



# **RECOGNIZED GRADUATE**

## **EXAMINATION HANDBOOK AND APPLICATION**

**NBC**

National Board for Certification in  
**Dental Laboratory Technology**





## Dear Recognized Graduate Candidate:

Thank you for your interest in pursuing the Recognized Graduate (RG) designation. You are to be congratulated for earning your degree in dental laboratory technology and for continuing your pursuit of professional excellence within the dental technology community by becoming a RG.

You should know that this distinctive designation, when it is obtained, places you among an elite group of dental technology professionals who hold this designation. RGs are unique since they demonstrate that they have not only completed formal education, but that they have a desire to continue to work and grow in the field of dental technology. We, at the NBC Headquarters in Tallahassee, Florida, will be with you throughout the process, providing guidance, information, study material and advice, which will help you along the path to becoming an RG and, if you choose, ultimately a CDT.

This handbook contains the information you need in order to become a Recognized Graduate and maintain that designation. Additionally, it contains information on pursuing certification after becoming an RG. For more information about the NBC, visit our website at [www.nbccert.org](http://www.nbccert.org). The examination applications, order forms, and the examination schedules are also available on the website.

Once again, you have made an excellent choice in pursuing the RG designation and we will be there to provide support for you along the way.

If you have any questions, please contact the NBC at [certification@nbccert.org](mailto:certification@nbccert.org) or call (800) 684-5310.

**NBC**  
National Board for Certification in  
**Dental Laboratory Technology**



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This publication is intended solely for use by candidates interested in seeking certification with the National Board for Certification in Dental Laboratory Technology. NBC reserves the right to amend the information contained in this handbook. For the most up-to-date information concerning the examinations, please contact NBC.

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# Recognized Graduate Examination Handbook and Application

## NBC MISSION

The National Board for Certification in Dental Laboratory Technology provides professional certification to both dental technicians and dental laboratories.

## NBC VISION

NBC is dedicated to administering and promoting globally recognized certification programs to assess the knowledge and skills of dental technicians and to review facility and staff training criteria for dental laboratories.

## STATEMENT OF NONDISCRIMINATION

The Recognized Graduate program is offered to all candidates that meet eligibility requirements regardless of age, race, religion, gender, national origin, marital status or disability.

## AMERICANS WITH DISABILITIES ACT FOR EXAMINATION CANDIDATES

No individual with a disability will be deprived of the opportunity to take the NBC examinations solely by the reason of that disability. The NBC complies with the Americans with Disabilities Act and will provide reasonable accommodations for candidates with disabilities. An application requesting special accommodations and arrangements at regularly scheduled examinations must be submitted at least thirty (30) days prior to the examination, in writing, to the NBC. The request must include verification of the disability and the specific type of assistance needed. Please contact the NBC for an application form, if needed.

**Please read all sections of this handbook.** Information can also be found on the NBC website at [www.nbccert.org](http://www.nbccert.org). You can contact the NBC Headquarters at [certification@nbccert.org](mailto:certification@nbccert.org) or (800) 684-5310.

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# How to Become a Recognized Graduate

## WHAT IS CERTIFICATION?

Certification is the professional standard in dental laboratory technology. It is the means for the dental profession, the dental laboratory industry and all others with an interest to identify dental technicians and dental laboratories that have demonstrated their technical qualifications and their commitment to maintaining high standards in dental laboratory technology.

The NBC offers three certification programs: the Certified Dental Technician (CDT) Program, the Certified Dental Laboratory (CDL) Program and the Recognized Graduate (RG) Program. All are national programs. Since certification is voluntary, it represents not only compliance with documented standards, but also a special commitment to quality and professionalism. Each CDT and RG has met industry standards of required knowledge and applied skills through the successful completion of education and/or experience, independent examination(s), and compliance with continuing technical and regulatory education requirements.

The National Board for Certification in Dental Laboratory Technology (NBC) works closely with many organizations, including the National Association of Dental Laboratories (NADL), the American Dental Association (ADA) and the American College of Prosthodontists (ACP). It also receives outstanding support and participation from U.S. military services. The NBC's CDT program adheres to national certification program standards.

For those engaged in the practice of dental laboratory technology, certification offers:

- An incentive to achieve proficiency;
- Criteria for maintaining continuing education;
- Improved career opportunities;
- Peer recognition; and
- Enhanced professional visibility.

For the dentist-client, certification offers:

- Reinforced credibility through the use of credentialed support services;
- A means to encourage proficiency and advancement; and
- An enhanced source of specialized expertise.

Finally, for the dental patient, certification could establish:

- An enhanced perception of the value of dental services; and
- A positive perception of (and respect for) the career of dental laboratory technology.

## WHAT ARE THE SKILL STANDARDS?

The goal of the RG examination is to measure the knowledge of a predetermined body of knowledge deemed to represent the successful, professional-level practice of dental laboratory technology.

## NBC RECOGNIZED EDUCATIONAL PROGRAMS

In order to become an RG, the candidate must pass the RG examination within one year of graduation and provide proof of graduation from an NBC-recognized educational program. The NBC recognizes the following programs:

1. All dental technology programs accredited by the Commission on Dental Accreditation (CODA)
2. All dental technology programs offered at educational institutions listed in the US Department of Education Database of Accredited Post-Secondary Institutions and Programs (<http://ope.ed.gov/accreditation/>)

*continued...*

*How to Become a Recognized Graduate, continued.*

3. Any other educational institutions offering a comprehensive program in dental technology who provide proof of accreditation through their State Higher Education Executive Officers ([www.sheeo.org](http://www.sheeo.org)) or the Council for Higher Education Accreditation (<http://www.chea.org>).

For a complete listing of recognized programs, please see the NBC website or contact the NBC Headquarters.

## THE EXAMINATION

The examinations given by the NBC are the result of years of continuing development. Questions on the tests originate with technicians in the field. Special task forces (comprised of technicians, laboratory owners, educators and dentists) have been appointed by the NBC to conduct regular reviews, revisions and updates of the examinations. All examination content is also subject to ongoing statistical analysis based on actual usage of examination questions, as well as peer review, to ensure relevance to current practices in dental laboratory technology.

Candidates must pass the RG examination within one (1) year of graduation. If they choose to become a Certified Dental Technician (CDT) after becoming a RG, they must do so within four (4) years to waive the CDT Comprehensive examination for their CDT certification.

An RG may keep his or her designation indefinitely, pending that they maintain the renewal requirements. However, the RG examination will only substitute for the written CDT comprehensive examination for a four (4) year period. After four years, the RG must complete all three examinations to earn certification.

## ANNUAL RENEWAL

In order to retain their certification, RGs are required to apply annually to the NBC for renewal. To qualify for renewal, the RG must attest that he or she has complied with the laws governing the practice of dental technology and dentistry in the applicable state, must submit proof of specific continuing education and must pay the renewal fee.

The current continuing education requirements are subject to change and are available by contacting the NBC Headquarters. Various types of continuing education may be required and may include training on regulatory standards, infection control, scientific and/or technical topics and general professional development topics. Some of the ways the continuing education requirement may be met are through attendance at approved clinics, reading of accepted technical publications, completion of college level credit courses, or the development of original technical clinics or papers.

Renewals are based on an annual renewal cycle. All new RGs will be notified to which renewal cycle they have been assigned upon certification. An invoice is sent to every RG seventy-five (75) days prior to their certification renewal date.

## BECOMING A CDT

Recognized Graduates can obtain their Certified Dental Technician (CDT) certification in the following ways:

1. Current RGs who graduated from a 2-year CODA accredited program can sit for the CDT examinations without having to obtain on-the-job experience.
2. Current RGs who graduated from a non-CODA-accredited program can sit for the CDT examinations after obtaining at least three years of on-the-job experience.

View the Career Path to Becoming a CDT document at [www.nbccert.org/become-a-cdt](http://www.nbccert.org/become-a-cdt).

# Overview of History, Regulation & Organization in Dental Laboratory Technology

## EARLY HISTORY

Dental disease has been treated since the first prehistoric toothache. Primitive history recorded incantations, chemical and vegetable plasters, and various rinses to treat oral pain. Substitutes for natural teeth were made very early from the bones and teeth of animals and later from other materials such as mother-of-pearl, ivory and jeweler's enamel baked on carved bone or metal tooth plates.

Until the mid-eighteenth century, medical doctors concerned themselves little with the mouth. Dental ailments were treated largely by laymen. Only a very small amount of medical literature dealt with dental treatment until 1728, when a Frenchman, Pierre Fauchard, published the first major text dealing with dentistry: *Le Chirurgien Dentiste*. By incorporating into a single book everything known about the science and art of dentistry, Fauchard established a scientific basis for a new medical specialty and earned the title "The Father of Modern Dentistry."

Dentistry was brought to colonial America around 1766; George Washington was among the most famous of early dental patients for whom prosthetic teeth were made. The various forms of dental treatments, techniques and materials used for the replacement of missing teeth soon started to evolve and expand.



*Set of dentures made for George Washington by John Greenwood, 1798. Courtesy of the Dr. Samuel D. Harris National Museum of Dentistry.*

## FIRST COMMERCIAL DENTAL LABORATORY

As the art and science of dentistry continued to develop, certain dentists developed special processes and skills in fabricating prosthetic devices. Since these processes and skills were in demand by other dentists, the practice of sending out laboratory work to those possessing the processes began.

One doctor particularly noted for his prosthetic skills was Dr. W. H. Stowe who practiced in Boston. Dr. Stowe eventually found that he had little time for his own dental practice after accepting laboratory work from all the dentists who sought his services. In 1883, he began to separate his dental practice from his laboratory services, accepting laboratory work only from a limited number of dentists. However, the laboratory service was so successful that it suggested to him the potential for a dental laboratory serving the profession at large.

In 1887, Dr. Stowe opened a dental laboratory in Boston. He was later joined by his cousin, Frank F. Eddy. The laboratory, later to be known as Stowe and Eddy, is generally acknowledged to be the first commercial dental laboratory in America separate from a private dental practice.

The establishment of commercial dental laboratories led quickly to the training of apprentices. As these apprentices gained skills, they opened their own laboratories and the growth of the

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## Recognized Graduate Examination Handbook and Application

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*Overview of History, Regulation & Organization in Dental Laboratory Technology, continued.*

commercial dental laboratory industry began. As more and more laboratories came under the management of dental technicians, a decreasing number of dentists went into the business. By 1910, it is likely that dental technicians managed the majority of commercial dental laboratories.

The work and innovations of dental technicians became a significant influence in the development of new prosthetic techniques and materials.

## NATIONAL ORGANIZATION

As the dental laboratory craft and industry grew, it was natural that organizations should be formed. In 1950, there were two national organizations representing the dental laboratory industry, but no single unified organization. A group of dental laboratory owners from throughout the country met in Chicago that year, and agreed to form a national, federated association, similar in organization to the American Dental Association, with state-level association components.



This meeting marked the beginning of the National Association of Dental Laboratories (NADL), which today represents more than 1,000 commercial laboratories nationwide. The stated mission of NADL is, "NADL aggressively advances the dental laboratory technology industry and its members through advocacy, education, standards and services." NADL's vision statement is, "NADL is the dental laboratory industry's respected authority, delivering the highest standards to ensure our members are viewed as valued professionals on the dental health team."



*CDT Magazine from March 1964 with photo of exam candidates.*

## BEGINNING OF CERTIFICATION

The early activities of NADL were concentrated in the areas of recognition and education. In 1954, the NADL Education Committee began the development of a certification program which would set skill standards for the individual dental technician. The following year, the NADL Executive Council elected seven persons to the newly formed National Board for Certification in Dental Laboratory Technology, which adopted policies and approved examinations for the certification program. The first Certified Dental Technician examinations were given in October of 1958, and the first CDT designations were awarded in March of 1959.

The examinations undergo continual upgrading and revision. As of early 2018, over 5,000 technicians held CDT designations and over 1,000 CDT examinations were given annually.

Visit [www.nbccert.org/about-national-board-certification/certification-standards.cfm](http://www.nbccert.org/about-national-board-certification/certification-standards.cfm) to learn more on the certification program standards.

## GOVERNMENT REGULATIONS

The authority of state governments to regulate the health professions is well established. Every state in the nation has exercised its authority over dental health services by enacting a Dental Practice Act, which establishes the basic relation between the dentist and the dental technician



or commercial dental laboratory. In general, these acts state that the fabrication and repair of dental prosthetic appliances are included in the definition of the practice of dentistry and that no unlicensed person may engage in any phase of such fabrication or repair unless it is at the direction of a licensed dentist. The required "direction" normally means the written dental prescription or work authorization of the dentist. The nature and format of the prescription is spelled out in varying degrees of detail by the different state Dental Practice Acts.

All state dental practice laws specify the functions which the dentist may perform, and the conditions under which he or she may perform them. Any unlicensed person found to perform these functions directly for the public is engaged in the illegal practice of dentistry.

During the past few decades, additional regulation has been imposed on dental laboratories in the form of occupational health and safety laws. These laws deal with the requirement for employers to provide safe and healthy workplaces for their employees, and they are promulgated and administered by both federal and state agencies, including the Occupational Safety and Health Administration (OSHA).

While there are approximately a dozen states having more specific regulatory legislation governing the operation of a commercial dental laboratory, there has long been a segment of the laboratory industry desiring the enactment of registration or licensing laws. This is a state-level issue and the decision to seek or oppose such legislation must remain in the hands of the respective states.

The National Board for Certification in Dental Laboratory Technology cannot participate in the influencing of legislation. However, it does encourage the protection of public health and welfare by maintaining the nationally recognized certification standards which form a solid foundation for either statutory or voluntary regulation of dental technology.

Through public advocacy and outreach, NADL works with the state dental associations and state health officials to enact legislation to require:

- Certification and continuing education for dental technicians who manufacture restorations;
- Registration of all dental laboratories with the state board of dentistry or other appropriate state agencies;
- Mandatory disclosure of all patient contact materials in a restoration, as well as the point of origin (country and laboratory) where the restoration was manufactured; and
- Required documentation of these items in patient dental records.

Dental laboratory owners and managers must also be aware of applicable state and local laws (zoning, taxation, etc.) which apply to all businesses.

## RELATED ORGANIZATIONS AND INSTITUTIONS

The Foundation for Dental Laboratory Technology (Foundation) is a non-profit 501(c)(3) organization that was incorporated in December 2008 with the help of its sister organizations, NADL and NBC. The purpose of the Foundation is to advance the profession of dental laboratory technology by developing educational curriculum and programs that will be relevant and accessible to dental technicians and other members of the dental team.

The Foundation has a number of resources beneficial to the entire dental laboratory technology profession, including:

- The ongoing grant and scholarship program ([www.dentallabfoundation.org/scholarshipsgrants](http://www.dentallabfoundation.org/scholarshipsgrants)), providing financial support to interested candidates for advanced education and to various qualifying organizations.

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## Recognized Graduate Examination Handbook and Application

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*Overview of History, Regulation & Organization in Dental Laboratory Technology, continued.*

- The Foundation Learning Library ([www.dentallabfoundation.org/courses](http://www.dentallabfoundation.org/courses)), hosting 100+ quality on-demand videos with dozens offered free of charge.
- The NBC Approved CE Provider Directory Search ([www.dentallabfoundation.org/cesearch](http://www.dentallabfoundation.org/cesearch)) for interested candidates to have easy access to 1,500+ continuing education opportunities.

The Foundation's ability to offer programs to support education and workforce training are based solely on contributions from individuals and companies. For more information on the Foundation, please visit [www.dentallabfoundation.org](http://www.dentallabfoundation.org).

In addition to those obligations which are set by law, there are also groups and institutions which are concerned with the maintenance of proper ethical and technical relationships between the dentist and the dental technician. These include dental schools, schools of dental technology, dental societies and dental laboratory associations.

The role of the dental school goes beyond imparting scientific information and skill to the dental student; it extends to giving students an understanding of the many intangible factors that contribute to the making of a professional person. Included in these factors are the fundamentals of ethics, which govern the graduate's conduct in practice and the relationship that must be maintained with auxiliary personnel and commercial dental laboratories.



Dental technology schools have similar responsibilities in the educating and training of dental technicians. The Commission on Dental Accreditation (CODA) issues accreditation. The dental laboratory industry is represented in the accreditation process by having a representative on the Commission, membership on its Dental Technology Education Committee, and numerous consultants who take part in the onsite inspections required for program accreditation.

The roles of the American Dental Association and the National Association of Dental Laboratories and their affiliated state-level associations include the establishment and maintenance of professional ethics and standards of conduct for their members. They are also active in promoting programs of continuing education for their members. Further, these organizations are primary sources of legislative initiatives regarding the laws governing the practice of dentistry and dental technology.

To see the list of dental technology education programs currently approved by the Commission on Dental Accreditation, please visit their website at [www.ada.org/en/coda](http://www.ada.org/en/coda).

## OTHER STANDARDS

As with most professions and industries, there are both technicians and dental laboratory owners/managers who desire to achieve and be recognized for their advanced levels of professionalism.



For the laboratory owner/manager, the NBC administers the Certified Dental Laboratory (CDL) program. The CDL program was created to promote and maintain a recognition that will assist dental laboratories in their continuing efforts to improve the quality and efficiency of the dental team's service to the public. This is accomplished by:

- Promoting a means for identifying dental laboratories which meet specific standards established for the certification program; and
- Encouraging dental laboratories to improve the quality and efficiency of their services and facilities.

To learn more about the CDL program, please visit <http://nbccert.org/certificants/certified-dental-laboratory/cdl-application.cfm>.

# Examination Application Process

## ELIGIBILITY FOR RG EXAMINATION

All technicians applying for the RG examinations must:

1. Have a working knowledge of the English language.
2. Be a high school graduate (or the documented equivalent).
3. Be of satisfactory ethical and legal standing as defined by the NBC's disciplinary standards.
4. Meet the educational prerequisites required for testing.

The educational prerequisites for testing state that a candidate must have graduated or plan to graduate within one year from the date of the examination from a dental technology educational program that is recognized by the National Board for Certification in Dental Laboratory Technology. Prior to being recognized as an RG, proof of graduation is required.

See NBC recognized educational programs on page 3 to determine if your dental technology program is a recognized by the NBC.

## APPLICATION PROCESS AND FEES

Eligibility to take the RG examinations will be determined by the NBC upon receipt of a completed application and payment of the examination fees. The RG examination fee is \$275.

If the examination is not passed on the first attempt, a new application and fee must be submitted before the candidate can retake the examination.

## EXAMINATION REGISTRATON

In order to offer a greater number of testing locations and more flexible scheduling, NBC administers the CDT and RG written examinations utilizing computer-based testing with remote proctoring. The examinations are delivered through the computer-based testing platform, FastTest, and are remotely proctored by the third-party proctoring service, MonitorEDU. You will need the following to take the written examinations online:

1. Private workspace (a busy location, such as a library or café, will not suffice)
2. Desktop computer or laptop computer with Internet capabilities that meets the requirements for FastTest as outlined in the link below:
  - FastTest requirements: [www.nbccert.org?kslbnw](http://www.nbccert.org?kslbnw)
3. Cellular smart phone that meets the requirements for MonitorEDU as outlined in the link below:
  - MonitorEDU requirements: [www.nbccert.org?5q4nb2](http://www.nbccert.org?5q4nb2)
4. Power cords for desktop computer/laptop/tablet and cellular smart phone
5. Something to prop your cellular smart phone on (tripod, phone stand, household item, etc.)
6. Photographic identification (Driver's License or Passport)
7. A printed copy of your NBC candidate letter

Additional rules will be provided to the candidate by NBC and by the examination Proctor.

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*Examination Application Process, continued.*

Once a candidate has been approved for online testing through NBC, they will receive a confirmation email with detailed instructions regarding accessing their examination. This email will be sent a few days prior to the start of the candidate's desired testing window.

Candidates must complete their examination within thirty (30) days once they have been approved by NBC to test. Should a candidate not complete their examination, they will forfeit all fees paid to NBC and must re-apply to complete the examination.

Because all communication is electronic, candidates must maintain a valid email address at all times. Please ensure you have whitelisted the following domains: executiveoffice.org and fasttestweb.com.

## EXAMINATION CANCELLATION/ RESCHEDULING POLICY

All candidates who have registered with the National Board for Certification in Dental Laboratory Technology (NBC) to take the RG examinations are expected to attend their examinations as scheduled. In the unlikely event that a scheduling conflict or emergency situation arises, the NBC adheres to the following rescheduling and cancellation policies:

### WRITTEN EXAMINATIONS

Candidates may reschedule their computer-based testing (CBT) examination to a different testing window than originally outlined within their application at no charge by notifying the NBC in writing prior to the published application deadline. Initial fees paid must be used within one year; otherwise, the candidate will forfeit all fees paid to NBC and must re-apply to complete the examination.

Candidates that fail to notify the NBC in writing prior to the published application deadline must get special permission from the NBC to reschedule to a different testing window. If allowed to do so, candidates will be charged a \$50 administrative fee for each written examination, which must be paid prior to the candidate being rescheduled.

Once a candidate begins their session and is unable to complete their examination due to the fault of FastTest, MonitorEDU, or NBC, the candidate will be able to begin another session at no charge. Once a candidate begins their session and is unable to complete their examination due to fault of their own or technical issues (i.e. loss of internet connection, or power on electronic device, etc.), the candidate must pay a fee of \$50 before examination results will be released.

If a candidate does not complete their written examination during their testing window, they will forfeit all payment, and may be rescheduled for another examination upon re-payment. No refund will be given.

### EMERGENCY SITUATIONS

The NBC recognizes that there are sometimes unavoidable emergency situations which may interfere with a candidate's ability to attend a scheduled examination. In emergency situations you should notify the NBC in writing as outlined above including supporting documentation if available (hospital receipt, military orders, police report, etc.). Acceptable reasons for failing to appear for an examination include but are not limited to death or serious illness, accident, jury duty or military deployment.

If approved for an emergency situation, candidates are given a maximum period of one year within which to pass the examination and retain credit for the testing fee previously paid; and that if such deadline is not met, fees will be forfeited and new application and payment will be required before testing can be approved.

# About the RG Examination

## EXAMINATION CONTENT

The Recognized Graduate examination is a written multiple-choice test. There are 160 questions on the examination, covering basic dental laboratory knowledge: oral anatomy, tooth morphology, materials science, health & safety, fundamental theory and terminology across the specialties tested by the NBC (Ceramics, Complete Dentures, Crown & Bridge, Implants, Orthodontics and Partial Dentures). Each test item will consist of a question and four (4) possible answers, or an incomplete statement and four (4) possible ways to complete the statement. Of the four possible responses, the candidate must select the best answer.

As part of NBC's ongoing efforts to ensure that the questions included in its written examinations are contributing to the reliability of the examinations, NBC includes an additional ten field test questions embedded on each examination form. These ten questions are not graded, but instead are used to gather statistical data to allow NBC to determine if the field test questions may be used on future examinations. Using field test questions is a common practice in the certification and licensure testing industry.

Candidates have up to two and three-quarters (2 3/4) hours to complete the examination; they may use as much or as little of this time as they require.

The Recognized Graduate examination is the measure for basic knowledge in history, ethics and the specialties. The content on the Recognized Graduate Examination is derived from the current NBC Job Task Outlines, which can be found on the NBC website under Certification Program Standards at [www.nbccert.org/about-national-board-certification/certification-standards.cfm](http://www.nbccert.org/about-national-board-certification/certification-standards.cfm). The following subjects may be included:

### GENERAL

#### A. Dental Laboratory Industry Regulations and Scope of Practice

*(9 - 11% of general knowledge examination questions on the RG examination are from this domain)*

1. Understanding Good Manufacturing Practices (GMPs), FDA CFR 21 Part 820
2. Practice under Federal guidelines, OSHA, HIPAA, Customs and Border Protection (CBP) (e.g., labelling and disclosure)
3. Interpret prescription and access case viability
4. Practice within the scope of state dental practice act

#### B. Anatomy

*(16 - 18% of general knowledge examination questions on the RG examination are from this domain)*

1. Identify occlusal requirements (e.g. bilateral posterior contacts, guidance, lingualized)

2. Differentiate types of occlusion (canine guidance, group function, malocclusion)
3. Identify tooth morphology
4. Identify growth and development of dentition
5. Identify basic anatomic landmarks (e.g. soft tissue and hard tissue)
6. Identify muscles of mastication and facial expression
7. Identify facial and cranial skeletal anatomy
8. Identify tooth coding systems (e.g. Universal, International, and Palmer)

#### C. Theory

*(5 - 7% of general knowledge examination questions on the RG examination are from this domain)*

1. Define dental terms using appropriate terminology
2. Identify function and types of dental devices (e.g., appliances, prostheses, restorations)

*continued...*

*About the RG Examination, continued.*

### D. Maxillary and Mandibular Articulation

*(6 - 8% of general knowledge examination questions on the RG examination are from this domain)*

1. Identify uses, types and components of articulators (e.g. non-, semi-, fully-adjustable)
2. Identify mounting procedures (e.g. face bows, etc.)
3. Identify bite registrations and/or jaw relation records

### E. Identify the types, processes, physical properties and handling characteristics of dental lab materials

*(31 - 33% of general knowledge examination questions on the RG examination are from this domain)*

1. Gypsum products
2. Waxes
3. Metals and alloys
4. Plastics, resins and composites
5. Separating materials
6. Fluxes and antfluxes
7. Alcohols (e.g., denatured and isopropyl)
8. Acids and neutralizers
9. Wetting agents
10. Wax Solvents
11. Abrasives and polishing agents
12. Laboratory gases
13. Investments (e.g. casting, pressing, soldering, refractory)
14. Impression materials
15. Ceramics (e.g., core and layering materials)
16. Weights and measure

### F. Working with Impressions and Models (e.g., Traditional or Digital)

*(10 - 12% of general knowledge examination questions on the RG examination are from this domain)*

1. Evaluate and validate impressions
2. Understand model fabrication
3. Recognize contraindications for impression techniques and materials
4. Identify techniques for handling types of impressions
5. Identify custom tray parameters

### G. Safe Working Practices

*(16 - 18% of general knowledge examination questions on the RG examination are from this domain)*

1. Identify equipment maintenance and safety requirements and PPE (verification and validation)
2. Perform infection control procedures
3. Use and maintenance of Safety Data Sheet (SDS)
4. Identify hazardous waste disposal requirements (EPA)
5. Identification, handling and storage of hazardous materials (OSHA, Pictogram labelling)
6. Identify emergency preparedness (e.g., eye wash, fire blanket, first aid, fire extinguishers, exit plan)

## CERAMICS

### A. Perform Preliminary & Diagnostic Work Up

*(16-18% of specialty specific examination questions on the RG examination are from this domain)*

1. Manufacture diagnostic cast from preliminary impression or digital file for case design
2. Evaluate case for various types of restorations
3. Recognize contraindications for materials/case design
4. Perform diagnostic wax up (e.g., traditional, digital)
5. Manufacture custom tray

### B. Manufacture Master Cast (Traditional or Digital)

1. Manufacture the master cast
2. Identify and evaluate preparation designs
3. Prepare the dies
4. Articulate casts

### C. Manufacture Substructure for Ceramics

1. Design substructure for ceramics (e.g., traditional, digital)
2. Identify various manufacturing methods (e.g., traditional, digital)
3. Select compatible materials for manufacturing methods

4. Identify techniques for manufacturing methods
5. Evaluate restoration/substructure
6. Identify techniques for soldering/welding, pre and post ceramic
- D. Ceramic Application & Contouring
  1. Select ceramic materials according to prescription
  2. Prepare surface for ceramic application
  3. Apply opaque/liner
  4. Layer ceramic material (e.g., traditional, digital)
  5. Contour tooth morphology
  6. Verify occlusion, contacts and excursions
  7. Evaluate shade and characterization
  8. Stain and glaze techniques
  9. Finish and polish techniques
  10. Evaluate the restoration for final acceptance
- E. Selection and Application of Materials and Equipment for Ceramics
  1. Identify properties and application of pattern materials
  2. Identify properties and applications of abrasives and polishing agents
  3. Identify the use of instruments and equipment
  4. Identify use and storage of acids
  5. Identify components of CAD/CAM systems
  6. Identify properties and application of refractory and investment materials
  7. Identify properties and application of ceramic materials
  8. Identify application of sealers, die hardeners, spacers, and separating mediums

## COMPLETE DENTURES

*(16-18% of specialty specific examination questions on the RG examination are from this domain)*

- A. Create Master Casts from Stock and/or Custom Tray Impressions
  1. Recognize contraindications for materials/case design
  2. Construct master cast
  3. Identify anatomical landmarks

4. Identify the requirements for a posterior palatal seal
- B. Design and Manufacture Record Base Plate & Occlusal Rim
  1. Identify the requirements for the manufacture of the base plate
  2. Identify the requirements for the manufacture of the occlusal rim
- C. Select and Arrange Artificial Teeth
  1. Index and articulate casts
  2. Select anterior and posterior denture teeth
  3. Set-up anterior and posterior denture teeth
  4. Create anatomical wax contours of the denture base
- D. Process the Denture
  1. Denture investment techniques
  2. Mold preparation techniques
  3. Processing techniques
- E. Finish & Polish Complete Denture
  1. Divest the denture
  2. Remount the denture
  3. Equilibrate
  4. Construct a remount cast and index
  5. Finish the denture
  6. Polish the denture
- F. Procedures for Repairs and Alterations for Complete Dentures
  1. Rebase denture
  2. Reline denture
  3. Repair denture
  4. Duplicate denture
  5. Manufacture immediate denture
- G. Selection and Application of Materials and Equipment for Removable Prosthetics
  1. Understand properties and application of flexible materials
  2. Understand properties and application of waxes
  3. Understand properties and application of resins
  4. Understand safety protocols for the use and storage of hazardous materials
  5. Identify the use of instruments and equipment (e.g., traditional, digital)

*continued...*

About the RG Examination, continued.

### CROWN AND BRIDGE

*(16-18% of specialty specific examination questions on the RG examination are from this domain)*

- A. Perform Preliminary & Diagnostic Work Up
  - 1. Manufacture diagnostic cast from preliminary impression or digital file for case design
  - 2. Evaluate case for various types of restorations
  - 3. Recognize contraindications for materials/case design
  - 4. Perform diagnostic wax up (e.g., traditional, digital)
  - 5. Manufacture custom tray
- B. Manufacture Master Cast (Traditional or Digital)
  - 1. Manufacture the master cast
  - 2. Identify and evaluate preparation designs
  - 3. Prepare the dies
  - 4. Articulate casts
- C. Design and Manufacture Patterns (Traditional or Digital)
  - 1. Determine method for creating pattern
  - 2. Identify design parameters for fixed restorations
  - 3. Manufacture pattern for full contour restoration
  - 4. Manufacture pattern for post & core
  - 5. Manufacture pattern for ceramic substructures
  - 6. Manufacture pattern for bridges
  - 7. Manufacture pattern for pressed restorations
  - 8. Manufacture pattern for inlays/onlay
- D. Manufacture Restoration
  - 1. Select manufacturing method (e.g., traditional, digital)
  - 2. Sprue and invest pattern
  - 3. Burnout invested mold
  - 4. Cast/Press/Divest the restoration
  - 5. Digital Manufacturing Techniques
- E. Finish and Polish the Restoration
  - 1. Inspect the restoration for defects
  - 2. Remove the sprues
  - 3. Seat restoration to die(s)
  - 4. Finish the restoration

- 5. Refine contacts, occlusion and excursions
- 6. Prepare surface for porcelain
- 7. Polish the restoration
- 8. Evaluate the restoration for final acceptance
- F. Perform Soldering & Welding
  - 1. Apply soldering/welding techniques
  - 2. Solder/weld bridge components together
  - 3. Solder/weld connectors
  - 4. Solder/weld attachments
  - 5. Perform repairs
- G. Selection and Application of Materials and Equipment for Crown & Bridge
  - 1. Identify properties and application of pattern materials
  - 2. Identify properties and applications of abrasives and polishing agents
  - 3. Identify safety protocol for the use of flux materials
  - 4. Identify safety protocol for use and storage of acids
  - 5. Identify safety protocol for use and storage of laboratory gases
  - 6. Identify and select restorative materials
  - 7. Identify components of CAD/CAM systems
  - 8. Identify properties and application of refractory and investment materials
  - 9. Identify application of sealers, die hardeners, spacers, and separating mediums
  - 10. Identify the use of instruments and equipment

### ORTHODONTICS

*(16-18% of specialty specific examination questions on the RG examination are from this domain)*

- A. Growth and Development
  - 1. Identify deciduous and permanent dentition
  - 2. Identify the order of tooth eruption
  - 3. Identify classes of occlusion (class I,II and III)
  - 4. Identify the types of malocclusion
  - 5. Identify the types of tooth movement
- B. Orthodontic Treatment & Appliances



1. Differentiate between dental and skeletal treatments
  2. Categorize types of appliances (passive, active, functional)
  3. Recognize contraindications for materials/case design
  4. Recommend orthodontic appliance design
  5. Reset teeth in the cast for proper alignment
  6. Identify therapy appliances and related federal regulatory requirements (e.g., orthodontic, splints, guards, deprogrammers, sleep apnea)
  7. Identify and manufacture study casts
- C. Wire Components and Auxiliaries
1. Identify principles of bending wire
  2. Identify and manufacture types of clasps
  3. Identify functions and uses of clasps
  4. Identify and manufacture springs
  5. Identify and place screws
  6. Identify and use coil spring (open & closed)
  7. Identify and manufacture labial bows
  8. Identify and use components (bands, crowns, etc.)
  9. Embed components in acrylics
  10. Understand application of wire bending tools
- D. Acrylics, Composites, Plastics
1. Utilize vacuum/pressure formed materials
  2. Apply acrylic using the sprinkle technique
  3. Apply acrylic using the dough pack technique (cold cured)
  4. Identify and utilize light cured materials
  5. Identify and utilize heat cured materials
  6. Finish and polish appliances
  7. Perform acrylic repair
- E. Soldering and Welding
1. Identify components of the soldering process (e.g., flux, solder, anti-flux)
  2. Solder an appliance
  3. Weld an appliance
  4. Finishing and polishing of weld/solder work
  5. Perform metal repair
- F. Selection and Application of Materials and

#### Equipment for Orthodontics

1. Identify and utilize finishing instruments and equipment
2. Identify and utilize vacuum/pressure forming equipment
3. Identify properties and application of gypsum products
4. Understand application of separating mediums
5. Identify properties and application of waxes
6. Understand applications of abrasives and polishing agents
7. Understand safety protocol for use and storage of hazardous materials
8. Identify the use of instruments and equipment unique to Orthodontics

### **PARTIAL DENTURES**

*(16-18% of specialty specific examination questions on the RG examination are from this domain)*

- A. Create Master Casts from Stock and/or Custom Tray Impressions
1. Construct master casts
  2. Identify anatomical landmarks
  3. Index casts
  4. Articulate casts
- B. Survey, Design and Preparation for Framework (Traditional or Digital)
1. Recognize contraindications for materials/case design
  2. Identify major connectors (types and functions)
  3. Identify minor connectors (types and functions)
  4. Identify direct retainers (types and functions)
  5. Identify indirect retainers
  6. Determine location of rests
  7. Determine types denture base retention
  8. Identify types of attachments
  9. Identify stress relievers and application
  10. Identify techniques of surveying
  11. Understand clasp selection
  12. Understand application of blockout and relief
  13. Perform bead line applications

*continued...*

*About the RG Examination, continued.*

14. Perform relief for acrylic retention
15. Understand classification of partially edentulous arches
- C. Manufacture Refractory Cast
  1. Duplicate master cast
  2. Transfer design
- D. Manufacture Partial Dentures Frameworks
  1. Understand application of patterns (e.g., traditional, digital)
  2. Understand requirements for spruing (e.g., traditional, digital)
  3. Invest the pattern
  4. Eliminate the pattern
  5. Identify casting techniques
  6. Divest casting
  7. Finish and polish framework
- E. Select and Arrange Artificial Teeth and Process
  1. Select appropriate teeth
  2. Set-up and arrange appropriate teeth
  3. Create anatomical wax contours of the denture base
  4. Identify processing equipment, materials & techniques
  5. Deflask RPD
- F. Finish and Polish Partial Denture Base
  1. Identify equipment and materials
  2. Identify the techniques and procedures
  3. Divest the partial denture
  4. Identify and correct processing errors
  5. Finish the partial denture
  6. Polish the partial denture
- G. Procedures for Repairs and Alterations for Partial Dentures
  1. Identify techniques for soldering
  2. Identify techniques for welding
  3. Finish and polish after alterations
  4. Perform repairs and additions
  5. Understand process for altered (split) cast technique
  6. Reline a partial denture
  7. Rebase a partial denture
  8. Understand process for immediate partial denture
- H. Selection and Application of Materials and Equipment
  1. Identify properties and application of gypsum products

2. Identify properties and application of refractory and investment materials
3. Identify application of separating mediums
4. Identify properties and application of waxes
5. Identify properties and application of resins
6. Identify properties and application of alloys
7. Understand application of abrasives and polishing agents
8. Understand application of solder and flux materials
9. Understand safety protocol for the use and storage of hazardous materials
10. Understand application of flexible RPD materials
11. Understand application of CAD/CAM processes
12. Identify use of instruments and equipment (e.g., traditional, digital)

### IMPLANTS

*(16-18% of specialty specific examination questions on the RG examination are from this domain)*

- A. Perform Preliminary and Diagnostic Work Up
  1. Differentiate between implant technologies
  2. Categorize and identify case design options
  3. Understand osseointegration and biocompatibility
  4. Understand correlation between bone density and load bearing capability
  5. Understand occlusal considerations for fixed or hybrid restorative options
  6. Understand occlusal considerations for removable restorative options
  7. Recognize contraindications for materials/case design
  8. Plan and construct case diagnostics
  9. Recommend final case design
  10. Manufacture guide stent (radiographic/ surgical)
- B. Manufacture the Master Cast
  1. Identify custom tray options and assess impression for acceptance

- 2. Identify, select, and assemble implant parts
- 3. Manufacture soft-tissue cast
- 4. Articulate casts
- 5. Design and construct verification jig
- C. Manufacture Removable Prosthesis
  - 1. Construct baseplate and occlusal rim
  - 2. Identify and understand implant attachments
  - 3. Manufacture implant retained denture
- D. Manufacture Bar/Substructure
  - 1. Identify and understand implant retained options
  - 2. Identify and understand implant bar attachments
  - 3. Identify and understand load bearing parameters
  - 4. Identify and understand angle correction at fixture levels
  - 5. Design and manufacture bar/substructure (e.g., traditional, digital)
  - 6. Verify and fit bar/substructure
  - 7. Correct discrepancies (e.g., weld, solder, remake)
- E. Manufacture Screw-Retained Fixed or Removable (Hybrid) Restoration
  - 1. Identify and select components
  - 2. Understand path of insertion and emergence profile
  - 3. Design restoration (e.g., traditional, digital)
  - 4. Manufacture restoration (e.g., traditional, digital)
- F. Manufacture Abutment and Cement-Retained Restoration
  - 1. Identify and select components
  - 2. Understand path of insertion and emergence profile
  - 3. Design restoration (e.g., traditional, digital)
  - 4. Manufacture restoration (e.g., traditional, digital)
- G. Selection and Application of Materials and Equipment
  - 1. Select and operate manufacturing equipment
  - 2. Identify the use of instruments
  - 3. Understand federal regulatory requirements governing implant abutment design and manufacturing
  - 4. Identify components of CAD/CAM systems

## EXAMINATION REFERENCES

The NBC examinations were developed on the basis of practice in the field and are not based on a specific textbook or course of study. Therefore, many sources of information are appropriate for study and review. The references listed in this publication must not be regarded as the only useful publications. They should be considered only as representative sources of the types of information covered by the examination.

There are several useful study materials available for purchase through the NADL's online store at [www.nadl.org](http://www.nadl.org). The study materials that can be found there include, but are not limited to, Visual Reference Guides (one per each specialty), an Examination Preparation Guide, and the U.S. Air Force Manuals (which includes Dental Laboratory Technology, Basic Sciences, Removable Prosthodontics, and Orthodontics (2005), Air Force Pamphlet 47-103, Volume One and Dental Laboratory Technology, Fixed and Special Prosthodontics (2005), Air Force Pamphlet 47-103, Volume Two.)

*The following references are in addition to those listed above and will be active for any examinations offered by NBC after January 1, 2017. Most of these references can be purchased through Quintessence Publishing.*

### GENERAL REFERENCES

*Hohmann, Arnold and Hielscher, Werner*  
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St. Louis, Mosby Publishing, 2014

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Wheeler's Dental Anatomy, Physiology & Occlusion,  
9th edition  
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*O'Brien, William*

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*United States Air Force Manuals 47-103*  
Volume One Basic Sciences, Removable  
Prosthodontics, and Orthodontics (2005),  
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*Chu, Stephen J.; Devigus, Alessandro; Paravina, Rade; and Miesleszko, Adam*  
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Communication in Esthetic Dentistry, 2nd edition  
Chicago, Quintessence Publishing, 2011

*Hämmerle, Christoph; Sailer, Irena; Thoma, Andrea;  
Hälg, Gianni; Suter, Ana; and Ramel, Christian*  
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Chicago, Quintessence Publishing, 2008

*Kelly, J. Robert*  
Ceramics in Dentistry: Principles and Practice  
Chicago, Quintessence Publishing, 2016

*Naylor, W. Patrick*  
Intro to Metal-Ceramic Technology 2nd edition  
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### **COMPLETE DENTURES**

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Chicago, Quintessence Publishing, 1999

### **PARTIAL DENTURES**

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### **ORTHODONTICS**

*McNamara Jr., Dr. James A.*  
Orthodontics and Dentofacial Orthopedics  
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*Willison, CDT, Brian D. and Warunek, DDS, MS,  
Stephen P.*  
Practical Guide to Orthodontic Appliances  
Tonawanda, NY, Great Lakes Orthodontics

### **IMPLANTS**

*Babbush, DDS, MScD, Charles A.; Hahn, DDS, Jack  
A.; Krauser, DMD, Jack T.; and Rosenlicht, DMD, Joel  
L.*  
Dental Implants: The Art and Science, 2nd Edition  
Maryland Heights, MO, Saunders, 2011

*Misch, DDS, MDS, Carl E.*  
Contemporary Implant Dentistry, 3rd edition  
St. Louis, MO, Mosby, Inc., 2008

*Misch, DDS, MDS, Carl E.*  
Dental Implant Prosthetics, 2nd edition  
St. Louis, MO, Mosby, Inc., 2014

*Shafie, Dr. Hamid*  
Clinical and Laboratory Manual of Implant  
Overdentures  
St. Louis, MO, Blackwell Publishing Company, 2007

*White, Graham E.*  
Osseointegrated Dental Technology  
Quintessence Publishing, 1993

## EXAMINATION PREPARATION & SAMPLE QUESTIONS

Preparation for all of the exams leading to certification begins at the technician's first introduction to the dental laboratory. Ideally, it is a process of training, education, experience and continuing education. In publishing this manual, the NBC is not attempting to teach the competencies measured by its examinations, but rather to give technicians an understanding of examination content, structure and procedures so that they may approach the RG examinations with the confidence that comes from knowing what to expect.

It is to each candidate's advantage to plan, work and practice towards the completion of their examinations. Candidates are required to complete all parts of their examinations without aid or assistance. Examination Proctors may not define terms or answer questions relating to the examination content.

For the Recognized Graduate examination, candidates will be instructed to read the question carefully and, select the best answer from the given answer choices.

## THE GRADING SYSTEM

Grading is not a comparative process. All grades are based on a standard that the NBC believes to represent basic competence in dental technology and in each of the specialties represented.

Written examination passing scores are based upon the number of questions answered correctly – scores are not rounded or averaged. Minimum passing scores are subject to change by the NBC. All candidates will receive a copy of the current minimum passing scores with their examination confirmation letter prior to the examination.

## NOTIFICATION OF GRADES

For the RG examinations, candidates will receive their grades within four (4) weeks after the examination. By default, examination results are reported directly to each candidate by mail using the address provided on the application. Candidates can choose to receive their grades electronically by selecting this option on the application. If this option is selected, grades will only be emailed to the email address provided on the application. Examination results are otherwise held confidential. It is important that all candidates maintain a current mailing address and email address with NBC Headquarters. Candidates who have taken and passed the RG examination will receive their new RG welcome packet within six (6) weeks from the time confirmation of graduation has been received. Candidates who do not pass the RG examination must take the examination again and pass within one year of graduation in order to earn the RG designation.

## MAINTAINING THE RG DESIGNATION

Credit for passing the RG examination may be retained for up to four (4) years. If an RG wishes to become a CDT, the candidate has four (4) years to successfully pass the other required exams from their date of becoming a Recognized Graduate. Candidates may repeat examinations one or more times as needed.

An RG may keep his or her designation indefinitely, pending that they maintain the renewal requirements. However, the RG examination will only substitute for the written CDT comprehensive examination for a four (4) year period. After four years, the RG must complete all three examinations to earn certification.

# Written Examination Appeal Policy & Procedures

## PROCEDURAL APPEAL:

If during a written examination, you believe and can provide valid evidence that any circumstance, event, or procedure during the test had an adverse effect on your ability to successfully complete the written examination, or that you experienced unfair treatment, please let the Proctor know immediately **before** the end of the examination. The Proctor will log your initial comments and return them to NBC headquarters. A written complaint **must** be created during the test. Any comments regarding circumstances, events, or procedures that are not logged during the test may not be considered for appeal.

You must also notify NBC headquarters in **writing** of your request for a procedural appeal within 48 hours (or two business days) after the test date. Your written request for appeal should include a detailed description of the circumstance, event, or procedure that affected your performance on the examination.

The complaint and supporting information shall be reviewed to determine if unsatisfactory examination conditions did exist. Upon determination that a candidate did not have a "fair" opportunity to take the written examination under acceptable conditions, a solution will be developed with the candidate based on the particular situation. If it is determined that the conditions were acceptable, the candidate has the option to appeal to the Board of Trustees. Notice of the final decision for procedural appeals shall be provided in writing to the appellant within 3-4 weeks of submission. In the event that additional time is needed, the appellant will be notified in writing.

## GRADE APPEAL:

Candidates who take the written examination receive a written report of the points awarded to each content area. If a candidate feels there has been an error in reporting the reading of the answer sheets, the candidate should submit a written request for a score review to verify accuracy in the calculation. If accurate, grades will not be altered.

You must notify NBC headquarters in writing of your request for a grade review within two weeks after the receipt of examination results. Notice of the final decision for grade appeals shall be provided in writing to the appellant within 2-3 weeks of submission.

## QUESTION COMMENTS:

For all RG written examinations, a candidate is allowed to make comments pertaining to the examination items. Candidate comments must be logged during the examination using the instructions provided by the Proctor.

Comments will only be accepted if completed during the examination. All comments are reviewed by subject matter experts, designated by the appropriate examination committee, throughout the year. While responses to comments are not provided back to the candidate, the comments will be used to help ensure the maintenance of the examinations.

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All appeals are dealt with in a constructive, impartial, and timely manner. Submission, investigation and decision on appeals shall not result in any discriminatory actions against the appellant.

### **Please submit appeals to:**

NBC Examination Appeals, 325 John Knox Rd., Ste# L-103, Tallahassee, FL 32303

Fax: (850) 222-0053 Email: [nbccert.org](mailto:nbcexamappeals@nbccert.org)

Updated May 2018

# Application for the Recognized Graduate Examination

## ELIGIBILITY FOR THE RG EXAMINATION

All technicians applying for the RG examinations must:

1. Have a working knowledge of the English language.
2. Be a high school graduate (or the documented equivalent).
3. Be of satisfactory ethical and legal standing as defined by the NBC's disciplinary standards.
4. Meet the educational prerequisites required for testing.

The educational prerequisites for testing state that a candidate must have graduated or plan to graduate within one year from the date of the examination from a dental technology educational program that is recognized by the National Board for Certification in Dental Laboratory Technology. Prior to being recognized as an RG, proof of graduation is required.

## APPLICATION INSTRUCTIONS

1. Type or print all answers clearly in ink.
2. Use extra sheets of paper if more space is needed for requested information.
3. Be honest, accurate and thorough in completing all sections of this application. The National Board for Certification in Dental Laboratory Technology (NBC) reserves the right to reject any application if the NBC has evidence that the applicant has made a false or misleading statement in the application or any supporting documents.
4. Payment is due with this application. The check or money order, payable to the National Board for Certification, must be in the amount of the examination fee for this candidate only. The NBC also accepts Visa, MasterCard and American Express.
5. The NBC Headquarters should receive all applications by the published deadline. Any late applications must be accompanied by the late fee and are subject to NBC approval. Applications are accepted in the order in which they are received, up to the capacity of each examination site.
6. Once an examination window has been confirmed, candidates are required to attend their selected examination. Failure to do so may result in the forfeiture of all examination fees. Please read the RG Examination Handbook for additional details about rescheduling and cancellations.

**All RG candidates should thoroughly read the entire RG Examination Handbook for further details and information regarding certification and procedures.**

# Application for the Recognized Graduate Examination

<b>For Office Use Only:</b>	Date _____
Candidate# _____	Site# _____
Approved _____	Exam _____

## I. APPLICANT INFORMATION

Dr.  Mr.  Mrs.  Ms.  Miss  Other \_\_\_\_\_

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

*(as shown on government issued ID)*

Street Address \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email\* \_\_\_\_\_

*\*Required*

Do you wish to receive your grades electronically?  Yes  No

*(if yes, please note grades will only be released to the email address provided above on this application)*

## II. EXAMINATION SELECTION

- |   |  |
|---|--|
| <input type="checkbox"/> January Testing Window (Dec. 20th deadline)  | <input type="checkbox"/> July Testing Window (June 20th deadline)      |
| <input type="checkbox"/> February Testing Window (Jan. 20th deadline) | <input type="checkbox"/> August Testing Window (July 20th deadline)    |
| <input type="checkbox"/> March Testing Window (Feb. 20th deadline)    | <input type="checkbox"/> September Testing Window (Aug. 20th deadline) |
| <input type="checkbox"/> April Testing Window (March 20th deadline)   | <input type="checkbox"/> October Testing Window (Sept. 20th deadline)  |
| <input type="checkbox"/> May Testing Window (April 20th deadline)     | <input type="checkbox"/> November Testing Window (Oct. 20th deadline)  |
| <input type="checkbox"/> June Testing Window (May 20th deadline)      | <input type="checkbox"/> December Testing Window (Nov. 20th deadline)  |

Candidates must complete their examination within 30 days once they have been approved by NBC to test. Testing windows run from the first day of each month through the last day of each month. Registration deadlines are the 20th of the month prior to your desired testing window.

Applications may not be accepted after the deadline specified for each examination without NBC approval and a late fee of \$25.

## III. LANGUAGE REQUIREMENT

Do you read, speak and write the English language?  Yes  No

## IV. LEGAL REQUIREMENT

Have you been convicted of illegal practice of dentistry?  Yes  No



## V. PERSONAL REFERENCES

Please give the full names and mailing addresses of three persons (not relatives) who are able to verify information submitted on this application, or who have personal knowledge of the applicants character.

1. Name \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

## VI. EDUCATION

1. Did you graduate from high school or the equivalent (such as earning a GED)?  Yes  No

2. Dental Technology Education Program or School: \_\_\_\_\_

a) City and state: \_\_\_\_\_

b)  Full Time  Part Time

c) Date of Enrollment: Month \_\_\_\_\_ Year \_\_\_\_\_

3. Graduation (Complete one):

a) Expected Date of Graduation: Month \_\_\_\_\_ Year \_\_\_\_\_

b) Date Already Graduated: Month \_\_\_\_\_ Year \_\_\_\_\_

## VII. EDUCATOR'S STATEMENT

**TO THE APPLICANT:** This statement must be signed by your department head or senior instructor who can verify your eligibility to take the Recognized Graduate examination.

**TO THE EDUCATOR/DEPARTMENT HEAD:** Your signature below, on behalf of your educational institution, indicates that you believe this applicant to have satisfactorily completed such course of study as to qualify him or her as a candidate for graduation from your course in dental technology. By reading and verifying the information submitted by the candidate on this application and by confirming his or her completion of the course of study, you are providing valuable credibility to maintaining high standards of recognition in dental technology.

Educator or Department Head Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

*continued...*

Recognized Graduate Examination Application, continued.

## VIII. APPLICANT'S AFFIDAVIT

I have read and understand the RG examination handbook and application. I agree to submit to testing for certification according to the requirements and procedures specified by the NBC.

I agree to indemnify and hold harmless the NBC, its Trustees, officers, employees and agents, and the institution where the RG examination is administered from any and all liability for injury or damages suffered by me, or which I might cause to others, during the course of taking my examination.

I agree to abide by the laws and regulations which govern the practice of dentistry and the practice of providing dental laboratory technology services, restorations and services to the dental profession.

I affirm that all statements made by me in this application are true and correct to the best of my knowledge. I understand that any misrepresentation of facts made in this application for testing or in future applications to the NBC for certification testing or renewal, or in my personal claim to certification (use of the RG designation and logo), may be found cause for suspension or denial of certification or eligibility for certification testing.

I understand that NBC operates its examinations with specific procedures that ensure the integrity of the examination process. I understand that if I fail to follow NBC's policies and procedures that my examination results will not be valid and I would be required to retest at my own expense.

Any application submitted hereafter will be considered an addendum to this application.

I hereby verify that I have \_\_\_\_\_ years of education in dental laboratory technology.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## IX. PAYMENT

**Recognized Graduate Examination**       \$275

**Total \$** \_\_\_\_\_

Any applications submitted after the published deadline must be accompanied by a late fee of \$25 and are subject to NBC approval. Examination application deadline information can be found on the current examination schedule at [www.nbccert.org](http://www.nbccert.org).

Enclosed is Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ payable to the NBC.

Please charge my credit card     VISA     MC     AMEX    Amount \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ CCV Code\* \_\_\_\_\_

\* Credit Card Verification (CCV Code): This is the 3-digit number that appears on the reverse side of your credit card. For American Express cards only, this is the 4-digit number on the front of your card.

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone \_\_\_\_\_

The fees published in this application are subject to change. For more information about testing & other programs please visit our website at [www.nbccert.org](http://www.nbccert.org).

*If you have not signed your application or enclosed the required fees, your application will not be processed.*

Please send completed application and fee to:  
NBC  
325 John Knox Road, #L103  
Tallahassee, FL 32303  
(850) 222-0053 Fax

# CHECKLIST

## **HAVE YOU:**

- read this handbook in its ENTIRETY?
- COMPLETELY filled out the application?
- SIGNED the application affidavit?
- secured attesting SIGNATURES from your instructor?
- enclosed the appropriate FEE?
- kept a COPY of the entire application for your records?

**WE RECOMMEND THAT YOU KEEP THIS CANDIDATE HANDBOOK FOR REFERENCE THROUGHOUT THE ENTIRE APPLICATION AND EXAMINATION PROCESS.**

This handbook contains information about how to become nationally certified in dental laboratory technology. To avoid problems in processing your application, it is important that you follow the guidelines outlined in this handbook and that you comply with the required deadlines. If you have questions about the policies, procedures or processing of your certification after reading this handbook, please go our website at [www.nbccert.org](http://www.nbccert.org), or email us at [certification@nbccert.org](mailto:certification@nbccert.org). Additional copies of this handbook may be obtained by emailing [certification@nbccert.org](mailto:certification@nbccert.org), by calling (800) 684-5310 or by sending a written request to the NBC at the address below.



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National Board for Certification in  
**Dental Laboratory Technology**



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