



College of
Dental Hygienists
of Ontario

Protecting your health and your smile

College of Dental Hygienists of Ontario
Comprehensive Entry-to-Practice
Examination

Information to Candidates

1. Introduction

This is an entry-to-practice examination designed to ensure that successful candidates have sufficient knowledge of dental hygiene practice, biomedical and dental hygiene science, and the ability to apply such knowledge in a problem-solving context.

2. Examination Frequency

The College will provide examinations at least once yearly and at such time as the College becomes aware of an increased need. The comprehensive examination is scheduled on an individual basis.

3. Eligibility Criteria

All applicants must first have the [National Dental Hygiene Certification Board](#) (NDHCB) assess their course of study and determine whether or not they are eligible to take the NDHCB national examination.

National Dental Hygiene Certification Board

1929 Russell Road, Suite 322, Ottawa, Ontario K1G 4G3

Telephone: 613-260-8156 Fax: 613-260-8511

E-mail: exam@ndhcb.ca

www.ndhcb.ca

If you are accepted to take the national examination, you are not required to have your course of study assessed again by the Registration Committee of the CDHO.

If you are not eligible to take the NDHCB national examination, you can request that your application be referred to the Registration Committee of the CDHO for consideration.

4. Application Procedures

If you are not eligible to take the NDHCB national examination, you must arrange for your **school of graduation** to **send an original**, detailed course description **directly** to the CDHO, and the course description must relate to your years of study.

This course description should also include:

- a detailed description of all the subjects taught within your course of study;
- the number of hours spent in each subject;
- the number of clinical hours actually spent on scaling, root planing and prophylaxis procedures; and
- how many and what types of clients you were required to perform these procedures on during your course of study.

Once the College has received the completed application form and all the required documentation, it takes approximately three (3) months for the Registration Committee to assess the course of study and come to a decision.

The assessment fee is \$250. If your application is successful, the CDHO will credit this amount towards your initial certificate of registration fee.

Please contact the Registration Manager to request an assessment before making the arrangements to have your course of study sent to the College at info@cdho.org.

5. Examination Format and Blueprint

The CDHO Comprehensive Examination is an entry-to-practice examination designed to ensure that successful candidates have sufficient knowledge of the dental hygiene theory and practice including behavioural, biomedical and oral health sciences. The ability to apply such knowledge consistent with the provincial standards and scope of practice is tested using the problem-solving context of case based questions presented in a multiple choice format.

Case-based examinations use specific scenarios that resemble, or typically are, real-world examples that a dental hygienist would encounter in practice. It requires candidates to analyze data in order to reach a conclusion. In their effort to find solutions and reach decisions, candidates will sort out factual data, apply analytic tools, reflect on their relevant experiences and draw conclusions.

The Examination takes place over two sessions with one session in the morning, followed by a second one in the afternoon. Each session consists of 100 questions to be answered in a three-hour time frame. Each multiple-choice question has a query or problem and two to five options, of which only one is correct. Candidates must recognize a correct or best answer among a set of options that include a number of wrong answers called *distracters*.

Examination Blueprint

The examination is broken down into five key domains: Assessment, Dental Hygiene Diagnosis/Treatment Planning, Implementation, Evaluation and Practice Regulation.

The examination blueprint (below) describes how topic areas are weighted. Weighting is done according to the area's level of importance to practise as a dental hygienist. For example, how often the knowledge and/or skills are used on the job or the potential consequence for not applying a knowledge and/or skill properly.

Domain	Percentage on Examination
Assessment	35%
DHD/Treatment Planning	13.5-15%
Implementation	32%
Evaluation	10-12%
Practice Regulation	8-8.5%
TOTAL	100%

6. Examination Irregularities

Each candidate is responsible for protecting the integrity of her/his examination.

If communication between candidates is noted during an examination, or if evidence of communication is disclosed during the processing of the examination scores, the scores of those candidates involved, whether they be copiers or those copied from, will be withheld and may be voided.

If the candidate is of the opinion that the integrity of the examination was compromised, the candidate should immediately contact the Manager of Programs and Exams at exams@cdho.org.

7. Examination Accommodations

The College will provide examination accommodation to examination candidates with disabilities in accordance with the Human Rights Code. The provision of this accommodation shall not lower the standards for entry to the profession and will not remove the need for appropriate evaluation.

Every examination candidate who seeks examination accommodation due to his or her disability must:

- (a) request accommodation and provide documentation to the Manager of Programs and Exams from a medical doctor, psychologist or other health professional who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested;
- (b) ensure that the professionals referred to in (a) are appropriately certified or licensed to practise their professions;
- (c) ensure that the documentation referred to in (a) outlines the nature of the disability, along with an explanation of the functional impact of the disability with respect to the examination(s). A diagnosis alone is not sufficient to support a request for an accommodation.

The examination candidate must submit the request for examination accommodation and the information required above to the Manager of Programs and Exams at exams@cdho.org at the same time as their examination application, in order to allow for consideration of the request and the arrangement of accommodations, if approved.

The documentation must be from a professional evaluator and dated within six months of the date of the examination.

The examination candidate is responsible for any costs associated with providing the documentation.

8. Examination Day Schedule

The Examination takes place over two sessions with one session in the morning, followed by a second one in the afternoon. Each session consists of 100 questions to be answered in a three-hour time frame. Examination start times will be confirmed in advance of the examination date.

9. Security Measures

Candidates will be required to present photo identification issued by a federal or provincial authority, such as a passport, driver's license, etc., prior to and during the Examination.

10. Last Date to Withdraw

The last date to withdraw without penalty is one week before the examination date.

11. Recommendations for Preparation to Write

A list has been prepared that may be helpful. See Appendix A

Appendix A — A Sample of Reference Books for Dental Hygiene

Review Books

Darby, M.L., *Mosby's Comprehensive Review of Dental Hygiene*, 6th ed. Mosby Book Company. 2006.
ISBN 0-323-0371-35 (www.elsevier.ca)

DeBiase, Christina, B. *Dental Hygiene Board Review*. Lippincott, Williams and Wilkins. 2001.
ISBN 0-683-30669-3- Purchase from Lippincott

Nelson McKelvey, D. *Saunders Review of Dental Hygiene*. W.B. Saunders 2000 ISBN 0-7216-7576-X-
Purchase from Harcourt

Clinical Dental Hygiene

Darby, M. and Walsh, M., *Dental Hygiene Theory and Practice*, 2nd ed., W.B. Saunders. 2003.
ISBN 0-721-6916-25 (www.elsevier.ca)

Wilkins, Esther *Clinical Practice of the Dental Hygienist*, 9th ed. Lea & Febiger. 2004. ISBN 0-7817-4090-8

Nield- Gehrig, Jill S., *Periodontal Instrumentation for the Practitioner*. 4th ed. Lippincott, Williams and Wilkins. 1999 ISBN 0-683-30-493-3- Purchase from Lippincott

Oral Pathology

Neville, B. W., Damm D.D. and D.K. White, *Colour Atlas of Clinical Oral Pathology*. Lippincott Williams and Wilkins. 1999 ISBN 0-683- 30208-6 Purchase from Decker

Langias and Miller, *Colour Atlas of Common Oral Diseases*. 2nd ed. Lippincott, Williams and Wilkins, 1998.
0-683-30173 -X – Purchase from Lippincott

Ibsen, Olga A. C. and J. A. Phelan, *Oral Pathology for the Dental Hygienist*. 3rd ed. 2000. W. B. Saunders.
ISBN 0-7216-85749 – Purchase from Harcourt

Radiography

Langland & Langlais, *Principles of Dental Imaging*. Lippincott, Williams and Wilkins. 1997 0-683-182-41-2-
Purchase from Lippincott

Frommer, Herbert H. *Radiology for Dental Auxiliaries*. 7th ed. Mosby Book Company. 2000.
ISBN 0-323-00520-9- Purchase from Harcourt

DeLyre, W. and Johnston, O., *Essentials of Dental Radiography for Dental Assistants and Dental Hygienists*.
6th ed., Appleton-Lange, 1999. ISBN 0-6388-2222-X- Purchase from Prentice Hall

Periodontology

Perry, D.A, Beemsterboer, P. and E. J. Taggart. *Periodontology for the Dental Hygienist*. 2nd ed. Saunders.
2001 ISBN – 0-7216-8559-5 – purchase from Harcourt

Winberg, M.A., Westphal,C., Palat, M., and S. Froum. *Comprehensive Periodontics for the Dental Hygienist*.
Prentice Hall, 2001 ISBN 0-835-1554-1 – Purchase from Prentice Hall

Pharmacology

Gage, T.W., *Mosby's Dental Drug Reference*. 5th ed. Mosby. 2000. ISBN 0-323-01196-9 - Purchase from
Harcourt

Requa-Clark, B. *Applied Pharmacology for the Dental Hygienist*, 4th ed. Mosby Inc. 2000.
ISBN 0-8151-3630-7 – purchase from Mosby

Kizior, R. J. and B. B. Hodgson, *Saunders Drug Handbook for Health Professionals 2000*. 2000.
W. B. Saunders. ISBN – 0-7216-85668-4 – Purchase from Harcourt

Community Dentistry

Burt, B.A. and S.A. Eklund, *Dentistry, Dental Practice and the Community*, 5th ed. 1999 W. B. Saunders.
ISBN – 7216- 7309-0 – Purchase from Harcourt

Gluck, G. M. and W.M., Morganstein, *Jong's Community Dental Health*. 4th ed. 1998 Mosby Book.
0-8151-3488-6 – Purchase from Harcourt

Ethics and Issues

Davison, J. A., *Legal and Ethical Considerations for Dental Hygienists and Assistants*. 2000. Mosby Book
ISBN 1-55664-422-1 – Purchase from Harcourt

Infection Control

Miller, C. H. and C.J. Palenik, *Infection Control and Management of Hazardous Materials for the Dental Team*.
2nd ed. 1998. Mosby Book. ISBN 0-8151-5688-X. – Purchase from Harcourt

Dental Materials

Craig, R. G., Powers, J.M. and J. C. Wataha. *Dental Materials: Properties and Manipulation*. 7th ed. 2000.
Mosby Book ISBN 0-323-00512-8 Purchase from Harcourt

Medical Emergencies

Malamed. S. F., *Medical Emergencies in the Dental Office*. 5th ed. 2000. Mosby Book. ISBN 1-55664-420-5-
Purchase from Mosby

Nutrition

Davis, J.R., and C.A. Stegeman. *The Dental Hygienist's Guide to Nutritional Care*. 1998. W.B. Saunders.
ISBN- 0-7216-5014-7. Purchase from Harcourt

12. Scoring of the Examination

A grade of 70% or more must be scored to pass this exam. The final score is based on the total number of correct answers. There is no penalty for choosing an incorrect response and, therefore, it is in the candidate's best interest to answer all questions on the examination.

13. Results

The results will be forwarded by mail to candidates within three weeks of the examination. The College **will not** release results over the telephone. Results will not be discussed with a third party, other than another dental hygiene regulatory body, unless written consent to do so has been obtained from the candidate and submitted to the College in advance.

14. Appeals

The Examinations Appeals Policy gives a candidate who has failed and who considers that the results of her/his examination have been prejudiced by the manner in which the examination was conducted, an opportunity to appeal.

a) Grounds for an Appeal

A candidate's examination results will be reviewed only on the basis of suspected irregularities in the examination process.

An appeal on the basis of process will be successful only if the Examinations Appeal Panel agrees that process irregularities were significant enough to detrimentally affect the examination candidate's performance. The existence of irregularities is not, in itself, sufficient to reverse the outcome of the examination. Evidence must be presented and accepted that the alleged irregularity resulted in unfairness that adversely and materially affected the performance of the candidate.

b) Commencing an Appeal

If an unsuccessful candidate believes that s/he was treated unfairly or if there were any other significant irregularities in the examination process, s/he can make a formal written appeal.

The College must receive the appeal within thirty (30) days of the date of the result letter. The appeal must contain a written submission explaining in detail the circumstances surrounding the alleged irregularity(ies) in the examination process and must include supporting or related evidence. The appeal fee of \$150.00 must accompany the request for appeal.

The appellant, or legal counsel acting on her or his behalf, shall be sent written notice acknowledging receipt of the appeal request.

c) Withdrawing an Appeal

An appellant who chooses to withdraw their appeal may do so, however, a refund will not be given.

d) Examinations Appeal Panel

The Examinations Appeal Panel, upon receiving an appeal, will conduct an investigation to determine if the alleged irregularities are sufficiently supported and if they significantly affected the outcome of the examination result. They will consider submissions and materials sent by the appellant and gather relevant information from the examination facility and staff.

The Examinations Appeal Panel has several options.

It may:

- determine that no irregularity has occurred;
- determine that an irregularity occurred, but was of insufficient magnitude to materially affect a candidate's performance; or
- determine that an irregularity of sufficient magnitude to materially affect the candidate's performance occurred. In this circumstance, the Examinations Appeal Panel may determine that a repeat evaluation/assessment will be scheduled at no charge to the candidate and/or will not count towards the maximum number of attempts permitted in the Examinations Regulation.

e) **Appeal Decisions**

The decision of the Examinations Appeal Panel shall be communicated in writing to the appellant within 45 days.

The decision of the Panel is final.

15. **Retaking the Exam**

1. An examination candidate who fails the examinations may apply for re-examination twice.
2. If it has been more than two (2) years since the last unsuccessful attempt, the candidate must show proof of remediation and upgrading acceptable to the College to be considered eligible to retake the examination.
3. An examination candidate who fails a third attempt of the examinations must show proof of remediation and upgrading acceptable to the College to be considered eligible to retake the examination.
4. An examination candidate who fails a fourth attempt of the examinations is not eligible to retake the examinations again until the examination candidate has obtained another diploma from a dental hygiene program acceptable to the Registration Committee.
5. Each time an examination candidate has obtained a diploma from a dental hygiene program acceptable to the Registration Committee, the examination candidate is eligible to write the examinations four times as set out by the Examinations Regulation.



Application for Comprehensive Entry-to-Practice Examination

For Office Use Only: Application Received: _____ mm / dd / yyyy Date of Examination: _____ mm / dd / yyyy
Location of Examination: _____ Result of Examination: Successful Unsuccessful

\$665.00 CDN – Fee Required for Comprehensive Entry-to-Practice Examination

Card No. _____ Exp. Date _____
Visa Credit Debit Prepaid **MasterCard** Credit Prepaid
Cardholder Name _____
(as it appears on the card)

Certified Cheque **OR** Money Order
(payable to the CDHO in Canadian funds)

NO CASH / PERSONAL CHEQUES ACCEPTED

Contact Information

Surname: _____ Given Names: _____
Home Address: _____
(Current/Actual) Street Apt/Unit #
City Province Postal Code
Telephone: _____ E-mail: _____

Dental Hygiene Education

Name of College: _____ Location: _____
Graduation Date: _____
Required Documentation: Letter of eligibility from the Registration Committee

I DECLARE THAT THE ABOVE INFORMATION IS CORRECT AND AGREE TO HAVE MY RESULTS SHARED WITH OTHER DENTAL HYGIENE REGULATORY AUTHORITIES.

Signature of Applicant

Date