American Board of Dental Examiners

ADEX

Dental Examination

2017 REGISTRATION AND ADMINISTRATIVE GUIDELINES

Administered by:

Council of Interstate Testing Agencies, Inc.
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ONLY CITA PREPARED MANUALS AND FORMS MAY BE BROUGHT INTO THE EXAM

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I. ADEX EXAM OVERVIEW

PURPOSE

CITA administers the ADEX Dental Examination. This manual has been designed to assist candidates with registration and other pertinent administrative guidelines. The examination is based on specific performance criteria as developed by ADEX which will be used to measure the candidate’s clinical competency.

Failing to review and master the guidelines provided by CITA, to the point that such failure has significant adverse impact upon a candidate’s ability to efficiently and effectively take the ADEX Dental Examination, may result in dismissal from and subsequent failure of the examination.

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 posted on CITA’s website (http://www.citaexam.com). 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.

All candidates who take any parts of the CITA-administered ADEX Dental Examination between January 1, 2017 and December 31, 2017 are responsible for reading and understanding the 2017 examination manual(s) published by CITA, any website documented changes to the 2017 manual(s), and for reviewing and understanding all other material provided by CITA regarding the exams administered between January 1, 2017 and December 31, 2017. If, in reviewing any CITA-provided material, questions arise, it is the candidate’s responsibility to resolve those questions by directing them to the CITA office via email. (See contact information below)

Prior to taking an examination through CITA, each candidate must sign forms certifying that he/she has reviewed the CITA manual, and has read other material provided by CITA.

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 with CITA. This is the only way to ensure that there will be a timely receipt of important materials from CITA.
About CITA

The Council of Interstate Testing Agencies, Inc. (CITA) is a non-profit corporation which serves the community as an independent regional testing agency. CITA now administers the ADEX Dental Examination. Regional testing agencies contract with individual boards of dentistry to administer the clinical examination required for licensure in those states/jurisdictions. Regional testing agencies DO NOT have the authority to license individuals or implement policy that goes beyond the laws of its member states/jurisdictions. Furthermore, regional testing agencies should not be confused with state boards of dentistry. Therefore, it is the obligation of the candidate to ascertain the qualifications and procedures necessary to obtain licensure in the intended jurisdiction of practice prior to the candidate undertaking any activity or activities which may constitute the practice of dentistry.

CITA MISSION STATEMENT: “CITA’s mission is to provide psychometric, technical and administrative services in the administration and delivery of clinical licensure examinations in dentistry and dental hygiene. CITA will demonstrate integrity and fairness as it provides assistance to state boards of dentistry in their mission to protect the health, safety and welfare of the public by assuring that only competent and qualified individuals are allowed to practice dentistry and dental hygiene.”

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 and its territories. 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.

ADEX MISSION STATEMENT: “To develop clinical licensure examinations for dental professionals”
1) **ADEX Dental Examination Series**

The ADEX Dental Examination Series is the examination approved by the American Board of Dental Examiners, Inc. (ADEX) and administered by the Council of Interstate Testing Agencies, Inc. (CITA) and the Commission on Dental Competency Assessments (CDCA, formerly the NERB). The ADEX examination series consists of computer simulations and clinical examinations performed on patients and manikins. The ADEX Dental Examination Series is utilized to assist licensing jurisdictions in making decisions concerning the licensure of dentists. The ADEX Dental Examination Series for 2017 consists of up to five individual, skill-specific clinical and simulated clinical examinations:

**One written computer examination**
- Section I: Diagnostic Skills Examination (DSE) (computer-based)

**Two simulated clinical examinations**
- Section II: Endodontic Clinical Examination (manikin-based)
- Section III: Prosthodontic Clinical Examination (manikin-based)

**Two clinical examinations performed on patients**
- Section IV: Periodontal Scaling Clinical Examination (optional, based on the requirements in the state where the candidate seeks licensure)
- Section V: Restorative Clinical Examination (includes anterior and posterior)

Candidates taking this examination do so voluntarily and agree to accept the provisions and to follow the rules established by ADEX and CITA for the examination as detailed in this manual.

2) **ADEX States and Recognizing Jurisdictions**

Currently 47 states and territories (jurisdictions) accept the ADEX Dental Examination Series for licensing determinations. Please consult the CITA website at www.citaexam.com for a current listing of those states and jurisdictions that accept the results of the CITA-administered 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 seek licensure to determine whether CITA-administered ADEX Dental 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 state in which they wish to practice to confirm all requirements for licensure in that state.**
3) **Recognizing Jurisdictions Map**

- **ACCEPTING (47)**
  - States (43)
    - Arizona
    - Alabama
    - California (Pending, Contact Board for current status)
    - Colorado
    - Connecticut
    - Florida
    - Hawaii
    - Idaho
    - Illinois
    - Indiana
    - Iowa-pending
    - Kansas
    - Kentucky
    - Louisiana
    - Maine
    - Maryland
    - Massachusetts
    - Michigan
    - Minnesota
    - Mississippi
    - Missouri
    - Montana
    - Nebraska
    - Nevada
    - New Hampshire
    - New Jersey
    - New Mexico
    - North Carolina
    - North Dakota
    - Ohio (NERB dba CDCA-administered only)
    - Oregon
    - Pennsylvania
    - Rhode Island
    - South Carolina
    - Tennessee
    - Texas
    - Utah
    - Vermont (dental only)
    - Virginia
    - Washington (dental only)
    - West Virginia
    - Wisconsin
    - Wyoming

- **NON ACCEPTING (7)**
  - States (7)
    - Alaska
    - Arkansas
    - Delaware
    - Georgia
    - New York
    - Oklahoma
    - South Dakota

<table>
<thead>
<tr>
<th>Territory (3)</th>
<th>Puerto Rico</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Virgin Islands</td>
<td></td>
</tr>
<tr>
<td>Jamaica</td>
<td></td>
</tr>
<tr>
<td><strong>District (1)</strong></td>
<td></td>
</tr>
<tr>
<td>District of Columbia</td>
<td></td>
</tr>
</tbody>
</table>
4) **ADEX Status**

“ADEX Status” is achieved when a candidate successfully completes the required Sections I, II, III and V of the ADEX Dental Examination Series with a score of 75 or greater in each of the sections, as well as graduating from a dental school which has been accredited by CODA or CDAC. While the Periodontal Scaling Examination (Section IV) is not required for ADEX Status, it is 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 also require an additional state jurisprudence or other additional examinations.

NOTE: Unsuccessful Candidate Results will be shared among all agencies that administer the ADEX Dental Exam for the purpose of effectively reporting ADEX Status, as well as adhering to both the 18-month rule and the 3-time failure rule (see pg. 22 of this manual for further explanation of these rules).

**Candidates should address questions to the appropriate agency:**

- PSI can answer scheduling questions about the DSE. (for DSE content, see pgs. 28-29 of this manual)
- CITA answers questions about the ADEX Examination Series.
- Questions regarding licensure or state requirements should be addressed to the appropriate state board of dentistry. (visit [http://www.citaexam.com/states](http://www.citaexam.com/states) for ways to connect with your state board)
II. REGISTRATION

Applicants are required to fully complete an online profile via [https://cita.brighttrac.com](https://cita.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 deadline. Verification can take up to two (2) weeks. Profiles must be verified in order to apply for any exam date. Late fees will be assigned for any exam registrations that are submitted after the examination’s thirty (30) day deadline. Therefore, candidates should plan accordingly when beginning the registration process. See the CITA website at [www.citaexam.com](http://www.citaexam.com) for specific deadlines for each exam.

**60 DAY DEADLINE:**

Greater than 60 days prior to the exam date, ONLY candidates of record at the test site will be accepted to that exam, with undergraduates having priority over graduate/resident students.

Non-students may apply and pay for a particular exam at any time; however, they will be placed into the exam on a first come first served basis (if seats are available) at the 60 day deadline. Applicants who have not been accepted to the exam will be notified via email from the CITA office within one week following the 60-day deadline. Alternate exam date options will be presented at that time. If the exam is full, contact the CITA office for assistance.

**30 DAY DEADLINE:**

Between 59 and 30 days prior to the exam date, the assignments to the test site will be based on a first come, first served basis. Applicants will continue to be assigned to a test site until all seats/chairs at the test site are taken. If a candidate is unable to register because an exam is full, he/she can choose an alternative exam date and/or email the CITA office ([www.citaexam.com/contact](http://www.citaexam.com/contact)) to be placed on a waitlist for the preferred exam.

*NOTE: Candidates’ “Exam Status” on their online profiles will remain “tentative” until the exam has officially closed (30-days prior to exam).*

** 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 Examination. International students must contact the CITA office for registration assistance.

**TELEPHONE CONFIRMATION IS NOT PROVIDED UNDER ANY CIRCUMSTANCES! QUESTIONS SHOULD BE SUBMITTED VIA EMAIL.**
STEP 1: CLICK

Go to https://cita.brighttrac.com/

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

To ensure that emails from the CITA office reach you please register with a non-school email. The email address entered will become the username to login to Brighttrac and will be used to communicate site assignments and release of results. A candidate should confirm his/her email address and choose a secure password.

**CONTACT THE CITA OFFICE IF THE PASSWORD NEEDS TO BE RESET AT ANY TIME**

Once login and password have been created, the Dashboard will display the following tabs:

**Dashboard.** This tab provides a list of items needed for a candidate’s CITA profile and the status of each item.

- Check Mark = completed item
- Exclamation Mark = item requires attention
- A Blank Pink Box = Dental Candidate Qualification Form needs to be uploaded

**Profile:** Personal information may be viewed and edited as well as links to upload photo, proof of graduation, etc.

- **If the candidate’s name changes, he/she must upload supporting documentation to the “Name Document” area under the Profile tab of the candidate’s profile.** The best time to make a name change is prior to the 30 day deadline or after the exam.

- **A candidate must ensure that his/her mailing address/email address remain current.** Candidates may change his/her mailing address/email address by clicking on the Edit Information link.

**Apply:** Once all profile information has been uploaded and profile has been verified, the candidate may use this tab to apply for examinations. Detailed instructions will be presented based on the available examinations. This tab is also where clinical assignments will be listed once the site schedule is finalized and a DSE eligibility number will be provided.

**Documents:** Visit this tab prior to the examination to download any required forms and documents.

**Results:** Exam results will be posted under this tab once verified and released.
Below is the screen displayed upon logging into BrightTrac. The *Dashboard* tab is displayed by default.

![Dashboard screenshot](image)

- **Check Mark** = completed item
- **Exclamation Mark** = item requires attention
- **A Blank Pink Box** = *Dental Candidate Qualification Form* needs to be uploaded
STEP 2: UPLOAD PHOTO

On the Dashboard page, the candidate will be prompted to upload a photo in which he/she is wearing professional attire or clinically-acceptable scrubs. Click the Upload link and follow the instructions. A current passport quality photo is required. All photos will be reviewed by CITA and may be rejected if not found to be acceptable for identification purposes. Submitting an unacceptable photo will delay the registration process, as this photo will be printed on the candidate’s ID badge for wear at all times during the exam.

- Photos must be in one of the following formats: JPG/JPEG, GIF, or PNG.
- Photos must be cropped in a 2x2 square and have a minimum resolution of 200 x 200 and a maximum resolution of 500 x 500. Photos must appear in the profile in the upright position.
- The photo must be a front facing headshot in the format that would be used for a passport and the candidate’s name, school or office must not be visible on the photo. A white background should be used. Professional attire or clinically acceptable scrubs are required.
- Photos must be resubmitted if any visible changes in appearance (such as hair color, facial hair, hair length, etc.) have taken place prior to exam. The photo must match the candidate’s current appearance the day of the exam.

STEP 3: UPLOAD FORMS

ALL CANDIDATES must complete the Dental Candidate Qualification Form and upload into the “Proof of Graduation” area (Profile tab of online BrightTrac profile)

It MUST be notarized.

This form can be found on the CITA website at www.citaexam.com (click “Download Forms” button)

The following pages will provide specific directions for each qualification status.
- **Junior (D3) students of record AND Senior (D4) students of record:**

  A Junior (D3) student of record may **only** participate in Parts II and III (Manikin parts) of the clinical parts of the ADEX Dental Examination. D3 students should check with his/her program for regulations regarding eligibility for the DSE. Once the form has been completed, a PDF file should be uploaded to the candidate’s profile through the “Proof of Graduation” link on Profile tab.

  Senior (D4) students of record may take all parts of the ADEX Dental Examination. Once the form has been completed, a PDF file should be uploaded to a candidate’s profile through the “Proof of Graduation” link on the Profile tab.

- **Resident or graduate dental student (in a post-graduate dental program):**

  Resident or graduate students of record may take all parts of the ADEX Dental Examination. Applicants who are currently registered in a residency or graduate dental program and who are eligible to apply to take the ADEX Dental Examination are required to upload a completed Dental Candidate Qualification Form along with either a letter from the dental school registrar’s office that verifies his/her date of graduation and degree received or a copy of his/her diploma. The two documents must be combined into one PDF file (one file with two pages) and uploaded to the candidate profile through the “Proof of Graduation” link on the Profile tab.

**Candidates only needing to take the DSE must provide all required documents to complete a candidate’s profile**
NOTE: Resident or graduate students who are taking the exam at his/her residency or graduate school may qualify for a facility fee credit (if available). These students must also complete a Resident or Graduate Student of Record Form to be recognized as a student of record at a designated exam site. This document should be uploaded through the “Post Graduate” link on the Profile tab.

- **Dental school graduates:**

Applicants who have graduated from a qualified dental program (see pg. 8) and who are eligible to apply to take the ADEX Dental Examination are required to upload a completed Dental Candidate Qualification Form with either a letter from the dental school registrar’s office that verifies his/her date of graduation and degree received or a copy of his/her diploma.

**Candidates only needing to take the DSE must provide all required documents to complete a candidate’s profile**
• **Internationally-trained dental graduates:**

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 Dental Examination for satisfaction of the clinical examination component for licensure in that jurisdiction. Therefore, graduates of international dental programs must contact the jurisdiction in which he/she is seeking licensure and have that state officially notify CITA in writing 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.”

The *Candidate Dental Qualification Form* should be uploaded to the candidate’s profile in the “Proof of Graduation” area. The candidate will receive notification from the CITA office once the official letter has been received. Candidates may contact the CITA office with questions. Please note: misrepresentation of any application requirements or alterations of any documents may result in the denial of the candidate’s application or failure of the exam.

**STEP 4: APPLY**

After the profile and graduation status are verified, the candidate may click on the *Apply* tab to register for examinations.

**Note:** There are currently options for a full exam (all procedures) or one individual procedure. If the candidate wishes to take only a few procedures, then each individual procedure must be selected separately. **DO NOT select the full exam option** (i.e.: If wanting to register for all manikin procedures of the exam, the candidate must register for the prosthodontics procedure AND then register for the endodontics procedure.) You will only be charged **ONE** time for the full manikin exam. The same process applies when registering for only the full patient exam. Verification of currently registered exams may be viewed under the *Apply* tab of the candidate’s profile.
STEP 5: PAY

Submit payment for examination fees. CITA accepts VISA and MasterCard only. 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 full payment can be submitted. Failure to pay the registration fee at the time of registration may forfeit the candidate’s ability to sit for the examination.

<table>
<thead>
<tr>
<th>FEE DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full exam application fee (includes patient, manikin, and initial DSE)</td>
<td>$2100.00</td>
</tr>
<tr>
<td>Typodont usage fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Manikin (1 or more parts) application fee</td>
<td>$1050.00</td>
</tr>
<tr>
<td>Patient (1 or more parts) application fee</td>
<td>$1050.00</td>
</tr>
<tr>
<td>DSE retake fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Late application fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Examination review fee</td>
<td>$250.00</td>
</tr>
<tr>
<td>Administrative Fee (including, but not limited to deferrals, refunds, and corrections)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Duplicate Score Request</td>
<td>$35.00</td>
</tr>
<tr>
<td>Request for candidate manuals</td>
<td>$50.00 each</td>
</tr>
<tr>
<td>Testing site fees (facility, staff, equipment, instrument, and/or supply fees)</td>
<td>See pg. 34 or CITA website</td>
</tr>
</tbody>
</table>

**SEE FACILITY FEES CHART ON PG. 33 FOR YOUR SITE’S FACILITY FEES**

*** Failure to pay the initial registration fees within 72 hours or the exam deadline will result in the candidate being automatically dropped from the exam.

BEFORE PAYING: IF THE PAYMENT BALANCE DOES NOT MATCH WHAT IS ANTICIPATED, PLEASE DO NOT MAKE YOUR PAYMENT. CONTACT THE CITA OFFICE TO REVIEW THE CHARGES. FAILURE TO DO SO MAY DELAY ENTRANCE INTO AN EXAM. NO PAYMENT ADJUSTMENTS WILL BE MADE ONCE AN EXAM HAS BEEN PROCESSED. PAYMENT ADJUSTMENTS MADE AFTER CREDIT CARD PAYMENT HAS BEEN MADE MAY RESULT IN A $200 ADMINISTRATIVE FEE OR A DELAY IN REFUND UNTIL THE CANDIDATE HAS COMPLETED ALL PARTS OF THE EXAM.

NOTE: Facility and staffing fees will be assessed SEPARATELY for students of record if different than non-students. All such fees must be paid prior to the 30-day deadline.
Assessed Fees

All assessed fees made prior to the 30-day deadline must be paid prior to the 30-day deadline. Any application with a payment balance as of the thirty (30) day deadline will be removed from the exam and all fees will be forfeited. Therefore, candidates are responsible for monitoring the status of his/her balance to ensure that all assessed fees have been paid.

While the table above lists fees associated with the ADEX Dental Exam, candidates should be aware that this table should not be considered all-inclusive, there may be other fees for services provided by CITA which are not discussed in this manual. As such, candidates should contact the CITA office via email for information regarding applicable fees when requesting services not listed. Furthermore, all fees paid to CITA MUST be completed using a VISA or MasterCard through the online registration portal (www.citaexam.com).

Late Applications

All applications to apply after the published 30 day deadline will be assessed in a $500 late application fee and should be paid by the time set by the CITA office. Candidates will be accepted only if space is available and after any wait list has been exhausted. No late applications will be accepted within 15 days of an exam. Late applicants need to contact the CITA office for assistance.

Fee Deferrals and Refunds

All change and refund requests MUST be made in writing to CITA via email, fax, or US Postal Service and MUST state the reason for the request or transfer. Notification will be sent immediately after a determination is made. Should a fee deferral be granted, the terms and conditions for a future examination will be included. It should be noted that a “request for” and the “granting of” a deferral does not guarantee seating at the requested examination site. Such seating will be assigned in accordance with CITA’s exam seating assignment priorities as described earlier in this section (see pg. 8).

Fee deferrals and refunds will NOT be given for a patient’s failure to appear, non-acceptability of a patient, or a candidate’s inability to secure patients for the examination, as patient approval is considered part of the examination.

Requests for the examination fee to be deferred to a later examination within the examination cycle or to be refunded will be as follows:

<table>
<thead>
<tr>
<th>30 days or more prior to exam</th>
<th>29-14 days prior to exam</th>
<th>13 days prior to exam – day 1 of exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full refund minus $200.00 administrative fee</td>
<td>50% of all fees paid minus $200.00 administrative fee</td>
<td>No refund available</td>
</tr>
</tbody>
</table>

Requests for a fee deferral or refund received on or after the dates outlined above WILL NOT be honored, and all fees will be forfeited. A refund or fee deferral request received that is due to extenuating circumstances may be reviewed on an individual basis by the CITA Board of Directors.
**Procedure Cancellation Policy**

If candidates wish to withdraw from any procedure, he/she may do so up until patient presentation for his/her 1st procedure. Once a patient and paperwork have been presented, the exam has begun and no withdrawals from any procedure will be honored for that day. The inability to complete any exam procedure on that exam day will be graded as incomplete and shall constitute a failure of that procedure and/or part. **No refund will be considered at the examination site for failure to initiate or complete a procedure/part.**

**STEP 6: MONITOR**

Candidates must monitor his/her online Profile for any status changes and required document deadlines. Final Assignments will be made no later than 29 days prior to the exam. Forms and schedules will be emailed to you once the exam closes (30 days prior to exam).

Candidates must print, complete, and bring each form to the on-site registration on the first day of the exam (for specific timeline examples, see the appropriate manual, either Patient or Manikin manual). Candidates should also print the schedules (located both via their online candidate profile as well as in the respective procedure manual, manikin or patient).

*If the scheduled exam is less than 25 days away and no email communication has been received from the CITA office, he/she should contact the CITA office for help.*

**Check the SPAM folder prior to contacting the CITA office**

Please note that requests for a change in assignment time will not be considered or made once the schedule has been distributed. Dental school personnel do not have the authority to accept a candidate for an examination at their site or to make any assignment changes within an examination series. Such arrangements between dental school personnel and a candidate may preclude the candidate from being admitted to the examination, as well as result in forfeiture of all fees. CITA’s Chief Examiner is the only authorized individual who may consider a request for a schedule change. If unusual circumstances warrant such a change and space is available, it is the decision of CITA’s Chief Examiner whether to approve such a request. This decision is made on-site on the day of examination, and prior requests are neither accepted nor considered.
Required Exam Day Registration Documents

To be completed and brought to the exam day registration):

1. Preparation and Orientation Form (All candidates)
2. Dental/Dental Hygiene Examination Disclaimer (Patient-based only)
3. Radiograph/Follow up Care Form (Patient-based only)
4. Identification Card: In order to receive the ID badge and the rest of the examination materials at registration, candidates must provide their 3-digit sequential number available through their online profile (under the Apply Tab) on the online registration website, along with two forms of personal identification. One of these additional IDs must contain the candidate’s signature, and one must have a recent photograph which is similar to the photo the candidate uploaded to his/her profile. (Candidates are required to upload a recent photo of themselves to their online profile. For photo guidelines, see Registration Step #2 on pg. 11 of this manual. The photo will be applied to the candidate’s’ individual ID badge, which he/she will receive on the day of the examination. This ID badge is to be worn at all times during the examination.

Samples of above forms can be found in the specific exam manual and in the BrightTrac profile under the Document tab.

Acceptable forms of ID include:

- Current driver’s license
- Current passport
- Military ID
- Employee ID
- School ID
- Voter registration card

A national credit card is an acceptable secondary form of ID. An expired driver’s license, expired passport or a social security card are not acceptable forms of ID for this exam.

The candidate’s name on both forms of ID must match exactly the name used for registration. If the name on the identification presented differs from the name (other than middle name or initial) used for registration, official documentation or authorization of a name change must be presented for admittance to the examination. If a candidate is not admitted because he/she fails to provide this documentation, his/her examination fee will be forfeited.

Once identification has been verified, each candidate will receive his/her packet. Each packet will include a minimum of the following items:

- Candidate Name Tag
- Dental Assistant Name Tag (if requested)
- Interpreter Name Tag (if requested)
- Candidate Identification Labels
- Cubical Card

Candidates may not wear scrubs or lab coats that have ANY identifying names or practices on them during the exam.
Dental Students

CITA allows D3 students to participate in the manikin parts of the ADEX Dental Exam. Educators and students have favored the administration of the manikin examination during the junior year of study due to the fact that the manikin examination is closer to the students’ pre-clinical laboratory experience in working with typodont simulation.

D3 and D4 students of record attending dental schools accredited by the American Dental Association Commission on Dental Accreditation (CODA) or the Commission on Dental Accreditation of Canada (CDAC), are eligible to apply to take the ADEX Dental Examination through CITA when the dean (or designated school official) certifies, in writing, that the candidate is a junior or senior student of record and he/she is sufficiently prepared to participate in the examination (see appendix for examples of forms).

Residents/graduate dental students and graduates should consult pg. 12-13 of this manual for guidance concerning eligibility. Internationally-trained candidates should consult pg. 14 of this manual for guidance concerning eligibility.

*DISCLAIMER: The 18-month time period begins July 1 of the candidate’s D4 (final) year. D3 students who take the DSE or the manikin portions of the exam during the spring semester of their D3 year have the opportunity to participate in remediation (if necessary) prior to the start of their 18-month timeline.

Residents, graduates, and internationally-trained candidates must successfully complete all parts within 18 months of when his/her first attempt. All unsuccessful candidate performances will be shared among all agencies who administer the ADEX exam and the 3-time failure rule DOES remain in effect. (See pg. 22 for further details)

CITA reserves the right to deny admission to its examination should, in CITA’s sole discretion, have any concern regarding the candidate’s mental, physical, or emotional wellbeing, or questions regarding the candidate’s preparedness or educational training to the extent that it may endanger patients engaged in the examination process.

A. Dental Student 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. In such cases, fees paid by candidates who are disqualified will be refunded based on the CITA refund policy. 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.
A candidate disqualified from an individual examination part by his/her dental school dean (or designated school official) may continue with the other examination parts. However, he/she will need to re-register and submit the appropriate fee and documentation of re-qualification for those parts.

B. **Special Circumstances:**

i. **Request for Non-Standard Accommodations**

   CITA, in accordance with the Americans with Disabilities Act, will provide reasonable and appropriate accommodation for candidates with documented disabilities. CITA will provide reasonable accommodation, auxiliary aids, or services that are necessary to the extent required by law provided the requested accommodation, auxiliary aids, or services would not fundamentally alter the measurement of the skills or knowledge the exam is intended to test. Due to patient safety, no additional time is given during the patient or manikin exams for medical reasons. Candidates must abide by the time guidelines set forth in the manual.

   **Candidates with disabilities who require accommodation while taking the CITA exam may apply to CITA for consideration of the accommodation by submitting the “Special Accommodation Request Form” and documentation no later than 45 days prior to the exam.** For an accommodation request to be considered the “Special Accommodation Request Form” must be completed and submitted to CITA with supporting documentation in accordance with the conditions and guidelines stated.

   The candidate is responsible for obtaining documentation of disabling conditions that require accommodation. Specific guidelines for acceptable documentation of disability can be found under the Disability Documentation Guidelines section of the Special Accommodation Request Form (see Appendix for example of form). It is recommended that these guidelines be shared with the evaluators providing the documentation for the applicant, as incomplete or inadequate documentation written in support of accommodation may be denied by CITA.

ii. **Special Testing Provisions and Auxiliary Aids**

   CITA will provide appropriate auxiliary aids for such persons with impaired sensory, manual or speaking skills unless providing such auxiliary aids would fundamentally alter the measurement of the skills or knowledge the examination is intended to test. To ensure that auxiliary aids or other requested modifications are available and can be provided, candidates requesting such modifications or auxiliary aids must:

   - Submit, in writing, a request for the auxiliary aid or modification stating the exact auxiliary aid or modification(s) 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, indicating any portion of the dental examination for which such aid or modification will be needed.
   - Provide a letter from an appropriate healthcare professional documenting the disability. This letter must be received by CITA no later than 45 days prior to the date of the exam.
In providing such auxiliary aids or modifications, CITA 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 physical and/or learning disability will be kept confidential, with the following exceptions:
  o Authorized individuals administering the examination may be informed regarding any auxiliary aid or modification.
  o First aid and safety personnel at the test site may be informed if the disability might require special emergency care.

CITA reserves the right to administer the DSE Section in an alternative form other than by computer and will arrange accommodations for the candidate on an individual basis. CITA reserves the right to verify all information submitted by an applicant in support of a request for accommodation and additional information from evaluators providing the supporting document may be requested. CITA has the right to refuse an accommodation request and/or deny the candidate’s eligibility status if it is found that either the candidate has deliberately misrepresented the information or the profession providing the information.

iii. Requests for Special Accommodations Due to Religious Constraints

Candidates requesting special accommodations due to religious constraints must submit in writing a request for religious accommodation and specifically the accommodations needed. This request should be submitted by mail at least 45 days prior to the first day of the exam to the CITA central office (see mailing address on pages 1 & 3 of this manual).

C. Examination Cancellation Policy

CITA reserves the right to cancel or postpone any examination where the number of candidates registered to take the examination does not, in the sole discretion of CITA, financially justify the administration of the ADEX Dental Examination, an emergency arises or other unforeseen circumstances that are beyond CITA’s control.

Emergencies or unforeseen circumstances may include, but are not limited to, acts of nature, acts of terrorism, events resulting in the destruction of the CITA office or testing site facility, loss or delays in the delivery of necessary equipment and/or supplies by a shipping agent, failure of the testing site facility to provide expected and necessary services, equipment, supplies or personnel, or other similar events.

Under no circumstance does CITA assume liability for costs incurred by candidates in preparing to take a CITA examination. This policy extends to situations where CITA might be forced to cancel an examination because of an emergency or unforeseen circumstance, such as those listed above, or for the lack of participants as explained above. However, if such an examination cancellation were to occur for those reasons stated or any reason in CITA’s sole discretion, CITA would refund candidates’ application fees, reassign candidates to the next available examination site, or reschedule the examination at the earliest possible date.
D. **Limited Liability Insurance**

CITA has a blanket professional liability insurance policy that covers all dental candidates and assistants for all ADEX Dental Examinations. The cost of that coverage is included in CITA’s examination fee. Therefore, candidates and/or assistants are not required to obtain additional limited liability insurance.

E. **Three-Time Failure Rule**

Candidates failing one or more of the same parts of the ADEX Dental Examination on three (3) successive attempts must begin the entire examination process again and retake all parts of the examination. Any parts in which the candidate may have been previously successful will not be recognized or counted toward successful completion of the retest of the entire clinical examination process. When this situation occurs, the candidate will be considered an initial applicant.

If students are unsuccessful on their first attempt of any part of the examination, CITA offers two (2) additional opportunities to retest. Although other testing agencies allow retest opportunities, those retest opportunities are typically not at the student’s school of record and require that the student travel to another testing facility. CITA believes that students should first be afforded an opportunity to retest at their school of attendance, if at all possible. In the event there is an inadequate number of applicants to justify an examination at a particular test site, students may be required to travel to locations other than his/her school of attendance.

*Note: For the purposes of maintaining the integrity of this rule, all unsuccessful candidate results will be shared among all agencies administering the ADEX Dental Exam.*

F. **18-month Rule**

As of July 1 of their D4 (final) year, candidates have 18 months to successfully complete all parts of the ADEX Dental Exam. Therefore, it is in the candidate’s best interest to participate in the CIF format by taking the manikin parts of the exam and/or the DSE (if authorized) prior to July 1 of their D4 (final) year. Doing so affords the candidate a greater opportunity for remediation through his/her dental program. Candidates who already have a dental degree or D4 (final year) candidates who have not yet attempted any part of the exam have 18 months from his/her first attempt of any part of the ADEX Dental Exam to successfully complete all necessary parts of the ADEX Dental Exam. If a candidate fails to successfully complete all parts of the ADEX Dental Exam within his/her assigned 18-month time frame and in three (3) or fewer attempts, he/she must contact the state board in the jurisdiction of sought licensure for remediation requirements, and will be required to re-start the entire exam cycle once remediation requirements have been met.

*Note: For the purposes of maintaining the integrity of this rule, all unsuccessful candidate results will be shared among all agencies administering the ADEX Dental Exam.*
A. Scoring

Subject Matter Experts (SMEs) have determined that there are specific performance criteria for each procedure that determine whether the performance demonstrates a pre-determined level of acceptable clinical competency. The specific line item criteria or criterion which are used by the examiners in the rating of the candidate’s performance in each of those scored points/criterion are typically separated into three categories: Acceptable, Marginally Substandard, and Critically Deficient and are typically assigned five (5) points, three (3) points and zero (0) points respectively.

A candidate’s score for each line item criteria is determined by confirmation of one of those scoring points by at least two of the three graders for any given line item criteria. In the absence of confirmation of one of the scoring points by the grades rendered by the three examiners, the median score is assigned to that line item criteria. 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.

Based on the number of criteria evaluated for each procedure, there will be a given number of points which are possible to attain. By way of explanation, if a procedure has eleven (11) criteria which are scored at five (5) points each, and four (4) which are scored as 2 points each, the total available points for that procedure are sixty-three (63) points. This is the situation for the Posterior Amalgam Preparation. The Posterior Amalgam Restoration has the potential for thirty-six (36) possible points to be awarded for a total of ninety-nine (99) possible points across the section.

The score for the candidate is calculated by the application of the formula:

\[ \frac{C}{T} \times 100 - (M) \]

where

- \( C \) = Total points the candidate earned
- \( T \) = Total points possible for the procedure(s)
- \( M \) = Total penalty points or points deducted for a denied modification request

The scoring rubric is affected in the manner in which the points available are totaled. The candidate is not required to pass each procedure with a score of 75 or higher, as the points are first totaled across the procedures and then the calculation of the final score is made at the sectional level. Thus, points lost in one procedure—the preparation—which would potentially result in a score of less than 75 for an individual procedure, are offset by the fact that the candidate may have scored better in another procedure—the restoration. In effect, marginally substandard performances in one procedure are off-set by acceptable performances in the other procedures. Let’s see how this works in practice:

For the restorative section, there are four procedures that are scored. However, the anterior and posterior procedures of the restoration exam will be scored as free-standing sections. Thus, the total number of possible points earned for the posterior procedure is sixty-three (63) for the
preparation and thirty-six (36) for the restoration, or ninety-nine (99) total points. The points that the candidate has been awarded for the preparation and the restoration are totaled, and then those points are compared to the total number of points available which, in this instance, is ninety-nine (99). This ratio of points awarded versus the total of available points is then scaled to one hundred (100) and the final tabulated score for the section is thus attained.

So, if a hypothetical candidate receives a “marginally substandard” confirmed score for the criterion of Proximal Clearance, Pulpal Floor on the preparation, and a confirmed “marginally substandard” score for the Surface Finish of the restoration, the candidate would be awarded 93 of the possible 99 points. The hypothetical candidate did not incur any penalty deductions.

\[
\frac{93}{99} \times 100 = \text{93.9} \quad \text{M in this case equals zero.}
\]

The candidate’s tabulated score is 94.

**Scores will be posted on the website and disseminated to state boards as either:**

“Pass – 75 or greater” for a passing score or

“Fail – less than 75” for a failing score.

The CITA office WILL NOT provide tabulated scores to candidates, state boards, or other agencies.

**B. Re-Examination and Remediation**

Candidates failing any one or more of the same parts of the ADEX examination on three (3) successive attempts should contact the board of dentistry in the state or jurisdiction in which he/she require licensure to determine requirements for remediation. It is the candidate’s responsibility to obtain and complete all requirements for remedial education in accordance with the requirements of the licensing jurisdiction. Remediation may be provided at a candidate’s school as part of the Curriculum Integrated Format examination process.

CITA does not require documentation of remedial education prior to re-examination for any part of the ADEX Dental Examination.

CITA does not assume any responsibility for providing this information or for monitoring the completion of such requirements prior to examination.

**C. Releasing Results**

Scores for all ADEX Dental Examinations are posted to candidate profiles within ten (10) business days of exam completion. A candidate will need his/her email and password to access his/her online candidate profile and results.

Student candidates’ results are released to the dental schools who have entered into a confidentiality agreement with CITA. School coordinators at these schools will be given online access by CITA to view his/her students’ exam results. School coordinators are able to use the candidates’ results as opportunities for curriculum development and candidate remediation.
Upon completion of a scheduled exam, results are released to all states via the DESP (online ADEX score portal) within ten (10) business days of when the results have been released.

Results are released to state boards when a candidate’s conduct or performance raises issues of character and/or fitness that CITA feels such information should be made known to a licensure board. Results of unsuccessful candidates are also released to other agencies that administer the ADEX Dental Exam for the purpose of maintaining the integrity of the 18-month rule as well as the 3-time failure rule.

D. **ADEX scores to jurisdictions that accept the results of the ADEX exam**

Results of ADEX exams are uploaded weekly to the DESP (online ADEX score portal). All state dental boards have access to the DESP. These results typically are accepted by state boards for a period of five (5) years from the date of each candidate’s successful completion of all parts of the ADEX examination, or for a different time period as determined by the individual state boards.

Candidates should contact the individual state boards of dentistry for understanding of that board’s acceptance period for this examination and other requirements that the candidate must fulfill to meet its standards and requirements for licensure.

In other words, completion of the ADEX Dental Examination alone MAY NOT qualify a candidate for licensure, as other requirements of each of the jurisdictions MUST be fulfilled prior to the candidate engaging in any activity or activities which may be construed as the practice of dentistry.

It is the candidate’s sole responsibility to determine that all requirements have been met in the jurisdiction in which he/she wishes to practice prior to performing those acts which may constitute the practice of dentistry.

Determinations as to who is qualified for licensure are controlled by individual state law; consequently, the requirements may not be uniform from state to state. Each licensing jurisdiction may use the examination results to the extent authorized by its statutes.

E. **Duplicate Score Request**

Candidates should contact the state board where they are seeking licensure before they submit a Duplicate Score Request Form. Some state dental boards are able to “look up” scores through the DESP (online ADEX score portal). If the state dental board requires an official paper score report and/or copy of the manual, candidates must submit a Duplicate Score Request Form. See form for submission options and process.
A fee of $35.00 will be charged per address to send exam results to the requested jurisdiction. An additional $100.00 for the examination manual ($50.00 manikin-based; $50.00 patient-based) if required, must be included with the request.

CITA will only send official scores directly to state dental boards for licensure purposes. All procedure attempts will be sent as part of a candidates official scores. Any other requests must be made in writing and approved by the CITA Board of Directors. Candidates can access an unofficial copy of their scores directly from the Results of their online profile.

The Duplicate Score Request Form can be found on the CITA website at www.citaexam.com (click on “Download Forms” and select “I only need to download a duplicate score request”).

F. Appeals Process

If a candidate believes that his/her results were adversely affected by extraordinary conditions during the examination, the candidate may submit an appeal. Appeals are reviewed by a special committee whose charge is to review the facts, paperwork, and score tabulations to determine if the examiners’ findings substantiate the results. Appeals based on patient behavior, tardiness, or failure to appear will not be considered. The appeals process is the final review authority, and if the appeal is denied, there is no further review process authorized by or conducted by CITA or ADEX. Candidates who contact CITA’s administrative office regarding their examination results must clearly indicate in a written form whether they simply wish to express a concern related to the examination or they are interested in initiating a formal appeal.

A $250.00 filing fee will be charged by CITA to file and process a formal appeal. Any request for an appeal must be received at CITA’s central office no later than fourteen (14) days following the official date on which the scores were released.

CITA’s special committee is required to complete its review within sixty (60) days from the time of receiving a formal request. During that time, the candidate may apply for re-examination. If the candidate files a formal request, retests and passes the examination before the request has been fully processed, the review will be terminated and the $250.00 filing fee will be forfeited by the candidate.

In determining whether or not to file a petition for review, the candidate should be advised that all reviews are based on a re-assessment of documentation of the candidate’s paperwork for the examination. Candidates should understand that the review does not include a re-grading of any performance.

The review WILL NOT take into consideration other documentation that is not part of the examination process such as radiographs, post-treatment photographs, impressions, models, character references or testimonials, dental school grades, class ranking, faculty recommendations, or opinions of other "experts" solicited by the candidate. In addition, the review will be limited to a
consideration of the results of only one (1) examination at a specific test site. Candidates will not participate in the review process and will be notified in writing within sixty (60) days of receiving the review request, as to the results of the review.

Again, the review will not take into consideration other documentation that is not part of the examination process. Opinions of the candidate, auxiliaries, faculty members, patients, colleagues, examiners acting outside of their assignment area, 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 documents, radiographs, or other materials that were submitted during the examination and remain in the possession of the testing agency. Any candidate who receives a failing score on an ADEX examination may, on his/her own behalf, submit a candidate appeal of that failing score.
The examination series content is developed and revised by the ADEX Dental Examination Committee. This committee is comprised of representatives from every ADEX member state, as well as the participating regional test administration agencies. The committee has considerable content expertise and also relies on practice surveys, current curricula, standards of competency and the American Association of Dental Boards (AADB)’s guidance for clinical licensure examinations in dentistry to ensure that the content and protocol of the examination are current and relevant to practice. Examination content is also determined by such considerations as patient availability, logistical restraints and the potential to ensure that a skill can be evaluated reliably. The examination content and evaluation methodologies are reviewed annually and periodically changes to reflect current best practices.

A. **Part I: Diagnostic Skills Examination (DSE) (computer-based)**

The computer-based ADEX Diagnostic Skills Examination (DSE) is administered at a PSI testing center of the candidate’s choice. The DSE may be taken either before or after the patient-based and manikin-based examinations. It is given in one day and is approximately 4 hours long.

Candidates may take the DSE up to three times (candidates should consult the 18-month rule on pg. 22 for additional regulations). A current listing of the locations of PSI Testing Centers at which the computer-based DSE Section is offered throughout the year can be accessed by going to the PSI website at [www.psiexam.com](http://www.psiexam.com).

Appointments must be scheduled with a minimum 24-hour notice. Appointments are made based on availability. The candidate should check the candidate profile Apply tab for his/her eligibility number and DSE scheduling instructions.

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI’s registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, the following steps must be completed:

1. Log onto the PSI website, select Certification/Professional Associations and then select the link associated with the Council of Interstate Testing Agency examination. The associated registration form should be completed and submitted online.
2. Upon completion of the online registration form, the available exam dates and locations for scheduling will populate. Select the desired testing date and location.

A candidate must provide no less than 48-hour notice (Monday-Friday) to reschedule/cancel his/her testing appointment. Rescheduling/cancellation is done through PSI’s Central Registration Office, NOT the local testing center. **Failure to provide 48-hours’ notice will**
result in forfeiture of the initial DSE test fee. The initial DSE fee is included when a candidate has registered for both the patient-based and manikin-based exam. Candidates will need to reschedule and pay a retest DSE fee of $500 with CITA. Requests for waivers must be submitted to PSI in writing within 72 hours of the testing appointment and must include a doctor’s note verifying a medical emergency. Candidates who fail to appear for their scheduled test appointment will be reported as a no-show and will need to reschedule as a retest candidate through CITA after paying the appropriate DSE retest fee of $500.

Candidates may receive an email confirmation of his/her PSI test appointment. This confirmation will provide the candidate the PSI exam title, date, time, and location of his/her PSI test appointment. Lack of receipt of an email confirmation does not invalidate the candidate’s testing appointment when scheduling. Candidates are responsible for noting the date, time, and location of their PSI testing appointment when scheduling. The table below summarizes the information covered on the DSE as of 1 January 2017.

<table>
<thead>
<tr>
<th>DSE CONTENT</th>
<th>FORMAT (as of Jan 1, 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Patient Evaluation (PE)</td>
<td>Simulated patients presented on a computer.</td>
</tr>
<tr>
<td>• Anatomical identification</td>
<td>150 scored questions:</td>
</tr>
<tr>
<td>• Pathology of bone/teeth/soft tissue</td>
<td>• PE: 20%</td>
</tr>
<tr>
<td>• Identification of systemic conditions</td>
<td>• CTP: 40%</td>
</tr>
<tr>
<td>• Radiology techniques/errors</td>
<td>• PPMC: 40%</td>
</tr>
<tr>
<td>• Physical evaluation/laboratory diagnosis</td>
<td>Time: 4 hours</td>
</tr>
<tr>
<td>• Therapeutics</td>
<td>(max time allowed; time used may be less at the discretion of the candidate)</td>
</tr>
<tr>
<td>2. Comprehensive Treatment Planning (CTP)</td>
<td>Results reported as either:</td>
</tr>
<tr>
<td>• Systemic diseases/medical emergencies/special care</td>
<td>“PASS – 75 or greater”</td>
</tr>
<tr>
<td>• Oral medicine</td>
<td>or</td>
</tr>
<tr>
<td>• Endodontics</td>
<td>“Fail—less than 75”</td>
</tr>
<tr>
<td>• Orthodontics</td>
<td></td>
</tr>
<tr>
<td>• Restorative dentistry</td>
<td></td>
</tr>
<tr>
<td>• Oral surgery</td>
<td></td>
</tr>
<tr>
<td>• Pediatric dentistry</td>
<td></td>
</tr>
<tr>
<td>3. Periodontics, Prosthodontics, and Medical Considerations (PPMC)</td>
<td></td>
</tr>
<tr>
<td>• Medical emergencies</td>
<td></td>
</tr>
<tr>
<td>• Infection control</td>
<td></td>
</tr>
<tr>
<td>• Medical considerations in treatment planning</td>
<td></td>
</tr>
<tr>
<td>• Periodontal diagnosis and treatment planning</td>
<td></td>
</tr>
<tr>
<td>• Periodontal treatment and follow-up</td>
<td></td>
</tr>
<tr>
<td>• Prosthodontic diagnosis and treatment planning</td>
<td></td>
</tr>
<tr>
<td>• Prosthodontic treatment and follow-up</td>
<td></td>
</tr>
</tbody>
</table>
Simulations of actual patients are utilized through computer-enhanced photographs, radiographs, optical images of study, working models, laboratory data, and other clinical digitized reproductions. The ADEX DSE is a computerized objective simulated clinical examination (OSCE).

The following three subsections of the DSE are designed to assess more complex levels of diagnosis and treatment planning knowledge, skills, and abilities:

1. The PE subsection (Patient Evaluation)—30 items designed to assess the candidate’s ability to recognize critical clinical conditions or situations encountered regularly in the general practice of dentistry.
2. The CTP subsection (Comprehensive Treatment Planning)—60 items designed to assess the candidate’s ability 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.
3. The PPMC subsection (Periodontics, Prosthodontics, and Medical Considerations)—60 items 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 in a more integrated fashion than the CTP subsection.

* Pilot items (i.e. questions that are being tested for use in future versions of the examination) may be added but do not affect the score. Appropriate additional time is provided for these items.

In each subsection, candidates may skip or mark items to be considered later. **Once a subsection is complete, 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.

**B. Parts II and III: Prosthodontics and Endodontics Clinical Examinations**

The Prosthodontics and Endodontics Examinations are Manikin-based exams administered at various testing sites. Candidates may attempt parts II and III up to three (3) times. For further guidance on the timeline and failure rules, see the three (3) time-failure rule as well as the 18-month rule on pg. 22 of this manual. CITA strongly encourages candidates to thoroughly read the manikin-based exam manual prior to taking the exam. For general scoring information, see **III. Scoring, Releasing Results, and Appeals** beginning on pg. 26 of this manual. For manikin-based exam specific scoring, see the manikin-based exam manual. For a list of testing sites and dates, visit the CITA website: [www.citaexam.com](http://www.citaexam.com).
**Typodonts and Manikins**

*CITA will provide all typodonts for the manikin exam. CITA uses two (2) different typodonts. The teeth numbers used for the exam are the same with both models. Check your site information sheet for details on which typodont will be used at your selected exam site.*

*CITA Typodont*: CITA has developed a typodont manufactured especially for CITA (with biphasic teeth) by Nissin Dental Products Inc. They can be purchased from Kilgore International at kilgoreinternational.com by ordering the CITA-EP KIT - COMPLETE TESTING KIT.

*Acadental Typodont*: Specified testing sites require candidates to use the Acadental typodont model. Please reference your *Facility Information Sheet* for details about required typodonts. Setup and mounting procedures of Acadental typodonts will be covered on site during registration. To order Acadental typodonts, visit acadental.com and select the ModuPRO Exam Practice Kit.

*Note: Endodontic Teeth (#8 and #14) for both models are manufactured by Acadental. Candidates may order the Endo teeth via Acadental's website: acadental.com.*

**C. Parts IV and V: Restorative and Periodontal Scaling Clinical Examinations**

The Restorative and Periodontal Scaling Examinations are Patient-based exams administered at various testing sites. Candidates may take any one examination part up to three times. For further guidance on the timeline and failure rules, see the three (3) time-failure rule as well as the 18-month rule on pg. 22. CITA strongly encourages candidates to thoroughly read the patient-based exam manual prior to taking the exam. For general scoring information, see *III. Scoring, Releasing Results, and Appeals* beginning on pg. 26 of this manual. For patient-based exam specific scoring, see the patient-based exam manual. For a list of testing sites and dates, visit the CITA website: www.citaexam.com.
The following pages include all necessary forms needed to initiate a BrightTrac profile, post exam forms and other administrative forms. Please refer to the patient-based and/or manikin-based manuals—for forms required for those specific exams.

All forms are available for download from the CITA website: www.citaexam.com
Council of Interstate Testing Agencies  
2017 Dental Facility Fees and Staffing Fees

Exam Site information is available online which includes specific instrument availability and sterilization details. Each site includes different items in their facility fee. The exam site information packet can be found on the CITA website and the candidate profile document section.

Facility fees are charged by the testing facility and collected by CITA on behalf of the testing site. **Fees MUST be paid online before your registration is considered complete.** Candidates who are testing at their own school may have fees assessed after they have paid their initial registration. It is the candidate’s responsibility to pay these fees prior to the 30 day deadline. A $200.00 ADMINISTRATIVE FEE IS CHARGED FOR APPLICATION CORRECTIONS MADE AFTER PAYMENT.

CITA staffing fees are required for the patient-based parts of the exam at UAB, ECU, and UNC. These fees are for hired staff for the administration of the examination.

<table>
<thead>
<tr>
<th>AL-University of Alabama at Birmingham</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Students Enrolled at UAB</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>All other Candidates</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LA-Louisiana State University</th>
<th>Patient and/or Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Candidates (Current LSU students are required to pay the facility fee one time)</td>
<td>$275.00</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NC-University of North Carolina at Chapel Hill</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Students Enrolled at UNC or ECU</td>
<td>$100.00</td>
<td>$250.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>UNC candidate planning to test at ECU should contact the CITA office prior to registering in order to receive the facility fee waiver. (Same for ECU candidates who plan to test at UNC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other Candidates</td>
<td>$350.00</td>
<td>$250.00</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NC-East Carolina University</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Students Enrolled at ECU</td>
<td>$0</td>
<td>$0</td>
<td>$275.00</td>
</tr>
<tr>
<td>UNC candidate planning to test at ECU should contact the CITA office prior to registering in order to receive the facility fee waiver. (Same for ECU candidates who plan to test at UNC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other Candidates</td>
<td>$350.00</td>
<td>$250.00</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PR-University of Puerto Rico</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Candidates</td>
<td>$350.00</td>
<td>$350.00</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TN-University of Tennessee</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Candidates</td>
<td>$250.00</td>
<td>$200.00</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VA-Virginia Commonwealth University</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Candidates</td>
<td>$300.00</td>
<td>$200.00</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WV-West Virginia University</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Staffing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Candidates</td>
<td>$425.00</td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SC-Medical University of South Carolina</th>
<th>Patient Facility Fee</th>
<th>Manikin Facility Fee</th>
<th>Instrument Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Candidates (MUSC students only pay the facility fee one time)</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$250 (patient) $250 (manikin)</td>
</tr>
</tbody>
</table>

*Fees are determined by the facilities and are subject to change.*
Council of Interstate Testing Agencies, Inc.
Dental Candidate Qualification Form

Candidates are responsible for meeting all of the ADEX Dental Licensure exam application requirements. By signing below, candidates confirm they meet the requirements of at least one of the following qualifying category statements at the time they take the exam. CITA is not responsible for ensuring that Candidates are qualified or meet application or licensure requirements.

Candidates understand and swear that if at any time they no longer meet the requirements to take the ADEX Dental Licensure exam, candidates have an ethical obligation to suspend their testing cycle until they are able to meet one of the testing requirements. CITA will report all discrepancies to CITA member states as well as other testing agencies.

Qualifying Category
(initial only one)

I. Candidates who are enrolled in a CODA or CDAC accredited undergraduate dental program and have approval from their school liaison to begin their ADEX Dental Licensure exam during their D3 (junior) and/or D4 (senior) year. D3 students may only take the manikin and DSE parts. D4 students may take all parts of the licensure exam.

Signature is required if the candidate is a D3 or D4 student and approved to begin the ADEX Dental Licensure exam:

Dental School: ___________________________ Anticipated Graduation Date: ___________________________
Designated School Signature: ________________________________________________________________

II. Candidates who have graduated from a CODA or CDAC accredited undergraduate dental program may take the ADEX Dental Licensure exam. These candidates may take all parts of the licensure exam. Verification of graduation from a CODA or CDAC accredited undergraduate dental program is required (i.e. diploma, unofficial transcript, letter from the registrar’s office) if this is the candidate’s initial qualifying category.

III. Candidates who are international dentists are required to obtain a letter from a State Dental Licensing Board which states that they would qualify for a dental license in that state and they authorize them to take the ADEX Dental Licensure exam. This letter must be mailed directly to the CITA office. See the Registration and Administrative Guideline Manual for complete details concerning international dental graduate qualifications.

I, ________________, acknowledge and swear that I qualify under one of the above listed categories to take the ADEX Dental Licensure exam and am reporting my ADEX Dental Licensure Exam history below. The signature from a school (if required) only reflects my standing with that school at the time of signature. I have read the Registration and Administrative Guidelines Manual and understand the application process, refund policy, 18 month, and three-time failure rules. Failure to register for the correct exam parts may result in an administrative fee of $200 for any changes made after initial payment has been made.

Exam History

[ ] I have not taken any part of the ADEX Dental Licensure exam through any other testing agency.

[ ] I have begun my ADEX exam through another testing agency and plan to retake one or more parts of the ADEX exam through CITA.

OTA reserves the right to deny admission to its examination, in OTA’s sole discretion, should it have any concern regarding a candidate’s mental, physical, or emotional well-being, or questions regarding a candidate’s preparedness or educational training to the extent that the candidate may endanger patients engaged in the examination process. By signing this application, I consent to OTA providing to all its member states, ADEX and other testing agencies information about me, including my exam results, any discrepancies, alleged exam misconduct and other pertinent information.

NOTARY

State of ______________ County of ______________

Candidate Signature Date

The statements on this document are subscribed and sworn to before me this ________ day of ________, 20__

______________ ________________________________
Notary Public My Commission Expires

2016-Revise 10/11/2016

MUST INCLUDE NOTARY STAMP

Page 34 of 44
ADEX Dental Examination

Certification of Status as a Resident or Graduate Student of Record

If you are a resident, graduate student, faculty member, etc. this form must be signed by the Dean or other designated official at the school you are currently attending/serving granting you permission to take the examination at that school as a current student. At some exam locations, current students may have reduced facility fees. These reduced fees can only be applied if this form has been completed and you contact the CITA office prior to registering for an exam. Facility fees can be found on the CITA website.

Once signed, please scan the form and upload it into the “Post Grad Certificate” area under the Profile tab of your online profile.

______________________________________________________________

Student’s Name: _____________________________________________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

Student’s SSN: ___________ - ________ - __________

School: _____________________________________________

This letter certifies that the candidate listed above is a resident, graduate student, faculty member, etc. of record and is granted permission to take the ADEX examination at our examination site.

______________________________________________________________

Signature of Dean or designated school official

______________________________________________________________

Date

2017 (EXAMMASTER ORIGINALS\Application Forms)
Council of Interstate Testing Agencies, Inc
Special Accommodations Request Form
Clinical Licensure Examination in Dentistry & Dental Hygiene

Section I: Personal Information

First Name   Middle Initial   Last Name
Social Security Number:   -   -   
Exam Location:   
Exam Date:   

Section II: Disability Information
(Please check all that apply)
   _____ Learning Disability   _____ Deaf/Hard of Hearing   _____ Attention Deficit Disorder
Other:   
Date when your disability was first diagnosed:   
Date of your recent evaluation:   
Name of evaluator making the diagnosis:   
Have you ever requested accommodations for taking an exam?   Yes   No
If YES, please specify the exam (e.g. Dental-Patient Based, Dental-Manikin Based, Hygiene, other certification exam) or circumstances and the accommodations you requested:

Section III: Accommodation Request
The accommodations being requested should be supported and recommended by the evaluator filling in Section 5-8 of this form.

   _____ Extra Time. Please specify how much additional time you are requesting.   
   _____ Separate Testing Environment   Other:

Section IV: Candidate Signature
I certify that the information I have given above is true to the best of my knowledge.

Signature   Date

2017 (EXAMMASTER ORIGINALS/Application Forms)
Section V: Evaluator Certification
The evaluator who has conducted the most recent evaluation should fill out this page.

Name: 

License Type: __________________________ State: _______ License #: __________

Diagnosis: ______________________________

Diagnostic instruments used for diagnosis: _______________________________________

Section VI: Recommended Accommodations
List recommended accommodations for each section of the exam. Attach a separate sheet if you need more room.

1. __________________________
   Rationale: ________________________________________________________________
   ________________________________________________________________

2. __________________________
   Rationale: ________________________________________________________________
   ________________________________________________________________

3. __________________________
   Rationale: ________________________________________________________________
   ________________________________________________________________

Section VII: Signature of Evaluator
I certify that I am qualified to make the diagnosis and recommendations listed above for this candidate.

__________________________________________ Date _______________________

Important:
Include with this form a report of your test results that include all test scores and a narrative detailing your findings. The accommodations you recommended must be supported by your findings. Be sure to read and follow the “Disability Documentation Guidelines.” Forms submitted without appropriate supporting documentation will be returned as incomplete.

2017 (EXAMMASTER ORIGINALS/Application Forms)
Special Accommodation Information

CITA, in accordance with the Americans with Disabilities Act, will provide reasonable and appropriate accommodation for candidates with documented disabilities. CITA will provide reasonable accommodation, auxiliary aids, or services that are necessary to the extent required by law provided the requested accommodation, auxiliary aids, or services would not fundamentally alter the measurement of the skills or knowledge the exam is intended to test.

Candidates with disabilities who require accommodation while taking the ADEX Dental exam may apply to CITA for consideration of the accommodation by submitting the Special Accommodation Request Form and documentation no later than 45 days prior to the exam. For an accommodation request to be considered the Special Accommodation Request Form must be completed and submitted to CITA with supporting documentation in accordance with the conditions and guidelines stated.

The candidate is responsible for obtaining documentation of disabling conditions that require accommodation. Specific guidelines for acceptable documentation of disability can be found under the “Disability Documentation Guidelines” section. It is recommended that these guidelines be shared with the evaluators providing the documentation for the applicant, as incomplete or inadequate documentation written in support of accommodation may be denied by CITA as insufficient. CITA reserves the right to verify all information submitted by an applicant in support of a request for accommodation, and additional information from evaluators providing the supporting document may be requested. CITA has the right to refuse an accommodation request and/or deny the candidate’s eligibility status if it is found that either the candidate has deliberately misrepresented the information or the profession providing the information.

Appeal Process
Candidate may appeal a CITA accommodation decision. Appeals must be submitted to CITA in writing within 10 working days from the date the written notification of denial of accommodation is received. The candidate must submit pertinent, additional information for consideration with the written request for appeal. CITA’s decision regarding the appeal is final.

Confidentiality
All information requested on the following pages and any supporting documentations submitted in support of an accommodation request will be treated as strictly confidential information by CITA and its assignees, except as authorized by the express permission of the candidate.

Disability Documentation Guidelines
Documentation submitted to CITA in support of an accommodation request must include a diagnosis of the disabling condition and show that the applicant is substantially limited in one or more of life’s activities. The documentation must support the request accommodation, auxiliary aids, or services.
Documentation submitted in support of accommodation requested will be evaluated by CITA using the following criteria:

**Evaluators Must be Qualified**
Evaluators conducting assessments and providing a diagnosis of any disability must be qualified to do so. Documentation submitted to CITA should include information about the evaluator’s licensure and/or certification. For the diagnosis of learning disabilities, examples of qualified evaluators include licensed school, education and clinical psychologists, neuropsychologists, psychiatrists, learning disability specialists, or medical professionals experienced within the field of learning disabilities. For the diagnosis of Attention Deficit/Hyperactivity Disorder (AD/HD) or other mental disorders that require accommodation, examples of qualified evaluators include licensed school, education and clinical psychologists, neuropsychologists, psychiatrists or other medical evaluators with experience and training in psychological/psychiatric evaluation.

**Documentation Must be Recent**
Documentation submitted must be less than three years old.

**The Evaluation and Assessment Procedures MUST BE Comprehensive and Appropriate for Adult Subjects**
Documentation must be thorough and comprehensive. AD/HD and learning disability documentation must minimally include appropriately named measures of intellectual ability and/or information processing such as the Wechsler Adult Intelligence Scale, Third Ability, or the Woodcock-Johnson Pscho-Educational Battery-Revised Tests of Cognitive Ability, and appropriately normed measures of academic ability such as Woodcock-Johnson Psycho-Education Battery-Revised Test of Academic Achievement. Screening tests such as the Wide Range Achievement Test are inappropriate as the sole measure of a person’s academic skill development. A narrative describing the test procedures and their instruments used must be included. Documentation submitted without scores of tests administered will be denied, and scores submitted without a narrative report that supports diagnosis will be denied.

**The Documentation MUST Provide Evidence of Support for the Specific Accommodation Requested by the Candidate and MUST List the Specific Accommodation Required**
It is the candidate’s responsibility to ensure that the evaluator completing the documentation understands the nature of the exam and specifies the accommodation requested for each section of the exam. Since this is a clinical exam, the accommodation routinely made for written exams may not apply. When a written exam is involved, it is imperative that the recommendation include whether the candidate requires a separate testing environment. Requests for additional time must specify the amount of additional time required.

**APPLICATIONS WHICH DO NOT COMPORT WITH CRITERIA OR WHICH ARE RECEIVED BY CITA LESS THAN 45 DAYS PRIOR TO THE EXAM MAY BE DENIED**
Request for Duplicate Scores and Additional Manuals

All Dental and Dental Hygiene exam results since 2014 are now available electronically to all State Dental Boards who accept the results from ANY CITA administered examination. This form is only required if an official paper copy of the results are needed due to an individual state board regulation.

Request for Duplicate Scores:
Candidates who wish to receive an unofficial copy of their results, took their exam prior to 2014, or a state dental board has requested a paper copy of their scores, must submit this form to the CITA office and pay the appropriate fees.

Fees: $35.00 per Jurisdiction Board address. A $50.00 fee is required per examination manual if requested.

Submit by Mail: This form must be notarized if submitted by mail. Mail form along with a Certified Check or Money Order (no personal checks) for the set fee amount.

Submit Electronically (if exam was taken in 2014 or later): Email form to info@citaexam.com. Fees will be applied to the candidate’s online profile for credit card payment. The request will be processed after payment has been received.

Please submit this form after all exams have been completed and results released. When requested, scores are sent via US mail to State Dental Boards for licensure purposes. FedEx options are available for an additional fee. (Please allow 10 business days for your request to be processed)

(PLEASE PRINT. The information below must match your online candidate profile)
Name: _________________________ Name at time of examination: _________________________
Address: _________________________ City/State/Zip _________________________
Telephone Number: _________________________ Email Address: _________________________
Social Security Number: _________________________ Exam Date/Year: __________ Exam Site Location: __________

Score Verification: DDS Exam Scores: ☐ Full Exam: ADEX Status or CITA Status (if taken before 2014)
☐ Partial Exam (ALL parts taken will be sent)

Dental Hygiene Exam Scores: ☐ PTCE (Patient Treatment Clinical Exam) ☐ CSCE (if completed)

Requests for Manuals:
Check the manual(s) you wish to receive. Manuals will be sent for the year the clinical exam was completed.

Select the format in which the manual(s) will be sent ☐ PDF (email must be provided) ☐ Mailed via USPS

Name and Address to which results and/or manuals are to be sent:

CANDIDATE
I hereby release, discharge, and hold harmless CITA or representatives and any person furnishing information, records, or documents of any and all liability.

_________________________ _________________________
Signature Date

NOTARY (Only required if submitted by mail)
State of ___________ County of ___________
The statements on this document are subscribed and sworn to before me this ______ day of ___________, 20__

_________________________ _________________________
Notary Public My Commission Expires

MUST INCLUDE NOTARY STAMP
CITA maintains an examination appeal process whereby the candidate may request a review of his/her individual examination results. This is a formalized process and is conducted by a special committee whose charge is to review the request. Any request for such a review MUST BE FILED and received at CITA’s central office NO LATER THAN fourteen days after results are released. Candidates should contact the CITA office to make arrangements to send the request by email and to make a payment of $250.00 through his/her online BrightTrac profile.

CITA’s special committee is required to complete its review within sixty (60) days from the time it receives a formal request and payment. The review is based on a re-assessment of documentation of his/her performance on the examination. The review DOES NOT INCLUDE A REGRADING of that performance; it is limited to a determination of whether or not there exists substantial evidence to support the judgment of the examiners at the time of the examination. Complete details of the appeal process can be found in the Registration and Administrative Guideline Manual.

Name: __________________________

SS#: ____________________________ Phone Number: ____________________________

Address:

__________________________________________________________

City: __________________________ State: __________________________ Zip Code: ___________

Location/Date of Examination: ___________________________ Candidate ID#: ___________

Concise Statement of Appeal (If necessary, attach a separate sheet):

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Signature: __________________________ Date: __________________________
VII. CHECKLIST
CITA Pre-Exam Checklist

PRIOR TO EXAM
☐ If you are attempting the Patient-based exam, read the entire Patient-based exam manual
☐ If you are attempting the Manikin-based exam, read the entire Manikin-based exam manual
☐ Complete the online registration by following the instructions in the Registration Procedures section (beginning on pg. 9 of this manual)
☐ Check your online profile to verify that all exam parts have been selected (Apply tab) and that all fees have been paid (Dashboard tab) prior to the 30-day deadline

PSI TESTING CENTERS
☐ Select the PSI Testing Center where you will take the DSE. After your registration has been processed and CITA has sent you an authorization letter, schedule your appointment with PSI by phone (1-800-211-2754) or online at www.psionline.com
☐ Take two forms of personal identification to the PSI Testing Center: one with a recent photo, and both with your signature. Acceptable forms of ID include: valid current driver's license, passport, and military ID. A credit card is acceptable as a secondary form of ID. An expired driver's license is not a valid ID. 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 PSI Center

TAKE TO THE CLINICAL EXAMINATION SITE AND THE EXAM REGISTRATION
☐ Two forms of identification, one with your signature and one with a recent photograph. Acceptable forms of ID include: valid current driver's license, passport, military ID, and employee ID. A credit card is acceptable as a secondary form of ID. An expired driver's license is not a valid ID.
☐ Passport-size photo of dental assistant and/or interpreter and completed Dental Assisting Form/Interpreter Form (if applicable)
☐ Assigned testing site, time, and 3-digit sequential number (available for printing from your CITA online profile under the Apply tab)
☐ A ballpoint pen to be used on the Progress Forms only
☐ Two #2 lead pencils, small pair of scissors, and tape (to adhere your assistant’s photo to their ID badge)
☐ All necessary materials, forms, and instruments
☐ Patient-based exam manual and/or Manikin-based manual
☐ Required documents (see pg. 18 of this manual, as well as the patient-based and manikin-based manuals for samples of required documents)

PATIENTS (Patient-based sections)
☐ Complete appropriate CITA forms for each patient prior to exam
☐ Ensure that the patient meets the ADEX requirements as published in the Patient-based exam manual
☐ Bring all necessary radiographs to the testing site
☐ Review all the evaluation criteria that are in the clinical sections of the examination series
☐ Inform the patient that this exam is not a complete oral care treatment
☐ Ensure that a back-up patient(s) is/are available if needed