), and that all fees have been paid (*Dashboard* tab) prior to the registration deadline

DSE OSCE: PROMETRIC TESTING CENTERS

- Visit <https://www.cdcaexams.org/dental-exams/prometric-information/> for helpful insight on scheduling and registration for the DSE OSCE
- Upon receiving the confirmation email that you have registered and paid for the DSE OSCE, 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
- be sure to add your scheduled date to your personal calendar**
- Take two forms of personal identification to the Prometric Testing Center: one with a recent photo, and both with your signature. Some 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. 24-25 of this manual, and see <https://www.cdcaexams.org/dental-exams/prometric-information/> for a complete, detailed list of acceptable forms of ID.

TAKE TO THE CLINICAL EXAMINATION SITE AND THE EXAM ORIENTATION

- Two forms of identification, one with your signature and one with a recent photograph. Both forms of ID must be current; they cannot be expired. Acceptable forms of ID include: Government issued driver's license (including temporary licenses), valid current driver's license issued by the US Dept. of State, passport (issued by either US or international government), military ID, alien registration card (green card, permanent resident visa), National/State/Country ID card, credit card that has a photo and a signature, debit/ATM card that has a photo and a signature and employee ID. A credit card with signature only, a current (not expired) school ID with photo and signature, and military ID with signature only are acceptable as a secondary form of ID (or use any primary ID as a secondary ID). Do not wait until the day of your exam to verify that your ID is valid
- Passport-size photo of dental assistant and/or interpreter AND completed Chairsides Dental Assisting Form/Interpreter Form (if applicable for Patient-based Examination)
- Assigned testing site, time, and 3-digit sequential number (available for printing from your CDCA online profile under the *Registration* tab)
- A ballpoint pen to be used on the *Progress Forms* only
- All necessary materials, forms, and instruments
- Procedure manuals relative to the procedure(s) you are attempting (*highly recommended, but not required)
- All required documents (see the Perio-Restorative and Endodontics & Prosthodontics Examination manuals for additional required documents)