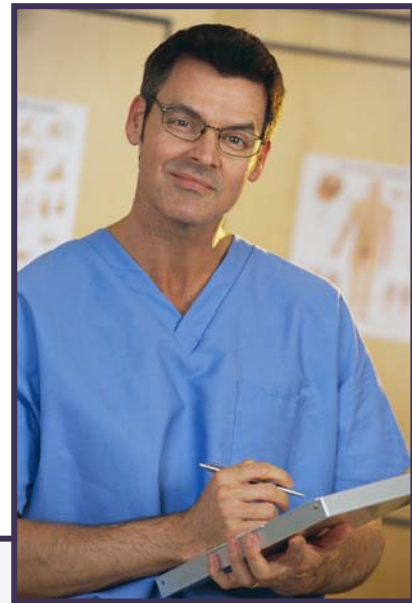
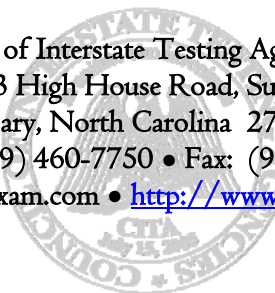


# Council of Interstate Testing Agencies, Inc



## 2012 Dental Examination Manual General Examination & Application Information

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## IMPORTANT NOTICE

Every effort has been made to ensure that this manual is accurate, comprehensive, clear and up-to-date. In the rare instances when examination related instructions need to be updated or clarified during the examination year those changes will be posted on CITA's website (<http://www.citaexam.com>) under "Examination Manuals". There will also be other test related material sent to candidates directly by the CITA office.

All candidates who take the CITA examination are responsible for reading and understanding the CITA examination manual(s), any website documented changes to the published CITA manual(s) and for reviewing and understanding all other material provided by CITA. If, in reviewing any CITA provided material, questions arise, it is the candidate's responsibility to resolve those questions by directing them to the CITA office at the earliest possible date. For candidate's convenience, CITA's address, e-mail address, telephone number, website and facsimile number appear below.

Prior to taking a CITA examination, each candidate will be required to sign forms certifying that he/she has reviewed the CITA manual, viewed the on-line candidate tutorials, read other material provided by CITA and that he/she has addressed and resolved all questions prior to the date of the examination.

It is also extremely important that candidates maintain a current mailing address with CITA. This is the only way to ensure that there will be a timely receipt of important material such as the pretest confirmation package or the post examination notification of test results. Any changes of address must be submitted in writing and sent by fax, email or hardcopy to the address indicated below:

### **Address**

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# PART I

## ORGANIZATION OVERVIEW AND GENERAL INFORMATION

### 1. Purpose

This manual has been designed to assist candidates in preparing to take the CITA clinical manikin and patient-based licensure examinations. The CITA examination is based on specific performance criteria which will be used to measure the candidate's clinical competency.

As stated in the "Important Notice" page at the beginning of this manual, every effort has been made to ensure that this manual is accurate, comprehensive, clear and up-to-date. However, there may be instances when examination related instructions must be updated or clarified during the examination year. When this situation occurs, those changes will be posted on CITA's website (<http://www.citaexam.com>) under "Examination Manuals".

All candidates who take the CITA examination are responsible for reading and understanding the CITA examination manual(s), any website documented changes to the published CITA manual(s), viewing the on-line candidate tutorials and for reviewing and understanding all other material provided by CITA. Candidates are also responsible for addressing any questions that they have regarding such material by directing those questions to the CITA office.

Prior to taking a CITA examination, each candidate will be required to sign forms certifying that he/she has reviewed the CITA manual, viewed the on-line candidate tutorial presentations, reviewed other material provided by CITA, and that he/she has addressed and resolved all questions prior to the date of the examination.

Failure of a candidate to review and master the guidelines provided by CITA, to the point that such failure has significant adverse impact upon that candidate's ability to efficiently and effectively take the CITA examination, may result in dismissal from and subsequent failure of the examination.

### 2. Council of Interstate Testing Agencies

The Council of Interstate Testing Agencies, Inc. (CITA) is an independent regional testing agency which administers the CITA examination. Regional testing agencies contract with individual boards of dentistry to administer the clinical examination required for licensure in those states/jurisdictions. **Regional testing agencies DO NOT have the authority to license individuals or implement policy that goes beyond the laws of its member states/jurisdictions.** Furthermore, regional testing agencies should not be confused with state boards of dentistry. Therefore, it

is the obligation of the candidate to ascertain the necessary qualifications and procedures necessary to obtain licensure in the intended jurisdiction of practice, prior to the candidate undertaking any activity or activities which may constitute the practice of dentistry.

3. **Mission Statement**

*“CITA’s mission is to provide psychometric, technical and administrative services in the administration and delivery of clinical licensure examinations in dentistry and dental hygiene. CITA will demonstrate integrity and fairness as it provides assistance to state boards of dentistry in their mission to protect the health, safety and welfare of the public by assuring that only competent and qualified individuals are allowed to practice dentistry and dental hygiene.”*

4. **CITA Status and Recognizing Jurisdictions**

CITA Status is achieved when a candidate has successfully completed ALL Parts of the CITA Examination. Part I is the written assessment of cognitive demand skill sets (the National Boards Parts I and II is currently employed by CITA to measure cognitive demand skill sets). Parts II, III, IV and V of the CITA clinical examination requires the candidate to achieve a score of **seventy- five (75)** or greater. Once a candidate has successfully completed all five (5) Parts of the examination, the candidate will typically have fulfilled the clinical examination requirement in those states which recognize and accept CITA’s examination as fulfilling their clinical licensure requirements.

Please note that depending on the requirements of each state, some states may require an additional module or competency. **Candidates should contact the state in which they wish to practice to confirm all requirements for licensure in that state, prior to beginning any activity or activities which may constitute the practice of dentistry.** For purposes of this discussion, the word “state” encompasses all licensing jurisdictions which are not considered as states, i.e., territories and the District of Columbia.

5. **Obtaining Licensure Following the Examination**

Typically, there are three (3) agencies with which candidates are involved in the process of completing the CITA examination and obtaining licensure to practice dentistry in states or U.S. territories. These agencies are CITA, the testing site, and the state or territorial board of dentistry to which the candidate is applying for licensure. Candidates should familiarize themselves with these entities, their functions, and address questions to the appropriate entity.

**a. Council of Interstate Testing Agencies, Inc**

As previously noted, CITA is a testing service, and results of CITA’s examination can be submitted to any licensing jurisdiction when applying for licensure by examination. CITA’s administrative office will provide all information relevant to the examination requirements and procedures.

**b. Testing Site**

A testing site is a dental or dental hygiene school which makes its clinical facility available for use to administer the CITA examination. The testing site can respond to questions regarding testing facilities, equipment, instruments, and supplies; **however, the testing site is not responsible for recruiting board patients, opening up patient records or making its facilities available on any days for patient evaluation other than examination dates.** Arrangements for securing, evaluating or taking radiographs of patients utilized for the CITA examination are the sole responsibility of the candidate.

**c. State Board of Dentistry**

The state board of dentistry is the agency to which a candidate must individually apply for licensure in a jurisdiction. Candidates must inform themselves of the requirements of the states in which they wish to be licensed and complete an application with the individual jurisdiction prior to undertaking any activity which may be construed as the practice of dentistry. As such, questions regarding licensure or state requirements should be addressed to the appropriate state board of dentistry.

**6. Release of Scores to Jurisdictions Not Recognizing CITA Status**

Candidates who wish to have their scores released and a copy of the examination manuals transmitted to jurisdictions that are currently not member states of CITA, must submit such request in writing in accordance with the guidelines in the aforementioned section. Furthermore, a fee of \$25.00 will be charged to send the score report and an additional \$100.00 for the examination manual (\$50.00 manikin-based; \$50.00 patient-based) if required, must be included with the request. A duplicate score request form can be found on CITA’s website at <http://www.citaexam.com> “Candidate/Dental/Exam Results”

**7. Table of Applicable Fees**

For the candidate’s convenience, the table on the following page summarizes fees discussed in this manual. The candidate should be aware, however, that this table should not be considered all-inclusive, inasmuch as there may be other fees for services provided by CITA which are not discussed in this manual. As such, the candidate should contact CITA’s office for information as to applicable fees for services not listed but which are being requested. Furthermore, all fees paid to

CITA MUST be in the form of a cashier's check, certified check or money order made payable to CITA.

FEE DESCRIPTION	AMOUNT
Initial Application fee	<b>\$2000.00</b>
Typodont Usage Fee	<b>\$175.00</b>
Retest fees for each Section (Manikin/Patient)	<b>\$1000.00</b>
Examination review fee	<b>\$250.00</b>
Returned application administrative fee	<b>\$200.00</b>
Application resubmission processing fee	<b>\$200.00</b>
Fee deferral processing fee	<b>\$200.00</b>
Scheduling conflict processing fee	<b>\$200.00</b>
Request for score report for jurisdictions not currently member states/jurisdictions of CITA	<b>\$25.00</b>
Request for candidate manuals for jurisdictions not currently member states/jurisdictions of CITA	<b>\$50.00 each</b>
Testing site fees (facility, staff, equipment, instrument and/or supply fees) ( <a href="http://www.citaexam.com">http://www.citaexam.com</a> "Dental Examination Forms")	<b>Varies</b>

*\*CITA reserves the right to modify its fees as it deems necessary.*

## **8. Notification of CITA Status to CITA Member State Boards**

Once a candidate has successfully passed all Parts of the CITA examination (Parts II, III, IV and V) and has provided proof of successful completion of the Joint Commission's National Boards Part I and II, a certification of CITA Status is automatically distributed to all current CITA member state boards within the designated CITA time frame. These results may be accepted by state boards for a period of five (5) years from the date of each candidate's successful completion of the CITA examination, or for a different time period as determined by the individual state boards.

Candidates should contact the individual state boards of dentistry to ascertain that board's acceptance period for this examination and those other requirements that the candidate must fulfill to meet its standards and requirements for licensure. **In other words, completion of the CITA and National Board examinations alone, WILL NOT qualify a candidate for licensure, as other requirements within each of the jurisdictions MUST be fulfilled prior to the candidate engaging in any activity or activities which may be construed as the practice of dentistry. It is the candidate's sole responsibility to determine that all requirements have been met in the jurisdiction in which they wish to practice, prior to performing those acts which may constitute the practice of dentistry.**

Determinations as to who is qualified for licensure are controlled by individual state law; consequently, the requirements may not be uniform from state-to-state. Each licensing jurisdiction may use the examination results to the extent authorized by its statutes.

**NOTE: CITA will send an electronic listing of those candidates who have attained CITA Status to all the current CITA member state boards no later than five (5) business days after the examination results have been mailed to candidates and/or posted on the CITA website.**

**9. Change of Addresses**

It is absolutely essential that each candidate notify the CITA office of any change of address between a filing of the application and attainment of "CITA Status". Failure to notify CITA of an address change can lead to a candidate not having his/her test results mailed to a correct address and for a failed candidate having insufficient time to timely apply for a desired retest location.

All notices of change of address must be in writing and mailed, emailed or faxed to the CITA office. No changes of address will be taken by telephone. It is the sole responsibility of the candidate to verify that the address they have on file with CITA is the correct address for contact by the CITA office.

**10. Communications with CITA Office**

CITA will respond to any questions which are not specifically addressed in the manual, on the website or candidate presentations. **Candidates are expected to have thoroughly read the manual and reviewed the candidate presentations prior to directing any questions to CITA staff.** After having read or reviewed the required materials, should a candidate wish to have specific clarification on any questions or issues regarding the CITA examination, they should make those requests in writing. Conversations via the telephone will not supersede materials published in the manual, website or candidate presentations.

## PART II EXAMINATION OVERVIEW

### 1. **Examination Content**

As previously stated, the examination consists of five (5) individual, skill-specific Parts: one (1) computer-based (National Board Exam Parts I and II), two (2) manikin-based, and two (2) patient-based examinations. Each examination is listed below:

- Part I: Computer-Based Examination (National Board Exam Parts I and II)
- 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

The CITA examination has been developed, and is revised as needed, by the CITA Board of Directors and the Members of CITA. These individuals have considerable content expertise upon which to draw, and also rely on its Job Task Analysis, practice surveys, current educational curricula, standards of competency, published literature and textbooks on psychometric principles and the American Association of Dental Examiners' (AADE) publication entitled "*Guidance for Clinical Licensure Examinations in Dentistry*" to assure that the content and protocol of the examination are current and relevant to the practice of dentistry. Determining the examination content is also guided by such considerations as patient availability, logistical restraints, and the potential to ensure that a skill can be evaluated reliably. The examination content and evaluation methodologies are reviewed on an ongoing basis and are revised annually. CITA's Technical Manual is available for viewing on its website at (<http://www.citaexam.com>).

### 2. **The Joint Commission's National Boards Parts I and II**

Currently, before CITA Status is granted, CITA requires proof of a candidate's successful completion of Parts I and II of the National Boards, as administered by the Joint Commission on Dental Accreditation. CITA does NOT require National Board scores to take the CITA examination; however, candidates should note that CITA Status will not be granted until successful completion of National Board Scores is received by the CITA office. Candidates who do NOT successfully complete both Parts of the National Board Examination within the time specified, will be required to retake all Parts of the CITA examination.

**ALL Candidates MUST request a copy of their NATIONAL BOARD scores be sent to the CITA office directly from the National Board office. The phone number of the National Board Office is (312) 440-2678. Copies and photocopies provided by candidates, schools or state boards will not be accepted. In addition, under no circumstance, will CITA staff contact the National Board office to obtain or verify candidate status. Please note that CITA Status will not be granted until proof of successful completion of the national boards is received by the CITA office directly from the National Board office. There will be no exceptions.**

### **3. Examination Administration**

#### **a. Dental Students**

CITA offers a Pre-Graduation/Pre-Doctoral examination, formerly referred to as the Curriculum Integrated Format Examination (CIF), which can be taken in most CITA member states beginning in the student's junior year of study. This pre-graduation examination conforms to the standards as articulated by AADE Resolution 13 from the 2008 General Assembly and ADA Resolution 1H-2007 as meeting acceptable utilization of patients in the administration of clinical licensure examinations.

Due to the fact that the separation of the test administration of the CITA examination to junior and senior students has been more conducive to student participation, less stressful and more accommodating than the original construct of the Curriculum Integrated Format, and has been designed to be less intrusive to the curriculums of the academic institutions, CITA has elected to distinguish its examination, and its advancements over the Curriculum Integrated Format Examination. Thus, CITA now refers to its process as a Pre-Doctoral or a Pre-Graduation examination format, rather than a Curriculum Integrated (CIF) Examination format. But again, the nature of CITA's examination process satisfies all conditions and qualifications of the nomenclature embodied under the AADE and ADA guidelines and resolutions for Curriculum Integrated Format (CIF) Examinations.

During the student's junior year, the manikin-based portion of the examination is typically taken at the student's school of attendance if in a CITA member state, but at the student's discretion, may be taken at an educational institution within a member state of CITA where the CITA examination is administered. Educators and students have favored the administration of the manikin examination during the junior year of study, due to the fact that the manikin examination is closer to the student's preclinical laboratory experience and working with typodont simulation. If in the event the student is unsuccessful on their first attempt of the manikin examination, CITA offers two (2) additional opportunities to retest. Although other testing agencies allow retest opportunities, those retest opportunities are typically not at the student's institution of attendance and require that the student travel to another testing facility which may be geographically remote. CITA believes that

students should first be afforded an opportunity to retest at their school of attendance, if at all possible, and therefore, many of the CITA states offer multiple retest opportunities at the same school as the student is attending. In the event there are inadequate retest numbers to justify the conduct of an examination, students may be required to travel outside their school of attendance.

The patient-based portion of the examination is administered at the student's school of attendance if in a CITA member state, during the student's senior year, usually in January or February. Again, CITA offers multiple retest opportunities for the patient-based examination typically at the student's school of attendance.

Candidates and educational institutions find that the examination being administered over two (2) didactic years is less disruptive to the educational institutions and their efforts to train their students within their established curriculums. In addition, the students favor spreading the examination process out over two (2) years of study and relate that it is less stressful and less intensive than when administered during one (1) curriculum year.

*While CITA has made effort to have retest opportunities at the same site as the students' school of attendance, the opportunity to retest on any unsuccessful performance(s) may be at sites other than the student's school of attendance. It will be the responsibility of the candidate to arrange all travel plans in preparation of any examinations given by CITA.*

#### **b. Dental School Graduates, Post Graduate Residents or Foreign-Trained Graduates**

Individuals who are dental school graduates, post graduate residents or foreign-trained graduates may participate in any examination that is administered by CITA. Candidates are assigned seating in accordance with the order of priority set forth by CITA. The examination is administered over a two (2) day cycle.

Candidates are not required to take both sections (manikin based and patient based) of the two (2) day cycle, but rather may choose to separate the sections during the examination series. However, individuals who elect to take the examination in separate sections must complete the entire CITA examination within one (1) year of their first attempt at any Part of the examination.

### **4. Eligibility for the CITA Examination**

#### **a. Dental Students**

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.

**b. Dental School Graduates, Post Graduate Residents or Foreign-Trained Graduates**

Dental school graduates, post graduate residents or foreign-trained graduates are eligible to apply to take the CITA examination and are required to submit to the CITA office either a letter from their dental school registrar's office that verifies their date of graduation and degree received or an official copy of their dental school transcripts in a sealed envelope from the school that states the date of graduation and the degree received.

**5. 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 educational institutions where contractual arrangements have been made with CITA to conduct such examinations. Furthermore, in order for an application to be processed, the completed application and appropriate fees **MUST** be received on or before the deadlines specified in the following section. **APPLICATIONS RECEIVED AFTER A SPECIFIED DEADLINE WILL NOT BE ACCEPTED FOR PROCESSING AND WILL BE RETURNED TO THE APPLICANT.** It should be noted that CITA uses the date of completion of an online application to determine the acceptance deadline and the deadline for fees and necessary accompanying materials.

**CITA DOES NOT assume responsibility for problems related to insufficient postage or delays due to the United States Postal Service or other delivery agencies.**

**6. Dental Student Candidate Disqualification**

After a student candidate has submitted his/her application, he/she may be disqualified by the dean of the dental school that he/she attends. Should this occur after an application is accepted by CITA, CITA must be notified of a candidate's disqualification by the dental school dean (or other designated school official), in writing or by facsimile, **FOURTEEN (14) CALENDAR DAYS OR MORE IN ADVANCE OF THE START DATE OF A SCHEDULED EXAMINATION.** Notification by any other source or in any other manner is neither recognized nor accepted. Facsimiles must be immediately followed by a letter to CITA with the required signature of the dental school dean (or other designated school official). Acceptance of a candidate's disqualification is considered final.

Fees paid by candidates who are disqualified **SHALL BE FORFEITED IN THEIR ENTIRETY**. All applicants will be notified by CITA when official notification of disqualification has been received and recorded.

**7. 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.

**8. Limited Liability Insurance**

CITA has a blanket Professional Liability Insurance policy that covers all dental candidates, and their assistants, for all CITA examinations. The cost of that coverage is included in CITA's examination fee. Therefore, candidates and/or their assistants are not required to obtain additional limited liability insurance.

**9. Examination Confirmation Packet**

**a. 90-Day Applicants**

Upon completion of the online application, candidates will receive a confirmation email of "Notice of Receipt". Following closure of the ninety (90) day filing periods, candidates accepted into the examination will be sent a candidate confirmation email, containing the following:

- The testing site to which the candidate has been assigned and the date of the examination; and

- Links to the following:
  - Testing Sites Instruction Packet, which provides general information about the site, its facilities, policies, usage fees and information regarding necessary arrangements that must be made with the dental school for the provision of instruments, sterilization, etc;
  - Examination Announcements;
  - Candidate Orientation Presentations; and
  - Forms that must be printed from the CITA website:
    - Examination Preparation & Orientation Form
    - Limited Liability Incident Disclaimer Form (Patient-Based)
    - Interpreter Form (if needed for Patient-Based)
    - Dental Assisting Form(if needed for Patient-Based)

CITA will mail, within three (3) weeks prior to the examination, a candidate assignment packet containing the following:

- An examination schedule;
- A letter containing assigned CITA identification number and CITA candidate number; and
- Restorative and/or Periodontal Progress Form(s), Radiograph & Follow-Up Care Form(s), Treatment Selection Worksheet and Candidate Tutorial(s).

No candidate should present himself/herself to the examination unless the above referenced confirmation packet has been received.

#### **b. 30-Day Applicants**

Upon completion of the online application, candidates will receive a confirmation email of "Notice of Receipt". Following closure of the thirty (30) day filing periods, candidates accepted into the examination will be sent, within three (3) weeks prior to the examination, a candidate assignment packet containing the following:

- A letter containing the testing site to which the candidate has been assigned;
- An examination schedule;
- A letter containing assigned CITA identification number and CITA candidate number; and
- Restorative and/or Periodontal Progress Form(s), Radiograph & Follow-Up Care Form(s), Treatment Selection Worksheet and Candidate Tutorial(s).

As a requirement, all retest applicants must view the following items located on the CITA website (<http://www.citaexam.com/ddsforms.html>):

- Testing Sites Instruction Packet which provides general information about the site, its facilities, policies, usage fees and information regarding necessary

arrangements that must be made with the dental school for the provision of instruments, sterilization, etc.

- Examination Announcements;
- Forms that must be printed from the CITA website:
  - Examination Preparation & Orientation Form
  - Limited Liability Incident Disclaimer Form
  - Interpreter Form (if needed)
  - Dental Assisting Form(if needed)
- Candidate Orientation Presentation which can be found on the website at (<http://www.citaexam.com/presentations.html>)

No candidate should present himself/herself to the examination unless the above referenced confirmation packet has been received.

## 10. Completion of CITA Examination

### a. **Senior Dental Students, Dental School Graduates, Post-Graduate Residents and Foreign-Trained Graduates**

Parts II, III, IV and V of the CITA examination must be successfully completed within twelve (12) months of the date of a candidate's initial attempt of any Part of the CITA examination. A maximum of two (2) retest opportunities are allowed for candidates who are unsuccessful on any Part of their first attempt. Those candidates then have one (1) year, following completion of Parts II, III, IV and V, to successfully complete the Dental National Board Examinations Part I and II.

If Parts I, II, III, IV and V of this examination are not successfully completed within the timeframes set forth above, regardless of the reason, all Parts of the examination must be retaken.

For each examination, a new application must be filed, together with appropriate documentation and applicable fees.

***Once a candidate has successfully passed all Parts of the CITA examination (Parts II, III, IV and V) and has provided proof of successful completion of the Joint Commission's National Boards Part I and II, a certification of CITA Status is automatically distributed to all current CITA member state boards within the designated CITA time frame. A list of the member states may be found on CITA's website at <http://www.citaexam.com>.*** These results may be accepted by state boards for a period of five (5) years from the date of each candidate's successful completion of the CITA examination, or for a different time period as determined by the individual state boards.

## **b. Junior Students**

For junior students participating in the CITA examination, candidates must successfully complete all Parts of the CITA examination within twelve (12) months AFTER initially taking Parts IV and V of the examination and must complete the National Board Exam, Parts I and II within twelve (12) months of successfully completing Parts II, III, IV and V of the CITA examination.

If Parts I, II, III, IV and V of this examination are not successfully completed within the timeframes set forth above, regardless of the reason, all Parts of the examination must be retaken.

For each examination, a new application must be filed, together with appropriate documentation and applicable fees.

***Once a candidate has successfully passed all Parts of the CITA examination (Parts II, III, IV and V) and has provided proof of successful completion of the Joint Commission's National Boards Part I and II, a certification of CITA Status is automatically distributed to all current CITA member state boards within the designated CITA time frame. A list of the member states may be found on CITA's website at <http://www.citaexam.com>.*** These results may be accepted by state boards for a period of five (5) years from the date of each candidate's successful completion of the CITA examination, or for a different time period as determined by the individual state boards.

### **11. School Notification for Student Candidates**

Inasmuch as the opportunity for remediation within the dental school and opportunities for curriculum development are intended to be significant benefits resulting from the administration of the CITA examination, the individual scores of a student candidate will be released by CITA to the candidate's dental school only if the dental school has entered into a confidentiality agreement with CITA (which protects the student from further disclosure of that candidate's scores, or for the use of those scores other than their intended purposes of candidate remediation). When such disclosure is made, CITA will furnish a printout to the dental school detailing each candidate's scores on the procedures tested for each examination.

### **12. Three Time Failure Rule**

Candidates failing one or more of the same Parts of the CITA examination on three (3) successive attempts must begin the entire examination process again and retake all Parts of the examination. Any Parts on which the candidate may have been previously successful will not be recognized or counted toward successful completion of the retest of the entire clinical examination process. *When this situation occurs, the candidate will be considered an initial applicant and must*

*submit an initial application together with appropriate documentation and applicable fees in accordance with the policies and procedures of initial applicants.*

### **13. Re-Examination and Remediation Requirements for Licensing Jurisdictions**

Candidates failing any one or more of the same Parts of the CITA examination on three (3) successive attempts may be required by the state board of the state in which they are seeking licensure, to have completed a course in remediation prior to retaking the CITA examination or applying for licensure in that state.

It is the responsibility of the candidate to obtain and complete all requirements for remedial education in accordance with the requirements of the licensing jurisdictions in which they seek to obtain licensure. **Therefore, any candidate applying for a re-examination who has failed any one or more Parts of the CITA examination on three (3) successive attempts should contact the state board of the state with which they are seeking licensure to determine what, if any, remediation actions are required before retesting.** CITA does not assume any responsibility in providing this information or in monitoring the completion of such requirements prior to an examination.

After three (3) or more failures, CITA requires that the candidate submit documentation from a state participating in the CITA examination, verifying that the candidate has completed the remediation requirements of that state and that the state will accept the results of the examination.

### **14. Examination Paperwork Review Process**

CITA maintains an examination paperwork review process whereby a candidate may request a review of his/her individual examination results. This is a formalized process and is conducted by a special committee whose charge is to review the facts and determine if the examiners' findings substantiate the results. Any request for such a review must be received at CITA's central office no later than fourteen (14) days following the official date on which the scores were mailed to the candidate.

CITA's special committee is required to complete its review within sixty (60) days from the time of receiving a formal request; during that time, the candidate may apply for a re-examination. **IF THE CANDIDATE FILES A FORMAL REQUEST, THEN RETESTS AND PASSES THE EXAMINATION BEFORE THE REQUEST HAS BEEN FULLY PROCESSED, THE REVIEW WILL BE TERMINATED AND THE \$250.00 FILING FEE WILL BE FORFEITED BY THE CANDIDATE.**

In determining whether to file a petition for review, the candidate should be advised that all reviews are based on a re-assessment of documentation of the candidate's paperwork for the examination. **Candidates should understand that the review DOES NOT INCLUDE A REGRADING of their performance.**

The review **WILL NOT** take into consideration other documentation that is not part of the examination process, such as post-treatment photographs impressions, models, character references or testimonials, dental school grades, class ranking, faculty recommendations, or opinions of other "experts" solicited by the candidate. In addition, the review will be limited to a consideration of the results of only one (1) examination at a specific test site. Candidates will not participate in the review process and will be notified in writing, within sixty (60) days of receiving the review request, as to the results of the review.

Candidates who contact CITA's administrative office regarding their examination results must clearly indicate in a written form whether they simply wish to express a concern related to the examination or whether they are interested in initiating a formal review petition. **A \$250.00 FILING FEE WILL BE CHARGED BY CITA TO FILE AND PROCESS A FORMAL REVIEW PETITION.**

If a candidate wishes to pursue an examination paperwork review, the appropriate form must be completed and submitted to the CITA office along with the \$250.00 petition fee.

#### **15. Release of Scores to Candidates, Dental Schools, and Licensing Jurisdictions**

Scores for all CITA examinations are mailed to candidates within ten (10) business days after the candidate's examination is completed. When scores are mailed, CITA will simultaneously post these scores on its secure website (<http://www.citaexam.com>). Candidates will need their CITA candidate identification number and last four (4) digits of their social security number to access their results.

**Candidate identification numbers will NOT be released to candidates over the phone, via email or fax, so it is imperative that candidates retain their number that they receive from CITA in a secure place.**

If in the event a candidate loses their CITA ID number, they will need to submit a written request to the CITA office along with a copy of their driver's license and/or student identification badge.

Student candidates' scores are released to the dental schools who have entered into a confidentiality agreement with CITA and to the current member state boards of CITA. Scores are released to other state boards when a candidate's conduct or performance raises issues of character and/or fitness that CITA feels such information should be made known to a licensure board. CITA reserves the right to deny admission to its examination should, in CITA's sole discretion, it has concern regarding the candidate's mental, physical or emotional well being, or questions regarding the candidate's preparedness or educational training to the extent that it may endanger patients engaged in the examination process.

Upon completion of the CITA examination scores are automatically released to the current member states of CITA within five (5) business days after scores are mailed to candidates and/or posted on CITA's website. Upon written authorization from the candidate, scores are released to other jurisdictions.

## PART III APPLICATION INFORMATION

### 1. Obtaining and Submitting Applications

Candidates must complete the examination application via the internet on CITA's website (<http://www.citaexam.com> "Applications"). No hardcopy applications will be accepted. It should be noted that CITA uses the date of completion of an online application to determine the deadline for all fees and necessary accompanying materials.

A fully executed application, complete with the appropriate documentation and fees, is required prior to any candidate being permitted to participate in a CITA examination and for any retest of any Parts II, III, IV or V of the examination. Candidates will have **seven (7) days** after submission of the application to submit the necessary fees, photographs and documentation as set forth in this manual. Any application which is not properly completed by the candidate or which is incomplete in any manner will be returned to the candidate and a \$200 administrative fee will be charged.

**An application will become null and void if a candidate does NOT submit the necessary corresponding application materials by the seven (7) day deadline. The candidate will be required to resubmit another completed application and must adhere to the published examination application deadlines.**

**ALL fees will be forfeited for failure to submit the necessary materials by the published deadline.**

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.

**TELEPHONE CONFIRMATION IS NOT PROVIDED UNDER ANY CIRCUMSTANCES, AND CANDIDATES ARE STRONGLY ADVISED TO MAIL THE APPROPRIATE DOCUMENTATION UTILIZING A TRACKING SERVICE.**

## 2. Registration Deadlines and Filing Fees

### a. 90-Day Applicant Deadline

- All candidates (including junior and senior pre-graduation students), who are filing to take a CITA examination for the first time;
- Candidates who were unsuccessful on the CITA examination three (3) successive times and are retaking the examination; or
- Candidates who did not successfully complete all Parts of the CITA examination within the one (1) year time frame

Candidates are required to complete the application online not less than ninety (90) days before the date of the examination the candidate wishes to take. Candidates are required to submit within seven (7) days of making application the following:

- appropriate examination fee (\$1,000.00 exam fee; \$175.00 typodont rental fee for Parts II & III) and/or (\$1,000.00 for Parts IV & V);
- appropriate facility and/or staffing fees, if applicable;
- two (2) passport size photographs (2" x 2") taken within the last six (6) months at a local post office, drug store or similar venue (**NO PERSONAL PHOTOGRAPHS WILL BE ACCEPTED**). Applications will be returned if the proper photographs are not submitted; and
- certification of ONE of the following:
  - junior/senior status; **OR**
  - a letter, in a sealed envelope, from the registrar's office stating the degree received and the date of graduation; **OR**
  - final school transcripts, in a sealed envelope, that contain the date of graduation and degree received.

It should be noted that CITA uses the date of completion of an online application to determine acceptance deadline and to figure the applicants deadline for fees and necessary accompanying materials.

**ALL FEES MAY BE INCLUDED IN ONE FORM OF PAYMENT. ONLY CASHIERS CHECK, CERTIFIED CHECKS OR MONEY ORDERS WILL BE ACCEPTED.**

Payment **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 and **MUST** be received within **7 days** after submission of the online application.

Seating assignments for an examination will be made in accordance with CITA's Seating Assignment Priorities.

## **b. 30-Day Applicant Deadline**

All candidates who do not fall in the categories listed above for 90-day applications and are applying for a retest examination are required to complete the application online not less than thirty (30) days before the date of the examination the candidate wishes to take. Candidates are required to submit within seven (7) days of making application the following:

- appropriate examination fee (\$1,000.00 exam fee; \$175.00 typodont rental fee for Parts II & III) and/or (\$1,000.00 for Parts IV & 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 at a local post office, drug store or similar venue (**NO PERSONAL PHOTGRAPHS WILL BE ACCEPTED**). Applications will be returned if the proper photographs are not submitted

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.

It should be noted that CITA uses the date of completion of an online application to determine acceptance deadline and to figure the applicants deadline for fees and necessary accompanying materials.

**ALL FEES MAY BE INCLUDED IN ONE FORM OF PAYMENT. ONLY CASHIERS CHECK, CERTIFIED CHECKS OR MONEY ORDERS WILL BE ACCEPTED.**

Payment **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 and **MUST** be received within **7 days** after submission of the online application.

Seating assignments for an examination will be made in accordance with CITA's Seating Assignment Priorities.

## **c. 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 may be found on CITA's website (<http://www.citaexam.com> "Dental Fees").

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.

#### **d. Administrative Fee for Returned Applications**

A \$200.00 administrative fee is deducted from all returned application fees regardless of the reason for the return and this fee is non-refundable. Re-submissions of applications which have been returned for any reason must contain an additional administrative fee of \$200.00.

### **3. Candidate Photographs**

As indicated above, candidates must provide two (2) color passport-size photographs taken within the last six (6) months from a local post office, drug store, or similar venue. 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 TAKEN FROM THE US POSTAL SERVICE, DRUG STORE, OR SIMILAR VENUE WILL BE ACCEPTED! NO PERSONAL PHOTOGRAPHS WILL BE ACCEPTED. APPLICATIONS WILL BE RETURNED IF THE PROPER PHOTOGRAPHS ARE NOT SUBMITTED.**

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 and supporting materials 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. Dental School Graduates, Post-Graduate Dental Residents or Foreign-Trained 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 must be recorded accurately 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 type in 999-99-9999 in the social security field of the application and **MUST** attach a statement to this effect with their accompanying materials.

#### **6. 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 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.

## 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:

- a) eligible students of record enrolled in the undergraduate program at the dental school at which the examination will be given;
- b) eligible students of record enrolled in the undergraduate program at a dental school(s) in the state, but not at the site at which the examination will be given
- c) eligible students of record enrolled in a graduate (post-graduate) program at the dental school at which the examination will be given;
- d) eligible students of record enrolled in a graduate (post graduate) program at a dental school(s) in the state but not at the site at which the examination will be given
- e) 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;
- f) eligible students of record enrolled in an undergraduate program at a dental school located in another State who are permanent residents of a CITA Member State;
- g) eligible students of record enrolled in a graduate (post graduate) program at a dental school located in another member CITA state;
- h) graduates who are permanent residents of a CITA member state;
- i) all other eligible students currently enrolled in dental school; and
- j) 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. Waiting-List

In the event that an examination site becomes full within the published application deadlines, applicants who have submitted a complete application and all required material within the published deadlines will receive correspondence from the CITA office, after the examination deadline, indicating the options below:

- be placed on a waiting list and automatically be placed in the candidate's second choice examination as indicated on the candidate's application; or
- request a full refund of the examination fees submitted.

Applicants will be required to return the completed correspondence to the CITA office notifying CITA of their intent by the indicated deadline contained within the correspondence.

If seats should become available (up to five (5) days prior to the initial scheduled examination), applicants who have elected to be placed on a waiting list will be assigned a seat at their first choice examination based on the CITA's seating assignment priorities.

The CITA office will notify applicants via mail (if time permits), telephone and email when a seat becomes available and it will be the applicants' responsibility to notify CITA of their intent by the deadline indicated by CITA.

## 9. Stand-by-List

Applicants who fail to meet the 90-day application deadline and have submitted a complete application and all required material, prior to the 30-day application deadline, will have the option to be placed on a stand-by list. If seats are still available after the 30-day application deadline, applicants who have elected to be placed on the stand-by list will be assigned a seat at their first choice examination based on a first-come-first-serve basis **AFTER** CITA's waiting list has been exhausted and in accordance with the above seating assignment priorities.

Applicants who fail to meet the 30-day application deadline and have submitted a complete application and all required material, will have the option to be placed on a stand-by list. If seats should become available (up to five (5) days prior to the initial scheduled examination), applicants who have elected to be placed on the stand-by list will be assigned a seat at their first choice examination based on the above seating assignment priorities on a first-come-first-serve basis **AFTER** CITA's waiting list and the 90-day stand-by list have been exhausted.

Applicants who qualify for the stand-by list will receive correspondence from the CITA office indicating the options below:

- be placed on the stand-by list and automatically be placed in the candidate's second choice examination as indicated on the candidate's application; or
- request a refund of the examination fees submitted based on CITA's refund policy

The CITA office will notify applicants via mail (if time permits), telephone and email when a seat becomes available and it will be the applicant's responsibility to notify CITA of their intent by the deadline indicated by CITA.

#### 10. **Fee Deferrals and Refunds**

Requests **MUST** be made in writing to CITA via email, fax or US Postal Service and **MUST** state the reason for the request or transfer. 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. **It should be noted that a "request for" and the "granting of" a deferral does not guarantee seating at the requested examination site.** Such seating will be assigned in accordance with CITA's Seating Assignment Priorities.

**Fee deferrals and refunds will NOT be given for a patient's failure to appear, non-acceptability of a patient, or a candidate's inability to secure patients for the examination, as patient approval is considered part of the examination.**

Requests for the examination fee to be deferred to a later examination within the examination cycle or be refunded will be as follows:

1. A full refund of all fees paid minus a \$200.00 administrative fee will be granted if the request is received at least **fourteen (14) business days** before the initial scheduled examination date; or
2. 50% of all fees paid minus a \$200.00 administrative fee will be granted if the request is received at least **five (5) business days** before the initial scheduled examination date.

Please note that requests for a fee deferral or refund may not be carried over into the next year's examination cycle. Requests for a fee deferral or refund received on or after the dates outlined above **WILL NOT** be honored, and all fees will be forfeited. A refund or fee deferral request received after the dates outlined above that is due to extenuating circumstances may be reviewed on an individual basis by the CITA Board of Directors.

**PART IV**  
**DENTAL ASSISTING AND INTERPRETER FORMS**

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

**DENTAL ASSISTING FORM**

**All candidates are required to complete this form and return to the CITA Office no later than three (3) weeks prior to the examination**

- I **do not** intend to utilize a dental assistant for any portion of the CITA Examination.
- I **do** intend to utilize a dental assistant for one or more portions of the CITA Examination.
  - o Restorative Examination
  - o Periodontal Examination

If you are utilizing a Dental Assistant for any of the Patient portion of The CITA exam send this completed form and two (2) passport-size photographs of your assistant(s) no later than three (3) weeks prior to the examination. 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: \_\_\_\_\_

Last 4 digits of social security number \_\_\_\_\_

Dental Assistant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Dental Assistant Place of Employment: \_\_\_\_\_

Examination Site: \_\_\_\_\_ Examination Date: \_\_\_\_\_

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**  
1003 High House Road, Suite 101  
Cary, North Carolina 27513  
(919) 460-7750

**INTERPRETER BADGE FORM**

**Directions:** Candidates will be required to submit to the CITA office within two (2) weeks of the examination, this completed form and two (2) passport-size photographs taken at a local post office, drug store or similar venue 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: \_\_\_\_\_

Candidate Social Security Number: \_\_\_\_\_

Interpreter Name: \_\_\_\_\_

Interpreter's Address: \_\_\_\_\_

\_\_\_\_\_

Interpreter's Telephone: (    ) \_\_\_\_\_

Procedure that the interpreter will be present during:

\_\_\_\_\_ Restorative    \_\_\_\_\_ Periodontal    \_\_\_\_\_ Both

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART V  
FORM CHECKLISTS**

## **Restorative Examination Forms Checklist**

The forms listed below are available at: <http://www.citaexam.com/ddsforms.html>

- Examination Preparation & Orientation Form
- Limited Liability Incident Disclaimer Form
- Interpreter Form (if needed)
- Dental Assisting Form(if needed)
- Restorative Examination Announcements
- Testing Sites Instruction Packet
- Restorative Candidate Orientation Presentation

### Materials you will receive in the Candidate Assignment Packet

- A letter containing assigned CITA identification number and CITA examination number
- Examination Schedule
- Amalgam Progress Form
- Amalgam Radiograph and Follow-Up Care Form
- Composite Progress Form
- Composite Radiograph and Follow-Up Care Form

### Materials you will receive in the Examination Packet

- Candidate ID Badge
- Assistant and/or Interpreter ID Badge (if applicable)
- Bar Code Labels
- Restorative Examination Schedule
- Restorative Instrument List
- Restorative Check-Out Form
- Restorative Progress Form Check List

### Materials required to be completed and turned in at Registration

- Examination Preparation & Orientation Form
- Limited Liability Incident Disclaimer Form
- Amalgam Radiograph and Follow-Up Care Form
- Composite Radiograph and Follow-Up Care Form

## **Periodontal Examination Forms Checklist**

The forms listed below are available at: <http://www.citaexam.com/ddsforms.html>

- Examination Preparation & Orientation Form
- Limited Liability Incident Disclaimer Form
- Interpreter Form (if needed)
- Dental Assisting Form(if needed)
- Periodontal Examination Announcements
- Testing Sites Instruction Packet
- Periodontal Candidate Orientation Presentation

### Materials you will receive in the Candidate Assignment Packet

- A letter containing assigned CITA identification number and CITA candidate number
- Examination Schedule
- Periodontal Progress Form
- Periodontal Radiograph and Follow-Up Care Form

### Materials you will receive in the Examination Packet

- Candidate ID Badge
- Assistant and/or Interpreter ID Badge (if applicable)
- Bar Code Labels
- Periodontal Examination Schedule
- Periodontal Instrument List
- Periodontal Check-Out Form
- Periodontal Progress Form Check List

### Materials required to be completed and turned in at Registration

- Examination Preparation & Orientation Form
- Limited Liability Incident Disclaimer Form
- Periodontal Radiograph and Follow-Up Form

## **Manikin Examination Forms Checklist**

The forms listed below are available at: <http://www.citaexam.com/ddsforms.html>

- Examination Preparation & Orientation Form
- Manikin Examination Announcements
- Testing Sites Instruction Packet
- Manikin Candidate Orientation Presentation

### Materials you will receive in the Candidate Assignment Packet

- A letter containing assigned CITA identification number and CITA candidate number
- Examination Schedule

### Materials you will receive in the Examination Packet

- Candidate ID Badge
- Manikin Examination Schedule
- Endodontic Progress Form
- Prosthodontic Progress Form

### Materials required to be completed and turned in at Registration

- Examination Preparation & Orientation Form

**PART VI  
FACILITY FEES**

## 2012 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 seven (7) 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 \$200.00 ADMINISTRATIVE FEE IS CHARGED FOR ALL RETURNED APPLICATIONS.**

The facility fees may be included in one payment with your examination fees.

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

***\*\*Fees are determined by the facilities and are subject to change.***

### Alabama - Current Students Enrolled at UAB

\$150.00 (manikin examination for initial test)

\$150.00 (patient-based examination for initial test)

\$250.00 (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)

### Non-UAB Students and all other Candidates

\$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\*\*

\$250.00 (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. Current students of record at LSU are required to pay the facility fee ONLY once.)
- 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.)
- \$250.00 (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 -**    \$350.00 (manikin examination, includes facility use)
- \$350.00 (patient based examination, includes facility use)  
 \*\*\*candidates required to bring own sterilized instruments\*\*

