

**National Dental Hygiene Certification
Examination**

2012



**“Online”
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) using our ["Online" application service](#).

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 go through our [online Exam application procedure](#) **if they believe** they will be within four (4) months of completion of their program at the application deadline date.

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 providing they are 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will be given the same consideration until such time as the CDAC notifies the NDHCB that "status under review" has been revoked or accreditation has been granted. If found eligible, those students will then have to follow the same procedure as in a).

GRADUATES OF AN ACCREDITED DENTAL HYGIENE PROGRAM (*accredited by CDAC, or by the ADA/CODA on the date of your graduation*) can use our [online Exam application procedure](#).

GRADUATES 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 prior to applying to write the NDHCE.

Once Graduates of non-accredited DH programs have been granted eligibility, they can then use our [online Exam application procedure](#).

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 THE APPLICATION FORM WORKS

STEP 1

Go to our [online application process](#) on the NDHCB website and include ALL the information marked by an asterisk (*). To avoid processing delays the information must be accurate and complete.

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

Attempt #

Indicate which attempt number you are applying for with this application. A candidate eligible to write the NDHCE may attempt the examination a maximum of four times only.

Date of Examination

Pick the examination administration date available.

Personal Information

Complete your personal information. Include 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 and the month/year of program completion.

Institutions Outside of Canada

Candidates who completed their dental hygiene education outside of Canada, please indicate "US" or "International" as the name 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.

STEP 2

Examination Administration Information

Testing Accommodations (if necessary)

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.), indicate it and go to the NDHCB Website at www.ndhcb.ca/en/forms.php to download the testing accommodation forms. It is important that you complete one form and have the other completed by an appropriate professional. You will then have to mail those to the NDHCB. 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.

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.

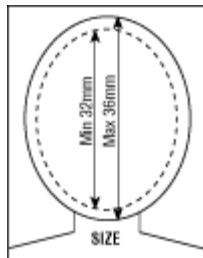
Examination Results Information

The results and certificate will be submitted in your language of preference and your address of preference. Please indicate.

STEP 3

Upload Picture

No additional documents are required except that you will have to upload a photograph of yourself for identification purposes. You are required to upload a digital (Jpeg) passport-size photograph taken within the last 6 months (head & shoulders shot only) and it cannot be bigger than 2 Mbs.



STEP 4

Payment of Fees

The fees must be paid in full with your application.

FEES

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

Fees must be paid by valid Credit Card (VISA or MasterCard) if you are using the Online Application. A confirmation of payment will be emailed to you (please note that another email will later be sent to confirm registration once your application is approved)

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) application & late withdrawal fees
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. **You will be asked to acknowledge** that you have read the statement by checking the appropriate box.

Please refer to **Annex A** of the Candidate Guide (www.ndhcb.ca/files/Candidate_Guide_Eng.pdf) for a copy of the Statement of Understanding.

STEP 6

Submit Your Online Application Form

Applications for an examination, including fee, must be electronically received by the appropriate application deadline date.

AFTER YOU SUBMIT YOUR APPLICATION

You will receive an email confirming **payment**.

If you are a student or a graduate of a Canadian Dental Hygiene program

On the day following the application deadline, the NDHCB will send an email to your DH program director or designate, who will have to confirm eligibility by certifying your identity and the fact that, at the application deadline date, you had already completed your dental hygiene program or are within 4 months of completion of your program. Once your eligibility has been confirmed we will notify you by email and will send you the link to book your exact exam location and time.

If you are from a non-accredited Dental Hygiene program and your eligibility has already been evaluated and approved by the NDHCB

The NDHCB will send confirmation of registration, by email, within a few weeks and will send you the link to book your exact exam location and time.

If you chose or had to send your documentation through the mail

The NDHCB will send confirmation of receiving your application and supporting documentation, by email, within a few weeks after receiving them and will send you the link to book your exact exam location and time.

Incomplete information

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 and who still attempt to apply online for the exam will be notified by email of the specific reason(s) for denial.

They will also be charged an administration fee of \$100.00 (+ tax).

Confirmation of Examination Location

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.



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

613-260-8156
exam@ndhcb.ca