



New Jersey Expanded Duties — General (NJXDG) Exam Pathway II

2014 Exam Application

Valid Through Dec. 31, 2014

This application packet provides information concerning the exam that dental assistants must pass in order to become registered in the state of New Jersey. The exams are administered by the Dental Assisting National Board, Inc. (DANB) under an agreement with the New Jersey State Board of Dentistry (NJSBD). Inquiries regarding the **exam** should be made to DANB at the address at the bottom of this page.

Registration Information: Registration is regulated by the Department of Law and Public Safety, Division of Consumer Affairs, through the NJSBD. Within guidelines established by law, the NJSBD determines the eligibility requirements, sets the exam and/or educational standards, and issues the registration

when requirements are met. Inquiries regarding registration to become a New Jersey Registered Dental Assistant and applications for registration should be addressed to:

New Jersey State Board of Dentistry
 124 Halsey St., 6th Fl.
 Newark, NJ 07102
 973-504-6405

Definitions: A New Jersey Registered Dental Assistant (RDA) is legally allowed to perform New Jersey Expanded Duties under the direct supervision of a licensed dentist, both general and orthodontic, as specified in the New Jersey State Dental Practice Act, in any type of dental practice setting.

Pathway Requirements for Dental Assistants in New Jersey

Pathway I

GRADUATE FROM A CODA-ACCREDITED DENTAL ASSISTING PROGRAM WITHIN 10 YEARS PRIOR TO APPLICATION



PASS THE DANB CDA OR COA EXAMS WITHIN 10 YEARS PRIOR TO APPLICATION



RDA

1. Successfully complete high school or its equivalent
2. Complete a Commission on Dental Accreditation (CODA) accredited dental assisting program (within 10 years prior to application)
3. Pass DANB's Certified Dental Assistant (CDA) exam or Certified Orthodontic Assistant (COA) exam (within 10 years prior to application)
4. Apply for RDA status through the NJSBD

Pathway II (two options)

CDA/COA WITHOUT GRADUATION FROM A CODA-ACCREDITED DENTAL ASSISTING PROGRAM



MUST HAVE 2 YEARS OF WORK EXPERIENCE*



PASS A NEW JERSEY BOARD-APPROVED EXPANDED FUNCTIONS COURSE



NJXDG EXAM



RDA

1. Successfully complete high school or its equivalent
2. Pass DANB's CDA exam or COA exam (within 10 years prior to application)
3. Obtain at least two years of work experience as a dental assistant (within five years prior to application)
4. Pass an expanded functions course approved by the NJSBD
5. Pass the NJXDG exam
6. Apply for RDA status through the NJSBD



NJXDG EXAM



RDA

1. Successfully complete high school or its equivalent
2. Pass DANB's CDA exam or COA exam (within 10 years prior to application)
3. Obtain at least two years of work experience as a dental assistant (within five years prior to application)
4. Pass the NJXDG exam
5. Apply for RDA status through the NJSBD

*TWO YEARS' EXPERIENCE = The New Jersey State Board of Dentistry requires two years of experience working as a dental assistant during the five-year period prior to making an RDA application.

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Applying for a DANB Exam

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| 3-4 week processing/ mailing time | <ol style="list-style-type: none"> 1. Candidate mails/faxes exam application and fees to DANB. 2. DANB processes candidate exam application. 3. If the exam application is accepted as complete, DANB mails candidate a <i>Test Admission Notice</i>. |
| 60-day window to schedule and take exam | <ol style="list-style-type: none"> 4. Candidate schedules exam location, date and time with testing vendor Pearson VUE. 5. Candidate sits for the DANB exam. A preliminary pass/fail exam result will be provided after completing the exam. |
| 3-4 weeks from exam date | <ol style="list-style-type: none"> 6. DANB mails exam candidate official exam results. |

This application is for dental assistants who are using Pathway II to complete registration requirements for the state of New Jersey. To ensure correct pathway eligibility, and for a list of registration requirements, see page 1 of this application packet.

Applying for DANB National Exams: For information about DANB's national exams and certifications, please visit www.danb.org.

Test Center Locations

DANB exams are administered on computer at Pearson VUE test centers all year. To find the nearest test center, visit www.vue.com/danb.

Submitting an Exam Application

Exam applications can be mailed or faxed to DANB. The candidate should read this packet carefully to ensure the completed application is submitted with all required documents and fees.

Signing and dating the application is required. By signing and dating the application, the candidate affirms that the application is accurate and that the candidate agrees to abide by all applicable DANB policies described in this packet, including the application statements on page 7. The signature also allows DANB to release exam results to state regulatory agencies.

Payment Instructions

DANB accepts payment by check, money order or credit card (Visa, MasterCard, American Express or Discover). Check or money order payments must be payable to DANB in U.S. dollars and written in English. The application is a contract to test, and the check or credit card authorization is the contract to pay. The candidate should put his or her name on the check.

Returned Checks

If a candidate applies for an exam with a check that is re-

turned by the bank for any reason (including but not limited to nonsufficient funds, stop payment, closed account or refer to maker), DANB will assess a \$25 nonsufficient funds (NSF) fee to the candidate's account and notify the candidate. The candidate will not be allowed to take the exam until a cashier's check or money order for the full application and exam fee plus the \$25 NSF fee has been received. If full payment has not been received within 30 days, the application will be null and void and the candidate's account will remain on finance hold. The candidate must pay \$75 (the \$25 NSF fee and \$50 nonrefundable processing fee) before DANB will remove the finance hold and process any exam application. No new business will be allowed for the candidate until the finance hold has been removed.

Incomplete Exam Applications

The candidate is responsible for submitting a complete exam application. Incomplete applications are returned to the candidate, and a letter indicating the reasons for the incomplete application will be sent to the candidate and the payer (if different). A refund for the exam fee, minus the \$50 nonrefundable application fee, will be sent within 30 days of notice of the incomplete application. Refunds will be made only to the payer.

An exam application is considered incomplete for reasons including but not limited to:

- Missing information (e.g., candidate and/or payment information)
- No date or signature
- Insufficient payment
- Expired exam application

Duplicate Exam Application Policy

If two applications are received for the same exam, both completed applications will be accepted, and duplicate payments will be returned, minus the \$50 nonrefundable application fee, within 30 days, after the payment clears.

Group Testing

Groups of four or more candidates may request to take any DANB exam on the same day, at or around the same time. Download the *Group Testing* form from www.danb.org or contact DANB at 1-800-367-3262, ext. 452, with questions.

Candidates with Disabilities

DANB exams are designed to provide an equal opportunity for each candidate to demonstrate his or her knowledge-based competency. The exam will be administered to best ensure that it accurately reflects a candidate's aptitude, achievement levels or other skills intended to be measured, rather than reflecting a candidate's impaired sensory, manual or speaking skills except where those skills are factors the exam purports to measure.

DANB adheres to the provisions outlined in the Americans with Disabilities Act. In accordance with this act, DANB will

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make every reasonable effort to offer the exams in a manner that is accessible to people with disabilities. If auxiliary aids or alternative arrangements are required, DANB will attempt to make the necessary provisions, unless providing such would fundamentally alter the measurement of skills and knowledge the exam is intended to test, would result in undue burden or would provide an unfair advantage to the disabled candidate.

To allow sufficient time to make the necessary arrangements for modifications or auxiliary aids, the candidate must submit the *Reasonable Accommodations Request* form (found on www.danb.org) with the required documentation and exam application, specifying exactly what aid or modification is requested by a physician or psychologist. DANB will only accept the form found at www.danb.org. DANB reserves the right to authorize the use of auxiliary aids or modifications in such a way as to maintain the exam integrity and security. DANB exams are administered only in the English language. Modifications will not be approved for a candidate who requests accommodations because English is a second language. Call 1-800-367-3262, ext. 452, with questions.

DANB's Nondiscrimination Policy

DANB does not discriminate in application, exam or certification activities on the basis of age, sex, gender identity, marital status, race, color, religion, national origin, sexual orientation or disability.

Scheduling a DANB Exam

Receiving the Test Admission Notice

DANB will send the candidate a *Test Admission Notice* within three to four weeks of receiving the completed exam application. The *Test Admission Notice* confirms that the candidate is eligible to take the exam and includes instructions to schedule the exam appointment.

The candidate must check the *Test Admission Notice* for any errors and report them to DANB immediately at 1-800-367-3262.

Call DANB immediately if:

- The exam the candidate registered for is not the one listed
- The candidate's name is spelled incorrectly
- The candidate's ID reflects a different name than the one used to register to test (e.g., married, maiden, hyphenated, mother's last name)

The name on the *Test Admission Notice* must match the ID that the candidate will bring to the test center. The middle name does not need to be spelled out, but the initial must match (e.g., "M" on the ID and "Mary" on the *Test Admission Notice* is acceptable and vice versa).

The candidate will be turned away from testing if the name on the ID does not match the *Test Admission Notice*. The candi-

date would need to reapply; see the *Request a New Testing Window Due to a Missed Exam Appointment* section in this packet for details.

The 60-Day Testing Window

The candidate must take the exam within the 60-day window listed on DANB's *Test Admission Notice*.

Scheduling an Exam Appointment

The candidate should schedule the exam appointment as soon as he or she receives the *Test Admission Notice*. The *Test Admission Notice* includes instructions to schedule the exam appointment at a Pearson VUE location. To find the nearest test center, visit www.vue.com/danb.

Appointments are scheduled on a first-come, first-served basis. Test centers may have limited availability. Changes to test centers may occur without notice. DANB cannot guarantee the availability of specific test center locations, dates or times.

Exam Appointment Confirmation

After the candidate schedules the exam appointment, he or she will receive a confirmation via email (if the candidate's email address was included on the exam application) or regular mail from Pearson VUE.

Candidates should open and read all email and/or mail from Pearson VUE. There will be important information regarding the appointment.

Rescheduling an Exam Appointment

The candidate may reschedule an exam appointment within the 60-day testing window. Regardless who paid for an exam, only the candidate may reschedule an exam. **To reschedule the exam appointment within the 60-day window**, the candidate must contact Pearson VUE. The candidate may reschedule the appointment up to 24 hours before his or her scheduled exam time at no additional fee. See the *Test Admission Notice* for Pearson VUE contact information.

Request a New Testing Window

If a candidate cannot schedule or reschedule an exam before the end of his/her 60-day testing window and would like to request a new testing window, he/she must complete both steps below:

STEP 1: Cancel the exam appointment: If an exam appointment has been scheduled, the candidate **must** cancel his/her appointment with Pearson VUE at least 24 hours before the scheduled exam time. An exam appointment can be canceled online by visiting Pearson VUE's website, www.vue.com/danb, or by calling Pearson VUE's toll-free hot line during normal business hours. Failure to cancel a scheduled exam will result in forfeiture of the full application/exam fees, and the application is null and void.

STEP 2: Request a new 60-day testing window: Mail or fax

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the *Request a New Testing Window* form to DANB within 60 days (pay \$55 nonrefundable processing fee) or within 61-120 days (pay \$110 nonrefundable processing fee) after the end of the original testing window. A candidate may request a new testing window up to three times. After the third request for a new testing window, a current exam application with any required documentation and full fees must be submitted.

Request a New Testing Window Due to a Missed Exam Appointment

If the candidate arrives more than 15 minutes after a scheduled appointment, the candidate will be accommodated at the discretion of the test center administrator. If the administrator is unable to accommodate the candidate, or if the candidate does not take a scheduled exam because the candidate missed the appointment (for any reason except a valid emergency) or the candidate was denied entry into the exam, the candidate may reapply for the exam with a reduced fee using the *Request a New Testing Window Due to a Missed Exam Appointment* form within 60 days of the missed exam appointment (if received after 60 days, the candidate must reapply for the exam with the required documentation and pay the full fees). DANB will mail the form to eligible candidates. A candidate may request a new testing window due to a missed exam appointment one time. After the one time new window, if another appointment is missed (for any reason except a valid emergency) or the exam is not taken within the new testing window, a current exam application with full fee must be submitted. Contact DANB at 1-800-367-3262, ext. 452, with questions. If the candidate has had an emergency, please see Request a New Testing Window Due to an Emergency below.

Request a New Testing Window Due to an Emergency

If a candidate misses an exam due to a personal emergency, the candidate must submit a *Request to Receive a New Testing Window Due to an Emergency* form explaining the emergency, including supporting documents. The candidate must submit the request within 60 days of the scheduled exam date. Download the form at www.danb.org. Call 1-800-367-3262 with any questions about what constitutes an emergency and appropriate supporting documentation. Approved requests will receive a new 60-day testing window at no additional fee.

Canceling a Testing Window for a Partial Refund

STEP 1: Cancel existing exam appointment, if applicable. To cancel an exam appointment, the candidate must contact Pearson VUE at least 24 hours before the scheduled exam time. An exam appointment can be canceled online by visiting Pearson VUE's website, www.vue.com/danb, or by calling Pearson VUE's toll-free hotline during normal business hours. Failure to cancel a scheduled exam appointment will result in forfeiture of the full application/exam fees and the application is null and void.

STEP 2: Submit the *Request to Cancel a Testing Window* form so that it is received by DANB before the end of the 60-day testing window. DANB will issue a refund minus the \$35 cancellation fee and \$50 nonrefundable application fee (a total of \$85 retained

by DANB). DANB will issue the refund to the payer.

When Pearson VUE Cancels an Exam Appointment

In the event of weather or other emergency, Pearson VUE will try to notify candidates by phone of a cancellation and will reschedule at no additional fee.

Taking a DANB Exam

What to Bring to the Test Center

Bring the *Test Admission Notice* and one form of ID. The ID must be a currently valid, non-expired government or school-issued photo and signature-bearing ID, in roman characters. A driver's license, passport, military ID card, state ID card, U.S. government-issued permanent resident card or current school year ID card are all acceptable. Test centers may use an electronic fingerprinting, palm vein and/or photographic security system for identification purposes only. Test centers may use a video/audio recording system to enhance exam security. The candidate must not bring any reference materials or notes into any test center area. The candidate will be provided with an erasable noteboard and marker to use during the exam. No visitors or unauthorized individuals will be permitted in any test center area during testing sessions.

Test Center Environment

The candidate will receive a tutorial before the exam to help the candidate feel comfortable with the computerized format. Time spent on the tutorial will not count as part of the exam time period. The tutorial is not a practice test. The tutorial describes how to mark answers and return to questions for review.

There are no breaks during the exam. Candidates may be excused to visit the restroom, one at a time. During the absence, the exam time clock will continue to run. No additional time will be provided. There is no requirement for specific clothing, but it is a good idea to wear comfortable clothing in layers to adjust for minor fluctuations in room temperature. It is also a good idea to wear soft-soled shoes to allow the candidate to leave his or her seat without disrupting others.

Candidate Behavior Before, During and After an Exam Appointment

Improper behavior is not acceptable before, during or after an exam appointment. DANB seeks to ensure a fair and equitable testing experience for all individuals and to ensure the security and reliability of the process. *DANB's Disciplinary Policy & Procedures* form, which is available at www.danb.org, contains examples of improper behavior.

The behavior of each candidate taking the exam will be monitored. The exam is confidential. Any individual who removes or attempts to remove testing-related materials from the test center, or who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for

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any purpose, without the prior express written permission of DANB, will be subject to legal action. Any candidate or Certificant who engages in improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of certification or recertification. ***DANB's Disciplinary Policy & Procedures document is available at www.danb.org.***

The test center administrator will notify DANB of anyone who talks during the exam, gives or receives assistance, or otherwise engages or appears to engage in dishonest or improper behavior before, during, or after the exam. Those candidates may be required to cease taking the exam and leave the test center. The test center administrator will send a report to DANB regarding the incident. After reviewing a reported incident, DANB will determine whether there is reason to believe that a candidate has engaged in cheating or other improper behavior, or has otherwise violated the security of the exam. If DANB determines that the incident report is valid, DANB may, at its discretion, pursuant to the procedures set forth in the *DANB's Disciplinary Policy & Procedures* form, take disciplinary actions, including but not limited to the following:

- Order the candidate to retake the exam at a time and place to be determined by DANB
- Invalidate or refuse to release the score of the candidate
- Deny the candidate's current application for certification
- Require the candidate to wait a specified period of time before reapplying to take the exam
- Revoke the candidate's eligibility to sit for future exams
- Take a combination of any of the above actions or other action that DANB may deem appropriate.

If a test center administrator allows a candidate to take an exam that the candidate is not registered for, those results will not be valid. The original application will be considered null and void, and the full application and exam fees will be forfeited. The candidate will be required to reapply with a new application with any required documentation and payment of the full application fees.

Exam Integrity

To ensure a consistently high-quality testing program, this exam is routinely reviewed for reliability and validity. Each exam question is statistically analyzed and evaluated for performance. DANB exam committees, with final New Jersey State Board of Dentistry approval, establish a passing standard (the minimum score required to pass a particular DANB exam) using standard psychometric procedures for criterion-referenced tests. A candidate is expected to perform at or above the Board-established standard to pass the exam.

After the Exam

Name/Address Changes

The candidate must notify DANB of address changes or any errors in the candidate's name. Call 1-800-367-3262 or email

danbmail@danb.org. A candidate must submit a *Name Change Request* form and required documentation to change a name with DANB. The form is available at www.danb.org.

DANB Communications

All communications sent to and from DANB are DANB's property. DANB cannot guarantee that communications will remain confidential; clients have no expectation of privacy with respect to items sent or received. DANB may disclose communications as necessary to comply with legal processes. DANB responds to phone and email messages within two business days.

Hand Scoring

DANB will hand score an exam on request. The candidate must submit a *Request for Hand Scoring of Exam Results* form and a \$50 hand scoring fee to DANB within 30 days after the official score date printed on the exam results received. The form is available on DANB's website at www.danb.org. Hand scoring results of the exam are completed within 30 days of a request. If the pass/fail status is reversed as a result of the hand scoring, the \$50 fee will be refunded.

Official Exam Results

The candidate will receive preliminary results at the test center upon completing the exam. The candidate is not considered to have passed or failed an exam until DANB generates and mails the official exam results approximately two to four weeks after the exam was administered. Exam results that are returned because of an undeliverable address will be held for 90 days. DANB will call the candidate to request a new mailing address. If DANB cannot reach the candidate and the 90-day period expires, DANB will destroy the original results. If the candidate contacts DANB with an address change after the 90-day period, DANB will release new results after the candidate submits a *Request for a Duplicate Exam Results* form and/or a *Request for a Duplicate Certificate* form with a \$25 fee for each request.

Retaking a Failed Exam

If the candidate takes an exam and does not pass, the candidate must reapply for the exam with a new application and fee in order to take the exam again.

Release of Exam Results

Exam pass/fail results will not be released to employers or any individuals other than the candidate, except on written request of the candidate. DANB releases exam results or certification verifications to some state regulatory agencies.

Appealing a Decision

If a candidate wishes to appeal a DANB decision regarding eligibility, administrative or exam content issues, he or she may submit a *Request for Reconsideration Under DANB's Review and Appeal Process* form and a \$25 appeal fee to DANB's Executive Director within 30 days of the date on the DANB correspondence that prompts the candidate to appeal (e.g., date on

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the letter indicating the candidate's application was incomplete, date on candidate exam result). The policy governing requests for reconsideration is available by contacting DANB's Manager, Professional Conduct and Intellectual Property at 1-800-367-3262, ext. 472.

Verification of Certificates and Certification

DANB will verify DANB certification, DANB exam passing/failing status and the effective date(s) of certification over the phone to anyone on request, since these items are matters of public record and may be disclosed. DANB will not verify passing status of state exams over the phone. A *Candidate/Certificant Request for Verification* form is available at www.danb.org. Only a candidate/certificant or employer may request written verification. DANB offers verification on its website. See the application statements for more details.

Duplicate Exam Results

Duplicate exam results are available for exams taken within the last five years. The candidate must submit a *Request for a Duplicate Exam Results* form and the \$25 fee for each exam results request. Exam results older than five years are not available, although DANB will verify credentials earned more than five years ago.

Exam Content

The NJXDG exam is composed of 106 multiple-choice questions.

Area	No. of Questions
1. Isolate the operative field, including the placement and removal of rubber dams	7
2. Place and remove matrices and wedges	7
3. Place temporary restorations	5
4. Remove excess cement from crowns or other restorations	5
5. Remove sutures	6
6. Fabricate and cement temporary crowns and bridges after preparation of tooth and crowns by dentist (does not include intraoral adjustments)	6
7. Etch in preparation for bonding, sealants and desensitizing agents (NEW)	5
8. Perform hand removal of crowns and bridges that have been temporarily cemented (NEW)	5
9. Take alginate impressions	6
10. Place amalgam, composite or gold foil in a tooth for condensation by the dentist	5
11. Place and remove retraction cords and medicated pellets	8
12. Perform bite registration procedures	5
13. Place and remove periodontal dressings and other surgical dressings	6
14. Trial size (pre-select) stainless steel crowns and temporary crowns intraorally	5
15. Prepare coronal surfaces for bonding and restoration, with pumice and water only, not including prophylaxis	10

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| 16. Take impressions for and perform laboratory fabrication of mouthguards, not including insertion of the appliance | 5 |
| 17. Application of fluoride, pit and fissure sealants and other recognized topical agents for the prevention of oral disease or discomfort (NEW) | 10 |

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Application Statements

Please read the following statements carefully. Candidate's signature on the application indicates understanding and agreement to be legally bound by these statements.

1. I hereby apply to the Dental Assisting National Board, Inc. (DANB) for examination by DANB and issuing of my exam results to the New Jersey State Board of Dentistry (NJSBD) in accordance with and subject to the procedures and regulations of DANB and the NJSBD. Under penalty of perjury, I declare that the information provided on my application is true. I have read and agree to the requirements and conditions set forth in DANB's New Jersey Registered Dental Assistant exam application covering the administration of the New Jersey Registered Dental Assistant Exam and DANB policies. I agree to disqualification from the examination and to forfeiture and return to DANB of any results granted me by NJSBD based on DANB exam results in the event that any of the answers or statements made by me in this application are false or in the event that I violate any DANB rules or regulations. I authorize DANB to make whatever inquiries and investigations it deems necessary to verify my credentials or professional standing.
2. I hereby release DANB, its directors, officers, examiners and agents from any and all liability arising out of or in connection with any action or omission by any of them in connection with the exam application, exam administration, state registration and/or state or national certification process, any exam given by DANB, any scoring relating thereto, the failure to issue me an exam application form, exam score report and/or certificate (state or national), or any demand for forfeiture or return of such application form, score report and/or certificate, and I agree to indemnify DANB and said persons and hold them harmless from any lawsuit, claim, loss, damage, cost, or expense, including attorneys' fees, arising out of or in connection with said exam application, administration, exam results, state registration and/or state or national certification activities. I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR THE NEW JERSEY EXPANDED DUTIES - GENERAL EXAM RESTS SOLELY AND EXCLUSIVELY WITH DANB, BASED ON CRITERIA ESTABLISHED BY THE STATE OF NEW JERSEY, AND THAT THE DECISION OF DANB IS FINAL.

Notwithstanding the above, should I file suit against DANB, I agree that any such action shall be governed by and construed under the laws of the state of Illinois without regard to conflicts of law. I further agree that any such action shall be brought in the Circuit Court of Cook County in the state of Illinois, or the United States District Court for the Northern District of Illinois; I consent to the jurisdiction of such state and federal courts; and I agree that the venue of such courts is proper. I further agree that, should I not prevail in any such action, DANB shall be entitled to all costs, including reasonable attorneys' fees, incurred in connection with the litigation.

3. I understand that except as provided below, this application and any information or material received or generated by DANB in connection with this application or the exam process will be kept confidential and will not be released unless I have authorized such release or the release is required by law. I understand that DANB will verify receipt of any DANB exam application and the date received, on request. I further understand and agree that DANB may also provide verification to anyone by phone, by mail or on DANB's website regarding whether I hold any DANB certifications, including the Certified Dental Assistant (CDA), Certified Preventive Functions Dental Assistant (CPFDA), Certified Restorative Functions Dental Assistant (CRFDA), Certified Orthodontic Assistant (COA), Certified Dental Practice Management Administrator (CDPMA), or Certified Oral and Maxillofacial Surgery Assistant (COMSA) certifications; any DANB certificates of knowledge-based competency, including Radiation Health and Safety (RHS), Infection Control (ICE), Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA), Topical Fluoride (TF), Anatomy, Morphology and Physiology (AMP), Impressions (IM), Temporaries (TMP), and Isolation (IS); and any state-specific certificates administered by DANB on behalf of a state regulatory body, including the Arizona Radiologic Proficiency certificate, Arizona Coronal Polishing certificate, Oregon Radiologic Proficiency certificate, Oregon Expanded Functions Dental Assistant certificate and Oregon Expanded Functions Orthodontic Dental Assistant certificate. Phone and mail verification will be provided to anyone upon request and will consist of oral or written confirmation of whether I hold any of the DANB-administered credentials listed above and the effective dates for each credential. Online verification through DANB's website may consist of online display of my name, the DANB-administered credentials I hold and dates earned, current DANB certification status, and my city and state of residence. My full address will not be posted online by DANB. I further understand and agree that DANB may, from time to time, provide my name and address along with the names and addresses of certificants and those holding DANB certificates of knowledge-based competency to dentists interested in hiring a DANB individual from their area, and to providers of continuing education opportunities. I further understand that this consent will remain in effect unless and until I submit a written request to have this information omitted from release. I understand that if I want to opt out of the online verification process, then I must submit a written request for omission of this information to following address: DANB Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611.
4. I understand that by providing my email address on the application form, I am consenting to receive email messages from DANB and its affiliates related to their products and services or news affecting the dental assisting profession. I understand that DANB agrees not to provide my email address to any third party without my consent, and that I can request removal from DANB's email distribution list by following the directions contained in the Privacy Policy section of DANB's website at www.danb.org/terms-and-conditions.
5. I authorize DANB to release my exam results to state reporting agencies. Individuals cannot opt out of DANB release of exam results to state regulatory agencies. I also authorize DANB to use information from my application and exam(s) for statistical analysis, providing that any personal identification is deleted.
6. I understand that I can be disqualified from taking or continuing to sit for an exam and from receiving exam results if DANB determines through proctor observation, statistical analysis or any other means that I was engaged in collaborative, disruptive or other unacceptable behavior during the administration of or following the exam.
7. I understand that the content of the DANB exam is proprietary and strictly confidential information. I hereby agree that I will not disclose, either directly or indirectly, any question or any part of any question from the exam to any person or entity. I understand that the unauthorized receipt, retention, possession, copying or disclosure of any DANB exam materials, including but not limited to the content of any exam question, before, during or after the exam, may subject me to legal action. Such legal action may result in monetary damages and/or disciplinary action including denial or revocation of exam results.
8. I understand that for each application submitted, DANB will process the appropriate payment. If I fail to show up for an exam for which I have applied, and there is no documented DANB-accepted emergency, and I failed to comply with DANB cancellation policies, I am still obligated to pay the full exam fee. I further understand that taking the exam, and then revoking payment constitutes the wrongful use of DANB products and services, and I may be subjected to legal action. I am obligated to pay for the exam whether I pass or fail. I agree not to dispute the exam fee. Passing candidates will not be eligible to retain their results if the exam fee is not paid in full.





2014 New Jersey Expanded Duties – General Exam Pathway II Application

Valid Through Dec. 31, 2014

Fee: \$175

Instructions

- Carefully read the *Application Statements* on page 7.
- Complete all items on the application below.** Incomplete applications will be returned and the \$50 nonrefundable application fee retained.
- Mail/fax the completed application to DANB with the \$175 application fee or credit card information.
Note: Application fees are not refundable.
- In approximately four weeks, a *Test Admission Notice* will be mailed, allowing the candidate to call and schedule the testing date. Candidates are encouraged to call early, as centers and dates fill quickly.

Signature and Date

Must be signed and dated or the application will be returned as incomplete.

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all DANB policies and procedures. I further affirm that I have read and understood the application statements contained on page 7, and I intend to be legally bound by them. I understand that the \$50 application fee is not refundable under any circumstances. I hereby apply in accordance with the rules and regulations governing the examination and I herewith enclose the examination fee. I hereby agree that prior to examination or subsequent to my exam, the NJSBD or DANB may investigate my eligibility and may refuse to issue examination, and such refusal may not and shall not be questioned by me in any court of law or equity or other tribunal, nor shall I have any claim in the event of such refusal to a return of the fee accompanying the application.

Signature X _____ Date X _____

Candidate Information

Must be filled out completely or application will be returned as incomplete.

Please print clearly.

SSN _____ - _____ - _____

Name (must match your ID exactly) _____
(Last) (First) (Middle Name or Initial)

Prior Name (if applicable) _____ Email _____

Home Address _____

City _____ State _____ Zip _____

Phone Numbers: Office (____) _____ Home (____) _____ Cell (____) _____ Fax (____) _____

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Work Experience Information

This information is optional; no documentation required.

I work in a : general dentist office speciality dental practice other (please specify) _____

Payment Information

Must be filled out completely or application will be returned as incomplete.

Candidate's Name _____ Candidate's SSN _____ - _____ - _____

Check/Money Order payable to the Dental Assisting National Board, Inc. or DANB

Checks must include candidate's name and the name of the exam.

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NJXDG**

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Credit Card Authorization: Allows DANB to charge your credit card account. Please complete all information.

Credit Card Account Number _____ Expiration Date ____/____/____ Amount: **\$175.00**

Cardholder's Name _____ Cardholder's Signature X _____

Cardholder's Billing Address _____

City/State/Zip _____ Phone Number _____

By signing, the cardholder acknowledges intent to register for the aforementioned DANB exam in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Furthermore, the cardholder understands that the signature obtained at the exam administration shall be used to indicate receipt of purchase. Candidates who fail to show up for the exam for which they registered and have not cancelled their exam as described in this application packet are still required to pay for the exam. (See Application Statements, page 7, for further requirements).

New Jersey Expanded Duties — General Exam Pathway II

Application Checklist

Have you:

- Read the instructions and information in this application packet?
- Read and agreed to be bound by New Jersey and DANB rules, regulations, policies and procedures as noted in this application packet (see *Application Statements*, page 7)?
- Filled out the exam application in its entirety?
- Signed and dated the exam application?
- Enclosed the application and exam fee (\$175) or provided credit card information?
- Enclosed the *Reasonable Accommodations* form, if needed? Note: This form can be found on www.danb.org.
- Made a copy of your entire application packet for your records?
- Addressed your envelope?
Dental Assisting National Board, Inc. (DANB)
444 N. Michigan Ave., Suite 900
Chicago, IL 60611

OR prepared your information (credit card payments only) to be faxed?

Dental Assisting National Board, Inc. (DANB)
Fax: 312-642-8507

If you have not

- completed the application in full
- enclosed, signed and dated your application
- provided payment (check, money order, cashier's check) or payment information (credit card)

your application will be considered incomplete and will not be processed.

Incomplete applications will be returned, minus the nonrefundable \$50 application fee.