



SOUTHERN REGIONAL TESTING AGENCY, INC.

# 2020 DENTAL HYGIENE LICENSING EXAMINATION CANDIDATE MANUAL (NON-PATIENT EDITION)

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# SOUTHERN REGIONAL TESTING AGENCY, INC.

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Southern Regional Testing Agency, Inc. (SRTA) is a nonprofit corporation committed to being a leader at the national level in examination development and administration by providing the following –

- Uniformly administered examinations and confidential results that are consistently reliable for use by the dental licensing boards or other agencies
- Protection for the public
- Appropriate care in the examination process
- Providing the most technologically advanced examination for its member states and participating examination sites
- Providing valid examinations in the most candidate focused environment possible, for the next generation of our colleagues in the Dental and Dental Hygiene Professions

## MISSION STATEMENT

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SRTA will continue to provide valid, reliable, legally defensible examinations and results while striving to implement new testing methodologies in a candidate focused environment for the next generation of dental and dental hygiene professionals.

## EXAMINATION PURPOSE

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This year's SRTA Dental Hygiene Examination has been developed, administered and reviewed in accordance with guidelines from the American Dental Association (ADA), the American Association of Dental Boards (AADB), the American Psychological Association (APA), the American Educational Research Association and the National Council on Measurement in Education. SRTA collects input from practicing dental hygienists nationwide every five years through a Task Analysis Survey, which is the basis for all decisions regarding content. The SRTA Examination was developed to provide a reliable clinical assessment for use by state boards in making valid licensing decisions. **Prior to registering for the examination, candidates are strongly encouraged to verify the examination is accepted in the state in which they seek immediate licensure.** *After actively practicing two to five years, many states will accept licensure by criteria (or reciprocity). Again, candidates should check with state boards on licensure requirements.)*

## ANONYMITY

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The SRTA Dental and Dental Hygiene Examination is conducted anonymously. All examination materials are identified by the candidate's SRTA number. The candidate's name and school information should not appear on any testing materials. All examiners are vetted current and past State Dental Board members with diverse backgrounds. We also utilize faculty examiners, although they cannot examine in their respective state, the knowledge they gain through their experience is imparted to the students. Examiners are trained and standardized prior to each examination and are evaluated to ensure they are grading to established criteria. The examiners are separated from the candidates and will remain in a separate area of the clinic. Candidates must observe all signs and follow instructions so as not to breach anonymity. Anonymity is preserved between the scoring examiners and the candidates, but not among the examiners themselves. Examiners may consult with the SRTA Clinic Floor Manager (CFM) or Dental Hygiene Administrator (DHA) whenever necessary.

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# I. INTRODUCTION

## PURPOSE

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The purpose of this manual is to provide candidates with information regarding the criteria and procedures for the SRTA Dental Hygiene Examination. The manual covers examination content and scoring criteria for the Non-Patient-Based examination (hereby referred to as manikin or typodont). **Bring this manual to the examination and keep it available for easy reference.**

Please visit [www.srta.org](http://www.srta.org) for information regarding application, testing sites, dates, deadlines, fees, scheduling examinations, results, appeals, and state board contact information.

## APPLICATION

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To apply to the SRTA Dental Hygiene Examination, visit [www.srta.org](http://www.srta.org). The following items are necessary when applying –

- Recent headshot photograph (.jpg, .gif, .png, etc.)
- Valid CPR certification (BLS or higher, no online courses will be accepted)
- Diploma or eligibility letter from your program director
- Visa or Mastercard for payments

## SRTA PERSONNEL

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The following SRTA representatives are in the clinic throughout the day to assist candidates, monitor infection control procedures, and answer questions –

- **Clinic Floor Manager (CFM):** A dentist who works with candidates and manages activities in the clinic
- **Dental Hygiene Administrator (DHA):** A dental hygienist or SRTA staff member, who conducts the registration and examination general session, and assists candidates in the clinic. The DHA will serve as a liaison between the candidates and the examiners.

**Clinical Examiners** are made up of dentists and/or dental hygienists. Candidates will not have any interaction with them. These examiners will be calibrated and trained by SRTA at and before each clinical examination.

SRTA uses a triple-blind scoring system. The system requires three examiners to perform independent evaluations of each phase of the candidate's performance. The term "validate" and its variants used in this manual means at least two of the three examiners independently agree that the candidate's work either met or did not meet the published criteria.. Points are awarded on a 100-point scale, and candidates must earn 75 or more points to pass.

# II. CONTENT AND SCORING

## CLINICAL SKILLS EVALUATED

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During the two-hour clinical treatment portion of the examination, candidates must demonstrate the clinical skills listed below –

- Calculus detection
- Periodontal pocket depth measurement
- Calculus removal
- Tissue management
- Calculus remaining on unassigned surfaces and stain removal

In addition to these scored criteria, candidates must follow standard infection control precautions and demonstrate a thorough understanding of all requirements set forth in this manual.

## POINTS

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Points are awarded on a 100-point scale. Candidates must earn 75 or more points to pass. All candidates will start the SRTA examination with zero points and earn them as examiners validate that the criteria are met based on the following system below –

<b>CATEGORY</b>	<b>POINTS</b>
Calculus requirements	6
Periodontal requirements	6
Detection of calculus	12
Removal of calculus	72
Removal of calculus on unassigned surfaces, stain and tissue management	4
<b>TOTAL POINTS</b>	<b>100</b>

If the three examiners do not validate twelve surfaces of moderate to heavy calculus in the candidate's selection while evaluating both the primary and secondary quadrant submissions, points will be withheld as follows –

11 validated surfaces	-6 points
10 validated surfaces	-12 points
9 validated surfaces	-18 points
8 validated surfaces	-24 points
7 or fewer validated surfaces <b>OR</b> 8 or fewer validated surfaces and do not meeting the 3/5/8 criteria  <i>Candidate cannot earn enough points to pass the exam.</i>	-30 points

## OPTIONAL INTRA/EXTRA ORAL COMPUTERIZED EXAM

Candidates have the **option** to take the computerized portion of the SRTA examination within one year of the initial start of the clinical portion of the exam. Candidates can take the computerized portion at any conveniently located PSI Testing Center. Candidates are to schedule an appointment with a PSI Testing Center directly. If special accommodations are needed, contact the SRTA office.

The computerized portion is a one-hour examination that consists of 50 multiple choice questions with emphasizes on oral manifestations and diseases and healthy tissue management.

The fee to take the computerized portion is \$150. Candidates that miss their appointment and need to reregister for a new date are subject to a \$50.00 seating fee. Check the SRTA website for further details on the computerized examination and how to schedule an appointment with a PSI Testing Center.

## SKILLS NOT EVALUATED

The skills listed below have been sufficiently covered by the National Board of Dental Hygiene Examination, thus, SRTA does not examine these skills in the SRTA Dental Hygiene Examination.

- Radiography
- Medical assessment
- Emergency management
- Pharmacology

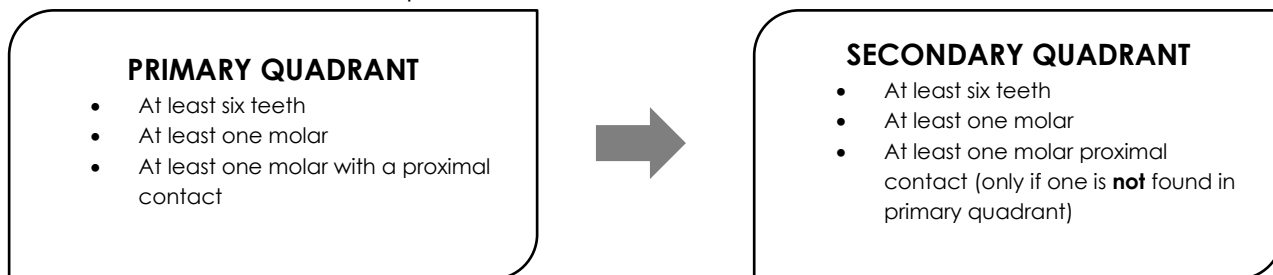
# III. EXAMINATION PREPARATION

## SELECTING A CASE

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The case selected must include the following elements –

- A primary quadrant with at least six teeth, one must be a molar
- A secondary quadrant with at least six teeth, one must be a molar
- At least one molar in the primary quadrant or one molar in the secondary quadrant must have at least one proximal contact



**Third molars:** Candidates will choose whether to include the third molar as part of the primary and/or secondary quadrants. If you choose not to include the third molar, those will not be assigned for any part of the evaluation process.

SRTA does not prohibit candidates from seeking advice from faculty, peers, or others regarding the selection of the patient versus the non-patient exam. However, this decision and the primary and secondary case selection is the sole responsibility of the candidate. The opinions of anyone other than the three calibrated SRTA examiners who evaluate the manikin on the day of the examination will **not** be considered in any scoring decisions or appeals.

The SRTA Dental Hygiene Examination requires that the candidate select a primary and secondary quadrant to present for his/her case selection. Examiners will evaluate the primary quadrant for moderate to heavy explorer-detectable subgingival calculus. If twelve surfaces of moderate to heavy calculus cannot be found within the primary quadrant, the secondary quadrant will be utilized to find additional teeth that help meet calculus requirement. During the two-hour clinical treatment time, the candidate must remove all calculus from the entire quadrant selected, and any teeth that may be selected from the secondary quadrant. The selections will be noted on the Procedure Form in Section IV.

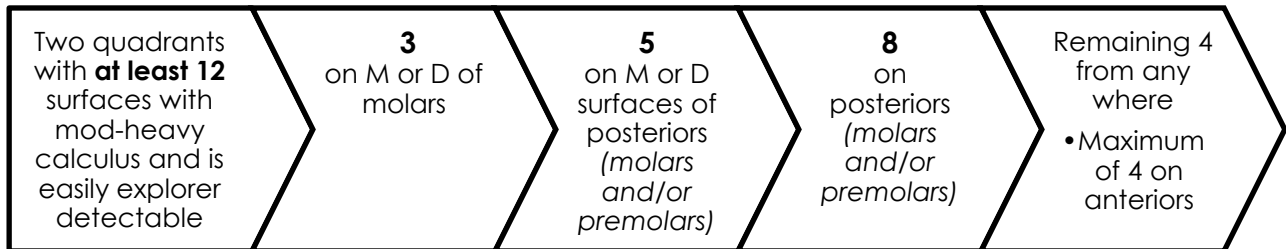
## CALCULUS REQUIREMENTS (3/5/8)

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To earn the maximum number of points, the case must include at least **twelve surfaces of moderate to heavy, explorer-detectable calculus**, distributed as follows –

- **Three** of five surfaces must be located on mesial or distal surfaces on **molars, and must be subgingival**

- **Five** of eight surfaces must be located on mesial or distal **premolars and molars, and must be subgingival**
  - **Eight** of the twelve surfaces must be on **premolars and molars, and must be subgingival**
- The remaining four of the twelve surfaces of required calculus may be on any surface of any teeth in the selected quadrants
- Calculus on anterior teeth **may be subgingival or supragingival limited to a maximum of four surfaces.**



To earn enough points to pass, the case selection must have more than surfaces of moderate to heavy calculus **and** meet the 3/5/8 criteria. Candidate will be dismissed if two of the three examiners are unable to validate more than 8 surfaces with moderate to heavy calculus, or there are 7 or fewer validated surfaces and it does not meet the 3/5/8 criteria. In cases where the candidate is dismissed by the CFM, a verbal explanation is given to the candidate for the reasons of dismissal and a written document is provided stating those reasons.

### CHARACTERISTICS OF REQUIRED CALCULUS

- Moderate to heavy
- Easily explorer-detectable
- Subgingival on posteriors; may be sub- or supra-gingival on anterior teeth
- Distinct and easily detected with an 11/12 explorer
- A definite jump or bump detected by the explorer
- Binds the explorer or causes a definite catch
- Ledges or ring formation
- Spiny or nodular formations

## SCORED SECTIONS

### CALCULUS REQUIREMENTS 3/5/8 (6 POINTS)

Two points will be rewarded if examiners can validate **three** proximal surfaces of subgingival moderate to heavy, explorer detectable calculus on molars, **five** on the proximal surfaces of molars and premolars and **eight** surfaces on posterior teeth.

### PERIODONTAL MEASUREMENTS (6 POINTS)

During check-in, examiners will assign one anterior and one posterior tooth for the candidate to measure periodontal pocket depths. Three examiners independently measure and record



periodontal pocket depths on the two assigned teeth using a UNC probe, marked with 1.0 mm increments, and document their findings in the computer scoring system.

During clinical treatment time, the candidate will measure and record pocket depths for the same two assigned teeth on the mesio-lingual (ML), lingual (L), and disto-lingual (DL) surfaces. SRTA's computer scoring system compares a candidate's measurements with the examiners' measurements. Candidates earn one point for each measurement that is no more than +/- 1.0 mm from the examiners' average measurement. Six points (one point per surface) can be earned.

The examiners record their pocket depth measurements before removing any calculus. Candidates must complete periodontal measurements before removing any calculus since pocket depth measurement could change after removal.

Candidates are to record each measurement in the appropriate spaces on the Procedure Form. For example, the measurement for the mesio-lingual surfaces of the assigned tooth must be recorded in the space labeled "ML." Errors are assessed for any space left blank.

After clinical treatment time ends, the DHA will assist the candidate in entering measurements into the computer scoring system. Do not use any copies or reference materials for this section. Candidates found using previously recorded and/or copied periodontal charts or found copying other candidates' periodontal measurements will be dismissed for unprofessional conduct and will automatically fail the examination.

#### **Procedure Form, Section 4: Periodontal Assessment**

<b>Section 4: Periodontal Assessment</b>							
Do not complete this section until after check-in. Enter the probing depth in millimeters for the teeth surfaces assigned in this section.							
Posterior Tooth #	___	ML	___	L	___	DL	___
Anterior Tooth #	___	ML	___	L	___	DL	___

*\*COMPLETE THE PERIODONTAL MEASUREMENTS AND CALCULUS DETECTION EXERCISE ON PROCEDURE FORM **BEFORE** BEGINNING CALCULUS REMOVAL*

#### **CALCULUS DETECTION (12 POINTS)**

During check-in, examiners will assign candidates with three teeth to evaluate for the presence or absence of calculus. Three examiners will evaluate the mesial (M), distal (D), lingual (L), and facial (F) surfaces of those three teeth and document their findings in the computer scoring system. Examiners will use the 11/12 explorer and compressed air for calculus detection.

At the start of clinical treatment time and **prior to removal** of any calculus, evaluate the four surfaces of the three assigned teeth. If **any** supra-or subgingival calculus-whether light, moderate or heavy-is present on a surface, indicate "Yes" on the Procedure Form. If no calculus is found on a surface, enter "No" on the form. For the purposes of the detection exercise, **any calculus** present on the surface should be marked "Yes". It does not have to be

moderate to heavy. Use the explorer and compressed air to determine the presence or absence of calculus on each surface.

Complete the detection exercise **prior** to removing any calculus. If calculus is removed prior to completing the detection exercise, candidates will unlikely be able to make an accurate evaluation of the presence or absence of calculus. Remember that the examiners complete their own calculus detection exercise during check-in and prior to any calculus removal.

After clinical treatment time ends, the DHA will assist candidates in entering their twelve detection answers into the computer scoring system. One point can be earned for each surface where the candidate's findings match at least two of the three examiners' findings for a total of twelve points. If two of the three examiners find calculus on a surface and a candidate finds calculus on the same surface, one point is earned. If examiners find no calculus on a surface and a candidate finds no calculus on that surface, one point is also earned. No points are earned if you do not select an answer at all or if you select both "Yes" and "No".

**Procedure Form, Section 5: Calculus Detection**

<b>Section 5: Calculus Detection</b>												
Do not complete this section until after check-in. Is any type of calculus present? Circle "Yes" or "No" for the four surfaces of each tooth assigned below.												
Tooth # _____	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No
Tooth # _____	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No
Tooth # _____	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No

**CALCULUS REMOVAL (72 POINTS)**

This is the most important portion of the SRTA Dental Hygiene Examination. Candidates can earn up to 72 points for complete removal of moderate to heavy, explorer-detectable calculus.

Choose two quadrants where at least 12 surfaces of moderate to heavy, explorer-detectable calculus is located and will meet the 3/5/8 calculus requirements discussed earlier in this section. Document these on the Procedure Form.

1. Primary quadrant selection and whether a candidate wishes to include the third molar
2. Secondary quadrant selection and whether a candidate wishes to include the third molar.

During check-in, examiners will evaluate both the primary and secondary quadrant submissions, for moderate to heavy explorer-detectable calculus. Examiners will attempt to validate twelve surfaces with moderate to heavy, explorer-detectable calculus in the primary quadrant. If twelve surfaces of moderate to heavy calculus can be found within the primary quadrant, then **no additional teeth from the secondary quadrant will be assigned** for

treatment. However, if examiners are unable to verify at least twelve surfaces of moderate to heavy calculus in the primary quadrant, they will attempt to find additional surfaces in the secondary quadrant to give you the highest chance to earn the maximum number of points.

If teeth from the secondary quadrant are not assigned, the teeth in that quadrant do not have to be cleaned. However, if any additional teeth from the secondary quadrant are listed on the Procedure Form, they must be cleaned and will be evaluated for remaining calculus.

Upon completion of check-in, one of the two submitted quadrants and any additional teeth for treatment will be listed on the Procedure Form. All calculus, plaque, and stain must be removed from all surfaces of the teeth in the assigned quadrant and any additional teeth listed in Section 3 of the Procedure Form.

After completing periodontal measurements and calculus detection, clean all surfaces of all teeth in the selection assigned. All surfaces of all teeth in the assigned selection will be evaluated for remaining calculus, both subgingival and supragingival. Remaining subgingival and supragingival calculus will be scored equally.

**Example 1: Procedure Form, Section 2 & 3**

Primary quadrant is assigned plus teeth #29 and #30 from the secondary quadrant, to help the candidate earn the maximum number of points.

Section 2: Selection of Teeth for Calculus Removal			
Primary Quadrant Submission		Secondary Quadrant Submission	
Circle Primary Quadrant	Include this quadrant's 3 <sup>rd</sup> molar?	Circle Secondary Quadrant	Include this quadrant's 3 <sup>rd</sup> molar?
<ul style="list-style-type: none"> <li><input checked="" type="radio"/> UR</li> <li><input type="radio"/> LR</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input checked="" type="checkbox"/> No</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> UR</li> <li><input checked="" type="radio"/> LR</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>
UL		UL	
LL		LL	

Section 3: Selection Assignment		Examiner Use Only   DO NOT WRITE IN THIS SECTION	
After check-in, the final assignment is entered here by the examiners. All surfaces of all teeth in this assignment must be free of remaining calculus, plaque, and stain for the final evaluation phase of the examination. No other areas of the patient's mouth will be evaluated.			
Quadrant to treat <u>UR</u>		Additional teeth to treat <u>#29 &amp; #30</u>	

**Example 2: Procedure Form, Section 2 & 3**

Examiners validated twelve surfaces in the primary quadrant (LR). No additional teeth are assigned, only the LR quad is to be treated.

Section 2: Selection of Teeth for Calculus Removal			
Primary Quadrant Submission		Secondary Quadrant Submission	
Circle Primary Quadrant	Include this quadrant's 3 <sup>rd</sup> molar?	Circle Secondary Quadrant	Include this quadrant's 3 <sup>rd</sup> molar?
<ul style="list-style-type: none"> <li><input type="radio"/> UR</li> <li><input checked="" type="radio"/> LR</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input checked="" type="checkbox"/> No</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> UR</li> <li><input type="radio"/> LR</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>
UL		UL	
LL		LL	

Section 3: Selection Assignment		Examiner Use Only   DO NOT WRITE IN THIS SECTION	
After check-in, the final assignment is entered here by the examiners. All surfaces of all teeth in this assignment must be free of remaining calculus, plaque, and stain for the final evaluation phase of the examination. No other areas of the patient's mouth will be evaluated.			
Quadrant to treat <u>LR</u>		Additional teeth to treat <u>None</u>	

## **REMAINING CALCULUS ON UNASSIGNED SURFACES, STAIN & TISSUE MANAGEMENT (4 POINTS)**

After treatment by the candidate, examiners will return to evaluate the assigned quadrant and any additional teeth assigned for the presence of remaining stain and calculus on surfaces that were not the twelve assigned surfaces. Tissue management is evaluated for irreversible tissue trauma.

## **AUTOMATIC FAILURE (-100 POINTS)**

A 100-point deduction will be assigned for major critical errors.

### ***Major Infection Control Violation***

- Although you will be working with a manikin, all infection control procedures will be evaluated and monitored as if working with a patient.
- Examples of major infection control violations include, but are not limited to: forms, gauze, and/or barriers visibly contaminated at check-in or final evaluation, use of non-sterile instruments, and other violations that would put a patient, candidate, examiners or staff members at risk for injury or exposure.
- Examiners will make an assessment at the start of check-in and the start of final evaluation. The CFM, DHA and faculty personnel will be monitoring and evaluating that candidates follow the CDC recommended procedures for infection control.
- Major infection control violations noted by the CFM or DHA during clinical treatment will be validated, photographed, and witnessed by the two SRTA officials, and when possible, a testing site staff member/educator.

### ***Irreversible Tissue Trauma Caused by Candidate***

- Although you will be working on a manikin, all tissue will be evaluated as patient tissue.
- This includes any injury that is inconsistent with the procedure that will not heal on its own without professional treatment by a dentist or physician. Four or more validated areas of reversible tissue trauma results in automatic failure. **“Reversible tissue trauma”** is damage caused by the candidate that could have been avoidable but can be expected to heal on its own.
- Examples of irreversible tissue trauma are, but not limited to, amputated papilla, severely lacerated soft tissue, exposure of the alveolar process, broken instrument tip evident in the sulcus or soft tissue, and root surface abrasion that requires professional treatment.
- Must be independently validated during final evaluation by two examiners.

# INSTRUMENTS

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Candidates may choose any instruments for calculus removal. However, for the calculus detection and periodontal measurements exercises, all candidates and examiners must use the same instruments. This ensures that the examination is standardized for all candidates at all testing sites. The **required instruments are listed below**:

- **Explorer: 11/12 explorer** (i.e., the ODU or EXD 11/12) is used by candidates and examiners for calculus detection. No other type of explorer will be used for detection of calculus.
- **Probe:** A probe marked with **1 mm increments** (i.e., the UNC probe) is used for the probing exercise. SRTA **prefers** probes that have alternating colored markings such as yellow/black, yellow/bare metal, yellow/white plastic, or any other combination of **colored** markings. This improves accuracy of measurements by both the candidates and examiners.
- **Mirror:** Can be single or double sided
- **Pencils:** Provide two pencils covered with a barrier.



For check in and final evaluation, have a clean mirror, explorer, 2X2 gauze and air/water tip set out.

If using double ended probe cover the unused side with autoclavable tape.

Candidates are required to provide their own hand instruments and sonic/ultrasonic scalers. Some material and equipment may be available at the testing site. A site letter will be available under the "Documents" tab on your profile that explains what materials will and will not be available at that testing site. Contact the testing site directly to determine whether the equipment available onsite is compatible with your personal items. Prophy jets or air polishers are not allowed.

# IV. CLINIC SCHEDULE EXAMINATION DAY

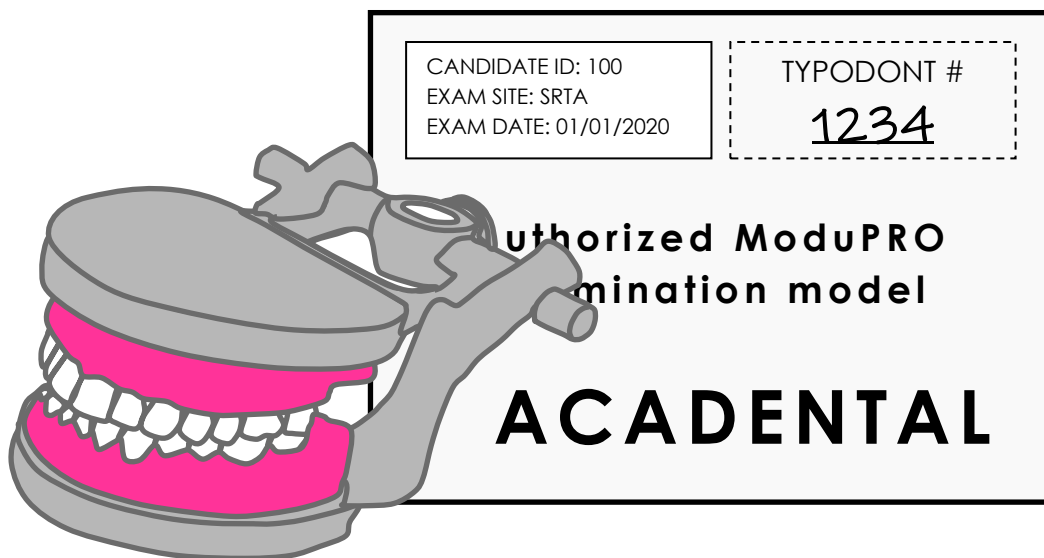
	GROUPS A (D)	GROUPS B (E)	GROUPS C (F)
Registration Examination Discussion	6:15 AM	8:10 AM	12:15 PM
Examination start-time (set up)	6:45 AM	8:40 AM	12:45 PM
Check in begins	8:00 AM	9:55 AM	2:00 PM

\*SRTA reserves the right to amend the schedule. Candidates should be present onsite prior to the examination start-time. All scheduled times as listed could be moved earlier if conditions exist to do so and if **all** candidates, and examiners agree to an earlier start time.

## GENERAL SESSION AND REGISTRATION

At the group published registration/examination discussion time, the CFM and DHA will review the procedures for the day and answer questions. This informal discussion is optional, but attendance is highly recommended. After the discussion, the CFM and DHA will check identifications, distribute the SRTA candidate badges & manikin, and collect paperwork/forms.

**\*DO NOT OPEN the typodont box until entering the clinic for set-up time. Opening the typodont box prior to entering the clinic will result in a failure.**



### SET-UP & SCREENING

At the examination start time for each group, shown in the table above, candidates may set up their manikin and instruments to prepare to evaluate primary and secondary quadrants when instructed.

During this time, candidates will need to check that they have received the correct typodont by verifying the label on the typodont box matches their assigned candidate ID. Once

candidate has confirmed that they have received the correct typodont, they will need to write the typodont number on their procedure form. Candidates will then screen/evaluate typodont for quadrants and/or additional teeth to meet the 3/5/8 rule and submit the case selection to the DHA. The DHA will confirm quadrant selections in the computer scoring system and assist with cubicle preparation.

## **CHECK-IN**

The manikin check-in is the procedure during which three examiners complete the following tasks:

- Evaluate the primary and secondary quadrants for the required criteria
- Assign teeth for the calculus detection and periodontal assessment exercises
- Document if **any** calculus is found on the four surfaces of the three teeth assigned for detection
- Measure and record the periodontal pocket depths on the teeth assigned for the periodontal assessment
- Validate up to twelve surfaces with moderate to heavy, explorer-detectable calculus for evaluation of calculus removal skills

This process may take up to 60 minutes. Candidates may not enter the clinic during check-in. Failure to leave or attempting to re-enter the clinic without permission from the CFM may result in dismissal and automatic failure.

### ***Preparing for Typodont Check-in***

- Place mirror, 11/12 explorer and required probe on tray; no other instruments are allowed on tray
- Place Procedure Form, and covered pencils on tray.

## **CLINICAL TREATMENT**

When check-in is completed, candidates may begin clinical treatment on the quadrant and any additional teeth assigned in Section 3 of the Procedure Form. The CFM will announce the treatment start time.

Candidates are allowed **two hours** to complete all clinical treatment. During this time, candidates must complete the following procedures:

- Measure periodontal pocket depths on the two assigned teeth
  - Record measurements on the Procedure Form in the designated area
- Complete the calculus detection exercise
  - Assess the assigned teeth for the presence or absence of any calculus on the mesial, distal, facial and lingual surfaces of the three assigned teeth
  - Circle "Yes" or "No" in the appropriate area of the Procedure Form
- Thoroughly clean **all surfaces of all teeth** in the final selection assigned, all surfaces of all teeth in the final selection assignment will be evaluated for remaining calculus.



- Prior to the start of final evaluation, you will be evaluated on your infection control procedures. Replace contaminated barriers, saliva ejector and air-water syringe tips with clean ones.

## FINAL EVALUATION

During final evaluation, three examiners independently assess the assigned quadrant and all additional teeth for remaining calculus, stain, and tissue conditions.

To prepare for final evaluation, replace the manikin barriers with clean ones. Remove all instruments from the tray except for one clean mirror and one 11/12 explorer. The mirror and explorer should be free of visible debris but does not need to be sterile. A probe is not needed for final evaluation.

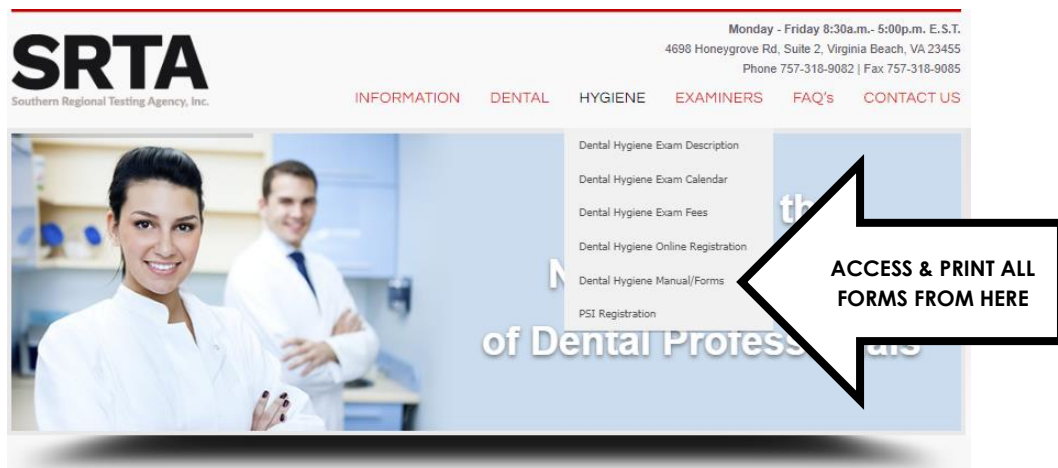
When the examiners start final evaluation on the manikins, the DHA will collect the Procedure Forms from the cubicles and enter into the computer scoring system the candidate's detection findings and periodontal probe measurements.

## CLEAN UP

After final evaluation of the manikin, candidates have 20 minutes to clean and disinfect the cubicle, return the manikin as directed, gather personal belongings and exit the clinic.

# V. FORMS

Download and print forms from the SRTA website at [www.srta.org](http://www.srta.org)



# FORMS FOR REGISTRATION

## CANDIDATE IDENTIFICATION

Each candidate must provide one form of government or school-issued photo ID during registration. A SRTA badge will be provided and must be worn at all times during the examination.

## ONLINE ORIENTATION NOTICE FORM (T1)

The signed form must be turned in at registration. **This form must be completed and signed prior to registration.** The on-line presentation provides details on the requirements for registration and orientation. For your benefit, we strongly suggest you review this presentation prior to the examination date.

Southern Regional Testing Agency, Inc.  
**Online Notice Form – Orientation Slides**

**T1**  
Turn in at registration

Exam Site \_\_\_\_\_

This signed notice must be presented during registration. The online presentation provides details on the requirements for registration and orientation. For your benefit, we strongly suggest you view this presentation.

By signing below, I confirm that I reviewed and understand the online orientation presentation prior to the scheduled registration and examination.

Print Name \_\_\_\_\_ Candidate Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## INCIDENT DISCLAIMER FORM (T2)

The candidate must sign and date, in ink, prior to registration.

Southern Regional Testing Agency, Inc.  
**Non-Patient Incident Disclaimer**

**T2**  
Turn in at registration

Exam Site \_\_\_\_\_

**DISCLOSURE STATEMENT AND EXPRESS ASSUMPTION OF RISK FOR ANY DAMAGE FROM (1) EXPOSURE TO BLOODBORNE INFECTIOUS AGENTS SUCH AS HIV, HBV, AND OTHER MICROORGANISMS IN THE BLOOD, (2) EXPOSURE TO ORAL OR RESPIRATORY SECRETIONS, (3) OTHER INJURIES.**

The relationship between the Southern Regional Testing Agency (SRTA), the school where the examination is administered (the school) and you (the candidate) is not an employer/employee relationship. Neither SRTA nor the examination site is responsible for your behavior. As a candidate, you do not qualify as an employee and are not covered under OSHA regulations. You must assume responsibility for any exposure or other incident which may occur.

SRTA and the school cannot, and therefore, do not assume any responsibility or liability for the health status of candidates assistants or patients. If an exposure or other injury occurs during the course of this examination, neither SRTA nor the school assumes any duty or responsibility to you to provide serologic testing, counseling, follow-up care or any other health service. It is your responsibility to assure that you see a licensed health care professional and initiate appropriate management and follow-up care.

**LIMITATION OF LIABILITY AND INDEMNITY AGREEMENT**

I, the undersigned, state that I have read and understood the above disclosure statement and express assumption of risk. I agree that SRTA and the school are not responsible for the prevention or management of any of the incidents listed above. I agree to release and discharge SRTA for any liability or personal injury which may occur to me, unless actively committed by SRTA. I agree to release and discharge the school for any liability or injury that may occur to me unless actively committed by school personnel. I further understand that SRTA and the school have no responsibility or duty to provide medical evaluation/treatment, counseling, follow-up care, or any type of compensation for any of the incidents listed above. I also agree to indemnify and hold SRTA and the school harmless for any occurrence under this agreement, including SRTA's and the school's attorneys' fees, costs and expenses, should a claim be made against them.

Full name (Printed) \_\_\_\_\_ Candidate Sequential Number \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

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# FORMS FOR SETUP

## PROCEDURE FORM (T3)

Complete the Procedure Form, Section 1 prior to the date of examination. During set-up, the candidate will complete section 2. Upon completion of check-in, Section 3 of the form will indicate which quadrant has been assigned and any additional teeth assigned to treat. Section 4 and 5 will indicate the teeth for both the periodontal and detection exercises, respectively.

### SAMPLE PROCEDURE FORM PRESENTED AT SET-UP

Southern Regional Testing Agency, Inc.

## Non-Patient Dental Hygiene Procedure Form

# T3

Keep in Cubicle

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**Section 1: General Information**  
 Candidate # 100 Cubicle # 10 Typodont # 4032 Exam Site UT Date 5/18/19

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**Section 2: Selection of Teeth for Calculus Removal**

Primary Quadrant Submission				Secondary Quadrant Submission			
Circle Primary Quadrant	Include this quadrant's 3 <sup>rd</sup> molar?			Circle Secondary Quadrant	Include this quadrant's 3 <sup>rd</sup> molar?		
UR	UL	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	UR	UL	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
LR	LL			LR	LL		

---

**Section 3: Selection Assignment** Examiner Use Only | DO NOT WRITE IN THIS SECTION  
 After check-in, the final assignment is entered here by the examiners. All surfaces of all teeth in this assignment must be free of remaining calculus, plaque, and stain for the final evaluation phase of the examination. No other areas of the patient's mouth will be evaluated.

Quadrant to treat \_\_\_\_\_ Additional teeth to treat \_\_\_\_\_

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**Section 4: Periodontal Assessment**  
 Do not complete this section until after check-in. Enter the probing depth in millimeters for the teeth surfaces assigned in this section.

Posterior Tooth # \_\_\_\_\_ ML \_\_\_\_\_ L \_\_\_\_\_ DL \_\_\_\_\_ Anterior Tooth # \_\_\_\_\_ ML \_\_\_\_\_ L \_\_\_\_\_ DL \_\_\_\_\_

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**Section 5: Calculus Detection**  
 Do not complete this section until after check-in. Is any type of calculus present? Circle "Yes" or "No" for the four surfaces of each tooth assigned below.

Tooth # _____	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No
Tooth # _____	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No
Tooth # _____	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No

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**Pre-Treatment**

Examiner #1:	O	P	T	I	O	N	A	STAMP REQUIRED
Examiner #2:	O	P	T	I	O	N	A	
Examiner #3:	O	P	T	I	O	N	A	
<b>FINISH TIME:</b>								

**Post-Treatment**

Examiner #1:	O	P	T	I	O	N	A	STAMP REQUIRED
Examiner #2:	O	P	T	I	O	N	A	
Examiner #3:	O	P	T	I	O	N	A	
<b>EXAM COMPLETED (CFM PIN)</b>								

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**SECTION 1:**

- Candidate #
- Cubicle #
- Typodont #
- Exam Site
- Exam date

**SECTION 2:** Select a primary and secondary quadrant. Indicate whether to include the 3<sup>rd</sup> molar.

**DO NOT WRITE IN SECTION 3**

**SECTION 4 & 5:** Complete after check-in, but prior to any calculus removal.

# VI. INFECTION CONTROL

Candidates must follow the infection control procedures recommended by the Centers for Disease Control and Prevention. Failure to follow standard precautions may result in dismissal from and failure of the examination. For this examination the manikins will be considered as real patients.

# VII. CANDIDATE POLICIES

## CANDIDATE ACCESSIBILITY

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Any candidate with a documented physical and/or learning disability that impairs sensory, manual or speaking skills and that requires a reasonable deviation from the normal administration of the examination may be accommodated. A written statement from a qualified physician must be provided at the time of application. The limitation(s) must be clearly defined, and the assistance required to ensure appropriate accommodations must be detailed. Requests will be evaluated on a case-by-case basis. Accommodations/deviations will not be allowed for components and skills the examination must measure.

Information received regarding the physical/learning challenges of a candidate will remain confidential except in the case of disabilities that may require emergency treatment. In this case, onsite safety personnel will be advised.

## DISMISSAL FROM EXAMINATION

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This list **is not** all-inclusive. Listed below are the reasons for which a candidate may receive a failing evaluation or dismissal. Some procedures may be deemed unsatisfactory for other reasons. Additionally, a combination of several unsatisfactory evaluations may result in failure. Reexamination will be denied for one year (12 months) from the date of dismissal from the examination. Infractions that may lead to dismissal or failure include –

- Evidence of dishonesty or misrepresentation during the application process, including false or misleading statements or false documentation presented by the candidate or on the candidate's behalf
- Evidence of dishonesty or misrepresentation during candidate registration or during the examination
- Rude, abusive, or uncooperative behavior exhibited by the candidate and/or those accompanying the candidate to the examination site
- Failure to vacate the clinic for manikin check-in or continuing to work after published cut-off time
- Failure to complete the examination within the allotted time (No make-up time, grace period or second effort is allowed for any part of this examination.)

- Thievery during the examination
- Performance of any unauthorized work outside of designated areas at the test site
- Noncompliance with anonymity requirements for patient check-in and/or examiner scoring. Candidates must not enter the area during check-in or scoring.
- Noncompliance with established guidelines for asepsis and infectious disease control
- Use of previously recorded and/or copied periodontal charting forms, calculus detection lists/charts or other references for the periodontal assessment or calculus detection exercises
- **Use of cellular telephones, pagers, cameras, or other electronic equipment by the candidate while in the clinic.**

## **ELECTRONIC EQUIPMENT**

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SRTA prohibits the use of cellular phones, cameras, or other electronic equipment by candidates within the clinic. Violation of this policy is a reason for dismissal from the examination.

## **EXAMINATION PLACEMENT & LIMITATIONS**

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When the application is processed, SRTA assigns a group and cubicle for each candidate after the examination published registration deadline. SRTA policy does not allow transfer to another testing date or location once an examination site assignment has been made. However, in cases of a medical emergency, SRTA may consider transfers on a case-by-case basis. The candidate must fully document the nature of the emergency in writing, including contact information of a medical professional included for verification. The SRTA office must receive notification prior to the examination, or the request will not be considered, and the candidate will be deemed a "no-show."

Priority seating for the examination is given for the exam site's current students and then on a first come, first serve basis for all other candidates. An exam site may become full prior to the application deadline; therefore, SRTA cannot guarantee placement at any exam site. Applying early may increase the probability of placement in the preferred site.

SRTA requires a minimum of 12 candidates at any testing site and reserves the right to cancel an exam and reassign candidates to other testing sites in the event there are fewer than 12 candidates scheduled for any examination.

## **EXAMINATION RESULTS**

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Candidates must pass the clinical and/or computerized examination with a score of at least 75 points out of 100.

Notification will be sent to the candidate via email when scores are available for viewing online. Clinical examination results will be available online in the afternoon of the next business day after the examination. The computerized examination results will be available

within ten days of taking the examination. Scores can be viewed by logging in to <https://srta.brighttrac.com> by using the username and password that were created during the online registration process. Candidates will also be able to view the details of their evaluation on their profile.

**To maintain confidentiality, SRTA staff and examiners will not discuss candidate concerns and questions with a spouse, parent, friend, faculty member or any other family member.**

The examination results of each candidate will automatically be sent to the secretaries of the Board of Dentistry of Alabama, Arkansas, Kentucky, South Carolina, Tennessee, Virginia and West Virginia. The examination results may also be sent to each current graduate's university. Candidates should contact the State Board of Dentistry where they are applying for licensure to verify acceptance of the SRTA scores and to learn of other state-specific requirements.

Southern Regional Testing Agency does not analyze or interpret the results and makes no recommendations on the way the scores are used by the state. Acceptance of the regional scores is determined by the individual State Boards.

## **EQUIPMENT**

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Providing the necessary equipment is the responsibility of each candidate. Each testing site charges an additional fee for the use of facilities and incidental materials. This fee is combined with the examination fee, which is listed by site on SRTA's website. SRTA strongly advises candidates to visit the examination site prior to examination to familiarize themselves with the facilities and available equipment and to ensure that their hand-pieces and ultrasonic/sonic equipment can be adapted to the unit available at the testing site. These arrangements must be made directly with the school. The use of ultrasonic/sonic instruments is permitted. However, it is the candidate's responsibility to provide equipment that is compatible with testing site attachments. Some additional equipment may be available from certain testing sites if candidates arrange in advance with the school. The testing site provides the operating chair and unit. Candidates must furnish all necessary materials and required instruments.

SRTA is not responsible for the malfunction of the facility's or the candidate's equipment and will not allot additional time due to the malfunction of any equipment. Equipment maintenance personnel are onsite during each examination to ensure the equipment and the water are in working order. At the site, should an equipment malfunction occur prior to or during the examination, the candidate must notify the CFM or DHA immediately, so the appropriate personnel may be contacted.

## **INELIGIBLE CANDIDATES**

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If a candidate becomes ineligible to take the examination, they must notify the SRTA office, in writing, two weeks prior to the scheduled examination. A letter from the dean of the candidate's institution will be required as proof of ineligibility. SRTA will retain the complete

application fee for any candidate declared ineligible by his/her dean. Candidates declared ineligible will be allowed to examine at a future site within a 12-month period upon payment of facility fees and a \$100 administrative processing fee. A diploma or letter from the dean stating the candidate's eligibility is required for a rescheduled exam.

## **INFECTION CONTROL**

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SRTA requires candidate compliance with the Centers for Disease Control and Prevention: Recommended Infection Control - U.S. Department of Health and Human Services - Public Health Service, Centers for Disease Control and Prevention Guidelines for Infection Control in Dental Health-Care Settings - 2003 as reprinted from Morbidity and Mortality Weekly Report, Recommendations and Reports December 19, 2003, Vol. 52, No. RR-17. Refer to the aforementioned publication for a complete listing of recommended practices.

### **INFECTION CONTROL PROCEDURES AND CATEGORIES OF PATIENT CARE**

During the examination, candidates must follow the current recommended infection control procedures as published by the CDC, beginning with the initial set-up of the unit, continuing throughout the clinical examination, and including the final cleanup of the cubicle. Dental professionals must prevent the spread of infectious diseases. Because many infectious patients are asymptomatic, all manikins shall be treated as if they are, in fact, contagious. It is the candidate's responsibility to ensure that he/she complies fully with these procedures.

**Major violations of these standards and guidelines—defined as violations that put patients, candidates, school staff, or examiners at risk—may be grounds for immediate dismissal, and reexamination may be denied for one year (12 months) from the date of dismissal from the examination.**

**Post-exposure management:** Should a needle-stick injury or other exposure to blood borne pathogens occur during the clinical module of the examination, follow these protocols:

- Contact the CFM immediately.
- Follow all guidelines and directions required by the facility.
- If time allows, the candidate may return to the clinic and complete the examination. If the candidate cannot complete the examination, the reexamination fees will apply.

## **INSTRUMENTS**

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Candidates must provide these instruments for the examiners during check-in and final evaluation:

- A probe with markings of 1-2-3-4-5-6-7-8-9-10 mm (UNC probe) only. SRTA prefers color-coded probes with yellow bands alternating with any other color, including bare metal or plastic. The probe may be single ended or double-ended. However, if the candidate provides a double-ended probe, the unused end must be covered using autoclave tape. Candidates may use the brand or manufacturer of their choice.

- An 11/12 explorer for calculus detection at check-in and final evaluation of calculus removal
- A reflective front surface mouth mirror, which may be one- or two-sided

All other instruments are the choice of the candidate.

If the candidate does not provide the appropriate instruments, examiners cannot evaluate the manikin at check-in, and the candidate will lose the time necessary to provide the missing item(s). If the candidate cannot obtain the required instruments, he/she will be unable to take the examination and will, therefore, fail.

Candidates are encouraged to secure and provide additional instruments for the examination. Although you will be working on a manikin you will be evaluated as if working on a patient. Candidates will not be allowed additional time if an instrument is dropped or requires autoclaving. **The candidate should provide an additional sterile mirror, 11/12 explorer, and correct color-coded periodontal probe in case an instrument is dropped.**

## JURISPRUDENCE

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SRTA does not administer the jurisprudence examination for the participating boards of dentistry. The respective boards of dentistry develop, administer, and score their own jurisprudence examinations. SRTA does not have access to, nor can we provide, jurisprudence study materials. Candidates should contact the board(s) of dentistry in the state(s) in which licensure is sought to arrange to take the jurisprudence examination.

## MALPRACTICE INSURANCE

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SRTA's professional liability insurance company provides malpractice insurance for all candidates at no additional charge. CNA Insurance Company extends SRTA's professional liability coverage to candidates with the limit of \$1,000,000/\$3,000,000 for the patient-based portion of the SRTA clinical examination in dental hygiene.

## PROFESSIONAL STANDARDS

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The purpose of this examination is to assess professional competency. SRTA expects the candidates to maintain professional standards in the following areas:

- Suitable operating attire, inclusive of the Personal Protective Equipment. Candidates must follow OSHA and CDC Guidelines.
- Consideration and cooperation with examiners, test site personnel, and other candidates.
- Aseptic techniques and general cleanliness of the cubicle during all procedures. Candidates must maintain proper infection control throughout the entire examination. Major violations of these standards and guidelines are grounds for immediate dismissal and possible failure. SRTA may deny reexamination for one year (12 months) from the date of dismissal from the examination.



- Protection of and concern for tooth structure and supporting tissue during manikin treatment. The unwarranted occurrence of major tissue trauma will result in automatic failure of the entire examination.

**Violation of any of these standards is grounds for immediate dismissal from the examination. SRTA may deny reexamination for 12 months.**

## QUESTIONS

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Direct all questions concerning jurisprudence, licensing, reciprocity, and licensure by credentials to the appropriate state board where licensure is sought. A listing of the addresses and telephone numbers of the SRTA participating boards can be found on SRTA's website.

Direct any questions concerning testing facilities, equipment, and facility fees to the appropriate test site. The examination site instruction letter, available on the SRTA website in the downloadable forms section, may address most questions. If necessary, please contact the testing site after thoroughly reading this letter.

Direct all questions concerning examination procedures, content, applications, and examination dates to the Southern Regional Testing Agency:

**4698 Honeygrove Road, Suite 2  
Virginia Beach, VA 23455-5934  
(757) 318-9082**

Email general questions and questions relating to the dental hygiene examination to [dentalhygiene@srta.org](mailto:dentalhygiene@srta.org). Be sure to include your contact information. Once an application has been processed for a particular site, all questions for both pre-examination and post-examination must be initiated by the candidate only. To preserve candidate confidentiality, the SRTA staff and examiners will not discuss candidate concerns and questions with a candidate's spouse, parent, faculty member, family member, or friend.

## REEXAMINATION/REMEDICATION

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After three unsuccessful examination attempts, the candidate must contact the state in which licensure is sought to obtain a letter of approval/permission for a fourth examination attempt. Some states may require remedial training after three unsuccessful attempts. Passing the examination after four or more attempts does not negate the required remedial training. This letter from the state dental board must be submitted with the SRTA application for examination. Follow the same procedure for all subsequent examination attempts.

## REFUNDS

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Candidates who fail to appear for a scheduled examination will lose their entire examination fees unless SRTA has received written notification. Candidates requesting a dental hygiene refund will have a \$100 administrative processing fee deducted from the refund. If you are requesting a refund, please email [help@srta.org](mailto:help@srta.org).

Any refunds requested prior to three weeks of the scheduled examination will result in:

**75% Exam Fee minus \$100 Administrative Processing Fee**

Any refunds requested within three weeks prior to the scheduled examination will result in:

**50% Exam Fee minus \$100 Administrative Processing Fee**

For candidates with a medical deferment, SRTA will retain the original fee and permit examination within 12 months. A physician's statement must substantiate the deferment.

## RESTRICTIONS

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Candidates may not use:

- Nitrous oxide
- Air-abrasive instruments
- Assistants

## SCHEDULING CONFLICTS

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Please contact the SRTA office for any special requirements, including religious exemptions.

## SHARING EQUIPMENT

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SRTA discourages sharing sonic and ultrasonic scalers, hand-pieces, and other equipment because it is possible that candidates who are sharing equipment could be placed in the same testing group and would need to use the shared equipment simultaneously.

## UNETHICAL CONDUCT

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Professional behavior is a critical quality in the practice of dental hygiene. Candidates exhibiting unethical conduct are subject to examination termination and failure.

Examples of unethical conduct include, but are not limited to:

- Using unauthorized equipment at any time during the exam
- Receiving assistance from another practitioner during clinical treatment time
- Engaging in dishonesty
- Altering candidate worksheet or treatment notes
- Any other behavior that compromises the standards of professional behavior

When SRTA charges a candidate with unethical conduct, it is SRTA's policy to notify all participating state boards of the situation. Many state statutes have criteria that include "good moral character" as a requirement for licensure. If a state board finds a candidate guilty of the alleged unethical conduct, the candidate may be ineligible for licensure in that state at any time in the future. While SRTA allows candidates to retake the SRTA Examination, they may be unable to obtain licensure in any participating state. Candidates are encouraged to address these matters with the state in which they desire licensure prior to retaking the examination.

## VIII. CHECKLIST

### **PRIOR TO THE DAY OF EXAMINATION**

- Complete application and submit all required materials online
- Watch the online orientation slide presentation
- Sign the form attesting that you watched the slide presentation
- Complete all pre-examination forms

### **FORMS FOR REGISTRATION & DISCUSSION SESSION**

- Government- or school-issued photo ID
- Completed and signed affidavit attesting that you watched the on-line orientation slides

### **CUBICLE SETUP**

- Check equipment, air, water, light, and chair to ensure proper functioning; contact the CFM or DHA if any problems are found.
- Verify the accuracy of case selection, if entered electronically prior to the examination date. The DHA and CFM can assist with any last-minute changes that need to be made in your case selection.
- Place clean mirror, 11/12 explorer, and probe on tray (no other instruments).
- Put all other forms and paperwork out of sight of examiners and away from the clinical treatment area.
- Have a clipboard and covered pencils easily available. No mechanical pencils, please.

### **CLINICAL TREATMENT TIME**

- Complete periodontal measurements and recording. Blanks are assessed as errors.
- Complete detection exercise. Blanks are assessed as errors.
- Remove all calculus, and stain from all teeth assigned in final case selection.

### **PREPARING FOR FINAL EVALUATION**

- Ensure that all teeth assigned are free of calculus, stain, and prophy paste. Use air and 11/12 explorer.
- Place clean mirror, a few clean gauze squares, and 11/12 explorer on tray (no other instruments or supplies on tray).
- Clear area of contaminated gauze, instruments, floor hazards, etc.
- Remove ultrasonic/sonic inserts and contaminated prophy angles.
- Attach a clean air/water syringe tip and saliva ejector.
- Verify that all periodontal assessment measurements and detection findings are recorded on Procedure Form.
- Replace contaminated barriers and tray covers.
- Recline the manikin with light on.

### **DURING FINAL EVALUATION**

- With assistance from the DHA and/or CFM, enter your detection findings, periodontal probe measurements into the computer-scoring program.