

**National Dental Hygiene Certification  
Examination**

**2012**



**“Manual”  
Application Guide**

**National Dental Hygiene Certification Board**

## INTRODUCTION

This application guide provides information to help you to register to write the National Dental Hygiene Certification Examination (NDHCE) by using the [PDF version of the form available through our website](#).

To be eligible to apply to write the NDHCE a candidate must meet the eligibility requirements.

## ELIGIBILITY

### DENTAL HYGIENE STUDENTS:

**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)*), can **submit**:

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

Students may apply to write the NDHCE upon confirmation by their dental hygiene program director or designate that, at the application deadline date, they are within four months of completion of their dental hygiene program **AND** following verification of eligibility by the NDHCB (see [www.ndhcb.ca/en/exam\\_eligibility.php#31](http://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will be given the same consideration until such time as the CDAC notifies the NDHCB that "status under review" has been revoked or accreditation has been granted.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).

**GRADUATES OF AN ACCREDITED DENTAL HYGIENE PROGRAM** (*accredited by CDAC, or by the ADA/CODA on the date of graduation*) can **submit**:

- 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](http://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 EXAMINATIONS

### Examination Dates

January 23, 2012  
 May 22, 2012  
 September 24, 2012

### Application Deadlines

November 24, 2011  
 March 22, 2012  
 July 26, 2012

\* *Certain exam dates could be extended by a few days depending on demand and each computerized centre's seating availability.*

## HOW TO COMPLETE THE APPLICATION FORM: SIX EASY STEPS

### **STEP 1**

Download from the NDHCB website, print & 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 **legal** 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 month/year of graduation and the institution code.

Use the codes that you will find at [www.ndhcb.ca/files/DHInstitutionCodes.pdf](http://www.ndhcb.ca/files/DHInstitutionCodes.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 country of the institution.

### **Writing Centre Preference**

There is at least one [writing centre in each region in Canada](#) where there is an accredited DH school. Examinations will take place in accordance with the testing sites availability and if there are sufficient candidates. Please indicate the province/city where you would like to take your examination. After your application is approved you will receive an email asking you to click and select a specific writing centre and time period from the list of available sites/times.

Once you have been officially notified of your examination site, you will have up to three (3) weeks prior to the administration date to request a change in location.

### **Examination Administration Information**

#### **Choice of Examination Language**

All computerized exams are automatically offered in both English and French so that candidates can flip from one language to the other during the exam.

**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, extra time, etc.) in taking the examination, indicate it on the form and go to the NDHCB Website at [www.ndhcb.ca/en/forms.php](http://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, 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 (Page 2 of the form) 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**

<b>EXAMINATION FEE</b>	<b>\$575.00 (+ tax)</b> (includes \$100.00 (+ GST/HST) non-refundable application fee)
<b>REWRITE FEE</b>	<b>\$475.00 (+ tax)</b> (includes \$100.00 (+ GST/HST) non-refundable application fee)
<b>TAX</b> (depends on location of Writing Centre) =>	
	<b>5% for AB, SK, MB &amp; QC;</b>
	<b>12% for BC;</b>
	<b>13% for ON, NB, &amp; NL,</b>
	<b>15% for NS</b>

Fees must be paid by valid Credit Card (VISA or MasterCard), Certified Cheque or Money Order in Canadian funds payable to the National Dental Hygiene Certification Board. Rejected cards, 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.

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

**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.**

Please refer to **Annex A** of the Candidate Guide ([www.ndhcb.ca/files/Candidate\\_Guide\\_Eng.pdf](http://www.ndhcb.ca/files/Candidate_Guide_Eng.pdf)) for a copy of the Statement of Understanding.

**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 email you information about how and when you can go online to book your exact examination location and time, from the list of available sites/times, 2-3 weeks following the exam application deadline date.

Once you have made your choice of exam location and time through the specified website, you will receive a confirmation email to that effect.

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 and still attempt to apply for the exam will be notified in writing of the specific reason(s) for denial. **They will also be charged an administration fee of \$100.00 (+ tax).**



**National Dental Hygiene Certification Board**  
**1929 Russell Road, Suite #322**  
**Ottawa, ON K1G 4G3**  
**613-260-8156**  
[exam@ndhcb.ca](mailto:exam@ndhcb.ca)