Owens Community Dental Hygiene Program
ADEX Outside Candidate Handbook
2026 Exam

Owens State Community College

Visiting Address
30335 Oregon Road
Perrysburg, OH 43551

Phone
(567) 661-7290

Welcome to Owens Community College

The faculty and staff of the Owens Community College realize clinical boards are inherently stressful, especially when applicants are working in an unfamiliar clinic. It is our sincere hope that this handbook, which has been prepared to help assist dental hygiene candidates for the ADEX exam, will help make your time with us as smooth as possible. **If you have additional questions after reading this handbook, please contact us at (567)661-7290**, or visit our website (www.owens.edu) for more information.

Owens Community College is located 30335 Oregon Road, Perrysburg, OH 43551.

Please do not call for interpretation of the Candidate Manual provided by the ADEX. Questions regarding the examination process (e.g., registration, availability, content, paperwork or forms, etc.) should be directed to ADEX. **DO NOT contact the school to ask about registering for the exam or for permission to test at their location**. All such questions and requests must be submitted to ADEX via Contact Us.

☐ **VISITOR PARKING:** All candidates may park in Lots L, M, N or O at Owens Community College. All candidates enter through the main entrance of the building accessible from the West lot or the side entrance of the North lot. Permits are not required to park at Owens Community College during ADEX examination days and parking lot hours are 6:00 a.m. to 6:00 p.m. Vehicles left after hours on campus are subject to being towed.
The Dental Hygiene Clinic is the Health Education Center. 7450 Championship Drive West Perrysburg, OH 43551.
- Campus Parking Map on Page 5

Facility Fee is $500

MUST be brought on the day of the exam

☐ **SCHOOL USE FEE COLLECTION:** A facility fee of $200.00 must be received on the day of the examination. Credit/debit cards are not accepted. Checks for facility fees can be made payable to **Owens Community College/Dental Hygiene Dept.** Owens Community College does NOT have replacement instruments to loan/sell to candidates

☐ **DENTAL UNITS:** All of the units are chair type chairs, lights and delivery systems. Cavitrons and piezos are built into the units.

☐ **DENTAL UNIT MALFUNCTIONS:** Report any equipment malfunctions to the Chief or CFE. A dental equipment repair technician or dispensary staff member will provide assistance as soon as possible.

a) INFECTION CONTROL: **Surface Asepsis**
   i. Handles of the unit light, and chair controls must be covered with clear plastic barrier wrap. A plastic chair cover is provided.
   ii. The patient chair, dental unit, countertops, and operator stool should be disinfected with disinfectant wipes.
   iii. Disinfectant wipes, plastic chair covers and barrier wrap are provided by Owens Community College for all candidates free of charge.

iv. Candidates must furnish their own sturdy utility gloves (nitrile preferred) to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area.
v. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the ADEX exam at Owens Community College. This includes standard OSHA standards and guidelines

b) **Personnel Protective Equipment**
   i. Appropriate protective equipment (which includes reusable gowns) is available from Owens Community College and must be worn in all simulated occupational exposure situations.
   ii. Disposable gloves, masks, and reusable gowns will be available on the clinic floor free of charge during the examinations.
   iii. Candidates must provide their own OSHA-acceptable protective glasses. Please note that Owens Community College does not provide disposable side shields for glasses

c) **Hazardous Waste**
   i. Any blood/saliva-soaked waste is considered hazardous and should be disposed of in the available/provided (red) biohazard bags.

d) **Sterilization**
   i. Instruments and handpieces can be processed and run through a steam sterilizer after your examinations free of charge for candidates requesting this service from Owens Community College. Owens Community College will not lube, wipe down, scrub, ultrasonic, or wash instruments either inside or outside of cassettes. All instruments should be wiped down and clean of visible debris before being brought to the Owens Community College sterilization drop-off area. Submitted candidate instruments should be placed in a sealed sterilization bag within a closed stainless-steel instrument cassette or simply bagged by the candidate for sterilization. Stainless steel instrument cassettes submitted to Owens Community College for sterilization should be able to fit comfortably within a 7 ½ W x 13 L disposable self-seal sterilization pouch. Hand sterilization bags provided to candidates by Owens Community College are no larger than 7 ½ W x 13 L. Candidates may request extra-large autoclave bags (13 x 20) if needed. All submitted instruments/items for sterilization should be clearly marked with the candidates ADEX identification number only. To ensure all candidates anonymity all instruments used in the exam should not be marked with candidate names or initials or other identifying markings. Instruments submitted for sterilization will be processed/sterilized with a minimum required turnaround time of three hours. Items submitted after 3:00 p.m. will be available for pick-up the following business day by 8:00 a.m. (Owens Community College is not open on Sunday). All items submitted to be sterilized must be picked up from Owens Community College Dental Hygiene Clinic within five days of the conclusion of the examination. If the candidate chooses to use the sterilization services provided by Owens Community College the candidate assumes all liability for lost or damaged items submitted.

ii. The time that instruments can be retrieved depends on the length of time necessary for processing and sterilization, as well as the number of other candidate's instruments. The shortest amount of time in which instruments can be processed is approximately three hours. The sterilization assistant will provide you an estimated time after which you may pick up the sterilized instruments. Please do not submit any materials or instruments that may be damaged during the sterilization process.

☐ **SHARPS/AMALGAM DISPOSAL:** All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located throughout the Owens Community College clinic.

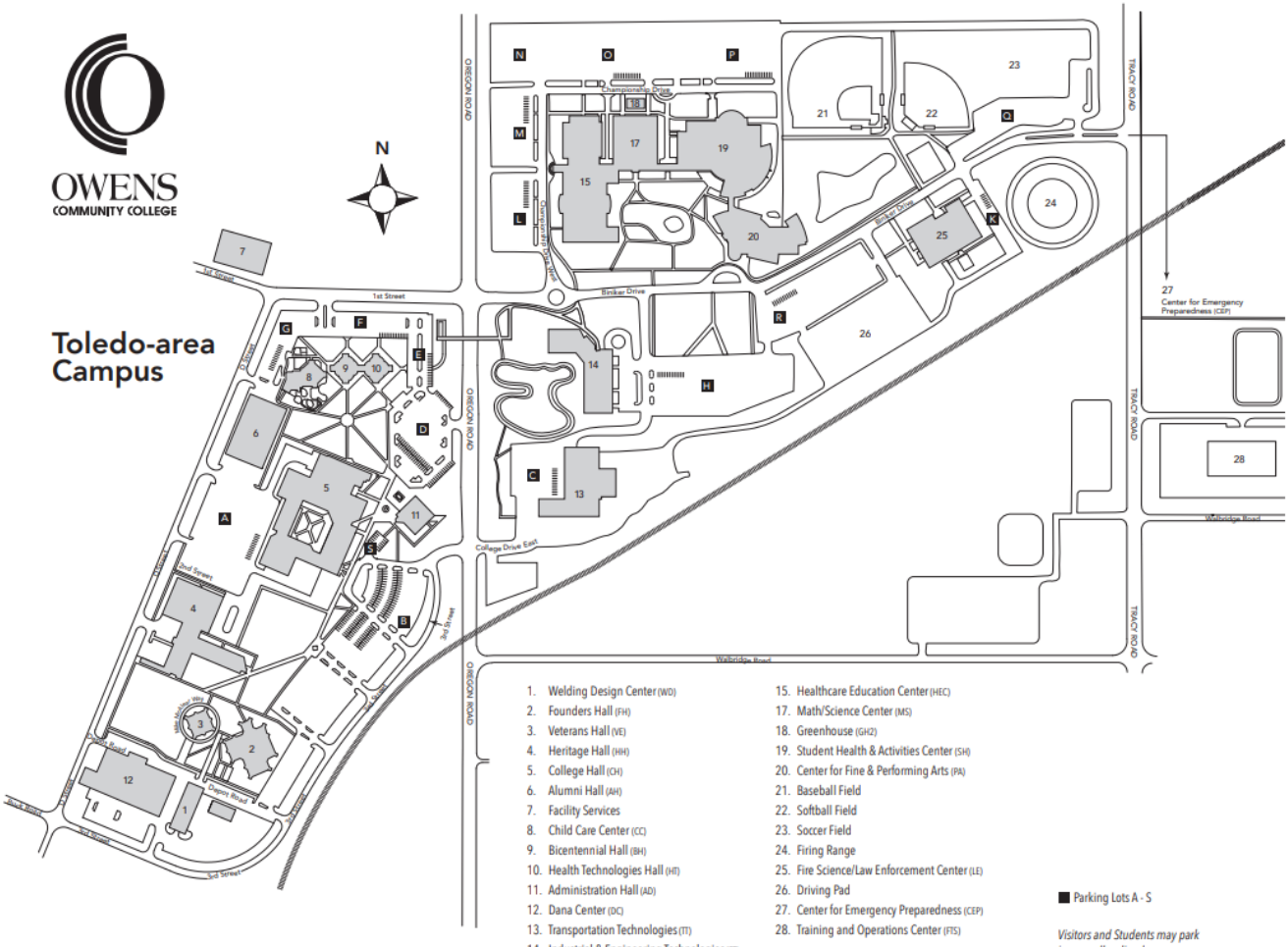
☐ **MEDICAL EMERGENCY PROTOCOL:** During the examination, the emergency kit is found in the clinic sterilization area under the counter in the first cabinet on the left-hand side. Make sure someone calls the local 9-1-1 (notify EMS). Administer oxygen (O2) from the green oxygen cylinder located in the storage closet. Administer Basic Life Support (BLS) until EMS arrive.

☐ **SUPPLIES PROVIDED IN CLINICS & SIM LABS:** A list of expendable materials supplied by the school for candidate use in the clinic and sim labs (the minimum this list must include are all items listed in Appendix A). We ask that you have extra PVS material available for candidates in the simulation lab(s).

APPENDIX A - Expendable Materials List **To be supplied in sufficient quantities for all Candidates**		
Surface Disinfection Wipes	2x2 Gauze Squares	Sanitizing Materials
Barrier Materials & Tape	Air Water Syringe Tips (Plastic)	Autoclave Bags (S-L)
Bracket Tray Covers	Facial Tissue	Paper Towels
Red Biohazard Bags	Standard Saliva Ejectors	Exam Gloves (S-L)
Chair Covers	Face Masks	Soap (Liquid)
Barrier Tape (Roll)	Cotton Rolls	
Tray Covers/Barriers	HVE Tips	

OWENS
COMMUNITY COLLEGE

Toledo-area Campus



1. Welding Design Center (WD)
2. Founders Hall (FH)
3. Veterans Hall (VE)
4. Heritage Hall (HH)
5. College Hall (CH)
6. Alumni Hall (AH)
7. Facility Services
8. Child Care Center (CC)
9. Bicentennial Hall (BH)
10. Health Technologies Hall (HT)
11. Administration Hall (AD)
12. Dana Center (DC)
13. Transportation Technologies (TT)
14. Industrial & Engineering Technologies (ET)
15. Healthcare Education Center (HEC)
17. Math/Science Center (MS)
18. Greenhouse (GH2)
19. Student Health & Activities Center (SH)
20. Center for Fine & Performing Arts (PA)
21. Baseball Field
22. Softball Field
23. Soccer Field
24. Firing Range
25. Fire Science/Law Enforcement Center (LE)
26. Driving Pad
27. Center for Emergency Preparedness (CEP)
28. Training and Operations Center (FTS)

■ Parking Lots A - S

Visitors and Students may park in any yellow lined space

Rev. 07/2024

Owens Community College Facility and Services

1. **Building and Access Hours:**
   The Owens Community College building will open from 6:00 a.m. to 6:00 p.m. on examination days during unless otherwise requested. Please note that **the day before the examinations begin,** the building and campus **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

2. **Food and Beverage Services:**
   Owens Community College has no food, beverage, or cafeteria services for candidates. There are many gas stations, restaurants and fast-food establishments located within one (1) mile of the campus if you wish to purchase food. However, food or drink are not allowed in any areas near the candidate clinics or check in desk during the examination.

3. **Registration and Identification Badges**
   You will check in with examiners prior to the exam. Identification documents are required otherwise a candidate will not be allowed to enter the exam. Numbered badges issued to candidates (the day of the exam) will serve as your I.D. throughout the examination. The badge must be displayed at all times while in the building. Badges **must be turned in** at the completion of the examination(s) as a part of the checkout procedure.

4. **Owens Community College Security**

   Owens Community College is a small campus and does have an on-campus police force for the dates of the examinations. You can contact the Department of Public Safety at 567-661-7575.

Healthcare Education Center

