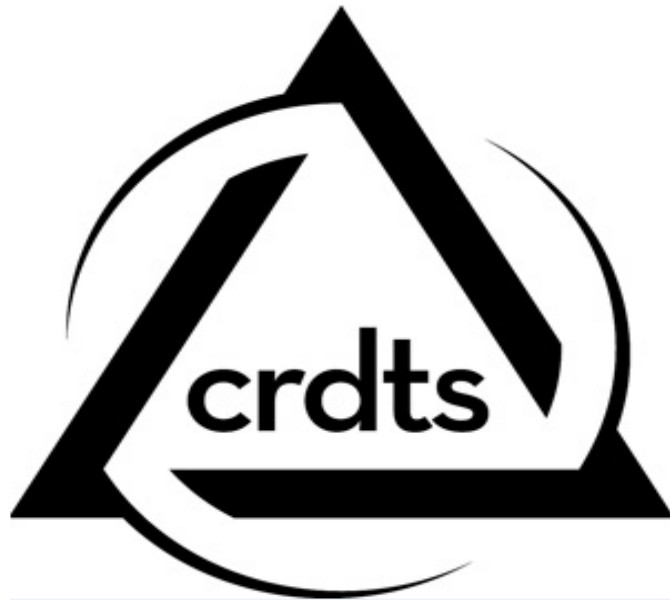


2022
DENTAL HYGIENE
SIMULATED PATIENT (MANIKIN)
CANDIDATE'S MANUAL



A National Dental Hygiene Clinical Examination
Central Regional Dental Testing Service, Inc.

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Topeka, Kansas 66604
(785) 273-0380
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www.crdts.org

Please read this candidate manual carefully and bring it with you to the examination.

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2022 CRDTS Dental Hygiene Exam Schedule

Check CRDTS website to confirm which exams are Patient Based and/or Simulated Patient (Manikin) Exams

Exam Dates	Exam Site	City	State	Deadline
March 18 – 19	Oregon Institute of Technology	Klamath Falls	OR	February 11
March 25 – 27	Wallace State Community College	Hanceville	AL	February 18
March 25 – 27	Augusta University	Augusta	GA	February 18
April 1 – 3	Colorado Northwestern CC	Rangeley	CO	February 25
April 1 – 3	Atlanta Technical College	Atlanta	GA	February 25
April 8 – 10	Central Georgia Technical College	Macon	GA	March 4
April 8 – 10	Clayton State University	Morrow	GA	March 4
April 8 – 10	Lanier Technical College	Gainesville	GA	March 4
April 22 – 24	University of Hawaii – Manoa	Honolulu	HI	March 18
April 22 – 24	Southern Illinois University	Carbondale	IL	March 18
April 22 – 24	Pima Medical Institute	Albuquerque	NM	March 18
April 22 – 24	Florence Darlington Technical College	Florence	SC	March 18
April 22 – 24	Midlands Technical College	Columbia	SC	March 18
April 22 – 24	Trident Technical College	Charleston	SC	March 18
April 22 – 24	Blinn College	Bryan	TX	March 18
April 22 – 24	Madison College	Madison	WI	March 18
April 29 – May 1	Savannah Technical College	Savannah	GA	March 25
April 29 – May 1	Parkland College	Champaign	IL	March 25
April 29 – May 1	Des Moines Area Community College	Des Moines	IA	March 25
April 29 – May 1	Minnesota State University	Mankato	MN	March 25
April 29 – May 1	University of Nebraska	Lincoln	NE	March 25
April 29 – May 1	North Dakota State College of Science	Wahpeton	ND	March 25
May 6 – 8	Community College of Denver	Denver	CO	April 1
May 6 – 8	Carl Sandburg College	Galesburg	IL	April 1
May 6 – 8	Wichita State University	Wichita	KS	April 1
May 6 – 8	Lake Superior College	Duluth	MN	April 1
May 6 – 8	Waukesha County Technical College	Waukesha	WI	April 1
May 12 – 13	Normandale Community College	Bloomington	MN	April 8
May 13 – 15	Johnson County Community College	Overland Park	KS	April 8
May 13 – 15	St. Louis Community College	Forest Park	MO	April 8
May 13 – 15	Pacific University	Hillsboro	OR	April 8
May 13 – 15	University of South Dakota	Vermillion	SD	April 8
May 13 – 15	Del Mar College	Corpus Christi	TX	April 8
May 13 – 15	Northcentral Technical College	Wausau	WI	April 8
May 20 – 22	Pueblo Community College	Pueblo	CO	April 15
May 20 – 22	Hawkeye Community College	Waterloo	IA	April 15
May 20 – 22	Wharton County Junior College	Wharton	TX	April 15
May 20 – 22	Pima Medical Institute	Seattle	WA	April 15
May 20 – 22	Northeast Wisconsin Technical College	Green Bay	WI	April 15
May 20 – 22	Sheridan College	Sheridan	WY	April 15
June 3 – 5	Fresno City College	Fresno	CA	April 29
June 3 – 5	Oxnard College	Oxnard	CA	April 29
June 3 – 5	Lane Community College	Eugene	OR	April 29
June 3 – 5	Yakima Valley College	Yakima	WA	April 29
June 10 – 12	Concorde Career College	San Bernardino	CA	May 6
June 10 – 12	Diablo Valley College	Pleasant Hill	CA	May 6
June 10 – 12	Concorde Career College	Aurora	CO	May 6
June 10 – 12	Fortis College	Smyrna	GA	May 6
June 10 – 12	Concorde Career College	Dallas	TX	May 6
June 17 – 19	Pima Medical Institute	Houston	TX	May 13
June 24 – 26	West Los Angeles College	Los Angeles	CA	May 20
July 22 – 24	Carrington College	Sacramento	CA	June 17
July 22 – 24	Amarillo College	Amarillo	TX	June 17
September 9 – 11	Indian Hills Community College	Ottumwa	IA	August 5
September 9 – 11	Pima Medical Institute	Seattle	WA	August 5
October 14 – 16	Pima Medical Institute	Houston	TX	September 9
December 2 – 4	Fortis College	Atlanta	GA	October 28
December 2 – 4	Lewis & Clark Community College	Godfrey	IL	October 28
December 2 – 4	Milwaukee Area Technical College	Milwaukee	WI	October 28

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CRDTS 2022 SIMULATED PATIENT (MANIKIN) EXAM CANDIDATE'S MANUAL

Introduction

This manual has been designed to assist dental hygiene candidates in their preparation for this examination. The general directives and information for the conduct of the examination are outlined below.

The simulated patient exam is taken on a manikin, also known as a typodont, mounted on a pole attached to the dental unit. Throughout this manual the term “simulated patient” will be used to refer to what is also known as a manikin or typodont examination.

Mission Statement: To provide the dental examination community with test construction and administrative standardization for a national uniform dental hygiene clinical licensure examination. The examination will demonstrate integrity and fairness to assist State Boards with their mission to protect the health, safety, and welfare of the public by assuring that only competent and qualified individuals are allowed to practice dental hygiene.

Purpose: The purpose of this examination is to assess the candidate’s professional knowledge, skills, abilities, and judgment (KSAJ’s) as applied in clinical treatment procedures that are a representative sample of the services that are provided in the practice of dental hygiene, based on the criticality of the procedure to the patient’s systemic and oral health and the frequency with which that service is provided in practice.

CRDTS: The Central Regional Dental Testing Service, Inc. (hereinafter abbreviated CRDTS) is an independent testing agency which develops and administers clinical competency examinations in dentistry and dental hygiene on behalf of its member and participating states. Regional testing agencies, such as CRDTS, do not have the authority to license individuals or to implement policy that goes beyond the laws of its member states. Regional testing agencies should not be confused with state boards of dentistry.

CRDTS Member States: The Member States of CRDTS are Alabama, Arkansas, California, Georgia, Hawaii, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, South Carolina, South Dakota, Texas, Utah, Washington, West Virginia, Wisconsin, and Wyoming.

CRDTS Recognizing Jurisdictions: Each State Dental Board determines what type of examinations they will accept for initial licensure. Prior to applying for any exam, the candidate should contact the State Board where they wish to seek licensure to confirm and verify exact licensing requirements for that state, because there may be restrictions, limitations or additional licensing requirements that have changed since the publication of this manual.

Jurisdictional Authority: State Boards of Dentistry are each established by state law as the regulatory agencies of the dental profession, accountable to the state legislature and charged with protection of the public. Although all state laws are different, there are commonalities in their responsibilities to regulate the profession through licensure requirements, to interpret and enforce

the dental practice act, to discipline those licensees who practice unethically or illegally and to assess the competence of applicants for licensure in their jurisdictions through theoretical and clinical examinations. To fulfill their mandate to evaluate competence, the CRDTS' member State Boards have joined together to develop and administer skill-based examinations in dentistry and dental hygiene that are fair, objective and meet established principles of measurement for clinical evaluation.

Candidate Ethical Responsibilities: Licensure as a dental health professional and the public trust, respect and status that accompanies it, is both a privilege and a responsibility. Implicit in a State Board's charge to protect the public is the responsibility to ensure that practitioners are not only competent, but also ethical. In addition to the American Dental Hygienists' Association's *Code of Ethics*, there are codes of professional conduct within state laws, and the requirements of many State Boards for periodic continuing education courses in ethics for maintenance and renewal of licenses.

During the examination process, there are policies, rules and standards of conduct that are part of the candidate's responsibility; the candidate is expected to read the entire Candidate's Manual and comply with all the rules and requirements.

Examiners: Candidates will be evaluated by examiners from the jurisdictions which comprise CRDTS. These examiners may be members of their State Boards or may have been selected by their State Boards to serve as examiners. All examiners are trained and calibrated to CRDTS exam criteria prior to each examination. In addition, there may be observers at CRDTS' exams such as: faculty members from other schools, new CRDTS' examiners, or examiners from other states. Such observers are authorized to participate in calibration and monitor all portions of the examination; however, they do not assign grades or participate in the grading process.

Test Development: In all aspects of test development, administrative protocol, and evaluation methodologies, CRDTS strives to be aligned with and guided by:

- *Standards for Educational and Psychological Testing*, published jointly by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education
- *AADB's Guidance for Clinical Licensure Examinations in Dentistry*
- Annual Statistical Analysis of each section of the exam along with summary statistics of candidate performance by school of graduation
- Statistical profiles for examiners' self-assessment
- Technical Reports by measurement specialists
- Periodic Occupational Analyses

In particular, the dental hygiene examination is developed and revised by the CRDTS Dental Hygiene Examination Review Committee (ERC). The Dental Hygiene ERC is comprised of representatives from each of CRDTS' Member States, as well as dental hygiene educators and special consultants. With both practitioners and educators involved, the Committee has considerable content expertise from which to draw. The Committee also relies on practice surveys, current curricula, and standards of competency to assure that the content and protocol of the examination is current and relevant to practice.

Application Information & Requirements

CRDTS offers two options for dental hygiene clinical licensure exams: Patient and Simulated Patient (Manikin). These exams require different hardware, software and materials be shipped to exam sites. **Due to these restrictions, candidates are required to choose which exam they will take when they register/apply for an exam and will not be allowed to switch to a different exam type at the site.**

Qualified candidates may apply to take the examination by applying online at www.crdts.org. Once an application is completed online, it is considered a contract with CRDTS. If a candidate fails to fulfill all requirements of the application or is unable to take the exam, the policies below will apply. Additional portions of the application can be uploaded online. Detailed information regarding required documents, fees, test sites, and examination dates/deadlines are outlined on the CRDTS website and in this Manual. A fully executed application, complete with the appropriate documentation and fee is required to take the examination.

Please read the entire application form before submitting any information. Make sure to complete the Hold Harmless Agreement. Be accurate and complete. If directions are not followed, the application may not be accepted.

After completing the online application, the following items must be provided:

Proof of Graduation:

2022 Accredited Graduates: Candidates who have not yet graduated but are in the final semester of their dental hygiene education must submit a “Letter of Certification” (a form provided by CRDTS) signed by their Program Director stating that they will successfully complete a prescribed course of study in a dental hygiene program accredited by the ADA Commission on Dental Accreditation. The “Letter of Certification” serves to verify that the candidate has demonstrated sufficient clinical competence, is in good standing and is anticipated to have met all school requirements by the time of graduation. For programs with multiple applicants, Program Directors may email one blanket “Letter of Certification” on official letterhead with a list of all eligible graduates.

Pre-2022 Accredited Graduates: Candidates who have graduated from an accredited dental hygiene program before the present year of testing, must furnish a certified or notarized copy of their diploma or provide a letter on official letterhead from their school of graduation signed by the Program Director verifying their name and date of graduation.

Examination Fee: The examination fee is \$1,025.00 and payment must be paid at the time of application. Payment submitted must be for the exact amount and can be paid online via VISA, Mastercard or by cashier’s check or money order with the applicant’s 10-digit CRDTS ID number written in the lower left-hand corner. Personal checks are not accepted

As part of the online application, candidates will be asked to provide the following:

Testing Site Selection: While every effort will be made to grant applicants their first choice in testing sites, it is not always possible to do so. Consequently, candidates are asked to enter 3 testing site choices.

Social Security Number and CRDTS ID Number: Candidates must enter their US government-issued social security number when applying online. Candidates without a social security number must contact CRDTS Central Office. The social security number will remain a part of the candidate's secure record. A 10-digit CRDTS ID number will be assigned, will appear on all the candidate's examination forms, and will become the Username for login to the CRDTS website. When logged in, candidates will be able to manage their information and view examination results. The 10-digit CRDTS ID number will connect the results back to the candidate's permanent record.

Photograph: Candidates must submit a digital photograph. The photograph must be recent, square and of passport quality. It may be in black & white or color, JPG/JPEG, GIF, or PNG formats and must have minimal resolution of 200x200 and maximum resolution of 500x500.

Signature of Candidate: The candidate will sign the online application electronically. The electronic signature is legally binding and has the full validity and meaning as the applicant's handwritten signature. With the signature the applicant acknowledges that he/she has read and understood the application and the CRDTS Dental Hygiene Candidate Manual and agrees to abide by all terms and conditions contained therein.

Other General Application Information and Policies are as follows:

Application Deadlines: The application deadline for all exams is approximately 40 days before the date of the examination. Applications and all required documentation must be received by the testing agency on or before the published deadline date. It should be noted that for both the application and the required documentation, the testing agency uses the 'date of receipt' (not the 'date of postmark') and assumes no responsibility for insufficient postage or delays caused by the post office or other delivery agencies. Applications will be processed on a first-come, first-served basis.

Application Confirmation: Candidates will receive an email acknowledging receipt of their application.

Exam Testing Site, Date & Time Confirmation: Candidates will receive an email approximately 10 days after the deadline date for their assigned exam, which will include the following information, attachments and/or links:

- A letter from CRDTS confirming the assigned exam site, exam date and exam time. This letter will also include a one- or two-digit Candidate Number.
- A letter from the school serving as a testing site providing general information about their facilities, policies, and usage fees. This letter may also contain information related to nearby hotels and other information and/or forms which are required by the testing site. This letter will also include information on the school's "Testing Site Fee" with a deadline for payment: All

testing sites charge a site fee for use of their clinic facilities, supplies and disposables. Testing sites set their own fee and deadline for advance payment. The "Testing Site Fee" must be remitted to the school, not to CRDTS.

Candidates taking the examination at a school other than their own are encouraged to visit the site prior to the time of the examination. It is the responsibility of the candidate to arrange with the school for the provision of equipment if required and to ascertain whether the appropriate equipment is available.

Exam Assignment & Schedule Changes: Examination assignments (day and time of testing) are final when issued and emailed to the candidate. School personnel do not have the authority to accept a candidate for examination at their site or to make assignment changes. Such arrangements made between school personnel and candidate may preclude the candidate from being admitted to the examination, as well as forfeiture of fee. If unusual circumstances warrant a schedule change, the CRDTS Coordinator is the only authorized individual who may consider/authorize approval for such a request.

Disqualification: After applying, a candidate may be disqualified to sit for the exam by their Program Director (or designated school official) for any reason within their discretion. Notification of disqualification by the Program Director must be sent to and received at CRDTS Central Office in writing via email prior to the start date of the candidate's scheduled examination.

Depending on timing of the notice, CRDTS refund policy will apply. Candidates who are disqualified shall have access to the examination upon graduation and presentation of a diploma or in a subsequent academic year in which the candidate has been appropriately certified by the Director (or designated school official). A new application must be submitted with all required documentation and appropriate fee.

Administrative Fee: An administrative fee of \$100 is included in the examination fee. This administrative fee is non-refundable and deducted from all returned application fees.

Incomplete Applications: It is the candidate's responsibility to ensure that all application requirements are met and that all required items are received in CRDTS Central Office prior to the Application Deadline. All applications with incorrect or missing information, documentation or fees will be assessed a \$100 fee and held until the missing item(s) and/or fees are received in CRDTS' Central Office. Once an exam site has closed, no additional applications will be processed, and forfeiture of fees may apply.

Fee Deferral: Under extenuating circumstances the examination fee may be deferred to a later examination. Requests will be considered on an individual basis when received before the candidate's scheduled exam start date. Requests must be made in writing to CRDTS and must include original documentation in support of the request. Notification will be sent immediately after a determination is made. Should a fee deferral be granted, the terms and conditions for future examination will be included. Requests for fee deferral on or after the date of the scheduled examination will not be considered.

Fee Refunds: Notification of cancellation must be made in writing and submitted to the CRDTS Central Office. A refund (administrative fee deducted) will be made if notification is submitted at least 30 days prior to the first day of the examination. A 50% refund will be made if notification is

submitted at least 6 business days prior to examination. After that time, any cancellations will result in forfeiture of the entire examination fee. In addition, failure to appear for the exam will result in a forfeiture of the entire examination fee. This policy applies to all cancellations, regardless of reason.

Reporting of Scores

Passing Score: As the testing agency responsible for administering the examination, CRDTS has provided information to State Boards sufficient to establish that a score of 75 or more on the examination may represent an acceptable demonstration of competence to practice dental hygiene. However, each State Board is responsible for determining whether a candidate has fulfilled its standards and requirements for licensure. The State Boards' determinations are controlled by state law; the requirements may not be uniform. Each licensing jurisdiction may use the examination results to the extent authorized by its statutes.

Release of Scores to Candidates: Scores will be released to candidates online (via their private CRDTS profile) after each testing group. To access scores online, candidates must log-in to their personal profile using their assigned 10-digit CRDTS ID number and password. The Candidates' tab will allow access to scores. In addition, CRDTS will mail candidates a certified copy of their final examination results in a sealed envelope approximately 3-4 weeks after their exam. **DO NOT OPEN** the 2nd sealed envelope. Candidates should mail the sealed certified copy directly to the licensing state of their choice. For security and confidentiality reasons, no scores are released by telephone.

Release of Scores to State Boards: A Master Grade Sheet listing all scores are automatically distributed to all CRDTS member State Boards, as well as those non-member states which recognize CRDTS' results and have requested routine receipt of examination results. Each State Board has its own requirements about proof of testing to grant licensure. For State Boards that do not accept the CRDTS Master Grade Report or the official results letter with watermark as proof of testing, candidates can request a score report be sent to a State Board by submitting an online "Score Report Request" (See Score Report Request instructions).

Release of Scores to Dental Hygiene Schools: Scores will be reported to the dental hygiene school of graduation if the candidate is a current graduate.

Score Report Request: Scores will be sent upon receipt of a request made online via the CRDTS website. The "Score Report Request" link can be found on the CRDTS Homepage, lower left corner. Such requests must include the following:

- Candidate's name, mailing address and telephone number
- Candidate's name at time of examination
- Year in which the CRDTS clinical examination was completed
- Address to where the results are to be sent
- \$50 for up to three score reports

If the candidate wishes to have the Candidate's Manual sent along with the scores to provide an explanation of scores, the fee is an additional \$25. There is an additional fee of \$4 to have the scores notarized. A credit card must be used when requesting a Score Report online.

Petition for Review / Complaint Review Process

CRDTS maintains a complaint review process whereby a candidate may request a review of documentation, concerns or protocols affecting his/her individual examination results. This is a formalized process conducted by a special committee whose charge is to review the facts to determine if the examiners' findings substantiate the results. Any request for such a review must be filed and received at CRDTS Central Office no later than 14 days following the official date on which the scores were released to the candidate or the candidate's dental hygiene school. The Committee is required to complete its review within 60 days from the time of receiving a formal request; during that time, the candidate may apply for reexamination. If the candidate files a formal complaint, then retests and passes the examination before the complaint has been fully processed, the complaint review will be terminated. Forms may be obtained from CRDTS' Central Office or from the CRDTS website and documentation for the complaint must be submitted on this form.

In determining whether to file a petition, the candidate should be advised that all reviews are based on a reassessment of documentation of the candidate's performance on the examination. The review does not include a regrading of that performance; it is limited to a determination of whether there exists substantial evidence to support the judgment of the examiners at the time of the examination. The review will not take into consideration other documentation that is not part of the examination process, such as character references or testimonials, dental hygiene school grades, faculty recommendations or the opinions of other "experts" solicited by the candidate. In addition, the review will be limited to consideration of the results of only one examination at a specific test site. If a candidate has completed more than one CRDTS examination, the results of two or more examinations may not be selectively combined to achieve an acceptable final score.

Candidates who contact the CRDTS Administrative Office regarding their examination results must clearly indicate whether they simply wish to express a concern relating to the examination or are interested in initiating a formal petition for review. A non-refundable \$250 filing fee will be charged by CRDTS to file and process a formal review petition.

Policy for Reexamination and Remediation

Candidates who are unsuccessful can retest on-site (see ***Policy for On-site Retakes*** below to review eligibility criteria) or retest at a future exam site.

Candidates who are unsuccessful and retest at a future exam site must submit a new application and pay the examination fee of \$1,025.00. Candidates who are retaking the examination at a future exam site must fulfill current examination requirements since the examination format is periodically redesigned.

All portions of the failed examination must be retaken, not just the procedures with deficient performance. The candidate applying for reexamination at a future exam site must provide documentation that all school requirements have been completed and the candidate has graduated. It is the responsibility of each state or licensing jurisdiction to enforce its own remediation policy. There is no state which requires remediation after only one failure; some states may require remediation after two failures. Any candidate intending to seek licensure in one of the states that

accepts the results of the CRDTS examination should check with the appropriate State Board regarding its remediation and reexamination requirements.

It is the responsibility of the candidate to obtain and complete all requirements for remedial education in accordance with the requirements of the licensing jurisdictions in which they seek to obtain licensure. CRDTS does not assume any responsibility in providing this information or in monitoring the completion of such requirements prior to examination.

After three failures, CRDTS requires that the candidate submit documentation from a State which accepts the results of the CRDTS examination verifying that the candidate has completed remediation requirements for that state and that the state will accept the results of the candidate's reexamination with CRDTS.

Policy for On-Site Retakes

All candidates who are unsuccessful with their **first** exam attempt will be eligible for the on-site retake option, except for candidates who are unsuccessful for the following reasons:

- Unprofessional conduct
- Critical tissue trauma

More information regarding On-Site Retakes:

- Scores will be available to candidates after each testing group.
- Candidates will need to have access to the internet (i.e.: cell phone or computer) and the CRDTS website to access their score.
- Candidates will need to log into their private CRDTS profile using their 10-digit CRDTS ID number and password to access their score.
- Unsuccessful candidates will receive an online critique listing the reason(s) for failure.
- An additional testing group will be available to accommodate eligible candidates who wish to take advantage of the on-site retake option.
- Candidates will be informed of the exact day/date of the on-site retake group for their exam in their initial exam assignment confirmation email.
- The timing of the on-site retake group will follow the same time schedule as published in this manual.
- Candidates must notify the CRDTS Coordinator of their intent to retake within approximately one hour of scores being released.
- There is NO fee or payment required for on-site retakes.
(Note: The fee for candidates retaking at a future exam site will remain \$1,025.00)
- No additional documentation from the candidate is needed as the initial application documentation and letter of certification submitted by program directors/school officials will apply for on-site retakes.

Policy for Testing of Candidates with Disabilities

Any candidate with a documented physical and/or learning disability that impairs sensory, physical, or speaking skills which require a reasonable deviation from the normal administration of the examination may be accommodated. All reasonable efforts will be used to administer the examination in a place and manner accessible to persons with disabilities or an attempt will be

made to offer alternative accessible arrangements for such individuals. Efforts will be made to ensure that the examination results accurately reflect the individual's impaired sensory, physical, or speaking skills, except where those skills are factors the examination purports to measure. Also, attempts will be made to provide appropriate auxiliary aids for such persons with impaired sensory, physical, or speaking skills unless providing such auxiliary aids would fundamentally alter the measurement of the skills or knowledge the examination is intended to evaluate or would result in an undue burden.

To ensure that an auxiliary aid or other requested modification exists and can be provided, it is a requirement that any candidate with a disability requesting such modification or auxiliary aid must:

- Submit, in writing together with the application, a request and all documentation for the auxiliary aid or modification. Requests received after the application date or retroactive requests will not be considered.
- Provide documentation of the need for the auxiliary aid or modification. If the candidate is a student in an accredited school, a letter from a school official fulfills this requirement. Otherwise, a letter from the appropriate health care professional is required.
- Request in writing the exact auxiliary aids or modifications needed and indicate the exact portion(s) of the examination for which such auxiliary aid or modification will be needed.

In providing such auxiliary aids or modifications, the testing agency reserves the ultimate discretion to choose between effective auxiliary aids or modifications and reserves the right to maintain the security of the examination.

All information obtained regarding any physical and/or learning disability of a candidate will be kept confidential with the following exceptions: 1. Authorized individuals administering the examination may be informed regarding any auxiliary aid or modification; and 2. First aid and safety personnel at the test site may be informed if the disability might require emergency treatment.

Online Candidate Orientation – Q&A's

Candidates must watch the Candidate Orientation available on the CRDTS website prior to their examination. It is expected that candidates will view this Online Candidate Orientation PRIOR to their examination and send questions in advance to CRDTS Central Office info@CRDTS.org via e-mail. There will be a brief on-site Q&A session prior to each testing group but due to time limitations, candidates are required to watch the Online Orientation prior to their examination.

Dental Hygiene Examination Content and Scoring Overview

The dental hygiene examination is based on clinical simulated patient treatment, with an evaluation of specific clinical skills as well as the candidate's compliance with professional standards during treatment. The simulation experience includes similar criteria and processes as the patient-based exam with the manikin being treated as a live patient. Proper simulated patient and operator positioning must always be maintained.

Below is a summary of the specific content and scoring associated with the examination.

Clinical Skill	Scorable Items	x	Points scored per Item	=	Max Points
Extra/Intra Oral Assessment OSCE	16		1		16
Calculus Detection	12		1		12
Scaling/Subgingival Calculus Removal	12		5		60
Periodontal Probing	12		1		12
TOTAL EXAM POINTS/ MAX SCORE					100

Examination Scoring System

The dental hygiene simulated patient examination is administered in two parts; the written Extra/Intra Oral Assessment Objective Structured Clinical Examination (OSCE) and the clinical skills examination performed on a typodont/manikin. Both parts of the examination will be reported as one comprehensive total score as shown above. CRDTS utilizes a criterion-based grading system to differentiate between acceptable and unacceptable performance. Criteria have been established for each clinical procedure. Three examiners independently evaluate all treatment and apply the criteria in assessing performance. For every scorable item that is confirmed as an error by at least two independent examiners, points will be deducted from the 100 possible points.

Examination Timing

Candidates will have fifteen (15) minutes to complete the written Oral Assessment OSCE section of the exam and will have two (2) hours to complete the calculus detection, scaling/subgingival calculus removal and periodontal probing sections of the exam.

Penalty Point Deductions

Penalty points may be assessed by the Dental Hygiene Coordinator for Treatment Standards categories as listed below which will also be computed into the score. If a candidate is assessed any penalty points, they will be notified of this fact during the exam via written communication (Treatment Standards Form) from the Hygiene Coordinator.

Treatment Standards: Penalty points are assessed for violation of standards as defined for:

- Professional Demeanor -2 Points
- Infection Control/Asepsis/PPE Violations -2 Points
- Tissue Trauma (2 errors allowed / 3 errors constitutes Critical Error) -5 Points
- Time Penalty 1-15 minutes late -10 Points
- Time Penalty 16 or more minutes late DISMISSAL FROM EXAM
- Unprofessional Conduct DISMISSAL FROM EXAM

Critical Errors

Critical errors are any procedures that lead to simulated tissue injury. Critical errors result in failure of the Dental Hygiene Examination even though other rated treatment criteria are completed acceptably.

Critical Tissue Trauma Error: A tissue trauma critical error, resulting in failure of the exam, will be assessed if any of the following exist:

- Damage to 3 or more areas of gingival tissue and/or oral cavity cover (shroud)
- An amputated papilla of the simulated tissue
- A laceration or damage that requires suturing or periodontal packing if a patient was involved
- An unreported broken instrument tip found in the typodont sulcus
- Unwarranted damage to simulated tissue caused by ultrasonic

Professional Conduct

Dishonesty Clause: Candidates failed for dishonesty will be denied reexamination for one full year from the time of the infraction. Additionally, all State Boards will be notified of the situation. In some states, candidates failed for dishonesty may be permanently ineligible for licensure. Therefore, candidates should address these matters with the state(s) where they desire licensure prior to retaking the examination.

As a participant in an examination to assess professional competency, each candidate is expected to maintain professional standards. The candidate's conduct and treatment standards is observed during the examination and failure to maintain appropriate conduct and/or standards may result in point penalties and/or dismissal from the exam.

Each candidate is expected to conduct himself/herself in an ethical, professional manner and always maintain a professional appearance. Candidates are prohibited from using any study or reference materials during the examination. Any substantiated evidence of dishonesty, such as collusion, use of unauthorized assistance or intentional misrepresentation during registration, pre-examination or during the examination shall automatically result in dismissal from and failure of the entire examination and forfeiture of all examination fees for the current examination.

Examples of unprofessional conduct that would result in failure of the examination:

- Falsification or intentional misrepresentation of application requirements.
- Cheating (Candidate will be dismissed immediately).
- Misappropriation or thievery of equipment during the examination.
- Using unauthorized equipment at any time during the examination process.
- Performing required examination procedures outside the allotted examination time.
- Receiving assistance from another practitioner including but not limited to; another candidate, dental hygienist, dentist, faculty, University/School representative(s), etc.
- Unprofessional, rude, abusive, uncooperative, or disruptive behavior to other candidates and/or exam personnel.
- Noncompliance with anonymity requirements.
- Noncompliance with established guidelines for asepsis and/or infection control.
- Unauthorized use of cellular telephones or any electronic equipment or the taking of photographs in clinic areas by the candidate during any part of the examination.

Exam Time Schedule Overview

Examinations will be conducted over the course of several days with separate groups assigned to each day. Candidates will be informed of their examination date and group assignment in advance of the examination and need only report to the school on this date and time.

Each exam will have a unique schedule depending on the number of candidates and groups assigned. The chart below is provided as an EXAMPLE of the time frame that candidates can expect if they are assigned to the early morning group. Several groups will be assigned throughout the day with varying start times and similar time allowances for procedures.

EXAMPLE - Morning Group	
Example of Typical Candidate Experience	~ Time
Candidate Arrives, Shows ID and Receives Exam Packet	6:30 am
Brief Orientation and Review of Exam Process	6:45 am
Oral Assessment OSCE (15 minutes)	7:00 am
Set-up Cubicle for Simulated Patient Exam	7:15 am
Simulated Patient Exam: All candidates Assigned Start Time	7:30 am
All candidates Assigned Finish Time (2 hours)	9:30 am
Candidate Turns in Exam Materials, Exam Packet and Leaves Testing Site	9:45 am

General Directives and Information *(listed in alphabetical order)*

Anonymity - The anonymous testing procedures for the examination shall exclude the possibility that any person who is involved with the grading of the examination may know, learn of, or establish the identity of a candidate. The candidate's name and school information should not appear on any examination forms. CRDTS examiners will be physically isolated from the candidates in a separate grading area. All examination forms and materials are identified by the candidate's one- or two-digit Candidate Number which is assigned prior to the examination.

Approved Communication - All approved communication must be in English.

Attire (Clinic) – Candidates must wear the following protective clinic attire; lab coat, mask, goggles, face shield, and gloves while performing their simulated patient treatment. There must be no personal identification on clinic attire other than the CRDTS' candidate picture identification badge. Lab coats and/or long-sleeved protective over garments are all acceptable with no restrictions on color and style.

Authorized Photography - At some selected test sites, photographs may be taken randomly during the examination by an authorized photographer retained by CRDTS. The purpose is to capture a broad representation of actual procedures which can be used for examiner calibration exercises. The photographs will not include identification of candidates.

Electronic Equipment – There will be no unauthorized use of cellular telephones or any electronic equipment or the taking of photographs in clinic areas by the candidate during any part of the examination.

Equipment Failure - In case of equipment failure the Hygiene Coordinator must be notified immediately so the malfunction may be corrected.

Equipment: Use/Misappropriation/Damage - No equipment, instruments or materials shall be removed from the examination site without written permission of the owner. Nonpayment of fees for rental of space or equipment will be treated as misappropriation of equipment.

Evaluation - Each candidate's performance will be evaluated by 3 independent examiners. Candidates are not assigned specific examiners; the first available examiners will evaluate all procedures.

Examination Materials - CRDTS examination materials distributed by the testing agency may NOT be removed from the exam site, nor may unauthorized personnel review the forms. All required forms and records must be turned in at the Coordinator's Desk before the examination is considered complete.

Extraneous Study Materials - Candidates are encouraged to print out and bring a copy of this Candidate Manual with them to the exam and keep it in their cubicle for easy reference. No textbooks or other study materials allowed in the candidate's cubicle.

Failure to Follow Directions - Failure to follow directions and instructions from CRDTS personnel is considered unprofessional conduct. Unprofessional conduct and improper behavior are cause for dismissal from the exam and will result in failure of the examination.

Goggles/Face Shields - Goggles or a Face Shield must be provided and worn by all candidates. Loupes and/or prescription glasses may be worn under the Face shield.

Identification Picture Badges - During the examination, candidate ID picture badges (handed out prior to the examination in the Examination Packet) must always be worn.

Infection Control Standards - During all simulated patient treatment procedures the candidate must follow proper asepsis and infection control techniques. The operatory and/or operating field must remain clean and organized in appearance. High vacuum evacuation/suction must be utilized for all procedures producing aerosols.

Instruments - Candidates will provide and use their own instruments during the exam. Instruments do NOT need to be sterile but must be clean and stored in a container for safe transport to and from the exam. Candidates are encouraged to practice using a periodontal probe with 1,2,3,4,5,6,7,8,9,10 mm markings (Ex: UNC-12) and an 11/12 explorer, since these are the instruments, the examiners will utilize to evaluate each candidate's performance. Examiners will use CRDTS provided instruments to complete their evaluations.

New Technology - New and innovative technologies are constantly being developed and marketed in dentistry. Until such time as these innovations become the standard of care and are readily available to all candidates at all testing sites, the use of such innovative technologies will not be allowed in this examination, unless expressly written as allowed elsewhere in this manual.

Simulated Patient/Operator Positioning - The correct simulated patient/operator position intended to preserve the candidate's optimal working posture must be maintained during the examination and will be observed by the coordinator.

Test Site Fees - All testing sites (schools) charge a fee for use of clinic facilities, equipment, supplies and disposables. This fee is independent of the examination fee and is not collected by the testing agency. Testing site fees vary from school to school. Specific information regarding site fees will be included in the candidate's application email confirmation.

Tissue Management - There shall be no unwarranted damage to the typodont and/or oral cavity cover (shroud) soft tissues. Unwarranted damage caused by the candidate to the typodont and/or oral cavity cover which are inconsistent with the procedures performed and/or careless management of simulated tissue will result in a score reduction and/or possible failure.

Tooth Identification - The tooth numbering system 1-32 will be used throughout the examination. In this system, the maxillary right third molar is number 1 and mandibular left third molar is number 17.

Power Scalers - Candidates must supply their own ultrasonic or piezo scaling units and are responsible for confirming connections are compatible with testing site equipment. Connection information will be included in your Testing Site Letter which will be attached to your exam confirmation email. Arrangements for renting power scaling units may be made through the testing site. HVE must be utilized when producing any aerosols during the examination.

Visitors/Unauthorized Personnel - Only authorized personnel will be allowed in the examining and clinic areas. No visitors are allowed.

Performance Requirements

Extra/Intra Oral Assessment Written OSCE

A simulated patient extra/intra oral assessment written OSCE will be presented to candidates via a CRDTS computer tablet. Candidates will have fifteen (15) minutes to view and answer sixteen (16) questions appropriately. Candidates will be required to sign and uphold the Candidate Statement of Understanding about the CRDTS Oral Assessment OSCE Security Measures. This form is located at the back of this manual for candidates to read prior to their examination. An official form will be provided in the Candidate's exam packet to be signed and submitted on the day of their exam.

Periodontal Measurements

Performance Criteria for Periodontal Measurements

- The candidate will be assigned two teeth to probe.
- The candidate must accurately chart within +/- 1 mm the depth of the gingival sulcus on six aspects of the two assigned teeth.
- The six aspects to probe on each tooth are: MF, F-midpoint, DF, ML, L-midpoint & DL.
- Candidates record their findings in the shaded boxes on the progress form.

CRDTS COORDINATOR:

Periodontal Measurements:

COORDINATOR assigns 2 TEETH for Probing Depths:

Candidates: Measure and record the depth of each sulcus on six aspects for the two assigned teeth

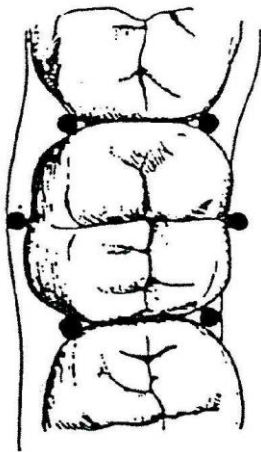
Note measurements in the shaded boxes ONLY

ANY BOX LEFT BLANK WILL BE RECORDED AS AN ERROR

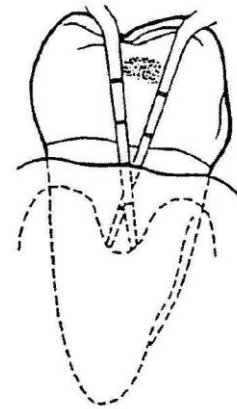
#	mm	#	mm
DF		DF	
F		F	
MF		MF	
DL		DL	
L		L	
ML		ML	

Candidate Instructions for Periodontal Measurements

- Probe readings can be taken and recorded prior to or after scaling but examiners probe readings will be evaluated post-scaling so candidates should consider doing the same.
- Direct facial and direct lingual readings should be taken at the MIDPOINT of the tooth with the probe positioned parallel to the root surface and the long axis of the tooth.
- Interproximally, the probe should be positioned with the shank against the contact point and the tip angled slightly into the col, so it is directly beneath the contact area.
- The Acidental typodonts have a narrow ledge that simulates the epithelial attachment which candidates should use as their reference for the base of the pocket.
- The illustrations that follow depict the placement of the probe, from both the occlusal and interproximal perspectives:



Probe Positions from Occlusal



Interproximal Angulation

Calculus Detection

Performance Criteria for Calculus Detection

- The candidate will be assigned 12 surfaces to explore.
- The candidate must accurately indicate by recording the presence (yes) or absence (no) of calculus on each of the 12 assigned surfaces.

Candidates: Explore each assigned surface and indicate the presence of subgingival calculus by recording a Y or N in the box below the assigned surface.

Calculus Detection: 12 surfaces assigned are listed below:

2 D	2 L	3 M	5 M	7 F	9 D	10 L	11 D	13 F	14 M	14 D	15 D
Y	Y	N	Y	Y	N	N	Y	Y	N	Y	N

Scaling/Subgingival Calculus Removal

Performance Criteria for Scaling/Subgingival Calculus Removal

- When completing the initial online application, the candidate will select either the right or left mandibular quadrant to scale.
- The candidate is expected to scale all surfaces of all teeth in their selected quadrant.
- Examiners will select 12 surfaces in the treated quadrant for final evaluation.
- Since candidates do not know which 12 surfaces will be selected for evaluation, the candidate must treat (scale) all surfaces of all teeth in their selected quadrant.
- The candidate must effectively remove subgingival calculus so that no deposits are detectable with a #11/12 explorer. The presence of subgingival calculus constitutes a scaling error.
- Supragingival deposit/stain removal is not part of this examination, so rubber cup polishing is not needed nor required.

Tissue Management

Performance Criteria for Tissue Management

- All simulated tissues including the extraoral oral cavity cover (shroud) and intraoral gingiva will be evaluated.
- The candidate must effectively utilize power scalers and hand instruments so that no unwarranted soft tissue trauma (abrasions, lacerations, or ultrasonic burns) occurs as a result of the treatment procedures to the simulated tissues.
- Acceptable performance will have been demonstrated if 100% of all simulated tissues exhibit no unusual mechanical damage and tissues are well managed.

Checklist for Required Exam Materials on Day of Exam

The items listed below are required for the examination. Please bring the following with you:

- Picture ID for Admission to the Examination
- Watch (non-smart) or small clock to synchronize with Official Exam Clock
- Pen – BLUE INK IS PREFERRED
- Operator Googles and Face Shield
- Power Scaler (if not provided or available to rent at the Exam site)
- Dental hygiene scaling instruments of choice (instruments do NOT need to be sterile but must be clean and stored in a safe container for transporting to and from the testing site)
- A copy of this manual (optional, but encouraged)

References

1. ADHA Standards for Clinical Dental Hygiene Practice: *ADHA Supplement to Access*; June 2016.
2. Daniel, Harfst & Wilder Dental Hygiene Concepts, Cases and Competencies: Mosby, 2008.
3. Bowen & Pieren Darby & Walsh Dental Hygiene Theory and Practice 5th Edition: Elsevier, 2020.
4. Glickman Index of Horizontal Furcation Classifications.
5. Malamed, SF Medical Emergencies in the Dental Office 7th Edition; Elsevier, 2015.
6. Wilkins, EM Clinical Practice of the Dental Hygienist 13th Edition: Lippincott, Williams & Wilkins, 2021.



Candidate Statement of Understanding Regarding CRDTS Oral Assessment OSCE Security Measures

1. The Central Regional Dental Testing Service (CRDTS) simulated patient Oral Assessment Objective Simulated Clinical Examination (OSCE) is highly confidential. The examination questions are the property of CRDTS. Unauthorized disclosure of examination questions is prohibited under copyright laws. By signing this statement of understanding, you agree to maintain the confidentiality of the CRDTS simulated patient Oral Assessment OSCE.
2. You must therefore:
 - Keep the exam content confidential for a period for at least five (5) years as discussed below.
 - You will not give, receive, or obtain any form of unauthorized assistance prior to or during the examination.
 - You will not disclose (in whole or in part) any examination questions or answers to anyone before, during or after the examination, whether orally, in writing, on Internet chat rooms, blogs or otherwise.
 - You will not reproduce or attempt to reproduce examination materials through memorization, recording or other means.
 - You will not provide information relating to examination content that may provide unfair advantage to other candidates.
 - You will not use or participate in the electronic posting of information regarding examination content or answers.
 - You will not discuss exam cases, content, questions, or answer options with anyone (i.e.: family, friends, fellow colleagues, classmates, school faculty, etc.) who took the exam before you, with you or those who have not yet taken the exam.
 - You may not use or be in possession of any unauthorized electronic devices (such as cell phones, cameras, etc.) during the exam.
3. Regarding the CRDTS simulated patient Oral Assessment OSCE, candidates agree to abide by all rules, as well as oral and written instructions controlling the conduct of the examination. These rules are intended to preserve the integrity of the examination process by providing standard test administration conditions that yield valid and reliable results.
4. Candidates will always be observed while they are taking the CRDTS simulated patient Oral Assessment OSCE. This observation will include direct observation by proctors. Proctors may not necessarily inform you of their observations, but they are required to report behavior that may violate the terms and rules of the exam or other forms of irregular behavior.
5. Any cheating and/or breach of confidentiality/security or any attempt to subvert the examination process by any candidate violates the purpose and principles of the examination and is grounds for immediate dismissal from the examination.

6. Any candidate who witnesses or has knowledge of known exam security breaches must report it to the Proctor and/or CRDTS personnel as soon as possible. Morally and ethically, reporting known exam breaches allows CRDTS personnel the opportunity to investigate and take appropriate action.
7. CRDTS strives to report results that accurately reflect the skill and performance of each candidate and represent a valid measure of their knowledge or competence as sampled by the examination.
8. Accordingly, our standards and procedures for administering examinations have two related goals: giving candidates comparable opportunities to demonstrate their abilities and preventing any of them from gaining an unfair advantage over others. To promote these objectives, CRDTS reserves the right to cancel or withhold any examination results when, in the sole opinion of CRDTS, a testing irregularity occurred; cheating has occurred; there is an apparent discrepancy in, or falsification of, a candidate's identification; a candidate engages in misconduct or plagiarism; when aberrancies in performance are detected for which there is no reasonable and satisfactory explanation; or the results are believed to be invalid for any other reason.
9. Conduct occurring before, during or after testing that violates these principles may result in invalidation of examination results and/or other penalties such as the revocation of exam scores which will be reported to State Dental Licensing Boards.
10. Any unauthorized disclosure of the examination's content could also result in civil liability and criminal penalties.
11. Candidates proven to violate examination security rules will have their exam scores voided and denied access to retesting for two years.

I have read, understand, and agree to abide by the above statement.

Candidate Name

(Please Print): _____

Candidate Number: _____

Candidate Signature: _____

Date: _____

CRDTS

Place Candidate Label Here

**DENTAL HYGIENE SIMULATED PATIENT
EXAMINATION PROGRESS FORM**

STARTING TIME: _____ **FINISH TIME:** _____

CRDTS will provide the candidate a pre-assembled typodont and oral cavity cover. Candidates should CONFIRM the label on their typodont matches their Candidate ID#. When instructed to do so, candidates will begin operatory set-up. The exam start and finish time will be announced after all candidates have completed their operatory set-up. When finished, candidates should notify the Coordinator who will help with dismantling the candidate's typodont.

DENTAL HYGIENE TREATMENT ASSIGNMENTS

****NON-SHADED TO BE COMPLETED BY EXAMINERS** SHADED TO BE COMPLETED BY CANDIDATES****

CANDIDATE: Please CIRCLE your selected Scaling Quadrant: Mandibular Right Mandibular Left

CRDTS COORDINATOR:

Periodontal Measurements:

COORDINATOR assigns 2 TEETH for Probing Depths:

#	mm	#	mm
DF		DF	
F		F	
MF		MF	
DL		DL	
L		L	
ML		ML	

Candidates: Measure and record the depth of each sulcus on six aspects for the two assigned teeth

Note measurements in the shaded boxes ONLY

ANY BOX LEFT BLANK WILL BE RECORDED AS AN ERROR

Calculus Detection: COORDINATOR assigns 12 SURFACES from maxillary quadrants.

Candidates: Explore assigned surfaces as listed above and indicate the presence of subgingival calculus by recording a **Y** (yes, present) or **N** (no, not present) in the shaded boxes.

CRDTS Coordinator Initials

TYPODONT MOUNTING APPROVED
Correct Candidate ID# & Facial Shroud Mounted

CRDTS Coordinator Initials

COORDINATOR AUTHORIZES DISMANTLING TYPODONT
Coordinator Receives Typodont for Evaluation
Coordinator Collects Progress Form

Examiner#1	Examiner #2	Examiner #3
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FINAL EVALUATION DENTAL HYGIENE PROCEDURES

GENERAL INFORMATION: ALL QUESTIONS SHOULD BE DIRECTED TO THE CRDTS HYGIENE COORDINATOR.

BEGINNING THE EXAMINATION:

- Check-In (proper ID required) with the CRDTS Hygiene Coordinator and pick-up your Examination Packet.
- Prepare to take Oral Assessment Exam.
- After Oral Assessment portion of exam, prepare/set-up your cubicle.
- Once all candidates are set-up and ready to begin, the Coordinator will announce the start of the exam.

TREATMENT:

- **Extra/Intra Oral Assessment OSCE:** Candidates will answer questions related to Extra/Intra Oral Assessment OSCE for this section of the examination.
- **Calculus Detection:** On the Progress Form, candidates should record a Y or N to indicate the presence (Y) or absence (N) of calculus on the 12 assigned surfaces in the maxillary arch.
- **Periodontal Probing:** On the Progress Form, candidates should record the pocket depths (to include six sulcular measurements to the nearest millimeter) for each of the 2 assigned probing teeth.
- **Calculus Removal:** Candidates are expected to remove all calculus from ALL surfaces of ALL teeth listed in their assigned mandibular quadrant.

FINISHING THE EXAMINATION:

When done with treatment:

- Notify the Coordinator who will initial your progress form, collect your typodont, progress form, ID badge and examination packet envelope.
- Clean and set-up the cubicle for the next candidate.
- Complete your candidate feedback form and place it in the envelope provided.
- Check out with the site coordinator (if required).