



NATIONAL DENTAL HYGIENE
CERTIFICATION BOARD

BUREAU NATIONAL DE LA
CERTIFICATION EN HYGIÈNE DENTAIRE

2006 ANNUAL REPORT

January 1 -- December 31, 2006



© 2006 by National Dental Hygiene Certification Board

520 – 700 Industrial Avenue

Ottawa ON K1G 0Y9

Tel.: (613) 260-8156 Fax: (613) 260-8511

E-mail: exam@ndhcb.ca

www.ndhcb.ca

All rights reserved. This document may be reproduced with the permission of the author.



Table of Contents

Our Ends	1
The Board of Governors	2
President's Message	3
National Dental Hygiene Certification Program	4
Administration	5
Board Committees	6
Operational Committees	7
Related Activities	8
Financial Statements	
Appendix "A"	9







Our Ends

The National Dental Hygiene Certification Board exists so that Canadian Regulators have reliable and valid testing mechanisms for assessing current dental hygiene competencies at a reasonable cost while providing a reasonable return on this investment.

This is further defined, in order of priority as:

1. Canadian Regulators recognize that examinations measure dental hygiene knowledge, judgement and skills
 - 1.1 Testing mechanisms for assessing entry level competencies is the highest priority
2. Examination candidates/applicants are able to participate in the examination process within a reasonable amount of time and at a reasonable cost
 - 2.1 They will be provided with clear, defensible criteria for eligibility to 'sit' the exam
 - 2.2 They will have adequate exam parameters
 - 2.3 They will receive an exam that is free of bias
 - 2.4 They will have feedback to identify areas for improvement
 - 2.5 They will be aware that the exam facilitates portability
3. Educators, accreditors of dental hygiene educational programs and dental hygiene professionals will recognize and champion the quality, validity and reliability of national dental hygiene certification
 - 3.1 Other professionals recognize the NDHCB Certification Process as a model.



2006

Members of the Board of Governors



MEMBER ORGANIZATIONS

Saskatchewan Dental Hygienists
Association (SDHA)

Canadian Dental Hygienists
Association (CDHA)

College of Dental Hygienists
of Ontario (CDHO)

College of Registered Dental
Hygienists of Alberta (CRDHA)

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

NDHCB Executive Director
(ex officio)

REPRESENTATIVES

Donna King
(President)

Marcia Samson
(Vice-President)

Evelyn Waters

Brenda Walker

Diane Eade

Ray Wenn

Dianne Gallagher

Cindy Holden

Jim Blake
Barbara Smith

Doris Lavoie



President's Message

The National Dental Hygiene Certification Board [NDHCB] continues to evolve each year and 2006 was no exception. The year began with the appointment of our new Executive Director; Mr. Doris Lavoie CAE. Mr. Lavoie brings to the Board a wealth of experience, energy and enthusiasm and these qualities have been evident in each endeavor he undertakes; and there have many this year.

The NDHCB Executive Director, staff and Committees were extremely busy throughout the year accommodating the greatly increasing numbers of dental hygiene graduates who apply to and write the National Dental Hygiene Certification Examination [NDHCE]. The Examination Committee, under the direction of the Executive Director and the Performance Assessment Group, were very active this year as they set out to establish this year's NDHCE based on the new NDHCE 2005 Blueprint. A record number of candidates wrote the examination, almost double from the previous year. The NDHCB also remains committed to the transition from paper-based testing to computer-based testing and is on track toward the goal of implementation by 2010.

As always, the NDHCB strives to remain an integral part of the dental hygiene community across the country. This year, the NDHCB was pleased to be part of a consultation process to examine Learning Outcomes for the dental hygiene profession in Canada. It is exciting to imagine the results that could develop from this initiative involving the NDHCB, the Dental Hygiene Educators of Canada, the Canadian Dental Hygienists Association, the Commission of Dental Accreditation of Canada and Dental Hygiene Regulatory Authorities.

The NDHCB Board of Governors also had a busy and productive 2006. In the fall, the Board of Governors eagerly developed new ENDS for the organization under the facilitation of our new Policy Governance® coach, Susan Rogers. The new ENDS mandate the NDHCB to ensure that Canadian Regulators have reliable and valid testing mechanisms for assessing current dental hygiene competencies. NDHCB also commits to having dental hygiene professionals, regulators, educators and other professions recognize and champion the NDHCE and the NDHCB certification process. Continued collaboration among the NDHCB, dental hygienists, educators, accreditors and regulators will be instrumental to achieving success.

I am confident that the NDHCB will continue to evolve in the future and I am honored to serve as President during these exciting times. The excellent administration of the Executive Director and staff, and the work of all the dedicated Governors have made my first term as President an exciting and enjoyable experience. I am pleased to announce two new governors this year: Ms. Barbara Smith, public member and Ms. Cindy Holden, a newly appointed representative from the Newfoundland and Labrador Dental Board. I would also like to take this opportunity to thank all of those who have contributed to the continued success of the NDHCB.



Donna King
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 and last revised in 2005 through the Blueprint for National Dental Hygiene Certification Examination; www.ndhcb.ca/files/blueprint_en.pdf. 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.





Administration

Students expecting to graduate within four months of the Examination application deadline and graduates from dental hygiene programs accredited by the Commission on Dental Accreditation of Canada (CDAC) or by the American Dental Association (ADA) Commission on Dental Accreditation (CODA), are eligible to write the NDHCE.

Graduates of non-accredited dental hygiene programs must first have their academic credentials evaluated, on an individual basis, for eligibility before they are allowed 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 2006, the NDHCB received and granted five requests for testing accommodations.

In 2006, the NDHCE was offered on January 23, May 23 and September 18 at writing centres located at universities and colleges in Canadian provinces that have dental hygiene programs. Test centre supervisors (invigilators) were selected and oriented to NDHCE administration guidelines. The NDHCE was subjected to a rigorous statistical validation process by Performance Assessment Group, the testing agency under contract by the NDHCB. The NDHCE results were then reported to the candidates (pass or fail), the dental hygiene schools (total of 1st time failed attempts) and to participating dental hygiene regulatory authorities (list of all successful candidates). Each candidate is allowed up to four attempts at the NDHCE. 2006 saw a 36% increase in the number of candidates writing the examination over the previous year.

Comparative Results of the 2005-2006 NDHCEs

Examination	# of Candidates		# of Pass		Pass Rate	
	2005	2006	2005	2006	2005	2006
January	59	174	48	134	81%	77%
May	685	783	633	689	92%	88%
September	165	277	137	208	83%	75%
TOTAL	909	1,234	818	1,031	90%	84%



Board committees



Review committee

The Review Committee is composed of three Board Governors and is responsible to the Board for the assessment of a candidate's request for review of his/her unsuccessful National Dental Hygiene Certification Examination (NDHCE) result if irregularities are suspected or claimed.

In 2006, there were four requests for a formal review of an unsuccessful Examination result. After extensive investigation, the Review Committee determined that in all cases, no irregularities of sufficient magnitude had materially affected the candidates' performance. The candidates' results were therefore maintained and noted as a failed examination attempt on each candidate's records.

Ad-Hoc committees

Over the course of the year, the NDHCB Board of Governors also established various ad-hoc committees, each with a specific mandate, to deal with current Board issues:

- Recognition of outgoing Governors
- Survey of our Owners
- Governance Budget
- Eligibility to write the NDHCE
- Code of Conduct: Sharing of Documents
- Board Cycle planning
- Surplus of Funds





Operational committees

Application committee

The Application Committee is responsible to the NDHCB Executive Director, for the evaluation of applicants who graduated from a dental hygiene program not accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association (ADA) Commission on Dental Accreditation (CDA). It is comprised of experienced dental hygienists and its role is to determine if those applicants are deemed eligible to write the National Dental Hygiene Certification Examination.

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 and curricula.

In 2006, the Application Committee evaluated 148 applications from graduates of non-accredited dental hygiene programs to determine their eligibility to write the NDHCE. This represents a 17% increase over the 127 applications they had to review in 2005. Of the applicants evaluated in 2006, 141 were deemed eligible to write the NDHCE. Because some of those evaluations were completed after the deadline to apply for any of the 2006 NDHCEs, a total of 100 graduates of non-accredited dental hygiene programs wrote the NDHCE in 2006 and 70 were successful.

Examination committee

The Examination Committee is responsible to the NDHCB Executive Director, 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 two days in February 2006 to review and approve experimental items and for five days in October 2006 to set the May 2007 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 2007 NDHCE.



Related activities

NDHCE Item Writing

Again this year, two Item Writing Workshops were held April 20-24 and November 15-19. Dental hygiene educators from across the country met to develop items for the dental hygiene competency statements. These individuals were selected after they indicated their interest in participating in an Item Writing Workshop on the Program Information Survey circulated to all dental hygiene programs in September.

Item Appraisal

As part of the NDHCE development process, following each of the Item writing sessions, the new items developed were sent to teams of nine dental hygiene educators across the country. These individuals assessed each new item and either rejected it or recommended it with or without modifications.

French Focus Group

A French Focus Group comprised of experienced bilingual Dental Hygienists was held February 3-5 to review and validate the French translation of the exam and to update the French-English lexicon.

Other

In 2006 the NDHCB hired Caveon, a test security service company, to conduct a security audit of our operations as part of our Risk Management analysis. The report will soon be available and a detailed Security plan will ensue in 2007.

We also purchased a new database management system that will allow us to process online applications and financial payments and will improve our communications to better serve eligibility applicants and NDHCE candidates. The new system will also serve as the new platform to develop and offer an online preparation test/guide to be launched in 2007/08.





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, 2006 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, 2006 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Canada Corporations Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

WATSON FOLKINS COREY LLP

Chartered Accountants

Ottawa, Ontario

January 16, 2007



FINANCIAL STATEMENTS

DECEMBER 31, 2006

BALANCE SHEET AS AT DECEMBER 31, 2006

	2006	2005
CURRENT ASSETS		
Cash	\$ 120,909	\$ 47,778
Marketable securities, at cost which approximates market value	172,225	272,495
Prepaid expenses	<u>65,198</u>	<u>55,002</u>
	358,332	375,275
INVESTMENTS (note 2)	<u>600,190</u>	<u>326,854</u>
	\$ 958,522	\$ 702,129
CURRENT LIABILITIES		
Accounts payable	\$ 36,844	\$ 10,812
Deferred revenue (note 3)	<u>193,950</u>	<u>85,125</u>
	<u>230,794</u>	<u>95,937</u>
NET ASSETS		
Restricted to review of competencies fund	43,512	35,652
Restricted to implementation of computer-based testing fund	267,534	286,213
Restricted to legal reserve fund	100,000	—
Unrestricted	<u>316,682</u>	<u>284,327</u>
	<u>727,728</u>	<u>606,192</u>
	\$ 958,522	\$ 702,129

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2006

NET ASSETS RESTRICTED TO REVIEW OF COMPETENCIES		
Balance—beginning of year	35,652	26,516
Transfer from unrestricted net assets (net)	<u>7,860</u>	<u>9,136</u>
Balance - end of year	\$ 43,512	\$ 35,652
NET ASSETS RESTRICTED TO IMPLEMENTATION OF COMPUTER-BASED TESTING		
Balance—beginning of year	286,213	245,000
Transfer (to) from unrestricted net assets (net)	<u>(18,679)</u>	<u>41,213</u>
Balance - end of year	\$ 267,534	\$ 286,213
NET ASSETS RESTRICTED TO LEGAL RESERVE		
Transfer from unrestricted net assets and balance – end of year	\$ 100,000	—
UNRESTRICTED NET ASSETS		
Balance—beginning of year	\$ 284,327	\$ 238,418
Transfer from contingency fund	—	—
Transfer to review of competencies fund (net)	(7,860)	(9,136)
Transfer from (to) implementation of computer-based testing fund (net)	18,679	(41,213)
Transfer to legal reserve fund	(100,000)	—
Net revenue (expenditure) for the year	<u>121,536</u>	<u>96,258</u>
Balance—end of year	\$ 316,682	\$ 284,327

STATEMENT OF REVENUE & EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2006

	2006	2005
REVENUE		
Examination fees	\$ 605,900	\$ 449,400
Evaluation fees	62,000	49,875
Investment Income	25,809	19,882
Miscellaneous	<u>2,274</u>	<u>2,351</u>
	\$ 695,983	\$ 521,508
EXPENDITURE		
Governance	66,874	60,349
NDHCE development	83,111	87,615
NDHCE administration	105,972	66,065
Special projects		
Computer-based testing	53,679	23,787
Blueprint competencies review	7,140	864
AmSoft Database	6,769	—
Security Audit	23,182	—
Professional fees	24,327	16,192
Rent	20,684	19,089
Salaries and benefits	126,374	112,849
Office administration	46,335	28,440
CDAC grant	<u>10,000</u>	<u>10,000</u>
	\$ 574,447	\$ 425,250
NET REVENUE (EXPENDITURE) FOR THE YEAR	\$ 121,536	\$ 96,258



APPENDIX A

2006



NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2006



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 2010.

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.

The legal reserve fund was established by the Board to meet the possible costs of any future lawsuits.

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 \$592,964; 2005 – \$311,863).

The bonds mature at face value on a staggered basis over the next 5 years. Effective interest rates to maturity for these securities range from 3.11% to 4.27% (2005 - 3.11% to 3.78%).

Management expects that the \$7,226 (2005– \$14,991) deficiency in market value is a temporary decline and accordingly has not written them down.

3. DEFERRED REVENUE

Deferred revenue 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: 2007; \$14,200.

6. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current presentation.



2006

