

SRTA

States Resources for Testing and Assessments

DENTAL HYGIENE
MANIKIN-BASED
LICENSING EXAMINATION

2023 CANDIDATE MANUAL

QUESTIONS? PLEASE CONTACT US AT:

EMAIL: HELP@SRТА.ORG

OFFICE: 757 318 9082

**STATES RESOURCES FOR TESTING
AND ASSESSMENTS (SRТА)**

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VIRGINIA BEACH, VA 23455

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Please review all pertinent materials prior to the examination

STATES RESOURCES FOR TESTING AND ASSESSMENTS

States Resources for Testing and Assessments (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

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

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

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 school, 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

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 for information regarding application, testing sites, dates, deadlines, fees, scheduling examinations, results, appeals, and state board contact information.

APPLICATION

To apply to the SRTA Dental Hygiene Examination, visit www.srta.org. The following items are necessary when applying –

- Recent headshot photograph (.jpg, .gif, .png, etc.)
- Diploma or eligibility letter from your program director
- Visa or Mastercard for payments

SRTA PERSONNEL

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
- **DHA:** A dental hygienist or SRTA staff who works with candidates and manages activities in the clinic.
- **Clinical Examiners** are made up of dentists and/or dental hygienists. These examiners are 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 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

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

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

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 –

CATEGORY	POINTS
Periodontal pocket measurements (1 point each pocket)	6
Detection of calculus (1 point each surface)	16
Removal of calculus (6 points each surface)	72
Tissue management (6 total points)	6
TOTAL POINTS	100

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.

The computerized portion is a one-hour examination that consists of 50 multiple choice questions which include categories such as radiographs, oral manifestations and diseases, and healthy tissue management.

The fee to take the computerized portion is \$150. This section is scheduled at the examination sites published on our website.

If special accommodations are needed, contact the SRТА office.

SKILLS NOT EVALUATED

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

- Medical assessment
- Emergency management
- Pharmacology

III. EXAMINATION PREPARATION

SCORED SECTIONS

PERIODONTAL ASSESSMENT

Three examiners independently measure and record periodontal pocket depths on the two assigned teeth using an 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. SRТА's computer scoring system compares a candidate's measurements with the examiners' measurements.

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.

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 3: Periodontal Assessment

Section 3: Periodontal Assessment							
Enter the probing depth in millimeters for the assigned 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

At the start of clinical treatment time, evaluate the four surfaces of the four 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.

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 sixteen 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 4: Calculus Detection

Section 4: Calculus Detection												
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
Tooth # _____	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No

CALCULUS REMOVAL

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.

All calculus must be removed from all surfaces of the teeth (including the 3rd molar) in the assigned quadrant listed in Section 2 of the Procedure Form.

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

REMAINING CALCULUS & TISSUE MANAGEMENT

After treatment by the candidate, examiners will return to evaluate the assigned quadrant for the presence of remaining calculus. 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

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.
- **Mirror:** Can be single or double sided
- **Pencils:** Provide two pencils covered with a barrier.



Candidates are required to provide their own hand instruments and sonic/ultrasonic scalers. Some material and equipment may be available at the 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.

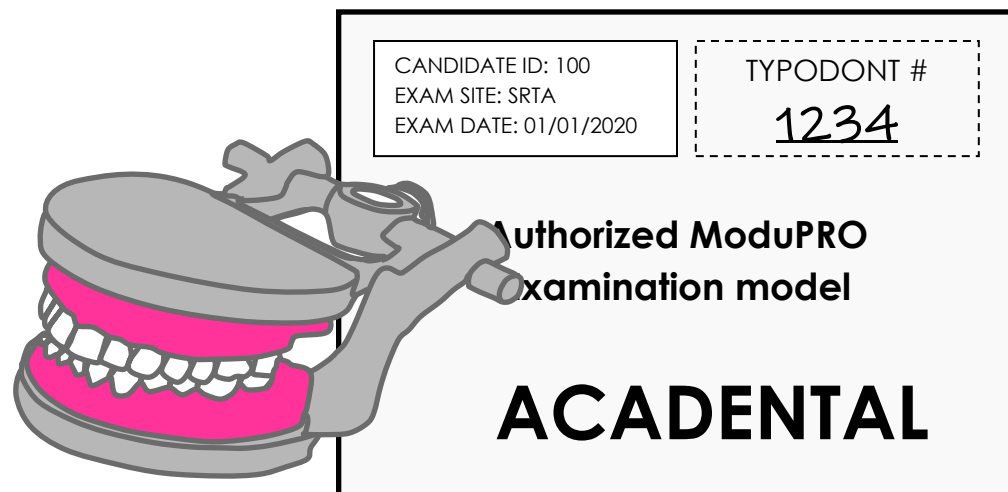
IV. CLINIC SCHEDULE EXAMINATION DAY

*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 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 or 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

At the examination start time for each group, candidates may set up their manikin and instruments to prepare for clinical treatment.

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 a candidate has confirmed that they have received the correct typodont, they will need to write the typodont number on their procedure form. The quadrant

assigned along with Periodontal Assessment and Calculus Detection teeth numbers will be listed on the Procedure form in Sections 3 and 4.

CLINICAL TREATMENT

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 selection assigned, all surfaces of all teeth in the selection assignment will be evaluated for remaining calculus.

FINAL EVALUATION

The CFM will collect the typodonts and Procedure Forms from the cubicles.

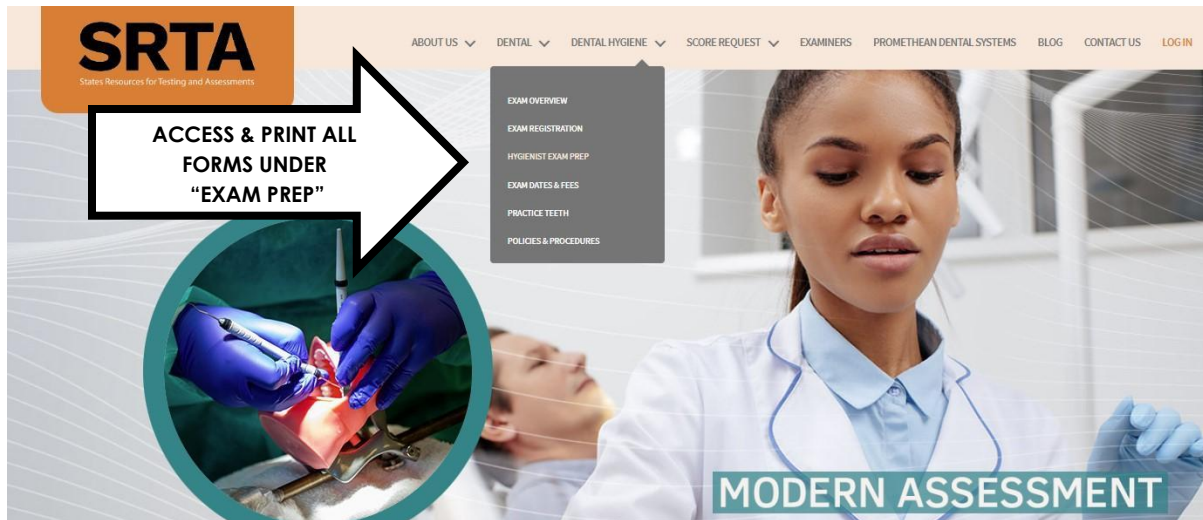
Candidate's exam materials will be packed up and shipped to the SRTA main office for final evaluation. Ensure that there are no blank spaces/answers on your Procedure form.

CLEAN UP

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.
[Click here to access and print the required forms.](#)



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.



INCIDENT DISCLAIMER FORM (T2)

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



FORMS FOR SETUP

PROCEDURE FORM (T3)

Complete the Procedure Form, Section 1 prior to the start of the examination during set-up. Section 2. will have your assigned quadrant, Section 3. and Section 4. will have the assigned teeth listed for the periodontal pocket measurements and calculus detection.

SAMPLE PROCEDURE FORM PRESENTED AT SET-UP

SRTA

Non-Patient Dental Hygiene Procedure Form

T3

Keep in Cubicle

Section 1: General Information

Candidate # 100 Cubicle # 10 Typodont # 4032 Exam Site UT Date 01/01/2023

Section 2: Assigned Quadrant for Calculus Removal

Assigned Quadrant:

X

Section 3: Periodontal Assessment

Enter the probing depth in millimeters for the assigned teeth surfaces assigned in this section.

Posterior Tooth # # ML__ L__ DL__ Anterior Tooth # # ML__ L__ DL__

Section 4: Calculus Detection

Is any type of calculus present? Circle "Yes" or "No" for the four surfaces of each tooth assigned below.

Tooth # <u>#</u>	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No
Tooth # <u>#</u>	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No
Tooth # <u>#</u>	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No
Tooth # <u>#</u>	Mesial	Yes	No	Distal	Yes	No	Facial	Yes	No	Lingual	Yes	No

Ensure you have filled in an answer for each space prior to final submission

FINISH TIME:

CFM PIN:

Typodont
Dismount &
Submission

Candidates MUST turn this form back in at the end of the examination along with the typodont

- SECTION 1:**
Candidate #
Cubicle #
Typodont #
Exam Site
Exam date
- SECTION 2:** The Assigned Quadrant is preselected and assigned at random (either the Lower Right or the Lower Left).
- SECTION 3 & 4:**
Tooth #'s will be assigned for each

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

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

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

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

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

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 within 10 business days from the date of the examination. The computerized examination results will also be available within 10 business days of taking the examination. All final evaluations will be conducted at the SRTA main office. Scores can be viewed by logging in to the candidate portal here: <https://clinicalexam.azurewebsites.net/> 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, South Carolina, Tennessee, Texas 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.

SRTA 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

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 handpieces 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

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

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 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.

JURISPRUDENCE

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.

PROFESSIONAL STANDARDS

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

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 States Resources for Testing and Assessments (SRTA):

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

Email general questions to help@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

SRTA will waive the first retake fee if a candidate is unsuccessful in the initial clinical attempt. After a second unsuccessful attempt, the candidate will be responsible for submitting payment for the examination fee. 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

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@sрта.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

Candidates may not use:

- Air-abrasive instruments

SCHEDULING CONFLICTS

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

SHARING EQUIPMENT

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

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.

CLINICAL TREATMENT TIME

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