



NATIONAL DENTAL HYGIENE  
CERTIFICATION BOARD

BUREAU NATIONAL DE LA  
CERTIFICATION EN HYGIÈNE DENTAIRE

# 2005 ANNUAL REPORT

January 1 — December 31, 2005



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# Mandate

## The mandate of the NDHCB is:

- to further the public interest by providing quality assurance mechanisms that reflect a national standard for assessment of candidates for entry or re-entry into the practice of dental hygiene;
- to encourage and facilitate portability between the dental hygiene regulatory authorities in all Canadian jurisdictions;
- to ensure that the rules and regulations governing examinations will provide for the conducting of examinations in a fair and equitable manner;
- to issue certificates to candidates upon successful completion of examinations established and maintained by the Board; and
- to maintain such register(s) as may from time to time be required.

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# Members of the Board of Governors



## MEMBER ORGANIZATIONS

College of Dental Hygienists  
of Ontario (CDHO)

Saskatchewan Dental Hygienists  
Association (SDHA)

Alberta Dental Hygienists  
Association (ADHA)

Canadian Dental Hygienists  
Association (CDHA)

College of Dental Hygienists  
of British Columbia (CDHBC)

Commission on Dental  
Accreditation of Canada (CDAC)

Dental Hygiene Educators  
Canada (DHEC)

Newfoundland and Labrador  
Dental Board (NLDB)

Public Members

## REPRESENTATIVES

**Evelyn Waters**  
(President)

**Donna King**  
(Vice-President)

**Brenda Walker**

**Marcia Samson**

**Diane Eade**

**Ray Wenn**

**Dianne Gallagher**

**Ron Sansome**

**Jim Blake**  
**Doreen Winkler**



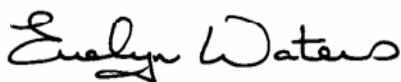
# President's Message

**I**n 2005, the National Dental Hygiene Certification Board (NDHCB) reviewed its "Ends" and confirmed that it exists so that there will be a reliable and valid standard of competence in Canadian dental hygiene practice.

One of the methods used by the NDHCB to determine a valid standard of practice is the examination blueprint, which lists all of the competency statements that establish the content of the questions on the National Dental Hygiene Certification Exam (DHCE). The competencies are categorized according to the Dental Hygiene Process of Care Model and are further grouped according to importance and frequency ratings. To ensure that the Blueprint is current, it is reviewed every five years by focus groups across Canada consisting of dental hygienists from various dental hygiene practice environments. In addition, a survey is mailed to a stratified random sample of practising dental hygienists in Canada to categorize the competencies according to importance and frequency ratings. The latest edition of the Blueprint was finalized in 2005 and is available to download from the NDHCB website at [www.ndhcb.ca/files/blueprint\\_en.pdf](http://www.ndhcb.ca/files/blueprint_en.pdf). In addition, an item writing workshop was held in April to develop items for the dental hygiene competency statements. A French focus group also met in February to review and validate the French translation of the examination.

As an integral part of the dental hygiene community, the NDHCB continues to collaborate with the Commission of Dental Accreditation of Canada (CDAC), the Canadian Dental Hygienists Association (CDHA), Dental Hygiene Educators Canada (DHEC) and the Federation of Dental Hygiene Regulatory Authorities (FDHRA).

2005 marked the end of my three years as NDHCB President. I would like to take this opportunity to congratulate D. King and M. Samson, who were acclaimed President and vice-President respectively for 2006. I would also like to thank the governors and the administration for their dedication, energy and enthusiasm. In 2005, L. Myers resigned her position of Executive Director. We wish her well in her future endeavours. The NDHCB is pleased to welcome Mr. Doris Lavoie as the NDHCB's new Executive Director.



Evelyn Waters  
President

# The National Dental Hygiene Certification Program



The National Dental Hygiene Certification Program offers a credential, the National Certificate Part A (written), based on the results of the National Dental Hygiene Certification Examination (NDHCE: The Examination).

The National Dental Hygiene Certificate provides for portability of registration or licensure between provincial and territorial jurisdictions. It is a criterion for registration/licensure with dental hygiene regulatory authorities in Alberta, British Columbia, Newfoundland and Labrador, Ontario and Saskatchewan.

The NDHCE is a written examination that tests the candidate's ability to apply his/her knowledge as a beginning practitioner to solve oral health care problems and answer questions related to dental hygiene practice. The content of the Examination is based on dental hygiene competencies (eg. knowledge, abilities, skills, attitudes, and judgement) required for safe and effective dental hygiene practice.

The first dental hygiene competencies were developed in 1995. The competencies are based on national education and practice standards and were reviewed and validated by dental hygiene professionals representing all practice responsibilities and all regions of Canada. Regulatory authorities were consulted to ensure that the competencies reflect dental hygiene practice in all jurisdictions.

The Dental Hygiene Competency Profile underwent a review and revision in 2005. The competency profile is published in the NDHCE Blueprint 2005 available on our website at [www.ndhcb.ca/files/blueprint\\_en.pdf](http://www.ndhcb.ca/files/blueprint_en.pdf).





# Administration

Applicants eligible to write the NDHCE include students and graduates from dental hygiene programs accredited by the Commission on Dental Accreditation of Canada (CDAC) and by the American Dental Association (ADA) Commission on Dental Accreditation (CODA).

Graduates of non-accredited dental hygiene programs must first have their academic credentials evaluated, on an individual basis, for eligibility to write the Examination.

The NDHCB offers candidates with disabilities information on the testing accommodations that are available, which can include extra time, a separate room, and in some cases, a reader. In 2005, the NDHCB received fourteen requests for testing accommodations.

In 2005, the NDHCE was offered on January 24, May 24 and September 19 at writing centres located at universities and colleges in Alberta, British Columbia, Manitoba, Nova Scotia, Ontario, Quebec and Saskatchewan. Test centre supervisors are selected and oriented to NDHCE administration guidelines. The NDHCE was subjected to a rigorous statistical validation process. Items that did not meet established criteria were not used in calculating candidates' scores. The NDHCE results were reported to the NDHCB, the candidates and to participating dental hygiene regulatory authorities. 2005 saw a 34% increase in the number of candidates writing the examination over the previous year.

**Comparative Results of the 2004-2005 NDHCEs**

Examination	# of Candidates		# of Pass		Pass Rate	
	2004	2005	2004	2005	2004	2005
January	41	59	29	48	71%	81%
May	548	685	525	633	96%	92%
September	89	165	71	137	80%	83%
<b>TOTAL</b>	<b>678</b>	<b>909</b>	<b>625</b>	<b>818</b>	<b>92%</b>	<b>90%</b>



# Application Committee



## Members

<b>Ruth Lunn</b> (chair)	— <b>Educator</b>
<b>Diane Greenwood</b>	— <b>Clinician</b>
<b>Cindy Holden</b>	— <b>Clinician</b>
<b>Gisèle Johnson</b> (alternate)	— <b>Educator</b>

The Application Committee is responsible for the evaluation of applications to write the National Dental Hygiene Certification Examination (NDHCE) submitted by graduates of dental hygiene programs not accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association (ADA) Commission on Dental Accreditation (CDA).

In order to establish an applicant's eligibility, this Committee evaluates each applicant's educational credentials according to specific criteria based on national practice standards, CDAC education standards and current Canadian dental hygiene curricula.

In 2005, the Application Committee evaluated 127 applications from graduates of non-accredited dental hygiene programs to determine their eligibility to write the NDHCE. This again represents a significant increase over the 22 applications they had to review in 2004. Of the applicants evaluated in 2005, 124 were deemed eligible to write the NDHCE. 63 graduates of non-accredited dental hygiene programs wrote the NDHCE and 47 were successful.





# Examination Committee

## Members

<b>Patricia Covington</b>	—	<b>Western Region</b>
<b>Brenda Udahl</b>	—	<b>Educator</b>
<b>Cara Tax</b>	—	<b>Eastern Region</b>
<b>Louise Robichaud</b>	—	<b>Community Health</b>
<b>Dawn Bradley St. Onge</b>	—	<b>Central Region</b>
<b>Judy Clarke</b>	—	<b>Clinical Practice</b>

## Examination Monitoring

This Examination Committee is responsible for overseeing, participating in and monitoring all activities related to the NDHCE development process.

The final form of the Examination must meet the specified ranges of the NDHCE Blueprint 2005 parameters before approval is given by the Committee. The Modified Angoff Method is used to set the passing score.

The Committee met for five days in October 2005 to do an overall review of the Question bank and set the May 2006 form of the NDHCE. After each item on the Examination was determined to measure content consistent with the current standards of practice for the beginning practitioner as described in the 2005 Blueprint, unanimous approval was given to the May 2006 NDHCE.

## The NDHCE Blueprint

The NDHCE Blueprint was revised in 2005. It forms the basis for test development. It includes the competency statements (the content domain), specifies structural and contextual variables, as well as guidelines and specifications for weighting the competencies to ensure that the Examination accurately reflects the domain of entry-level dental hygiene. To ensure the NDHCE Blueprint reflects current national dental hygiene practice, a review is conducted every five years.

# Review Committee



## Members

**Donna King** — **Governor**

**Ron Sansome** — **Governor**

**Doreen Winkler** — **Governor**

The Review Committee is responsible for the assessment of a candidate's request for review of his/her unsuccessful National Dental Hygiene Certification Examination (NDHCE) result.

In 2005, there were two requests for a formal review of an unsuccessful Examination result. The Review Committee determined that an irregularity, of sufficient magnitude, materially affecting the candidates' performance had occurred. The candidates were allowed to rewrite the examination, no examination fee was levied and the original examination was not counted as one of the four allowable attempts.





# APPENDIX A

## Auditor's Report

To the Governors,  
National Dental Hygiene Certification Board:

We have audited the balance sheet of the National Dental Hygiene Certification Board as at December 31, 2005 and the statements of changes in net assets, revenue and expenditure and cash flows for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the National Dental Hygiene Certification Board as at December 31, 2005 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

**WATSON FOLKINS COREY LLP**

Chartered Accountants

Ottawa, Ontario

January 25, 2006

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# FINANCIAL STATEMENTS

## DECEMBER 31, 2005



BALANCE SHEET AS AT DECEMBER 31, 2005

### ASSETS

#### CURRENT

	<b>2005</b>	<b>2004</b>
Cash	\$ 47,778	\$ 55,051
Marketable securities, at cost which approximates market value	272,495	161,797
Accounts receivable	—	1,103
Prepaid expenses	<u>55,002</u>	<u>49,057</u>
	375,275	267,008

INVESTMENTS (note 2)

<u>326,854</u>	<u>295,022</u>
<b>\$ 702,129</b>	<b>\$ 562,030</b>

### LIABILITIES

#### CURRENT

Accounts payable	\$ 10,812	\$ 20,996
Deferred revenue (note 3)	<u>85,125</u>	<u>31,100</u>
	95,937	52,096

### NET ASSETS

Restricted to review of competencies fund	35,652	26,516
Restricted to implementation of computer-based testing fund	286,213	245,000
Unrestricted	<u>284,327</u>	<u>238,418</u>
	<u>606,192</u>	<u>509,934</u>
	<b>\$ 702,129</b>	<b>\$ 562,030</b>

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2005

#### NET ASSETS RESTRICTED TO REVIEW OF COMPETENCIES

Balance—beginning of year	26,516	75,000
Transfer from unrestricted net assets	10,000	15,000
Transfer to unrestricted net assets	(864)	(63,484)
Balance - end of year	<b>\$ 35,652</b>	<b>\$ 26,516</b>

#### NET ASSETS RESTRICTED TO IMPLEMENTATION OF COMPUTER-BASED TESTING

Balance—beginning of year	245,000	275,000
Transfer from unrestricted net assets	65,000	—
Transfer to unrestricted net assets	(23,787)	(30,000)
Balance - end of year	<b>\$ 286,213</b>	<b>\$ 245,000</b>

#### UNRESTRICTED NET ASSETS

Balance—beginning of year	\$ 238,418	\$ 244,581
Transfer from contingency fund	—	—
Transfer to review of competencies fund	(10,000)	(15,000)
Transfer from review of competencies fund	864	63,484
Transfer to implementation of computer-based testing fund	(65,000)	—
Transfer from implementation of computer-based testing fund	23,787	30,000
Net revenue (expenditure) for the year	<u>96,258</u>	<u>(84,647)</u>
Balance—end of year	<b>\$ 284,327</b>	<b>\$ 238,418</b>

STATEMENT OF REVENUE & EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2005

#### REVENUE

	<b>2005</b>	<b>2004</b>
Examination fees	\$ 449,400	\$ 335,900
Evaluation fees	49,875	10,884
Investment Income	19,882	19,898
Miscellaneous	<u>2,351</u>	<u>1,684</u>
	<b>\$ 521,508</b>	<b>\$ 368,366</b>

#### EXPENDITURE

Governance	60,349	45,415
NDHCE development	87,615	73,004
NDHCE administration	66,065	63,155
Special projects		
Computer-based testing	23,787	31,239
Blueprint 2005 competencies review	864	63,484
Professional fees	16,192	13,985
Rent	19,089	19,050
Salaries and benefits	112,849	105,546
Office administration	28,440	28,135
CDAC grant	<u>10,000</u>	<u>10,000</u>
	<b>\$ 425,250</b>	<b>\$ 453,013</b>

NET REVENUE (EXPENDITURE) FOR THE YEAR

<b>\$ 96,258</b>	<b>\$ (84,647)</b>
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APPENDIX A

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# NOTES TO FINANCIAL STATEMENTS

## DECEMBER 31, 2004

### APPENDIX A

#### 1. SIGNIFICANT ACCOUNTING POLICIES

##### a) Organization

The National Dental Hygiene Certification Board (NDHCB) is a non-profit organization incorporated under the Canada Corporations Act.

The purpose of the organization is:

- to further the public interest by providing a quality assurance mechanism that reflects a national standard for assessment of candidates for entry into the practice of dental hygiene;
- to encourage and facilitate portability between the dental hygiene regulatory authorities in all Canadian jurisdictions;
- to ensure that the rules and regulations governing examinations will provide for the conducting of examinations in a fair and equitable manner;
- to issue national certificates to dental hygienists upon examination in accordance with the recommendations of an Examination Committee established and maintained by the NDHCB; and
- to maintain such register(s) as may from time to time be required.

##### b) Internally restricted funds

The review of competencies fund was established by the Board to provide for activities related to the review of the Blueprint 2005.

The implementation of computer-based testing fund was established by the Board to be used and augmented for activities leading to computer-based testing by 2010.

##### c) Revenue recognition

NDHCB follows the deferral method of accounting for revenues. Revenue received in the form of examination fees is recognized in the period to which the fees relate.

##### d) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. Actual results may differ from those estimates.

#### 2. INVESTMENTS

Investments, which consist of corporate bonds, provincial government bonds and income and equity mutual funds, are valued at cost (market value \$311,863; 2004 – \$283,271).

The bonds mature at face value on a staggered basis over the next 5 years. Effective interest rates to maturity or these securities range from 3.11% to 3.78% (2004 - 3.35% to 6.00%).

Management expects that the \$14,991 (2004– \$11,751) deficiency in market value is a temporary decline and accordingly has not written them down.

#### 3. DEFERRED REVENUE

Deferred contributions represents examination fee monies received in the current period that are related to the subsequent period.

#### 4. FAIR VALUE OF FINANCIAL INSTRUMENTS

The carrying value of cash, marketable securities and accounts payable approximates their fair value because of the relatively short period to maturity of the instruments.

#### 5. COMMITMENT

The organization has leased premises to September 30, 2007, with commitments for gross rents approximately as follows: from 2006, \$18,900; 2007, \$14,200.

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