



CANDIDATE GUIDE

Administrative Policies Applicable to
All Candidates



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CDCA-WREB-CITA

EXAM YEAR

2024-2025

Version 20241017

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GENERAL INFORMATION



CDCA-WREB-CITA administers examinations for initial licensure for the dental professions. This Candidate Guide covers general policies and administrative procedures applicable to all examinations. Refer to the respective [Candidate Manual](#) for content, criteria, and scoring information for each exam to be challenged.

MISSION

CDCA-WREB-CITA serves jurisdictions in the pursuit of public health, safety, and welfare by ensuring that safe and competent dental care is provided by qualified dental practitioners.

PHILOSOPHY

Examinations (exams) administered by CDCA-WREB-CITA are developed to provide a reliable clinical assessment for state dental licensing board and jurisdiction use in making valid licensing decisions. Efforts have been made to make the exam unbiased with respect to regional practice and educational differences. CDCA-WREB-CITA seeks educational diversity in the makeup of the exam review committees, including practitioners and educators from across the member states who evaluate test content and develop the scoring criteria for independently developed examinations. Examiners are individually calibrated and tested prior to each exam to ensure that they evaluate candidate performance according to the established clinical examination criteria.

CANDIDATE RESPONSIBILITY

Candidates are responsible for ensuring that all registration requirements (e.g. eligibility, identification, fees) are met by no later than the registration deadline for a given clinical examination. During the examination, candidates are expected to present themselves in appropriate clinical attire and conduct themselves in an ethical manner befitting that of a dental professional.

Candidates are subject to policies and procedures in effect at the time of testing. Candidates are responsible for reading and understanding guides, manuals, forms, materials, webpages, and communications published by CDCA-WREB-CITA for the respective examination. Only those official resources branded and published by CDCA-WREB-CITA or [CDCA-WREB-CITA Media](#) are valid sources of information. Changes may occur after publication. Candidates are encouraged to periodically review the website for changes or updates to official publications. (See "Exam Preparation" on page 16 for an overview of available official resources.)

CDCA-WREB-CITA does not sponsor nor endorse examination preparation courses. Candidates bear all risk of any misunderstanding resulting from the use of or reliance on unofficial, non-authorized or third-party information, methodologies or materials of other organizations, agencies, companies, or individuals.

Licensure. The onus is on the Candidate, not the testing agency, to ensure that all requirements for licensure in a given state are met. Before registering for, attempting or re-attempting any exam, candidates are strongly encouraged to contact the state board or jurisdiction from which licensure is sought for clarification of licensure requirements (e.g. education, testing, remediation, results reporting).

COMPUTER-BASED & CLINICAL EXAMS



CDCA-WREB-CITA administered exams are series based (e.g. ADEX Dental Examination) or stand-alone (e.g. Florida Laws & Rules). An “examination series” is comprised of multiple exam components consisting of single or multiple procedures. All components and procedures of a given examination series must be successfully completed (passing scores) in order to achieve an overall passing score of that series.

- **Computer-based exams** are administered at **Prometric Test Center** locations unless otherwise noted.
- **Clinical exams** are administered at various locations throughout the United States, and limited locations in Jamaica, Mexico, Nova Scotia, Puerto Rico and Saudi Arabia. Refer to the [Exam Calendars](#) page of the [ADEXtesting.org](#) website for a list of clinical exam locations.

Refer to the respective [Candidate Manual or Exams](#) page of the [ADEXtesting.org](#) website for more information regarding the following computer-based and clinical exams.

- **ADEX Dental Examination series components:**
 - **Computer-based**
 - Diagnostic Skills Examination (DSE OSCE)
 - **Clinical**
 - Fixed Prosthodontic Examination
 - Endodontic Examination
 - Periodontal Examination**
 - Posterior Restorative Examination
 - Anterior Restorative Examination
- **ADEX Dental Hygiene Examination series components:**
 - **Computer-based**
 - Computer Simulated Clinical Examination (CSCE OSCE)
 - **Clinical**
 - Simulated Patient Treatment Clinical Examination (SPTCE)
- **Dental Therapy Examination series components:**
 - **Computer-based**
 - Dental Therapy Examination (DT OSCE)
 - **Clinical**
 - Pediatric Manikin Examination
 - Restorative Examination
- **Expanded Function Dental Auxiliary (EFDA) Examination series components:**
 - **Computer-based**
 - Auxiliary Computer Examination (ACE) (administered at **PSI Test Center** locations)
 - **Clinical**
 - Simulated Patient Auxiliary Restorative Examination (ARE)
- **Dental Hygiene Restorative Clinical Examination**
- **Local Anesthesia Examination series components:**
 - **Computer-based**
 - Local Anesthesia Didactic Examination
 - **Clinical (where required by state law)**
 - Local Anesthesia Patient-based Clinical Examination
- **Dental Hygiene Nitrous Oxide Computer-based Examination**
- **Florida Laws and Rules Computer-based Examinations**
 - Dental
 - Dental Hygiene

EXAM ELIGIBILITY & REQUIREMENTS



GENERAL ELIGIBILITY

Authorization or documentation from a **CODA-accredited U.S. or CDAC-accredited Canadian** dental or dental hygiene institution is required prior to registration or attempt of any exam. (Authorizing institute retains authority to revoke student eligibility prior to graduation.) Refer to the respective exam type listed for specific documentation requirements.

Internationally-trained Graduates or Students of non-accredited non-U.S. or non-Canadian dental or dental hygiene schools see "Additional Requirements" on page 7 for eligibility information and registration requirements.

DENTAL

ADEX Dental Examination Series

Applicant must be a graduate or current student in their D3 or D4 (or final year) of a CODA-accredited U.S. or CDAC-accredited Canadian dental school. Required documentation:

- **Current Student:** Dean or designated school representative authorization.
- **Graduate:** Official transcript or diploma indicating DDS or DMD degree earned; or current valid U.S. state-issued dental license.
- **Post-Graduate/Resident:** Designated school representative authorization; or official transcript or diploma indicating DDS, DMD or Dental Specialties (e.g. Prosthodontics) degree earned; or current valid U.S. state-issued dental license.

DENTAL HYGIENE

ADEX Dental Hygiene Examination

Applicant must be a graduate or current student in their final semester of a CODA-accredited U.S. or CDAC-accredited Canadian dental hygiene school. Required documentation:

- **Current Student:** Program director or designated school representative authorization.
- **Graduate:** Official transcript or diploma indicating dental hygiene AA, AS or BS degree earned, or current valid U.S. state-issued dental hygiene license.

DENTAL THERAPY

Dental Therapy Examination

Applicant must be a graduate or current student in their final year of a CODA-accredited U.S. or CDAC-accredited Canadian program. Required documentation:

- **Current Student:** Program director or designated school representative authorization.
- **Graduate:** Official transcript or diploma indicating dental therapy AAS, BS or MS degree earned or current valid U.S. state-issued dental therapy license.



EFDA

EFDA Examination

Completion of an accredited or U.S. state-authorized Expanded Function Dental Auxiliary (EFDA) program (see EFDA Examination Overview page of ADEXtesting.org website for additional eligibilities). (Candidates seeking licensure in Alaska, New Mexico, Oregon, Utah or Washington see “Dental Hygiene Restorative Examination”.) Required documentation:

- **Current Student:** Program director or designated school representative authorization.
- **Program Graduate:** EFDA restorative course completion certificate.

DH RESTORATIVE

Dental Hygiene Restorative Examination

Completion of dental hygiene restorative coursework from a CODA-accredited U.S. or CDAC-accredited Canadian dental hygiene school, or Expanded Function Dental Auxiliary (EFDA) program, or U.S. state-authorized restorative course. Coursework must consist of didactic instruction, supervised clinical instruction, and practical experience in, but not limited to, the placement, condensing and carving of a Class II amalgam restoration, and the placement and finishing of a Class II composite restoration. Required documentation:

- **Current Student:** Program director or designated school representative authorization.
- **Graduate:** Official dental hygiene transcript with restorative courses listed; or EFDA restorative course completion certificate.

LOCAL ANESTHESIA

Local Anesthesia Computer-based Examination

Completion of local anesthesia coursework from a CODA-accredited U.S. or CDAC-accredited Canadian dental hygiene** school, or U.S. state-authorized program or course provider. Required documentation applicable to computer-based exam attempt only:

- **Current Student:** Program director or designated school representative authorization.
- **Graduate:** Official dental hygiene transcript with local anesthesia courses listed; or local anesthesia course completion certificate.

****Minnesota Eligibility Exception:** Minnesota licensed dental assistant who completes a state-approved, (three-part) Local Anesthesia for the Dental Assistant program; proof of course completion and current dental assistant license required.

Dental Hygiene Local Anesthesia Clinical Examination

Completion of local anesthesia coursework from a CODA-accredited U.S. or CDAC-accredited Canadian dental hygiene school or state-authorized course provider. Coursework must consist of didactic instruction, supervised clinical instruction, and practical experience in the administration of local anesthesia, including but not limited to posterior superior alveolar (PSA) and inferior alveolar (IA) nerve block injections on a patient. Required documentation:

- **Current Student:** Program director or designated school representative authorization.
- **Graduate:** Official dental hygiene transcript with local anesthesia courses listed; or local anesthesia course completion certificate.



NITROUS OXIDE

Nitrous Oxide Computer-based Examination

Completion of nitrous oxide-oxygen sedation coursework from a CODA-accredited U.S. or CDAC-accredited Canadian dental or dental hygiene school or state-authorized course provider. Coursework must consist of didactic instruction, supervised clinical instruction, and practical experience in the administration of nitrous oxide-oxygen sedation.

Required documentation:

- **Current Student:** Program director or designated school representative authorization.
- **Graduate:** Official transcript or course completion certificate with nitrous oxide-oxygen sedation courses listed.

ADDITIONAL REQUIREMENTS

INTERNATIONALLY-TRAINED GRADUATES or Students of non-accredited non-U.S. or non-Canadian dental or dental hygiene schools are required to submit a **letter of authorization***** from the state(s) in which licensure is sought, indicating exam specific eligibility (e.g. ADEX Dental Examination, ADEX Dental Hygiene Examination, Florida Laws & Rules Exam). Eligibility is limited to only those exam types specified within the authorization letter. Authorization valid for up to 18 months from letter date; certain exclusions apply. Contact the state dental board or licensing jurisdiction from which licensure is sought for authorization assistance.

*****Dental Eligibility Exception:** Internationally-trained dental graduate **currently enrolled** in a postdoctoral or residency program of a CODA-accredited U.S. or CDAC-accredited Canadian dental school require confirmation of enrollment and authorization by the designated school representative.

Questions?
[Contact Us](#)

CANDIDATE PROFILE & ADMINISTRATIVE POLICIES



CANDIDATE PROFILE

A candidate profile is required to register for any examination. Navigate to the [Candidates/Login](#) section of the [ADEXtesting.org](#) website to Login to an existing account or follow the prompts to create an account using a valid email address.

Required Components of a Candidate Profile

- **Personal Information:** name, email, phone, mailing address, social security number (SSN),** DENTPIN,** birth date, recent photo (head/shoulders pose)
- **Education Record:** program type, location, school, date of graduation or anticipated graduation date
 - **Current Enrollment Status:**
 - **Enrolled** (currently enrolled in a Dental or Dental Hygiene program or dental-related field of study i.e. EFDA)
 - **Resident/Post-Graduate** (currently enrolled or active in a post-graduate Dental program)
 - **Not Enrolled** (Graduate, not currently enrolled)
- **Documentation** (see **Exam Eligibility & Requirements** for more information); supporting name change document

** Required information for results reporting and licensure application in some states.

CANDIDATE NAME & IDENTIFICATION REQUIREMENTS

Your **profile name** must reflect your **legal First and Last names** as displayed on your primary form of government-issued identification. Avoid using diacritical marks (tilde, accents) when recording your name.

- **Name Change.** Upload a copy of the supporting name change document (e.g. marriage certificate, dissolution decree, naturalization document, or court order) to your online Candidate Profile at least 5 days prior to your scheduled examination.

Valid identification, as described below, is required for admittance to any CDCA-WREB-CITA administered examination. Candidates who do not have the required valid form(s) of identification risk forfeiture of their examination attempt and registration fees (see **Clinical Examination & “No Show” Policy**).

- **Clinical exams.** Valid, non-expired forms of signature-bearing **government- or school-issued photo identification** (e.g. driver license, passport, military ID, or official school ID).
- **Computer-based exams.** Only valid, non-expired forms of signature-bearing **government-issued photo identification** (e.g. driver license, passport, military ID) are accepted at Prometric Test Center locations.

CANDIDATE ANONYMITY. Examiners responsible for making clinical grading decisions do not interact with Candidates (with the exception of the clinical Local Anesthesia examination).

To further **maintain candidate anonymity** during the clinical examination:

- A **Candidate ID Number** is used in lieu of the candidate's name on all badges, labels, forms and typodonts.
- **Avoid** clothing bearing any **personal or school identifying information** (e.g. name, logo, mascot).
- **Mask** personal or school identifiers on instruments or equipment with tape.
- **Observe** all **signs and instructions** relating to the designated examining areas.

EXAM REGISTRATION & FEES



Exams registration is fee-based. Payment in full is required at the time of registration (Visa/MasterCard only). Clinical exam registration may incur a separate **Facility Fee** assessed by the exam site host to cover their expenses (fees varies by clinical exam location). Refer to the respective [Exams](#) page of the ADEXtesting.org website for a list of clinical locations, dates and fees.

[Login or Create an Account](#) to access the “**Register for an Exam**” button of your online profile and view current clinical availability for those exams for which you are eligible or authorized.

EXAM SCHEDULING

Clinical Scheduling Requests. Scheduling requests may be submitted via the “**My Registration**” button of your online profile or via [Contact Us](#) prior to the [Registration Deadline](#) for a given exam for consideration. However, scheduling requests are not guaranteed due to limited availability.

Clinical Schedule Release. Candidates are notified via email once their **individual clinical examination schedule** and **Q&A Session information** are available in their [online profile portal](#) approximately 2-3 weeks prior to the clinical exam.

Computer-based Scheduling. Candidates manage their computer-based Prometric exam appointment scheduling, re-scheduling or cancellation through the green “**Schedule My Exam**” button or “**My Registration**” button their online profile.

SPECIAL ACCOMMODATION: COMPUTER-BASED EXAMS

CDCA-WREB-CITA administered examinations are designed to provide an equal opportunity and access for all candidates to demonstrate their clinical knowledge and skills.

CDCA-WREB-CITA will provide reasonable and appropriate accommodations for candidates with documented disabilities or medical condition in those cases where the requested accommodations would not fundamentally alter the measurement of the skills or knowledge the exam is intended to test. CDCA-WREB-CITA reserves the right to authorize the use of any modifications in such a way as to maintain the integrity and security of the computer-based examination.

REQUIRED DOCUMENTATION:

Accommodation requests and supporting documentation from an appropriate health provider (e.g. physician, psychologist, etc.) must be submitted, reviewed and approved in advance of scheduling of a computer-based exam appointment. The documentation must support the testing accommodation requested (e.g. extended time, separate room). Candidates are notified via email if the accommodation is approved or denied. Once approved, testing accommodation documentation is not retained. Candidates must request testing accommodations for each exam type per attempt or subsequent attempt.

Submitting an Accommodation Request for Computer-based Exams

- **Login** to your [Candidate Portal](#)
- Click the green “Schedule My Exam” button and follow the “**Do you need an Accommodation Request**” prompts to **submit** your request
- **Upload** supporting documentation (PDF)

Do NOT schedule an appointment until after the testing accommodation request(s) has been approved or denied.

- Any granted accommodation is not applicable to appointments scheduled prior to approval.
- Appointments scheduled prior to accommodation approval are subject to the Prometric Test Center cancellation policy and any applicable fees. (See Computer-based Exam Cancellation or Reschedule & Refund Eligibility for more information.)



TRANSFER, WITHDRAWAL & REFUNDS

Candidate notification of exam withdrawal must be submitted via [Contact Us – Cancellation and Refund Request](#). Once registered for an exam, the following policies apply.

- Transfer **prior to** or after the **Registration Deadline** for a given exam incurs an administrative fee.
- Withdrawal **prior to** the **Registration Deadline** for a given exam receives a full refund.*
- Withdrawal **after** the **Registration Deadline** for a given exam incurs an administrative fee, and may receive a partial refund (not applicable to completed exams).*

Computer-based Exam Cancellation or Reschedule & Refund Eligibility. Candidates may reschedule or cancel their computer-based exam appointment via their [Candidate Portal](#) with the noted exceptions. Once the exam appointment has been scheduled at a Prometric Test Center location, the following Prometric cancellation/reschedule policies apply.

- **24 hours prior to exam appointment** = not permitted; forfeiture of exam attempt and registration fee; no refund
- **1-5 days prior to exam appointment** = incurs \$100 fee
- **6-30 days prior to exam appointment** = incurs \$50 fee

EXAM CANCELLATION. CDCA-WREB-CITA reserves the right to cancel or reschedule any clinical examination in the event of an emergency or other unforeseen circumstance beyond this testing agency's control. In such cases, candidates will be apprised of their testing options.

CANDIDATE ATTENDANCE & “NO SHOW” POLICY

Clinical Examination & “No Show” Policy. Candidates are expected to arrive onsite—timely and prepared—in advance of their scheduled start of clinic set-up or assigned clinical examination. Time adjustments for late candidate arrival are NOT permitted.

- **Late Clinical Arrival.** A candidate arriving late must complete clinic set-up or assigned examination procedures within the allotted time remaining, or are recorded as a “No Show” and forfeit their scheduled clinical examination attempt and registration fees.
- **Missing Items or Improper Clinical Attire.** Candidates who do not have the required items (e.g. identification, instruments, armamentarium) or are not dressed in proper clinic attire at assigned clinic time must obtain the necessary items or attire and complete clinic set-up or assigned examination procedures within the allotted time remaining, or are recorded as a “No Show” and forfeit their scheduled clinical examination attempt and registration fees.

Computer-based Examination & “No Show” Candidate. Candidates are expected to arrive onsite—timely and prepared—in advance of the scheduled check-in/start of their computer-based examination appointment.

- **Late Arrival.** Candidates late for the scheduled start of their computer-based examination appointment will be recorded as a “No Show” and forfeit their examination attempt and registration fees.
- **Missing Items.** Candidates who do not have the required valid form(s) of identification are recorded as a “No Show” and forfeit their examination attempt and registration fees.



MEDICAL EMERGENCY CANCELLATION POLICY

Exceptions may be made only in the case of a documented medical emergency occurring within 72 hours of the scheduled clinical exam date. Documentation of the medical emergency must be received within 30 days of the emergency occurrence.

In the case of a medical emergency occurring within 72 hours of the scheduled clinical exam date, a compromise policy has been adopted. The candidate must submit documentation (depending on the emergency) in one of the following ways: (a) a letter from the treating physician [on the treating physician's letterhead stationery] and attached to a Contact Us message, attesting to the specific medical condition [with consideration to HIPAA regulations] which resulted in the candidate's inability to attend the exam; or (b) records from the emergency room; or (c) a copy of the published death announcement (obituary, funeral service program, or death certificate) of an immediate family member.

CDCA-WREB-CITA will review submitted documentation on a case-by-case basis to determine if an exception to the published cancellation policy is warranted.

Questions?
[Contact Us](#)

PROFESSIONAL CONDUCT



Integrity of the examination depends on fairness, accuracy and consistency. Established standards of conduct ensure that these principles are adhered to by candidates, examiners, and all individuals and entities involved in examination administration. Participants are expected to present themselves in appropriate clinical attire and conduct themselves in an ethical manner befitting that of a dental professional.

Dismissal, failure of the examination or a reduction in an examination score may result from improper performance or unethical conduct (misconduct) relative to established procedural skills and/or professional judgment standards.

Improper Performance

Examples of Improper Performance include, but are not limited to:

- Violation of examination standards, rules or guidelines.
- Failure to complete an assigned procedure within the stated guidelines of the examination or schedule.
- Critical lack of clinical judgment/diagnostic skills; performance grossly inadequate in the validated judgment of the Examiners.
- Treatment of teeth other than those approved or assigned by examiners.
- Demonstrating blatant disregard for oral structures.
- Removal of the mounted typodont, arches or simulated patient during the examination without examiner authorization.
- Intentionally loosening or replacing typodont or teeth without examiner permission.
- Violation of universal precautions; failure to adhere to proper infection control procedures; failure to recognize or respond to proper handling of biohazardous or pharmaceutical material(s).
- Inability or unwillingness to return all examination materials at the end of the examination.

Unethical Conduct

Examples of Unethical Conduct include, but are not limited to:

- Use of electronic devices in the testing area, including, but not limited to, cell phones, smart watches, smart glasses, etc., to photograph, record or communicate any aspect of the examination process or materials.
- Cheating, dishonesty or falsification intended to subvert exam rules, obtain unfair advantage or mask clinical competence.
- Falsification of documentation; altering Patient or Simulated-Patient records, radiographs, examination forms, or treatment records.
- Dissemination of computer-based test item information to other candidates, individuals, or agencies.
- Use of unauthorized, non-CDCA-WREB-CITA aids or reference material(s) during the examination.
- Any conduct that compromises the standards of professional behavior or patient care.
- Falsification or intentional misrepresentation of an examination application, including but not limited to identification, eligibility, qualification, etc.
- Misappropriation of equipment, materials and/or restricted information (theft) from candidates, CDCA-WREB-CITA, exam personnel, or exam host School.
- Unprofessional attitude, rude, abusive, uncooperative, or disruptive behavior toward Patients, Candidates, Examiners, or other Exam or School personnel.



SUBSTANTIATED MISCONDUCT

Substantiated evidence of improper performance or unethical conduct prior to, during or after the examination, may result in automatic failure of the entire examination series and forfeiture of registration fees. Permission from the CDCA-WREB-CITA is required before registration or re-examination; a one-year waiting period from the time of the violation may be imposed.

An examination result may be withheld or canceled due to suspected misconduct or any irregularity that threatens the integrity of the result. CDCA-WREB-CITA reserves the right to take any reasonable action deemed appropriate for the severity of the violation, including, but not limited to, reporting to (i) state licensing boards and jurisdictions, (ii) school(s), (iii) other dental or dental hygiene testing organizations, or (iv) other professional organizations.

Questions?
[Contact Us](#)

THE ADEX EXAMINATION SERIES



The ADEX Examination Series & 18-Month Rule

The ADEX Dental and Dental Hygiene Examinations are developed by the American Board of Dental Examiners (ADEX). The ADEX Dental Examination and ADEX Dental Hygiene Examination series consist of both computer-based and clinical exam components. All components or parts of the respective ADEX Examination series must be successfully completed (passing scores) **within 18 months of the initial attempt of any component** of the series.

- **ADEX Dental Examination series components:**
 - **Computer-based**
 - Diagnostic Skills Examination (DSE OSCE)
 - **Clinical**
 - Fixed Prosthodontic Examination
 - Endodontic Examination
 - Periodontal Examination**
 - Posterior Restorative Examination
 - Anterior Restorative Examination
- **ADEX Dental Hygiene Examination series components:**
 - **Computer-based**
 - Computer Simulated Clinical Examination (CSCE OSCE)
 - **Clinical**
 - Simulated Patient Treatment Clinical Examination (SPTCE)

ADEX Dental Exam Formats & Series Completion

The ADEX Dental Examination is administered in two formats: Curriculum Integrated Format (CIF) and Traditional Format. All components or parts of the ADEX Dental Examination series must be successfully completed (passing scores) within 18 months of the initial attempt of any component of the series.

- **Curriculum Integrated Format (CIF)** examinations are administered exclusively to current dental students of record over the course of their D3 or D4 or final year at the school where the exam is administered.

For Curriculum Integrated Format (CIF) students, the 18-month countdown begins July 1 of the year prior to the class graduation date. A CIF exam component is not considered a failure until the student has unsuccessfully attempted that exam component three times. Opportunity for remediation is inherent within dental school curriculum.
- **Traditional Format** examinations---identical in content, criteria, and scoring---are available to all dental students, residents, graduates or state-authorized candidates. All components or parts of the respective ADEX Examination series must be successfully completed (passing scores) within 18 months of the initial attempt of any component of the series.



10-Day Retake Waiting Period

Per policy, a 10-day waiting period is required between the date of failure and the re-attempt of any clinical part of the ADEX examination.

Retake/Reattempt of Failed Dental Exam Component/Procedure:

- The **Fixed Prosthodontic Examination and Endodontic Examination** consist of multiple procedures, which are graded and reported as a singular exam part or component. Successful completion of all parts of the respective examination is required to achieve an overall passing score. Failure of one or more procedures of an exam part (e.g. ceramic crown prep) requires a retake of all procedures of the exam part (e.g. Prosthodontic Exam).
- The **Anterior Restorative Examination** and **Posterior Restorative Examination** are graded and reported as separate exam parts or components. Failure of a Restorative exam part requires a retake of only the failed exam part. For each examination part, the preparation and restoration procedures must be challenged together and cannot be challenged independently.

ADEX 3-Time Fail Policy

Three successive failed attempts of the same component or part of the ADEX Dental or Dental Hygiene Examination will result in failure of the entire ADEX Examination series, regardless of the status of any other component of the series.

A candidate who makes three failed attempts of the same exam part must restart the examination series, including payment for and re-attempt of all computer-based and clinical parts of the entire examination series regardless of any successful attempts completed as part of that same series.

ADEX Examination Remediation

Statistical analysis of examination results has shown that after successive unsuccessful attempts, a candidate will continue to fail that exam part unless additional training is received to improve their skills.

Most Licensing jurisdictions require remediation after a specific number of unsuccessful attempts (e.g. completion of remedial education in the areas of deficiency after an initial failed attempt or successive failed attempts). Candidates are strongly encouraged to contact the state board or jurisdiction from which licensure is sought for clarification regarding any additional requirements (e.g. remedial education prior to re-testing). **The onus is on the Candidate to ensure that all requirements for licensure in a given state are met.**

Unless required by a given state dental board, CDCA-WREB-CITA does not require candidates to provide documentation of any completed remediation before reattempting the ADEX Dental or Dental Hygiene Examination series.

EXAMINATION TEAM MEMBERS

- **Chief Examiner** - oversees exam administration in both Candidate and Grading Examiner clinics/areas
- **Clinic Floor Examiner (CFE)** - oversees Dental Candidate functions
- **Grading Team Captain/Grading Team Lead/Grading Examiners** - evaluate Candidate performance according to published criteria; no candidate interactions
- **Support Staff (ETA, ETC)** - provides exam administration support in both Candidate and Grading Examiner clinics/areas

EXAM PREPARATION



OFFICIAL RESOURCES

Candidates are responsible for reading and understanding manuals and materials published by CDCA-WREB-CITA. Candidates bear all risk of any misunderstanding resulting from the use of or reliance on unofficial, non-authorized or third-party information or materials.

Refer to the respective [Exams](#) and [Test Prep](#) pages of the ADEXtesting.org website for official resources.

Candidate Guide, Exam Manuals, Criteria Sheets & Forms for Exam Use

Official resources available for candidate use in preparation for the examination.

- Refer to the [Candidate Guide](#) for CDCA-WREB-CITA policies and procedures regarding eligibility requirements, candidate conduct, infection control protocols, results release, and exam administration.
- Refer to the respective [Candidate Manual](#) for exam protocols, procedures, materials, and performance expectations.
- [Downloadable Criteria Sheets](#) for Dental exams provide the criteria used to evaluate a candidate's performance.
- [Downloadable sample examination forms](#) are for candidate reference only, not for exam use. Official printed examination forms are provided at the exam site during check-in or workstation set-up.

Typodonts & Manikins

All **simulated patient** examination assignments are performed on CDCA-WREB-CITA provided **proprietary magnetically retained typodonts and teeth**. Manikin and shroud are also provided for candidate use during the examination.

Questions?
[Contact Us](#)

Site Info Sheets

Visit the [Calendar](#) section of the ADEXtesting.org website for **Site Info Sheets** regarding host-provided supplies and equipment, infection control protocols, PPE, equipment rental, and other valuable information for each clinical exam location. Contact site host directly with questions regarding information listed in their **Site Info Sheet**.

Submit questions regarding exam availability, registration and fees to CDCA-WREB-CITA via [Contact Us](#).

Q&A Session

The **Q&A Session** affords Candidates the opportunity to ask questions about exam processes or other exam-related concerns, including host site-specific protocols, in advance of their clinical examination.

Registered Candidates are notified of their scheduled Q&A Session date and time via email 2-3 weeks prior to the exam; participation is strongly encouraged. Sessions may be **virtual or onsite**, depending on host site preference/availability. Q&A Sessions are not recorded by CDCA-WREB-CITA.

Video Tools

Visit the [Test Prep](#) page to access **videos** highlighting the examination day experience. Only videos branded and published by [CDCA-WREB-CITA Media](#) are valid sources of information. However, these videos are for demonstration purposes only, not a replacement for information contained within the **Candidate Manuals**.

INFECTION CONTROL



Candidates are required to adhere to current [Centers for Disease Control and Prevention \(CDC\)](#) infection control guidelines and recommendations for all clinical patient-based and simulated patient (manikin) examinations. However, the **exam site host may impose additional requirements or restrictions**. Refer to the [Site Info Sheet](#) of the respective clinical exam location for a list of school-provided materials, equipment, PPE requirements, and plan accordingly.

Personal Protective Equipment (PPE). Candidates are responsible for following Personal Protective Equipment (PPE) requirements for all clinical examinations as outlined by CDCA-WREB-CITA and the [Candidate Manual](#) for the respective exam procedure.

- Face mask
- Gloves
- Protective eyewear, loupes or prescription eyewear with side shields

Protective Clothing. Candidates are expected to wear **clinical attire/scrubs and close-toed shoes** during the examination. Protective clothing (e.g. gown, jacket, lab coat) that covers skin and personal clothing is required during procedures or activities where contact with blood, saliva, other potentially infectious materials (OPIM), or airborne particulates is anticipated.

Minimum infection control requirements:

- Hand hygiene
- Gowns or laboratory coats, as required by exam site host
- Exam site host is responsible for providing any necessary clinic **barriers and disinfection supplies**, and site-specific protocols regarding clinical disinfection procedures ([Site Info Sheet](#)).
- **Instruments: Simulated Patient.** Instruments must be clean and disinfected, but sterilization is not required. Refer to the respective Candidate Manual as penalties may apply when a contaminated instrument is used without identifying proper procedure for patient care.
- **Instruments: Patient-based.** Standard Precautions ([CDC.gov](#)) are followed throughout all aspects of patient treatment. To mitigate the spread of infectious diseases all patients shall be treated as if they are infectious. **Proper disinfection and sterilization of instruments is required for all patient-based exams.**
- Used sharps are placed in a spill-proof, puncture resistant container.
- Candidates are responsible for cleaning their operatory and disposing of waste using infection control procedures as outlined by the exam site host.

EXAMINATION RESULTS & SCORE REPORTING



EXAMINATION RESULTS

Examination results are reported as pass/fail only, not numeric values. Clinical examination results reported to the candidate include any criteria errors applicable to the evaluated performance as defined in the published rubric for the respective failed procedure.

Results Release. Examination result release time frames are approximate, excluding holiday closures.

- **Computer-Based Exams**, 2-3 business days
- **Dental Restorative Exam**, 2-3 business days
- **Dental Auxiliary (EFDA) Exam**, 2-3 business days
- **Dental Prosth/Endo/Perio Exam**, 3-4 weeks**
- **Dental Hygiene Exam**
 - January – May, 2-3 business days
 - June – December, 1-3 weeks**
- **Dental Hygiene Local Anesthesia**, preliminary results on-site; official results 2-3 business days
- **Dental Hygiene Restorative**, preliminary results on-site; official results 2-3 business days

**Simulated patient exams may be evaluated on-site at a clinical location or off-site at a central grading location, which determines the availability of examination results.

Candidates. Candidates are notified via email once examination results have been posted to their Candidates.ADEXtesting.org online profile.

Schools. Student of record results are accessible to authorized school personnel via their [Educator Portal](#).

Dental Boards. Results are accessible to all authorized dental boards and licensing jurisdictions that accept CDCA-WREB-CITA and ADEX examinations.

SCORE REPORTING

ADDITIONAL REPORTING REQUIREMENTS FOR LICENSURE APPLICATION

An official **Score Report** is a cumulative record of all historical results for any CDCA-WREB-CITA administered computer-based and/or clinical exams attempted.

Although most state dental boards have direct access to examination results through our secure portal, **additional reporting by the Candidate may be required.** The onus is on the Candidate to ensure that all requirements for licensure are met in a given state. Refer to the license application of the state board from which you are seeking licensure for their reporting requirements.

If an **official results report** is required for licensure application, visit the [Scores](#) page to submit your fee-based [Candidate Score Report Request](#).

Questions?
[Contact Us](#)

RESULTS REVIEW & APPEALS



As a testing agency, CDCA-WREB-CITA reports to the candidate only those criteria errors applicable to the evaluated performance as defined in the published rubric for the respective clinical procedure. Post-exam images, details or explanation beyond the stated criteria are not reported to candidates.

Prior to each clinical examination, grading examiners complete both standardization and calibration exercises based on established performance criteria to avoid potential bias and to further ensure an understanding of and adherence to the published criteria.

Examination results are based on independent evaluations completed by three (3) separate calibrated examiners using the published criteria as outlined in the candidate manual and criteria sheets. Examiners do not discuss or share their evaluations with each other.

Each deficiency that leads to a failure must be independently corroborated by two or more examiners. After this is completed, the result is reviewed and verified prior to release to the candidate. With this evaluation, review, and verification process in place, along with careful examiner calibration, there is no process by which a candidate's performance is regraded (i.e. preparations, restorations, treatment teeth).

However, there are two **fee-based review options**, each with specific criteria and processes, available to candidates who believe that their scores were misreported or that their examination performance was adversely affected by extraordinary onsite conditions.

- **Score Certification.** An audit or re-check of electronic calculations and exam documents only; it is not a re-evaluation of candidate performance (i.e. preparations, restorations, treatment teeth), nor a review of the examination process.
- **Appeals.** A review of extraordinary onsite conditions *reported and documented* during the examination, which may have adversely affected the final outcome of the candidate's examination. It is not a re-evaluation of candidate performance (i.e. preparations, restorations, treatment teeth). Opinions or allegations regarding the examiners' judgment are not a factual basis for an appeal.

Opinions or allegations regarding the examiners' judgment are not a factual basis for an appeal.

Refer to the [Scores](#) page of the ADEXtesting.org website for more information regarding fees, criteria, submission deadlines, and processes.

Also, refer to the respective [Candidate Manual](#) to ensure a complete understanding of examination procedures and retake options. [Contact Us](#) with any questions or concerns you have regarding exam publications and information.



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