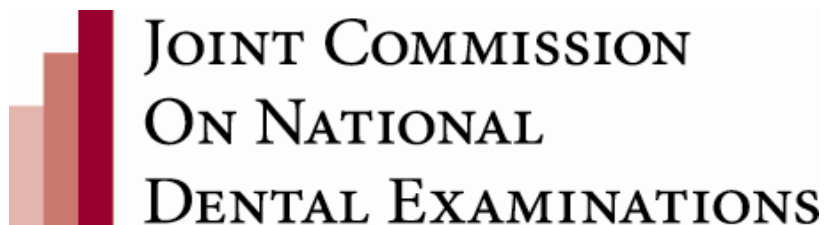


NATIONAL BOARD DENTAL EXAMINATION PART I 2010 GUIDE



211 East Chicago Avenue, Suite 600
Chicago, Illinois 60611-2637
800.232.1694
www.ADA.org

Required Reading

Read this *Guide* before submitting an application to test.

At the time of application, you will be required to acknowledge that you have read and understand this *Guide* and the policies and procedures contained within.

Print this *Guide* for your records.

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OVERVIEW

About this *Guide* and National Board Dental Examination Part I Policies

This document is the official guide to policies for the National Board Dental Examination (National Board or NBDE) Part I. It provides fundamental information about application and testing procedures as well as examination content and scoring.

You are required to read this document before you apply to take the test. At the time of application, you will be required to confirm that you have read this document and that you understand and agree to the policies and procedures contained in it. Changes in the NBDE Part I may occur after publication of this *Guide*. If changes occur, they will be posted at the Web site www.ADA.org. You must become familiar with and will be subject to the policies and procedures in effect at the time you test.

Dental Licensure and the NBDE

Licensure of dentists in the United States is the responsibility of an individual state, district, or dependency. A license issued by one such jurisdiction is applicable only within the geographic confines of that particular jurisdiction. Agencies in state government that administer dental licensure under laws adopted by state legislatures typically are called state boards of dentistry. A list of contacts and addresses of state boards can be found at www.aadexam.org.

Specific dental licensure requirements vary among jurisdictions, but all jurisdictions have three basic requirements: an educational requirement, a written examination requirement, and a clinical examination requirement. All jurisdictions accept graduation from a dental school accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association as fulfilling the educational requirement. Most jurisdictions also accept graduation from a Canadian dental school accredited by the Canadian Commission on Dental Accreditation.

The NBDE Part I is intended to fulfill or partially fulfill the written examination requirement, but acceptance of National Board scores is completely at the discretion of the individual state. A state may place any limit on acceptance of National Board scores that it deems appropriate. For example, some states accept National Board scores only if earned within the last five to 15 years.

The Joint Commission on National Dental Examinations (JCNDE) is the agency responsible for the development and administration of the National Boards. This 15-member Commission includes representatives of dental schools, dental practice, state dental examining boards, dental hygiene, dental students, and the public.

Clinical examinations may be conducted by individual state boards of dentistry or by regional or independent clinical dental examination agencies.

Purpose of the Examination

The purpose of the NBDE Part I and Part II is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. The examinations assess the ability to understand important information from basic biomedical and dental sciences and the ability to apply such information in a problem-solving context.

Recognition of the NBDE Certification

Currently, all United States licensing jurisdictions recognize National Board results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands of the United States.

ETHICAL CONDUCT

Ethical Conduct and the Licensure Process for Dentists

Dentists play an important role in society by providing oral health services that contribute to the health and well-being of individuals and their communities. The dental profession requires its members to behave ethically in the practice of dentistry at all times. This obligation begins at the time of application to dental school and continues through the educational process, the licensure process, and the entirety of professional practice.

The American Dental Association's *Principles of Ethics and Code of Professional Conduct* defines and explains the expectations for ethical conduct in the following way: "The dental profession holds a special position of trust within society. Consequently, society affords the profession certain privileges that are not available to members of the public-at-large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct. These standards are embodied in the ADA *Principles of Ethics and Code of Professional Conduct* (ADA Code). The ADA Code is, in effect, a written expression of the obligations arising from the implied contract between the dental professions and society." Members of the profession voluntarily abide by the ADA Code in the interest of protecting patients and maintaining the trust of society.

Applicants for the NBDEs are expected to abide by these ethical standards and to read, understand and comply with the *Rules of Conduct and Examination Regulations* guiding the examinations. The obligation to abide by the ethical standards of the profession includes a commitment to honesty, truthfulness, full disclosure, accuracy, fairness, and integrity in completing the examination application, in the examination process itself and in applying for licensure.

The purpose of the examinations is to ensure that each examination candidate and applicant for licensure has achieved the level of knowledge, skill, and judgment necessary to practice in a safe and responsible manner. Accordingly, all candidates are expected to pass the examination on their own merit without assistance, and are expected to maintain the confidentiality of the examination. Members of the public who entrust dentists with their well-being expect that they are trustworthy and competent individuals.

Behavior that results in misconduct or irregularity in the licensure examination process is a very serious matter. Violation of the NBDE *Rules of Conduct* or the *Examination Regulations* may result in voiding of examination results and/or civil liability. Under certain circumstances, misconduct or irregularity in the examination process may be reported to the relevant licensing authority. A candidate who acts unethically risks potential delay, denial, suspension, or loss of licensure.

The JCNDE, the state boards of dentistry, and the profession at-large expect strong ethical behavior in all candidates for licensure. The JCNDE annually publishes information about the policies and procedures applicable to misconduct and irregularities in the National Board application and examination process. The information is available through the Web site www.ADA.org, or by contacting the JCNDE by telephone, facsimile or in writing. The JCNDE expects all candidates to carefully read and understand this information and their obligations as candidates for National Board certification. Questions regarding these principles and policies should be directed to the JCNDE.

ELIGIBILITY REQUIREMENTS

The JCNDE does not discriminate based on race/ethnicity, religion, gender, age, disability, sexual orientation, or marital status.

To participate in the NBDE Part I, a candidate must qualify through one of the provisions listed below:

Dental Student

A student in an accredited dental education program is eligible for examination when the dean of the dental school (or designee) certifies that the student is prepared in all NBDE Part I disciplines. If the dental school is accredited by the CODA, the approval of the application by the dean (or designee) meets this requirement. Currently, only dental schools in the United States and in Canada (by reciprocal agreement) are accredited by the CODA.

A dental student attending a non-accredited dental school can also be eligible for examination. If the dental school is not accredited, certification must be provided on the Certification of Eligibility form (found at www.ADA.org). The completed form must include the seal of the university, the signature of the dean or the registrar, and be submitted to the JCNDE office with the application and fee. The dean does not sign the examination application.

Former Dental Student

A former dental student who has completed courses in preparation for NBDE Part I but is no longer enrolled in the same dental school is eligible for examination only if admitted or conditionally admitted to another accredited dental school; conditionally admitted is defined as admission contingent upon successful completion of the NBDE Part I.

Verification of admission or conditional admission from the accredited dental school must be submitted with the application. Verification must be in the form of a letter from the dean of the accredited dental school.

Dentist

A dentist who is an active, life, or retired member of the American Dental Association at the time of application is eligible for examination without further documentation.

An affiliate member or a non-member must submit (with the application) verification that he/she is a dentist. Such verification must be in the form of a letter of recommendation from one of the following:

1. The secretary of a board of dentistry of a United States licensing jurisdiction in which the individual is licensed or eligible for licensure as a dentist.
2. The dean or registrar of an accredited dental school from which the dentist was graduated. Graduates of non-accredited dental schools must have evidence of graduation verified and submitted as described under Non-Accredited Dental School Graduate.
3. The dean, director, or registrar of an accredited advanced dental education program in which the dentist studied or is studying at the postgraduate level.
4. The dean of an accredited dental school to which the dentist is applying for admission with advanced standing. (This establishes eligibility for NBDE Part I only.)

The letter should state the name of the school that granted the DDS/DMD degree, the degree, and when it was granted.

Graduate of a Non-Accredited Dental School

The following provisions are required for the verification of educational credentials obtained from *non-accredited dental schools, i.e., schools not accredited by the CODA or the Canadian Commission on Dental Accreditation (CDAC)*.

1. You must submit an examination application and fee to:

Joint Commission on National Dental Examinations
211 East Chicago Avenue, Suite 600, Chicago, Illinois 60611-2637

2. You must have official dental school course transcripts verified by:

Educational Credential Evaluators, Inc.
P.O. Box 514070, Milwaukee, Wisconsin 53202-3470
414.289.3400 www.ece.org

- a. You must contact Educational Credential Evaluators, Inc. (ECE) and request an ECE application form. The ECE form will describe what educational credentials are required and the manner in which to submit them to ECE. Fees for ECE services will also be listed. The candidate should indicate on the ECE application that a *General Report* on the evaluation of the educational credentials should be sent directly to the JCNDE. It takes approximately four weeks for ECE to evaluate credentials.
- b. Educational Credential Evaluators, Inc. will send the ECE General Evaluation Report directly to you and the JCNDE (if you request this on the ECE application).
- c. You must be aware that the JCNDE will hold the examination application, but will not process it before the ECE Evaluation Report is received.
- d. The name on the ECE report must match the name on your application. Any name changes must be accompanied by legal documentation.

Graduate of Non-Accredited Dental School Currently Enrolled in an Accredited Dental Program

A graduate of a non-accredited dental school who is enrolled in an accredited dental program is eligible for examination when the dean of the accredited U.S. or Canadian dental school (or designee) certifies that the student is prepared in all NBDE Part I disciplines.

Eligibility for Reexamination

Effective January 1, 2010, candidates who pass the NBDE Part I may not retake the examination unless required by a state board or relevant regulatory agency.

Candidates who have not passed may apply for reexamination at any time. However, notification of eligibility will not be sent to the Prometric Contact Center until at least 85 days have lapsed from the last attempt. When the notification of eligibility has been sent to Prometric, an e-mail (or letter via U.S. mail if no e-mail address is on file) will be sent to you instructing you to call the Prometric Contact Center at 800.688.5804 to schedule a testing appointment. A minimum of 90 days must separate a candidate's reexaminations on the NBDE Part I.

NBDE Part I candidates who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination. An examination attempt is defined as any examination administration where the candidate has been seated at a computer examination facility and electronically agreed to the confidentiality statement to start the examination. After the 12-month waiting period has lapsed, a new cycle of three examination attempts will apply. Candidates are encouraged to seek formal remediation before reexamination.

Eligibility for Partial Reexamination

Partial reexamination consists of reexamination in some, but not all, examinations in the NBDE Part I. Partial reexamination is only available for those candidates who have taken the NBDE

Part I prior to January 1, 2007 and who qualify according to the provisions below. *Partial reexamination does not apply to the comprehensive examination format.*

To participate in a partial reexamination in the NBDE Part I, the candidate must have partial credit in the NBDE Part I as of December 31, 2006. A candidate who has earned an average score in the NBDE Part I of 75 or higher but who has one or more scores below 75 would have partial credit. Limits on partial credit areas follow.

1. A candidate with partial credit in the NBDE Part I must apply for and take all examinations on which the candidate has failing scores.
2. A candidate with partial credit is allowed 37 months to pass the NBDE Part I. If a candidate does not pass the NBDE Part I within 37 months, the candidate is recorded as a complete failure on the NBDE Part I.
3. **Beginning March 2010, partial reexamination will no longer be available.**
4. A candidate with partial credit is allowed two reexaminations to pass the NBDE Part I. If a candidate does not pass the NBDE Part I after two reexaminations, the candidate is recorded as a complete failure on the NBDE Part I.
5. A candidate who earned partial credit as a dental student or a former dental student must re-establish eligibility for the NBDE Part I to be eligible for reexamination. A dentist is not required to re-establish eligibility to be eligible for reexamination.

TESTING ACCOMMODATIONS

The JCNDE provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation.

The Americans with Disabilities Act defines a person with a disability as an individual with a physical or mental impairment that substantially limits one or more major life activities.

Problems such as test anxiety, English as a second language, slow reading without an identified underlying cognitive deficit, or failure to achieve a desired outcome are not learning disabilities and are not covered by the Americans with Disabilities Act.

At the discretion of the JCNDE, testing accommodations may be provided to a candidate with a qualified disability to offer equal access to testing.

Request for Testing Accommodations and Appropriate Documentation

The following information will assist the candidate in submitting the appropriate documentation to support the testing accommodation request. The documentation will validate that the individual qualifies for accommodations under the Americans with Disabilities Act.

To verify the disability and its severity, the JCNDE requires a complete evaluation of the candidate as well as the completed and signed Testing Accommodation Request Form, which can be downloaded at www.ADA.org or obtained by contacting the JCNDE office. A licensed professional appropriately qualified for evaluating the disability must conduct the evaluation.

If you have a documented disability recognized under the Americans with Disabilities Act and require testing accommodations, you must:

1. Notify the JCNDE that you are requesting testing accommodations at the time you submit your NBDE Part I application and prior to scheduling a testing appointment. You must submit an application to test **and** the testing accommodation request form **and** the supporting documentation. The process is not complete until you have submitted all three components. You can schedule a testing appointment after your testing accommodation request has been approved. Testing accommodations cannot be added to previously scheduled testing appointments. If you schedule your testing appointment before the approval of testing accommodations you will be required to reschedule the appointment and pay a reschedule fee.
2. Submit the Testing Accommodation Request Form, signed and dated, describing the disability, and the need for accommodations. Accommodations should align with the identified functional limitation so that the adjustment to the testing procedure is applicable to the identified impairment. A functional limitation is defined as the behavioral manifestation of the disability that impedes the individual's ability to function.
3. Submit a current evaluation report (within the past five years) from the appropriate licensed professional. The document should include the professional's credentials, address, and telephone number. The report must indicate the candidate's name, date of birth, and date of evaluation. The report should include:
 - a. The specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
 - b. The results of the diagnostic procedures and/or tests and a comprehensive interpretation of the results.
 - c. The specific diagnosis of the disability, with an accompanying description of the candidate's limitations due to the disability.
 - d. A summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of identified functional limitation.
4. Submit documentation of any previous accommodations provided by educational institutions or other testing agencies. If no prior accommodations were provided, the licensed professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

Unacceptable Forms of Documentation for Accommodation

Please do not submit the following documents. The JCNDE will not accept them.

1. Handwritten letters from licensed professionals.
2. Handwritten patient records or notes from patient charts.
3. Diagnoses on prescription pads.
4. Self-evaluations found on the Internet or in any print publication.
5. Research articles.
6. Original evaluation documents; please submit copies of the original documents.
7. Previous correspondence from the JCNDE. We maintain copies of all correspondence.
8. Correspondence from educational institutions or testing agencies not directly addressed to the JCNDE.

EXAMINATION APPLICATION AND APPOINTMENT INFORMATION

Test Centers

The NBDE Part I is administered by Prometric, Inc. at Prometric Test Centers in the United States, its territories, including Guam, Puerto Rico, the Virgin Islands, and in Canada. A candidate whose application is accepted will receive an e-mail (or letter via U.S. mail if no e-mail address is on file) informing him/her to visit www.prometric.com or to call 800.688.5804 to schedule a testing appointment. The Prometric Contact Center will schedule the candidate for testing at one of the Prometric Test Centers. However, the Prometric Contact Center will not schedule a candidate before receiving authorization from the JCNDE. A list of test centers is available at www.prometric.com.

Examination Fees

The NBDE Part I fee is \$ 260. The fee for partial reexamination is \$135 plus \$35 per section (For candidates who have achieved partial failure status, partial reexaminations are available until 2/28/2010.). All requests for official score reports received after the time of application require a fee of \$25 per score report. If you fail to report for an examination or you cancel your testing appointment less than two business days (before noon Eastern Time) to your scheduled testing date, you will not receive a refund of the examination fee.

If payment of an examination fee is uncollectible, your scores will be withheld until payment is received. A replacement payment must be made by money order payable to the American Dental Association. An additional fee of \$25 is required for uncollectible fees and must be included with the replacement payment. If you do not resolve a debt within 60 days after a testing date, your scores from the testing date are destroyed unless you received a failing score.

Examination Schedule

The following table indicates the schedule in which the NBDE Part I is administered.

National Board Dental Examination Part I	
Optional Tutorial	15 minutes
Discipline-based, multiple-choice test items with 6-8 testlets (approximately 200 items)	3.5 hours
Optional break	One hour (maximum)
Discipline-based, multiple choice test items with 6-8 testlets (approximately 200 items)	3.5 hours
Optional Post-examination Survey	15 minutes

The optional break after the first 200 items is the only “scheduled” break. If you take a break at any other time, it will be considered an “unscheduled” break. Please carefully review the rules related to “unscheduled breaks”.

Obtain a DENTPIN® and Apply to Test

You may submit an electronic application at www.ADA.org using a credit card. Alternatively, you may request a paper copy of the *Guide* with a paper application form by submitting a written request via U. S. mail to the JCNDE, or via facsimile to 312.587.4105. If you submit a paper application you must pay by money order payable to the American Dental Association. Paper applications must be submitted via U.S. mail. ADA or American Student Dental Association (ASDA) members may pay by personal check, but your membership number must be recorded on your check. Incomplete or incorrect applications will not be processed.

As part of the application process, all candidates must provide their Dental Personal Identifier Number (DENTPIN®). The DENTPIN® (**DENTAL** Personal Identifier **Number**) is a unique personal identifier for applicants and students involved with the U.S. dental education system and standardized testing programs. The DAT, ADEA AADSAS and TMDSAS, plus ADEA PASS, ADEA CAAPID and the National Board Dental and Dental Hygiene Examination programs all use the DENTPIN® for identification of students and test-takers and for the confidential, secure reporting, transmission and tracking of test scores and academic data. You should obtain or retrieve a DENTPIN® from <http://www.ada.org/goto/dentpin/> before proceeding with your application.

If your application and fee are acceptable and you meet the eligibility requirements for testing, your application will be processed. After your application is processed, Prometric will receive notification of your eligibility for testing and you will receive instructions by e-mail (or letter if no e-mail address is on file) to visit www.prometric.com or to call the Prometric Contact Center at 800.688.5804 to schedule a testing appointment.

You may submit an application no more than 12 months before your desired testing date. If your application does not meet the eligibility requirements it will not be processed. You are eligible for only a 12-month period. If you do not call, register and take the NBDE Part I during this period, you will have to resubmit an application and fee in order to take the examination later. The eligibility period will not be extended.

All information requested on the application must be provided and accurate. To avoid complications in qualifying for licensure, you must use the name on your government issued ID. *The name on your IDs must match exactly with the name on your NBDE Part I application.* If

the name on your NBDE Part I application and your IDs do not match exactly, you will be denied admission to testing and, as a result, miss your scheduled testing appointment and forfeit your application fees. You will be required to submit a new application and fee.

Changes and corrections to your application must be completed at least two weeks prior to your testing appointment. You are responsible for identifying any corrections or omissions and must notify the JCNDE in writing via U.S. mail or facsimile at 312.587.4105.

Several times during the application and testing process, you will be required to identify yourself. You are required to identify yourself accurately by name and Social Security Number or Social Insurance Number and DENTPIN[®]. Other components of personal identification, such as postal address, year of birth, etc., are also expected to be provided accurately. If it is determined that you deliberately provided a false name or a false Social Security Number or personal data on the test application, or at the test center, your scores will be voided, your dental school will be notified, and you may have to wait two years before retesting.

Privacy and Security

The JCNDE is concerned with maintaining the privacy and security for all personal information of test-takers. We take the responsibility for protecting your personal information very seriously and use industry standard methods to secure and protect your confidential information.

The NBDE program collects and retains personal information only to the extent necessary to serve your needs, and administer the NBDE; fulfill NBDE program responsibilities, including maintaining the integrity of the test and detecting and preventing unlawful activity; and fulfill legal requirements. NBDE scores are retained indefinitely, along with testing records and necessary personal data.

NBDE scores are released and/or reported to state dental boards, education programs or other entities only on your written authorization or designation by electronic means through the online application or score report request form. Scores will not be reported to you or others by telephone, in person or by other informal means.

The ADA provides technical support for the NBDE program and uses data security procedures to protect the integrity of personal and test information at all times. Security safeguards include administrative, technical, and physical safeguards over data and data processing systems. For information on our policy relating to your use of the ADA.org Web site, please refer to the *Privacy Policy* available at www.ADA.org.

By applying for the examination, you consent to the collection, processing, use and transmission of your personal information for purposes related to the NBDE program as outlined in this *Guide*.

Schedule a Testing Appointment

When you receive an e-mail (or letter by U.S. mail if no e-mail address on file) notifying you of your eligibility to test, you can call the Prometric Contact Center at 800.688.5804 or visit www.prometric.com to schedule a testing appointment. The day, time, and place for taking the

examination will be arranged through Prometric. The JCNDE processes NBDE Part I applications daily on business days (Monday through Friday except federal holidays). Prometric requires at least one business day to process eligibility files before a candidate can schedule a testing appointment.

Confirm a Testing Appointment

You can confirm your testing appointment information by calling 800.688.5804 or at www.prometric.com. If you discover a scheduling discrepancy you must call the Prometric Contact Center immediately at 800.688.5804.

You can confirm your testing appointment as frequently as you wish. Print the confirmation page for your records and confirm the appointment well in advance of the two business day requirement (before noon Eastern Time) for canceling or rescheduling appointments.

Cancel or Reschedule a Testing Appointment

Prometric requires notification at least two business days (before noon Eastern Time) prior to the testing appointment to cancel or reschedule an appointment. You may cancel or reschedule electronically at www.prometric.com. If you no-show or cancel less than two business days (before noon Eastern Time) prior to your testing appointment, you will not be reassigned to another appointment and will not receive a refund. You will be required to submit another application and fee to the JCNDE to reschedule. Leaving a message is not sufficient to cancel or reschedule an appointment, and a local test center cannot schedule, reschedule, or cancel your appointment. Rescheduling your testing appointment will result in a rescheduling fee payable to Prometric.

Taking the Test at a Prometric Test Center

Report to the testing center well in advance of your scheduled appointment. If you experience problems with testing conditions, you must notify the test administrator immediately; do not proceed with testing unless the problem is resolved. Unresolved concerns must be submitted via facsimile (312.587.4105) within five business days of your testing appointment to the JCNDE; Attention: Coordinator, Client Support Services.

EXAMINATION PROCEDURES AND REGULATIONS

Rules of Conduct

The JCNDE has established rules that govern the administration of the National Board Examinations to ensure that no candidate or group of candidates receives unfair advantage on the examination. Examination Regulations are intended to preserve the integrity of the examination process by providing standard test administration conditions that yield valid and reliable results. Accessing examination content prior to testing, breaching the confidentiality of the examination content or any attempt to subvert the examination process violates the purpose and principles of the examination. Conduct before, during or after testing that violates these principles, or Examination Rules and Regulations may result in the voiding of examination results and/or other penalties.

You must be truthful in completing the application and must abide by all instructions (oral or written) regarding the conduct of the examination. Failure to comply with the Examination Regulations and Rules of Conduct may result in a determination of an irregularity and your examination results may be considered invalid. You may also be directed to leave the test center before you have completed the examination. If your score is considered invalid as a result of an irregularity, you may be prohibited from testing for up to two years or you may face civil or criminal prosecution. By applying for a National Board examination, you agree to abide by the following Rules of Conduct:

1. You are the person who has registered for the examination for the purpose of gaining National Board certification and presented for examination with valid identification. You may not take the examination for someone else.
2. You will not give, receive, or obtain any form of unauthorized assistance prior to or during the examination or break periods. By way of example, you will not use or share unreleased examination content.
3. You will maintain the confidentiality of the examination. You will not reproduce or attempt to reproduce examination materials through memorization, recording, or other means. You will not provide information relating to examination content that may provide unfair advantage to other candidates. By way of example, you will not make use of or participate in the electronic posting of information regarding examination content or answers.
4. You will not bring any unauthorized materials, as described in the Examination Regulations below, to the test center, or into the secure testing area.
5. You will not remove materials in any form (written, printed, recorded, or other) from the test center.
6. You will comply with test center policies and procedures and follow the instructions of the test administrator. You will not create a disturbance in the test center.
7. You will not tamper with the computer testing equipment and facilities.
8. You will comply fully with any investigations of irregular behavior. You agree to have your test analyzed to detect aberrancies.

You cannot disclose (in whole or in part) any examination questions or answers to anyone during or after the examination, whether orally, in writing, on Internet chat rooms or blogs, or otherwise. The NBDE Part I is a secure examination, protected by U.S. copyright laws. Any unauthorized disclosure of the examination's contents could result in civil liability, criminal penalties, and/or cancellation of examination scores. You are encouraged to report any Internet or other activities that disclose information about examination questions, so that the JCNDE may investigate and take any necessary action.

Test Center Procedures

You are responsible for being present at the test center well in advance of your scheduled appointment time. If you report late, you may not be allowed to participate in the examination, depending on the time of arrival and schedule of testing appointments. Prometric Test Center administrators will determine whether there is sufficient time and space to administer the examination. If you arrive late and cannot be seated, you will forfeit the examination fee and must resubmit an application and fee.

In cases of inclement weather, natural disaster or other local conditions that may cause unavoidable interruptions to testing, the JCNDE and Prometric will make reasonable efforts to notify you and reschedule your testing appointment.

Prior to testing, you should review all information regarding the examination including the Test Center Regulations. You are encouraged to review information related to testing at www.prometric.com and www.ADA.org.

You are expected to understand and comply with Test Center Procedures:

1. When you arrive at the Prometric Test Center to take the examination, two original, current forms of identification (ID), one primary and one secondary, will be requested and must be produced. The primary ID must be a government issued ID, bearing a photograph and a signature. Examples of acceptable primary IDs (bearing a photograph and signature) are a driver's license or a passport. *There must be at least one ID that has both picture and a signature.* Examples of secondary IDs (require only a signature) are a debit card, a library card, a credit card, etc.

The name on your IDs must match exactly with the name on your NBDE Part I application. If the names on your IDs and your NBDE Part I application do not match exactly, you will be denied admission to testing and forfeit your scheduled testing appointment and application fee. If you have an address or name change you must submit the changes in writing via U.S. mail or facsimile to the JCNDE at 312.587.4105 at least two weeks prior to your testing appointment. If you have any questions concerning types of acceptable identification, please call the JCNDE at 800.232.1694 or view the FAQs at www.ADA.org.

2. The Prometric Test Center will electronically capture the identity of all candidates including a fingerprint and a photograph, before proceeding with testing. Electronic capture of this biometric data allows for easier and quicker return to the testing facility after breaks. The JCNDE will retain the biometric and other identity data and make it available for identity verification at potential future NBDE administrations.
3. You must have your Social Security Number or Social Insurance Number and DENTPIN[®] with you when you present for testing.
4. You will have an opportunity to become familiar with the working of the computer by taking a brief tutorial before beginning the actual examination.

5. You will be observed at all times while taking the examination. This observation will include direct observation by test center staff as well as video recording of your testing session. Test center staff may not necessarily inform you of their observations, but they are required to report behavior that may violate the Rules of Conduct, the Examination Regulations and/or other forms of irregular behavior.
6. Test center staff is not authorized to answer questions from you regarding examination content, examination software, or scoring.
7. Cellular telephones are not allowed anywhere in the test center, and may not be used on an unscheduled break. Eating and drinking are not permitted in the secure testing area. Personal belongings are not allowed in the secure testing area.
8. The test administrator and proctors are responsible for the operation of the facility, maintaining order and administering the examination according to established procedures. The test center administrator/supervisor is authorized to dismiss you from a testing session for violating the Rules of Conduct and/or the Examination Regulations.
9. If you experience problems with testing conditions, you should notify the test administrator immediately; do not proceed with testing unless the problem is resolved. Unresolved concerns should be submitted in writing (via facsimile to 312.587.4105) within five business days of your testing appointment to the JCNDE office: Attention: Coordinator, Client Support Services.

Examination Regulations and Prohibited Conduct

All candidates must comply with the Examination Regulations, the Rules of Conduct, and the Test Center Procedures, which are intended to preserve the integrity of the examination process by providing standard examination administration conditions that yield valid and reliable results. Unauthorized access to examination content prior to examination, breaching the confidentiality of the examination content or any attempt to subvert the examination process violates the purpose and principles of the examination.

1. No personal or miscellaneous items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in a designated locker. Storage facilities are limited. Upon reasonable suspicion, your personal belongings may be inspected. Notes or any materials accessed during testing or an unscheduled break that appear to contain examination content may be confiscated.
2. Items that are prohibited from the secure testing area include, but are not limited to the following:
 - a. Books, notes, study materials, scratch paper, tissues, or dry erase markers not furnished by the testing center.
 - b. Dental instruments, models or materials.
 - c. Slide rules, paper, calculating devices, rulers or other measuring devices.

- d. Electronic devices, such as telephones, pagers, recording devices, personal digital assistants (PDAs), iPods, radios or stereos with headsets; personal earplugs or headphones.
 - e. Tote bags; purses, wallets, backpacks, briefcases.
 - f. Highlighters, pens, erasers, mechanical pencils, dictionaries, and translators.
 - g. Food, candy, gum, water or other beverages.
 - h. Outerwear, such as coats, jackets, gloves or head coverings (except for religious or cultural purposes).
 - i. Good luck charms, statues, religious or superstitious talismans.
 - j. Medicinal items (except those items approved under testing accommodations).
 - k. Watches (digital or analog) or timing devices (a clock is provided on the computer screen).
3. You will be provided with two erasable note boards, two low-odor fine tip dry erase markers, and an eraser to use during the examination. Scratch paper, pencils, or dry erase markers not furnished by the testing center are not permitted. The erasable note board cannot be folded, bent, or distorted in any manner. You may not use the dry erase markers on any surface other than the erasable note board. All items must be returned to the test administrator before leaving the Prometric Test Center.
 4. You should not engage in conversation while on an unscheduled break and are strictly prohibited from discussing the examination at that time. Use of a telephone on an unscheduled break is prohibited.
 5. Test center administrators will report the activity of candidates who take unscheduled breaks. You may not study or refer to notes or texts while on an unscheduled break. You may not access personal belongings or prohibited items (listed in #2 above) during unscheduled breaks and you may not leave the test center during an unscheduled break.
 6. Although the examination is administered under strict supervision and security, examination irregularities may sometimes occur. On rare occasions, examination scores may be voided based upon a breach of examination security, invalid examination conditions, or violation of Examination Regulations or Test Center Procedures or Rules of Conduct. You are responsible for protecting the confidentiality of examination questions and your answers. If cheating is detected during the examination, or evidence of irregular behavior is disclosed when the examinations are scored, or later, those involved will have their examination scores voided.

Failure to comply with Examination Regulations, Rules of Conduct, and Test Center Procedures may result in a determination of an irregularity and your examination results may be withheld, cancelled, and/or considered invalid. You may also be directed to leave the test center before you have completed the examination. If your scores are withheld or invalidated as the result of an irregularity, you may be prohibited from testing for up to two years.

TESTING IRREGULARITIES AND MISCONDUCT

The JCNDE strives to report scores that accurately reflect the skill and performance of each candidate. The standards and procedures for administering each examination are intended to give each candidate a comparable opportunity to demonstrate their abilities, and to prevent a candidate from gaining an unfair advantage over others.

The JCNDE reserves the right to cancel or withhold any score when, in our judgment, there is a good-faith basis to question the validity of the scores for any reason. Cause for withholding, voiding or invalidation of scores may include, but is not limited to:

- Unusual answer patterns
- Atypical score increases from one examination to another
- Inconsistent performance on different parts of the examination
- Improper access to secure examination content
- A test administration irregularity
- A discrepancy in, or falsification of, a candidate's identification
- Information indicating that a candidate has engaged in misconduct or violation of the rules and regulations
- Falsification of the candidate's score report
- Any other information indicating the results may not be valid.

When the JCNDE voids a score that has already been reported, the score report recipient will be notified that the candidate's score has been voided. The reason for voiding is usually not reported unless an application or score report contains false information. The JCNDE reserves the right to pursue other remedies, including prosecution of anyone whose conduct unlawfully undermines the security of the NBDE or the integrity of the process.

Irregularities and Appeals

An irregularity is defined as a situation in which there may be a question about the validity of examination results with respect to whether they accurately represent the ability of a candidate. Evidence of an irregularity may be in the form of a report from a test administrator. Potential reasons for failure to measure the ability of a candidate may include, but not be limited to, communication between or among candidates, inappropriate or unauthorized access to examination content that may have been compromised or that has not been officially released for use as study aides, unauthorized assistance, conduct expressly prohibited by Examination Rules and Regulations or disruptions of test administration including natural disasters and other emergencies.

When an irregularity is identified, scores of the candidate or candidates involved are subject to being voided or invalidated, and unreleased scores will be withheld pending resolution of any appeal as described below.

A candidate whose scores are being withheld and/or subject to being voided or invalidated is notified by written correspondence. If a candidate whose scores are being withheld is enrolled in an accredited dental school, notification is sent to the dean pursuant to policies related to the score reports. This notification to the dean does not provide the reason for or evidence upon

which the withholding of scores is based.

Provisions that apply when scores are withheld and/or subject to being voided or invalidated are contained in the JCNDE *Examination Regulations*. A copy of the *Limited Right of Appeal for Examination Candidates* is provided to the candidate or candidates whose scores are being withheld and/or subject to being voided or invalidated, as well as specific information regarding the appeal process.

Candidates can report suspicious activity or observations of violations of *Examination Regulations* to the JCNDE at 800.232.1694, 211 East Chicago Avenue, Suite 600, Chicago, Illinois 60611-2637 or e-mail to education@ada.org.

In accordance with its rules, the JCNDE may consider an appeal. An appeal must be submitted in writing and must include adequate documentation. A candidate's appeal may include documentation that he/she believes supports his/her appeal. The appeal should also indicate the specific relief requested.

Appeals pertaining to examination irregularities must be initiated within 30 days of official notification of the irregularity. If a candidate's scores have been reported prior to notification of an irregularity, submission of an appeal will stay the decision to withhold or void scores until such time the appeal is decided. The candidate will be notified of the JCNDE action within 60 days after receipt of the appeal.

If the JCNDE finds reason to void or invalidate the NBDE Part I scores of an individual who has completed the NBDE Part II and achieved National Board certification, the decision to void or invalidate Part I scores may be stayed pending the outcome of an appeal or until the time for submission of an appeal has expired.

When considering an appeal, the JCNDE will strive to ensure that the appealing candidate has an opportunity to gain National Board certification equal to, but not greater than, the opportunity provided to other candidates.

Candidates should be aware that the JCNDE considers irregularities other than natural disasters and emergencies beyond the control of the candidate to be a serious breach of the examination process.

The JCNDE handles irregularities in a confidential manner and does not voluntarily share details regarding irregularities. However, candidates should be aware that reports of irregularities may have consequences beyond the withholding or voiding of scores if information regarding the irregularities is brought to the attention of school authorities or regulatory agencies by other sources.

Arbitration Requirement

Arbitration has become an increasingly common way to resolve legal differences. The advantages of arbitration over traditional lawsuits are that, generally, arbitration is less expensive and issues are resolved in less time. If a candidate wishes to pursue a dispute that has not been resolved by the appeal process mentioned above and detailed in the *Limited Right*

of Appeal for Examination Candidates the candidate must use the procedure described in the following Agreement to Arbitrate.

AGREEMENT TO ARBITRATE

- 1) In the event that any legal dispute arises between you and the Joint Commission on National Dental Examinations of the American Dental Association in connection with your participation in the National Board Dental Examination Part I where that dispute is not resolved by the appeals process detailed in the *Guide* and elsewhere, you agree that the exclusive means for resolving the dispute shall be Binding Arbitration as described by the terms of this Agreement. This means that you waive the rights you may have to resolve the dispute in a court of law, or by any other means that might otherwise be available to you.
- 2) The American Dental Association ("ADA") agrees to be similarly bound except that the ADA reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of the ADA. With respect to any action filed by the ADA pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which the ADA seeks relief.
- 3) Arbitration proceedings initiated pursuant to this Agreement to Arbitrate shall be conducted in accordance with the then current rules of the American Arbitration Association. The Arbitration and any proceedings relating to it shall be held in Chicago, Illinois. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association, 335 Madison Avenue, Floor 10, New York, New York, 10017-4605.
- 4) In the event of Arbitration, the parties shall bear their own costs and attorneys' fees associated with the Arbitration proceedings, unless the arbitrator directs one of the parties to pay the other's costs, or attorneys' fees, or both.
- 5) To the fullest extent permitted by law, no Arbitration brought pursuant to this Agreement shall be joined to any Arbitration involving any other party whether through "Class Arbitration" proceedings or otherwise.
- 6) This Agreement is part of the Application to take the National Board Dental Examination Part I. Your assent to be bound by it is a requirement for taking the examination, but you can only sit for the examination if you also fulfill all other conditions imposed by the Joint Commission on National Dental Examinations.

EXAMINATION CONTENT

Scope of the Examination

The NBDE Part I is a comprehensive, examination. The NBDE Part 1 is comprised of 400 multiple-choice items, which are evenly distributed across Anatomic Sciences, Biochemistry-Physiology, Microbiology-Pathology, and Dental Anatomy and Occlusion. Approximately 20% of the items are grouped in testlets with interdisciplinary focus and clinical application. The NBDE Specifications for NBDE Part I can be found in Appendix C.

Examination items are selected by test construction committees composed of subject-matter experts in accordance with examination specifications approved by the JCNDE.

The American Dental Association Universal/National tooth notation system is used on all National Board Dental/Dental Hygiene Examinations. This system is a sequential tooth numbering system, designating the permanent dentition with numbers 1-32, and the primary dentition with letters A-T.

Sample Item Formats

A multiple-choice examination item consists of a stem, which poses a problem, followed by a list of possible answers. The stem of an examination item is usually either a question or an incomplete statement. For National Board use, an item must have at least three and not more than five possible responses. Only one of the responses is considered either correct or best option. Some examples of examination item formats are:

Completion: Completion-type items require the correct completion of a concept or idea.

The most important organelle or component of a cell for oxidative processes is the

- A. nucleus.
- B. nucleolus.
- C. mitochondrion.
- D. Golgi complex.
- E. endoplasmic reticulum.

Question: Question-type items communicate a problem or set of circumstances.

Which of the following enzymes catalyzes the formation of uric acid from purines?

- A. Urease
- B. Uricase
- C. Xanthine oxidase
- D. Aspartate transcarbamoylase
- E. Carbamoyl-phosphate synthetase

Negative: A negative item is characterized by a word such as EXCEPT or NOT in the stem. These key words are capitalized to help candidates to determine the incorrect answer.

Jaundice is characteristic of each of the following conditions EXCEPT one. Which one is the EXCEPTION?

- A. Aplastic anemia
- B. Liver cell damage
- C. Excessive hemolysis
- D. Bile duct obstruction
- E. Carcinoma of the head of the pancreas

Paired True-False: The only portion of a paired true-false examination item that varies is the stem. The stem consists of two sentences on the same topic.

In health, bone is constantly undergoing resorption and formation.

In periodontitis, only bone resorption occurs.

- A. Both statements are true.
- B. Both statements are false.
- C. The first statement is true, the second is false.
- D. The first statement is false, the second is true.

Cause-and-Effect: The only portion of a cause-and-effect examination item that varies is the stem. The stem consists of a statement and a reason. These are written as a single sentence and are connected by because.

In determining the caries rate for older adults, an epidemiologist usually uses the DMFT index because it can be difficult to ascertain why teeth are missing.

- A. Both the statement and the reason are correct and related.
- B. Both the statement and the reason are correct but not related.
- C. The statement is correct, but the reason is not.
- D. The statement is not correct, but the reason is correct.
- E. Neither the statement nor the reason is correct.

SAMPLE TESTLET FORMAT FOR NBDE PART I

Age	65 YRS	SCENARIO
Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	The patient presents for replacement of a filling in tooth #19. He reports that he lost the filling over a year ago, but he delayed seeking care because the tooth has not been sensitive. Upon examination tooth #19 has a missing occlusal restoration and a fractured ML cusp.
Height	5' 9"	
Weight	240 LBS	
B/P	170/100	
Chief Complaint	"Lost filling in back tooth"	
Medical History	Last saw his physician 2 years ago Father died of heart attack at age 52	
Current Medications	diuretic for high blood pressure statin for high cholesterol low dose aspirin	
Social History	married, grown children retired construction foreman	

1. This patient needs an immediate referral to his physician for
 - A. weight control.
 - B. smoking cessation.
 - C. stress management.
 - D. uncontrolled hypertension.
 - E. nutritional counseling.

2. Which would be the most likely consequence of the patient's delay in having the lost restoration replaced?
 - A. Supra-eruption of tooth #14
 - B. Chewing inefficiency
 - C. Loss of canine disclusion
 - D. Mesial drift of tooth #18

3. At a subsequent visit the tooth is anesthetized and prepared for a crown. The patient calls the following day complaining of pain at the injection site and inability to open fully. The most likely explanation is
 - A. spasm of the temporalis muscle.
 - B. trauma to the inferior alveolar nerve.
 - C. injection into the medial pterygoid muscle.
 - D. damage to the facial nerve during the injection.

Examination Preparation Materials

The JCNDE recommends that candidates use textbooks and lecture notes as primary sources for study. Although some items or editions of the NBDEs are released periodically, the JCNDE believes they are best used to familiarize candidates with test item formats. The JCNDE does not guarantee that the information in released National Board examinations is accurate, current, or relevant. Released materials may no longer be consistent with the current test specifications, content emphasis, or examination structure. Due to the dynamic nature of dental practice and the biomedical sciences, these materials may be outdated. Candidates are cautioned not to limit their preparation for the examination to the review of released editions of the examination.

Copies of released editions are available in most dental school libraries, and in the library of the American Dental Association. Copies may be purchased from the American Student Dental Association, 211 East Chicago Avenue, Suite 700, Chicago, Illinois 60611-2687, 800.621.8099 (x 2795), 312.440.2795, or www.asdanet.org. Official "released" editions can be identified by the ADA copyright insignia at the bottom of the document pages.

The JCNDE does not endorse or recommend any specific texts or other teaching aids (e.g., review courses) that are identified as NBDE preparation materials.

Unreleased Examination Materials

Unreleased test items comprise confidential examination material. Obtaining, using, and/or distributing unreleased test items is strictly prohibited, regardless of the method employed, i.e., whether by memorization, recording, copying, etc. Use or sharing of unreleased test items violates the Examination Regulations. Such activities may provide unfair advantage to individuals or groups of individuals and threaten the validity and credibility of the examination. Since all examinations are the copyrighted property of the ADA JCNDE, these activities also violate Federal Copyright Laws. The JCNDE investigates reports or allegations associating candidates with the generation, use or sharing of unreleased examination materials, and will pursue formal action against candidates who violate Examination Regulations or Federal Copyright Law.

Frequently Asked Questions (FAQs) about Examination Regulations

What is the purpose and intent of the National Board Examination Regulations?

Examination Regulations are established to ensure that examination results are valid. This means that a candidate's score is an accurate reflection of his/her knowledge and understanding. Candidates are expected to recall and interpret information and respond to examination questions without assistance or the advantage of having prior knowledge of questions or answers. The Examination Regulations are intended to prevent candidates from retaining or remembering questions and sharing them with other candidates and to prevent candidates from obtaining unreleased questions or answers from any source.

The National Board examinations are criterion-referenced; candidates are not graded on a curve but against a pre-determined standard. Examination Regulations are also intended to provide all candidates with an equivalent opportunity to gain National Board certification; no candidate should have an unfair advantage over others.

All examination materials including released materials that are made available by the JCNDE through various authorized channels, are copyrighted to protect the security and confidentiality of the examination content, as well as the investment of resources, primarily from candidate fees, that support the examination program.

How are candidates informed of the Examination Regulations?

The Examination Regulations are provided in writing in the *Guide* for each examination. The *Guides* are provided on the education/accreditation/testing area of the ADA Web site, www.ADA.org. Information in the guides is updated annually; but the general nature and intent of the regulations remains the same as described above. Information about Prometric Test Center rules is available on the Prometric Web site, www.prometric.com. Each examination session begins with a confidentiality statement to which candidates must agree as a condition of testing.

What happens if a candidate violates Examination Regulations?

When the JCNDE receives information that indicates possible inappropriate behavior or violation of Examination Regulations, the candidate's results may be withheld or invalidated. Established JCNDE regulations identify prohibited activities and behavior and related penalties. In most cases, scores are voided and the candidate may have to wait up to two years to retest.

When scores are withheld or invalidated, the candidate is notified of the regulation that has been breached and the related penalty. JCNDE policies provide an appeal process and candidates who are notified that their scores have been withheld or invalidated receive information about the appeal process. Submission of an appeal will stay the decision to withhold or void scores until such time as the appeal is decided.

Is it acceptable for candidates to remember and share unreleased questions or to solicit or use unreleased questions that have been recalled or obtained by others?

No. This violates the *Confidentiality Agreement* that all candidates acknowledge before they begin the examination. In addition, Federal Copyright Law protects all examinations and sharing or soliciting recalled questions violates the law. These practices are also unethical in that they violate principles of veracity (truthfulness) and justice (fairness).

Why is it unethical to ask someone for unreleased, recalled questions or to otherwise obtain and use recalled questions?

First, all candidates are expected to pass the examination on their own merit without assistance. Members of the public who entrust dentists with their well-being expect that they are trustworthy and competent individuals. The purpose of the examination is to ensure that you, as a candidate for licensure, have achieved entry-level competence. By asking previous test-takers to share unreleased questions, or by obtaining them, you undermine the very purpose of the examination.

What information can I share about the examination?

You can tell others whether you thought it was difficult or easy. You can tell them how prepared you felt. You can share any broad topic areas that are also listed in the National Board specifications that are published in the *Guide* or on the JCNDE Web site, e.g., osteogenesis, premolar tooth morphology. You cannot describe specific questions and answers or context of questions related to these topics. If another student or member of the faculty suggests that you should remember and/or share confidential examination information with other students or faculty, you should decline and explain that this is not permitted.

What if someone offers unreleased questions to me?

You should not agree to accept unreleased examination items or confidential examination information or participate in the exchange of this information. If you receive unsolicited confidential or unreleased examination materials, you should inform the dean or associate dean at your school or contact the JCNDE. They may request that you forward the materials for evaluation to determine whether the materials are indeed unreleased or confidential. Failure to

do so could inadvertently implicate you in activity that violates Examination Regulations and may jeopardize your ability to achieve National Board certification and licensure.

Tutorial

A tutorial is available at www.ADA.org to familiarize you with the mechanics of taking the computer-based NBDE Part I. The tutorial does NOT include sample National Board content, but it does provide the opportunity to become familiar with the basic computer steps involved in proceeding through the examination.

At the Prometric Test Center, you will be able to become familiar with the workings of the computer by taking a brief optional tutorial before beginning the actual examination.

SCORE INFORMATION

Scoring of the Examination

Two factors affect a candidate's score: the number of correct answers selected by the candidate and the score scale conversion for the examination. For the NBDE, there is no penalty for selecting an incorrect response. A candidate's total score is reported in terms of a standard score, which has been converted from the total number of correct answers.

The minimum passing score on the NBDE Part I is a standard score of 75. The minimum passing score and the remaining scale are based on the judgments of experts. The examination results are reported in standard scores of 49 to 99. The JCNDE uses consistent methods including equating to guarantee that scores accurately and fairly reflect the knowledge and problem solving skills assessed by the examination. Please refer to the Technical Report found at www.ADA.org for specific details on the scoring of examinations.

Score Reports

NBDE Part I is a comprehensive examination; therefore, only one overall standard score is reported. In order to assist candidates in their study, however, the JCNDE also provides raw scores for each of the four areas on the examination. For each area, this includes the candidate's number of correct responses, the number of items in each area, and the national average. This information provides candidates with information relative to their strengths and weaknesses. Please note that it is not possible to compare standard scores with raw scores.

Results are mailed approximately three to four weeks after the examination. JCNDE regulations prohibit reporting scores by telephone, facsimile or e-mail.

By signing the application, a candidate enrolled in an accredited dental school (or graduated within the last five years) gives expressed permission to provide a report of scores to the dean of the dental school. Reports of scores are provided to others only if permission is granted in the form of a written request from the candidate.

The NBDE Part I fee includes sending a report of scores to you, and the dean of an accredited dental school. Your report of scores is sent only to the address on your application. Address

changes must be received in writing via U.S. mail or facsimile to the JCNDE at 312.587.4105 prior to your testing appointment or you will be required to complete an additional score report request. If you request scores after you have submitted an application, you should notify the JCNDE of any name changes. If a change in National Board records is desired, a copy of the legal documentation or marriage certificate must be provided.

After receiving scores, you may request that additional reports be sent to others. You may submit your score report request electronically and pay by credit card, or print a request form to submit by mail. For mail-in forms, all fees are payable by certified check or money order to the American Dental Association. ADA and ASDA members may write personal checks, but your membership number must be recorded on the check. A score report request form is available at www.ADA.org. The score report fee of \$25 applies to each report requested. Requests for score reports must be in writing and must be accompanied by payment of the appropriate fee. Processing of requests requires approximately three weeks. When requesting additional official score reports, you must specify your DENTPIN[®], the month and the year when the examination was taken.

You should confirm the accuracy of your score report request. Once you have submitted your application, changes to score report requests must be submitted in writing with your signature (via facsimile to 312.587.4105) to the JCNDE office prior to your testing appointment. Score report fees are non-refundable and non-transferable.

The JCNDE will provide a history of National Board scores (recent and previous scores) upon written request. The fee for a history of scores is \$40. This history of scores is available only for examinations taken after April 1982.

If you request score reports for advanced dental education programs you are urged to request scores at least two months preceding program application deadlines to avoid delays in processing these requests. In addition to submitting payment of \$25 for each program, you should include your DENTPIN[®], most recent examination date and indicate whether you have only taken NBDE Part I or both NBDE Part I and NBDE Part II. In order to process the request, payments must be made by money order payable to the American Dental Association. No personal checks or cash will be accepted. ADA and ASDA members may write personal checks, but your membership number must be recorded on the check.

Score Audits

As a routine part of the overall validation process on scoring, the responses from the NBDE Part I are audited for accuracy before score reports are distributed. However, you may make a written request via a PDF form available at www.ADA.org, to have your examination responses audited, or re-checked for scoring accuracy. There is a charge of \$50 for examination audits. The score audit fee is payable to the American Dental Association in the form of a money order. Score audits may require approximately four to six weeks to complete and must be requested within 30 days of the reporting date on the official score report.

APPENDIX A APPLICATION INSTRUCTIONS

The following information may be helpful for filling out the electronic or paper application. For questions regarding the application process, please contact the JCNDE at 800.232.1694.

The electronic application is available at www.ADA.org.

Use a dark (No. 2) pencil to complete the computer read Scantron paper application; do not use ink. Enter one number, letter, slash, or dash per box. Leave a blank box or space when appropriate; blanks have no circles to fill in. After filling in the boxes, blacken the matching circles under the boxes. Correct any errors by completely erasing the errors and/or any stray marks. The information that you provide on the application will be used exactly as provided for all data processing and mailing functions. To avoid errors, please complete the entire application and proofread carefully.

Name

Enter your name last name, first name, and middle name. In addition to letters, dashes and blank spaces can be used, if appropriate. If your name has more letters than there is space provided, enter only as many letters as there are spaces provided. Submit a name change request in writing via facsimile to the JCNDE at 312.587.4105.

Social Security Number or Social Insurance Number

Enter your Social Security Number or Canadian Social Insurance Number.

DENTPIN[®]

As part of the application process, all candidates must provide their Dental Personal Identifier Number (DENTPIN[®]). The DENTPIN[®] (**DENTAL** Personal Identifier Number) is a unique personal identifier for applicants and students involved with the U.S. dental education system and standardized testing programs. The DAT, ADEA AADSAS and TMDAS, plus ADEA PASS, ADEA CAAPID and the National Board Dental and Dental Hygiene Examination programs all use the DENTPIN[®] for identification of students and test-takers and for the confidential, secure reporting, transmission and tracking of test scores and academic data. You should obtain or retrieve a DENTPIN[®] from <http://www.ada.org/goto/dentpin/> before proceeding with your application.

Date of Birth

Indicate the month, day, and year of your birth.

Testing History

The following item refers to previous NBDE records: Enter the former name used, if different from the last name above. Please provide a copy of the legal document showing the name change.

Educational Background

In order to take the NBDE Part I, you must fulfill the eligibility requirements and provide the appropriate documentation, if necessary. Please refer to the Eligibility Requirements. Applications that do not meet the eligibility requirements will not be processed.

Students enrolled in an accredited dental school must have their applications signed by the dean (or designee). Other candidates must submit the appropriate documents to establish eligibility.

If you are a graduate of, or a student from an accredited dental school, please enter the name of the dental school that you attended, or attend. This is the school, which awarded, or will award, you a DDS or DMD degree (see Appendix B). If your dental school code number is listed, please enter the code number. Codes are listed by state.

If you are not a graduate of, or a student from a currently accredited dental school, please indicate your eligibility status by using one of the following codes.

- 11** Dentist
(Graduate of an accredited U.S. or Canadian Dental School, which is no longer on the list)

- 33** Dental student attending a non-accredited dental school
(not accredited by CODA or CDAC).

- 99** Dental graduate of a non-accredited dental school
(not accredited by CODA or CDAC).

Enter the name of the dental school that granted or will grant you a DDS or DMD degree. Enter the city, state, and/or country. Please provide the appropriate documentation with your application.

Are you currently enrolled in a DDS or DMD program in the dental school identified above? If no, please enter the name of the dental school you are attending now.

Year of Graduation

Enter your (anticipated) year of graduation from the dental school identified.

Testing Information

If your application has been approved you will visit www.prometric.com or call the Prometric Contact Center at 800.688.5804 to schedule a testing appointment. If you are requesting testing accommodations, please refer to the testing accommodation section.

Type of Examination

Enter whether you are taking the comprehensive NBDE Part I or retesting in individual disciplines. See the eligibility requirements for reexamination.

Mailing Address

Enter the address to which your scores should be mailed. If you have an apartment number, enter it. Dashes (-) and slashes (/) are provided for use in the address. Enter the name of the city. If your mailing address is in the United States or Canada, enter the appropriate two letter, U.S. state, U.S. territory or Canadian Province abbreviation. If your address is outside the USA or Canada, leave these entries blank. If appropriate, enter your U.S. zip code or Canadian postal code. Other candidates leave these entries blank. Enter the appropriate circle for the country. If other, enter the name of the country in the space provided. For other countries, provide any other mailing information that may be necessary.

Enter your e-mail address.

Fee

The fee for NBDE Part I is \$260. Send a money order (paper application) for the total amount with your application and any required letters or documents. The money order should be made payable to the American Dental Association. ADA or ASDA members may pay by personal check, but your membership number must be recorded on the check.

Dean's Certification

For dental students in an accredited dental school the application must be approved by the dean (or designee), certifying that you have successfully completed all subjects in NBDE Part I. If you are a dentist or a dental graduate or dental student from a non-accredited dental school, please refer to the Eligibility Requirements.

Candidate Signature

Read the statements at the end of the application. Sign your name and date. *Your signature is required.* The electronic application will request you check the boxes

Do not fold the paper application; do not staple the fee, documents, etc., to the paper application. Do not send cash, stamps, or foreign currency; only a money order payable in U.S. currency to the American Dental Association is acceptable.

**APPENDIX B
ACCREDITED DENTAL SCHOOLS**

Alabama		Louisiana	
02	University of Alabama at Birmingham School of Dentistry	37	Louisiana State University School of Dentistry
Arizona		Maryland	
22	Arizona School of Dentistry and Oral Health	38	University of Maryland Baltimore College of Dental Surgery
23	Midwestern University College of Dental Medicine	Massachusetts	
California		40	Harvard School of Dental Medicine
04	University of the Pacific Arthur A. Dugoni School of Dentistry	41	Boston University Goldman School of Dental Medicine
06	University of California, San Francisco School of Dentistry	42	Tufts University School of Dental Medicine
University of California, Los Angeles School of Dentistry		Michigan	
05	University of California, Los Angeles School of Dentistry	44	University of Detroit-Mercy School of Dentistry
08	University of Southern California School of Dentistry	46	University of Michigan School of Dentistry
Colorado		Minnesota	
10	Loma Linda University School of Dentistry	48	University of Minnesota School of Dentistry
Connecticut		Mississippi	
15	Western University of Health Sciences College of Dental Medicine	49	University of Mississippi School of Dentistry
District of Columbia		Missouri	
16	Howard University College of Dentistry	52	University of Missouri-Kansas City School of Dentistry
Florida		Nebraska	
17	University of Florida College of Dentistry	56	Creighton University School of Dentistry
Georgia		58	University of Nebraska College of Dentistry
19	Medical College of Georgia School of Dentistry	Nevada	
Illinois		55	University of Southern Nevada
25	Southern Illinois University School of Dental Medicine	68	University of Nevada, Las Vegas School of Dental Medicine
Indiana		New Jersey	
30	Indiana University School of Dentistry	60	University of Medicine and Dentistry of New Jersey New Jersey Dental School
Iowa		New York	
32	University of Iowa College of Dentistry	62	Columbia University College of Dental Medicine
Kentucky		64	New York University College of Dentistry
35	University of Kentucky College of Dentistry	67	Stony Brook University School of Dental Medicine
34	University of Louisville School of Dentistry	66	University of Buffalo School of Dental Medicine
Louisiana		North Carolina	
Massachusetts		70	University of North Carolina at Chapel Hill School of Dentistry
Michigan		91	East Carolina University
Minnesota		Ohio	
Mississippi		72	The Ohio State University College of Dentistry
Missouri		74	Case School of Dental Medicine

Oklahoma		Canada	
73	University of Oklahoma College of Dentistry	09	University of Saskatchewan College of Dentistry
Oregon		01	University of Alberta Faculty of Medicine and Dentistry
76	Oregon Health & Science University School of Dentistry	03	The University of British Columbia Faculty of Dentistry
Pennsylvania		39	University of Manitoba Faculty of Dentistry
80	The Maurice H. Kornberg School of Dentistry, Temple University	71	Dalhousie University Faculty of Dentistry
82	University of Pennsylvania School of Dental Medicine	75	University of Toronto Faculty of Dentistry
81	University of Pittsburgh School of Dental Medicine	79	The University of Western Ontario Schulich School of Medicine & Dentistry
Puerto Rico		77	McGill University Faculty of Dentistry
83	University of Puerto Rico School of Dentistry	78	Universite de Montreal Faculte De Medecine Dentaire
South Carolina		07	Universite Laval Faculte De Medecine Dentaire
85	Medical University of South Carolina School of Dental Medicine		
86	Meharry Medical College School of Dentistry		
Tennessee			
88	University of Tennessee College of Dentistry		
Texas			
90	Baylor College of Dentistry		
92	University of Texas Health Science Center at Houston Dental Branch		
93	University of Texas Health Science Center at San Antonio Dental Branch		
Virginia			
94	Virginia Commonwealth University School of Dentistry		
Washington			
95	University of Washington School of Dentistry		
West Virginia			
97	University of West Virginia School of Dentistry		
Wisconsin			
98	Marquette University School of Dentistry		

**APPENDIX C
NBDE PART I
TEST SPECIFICATIONS**

The NBDE Part I consists of 400 examination items. For each discipline, approximately 80% of the items are discipline-based and approximately 20% are interdisciplinary testlet-based items. A testlet consists of the patient scenario and a set of items from the various disciplines that are associated with the scenario. One item from each of the disciplines listed below will be designated for the testlets under the topic, *Professional Ethics/Patient Management*. These items will require a basic understanding of professional ethical principles in patient management. The items for the NBDE Part I are drawn from the following disciplines:

ANATOMIC SCIENCES [100]

1.0. Gross Anatomy* [49]

- 1.1. Head
 - 1.1.1. Oral cavity
 - 1.1.2. Extraoral structures
 - 1.1.3. Osteology
 - 1.1.4. TMJ and muscles of mastication
- 1.2. Neck
- 1.3. Axilla, shoulders, and upper extremities
- 1.4. Thoracic cavity
- 1.5. Abdominopelvic cavity
- 1.6. Central nervous system & neuroanatomy

The following topics will be considered under each category of gross anatomy:

- | | |
|---------------------------------|-----------------------------------|
| Bone | Muscles |
| Fascia | Nerves (peripheral and autonomic) |
| Arteries, veins, and lymphatics | Spaces and cavities |
| Joints and ligaments | Endocrines and exocrines |

2.0. Histology [23]

- 2.1. Ultrastructure
- 2.2. Basic tissues
- 2.3. Bone, cartilage, and joints
- 2.4. Lymphatic and circulatory systems
- 2.5. Endocrine system
- 2.6. Respiratory system
- 2.7. Gastrointestinal system
- 2.8. Genitourinary system
- 2.9. Integument

3.0. Oral Histology [16]

- 3.1. Tooth and supporting tissues
- 3.2. Soft oral tissues
- 3.3. Temporomandibular joint

4.0. Developmental Biology [11]

- 4.1. Osteogenesis
- 4.2. Tooth development, eruption, and movement
- 4.3. Facial and brachial arch development
- 4.4. General embryology

5.0. Professional Ethics/Patient Management [1]

BIOCHEMISTRY-PHYSIOLOGY [100]

- 1.0. Biological Compounds [10]
 - 1.1. Sugars and carbohydrates
 - 1.2. Amino acids and proteins
 - 1.3. Lipids
 - 1.4. Nucleic acids and metabolism
 - 1.5. Nutrients and minerals
 - 1.6. Intradisciplinary and clinical/cross correlation

- 2.0. Metabolism [17]
 - 2.1. Bioenergetics
 - 2.2. Enzymology
 - 2.3. Catabolism
 - 2.4. Anabolism
 - 2.5. Urea cycle
 - 2.6. Regulation
 - 2.7. Intradisciplinary and clinical/cross correlation

- 3.0. Molecular and Cellular Biology [9]
 - 3.1. DNA/RNA and protein synthesis
 - 3.2. Genetic engineering
 - 3.3. Cell cycle
 - 3.4. Intradisciplinary and clinical/cross correlation

- 4.0. Connective Tissues [8]
 - 4.1. Soft tissue
 - 4.2. Hard tissue/calcification
 - 4.3. Intradisciplinary and clinical/cross correlation

- 5.0. Membranes [4]
 - 5.1. Structure
 - 5.2. Function
 - 5.3. Intradisciplinary and clinical/cross correlation

- 6.0. Nervous System [6]
 - 6.1. General properties
 - 6.2. Central nervous system
 - 6.3. Autonomic nervous system (1)
 - 6.4. Somatic nervous system
 - 6.5. Intradisciplinary and clinical/cross correlation

- 7.0. Muscle [6]
 - 7.1. Skeletal
 - 7.2. Smooth
 - 7.3. Cardiac
 - 7.4. Intradisciplinary and clinical/cross correlation

- 8.0. Circulation [9]
 - 8.1. Fluid content and dynamics
 - 8.2. Coagulation
 - 8.3. Cardiodynamics and electrophysiology
 - 8.4. Regulatory mechanisms
 - 8.5. Intradisciplinary and clinical/cross correlation

BIOCHEMISTRY-PHYSIOLOGY (continued)

9.0. Respiration [6]

- 9.1. Mechanical aspects
- 9.2. Gas exchange and transport
- 9.3. Regulation
- 9.4. Intradisciplinary and clinical/cross correlation

10.0. Renal [8]

- 10.1. Functional anatomy
- 10.2. Blood flow and filtration
- 10.3. Reabsorption and secretion
- 10.4. Regulation
- 10.5. Acid-base balance
- 10.6. Intradisciplinary and clinical/cross correlation

11.0. Oral Physiology [3]

- 11.1. Taste
- 11.2. Mastication (with reflexes)
- 11.3. Swallowing

12.0. Digestion [5]

- 12.1. Neuromuscular
- 12.2. Secretions
- 12.3. Absorption
- 12.4. Regulation
- 12.5. Intradisciplinary and clinical/cross correlation

13.0 Endocrines [8]

- 13.1. Pituitary/hypothalamus
- 13.2. Reproduction
- 13.3. Signaling systems
- 13.4. Pancreas/parathyroid
- 13.5. Adrenal/thyroid
- 13.6. Intradisciplinary and clinical/cross correlation

14.0. Professional Ethics/Patient Management [1]

MICROBIOLOGY-PATHOLOGY [100]

1.0. General Microbiology [20]

- 1.1. Microbial biochemistry and physiology
- 1.2. Microbial cytology
- 1.3. Microbial variations and genetics
- 1.4. Sterilization and disinfection
- 1.5. Biology of microorganisms
 - 1.5.1. Bacteria
 - 1.5.2. Viruses
 - 1.5.3. Fungi
- 1.6. Antibiotics and chemotherapy
- 1.7. Oral ecology and epidemiology

2.0. Reactions of Tissue to Injury [10]

- 2.1. Inflammation and repair
- 2.2. Physical and chemical injury
- 2.3. Hemodynamic disorders

MICROBIOLOGY-PATHOLOGY (continued)

- 3.0. Immunology and Immunopathology (at least 3 on oral immunology) [13]
 - 3.1. Host defense mechanisms
 - 3.2. Hypersensitivity
 - 3.3. Immune system
- 4.0. Microbiology, Immunology, and Pathology of Special Infectious Diseases (at least 8 on oral diseases) [22]
 - 4.1. Bacterial
 - 4.2. Viral
 - 4.3. Fungal
 - 4.4. Chlamydial and rickettsial
- 5.0. Systemic Pathology [22]
 - 5.1. Cardiovascular
 - 5.2. Respiratory
 - 5.3. Gastrointestinal and hepatobiliary
 - 5.4. Genitourinary
 - 5.5. Blood-lymphatic
 - 5.6. Endocrine
 - 5.7. Musculoskeletal
 - 5.8. Genetic diseases
 - 5.9. Nervous system
- 6.0. Growth Disturbances [12]
 - 6.1. Non-neoplastic
 - 6.2. Neoplasms--etiology, epidemiology, & biology
 - 6.3. Specific neoplasms
- 7.0. Professional Ethics/Patient Management [1]

DENTAL ANATOMY AND OCCLUSION [100]

- 1.0. Tooth Morphology [43]
 - 1.1. Primary
 - 1.2. Permanent
 - 1.2.1. Incisors
 - 1.2.2. Canines
 - 1.2.3. Premolars
 - 1.2.4. Molars
- 2.0. Pulp Cavity Morphology [5]
- 3.0. Calcification and Eruption [6]
- 4.0. Principles of Occlusion and Function [37]
 - 4.1. Functional anatomy
 - 4.1.1. Interarch (static and movement)
 - 4.1.1.1. Anterior teeth
 - 4.1.1.2. Posterior teeth
 - 4.1.2. Intra-arch
 - 4.2. Masticatory physiology and biomechanics
 - 4.2.1. Temporomandibular joint
 - 4.2.2. Muscles and ligaments
 - 4.2.3. Determinants of occlusion
- 5.0. Clinical Considerations—Tooth Morphology and Anomalies [8]
- 6.0. Professional Ethics/Patient Management [1]