

**National Dental Hygiene Certification
Examination**

2009



Application Guide

National Dental Hygiene Certification Board

INTRODUCTION

This application guide provides information to help you to apply to write the National Dental Hygiene Certification Examination (NDHCE). To be eligible to apply to write the NDHCE a candidate must meet the eligibility requirements.

ELIGIBILITY

To be eligible to write the NDHCE you must be a:

DENTAL HYGIENE STUDENT:

a) In an Accredited DH Program (*accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association Commission on Dental Accreditation (ADA/CODA)*), **and submit:**

- the [exam application form](#), two (2) passport-size pictures and the appropriate fee;
- a Statement of Reference completed and signed by the dental hygiene program director or designate, certifying that at the application deadline date you are within four (4) months of completion of your program.

b) In the cohort of a DH Program that has been reviewed by the CDAC and to whom it has granted “[Program Status Under Review](#)”:

Such student may apply to write the NDHCE upon confirmation by the dental hygiene program director or designate, that the student, at the application deadline date, is within four months of completion of the dental hygiene program **AND** following verification of eligibility by the NDHCB (see

www.ndhcb.ca/en/exam_eligibility.php#31 for details).

Students in subsequent cohorts of the program will be given the same consideration until such time as the CDAC notifies the NDHCB that “status under review” has been revoked or that accreditation has been granted.

If found eligible, those students will then have to submit the same documents listed in a) to apply for the examination, **unless they graduate before the deadline to apply for the NDHCE**, in which case they have to submit the same documentation as for graduates of an accredited DH program (see below).

GRADUATE OF AN ACCREDITED DENTAL HYGIENE PROGRAM (*accredited by CDAC, or by the ADO/CODA on the date of your graduation*) **and submit to the NDHCB:**

- the [exam application form](#), two (2) passport-size pictures and the appropriate fee;

- a notarized photocopy of the diploma/certificate in dental hygiene issued by the educational institution from which you graduated; and
- request that your dental hygiene school of graduation submit an official transcript of grades directly to the NDHCB.

GRADUATE OF A NON-ACCREDITED DENTAL HYGIENE PROGRAM:

Please see www.ndhcb.ca/en/exam_eligibility.php#31 for information regarding the procedure required to have your academic credentials evaluated for eligibility to write the NDHCE.

DATES OF THE 2009 EXAMINATIONS

<u>Examination Dates</u>	<u>Application Deadlines</u>
January 26, 2009	November 28, 2008
May 19, 2009	March 20, 2009
September 21, 2009	July 24, 2009

HOW TO COMPLETE THE APPLICATION FORM: SIX EASY STEPS

In this guide is the information to complete the NDHCE Application Form.

STEP 1

Complete the [NDHCE Application Form](#). To avoid processing delays the information must be accurate, complete, and legible. Please print and use a black pen to fill out the form.

MAKING A FALSE STATEMENT ON THIS APPLICATION FORM COULD RESULT IN THE REJECTION OF THE APPLICATION OR MEASURES UP TO AND INCLUDING CERTIFICATION REVOCATION.

Application for Attempt

Indicate with a check (✓) the attempt you are applying for with this application. A candidate eligible to write the NDHCE may attempt the examination four times only.

Date of Examination

Indicate with a check (✓) the examination administration date of your choice.

Personal Information

Complete your personal information. Please make sure that you include an e-mail address.

Print your name (upper/lower case and spaces) exactly the same way you would like it to be on your certificate. Any certificates with spelling errors on the part of the candidate will only be reprinted with submission of a written request and fee.

Dental Hygiene Education

Indicate the name and location of the educational institution, the year of graduation and the institution code.

Use the codes that you will find at www.ndhcb.ca/files/WritingCentresandInstitutionCodes.pdf to indicate the institution where you completed your dental hygiene education.

Institutions Outside of Canada

Candidates who completed their dental hygiene education outside of Canada, please also indicate the name and country of the institution and the year of graduation.

Writing Centre Codes

There is at least one writing centre in each region in Canada. Examinations will take place at the sites in accordance with the testing sites availability and if there are sufficient candidates. Please indicate on your application form your first and second choice of examination site. Every effort will be made to accommodate your request.

When you have been officially notified of your examination site, you will have up to two weeks prior to the administration date to request a change in location. Use the codes that you will find at www.ndhcb.ca/files/WritingCentresandInstitutionCodes.pdf

Examination Administration Information

Choice of Examination Language

Indicate whether you want to write your certification examination in English or French. If you prefer, you may review both the English and French test booklets at the time of writing. Be sure to indicate your preference on the Application Form.

Lack of language proficiency in either English or French shall not be grounds for review of examination results.

Testing Accommodations

If you have a disability that could adversely affect your performance on the examination and require some accommodation (e.g., separate room, large print examination, etc.) in taking the examination, indicate it on the form and go to the NDHCB Website at www.ndhcb.ca/en/forms.php to download the testing accommodation forms for Candidates with Disabilities. It is important that you complete the appropriate request forms for testing accommodations. We cannot guarantee that the accommodations will be available unless the accommodations are requested at the same time as you apply to write the examination.

Examination Results Information

The results and certificate will be submitted in the same language; indicate your language of preference.

Should you wish to have your examination results and certificates sent to an address different from the one completed above, please indicate the alternate address.

STEP 2

Documents Required

The documents required are listed on the Application Form. Ensure that all required documents are attached to your application.

For identification purposes, you are required to attach two (2) identical passport-size photographs taken within the last 6 months.

STEP 3

Statement of Reference (Students only)

The Statement of Reference must be completed by your dental hygiene program director or designate, certifying that at the application deadline date, you are within 4 months of completion of your dental hygiene program.

STEP 4

Payment of Fees

The fees must be paid in full with your application.

FEES

EXAMINATION FEE	\$525.00 (incl GST) or
For NB, NS or NL Writing centres	\$565.00 (incl HST)
(includes \$100.00 (+ GST/HST) non-refundable application fee)	
REWRITE FEE	\$420.00 (incl GST) or
For NB, NS or NL Writing centres	\$452.00 (incl HST)
(includes \$100.00 (+ GST/HST) non-refundable application fee)	

Fees must be paid by Credit Card (VISA or MasterCard), Certified Cheque or Money Order in Canadian funds payable to the National Dental Hygiene Certification Board. Rejected card, insufficient fees or incorrect method of payment will delay processing and may result in additional costs and in writing the examination at a later date.

Withdrawing or Transferring from the Certification Examination

If you decide to withdraw from the examination or transfer to a later date, please inform the NDHCB in writing (in writing) **as soon as possible**. The NDHCB will acknowledge your withdrawal or transfer in writing, and send you re-application information. Candidates who withdraw from the examination will receive the following refund.

REFUND POLICY	
Withdrawal 21 days or more before examination date	Refundable less \$100.00 (+ GST/HST) application fee
Withdrawal less than 21 days before examination date	Refundable less \$200.00 (+ GST/HST) late withdrawal fee
Transfer, one time only to a future examination date for eligible candidates, 14 days or more before examination date	Authorized once only - No transfer less than 14 days before examination

STEP 5

Statement of Understanding

Read the instructions regarding the confidentiality of the examination and individual information. **Sign the application form.** Candidates will also be asked to read and **sign a more comprehensive Statement of**

Understanding at the exam site, before they are allowed to write the exam.

STEP 6

Submit Your Completed Application Form

Mail the completed and signed Application Form, enclose additional relevant documents, and the full fee to the NDHCB. Application materials for an examination, including fee, must be post marked by the appropriate application deadline date.

Incomplete applications will delay processing and may result in writing the examination at a later scheduled examination date.

AFTER YOU SEND YOUR APPLICATION

The NDHCB will send confirmation of receiving your application, by email, within a few weeks of receiving it. The NDHCB then reviews applications for the certification examination to confirm that applicants are eligible. It will send examination eligibility, a receipt for fees, and information about the examination location approximately 2-3 weeks before the examination date. Candidates who send incomplete application information are asked in writing for the missing information. If you receive a notice of conditional eligibility, you must meet the conditions before the deadline stated in the letter.

Candidates who do not meet the eligibility requirements will be notified in writing of the specific reason(s). Please allow up to 4 weeks from the application deadline date for notification if you are not eligible.



National Dental Hygiene Certification Board
1929 Russell Road, Suite #322
Ottawa, ON K1G 4G3

613-260-8156
exam@ndhcb.ca