

Council of Interstate Testing Agencies, Inc.

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GENERAL INFORMATION 2010 EXAMINATION CYCLE

****BE SURE TO READ AND PRINT ALL INSTRUCTIONS, AS THEY CONTAIN IMPORTANT INFORMATION AND FORMS****

Applications to sit for any CITA examination must be received in the CITA office by the appropriate deadline. POSTMARKS WILL NOT BE ACCEPTED. Applications received after the filing deadline will not be accepted and will be returned.

1. Examination Dates and Locations

Candidates should consult CITA's website (<http://www.citaexam.com>) for information concerning specific dates and locations for the CITA examination. CITA examinations will be offered at those dental schools where contractual arrangements have been made with CITA to conduct such examinations.

2. Examination Administration

As a general rule the CITA examination is administered in its entirety over the course of two (2) days. Parts II and III are given in conjunction with each other and during the course of one (1) day. Similarly, Parts IV and V are given in conjunction with each other during the course of one (1) day. The examination Parts are:

- Part II – Manikin-Based Endodontics Examination
- Part III – Manikin-Based Fixed Prosthodontics Examination
- Part IV – Patient-Based Periodontal Examination
- Part V – Patient-Based Restorative Examination

3. Candidate Eligibility for the CITA Examination

A. Licensed Dentists

Any licensed dentist is eligible to take the CITA examination.

B. Dental Student Eligibility for the CITA Examination

Junior or senior students of record attending dental schools accredited by the American Dental Association Commission on Dental Accreditation (CODA) or the Commission on

Dental Accreditation of Canada (CDAC) are eligible to apply to take the CITA examination when the Dean (or designated school official) certifies, in writing, that the candidate is a junior or senior student of record and that the candidate is sufficiently prepared to participate in the examination.

C. Post-Graduate Dental Residents or Dental School Graduates

Post-graduate dental residents and dental school graduates must submit a letter from the registrar's office of the dental school from which they graduated stipulating their date of graduation and degree received or an official final school transcript. Whichever document is used, it must be in a sealed envelope from the school.

4. Obtaining and Submitting Applications

A. Submission of Applications On-line

Candidates may complete the examination application via the internet on CITA's website (<http://www.citaexam.com>). For applications completed on-line via the internet, candidates will have ten (10) business days after submission of the application, to submit the necessary fees, photographs and documentation as set forth in the CITA candidate examination manual.

B. Submission of Hardcopy Applications

Candidates may download a PDF file copy of the CITA application via the internet on CITA's website (<http://www.citaexam.com>) or by requesting an application from the CITA office.

In order for a hardcopy application to be processed, the completed application, supplemental documentation and appropriate fees **MUST** be received on or before the deadlines specified in the following section for the examination being applied for. **APPLICATIONS RECEIVED AFTER THE REQUIRED DEADLINE WILL NOT BE ACCEPTED FOR PROCESSING AND WILL BE RETURNED TO THE APPLICANT.** It should be noted that CITA uses the date of receipt and **NOT** the postmark date of the US Postal Service or other delivery agency. **CITA DOES NOT assume responsibility for problems related to insufficient postage or delays due to the United States Postal Service or other delivery agencies**

TELEPHONE CONFIRMATION IS NOT PROVIDED UNDER ANY CIRCUMSTANCES, AND CANDIDATES ARE STRONGLY ADVISED TO MAIL APPLICATION PACKETS VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED.

It is in a candidate's best interest to submit his/her completed application, fees and required documents well in advance of the filing deadline to assure adequate time for resubmission of a returned application where there may be an unforeseen problem.

5. Test Related Fees

a. **Initial Examination Fee**

The examination fee for Sessions I and II (Parts II, III, IV and V) of the CITA examination is \$1,800.00 (\$900.00 manikin-based examination; \$900.00 patient-based examination). **ONLY CASHIER'S CHECK, CERTIFIED CHECKS OR MONEY ORDERS WILL BE ACCEPTED.** For applications that are mailed to CITA via the US Postal Service or another delivery agency, the examination fee **MUST** accompany the application, **MUST** be for the exact amount, **MUST** be made payable to CITA and **MUST** be paid by cashier's check, certified check or money order with the candidate's name written in the lower left-hand corner of the check or money order. For applications submitted on-line, the examination fee **MUST** be received within ten (10) business days after submission of the application.

b. **Retest Examination Fee**

Candidates who are unsuccessful on any Part of the examination must submit a new application and pay an \$900.00 retest fee to retake either or both Parts of the Manikin Based examination and/or \$900.00 to retake either or both Parts of the Patient Based examination. For applications that are mailed to CITA via the US Postal Service or another delivery agency, the examination fee **MUST** accompany the application, **MUST** be for the exact amount, **MUST** be made payable to CITA and **MUST** be paid by cashier's check, certified check or money order with the candidate's name written in the lower left-hand corner of the check or money order. For applications submitted on-line, the examination fee **MUST** be received within ten (10) business days after submission of the application.

c. **Administrative Fee for Returned Applications**

A \$100.00 administrative fee is deducted from all returned application fees and is non-refundable. Re-submissions of applications which have been returned for any reason must contain an additional administrative fee of \$100.00.

d. **Fee Deferrals and Refunds**

Under extenuating circumstances, and on an individual basis, a request for the examination fee to be deferred to a later examination or refunded will be considered when the request is **RECEIVED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE INITIAL SCHEDULED EXAMINATION DATE.** Requests **MUST** be made in writing to CITA and **MUST** include original documentation reflecting good cause for the request. Notification will be sent immediately after a determination is made. Should a fee deferral be granted, the terms and conditions for a future examination will be included. Requests for a fee deferral or refund received on or after the date outlined above **WILL NOT** be honored, and all fees will be forfeited. A non-refundable administrative processing fee of \$100.00 is applicable at all

times and under all circumstances. It should be noted by candidates that a request for and the granting of a deferral does not guarantee seating at the candidates requested examination site. Such seating will be assigned in accordance with guidelines set forth in #7 below.

e. Testing Site/Dental School Usage Fees

Candidates should be aware that dental schools customarily assess facility usage, equipment, instrument and/or supply fees to candidates participating in an examination being administered at that dental school. These fees may vary from dental school-to-dental school and are not part of the CITA application fee. In some instances CITA collects such fees on behalf of the dental Schools and candidates will be required to submit such fees at time of application. Specific information regarding site fees is included in the application packet and is contained on CITA's website (<http://www.citaexam.com>).

Candidates taking the examination at a test site other than one they are familiar with are **STRONGLY** encouraged to arrange with the school a visit to the testing site prior to the time of the examination.

6. Registration Deadlines and Filing Fees

a. First Time Test Takers

All candidates, including junior and senior pre-graduation student candidates, who are filing to take a CITA examination for the first time must file a complete application not less than **ninety (90)** days before the date of the examination the candidate wishes to take. For applications submitted on-line, the necessary fees and required documentation **MUST** be received within ten (10) business days after submission of the application. For applications submitted via the US Postal Service or another delivery agency, the application, necessary fees and required documentation **MUST** be received by the ninety (90) day deadline. Seating for such initial filings will be filled in accordance with the order of priority set forth in #7 below.

All candidates who are filing to take the CITA examination for the first time, with the exception of junior students, must submit an examination fee of \$1,800.00 along with the necessary, if applicable, facility fees and/or staffing fees as outlined in the application packet and/or CITA's website. Junior pre-graduation students must submit an examination fee of \$900.00 for the manikin-based examination along with the necessary, if applicable, facility fees and/or staffing fees as outlined in the application packet and/or CITA's website.

b. Retest Examinations

Candidates who are filing for a retest opportunity must file a complete application not less than thirty (30) days before the date of the examination the candidate wishes to take. For applications submitted on-line, the necessary fees and two (2) passport size photographs **MUST** be received within ten (10) business days after submission of the application. Seating for retest candidates who file less than ninety (90) days before the examination date will be

filled based on the date of receipt as set forth in the following section. Any retest candidates who file more than ninety (90) days before the date of the examination that candidate wishes to take will have seats assigned in accordance with the order of priority set forth in #7 below.

Candidates who have failed either Part II and/or III (Session 1) or Part IV and/or V (Session 2) must pay a retest examination fee of \$900.00 for each testing session but not for each Part.

7. Seating Assignment Priorities

A candidate who wishes to take the CITA examination for the first time must file at least ninety (90) days before the date of the examination that he/she wishes to take. Such candidates are assigned seating at a particular test site in the following order of priority: (1) eligible students of record enrolled in the undergraduate program at the dental school at which the examination will be given; (2) eligible students of record enrolled in a graduate (post-graduate) program at the dental school at which the examination will be given; (3) eligible students of record enrolled in an undergraduate program at a dental school located in another CITA Member State that has chosen to participate in the pre-graduation examination; (4) eligible students of record enrolled in a graduate (post graduate) program at a dental school located in another member CITA state; (5) graduates who are citizens of a CITA member state; (6) all other eligible students currently enrolled in dental school; and (7) all other dental school graduates.

Candidates who file for a CITA retest at least ninety (90) days before the examination that he/she wishes to take will also be assigned seating in the order of priority outlined above.

Since there is often less than ninety (90) days between a failed examination and a retest examination being applied for, retest applications may be filed up to thirty (30) days before the examination being requested. However, seating for such candidates will be limited to the remaining seats following assignments to the ninety (90) day applicants and will be assigned in the order that applications are received until all available seating is exhausted.

Although candidates may request a specific testing site with their application, CITA will honor that request subject to the priorities set forth above and site assignments will be at CITA's sole discretion.

8. Requests for Non-standard Test Accommodations

Any candidate with a documented condition that impairs sensory, manual, or speaking skills, which requires 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 in a manner accessible to such candidates, or an attempt will be made to offer alternative accessible arrangements for such candidates. Efforts will be made to ensure that the examination results accurately reflect the individual's impaired sensory, manual, 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, manual, or speaking skills unless providing such auxiliary aids would

fundamentally alter the measurement of the skills or knowledge the examination is intended to test or result in an undue burden on CITA or the testing site.

To ensure that an auxiliary aid or other requested modification exists and can be provided, it is a requirement that candidates requesting non-standard test accommodations provide the following with their applications:

- A written request documenting the need for the auxiliary aid or test modification.
- Supporting documentation of the need for the auxiliary aid or test modification. If the candidate is a student in an accredited dental school that documentation may consist simply of a letter from a school official indicating accommodations being provided by the dental school and the basis for that accommodation; or, if the candidate is not a student in an accredited dental school that documentation may be a letter from an appropriate health care professional indicating the accommodation needed and the basis for that need. However, CITA reserves the right to require additional documentation when it feels the documentation submitted fails to justify the accommodation being requested.
- Written information stipulating the exact auxiliary aids or examination modifications required and the exact portion(s) of the examination for which such auxiliary aid or modification will be required.

Requests received after the application deadline date or retroactive requests will not be considered. In providing such auxiliary aids or examination modifications, CITA reserves the ultimate discretion to choose between effective auxiliary aids or examination modifications and, further, reserves the right to maintain the security and integrity of the examination. All information obtained regarding a candidate's condition will be kept confidential except as follows:

- Authorized individuals administering the examination may be informed regarding any auxiliary aid or examination modification.
- First aid and safety personnel at the testing site may be informed if the candidate might require emergency treatment.

10. Interpreters

Candidates can employ the services of an interpreter for their patients who do not speak English or who are hearing impaired with a hearing loss which cannot be corrected. (This is particularly important when the patient has a history of medical problems or is on medications.) Interpreters may be related to a patient but in all cases an interpreter must be at least eighteen (18) years old (nineteen (19) years old in Alabama and twenty one (21) years old in Puerto Rico).

Candidates may not share an interpreter during each Part of the examination. All interpreters that are utilized by a candidate during the course of the examination will be required to wear a photo identification badge. Two (2) weeks prior to the scheduled examination, candidates will be required to submit to the CITA office an “Interpreter Form”, that states the candidate’s name, interpreter’s name and contact information and the candidate’s patient’s name along with two (2) passport size photographs. Interpreters will be required to wear the identification badge at all times while on the clinic floor and assisting the patient in the grading station. An interpreter will be not be permitted to assist a candidate and his/her patient if he/she does not have a CITA issued photo identification badge.

Candidates are responsible for the conduct of their interpreter during the examination. While there is no strict dress code for interpreters, candidates must be mindful of the fact that the examination site is a professional setting and all personnel should be appropriately dressed. Inappropriate dress would include short shorts, tank tops and/or halter-tops.

Candidates should also be mindful of the fact that CITA is committed to providing a safe and secure examination site. Therefore, CITA requires that:

- a. all interpreters must appear for the examination with full facial exposure.
- b. mustaches and beards are acceptable for male interpreters as long as the photograph is reflective of the interpreter’s facial condition at the time of the examination.
- c. cosmetics are acceptable for female interpreters on both the photograph and at the examination as long as the photograph readily permits identification of the interpreter at the examination.
- d. dark sunglasses will not be permitted at the examination. Transitional lenses are permitted.
- e. coats, jackets, and other bulky clothing will not be permitted in the clinic area.

Faculty members, candidate assistants, dentists, and dental hygienists (licensed or unlicensed), fourth year dental students, and final year dental hygiene students may not act as interpreters during the patient-based examinations.

The Interpreter Form can be found in the application information packet or can be downloaded from the CITA website at (<http://www.citaexam.com>) or obtained by

contacting the CITA office. All interpreters will be required to have a CITA issued identification badge and will be required to wear the badge at all times while on the clinic floor. The badge will be provided in the candidate examination packet on the day of the scheduled examination. Failure to timely provide or comply with the items listed above to the CITA office will result in the interpreter being prohibited from participating in the examination.

11. Use of Auxiliary Personnel

Auxiliary personnel **ARE** permitted to assist at chairside during the patient-based examinations. Dentists and dental hygienists (licensed or unlicensed), fourth year dental students, final year dental hygiene students, dental technicians, employees of the School where the examination is being administered and expanded duty auxiliaries (if providing services normally done by a dentist) may not act as chairside assistants during the patient-based examinations. Auxiliaries are not permitted to function as expanded duty assistants. For each clinical procedure, the candidate must list the name of his/her assistant on the Progress Form, and candidates are responsible for the conduct of their auxiliaries during the examination. Failure to follow this guideline will result in failure of the examination currently being taken by the candidate.

Candidates will be required to submit to the CITA office within thirty (30) days of the examination, a completed Dental Assisting Form and two (2) passport-size photographs of their assistant(s).

Photographs of assistants are used both for identification and security purposes. Therefore photographs must be consistent with the appearance of the assistant at the time of the examination. To insure this, the following rules apply:

- a. the photograph must reflect full facial exposure and assistants must appear for the examination with full facial exposure.
- b. mustaches and beards are acceptable for male assistants as long as the photograph is reflective of the assistant's facial condition at the time of the examination.
- c. hair length for male and female assistants must be basically consistent in length and color between the photograph and appearance at the examination.
- d. cosmetics are acceptable for female assistants on both the photograph and at the examination as long as the photograph readily permits identification of the assistant at the examination.
- e. dark sunglasses will not be permitted on either the photograph or at the examination. Transitional lenses are permitted.

The Dental Assisting Form can be found in application information packet or can be downloaded from the CITA website at (<http://www.citaexam.com>) or by contacting the CITA office. All auxiliary personnel will be required to have a CITA issued identification badge and will be required to wear the badge at all times while on the clinic floor. The badge will be provided in the candidate examination packet on the day of the scheduled

examination. Failure to timely provide *or comply with* the items listed above to the CITA office will result in the assistant being prohibited from participating in the examination.

12. Examination Cancellation Policy

CITA reserves the right to cancel or postpone any examination where the number of candidates registered to take the examination does not, in the sole discretion of CITA, financially justify the administration of the CITA examination or in the event of an emergency or other unforeseen circumstance that is beyond CITA's control. Emergency or unforeseen circumstances may include, but are not limited to, acts of nature, acts of terrorism, events resulting in the destruction of CITA office or testing site facility, loss or delays in the delivery of necessary equipments and/or supplies by a shipping agent, failure of the testing site facility to provide expected and necessary services, equipment, supplies or personnel or other similar events.

Under no circumstance does CITA assume liability for costs incurred by candidates in preparing to take a CITA examination. This policy extends to situations where CITA might be forced to cancel an examination because of an emergency or unforeseen circumstance such as those listed above or for the lack of participants as explained above. However, if such an examination cancellation were to occur for those reasons stated or any reason in CITA's sole discretion, CITA would either refund those candidates application fees or reassign candidates to the next available examination site or reschedule the examination at the earliest possible date.

CITA 2010 Application Completion

An application packet may be obtained from the CITA website at (<http://www.citaexam.com>) or by contacting the CITA office. All applications with incorrect, missing information (e.g., social security number, dental school dean certification of status as a junior or senior student of record, etc.) or illegible will be returned to the candidate. **Candidates who complete the application on-line and who do NOT submit the necessary corresponding application materials by the ten (10) day deadline, their application will become null and void and the candidate will be required to resubmit another completed application.**

If an application is returned for any reason, it will not be accepted if returned to CITA after the filing deadline. In addition, a resubmitted application will not be accepted without including the \$100.00 administrative fee.

1. Initial Examination Application

Candidates applying for the first time must submit a completed application along with the following:

- appropriate examination fee (\$900.00 patient-based examination; \$900.00 manikin-based examination);
- appropriate facility and/or staffing fees, if applicable;
- two (2) passport size photographs (2" x 2") taken within the last six (6) months; and
 - certification of junior/senior status **OR**
 - a letter from the registrar's office stating the degree received and the date of graduation **OR**
 - final school transcripts with the date of graduation and degree received.

For applications submitted by the US Postal service, these documents must accompany the application. For applications submitted on-line, these documents must be submitted within ten (10) business days after application submission.

2. Retest Examination Application

Candidates applying for a retest examination must submit a completed application along with following

- appropriate examination fee (\$900.00 for Parts II and/or III) and/or (\$900.00 for Parts IV and/or V);
- appropriate facility and/or staffing fees, if applicable; and
- two (2) passport size photographs (2" x 2") taken within the last six (6) months.

Candidates do NOT need to resubmit certification of junior/senior status, a letter from the registrar's office stating the degree received and the date of graduation or final school transcripts with the date of graduation and degree received.

For applications submitted by the US Postal service, these documents must accompany the application. For applications submitted on-line, these documents must be submitted within ten (10) business days after application submission.

3. Candidate Photographs

As indicated above, candidates must provide two (2) color passport-size photographs taken within the last six (6) months. One photograph is used in preparation of the candidate's identification badge and the other becomes a part of that candidate's permanent record. Photographs from a previous examination cannot be re-used and, therefore, new photographs will be required for all retest applications. **PLEASE NOTE THAT ONLY PASSPORT-SIZE PHOTOGRAPHS WILL BE ACCEPTED!**

Candidate photographs are used both for identification and security purposes. Therefore photographs must be consistent with the appearance of the candidate at the time of the examination. To insure this, the following rules apply:

- a. The photograph must reflect full facial exposure and candidates must appear for the examination with full facial exposure.
- b. Mustaches and beards are acceptable for male candidates as long as the photograph is reflective of the candidate's facial condition at the time of the examination.
- c. Hair length for male and female candidates must be basically consistent in length and color between the photograph and appearance at the examination.
- d. Cosmetics are acceptable for female candidates on both the photograph and at the examination as long as the photograph readily permits identification of the candidate at the examination.
- e. Dark sunglasses will not be permitted on either the photograph or at the examination. Transitional lenses are permitted.

4. Dental School Certification

a. Junior or Senior Dental Students

As previously noted, junior or senior dental students may not participate in a CITA examination unless a certification by the dental school dean (or designee) is attached to the candidate's application certifying that the candidate is a junior or senior dental student of record and that the candidate is sufficiently prepared to take the examination. Junior dental students may only take Parts II and III, and are not eligible to take Parts IV and V until they are senior dental students of record.

Senior dental students may apply for the CITA examination before graduation but will NOT be allowed to take the examination until they provide to CITA either a certification by the dental school dean (or designee) that the candidate is sufficiently prepared to take the examination or proof of graduation in the form of a letter from the Registrar's office of the dental school from which they graduated stipulating their date of graduation and

degree received OR an official final dental school transcript. Whichever documentation is used, it must be in a sealed envelope from the school.

b. Post-Graduate Dental Residents or Dental School Graduates

Post-graduate dental residents and dental school graduates must submit a letter from the registrar's office of the dental school from which they graduated stipulating their date of graduation and degree received OR an official final school transcript. Whichever documentation is used, it must be in a sealed envelope from the school.

5. Social Security Number

The candidate's social security number should be recorded accurately and legibly on the application form. The social security number becomes the candidate's permanent computer identification number and records for that candidate will be maintained by both CITA and the licensing jurisdiction by that number. Applications which do not include the social security number will be returned as incomplete. However, candidates participating in this examination who come from jurisdictions outside the United States and who do not possess social security numbers should attach a statement to this effect with their completed application.

DENTAL SCHOOL CODES

The following information is provided to aid the candidate in completing his/her application for CITA's examination. The candidate should locate the name of his/her school of graduation and place the school's corresponding numerical code on the application. Schools in those states affiliated with CITA have been bolded.

ALPHABETICAL LIST OF DENTAL SCHOOLS AND CODES

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|--|---|
| 513-Algonquin College of Applied Arts and Technology | 300-Allegany College of Maryland |
| 301-Amarillo College | 302-Armstrong State College |
| 303-Asheville-Buncombe Technical Institute | 304-Ashland Community College |
| 501-Baker College | 305-Baltimore City Community College |
| 010-Baylor University | 306-Bee County College |
| 307-Bergen Community College | 180-Boston University |
| 951-Boyne School of Dental Science Creighton | 309-Brevard Community College |
| 310-Bristol Community College | 311-Broome Community College |
| 908-Broward Community College | 312-Cabrillo College |
| 499-Cambrian College | 313-Camden County Community College |
| 900-Canadian School Graduate | 508-Canadore College (North Bay Ontario) |
| 319-Cape Cod Community College | 518-Carl Sandburg College |
| 320-Carroll College | 133-Case Western Reserve University |
| 498-Cegep Saint-Hyacinthe | 321-Central Piedmont Community College |
| 322-Central Technical Community College | 323-Cerritos College |
| 324-Chabot Community College | 325-Chattanooga State Technical Community College |
| 326-Clark College | 327-Clayton State College |
| 328-Coastal Carolina Community College | 502-College De Maisonneuve (Canada) |
| 519-College of DuPage | 516-College of Lake County, Grayslake, IL |
| 026-Colorado College of Dentistry | 329-Colorado Northwestern Community College |
| 027-Columbia University | 330-Columbus College |
| 515-Columbus State Community College DH Program | 507-Community College of Denver |
| 331-Community College of Philadelphia | 332-Community College of Rhode Island |
| 333-Community College of Southern Nevada | 957-Confederate College of Arts and Technology |
| 030-Creighton University | 334-Cuyahoga Community College |
| 335-Cyprus College | 031-Dalhousie University |
| 336-Darton College | 510-Dayton Beach Community College |
| 338-Delaware Technical Community College | 339-Delmar College |
| 340-Delta College | 032-Denver College of Dentistry |
| 341-Des Moines Area Community College | 342-Diablo Valley College of Dentistry |
| 037-Drake University College of Dentistry | 343-Duluth Technical College |
| 509-Durham College | 344-East Tennessee State University |
| 345-Eastern Washington State College | 005-Eastman Dental Dispensary |
| 500-Edison Community College | 346-El Paso Community College |
| 347-Emory University | 348-Erie Community College |
| 152-Fairleigh Dickinson University | 962-Fanshawe College - Ontario |
| 349-Fayetteville Technical Institute | 350-Ferris State University |
| 351-Florence-Darlington Tech College | 352-Florida Community College |

ALPHABETICAL LIST OF DENTAL SCHOOLS AND CODES

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|---|---|
| 353-Foothill College Department of Dental Hygiene | 354-Forsyth School for Dental Hygiene |
| 355-Fresno City College | 009-Genesee Community College |
| 314-George Brown College - Toronto | 038-Georgetown University |
| 337-Georgia Perimeter College | 011-Georgian College Canada |
| 356-Grand Rapids Community College | 357-Greenville Technical Education Center |
| 358-Guilford Technical Institute | 359-Harcum College |
| 360-Harper College | 361-Harrisburg Area Community College |
| 137-Harvard School of Dental Medicine | 362-Hawkeye Institute of Technology |
| 965-Horry-Georgetown Technical College | 363-Hostos Community College |
| 364-Howard County Junior College | 042-Howard University |
| 365-Hudson Valley Community College | 366-Idaho State University |
| 902-Illinois - Specialty Exam | 367-Illinois Central College |
| 368-Indiana River Community College | 369-Indiana University - Fort Wayne |
| 370-Indiana University - Northwest Gary | 371-Indiana University - NW School of Dentistry |
| 372-Indiana University - South Bend | 047-Indiana University School of Dentistry |
| 419-John A. Logan College | 315-John Abbott College - Quebec |
| 373-Johnson County Community College | 374-Kalamazoo Valley Community College |
| 375-Kellogg Community College | 504-Kennedy King College, Chicago IL |
| 075-Kirkwood Community College | 007-La Cite Collegiale - Canada |
| 376-Lake Land College - Illinois | 517-Lake Superior College - Minnesota |
| 511-Lake Washington Technical College | 377-Lakeland Community College - Ohio |
| 378-Lamar University | 379-Lane Community College |
| 380-Lanier Technical Institute | 381-Lansing Community College |
| 382-Laramie County Community College | 960-Lewis and Clark Community College |
| 383-Lexington Technical Institute | 149-Loma Linda University |
| 506-Lorain County Community College | 172-Louisiana State University |
| 142-Loyola University - Chicago | 385-Loyola University - New Orleans |
| 386-Luzerne County Community College | 387-Macon Junior College |
| 388-Madison Area Technical School | 389-Mankato State College |
| 959-Manor Junior College | 063-Marquette University |
| 390-Maysville Community College | 065-McGill University |
| 170-Medical College of Georgia | 391-Medical College of South Carolina |
| 067-Meharry Medical College | 392-Meridian Community College |
| 393-Miami-Dade Community College | 394-Middlesex Community College, MA |
| 395-Middlesex County College, NJ | 396-Midlands Technical College |
| 397-Midwestern State University | 777-Military Site |
| 398-Milwaukee Area Technical College | 666-Miscellaneous |
| 399-Missouri Southern State College | 400-Monroe Community College |
| 401-Montgomery County Community College | 402-Mott Community College |
| 503-Mount Ida College of Dental Hygiene | 403-Mt. Hood Community College |
| 404-N.E. Mississippi Junior College | 405-New Hampshire Technical Institute |
| 406-New York City College of Technology | 084-New York University |
| 316-Niagara College – Ontario | 407-Normandale Community College |
| 408-North Central Technical College | 409-North Dakota State School of Science |
| 410-Northampton Community College | 411-Northeast Louisiana University |
| 412-Northeast Metro Technical College | 413-Northeast Mississippi Community College |
| 414-Northeast Wisconsin Tech College | 415-Northern Arizona University |
| 416-Northern Kentucky University | 417-Northern Virginia Community College |
| 126-Northwest Technical College | 081-Northwestern University |
| 963-Nova Southeastern University | 418-Oakland Community College |
| 087-Ohio State University | 420-Old Dominion University |
| 421-Onondaga Community College | 182-Oral Roberts University |
| 422-Orange County Community College | 141-Oregon Health Sciences University |
| 423-Oregon Institute of Technology | 424-Owens State Community College |

ALPHABETICAL LIST OF DENTAL SCHOOLS AND CODES

| | |
|---|---|
| 425-Palm Beach Community College | 426-Parkland College |
| 427-Pasadena City College | 428-Pasco-Hernando Community College |
| 429-Pearl River Community College | 430-Pennsylvania College of Technology |
| 431-Pensacola Community College | 432-Phoenix College |
| 433-Pierce College | 434-Pima Community College - West |
| 435-Portland Community College | 436-Prairie State College |
| 437-Pueblo Community College | 438-Quinsigamond Community College |
| 439-Rangely College | 384-Rhodes State College |
| 961-Rio Salado Community College | 440-Roane State Community College |
| 441-Rochester Community College | 076-Rock Valley College |
| 442-Rose State College | 443-Sacramento City College |
| 444-Saint Jerome College | 966-San Joaquin Valley College |
| 964-Santa Rosa Junior College | 445-Sante Fe Community College |
| 317-Seneca College - Ontario | 446-Shawnee State University |
| 447-Sheridan College | 448-Shoreline Community College |
| 449-Sinclair Community College | 450-Southeast Community College |
| 175-Southern Illinois University | 451-Springfield Technical Community College |
| 954-St. Clair College of Applied Arts & Technology | 452-St. Cloud Technical College |
| 453-St. Louis Community College | 103-St. Louis University |
| 454-St. Petersburg Junior College | 455-St. Philips College |
| 514-Stark State College of Technology, Canton, OH | 161-SUNY - Buffalo |
| 456-SUNY – Farmingdale | 176-SUNY - Stony Brook |
| 888-Sylvan Computer – Dental | 999-Sylvan Computer - Hygiene |
| 457-Tallahassee Community College | 458-Tarrant County Junior College |
| 114-Temple University | 459-Tennessee State University |
| 460-Texas Women's University | 461-Thomas Jefferson University |
| 462-Trident Technical College SC | 151-Tufts University |
| 463-Tulsa Junior College | 464-Tunxis Community College |
| 465-Tyler Junior College | 466-Union County – College Technical Institute |
| 472-University College of Bangor | 147-University of Alabama |
| 467-University of Alaska/Anchorage CC | 002-University of Alberta |
| 468-University of Arkansas - School of Dental Hygiene | 469-University of Bridgeport - Fones |
| 168-University of British Columbia | 159-University of California - Los Angeles |
| 155-University of California - San Francisco | 470-University of Cincinnati - R. Walters |
| 174-University of Colorado | 164-University of Connecticut |
| 036-University of Detroit - Mercy | 171-University of Florida |
| 950-University of Florida Dental School | 471-University of Hawaii |
| 045-University of Illinois | 050-University of Iowa |
| 160-University of Kentucky | 178-University of Laval |
| 058-University of Louisville | 158-University of Manitoba |
| 006-University of Maryland | 167-University of Medicine and Dentistry of NJ |
| 070-University of Michigan | 073-University of Minnesota |
| 473-University of Minnesota - Duluth | 181-University of Mississippi |
| 162-University of Missouri - Kansas City | 074-University of Montreal |
| 077-University of Nebraska | 184-University of Nevada School of Dental Medicine |
| 489-University of New England | 953-University of New Haven |
| 474-University of New Mexico | 148-University of North Carolina - Chapel Hill |
| 177-University of Oklahoma | 166-University of Pennsylvania |
| 098-University of Pittsburgh | 154-University of Puerto Rico |
| 475-University of Rhode Island | 169-University of Saskatchewan |
| 476-University of South Colorado | 477-University of South Dakota |
| 109-University of Southern California | 478-University of Southern Indiana |
| 116-University of Tennessee | 156-University of Texas -- Houston |

ALPHABETICAL LIST OF DENTAL SCHOOLS AND CODES

| | |
|---|---|
| 179-University of Texas -- San Antonio | 163-University of the Pacific |
| 119-University of Toronto -- Canada | 479-University of Vermont |
| 129-University of Washington | 318-University of Western Ontario |
| 480-Valencia Community College | 124-Vanderbilt University School of Dentistry |
| 004-Ventura County Community College | 125-Virginia Commonwealth University |
| 481-Virginia Western Community College | 512-Wallace State College |
| 482-Walters College | 130-Washington University |
| 484-Wayne County Community College | 952-Wayne Technical Institute |
| 485-Weber State University | 486-West Liberty State College |
| 487-West Los Angeles College | 488-West Virginia Institute of Technology |
| 150-West Virginia University | 490-Western Kentucky University |
| 491-Westmoreland County Community College | 492-Wharton County Community College |
| 493-Whytheville Community College | 494-Wichita State University |
| 495-Yakima Valley Community College | 496-York Technical College |
| 497-Youngstown State University | |

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Council of Interstate Testing Agencies, Inc
1003 High House Road, Suite 101
Cary, North Carolina 27513
(919) 460-7750

DENTAL ASSISTING FORM

Directions: Candidates will be required to submit to the CITA office within two (2) weeks of the examination, this complete form and two (2) passport-size photographs of their assistant(s). All auxiliary personnel will be required to have a CITA issued identification badge and will be required to wear the badge at all times while on the clinic floor. The badge will be provided in the candidate examination packet on the day of the scheduled examination. Failure to timely provide the items listed above to the CITA office will result in the assistant being prohibited from participating in the examination. (Copies of this form may be made as necessary).

Candidate Name: _____

Dental Assistant Name: _____

Address: _____

Telephone: () _____

Dental Assistant Place of Employment: _____

Procedure Assisting With: _____ Restorative _____ Periodontal _____ Both

I, _____, certify that the dental assistant
(Candidate's Name)

listed above is not a licensed or unlicensed dentist/dental hygienist; fourth year dental student; final year dental hygiene student, dental technician, employee of the School where the examination is being administered; or an expanded duty auxiliary (if providing services normally done by a dentist).

Candidate Signature

Date

Council of Interstate Testing Agencies, Inc.
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Cary, North Carolina 27513
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DENTAL ASSISTANT UTILIZATION

Candidates are required to notify the CITA office as to their intention in the use of assistants for the patient based portions of the examination. ***The candidate must complete this form and submit it to the CITA office no later than two weeks prior to the examination date.***

Candidate Name: _____

Candidate Number: _____

Examination Site:_____ **Examination Date:**_____

Option One:

I **do not** intend to utilize a dental assistant for any portion of the CITA examination.

Option Two:

I **do** intend to utilize a dental assistant during one or more portions of the CITA examination, which are specified below:

Restorative Examination

Periodontal Examination

I have submitted the following along with this form:

Dental Assisting Form with 2 Assistant Photos

Candidate Signature

Date

I realize that failure to notify CITA of my intent regarding utilization of assistants during the examination will preclude me from engaging an assistant during the examination process.

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Cary, North Carolina 27513

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INTERPRETER BADGE FORM

Directions: Candidates will be required to submit to the CITA office within two (2) weeks of the examination, this complete form and two (2) passport-size photographs of each of their interpreters. All interpreters will be required to have a CITA issued identification badge and will be required to wear the badge at all times while on the clinic floor. The badge will be provided in the candidate examination packet on the day of the scheduled examination. Failure to timely provide the items listed above to the CITA office will result in the interpreter being prohibited from participating in the examination. (Copies of this form may be made as necessary).

Examination Site and Date: _____

Candidate Name: _____

Interpreter Name: _____

Interpreter's Address: _____

Interpreter's Telephone: () _____

Procedure that the interpreter will be present during:

_____ Restorative _____ Periodontal _____ Both

Candidate's Signature: _____

Date: _____

Facility Fees, Staffing Fees, Instrument Rental Fees

The following fees are charged by the testing facility, with the exception of staffing fees and are collected by CITA on behalf of the testing site. All fees MUST be paid in addition to the application fee and are due upon submission of the application. If applying on-line, fees must be received by CITA within ten (10) business days. All fees must be paid in the form of a cashier check, certified check or money order and are to be made payable to "CITA". **ALL PAYMENTS MAY BE IN THE FORM OF ONE PAYMENT. PERSONAL CHECKS AND CASH PAYMENTS ARE NOT ACCEPTABLE. FAILURE TO SUBMIT PROPER PAYMENT WILL RESULT IN THE CANDIDATE'S APPLICATION BEING INCOMPLETE AND THUS BEING RETURNED. A \$100.00 ADMINISTRATIVE FEE IS CHARGED FOR ALL RETURNED APPLICATIONS.**

All fees listed below are to be paid directly to CITA, with the exception of South Carolina. CITA will send in the confirmation packet, information regarding the testing facility and the instruments provided.

Alabama - \$250.00 (manikin examination, includes facility use)

\$250.00 (patient based examination, includes facility use)

candidates required to bring own sterilized instruments or arrangements may be made with the school for sterilization of instruments

\$175.00 (CITA staffing fee for hired staff for the conduct of the examination. Only applicable for the patient-based examination. ALL APPLICANTS ARE REQUIRED TO PAY THIS FEE IF TAKING THE PATIENT BASED EXAMINATION)

Louisiana - \$150.00 (this fee covers BOTH the manikin and patient based examination and instrument rental. If you are taking the manikin examination or patient based examination or BOTH, the \$150.00 fee is mandatory)

Mississippi - \$250.00 (manikin examination, includes facility use, instrument rental and sterilization)

\$250.00 (patient examination, includes facility use, instrument rental and sterilization)

North Carolina - \$250.00 (manikin examination, includes facility use, instrument rental and sterilization. Current students of record at UNC are not required to pay the facility fee for initial test.)

\$350.00 (patient based examination, includes facility use instrument rental and sterilization. Current students of record at UNC are not required to pay the facility fee for initial test.)

\$175.00 (CITA staffing fee for hired staff for the conduct of the examination. Only applicable for the patient-based examination. ALL APPLICANTS ARE REQUIRED TO PAY THIS FEE IF TAKING THE PATIENT BASED EXAMINATION)

Puerto Rico - \$250.00 (manikin examination, includes facility use)

\$250.00 (patient based examination, includes facility use)
candidates required to bring own sterilized instruments

The following fees are charged by the testing facility and are collected by the institution and are required to be paid directly to the testing site prior to the examination.

South Carolina - \$400.00 (patient examination, includes facility use)

\$350.00 (manikin examination, includes facility use)

\$500.00 (instrument rental and sterilization)

Council of Interstate Testing Agencies Dental Examination Retest Application

Please affix one (1) 2" x 2" passport size photograph here and paperclip another 2" x 2" passport size photograph to the application.

Directions: Please complete the application in its entirety either typed or legibly printed with blue/black ballpoint pen ink. The application must be submitted with two (2) passport size photographs and the appropriate examination fees.

- 1) First Name: _____ Middle Initial: _____
- 2) Last Name: _____
- 3) Maiden Name: _____
- 4) Social Security Number: _____ - _____ - _____
- 5) Mailing Address: (Street/PO Box #): _____

- 6) City: _____
- 7) State: _____ Zip Code: _____
- 8) Contact Phone Number: () _____ Fax Number: () _____
- 9) Email Address: _____
- 10) School of Graduation Code: _____ Date of Graduation (MM/YY): ____/____
- 11) Are you currently enrolled in a post-graduate program? Yes No
(If yes, please indicate name of facility): _____

- Have you previously completed a post-graduate program? Yes No
(If yes, please indicate name of facility): _____

- 12) What state do you plan on practicing in? _____
- 13) Please indicate the Part/Parts of the examination you are applying for:
 Endodontics Prosthodontics Restorative Periodontics

14) Please indicate the testing facility site and session of your first choice: (Every attempt will be made to accommodate your request.)

Test Site

- Alabama Louisiana Mississippi North Carolina Puerto Rico South Carolina

Session

Month: _____ Date(s): _____

15) Please indicate the testing facility site and session of your second choice in the event your first choice cannot be granted. Session must be different than your first choice.

Test Site

- Alabama Louisiana Mississippi North Carolina Puerto Rico South Carolina

Session

Month: _____ Date(s): _____

16) Have you applied for the CITA examination before? Yes No
(If "yes," please indicate the last location and year of examination):

Test Site

- Alabama Louisiana Mississippi North Carolina Puerto Rico South Carolina

Year

- 2005 2006 2007 2008 2009 2010

17) Do you have a latex allergy? Yes No

18) Are you left handed? Yes No

19) Do you have a physical challenge or learning disability which requires a reasonable deviation from the normal administration of the examination? Yes No
(If "yes," please provide required documentation to the CITA office.)

By making application for a CITA examination, I understand the following:

- my scores may be released to my school of graduation if a Confidentiality Agreement has been signed by my School for CITA;
- my scores will be sent to the current member states of CITA once I achieve CITA status or in the event I fail any Part of the CITA examination three successive times;
- I will not be granted CITA Status until I successfully complete all Parts of the CITA examination and the CITA office has received an official copy of my National Board scores from the Joint Commission;
- Oral photographs may be taken randomly during the examination by an authorized photographer retained by CITA. The purpose is to capture a broad representation of actual procedures which can be used for examiner calibration exercises and student remediation. The photographs will include no identification of either the patients or candidates; and
- Before, during and after a CITA examination, I am expected to conduct myself in a manner that is appropriate for a dental licensure candidate. Therefore; if CITA should determine, at its sole discretion, that I have acted in a manner that raises doubts about my fitness for licensure, then I hereby release, discharge and exonerate CITA, its agents and representatives from any and all liability of every nature and kind that might arise out of its furnishing information about such activities to one or more state boards of licensure. Similarly, I hereby release, discharge and exonerate any state board, its agents and representatives from any and all liability of any nature and kind that might arise out of its utilization of such information as might be provided by CITA.

Signature

Date

