

National Board Dental Examination (NBDE) Part I 2019 Guide

Read this *Guide* before submitting an application to test.

At the time of application, you will be required to acknowledge that you have read and understood this *Guide* and the policies and procedures contained within.

Print this *Guide* for your records.



You are required to read this document before you apply to take the examination.

At the time of application, you will be required to confirm that you have read this document, understood its contents, and agree to the policies and procedures contained herein.

Changes in the National Board Dental Examination Part I might occur after publication of this Guide, and will be posted on the [National Board Guides](#) page at [ADA.org/NBDE](#). You will be subject to the policies and procedures in effect at the time of your test administration.

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ABOUT THIS GUIDE

This document is the official candidate guide for the National Board Dental Examination (NBDE) Part I. It provides information about application and examination procedures, program policies, examination content, test security and ramifications of irregularities, and scoring.

DENTAL LICENSURE AND THE NATIONAL BOARD DENTAL EXAMINATIONS (NBDE)

Licensure of dentists in the United States is the responsibility of the individual state, district, or jurisdiction. Agencies in state government that administer dental licensure under laws adopted by state legislatures typically are called state boards of dentistry. A list of state boards can be found at www.dentalboards.org.

Specific dental licensure requirements vary among jurisdictions, but all jurisdictions have three basic requirements: an educational requirement, a written examination requirement, and a clinical examination requirement. All jurisdictions accept graduation from a dental school accredited by the Commission on Dental Accreditation (CODA) as fulfilling the educational requirement. Most jurisdictions also accept graduation from a Canadian dental school accredited by the Commission on Dental Accreditation of Canada (CDAC).

The National Board Dental Examinations (NBDE) Program is intended to fulfill the written examination requirement. Acceptance of NBDE results is completely at the discretion of the individual state. A state may place any limit on acceptance of NBDE results that it deems appropriate.

The Joint Commission on National Dental Examinations (JCNDEx) is responsible for the development and administration of the NBDE and the National Board Dental Hygiene Examination (NBDHE). The Department of Testing Services is a shared resource of the American Dental Association (ADA) that implements the National Board Examinations.

PURPOSE OF THE NBDE

The purpose of the NBDE Parts I and II is to assist state boards in determining the qualifications of dentists who seek licensure to practice dentistry. The examinations assess the ability to understand important information from the biomedical and dental sciences, and the ability to apply such information in a problem-solving context. State boards use the information provided by the NBDE Program to help protect the public health.

RECOGNITION OF NBDE CERTIFICATION

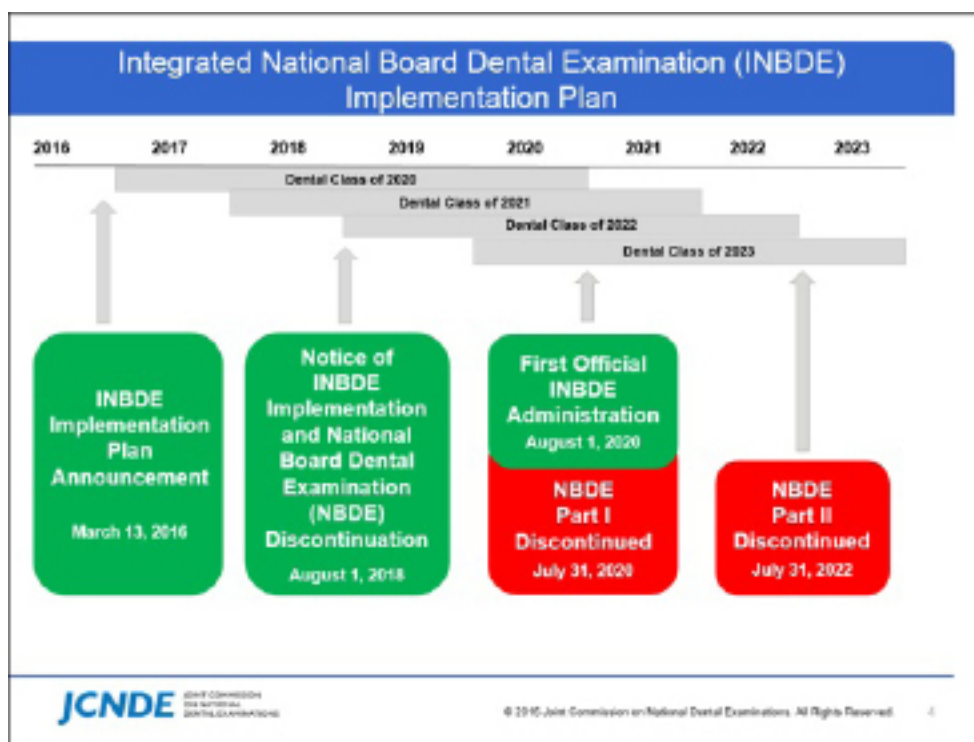
Currently, all United States licensing jurisdictions recognize NBDE results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands of the United States.

THE INTEGRATED NATIONAL BOARD DENTAL EXAMINATION (INBDE)

While this guide covers NBDE Part I, it is important for candidates to note that there is another examination on the horizon that will one day replace NBDE Parts I and II. This examination—the Integrated National Board Dental Examination (INBDE)—integrates the biomedical, clinical, and behavioral sciences in its evaluation of candidate dental cognitive skills. Similar to the NBDE, the INBDE is designed to assist state boards of dentistry in making decisions about candidates for dental licensure.

The JCNDE has issued a formal notification that the INBDE will be available for administration beginning on August 1, 2020. The NBDE Part I will be discontinued on July 31, 2020, and the NBDE Part II will be discontinued on July 31, 2022.

More information—including fact sheets, up-to-date announcements, and the formal notice of INBDE implementation—is available under the INBDE heading at [ADA.org/JCNDE](https://ada.org/JCNDE).



ETHICAL CONDUCT AND THE LICENSURE PROCESS FOR DENTISTS

Dentists play an important role in society by providing oral health services that contribute to the health and well-being of individuals and their communities. The dental profession requires its members to behave ethically in the practice of dentistry at all times. This obligation begins at the time of application to dental school and continues through the educational process, the licensure process, and the entirety of professional practice.

The American Dental Association's Principles of Ethics and Code of Professional Conduct defines and explains the expectations for ethical conduct in the following way:

"The dental profession holds a special position of trust within society. Consequently, society affords the profession certain privileges that are not available to members of the public-at-large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct. These standards are embodied in the ADA Principles of Ethics and Code of Professional Conduct (ADA Code). The ADA Code is, in effect, a written expression of the obligations arising from the implied contract between the dental profession and society."

Members of the profession voluntarily abide by the ADA Code in the interest of protecting patients and maintaining the trust of society.

NBDE applicants are expected to abide by these ethical standards and to read, understand, and comply with the Examination Regulations and Rules of Conduct guiding the examinations. The obligation to abide by the ethical standards of the profession includes a commitment to honesty, truthfulness, full disclosure, accuracy, fairness, and integrity in completing the examination application, in the examination process itself, and in applying for licensure.

The purpose of the NBDE program is to provide dental boards with information as to whether a candidate possesses the necessary cognitive skills to safely practice entry-level dentistry. Accordingly, all candidates are expected to pass the NBDE on their own merit without assistance and are expected to maintain confidentiality with respect to examination content.

Behavior that results in misconduct or irregularity in the licensure examination process is a very serious matter. Violation of the NBDE Rules of Conduct or Examination Regulations may result in civil liability, voiding of examination results, or other appropriate penalty. Under certain circumstances, misconduct or irregularity in the examination process may be reported to the relevant licensing authority. **A candidate who acts unethically risks potential delay, denial, suspension or loss of licensure.**

The JCNDE, state boards of dentistry, and the dental profession expect strong ethical behavior in all candidates for licensure. The JCNDE annually publishes policies and procedures applicable to misconduct and irregularities in the NBDE application and examination process. This information is available in later sections of this document. The JCNDE expects all candidates to carefully read and understand this information and their obligations as candidates for National Board certification. Questions regarding these policies should be directed to the JCNDE.

EXAMINATION SPECIFICATIONS

The NBDE Part I is a comprehensive examination consisting of 400 items. For each discipline, approximately 80% of the items are stand-alone, while approximately 20% are interdisciplinary testlet-based. A testlet consists of a patient scenario, patient history, and a set of discipline based items relevant to the scenario. NBDE Part I items are drawn from the following disciplines:

- Anatomic Sciences
- Biochemistry-Physiology
- Microbiology-Pathology
- Dental Anatomy and Occlusion

One item from each of the disciplines listed above is designated for the testlets under the topic “Professional Ethics/Patient Management.” These items require a basic understanding of professional ethical principles in patient management.

Examination items are developed by test construction teams composed of subject-matter experts in accordance with examination specifications approved by the JCNDE.

The Universal/National System for tooth notation that has been adopted by the American Dental Association is used on all National Board Examinations. This system is a sequential tooth numbering system, designating the permanent dentition (numbers 1-32), and the primary dentition (letters A-T).

Biochemistry-Physiology (100 Items)

- Biological Compounds
- Metabolism
- Molecular and Cellular Biology
- Connective Tissues
- Membranes
- Nervous System
- Muscle
- Circulation
- Respiration
- Renal
- Oral Physiology
- Digestion
- Endocrines
- Professional Ethics/Patient Management

Anatomic Sciences (100 Items)

- Gross Anatomy*
- Histology
- Oral Histology
- Developmental Biology
- Professional Ethics/Patient Management

*The following topics will be considered under each category of gross anatomy. Bone; muscles; fascia, nerves (peripheral and autonomic); arteries, veins, and lymphatics; spaces and cavities; joints and ligaments; and endocrines and exocrines.

Microbiology-Pathology (100 Items)

- General Microbiology
- Reactions of Tissue to Injury
- Immunology and Immunopathology (at least 3 on oral immunology)
- Microbiology, Immunology, and Pathology of Specific Infectious Diseases (at least 8 on oral diseases)
- Systemic Pathology
- Growth Disturbances
- Professional Ethics/Patient Management

Dental Anatomy And Occlusion (100 items)

- Tooth Morphology
- Pulp Cavity Morphology
- Calcification and Eruption
- Principles of Occlusion and Function
- Clinical Considerations—Tooth Morphology and Anomalies
- Professional Ethics/Patient Management

SAMPLE ITEM FORMATS

A multiple-choice examination item consists of a stem, which poses a problem, followed by a list of possible answers. The stem of an examination item is usually either a question or an incomplete statement. For NBDE purposes, an item must have at least three and not more than five possible responses. Only one of the responses listed is considered the correct or best option.

Completion items require the correct completion of a concept or idea.

The area of the tooth that is the most sensitive to cavity preparation is the

- A dentin.
- B enamel.
- C cementum.
- D cementsenamel junction.
- E dentosenamel junction.

Paired True-False consists of two sentences on the same topic; the only portion of the item that varies is the stem.

In healthy, bone is constantly undergoing resorption and formation.

In periodontitis, only bone resorption occurs.

- A Both statements are true.
- B Both statements are false
- C The first statement is true, the second is false.
- D The first statement is false, the second is true.

Question items communicate a problem or set of circumstances.

Which of the following has the potential for undergoing spontaneous malignant transformation?

- A Osteomalacia
- B Albright's syndrome
- C Paget's disease of bone
- D Osteogenesis imperfecta
- E Von Recklinghausen disease of bone

Negative items are characterized by a word such as EXCEPT or NOT in the stem. These key words are capitalized.

Each of the following drugs is appropriate for the treatment of cardiac arrhythmia EXCEPT one. Which one is the EXCEPTION?

- A Phenytoin
- B Lidocaine
- C Quinidine
- D Propranolol
- E Epinephrine

Cause and Effect items consist of a statement and a reason, written as a single sentence and connected by the word "because."

A traumatic injury can cause the pulp space to calcify, because the accident can trigger odontoclasts into accelerated activity.

- A Both the statement and the reason are correct and related.
- B Both the statement and the reason are correct but NOT related.
- C The statement is correct, but the reason is NOT.
- D The statement is NOT correct, but the reason is correct.
- E NEITHER the statement NOR the reason is correct.

TESTLET

A testlet consists of a case study or problem with a set of associated test items.

SAMPLE TESTLET FORMAT

Age	65 years old
Sex	Male
Height	5'9"
Weight	240 lbs
B/P	170/100
Chief Complaint	"I lost the filling in my back tooth"
Medical History	He last saw his physician 2 years ago. Father died of a heart attack at age 52.
Current Medications	diuretic for hypertension; statin for high cholesterolemia; low dose aspirin
Social History	married, grown children; retired construction foreman; has smoked a pipe daily for 25 years

Scenario

The patient presents for replacement of a filling in tooth 19. He reports that he lost the filling over a year ago, but he delayed seeking care because the tooth has not been sensitive. Upon examination, tooth 19 has a missing occlusal restoration and a fractured ML cusp.

Extraoral examination revealed mild actinic damage of his lower lip vermilion border.

- This patient needs an immediate referral to his physician for:
 - weight control.
 - smoking cessation.
 - stress management.
 - uncontrolled hypertension.
 - nutritional counseling.
- The patient initially resists accepting the need for referral to his physician and requests that the dentist proceed to address his chief complaint. The ethical principles in conflict for the dentist are:
 - nonmaleficence and autonomy.
 - justice and veracity.
 - beneficence and veracity.
 - autonomy and justice.
 - nonmaleficence and beneficence.
- Which would be the most likely consequence of the patient's delay in having the lost restoration replaced?
 - Supra-eruption of tooth 14
 - Loss of vertical dimension
 - Loss of canine disclusion
 - Mesial drift of tooth 18
- The patient calls the day following the endodontic procedure complaining of pain at the local anesthesia injection site and inability to open fully. The most likely cause is:
 - spasm of the temporalis muscle.
 - trauma to the inferior alveolar nerve.
 - injection into the medial pterygoid muscle.
 - damage to the facial nerve during the injection.

EXAMINATION CONTENT AND PREPARATION MATERIALS

EXAMINATION PREPARATION

The JCNDE recommends that candidates use textbooks and lecture notes as primary sources for study. Although some previous questions from the NBDEs are periodically released, the JCNDE believes they are best used to familiarize candidates with item formats. The JCNDE does not guarantee that the information in released NBDE materials is accurate, current, or relevant. Released materials may no longer be consistent with the current examination specifications, content emphasis, item formatting guidelines, and examination structure. Due to the dynamic nature of dental practice and the biomedical sciences, these materials may be outdated. Candidates are cautioned not to limit preparation for the examination to the review of released items.

To purchase copies of released items, contact the American Student Dental Association (ASDA) at 800.621.8099 (x 2795), 312.440.2795, or www.asdanet.org. Official released items contain the ADA copyright insignia at the bottom of the document pages.

The JCNDE does not endorse or recommend any specific texts or other teaching aids (e.g., review courses) that are identified as NBDE preparation materials.

Tutorial

At the Prometric test center, you will be given an opportunity to take a brief tutorial before taking the examination. The tutorial provides the opportunity to become familiar with the steps involved in proceeding through the examination.

Test Drive

Additionally, you may become familiar with the testing experience through Prometric's Test Drive. In 30 minutes, you can experience an overview of the testing experience you will encounter on the actual testing day. During the overview, you can participate in:

- the scheduling and registration process.
- the complete check-in process.
- introduction to test center staff and surroundings.
- a live 15-minute sample test (generic test not NBDE Part I) to experience the testing process.
- full preparation for the real examination.

Visit Prometric's [Test Drive](#) for further details and pricing.

CONFIDENTIALITY OF EXAMINATION MATERIALS

Examination items represent confidential, copyrighted intellectual property. **Obtaining, using, or distributing examination items is strictly prohibited, regardless of the method employed (whether by memorization, recording, copying, or other means).** This prohibition includes the discussion, distribution, or online posting of remembered examination questions or answers, in whole or in part.

The use or sharing of current examination items violates the Examination Regulations and Rules of Conduct of this testing program. Such activities could provide an unfair advantage to individuals or groups of individuals and threaten the validity and credibility of the examination. Since all examinations are copyrighted property, these prohibited activities also violate federal copyright laws.

The Department of Testing Services investigates all reports and allegations of candidates' alleged generation, misuse, or sharing of current examination materials, and will pursue formal action against candidates who violate Examination Regulations or federal copyright law. Violations could result in the voiding of exam results and legal action.

SCORING OF EXAMINATION

Scale scores range from 49 to 99, with a score of 75 representing the minimum passing score. Because the NBDE Part I is a criterion-referenced examination, the minimum passing score is determined by experts through standard-setting activities. Examination passing standards are reviewed and updated by subject matter experts and the Joint Commission on a periodic basis, so the passing standard in place continues to reflect the level of cognitive skills required to safely practice. When standards are updated, a corresponding modification is made to the score scale, so that a score of 75 continues to reflect the minimum passing score.

A candidate's total score is computed using the total number of correct answers selected by the candidate. The total score is then converted to a scale score, which adjusts for any minor differences in difficulty across NBDE Part I forms.

RESULTS REPORTING

The NBDE Part I is a pass/fail exam; results are reported only as “pass” for candidates who achieve passing scores. For remediation purposes, candidates who fail the examination receive numerical scores for each of the major disciplines covered on the examination. With respect to candidates who tested prior to 2012, numerical scores for prior attempts are still reported.

The status of “pass” is reported for candidates who achieve a scale score of 75 or higher. The status of “fail” is reported for candidates who achieve a scale score below 75.

RESULTS REPORTS

National Board Examination results are typically made available approximately three to four weeks after the examination. Results can be viewed online by logging into the [My Account Summary](#) page.

By signing the application, a candidate enrolled in an accredited dental school (or who has graduated within the last five years) gives express permission to provide results to the dean of the dental school and his or her designee(s). Results are provided to others if permission is granted in the form of a results report request from the candidate. If misconduct has occurred in a past administration, your results report may contain information concerning the incident (see Examination Irregularities and Misconduct).

After receiving your results report, you may request that additional reports be sent to other entities. You should confirm the accuracy of your results report request.

Fees are nonrefundable and nontransferable.

A results report request can be made at [ADA.org/NBDE](https://ada.org/NBDE). The Department of Testing Services will provide a history of your results for the NBDE Part I and Part II to state boards of dentistry and additional recipients.

RESULTS AUDITS

As a routine part of the overall validation process, the responses from the NBDE Part I are audited for accuracy before results are distributed. You can request to have your examination responses audited or rechecked for accuracy. To request an audit of your results, you must login with your DENTPIN and follow the audit request instructions. There is an additional charge for this service (see the Examination Fees section of this Guide). Audits require approximately six to eight weeks to complete and must be requested within 30 days of the reporting date on the official report of results.

ELIGIBILITY REQUIREMENTS

The JCNDE does not discriminate based on race, ethnicity, religion, gender, age, disability, sexual orientation, or marital status.

To participate in the NBDE Part I, a candidate must qualify through one of the following provisions:

Dental Student – Accredited U.S./Canadian Dental School

A student in a dental education program accredited by the Commission on Dental Accreditation (CODA) is eligible for examination when the dean of the dental school (or a designee) verifies that the student is prepared in all NBDE Part I disciplines.

Visit CODA's website for a listing of [accredited dental programs](#) on ADA.org/CODA.

Dental Student – Nonaccredited Dental School

A dental student attending a nonaccredited dental school can be eligible for examination. If the dental school is not CODA accredited, certification must be provided by the school on the [Certification of Eligibility](#) (PDF) form in order to confirm that the candidate is an active student. The completed certification form must include the seal of the university and the signature of the dean or the registrar. A report from Educational Credential Evaluators Inc. (ECE) must also be provided for the verification of educational credentials obtained from nonaccredited dental schools (schools not accredited by the CODA or the Commission on Dental Accreditation of Canada (CDAC)). Information on ECE reports can be found below in the eligibility requirements for dentists who have graduated from a nonaccredited school.

Former Dental Student

A former dental student who has completed courses in preparation for NBDE Part I, but is no longer enrolled in the same dental school is eligible for examination only if admitted or conditionally admitted to another CODA-accredited dental school. Conditionally admitted is defined as admission contingent upon successful completion of the NBDE Part I. Verification must be in the form of a letter from the dean of the CODA-accredited dental school.

Dentist – Graduate of Accredited U.S./Canadian Dental School

A dentist who is an active, life, or retired member of the American Dental Association at the time the application is eligible for examination without further documentation.

An affiliate member or a nonmember must submit a copy of their diploma or other appropriate verification of their degree.

Dentist - Graduate of a Nonaccredited Program

The following provisions are required for the verification of educational credentials obtained from nonaccredited dental schools — schools not accredited by the CODA or the Commission on Dental Accreditation of Canada (CDAC). You must have official dental school transcripts verified by Educational Credential Evaluators Inc. (ECE).

If you do not have a DENTPIN®, you must register for one through the [DENTPIN®](#) homepage prior to submitting an ECE report. The Department of Testing Services will discard ECE reports that cannot be matched to a DENTPIN® using candidate supplied name and date of birth.

ECE prepares evaluation reports that identify U.S. equivalents of educational qualifications earned in other countries.

Educational Credential Evaluators Inc.
P.O. Box 514070, Milwaukee, WI 53202-3470
414.289.3400 or www.ece.org

1. Contact Educational Credential Evaluators Inc. (ECE) and request a General Report. The ECE evaluation report request will describe what documents are required, the manner in which to submit them to ECE, and the applicable fee. To request an evaluation report, visit ECE.org and request that a General Evaluation report be sent to the Department of Testing Services.
2. Only official reports electronically transmitted from ECE to the Department of Testing Services will be accepted. Personal copies are not acceptable.
3. The Department of Testing Services will not process an examination application before the ECE Evaluation Report is received.
4. The name on the ECE report must match the name on the application exactly. Any name changes must be accompanied by legal documentation.

ELIGIBILITY FOR RE-EXAMINATION

Candidates who have passed the NBDE Part I may not retake the examination unless required by a state board or relevant regulatory agency.

Candidates who have not passed may apply for re-examination. An examination attempt is defined as any examination administration where the candidate has been seated at a computer at a test center, and electronically agreed to the confidentiality statement to start the examination.

Candidates must wait a minimum of 90 days between test attempts.

Under the JCNDE's Five Years/Five Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first. Subsequent to the fifth year or fifth attempt, candidates may test once every 12 months after their most recent examination attempt.

The Five Years/Five Attempts Eligibility Rule applies to examination attempts occurring on or after January 1, 2012. Examination attempts occurring prior to this date are not considered under this regulation.

TEST CENTERS

The NBDE Part I is administered by Prometric Inc. at test centers in the United States and its territories (including Guam, Puerto Rico and the Virgin Islands), and in Canada.

After your application has been processed, you will receive an email with testing appointment scheduling instructions. You can visit Prometric.com or call 800.688.5804 to schedule a testing appointment. The Prometric contact center will NOT schedule an appointment with a candidate before receiving authorization from the Department of Testing Services. Additionally, local test centers cannot schedule, reschedule, or cancel appointments.

EXAMINATION FEES

Fees are non-refundable and non-transferable. All fees are in U.S. dollars.

FEE TYPE	DESCRIPTION	FEE AMOUNT
NBDE Part I Fee	This fee includes official results reporting to you and the dean of an accredited dental school. Reports are reported electronically to dental schools through the Department of Testing Services Hub.	\$425
NBDE Processing Fee for Nonaccredited Candidates	This handling or processing fee is for candidates who are students or graduates of a dental or dental hygiene school that is not accredited by CODA.	\$210
Results Report Fee (optional)	This fee covers a single results report for a recipient NOT selected at the time of application.	\$40 per report
Results Audit Fee (optional)	The Department of Testing Services is willing to audit your NBDE Part I results if your request is received within 30 Days of the reporting date on your official results report.	\$65

RESCHEDULE FEES

Candidates may reschedule testing appointments for a fee, and with appropriate notice given. The rescheduling fee is based on the amount of notice provided. The reschedule date must fall within the authorized eligibility period.

Rescheduling fees are subject to change. The following presents fees as of January 1, 2019; the JCNDE website presents the current fee if any changes have occurred since January 1, 2019.

NUMBER OF DAYS PRIOR TO TESTING APPOINTMENT	RESCHEDULE FEE
1 to 5 business days* prior to the testing appointment, and at least 24 hours before the appointment is scheduled to begin.	\$100
6 to 30 business days prior to the testing appointment.	\$60
31 or more business days prior to the testing appointment.	\$25

*Saturdays and Sundays are **NOT** business days

EXAMINATION SCHEDULE

The following table provides the NBDE Part I administration schedule. The total administration time is eight (8) hours and 30 minutes, including tutorials, scheduled breaks, and a survey.

NATIONAL DENTAL BOARD EXAMINATION PART I SCHEDULE	
The following table provides the NBDE Part I administration schedule. The total administration time is 8 hours and 30 minutes, including the tutorial, scheduled breaks, and a survey. For a content outline of the examination, see Examination Specifications in this Guide.	
Tutorial	15 minutes (optional)
Subject-based, stand alone items (100 items)	3 hours 30 minutes plus optional 15-minute scheduled break
15-minute scheduled break	
Subject-based, stand alone items (about 60 items) Three to five testlets (about 40 testlet-based items)	
30-minute scheduled break	30 minutes (optional)
Three to five testlets (about 40 testlet-based items)	3 hours 30 minutes plus optional 15-minute scheduled break
Subject-based, stand alone items (about 60 items)	
15-minute scheduled break	
Subject-based, stand alone items (100 items)	15 minutes (optional)
Post-examination Survey	
Total time	8 hours 30 minutes

OBTAIN A DENTPIN® AND APPLY FOR EXAMINATION

Before proceeding with your application, obtain or retrieve your DENTPIN® at [ADA.org/DENTPIN](https://ada.org/DENTPIN).

You may submit an application on [ADA.org/JCNDE](https://ada.org/JCNDE). A new application and fee must be submitted each time you wish to take an examination. If you meet the eligibility requirements for testing, your application will be processed. This processing takes place Monday through Friday during normal business hours.

After your application has been processed, you will be eligible to test for a six-month period. If you do not schedule a testing appointment or take the NBDE Part I during this period, you will have to submit a new application and fee to take the examination. **The eligibility period will NOT be extended and you will forfeit your examination fee.**

APPLICATION DETAILS

All information you provide on the application must be accurate. To avoid complications in qualifying for licensure, you must enter your name as it appears on your government-issued ID. **The name on your application and IDs must match exactly.** When including a middle name, either the full name or initial is acceptable.

If the name on your NBDE Part II application and your IDs do not match exactly, you will be denied permission to test. As a result, you will forfeit your testing appointment and application fee. You will be required to submit a new application.

Changes and corrections to your application (such as name, birth date, etc.) must be completed at least five business days prior to your testing appointment. You are responsible for identifying any corrections and must notify the JCNDE at dentpin@ada.org. Name changes and birth date corrections require completing a separate [DENTPIN® Form](#), which is available under “Change Your DENTPIN Information” on [ADA.org/DENTPIN](https://ada.org/DENTPIN). This form must be emailed to dentpin@ada.org along with your DENTPIN® and any appropriate documentation, such as a marriage certificate or court documents.

If it is determined that you deliberately falsified your name, DENTPIN®, or personal data in the DENTPIN® system, examination application, or at the test center, your results will be voided, and your dental hygiene program will be notified. You might have to wait two years before re-examination, or you could be banned from taking the NBDE Part II.

PRIVACY AND SECURITY

The Joint Commission will maintain the privacy and security of candidate personal information using industry standard methods. The Department of Testing Services will collect and retain personal information to serve candidate needs, administer the National Board Examinations, fulfill National Board Examination program responsibilities (e.g., to maintain the integrity of the test and detect and prevent unlawful activity), and fulfill legal requirements. National Board Examination results shall be retained indefinitely, along with testing records and candidates' personal information.

Before the test is administered, you will be required to execute a written release to the collection of your fingerprints. Fingerprints are collected for purposes of verifying identity and detecting and preventing unlawful activity; the data is stored securely.

National Board Examination results will be released or reported to state dental boards, education programs, or other entities upon written candidate authorization or designation by electronic means through the electronic application or score report request form. Examination results may be released or reported in the absence of such authorization when Joint Commission policies indicate that such notification is appropriate (e.g., notification of state dental boards concerning an irregularity). Examination results may be released to dental education programs to enable those programs to understand student outcomes. For research and policymaking purposes, examination results may be released—with personally identifying information removed—to individuals or entities that the Joint Commission deems legitimately interested. The Joint Commission shall make information on its privacy policies available to all candidates and the public.

The ADA provides technical support for the National Board Examinations and uses data security procedures to protect the integrity of personal and exam information. Security safeguards include administrative, technical, and physical safeguards over data and data processing systems. For information on policies relating to your use of the ADA website, please refer to the [Privacy Notice](#) and [Terms of Use](#) available at [ADA.org](https://ada.org).

RESCHEDULE OR CANCEL A TESTING APPOINTMENT

If you wish to reschedule or cancel your testing appointment, you must contact Prometric in advance of the testing appointment and pay a fee directly to Prometric. Additional fees apply (see the Examination Fees section of this Guide). Appointments must be canceled or rescheduled by the business day prior to the test, at least 24 hours in advance of the scheduled appointment.

To reschedule an appointment, call 800.688.5804 or visit [Prometric.com](https://www.prometric.com). The local test center cannot schedule, reschedule, or cancel your appointment.

No Show Policy

If you do not appear for your scheduled testing appointment and you do not cancel or reschedule your appointment in advance of the test date, you will forfeit all examination fees.

You will be required to submit a new application and pay the fee to schedule a new appointment.

Be sure that you receive a confirmation notification when rescheduling your testing appointment. Retain a copy of this confirmation for your records.

Emergencies on the Day of a Testing Appointment

If an emergency on the day of the testing appointment prevents you from appearing for the appointment, you may submit a written request for relief to the Department of Testing Services. This request should include applicable documentation and be sent to testingproblems@ada.org within five business days of the appointment.

Examples of emergencies and applicable documentation include, but are not limited to, the following:

- Sudden illness on the exam day. Provide a doctor's note or hospital records confirming that you were treated on the day of the examination.
- Death in the family on the exam day. Provide a copy of an obituary, prayer card, funeral service program, or death certificate confirming that the relative passed away or services were held on the day of the examination.

Testing appointments affected by emergencies occurring prior to the day of the actual testing appointment should be handled through the rescheduling and cancellation process with Prometric indicated above.

Testing Problems on the Day of the Testing Appointment

If you experience problems with testing conditions during administration of the exam, you must stop testing and notify the test center administrator immediately.

Testing should not be resumed until the issue has been documented and resolved by the test center administrator. Unresolved concerns must be submitted in writing within five business days of the testing appointment to testingproblems@ada.org.

Upon receipt of the information, the Department of Testing Services will conduct an investigation and notify you of the outcome. Candidates with documented, unresolved testing issues could be offered the opportunity to retest within 30 days. The results of the retest will replace the results of the initial test.

Scores cannot be canceled or adjusted under any circumstances.

TESTING ACCOMMODATIONS

The Department of Testing Services provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities or a medical condition who demonstrate a need for accommodations or a medical condition and request accommodations prior to testing.

An individual is considered to have a disability under the Americans with Disabilities Act if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities include seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working.

English as a second language, test anxiety, slow reading without an identified underlying physical or mental deficit, or failure to achieve a desired outcome are not generally covered by the Americans with Disabilities Act.

Testing accommodations are offered to those with a qualified disability or a medical condition in order to offer equal access to testing. Candidates must request testing accommodations with each application, but will not be required to submit additional documentation for the same disability or condition with subsequent re-examinations.

Information concerning specific accommodations provided will not be shared outside of the Department of Testing Services, the test center, and the JCND, and will not be indicated on test scores reported to state boards, advanced dental education programs or additional recipients.

In considering a request from a candidate with a disability, the Joint Commission is guided by a focus on validity. Testing accommodations are provided so all candidates have the opportunity to demonstrate their knowledge and skills, and so that measurement through testing can accurately reflect knowledge and skills, as opposed to having measurement inappropriately reflect a disability.

The following documentation will be used to help determine whether you qualify for accommodations under the Americans with Disabilities Act, or whether you qualify for accommodations as a result of a medical condition.

The Department of Testing Services requires a complete evaluation of the candidate as well as the completed and signed Testing Accommodations Request Form available under [Apply to Take the NBDE](#) on [ADA.org/JCND](#). A health care professional appropriately qualified to evaluate the disability or medical condition must conduct the evaluation.

If you have a documented disability recognized under the Americans with Disabilities Act or a medical condition and require testing accommodations, you must submit the following prior to testing: an application to test, the Testing Accommodations Request Form, and the supporting documentation. Your submission is not complete until you have provided all three components.

Procedures for submitting a request for testing accommodations are as follows:

- Select “Yes” from the dropdown on the NBDE Part II application requesting testing accommodations. You must submit an application for the examination, the testing accommodations request form, and the supporting documentation prior to testing. **The process is not complete until you have submitted all three components.**

You can schedule a testing appointment after your testing accommodation request has been approved. Testing accommodations cannot be added to a previously scheduled testing appointment. If you schedule your testing appointment before the approval of testing accommodations, you will be required to cancel the appointment and pay a reschedule fee. You must receive your eligibility email (with approved accommodations) before you can schedule a testing appointment.

TESTING ACCOMMODATIONS (continued)

- Submit the following documents to testingaccommodations@ada.org:
 - [Testing Accommodations Request Form](#), which can be found on the NBDE Part I and Part II General Information page of the ADA.org/JCNDE website. It must be signed and dated, and indicate the disability or medical condition and the request for accommodations.
 - Current evaluation report (from within the past five years) from the appropriate health care professional. The document must be on official letterhead and should include the professional's credentials, signature, address, and telephone number. The report must indicate the candidate's name, date of birth, and date of evaluation. The report should include:
 - information concerning the specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
 - the results of the diagnostic procedures and tests, and a comprehensive interpretation of the results.
 - the specific diagnosis of the disability, with an accompanying description of the candidate's limitations due to the disability.
 - a summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of the identified functional limitation.
 - Documentation of any previous accommodations provided by educational institutions or other testing agencies. If no prior accommodations were provided, the licensed professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

UNACCEPTABLE FORMS OF DOCUMENTATION

Please do not submit the following documents as they will not be accepted:

- Handwritten letters from health care professionals
- Handwritten patient records or notes from patient charts
- Diagnoses on prescription pads
- Self-evaluations
- Research articles
- Original documents (submit copies only)
- Previous correspondence to the JCNDE or the Department of Testing Services; we maintain copies of all correspondence
- Correspondence from educational institutions or testing agencies not directly addressed to the JCNDE

EXAMINATION REGULATIONS AND RULES OF CONDUCT

RULES OF CONDUCT

The JCNDE has established rules that govern the administration of the National Board Examinations to ensure that examination results accurately reflect candidates' skills and that no candidate receives an unfair advantage on the examination. Examination Regulations and Rules of Conduct help preserve the integrity of the examination process and provide standardized examination administration conditions that yield valid and reliable results.

Accessing examination content prior to testing, breaching the confidentiality of examination content, or any attempt to subvert the examination process represent violations of examination regulations. Conduct occurring before, during, or after testing that violates the Examination Regulations and Rules of Conduct could result in invalidation of examination results and other penalties.

You must be truthful in completing the application and must abide by all instructions regarding examination conduct.

Failure to comply with the Examination Regulations and Rules of Conduct could result in a determination of the presence of an irregularity, and your examination results could consequently be voided. If your results are voided as a result of an irregularity, you could be prohibited from testing for a specified time period or, in egregious cases, from retesting at all. Additionally, you could face civil or criminal prosecution.

By applying for a National Board Examination, you agree to abide by the following Rules of Conduct:

1. You certify that you are the person who has registered for the examination for the purpose of gaining National Board Examination certification. You may not take the examination for someone else, someone else may not take the examination for you, nor may you take the examination for any reason other than for the purpose of gaining admission to a dental or health profession education program or for state licensure. **You may not take the examination to practice or to obtain an advance review of the content.**
2. Candidates are not allowed to complete an examination for any reason other than National Board Examination certification. If available information suggests a previously eligible candidate might be completing an examination for other purposes, the Joint Commission could revoke the candidate's eligibility, and the candidate could be required to re-establish eligibility to take the examination.
3. You will not give, receive, or obtain any form of unauthorized assistance prior to the examination, during the examination (e.g., in the testing room or when on a break), or subsequent to the examination.
4. You will maintain the confidentiality of examination content at all times. You will not reproduce or attempt to reproduce examination materials through memorization, recording, copying, or other means. You will not provide information concerning current examination content that might affect the examination's ability to accurately assess candidates' skills, or that might provide an unfair advantage to other candidates. **For example, you will neither make use of nor participate in the sharing or distribution of information regarding examination content or answers (via electronic means or otherwise).**
5. You will not bring any unauthorized materials, as listed in the Test Regulations and Prohibited Conduct section of this Guide, into the secure testing area. All unauthorized materials must be placed in your assigned locker and may not be accessed while you are testing.
6. You will not remove information about the examination (written, printed, recorded, or other) from the test center.
7. You will comply with test center policies and procedures. You will not create a disturbance in the test center.
8. You will not tamper with the computer testing equipment and facilities.
9. You will cooperate fully with any investigations involving testing irregularities. You agree to have your examination analyzed to detect aberrancies.
10. The NBDE Part I is a secure examination protected by U.S. copyright laws. Any unauthorized disclosure of the examination's contents could result in civil liability, criminal penalties, voiding of examination results, or other appropriate penalties.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

RULES OF CONDUCT (continued)

You may not disclose any test content (in whole or in part) before, during, or after the test to anyone, including but not limited to family, friends, classmates, colleagues or test preparation organizations. This applies to any content disclosed through discussions, emails, in writing, online (e.g., blogs, social media, websites), or otherwise.

Candidates who receive unreleased test items should immediately forward it to testsecurity@ada.org without reviewing it. Candidates who have been found to be in possession of such information—or to have participated in the distribution of this information—may have their examination results voided. Penalties might be imposed subsequent to discovery and investigation of the original incident, which could occur years after the incident itself.

You are encouraged to report activities that disclose information about examination questions, so that the Department of Testing Services can investigate and take any necessary action. Report such activity to the Department of Testing Services at testsecurity@ada.org.

TEST CENTER PROCEDURES

Report to the test center at least 30 minutes prior to your scheduled appointment. If you report late, you might not be allowed to take the examination, depending on the time of your arrival and the scheduling of other testing appointments. Prometric test center administrators will determine whether there is sufficient time and space to administer the examination. **If you arrive late and the test center cannot seat you, you will forfeit your examination fee and you must submit a new application and fee.**

In cases of inclement weather, a natural disaster, or other local conditions that could cause unavoidable interruptions to testing, Prometric will make reasonable efforts to notify you and reschedule your testing appointment.

You are expected to understand and comply with the Prometric test center regulations. You can review test center information at the [Prometric website](#).

When you arrive at the Prometric test center to take the examination, two original, current (not expired) forms of identification (ID), one primary and one secondary, will be required. An expired ID that is accompanied by temporary identification or documentation that a new, valid ID has been requested WILL NOT be accepted.

The primary ID must be a government-issued ID with your photograph, name, and signature. Examples of acceptable primary IDs are a driver's license, passport, or passport card. All IDs, with the exception of passports, must be in English.

The secondary ID must contain your name and signature. Examples of secondary IDs are a debit card, library card, or a credit card.

The name on your IDs must match exactly the name you entered on your NBDE Part II application. If the names on your IDs and your NBDE Part II application do not match exactly, you will be denied admission to the examination, and you will forfeit your scheduled testing appointment and the application fee. You will be required to submit a new application and fee to test.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

If you are including a middle name, either the full name or initial is acceptable.

If you have a name change request, complete the DENTPIN® Request Form, available online at [ADA.org/dentpin](https://ada.org/dentpin), and email the request to dentpin@ada.org with appropriate documentation. Your request and the required documentation must be received at least five business days before your testing appointment. Address the email to the attention of NBDE Part I Name Change Request. Include your DENTPIN®, a copy of your government issued photo ID, and a copy of the legal name change documents, such as a marriage license or court documents.

If you have questions concerning which types of identification are acceptable, please call the Department of Testing Services at 800.232.1694.

The Prometric test center will electronically capture the identity of each candidate by means of a fingerprint and a photograph before candidates can proceed with testing. Electronic capture of this biometric data allows for an easier and quicker return to testing after breaks. Biometric and other identification information will be retained by Prometric and will be utilized for identity verification at potential future test administrations related to dental education and licensure.

Additionally, the test center will visually inspect eyeglasses and hair accessories for cameras as part of the check-in procedures. The test center may also use a detection wand to scan for electronic devices. Jewelry, except for wedding and engagement rings, is prohibited. You can view the [Prometric check-in procedures](#) at [Prometric.com](https://www.prometric.com).

You will have an opportunity to become familiar with the operation of the examination computer by taking a brief tutorial before the exam.

You will be observed at all times while testing. This observation will include test center staff walking through the secure testing lab, as well as video recording of your examination session. Test center staff are required to report behavior that might represent a violation of the rules and regulations.

Test center staff are not authorized to answer questions from candidates regarding examination content, examination software, or scoring.

The test administrator is responsible for the operation of the test facility, maintaining order, and administering the examination according to established procedures. The test center administrator is authorized to dismiss candidates from a testing session for violating the rules or regulations.

If you experience problems with testing conditions, stop testing and notify the test administrator immediately; **do not proceed with testing unless the problem is resolved.**

Unresolved concerns should be reported to testingproblems@ada.org within five business days of your testing appointment.

EXAMINATION REGULATIONS AND PROHIBITED CONDUCT

The Examination Regulations are in place to ensure that exam results can be interpreted with confidence as an accurate reflection of candidates' skills. This is particularly important given the role of the examination in helping to protect the health of the public. Violations of the Examination Regulations undermine the examination's ability to accurately assess candidates' skills and fulfill the purpose of the examination. As a result, the Joint Commission treats violations extremely seriously.

You must comply with the Examination Regulations, Rules of Conduct, and test center procedures. These preserve the integrity of the examination process, and provide standardized examination conditions that help to ensure no candidate receives an unfair advantage on the test.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

EXAMINATION REGULATIONS AND PROHIBITED CONDUCT (continued)

It is your personal responsibility to understand and comply with the Examination Regulations indicated in this Guide.

Test administrators at test center facilities work with a large number of testing programs covering many fields and occupations. Each of those programs has adopted its own Examination Regulations and corresponding Rules of Conduct. If you are unsure of what would be considered appropriate and inappropriate (i.e., prohibited) conduct during test administration, please seek clarification directly from the Joint Commission in advance of testing.

The Joint Commission bears no responsibility for inaccurate information or inappropriate permissions received from test center administrators. If a candidate's conduct is determined to violate the terms set forth in this Guide, the Joint Commission will act to strictly enforce its policies and procedures.

- No personal items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in a designated locker; storage is limited. Your personal belongings might be inspected. Notes or any materials accessed during the examination, or on an unscheduled break, could be confiscated.

Accessing personal belongings or your locker during an unscheduled break violates the Examination Regulations. Test administrators are NOT authorized to provide you with permission to access personal belongings or your locker during an unscheduled break.

- Items that are prohibited from the secure testing area include, but are not limited to, the following:
 - Books, notes, study materials, scratch paper, tissues, markers, personal earplugs, and headphones not provided by the testing center
 - Dental instruments, models, or materials
 - Slide rules, paper, calculating devices, rulers, and other measuring devices
 - Electronic devices such as cell phones, recording devices, iPods, tablets, and headsets
 - Tote bags, purses, wallets, backpacks, and briefcases
 - Highlighters, pens, erasers, pencils, dictionaries, and translators.
 - Food, candy, gum, and beverages
 - Outerwear, such as coats, jackets, gloves, or head coverings (except for religious purposes)
 - Good luck charms, statues, religious or spiritual items, and similar objects
 - Medicinal items (except those items approved in advance under testing accommodations)
 - Watches (digital, analog, or smart) or timing devices (a timer is provided on the computer screen during the examination)
 - Magnifying devices
 - Jewelry (except for wedding and engagement rings)
- The test center will provide two note boards and two low-odor fine tip markers during the examination. Used note boards will be replaced by test center staff upon request. Scratch paper, pencils, and markers not furnished by the testing center are prohibited. You may not write on the note boards before the test begins or during scheduled breaks. The note boards should not be folded, bent, distorted, or modified in any manner. You may not use the markers on any surface other than the note boards. You may not touch the monitor during the examination. All items provided must be returned to the test administrator before leaving the test center.
- Do not engage in conversation with others during testing or while on an unscheduled break. You are strictly prohibited from discussing the examination.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

- Test center administrators will report the activity of candidates who take unscheduled breaks.

During an unscheduled break, you may NOT access personal belongings or prohibited items, study or refer to notes or texts, use a telephone, eat or drink any food or beverages, or leave the test center. Test administrators are NOT authorized to provide you with permission to engage in these activities.

- Although the examination is administered under strict supervision and security, examination irregularities can sometimes occur. Examination results could be voided based upon a breach of examination security, invalid examination conditions, or candidate violations of the Examination Regulations, Rules of Conduct, or test center procedures. If irregularities are detected during the examination, or evidence of irregular behavior is disclosed when the examination is scored or afterward, those involved will have their examination results voided and face appropriate penalties.
- If you think you might require any medicinal items during the testing session (such as aspirin or ibuprofen), you must receive permission from the Department of Testing Services in advance of the testing session. This permission is obtained by following the Department of Testing Services' testing accommodations procedures.

Failure to comply with the Examination Regulations, Rules of Conduct, and test center procedures could result in a determination of the presence of an irregularity, and your examination results could be withheld, canceled, considered invalid, or another appropriate penalty could be imposed. You might also be directed to leave the test center before you have completed the examination. If your results are withheld or invalidated, or you are otherwise penalized as the result of an irregularity, you could be prohibited from testing and other appropriate penalties could be imposed.

EXAMINATION MISCONDUCT

The Joint Commission strives to report results that accurately reflect the skills and performance of each candidate. The standards and procedures for administering each examination are intended to provide candidates with a reasonable opportunity to demonstrate their skills, and to facilitate accurate evaluation of those skills.

The JCNDE reserves the right to withhold, void, or invalidate any result when, in the JCNDE's judgment, it is reasonable to question the validity of the result. Reasons for withholding, voiding, or invalidating results, or for imposing other appropriate penalties, could include, but are not limited to, the following:

- Unusual answer patterns
- Atypical score increases from one examination attempt to another
- Discrepancy in, or falsification of, a candidate's identification
- Information indicating that a candidate has engaged in misconduct or a violation of the Examination Regulations, Rules of Conduct, or test center procedures
- Sharing of remembered exam questions or answers. This includes sharing through social media platforms, online discussion forums, or other means
- Taking an examination on behalf of another individual, or having another individual take an examination on your behalf
- Falsification of application information or supporting documents
- Falsification of a candidate's results or results report
- Inconsistent performance on different sections of the exam from one examination attempt to another
- Improper access to secure exam content
- Evidence is available concerning the presence of an examination administration irregularity
- Any other information indicating the results might not be valid.

When the JCNDE voids or invalidates exam results, it notifies the candidate in writing. This notice includes information about the decision and the procedure for appeal. Results will remain voided until an appeal process has been completed, or the time for appeal has expired.

When the JCNDE voids a previously reported result, it notifies score report recipients that the result has been voided.

If it is determined a candidate has engaged in irregular behavior, information regarding this determination becomes a part of the candidate's JCNDE record. At its sole discretion, the JCNDE may elect to send a summary report documenting the incident to legitimately interested parties. This would include all parties to whom you have instructed results be sent (both currently and in the future).

In situations where an irregularity has occurred, individuals who are involved or implicated with respect to the occurrence of the irregularity, or who are reasonably believed to have witnessed the irregularity, could be asked to provide information concerning the irregularity.

The JCNDE reserves the right to pursue other remedies, including prosecution of anyone whose conduct unlawfully undermines the security of the National Boards or the integrity of the examination process.

IRREGULARITIES AND APPEALS

An irregularity is defined as a situation in which there could be a question about the validity of examination results in accurately reflecting the ability and skills of a candidate.

For example, such questions could be raised when

- there is communication between candidates during the testing session.
- unauthorized assistance occurs.
- candidates have inappropriate access to current exam content (e.g. remembered exam questions or answers are shared by email, online posting, or other means).
- conduct prohibited by the Examination Regulations, Rules of Conduct, or test center procedures occurs, or exam administration disruptions are present, including natural disasters and other emergencies.

When an irregularity is identified, results for the candidate(s) involved will be voided pending resolution of the corresponding appeal(s). If an appeal is denied or no appeal is filed, the results of the candidate(s) involved could remain voided and/or other appropriate remedies imposed.

Candidates whose results are subject to being voided are notified by written correspondence and provided with a copy of the Limited Right of Appeal for Examination Candidates. **Appeals must be submitted in writing within 30 days of notification of the irregularity. Appeals must clearly state the specific relief being requested and include corresponding arguments, evidence, and documentation in support of the request.**

The candidate will be notified of the appeal decision approximately 60 days after receipt of the appeal.

When considering an appeal, the JCNDE strives to ensure that examination results accurately reflect candidates' skills, and that the appealing candidate has an opportunity to gain National Board Examination certification equal to, but not greater than, the opportunity provided to other candidates.

The JCNDE will void National Board results when there is a reasonable and good faith basis to do so. If the JCNDE determines that voiding results is not warranted under the circumstances, the results will be released.

Candidates should be aware that the JCNDE considers irregularities, other than natural disasters and emergencies beyond the control of the candidate, to be a serious breach of the examination process.

The JCNDE strives to handle irregularities and their investigation in a professional, fair, and objective manner. The JCNDE strives to handle irregularities in a confidential manner.

Candidates should be aware that reports of irregularities may have consequences beyond the voiding of results or the imposition of other appropriate penalties, if information regarding the irregularities is brought to the attention of school authorities or regulatory agencies, or other entities by other sources, or if information surfaces within the context of an investigation into an irregularity.

Candidates are encouraged to report suspicious activity or observations of violations of the Examination Regulations to the Department of Testing Services at testsecurity@ada.org.

ARBITRATION REQUIREMENT

Arbitration has become an increasingly common way to resolve legal differences. Generally speaking, the advantages of arbitration over traditional lawsuits are that arbitration is less expensive and issues are resolved in less time. If a candidate wishes to pursue a dispute that has not been resolved by the appeal process mentioned above and detailed in the Limited Right of Appeal for Examination Candidates, the candidate must use the procedure described in the following Agreement to Arbitrate.

AGREEMENT TO ARBITRATE

1. In the event that any legal dispute arises between you and the Joint Commission on National Dental Examinations, an agency of the American Dental Association, in connection with your participation in the National Board Dental Hygiene Examination where that dispute is not resolved by the appeals process detailed in the Guide and elsewhere, you agree that the exclusive means for resolving the dispute shall be Binding Arbitration as described by the terms of this Agreement. This means that you waive the rights you may have to resolve the dispute in a court of law, or by any other means that might otherwise be available to you.
2. The American Dental Association (“ADA”) agrees to be similarly bound except that the ADA reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of the ADA. With respect to any action filed by the ADA pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which the ADA seeks relief.
3. Arbitration proceedings initiated pursuant to this Agreement to Arbitrate shall be conducted in accordance with the then current Consumer Arbitration rules of the American Arbitration Association. The Arbitration and any proceedings relating to it shall be held in Chicago, Illinois. The arbitrator’s award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association, 335 Madison Avenue, New York, New York 10017-4605.
4. In the event of Arbitration, the parties shall bear their own costs and attorneys’ fees associated with the Arbitration proceedings, unless the arbitrator directs one of the parties to pay the other’s costs, or attorneys’ fees, or both.
5. To the fullest extent permitted by law, no Arbitration brought pursuant to this Agreement shall be joined to any Arbitration involving any other party whether through “Class Arbitration” proceedings or otherwise.
6. This Agreement is part of the Application to take the National Board Dental Hygiene Examination. Your assent to be bound by it is a requirement for taking the examination, but you can only sit for the examination if you also fulfill all other conditions imposed by the Joint Commission on National Dental Examinations.