



CERTIFIED DENTAL TECHNICIAN EXAMINATION HANDBOOK AND APPLICATION

NBC

National Board for Certification in
Dental Laboratory Technology





Dear Certified Dental Technician Candidate:

Thank you for your interest in pursuing the CDT designation. You are to be congratulated for your commitment to attain the highest standards of professional excellence within the dental technology community.

You should know that this distinctive certification, when it is obtained, places you among the elite group of dental technology professionals who hold this designation. 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 a CDT.

This handbook contains the information you need in order to become a Certified Dental Technician. For more information about the NBC, visit our website at www.nbccert.org. The exam applications, order forms, and the exam schedules are also available on the website.

Once again, you have made an excellent choice in pursuing the CDT 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 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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Certified Dental Technician 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 Certified Dental Technician 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. You can contact the NBC Headquarters at certification@nbccert.org or (800) 684-5310.

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TABLE OF CONTENTS

How to Become a Certified Dental Technician

What is Certification?	3
What Are the Skill Standards?	3
The Examinations	4
Annual Renewal.	4

Overview of History, Regulation & Organization in Dental Laboratory Technology

Early History	5
First Commercial Dental Laboratory	5
National Organization.	6
Beginning of Certification	6
Government Regulations	6
Related Organizations and Institutions.	7
Other Standards	8

Examination Application Process

Eligibility for Testing.	8
Application Process and Fees	9
Written Exam Registration	9
Practical Exam Registration.	11
Examination Cancellation/Rescheduling Policy.	11

About the CDT Examinations

Types of Examinations	13
Comprehensive Exam.	13
Written Specialty Exam.	13
Practical Exam.	14
Examination References	15
Exam Preparation & Sample Questions.	17
The NBC Examiners	17
The Grading System	17
Notification of Grades.	18
Failing Grades	18

Examination Content & Tasks

Comprehensive Written Exams	19
Practical Exam	25

Appeals

Written Exam Appeal Policy & Procedures.	28
Practical Exam Appeal Policy & Procedures	29

Application

CDT Examination Application	30
Continuing Education Addendum	37

How to Become a Certified Dental Technician

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 technology.

The CDT Program is a national program. Since certification is voluntary, it represents not only compliance with documented standards, but also a special personal commitment to quality and professionalism. Each Certified Dental Technician (CDT) has met industry standards of required knowledge and applied skills through the successful completion of examinations and compliance with continuing technical and regulatory education requirements.

The CDT is recognized and endorsed by 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 CDT program adheres to national certification program standards.

For those engaged in the practice of dental 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, dental technology certification could establish:

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

WHAT ARE THE SKILL STANDARDS?

The goal of the CDT examination is to measure competence or the mastery of a predetermined body of knowledge and the skills deemed to represent the successful, professional-level practice of dental technology. To become a CDT, a technician must demonstrate their knowledge and applied skills, from start to finish in their chosen specialty, in the manufacturing procedures common in contemporary practice. There are six (6) specialties currently recognized by the NBC: Ceramics, Complete Dentures, Crown & Bridge, Orthodontics, Partial Dentures and Implants.

continued...

How to Become a Certified Dental Technician, continued.

THE EXAMINATIONS

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 exams. All examination content is also subject to ongoing statistical analysis based on actual usage of exam questions as well as peer review to ensure relevance to current practices in dental technology.

The following examinations must be passed successfully to become a Certified Dental Technician (CDT):

- The Written Comprehensive examination (or the Written Recognized Graduate examination, if eligible);
- The Written Specialty examination; and
- The Practical examination (in the same specialty area as the Written Specialty examination — Ceramics, Complete Dentures, Crown & Bridge, Orthodontics, Partial Dentures or Implants.)

Candidates may sit for the examinations in any order but all three (3) exams must be passed within four (4) years of the date that the first exam was passed.

ANNUAL RENEWAL

In order to retain certification, CDTs are required to apply annually to the NBC for renewal. To qualify for renewal, the CDT 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 are 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 CDTs will be notified to which renewal cycle they have been assigned upon certification. An invoice is sent out to every CDT seventy-five (75) days prior to their certification renewal date.

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

continued...

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 2015, 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 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 fewer than half 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.

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

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 American Dental Association's Commission on Dental Accreditation (ADA's 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.

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

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.

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.

**CERTIFIED
DENTAL
LABORATORY**



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.

For more information about any of the programs offered by the NBC, please contact the NBC Headquarters or refer to the NBC website at www.nbccert.org.

Examination Application Process

ELIGIBILITY FOR CDT CERTIFICATION EXAMS

All technicians applying for the CDT 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 technical prerequisites required for testing.

For technicians who **are not** current participants in the NBC's Recognized Graduate (RG) program, the technical prerequisites for testing may be met by documenting at least five (5) years of training and/or experience in dental technology. Time spent in on-the-job training (including formal apprenticeships and training courses) or studying in a dental technology education program may be counted towards this requirement.

- An exception is made for graduates of a two-year, ADA-accredited dental technology education program. These candidates may apply for the CDT examinations after completion of two (2) years of practical experience in addition to (and not concurrent with) their course of study.

As of January 1, 2017, an additional pathway to becoming a CDT has been added, whereby documented continuing education (CE) can substitute for education and/or experience. For a detailed breakdown, please visit the Career Path to Becoming a CDT document at www.nbccert.org/certificants/certified-dental-technician/cdt-application.cfm or the CE Addendum on page 33.

For technicians who **are** current Recognized Graduates and have taken and passed their RG examination within the last four (4) years, the technical prerequisites for testing may be met in one of the following ways:

1. Recognized Graduates from two-year ADA-accredited programs may sit for the CDT examinations without having to obtain additional education or on-the-job-experience, or
2. Recognized Graduates from non-ADA-accredited programs may sit for the CDT examinations after obtaining at least three (3) years of on-the-job experience.

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.

To see the list of dental technology education programs currently approved by the ADA, please visit their website at www.ada.org/en/coda.

APPLICATION PROCESS AND FEES

Eligibility to take the CDT examinations will be determined by the NBC upon receipt of a completed application and payment of the examination fees.

The fee for all three (3) required exams is broken down as follows:

Written Comprehensive examination:

\$245 for computer-based testing (CBT), \$220 for paper-based testing (PBT)

Written Specialty examination:

\$245 for computer-based testing (CBT), \$220 for paper-based testing (PBT)

Practical examination: \$495

Please note that the Practical examination fee includes a \$50 one-time application fee. Candidates who require a second attempt at the Practical exam may waive this application fee and will only be assessed the \$445 examination fee.

Candidates who require their Practical Exam molds to be shipped outside of the United States will be responsible for covering the costs of international shipping. NBC will provide you with your total after determining the shipping costs before proceeding with payment.

If any of the exams are not passed on the first attempt, a new application and fee must be submitted before the candidate can retake the exam(s) in question.

WRITTEN EXAM REGISTRATION

COMPUTER-BASED TESTING (CBT)

In order to offer a greater number of testing locations and more flexible scheduling, NBC launched a computer-based testing (CBT) option for the CDT and RG written examinations. The requirements for computer-based testing (CBT) are as follows:

- Desktop computer or laptop (not tablet)
- Webcam, speakers and microphone (built-in or external)
- Connection to network with sufficient internet speed: at least 2 Mbps download speed and 2 Mbps upload
- Browser (not Internet Explorer) with pop-up blocker disabled

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Examination Application Process, continued.

- Candidates can check the readiness of their computer at <https://prod.examity.com/systemcheck/ComputerReadinessCheck1.aspx>
- Testing must take place in a private area
- Government issued photo ID matching your examination application

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

For computer-based testing (CBT), once a candidate has been approved for online testing through NBC, they will receive an email confirming they have been approved. Candidates must schedule and complete their examination within thirty (30) days once they have been approved by NBC to test. Should a candidate not schedule and complete their examination, they will forfeit all fees paid to NBC and must re-apply to complete the examination.

Should a candidate wish to reschedule their scheduled examination, there will be no fee as long as the examination date and time is at least 48 hours away. Should a candidate wish to reschedule their examination within 48 hours of their scheduled examination time, a fee of \$50 will be assessed at the time of reschedule.

Should a candidate miss their scheduled examination, a fee of \$100 will be assessed prior to allowing the candidate to reschedule their examination. Should a candidate not reschedule and complete their examination within their thirty (30) day testing window, they will forfeit all fees paid to NBC and must re-apply to complete the examination.

Once a scheduled examination time begins, candidates are allotted a 15 minute grace period. Should a candidate be more than 15 minutes late for their examination, the scheduled examination window will close and the candidate will have missed their examination. A fee of \$100 will be assessed prior to allowing the candidate to reschedule their examination. Should a candidate not reschedule and complete their examination within their thirty (30) day testing window, they will forfeit all fees paid to NBC and must re-apply to complete the examination.

If a candidate wishes to retake a written examination, they must wait at least 30 days before re-applying to take the written examination.

Because all communication for computer-based testing (CBT) testing is electronic, computer-based testing (CBT) candidates must maintain a valid email address at all times. Please ensure you have whitelisted the following domains: examity.com, executiveoffice.org and fasttestweb.com.

PAPER-BASED TESTING (PBT)

For paper-based testing (PBT), exam dates are tentative until thirty (30) days prior to the exam. Please call the NBC to check on the expected status of exams prior to making travel arrangements. The NBC reserves the right to cancel the exams if there are not enough candidates registered. If this occurs, candidates are notified and rescheduled for the exam site listed as their second choice.

If an application for paper-based testing (PBT) is received well in advance of the registration deadline, candidates will receive an email notifying them that their application has been received and indicating the date and location for which they have been tentatively scheduled. The examination dates are confirmed thirty (30) days prior to the exam date, after the registration deadline. Confirmation letters with instructions and exam site contact information are mailed approximately two (2) weeks prior to the exam.

If an examination is taking place on a military base, NBC will contact candidates in order to obtain the following information to ensure pre-approved base access: last name, first name, and middle initial (as shown on driver's license/ID card); date of birth; address; driver's license number; driver's

license state of issue; driver's license expiration date; and vehicle information – make, model, and license plate number. This information must be received at least thirty (30) days prior to the examination date. If this information is not provided within the necessary time frame, NBC cannot guarantee base access and the candidate will be responsible for any reschedule fees.

If you are not a U.S. citizen, you will also be required to provide the following information: place of birth; citizenship; passport number; company; and duty title. This information must be received at least sixty (60) days prior to the examination date. If this information is not provided within the necessary time frame, NBC cannot guarantee base access and the candidate will be responsible for any reschedule fees.

PRACTICAL EXAM REGISTRATION

For Practical exams, exam dates are tentative until thirty (30) days prior to the exam. Please call the NBC to check on the expected status of exams prior to making travel arrangements. The NBC reserves the right to cancel the exams if there are not enough candidates registered. If this occurs, candidates are notified and rescheduled for the exam site listed as their second choice.

If an application is received well in advance of the registration deadline, candidates will receive an email notifying them that their application has been received and indicating the date and location for which they have been tentatively scheduled. The examination dates are confirmed thirty (30) days prior to the exam date, after the registration deadline. Confirmation letters are mailed approximately four (4) weeks prior to the exam with molds, instructions, directions and exam site contact information.

If an examination is taking place on a military base, NBC will contact candidates in order to obtain the following information to ensure pre-approved base access: last name, first name, and middle initial (as shown on driver's license/ID card); date of birth; address; driver's license number; driver's license state of issue; driver's license expiration date; and vehicle information – make, model, and license plate number. This information must be received at least 30 days prior to the examination date.

If you are not a U.S. citizen, you will also be required to provide the following information: place of birth; citizenship; passport number; company; and duty title. This information must be received at least 60 days prior to the examination date. If this information is not provided within the necessary time frame, NBC cannot guarantee base access and the candidate will be responsible for any reschedule fees.

EXAMINATION CANCELLATION/ RESCHEDULING POLICY

All candidates who have registered with the National Board for Certification in Dental Laboratory Technology (NBC) to take the CDT 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:

COMPUTER-BASED TESTING (CBT) WRITTEN EXAMINATIONS

Should a candidate wish to reschedule their scheduled examination, there will be no fee as long as the examination date and time is at least 48 hours away. Should a candidate wish to reschedule their examination within 48 hours of their scheduled examination time, a fee of \$50 will be assessed at the time of reschedule.

Examination Application Process, continued.

Should a candidate miss their scheduled examination, a fee of \$100 will be assessed prior to allowing the candidate to reschedule their examination. Should a candidate not reschedule and complete their examination within their thirty (30) day testing window, they will forfeit all fees paid to NBC and must re-apply to complete the examination.

Once a scheduled examination time begins, candidates are allotted a 15 minute grace period. Should a candidate be more than 15 minutes late for their examination, the scheduled examination window will close and the candidate will have missed their examination. A fee of \$100 will be assessed prior to allowing the candidate to reschedule their examination. Should a candidate not reschedule and complete their examination within their thirty (30) day testing window, they will forfeit all fees paid to NBC and must re-apply to complete the examination.

If a candidate wishes to retake a written examination, they must wait at least 30 days before re-applying to take the written examination.

PAPER-BASED TESTING (PBT) WRITTEN EXAMINATIONS

Candidates may reschedule written examinations by notifying the NBC in writing at least ten (10) business days prior to their scheduled examination.

Candidates who fail to notify the NBC in writing at least ten (10) business days prior to their scheduled examination will be charged a \$25 administrative fee.

All rescheduled examinations must occur within one year of the originally scheduled examination; otherwise candidates forfeit all related examination fees.

Candidates that fail to appear for their scheduled examinations without advanced notice automatically forfeit all related examination fees.

If a candidate wishes to retake a written examination, they must wait at least 30 days before re-applying to take the written examination.

PRACTICAL EXAMINATION

Candidates may reschedule practical examinations by notifying the NBC in writing prior to the published application deadline.

Candidates that fail to notify the NBC in writing prior to the published application deadline must get special permission from the NBC to reschedule and if allowed to do so, candidates will be charged a \$100 administrative fee.

Rescheduled examinations must occur within one year of the originally scheduled examination; otherwise candidates forfeit all related examination fees.

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.

About the CDT Examinations

TYPES OF EXAMINATIONS

The goal of the CDT examinations is to measure competence or the mastery of a predetermined body of knowledge and the skills deemed to represent the successful, professional-level practice of dental technology. To become a CDT, a technician must demonstrate their knowledge and applied skills, from start to finish in their chosen specialty, in the manufacturing procedures common in contemporary practice.

Each of the CDT examinations must be passed successfully within a four (4) year period to become a CDT. The candidate must test in the same specialty area for both the Written Specialty exam and the Practical exam. The examinations may be taken in any order that the candidate desires.

THE WRITTEN COMPREHENSIVE EXAM

Current Recognized Graduates that have taken and passed the RG examination within the last four (4) years may waive the Comprehensive exam requirement, but all other technicians must pass the Comprehensive exam before being recognized as a CDT. The Comprehensive examination is the measure for basic knowledge in history, ethics and the various specialties.

The Comprehensive examination is a written multiple-choice test. There are 160 questions on the exam, 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, Orthodontics, Partial Dentures and Implants).

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-quarter (2 3/4) hours to complete the examination; they may use as much or as little of this time as they require.

THE WRITTEN SPECIALTY EXAM

The Written Specialty examination is a requirement for all CDT candidates. This exam tests a candidates' knowledge in his or her chosen specialty area.

The Written Specialty examination consists of eighty (80) multiple-choice questions. 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

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About the CDT Examinations, continued.

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 one and one-half (1 1/2) hours to complete the examination; they may use as much or as little of this time as they require.

THE PRACTICAL EXAM

The Practical examination is a requirement for all CDT candidates. This exam is a hands-on exam that requires candidates to demonstrate their competence over a range of procedures normally associated with their respective specialties. The Practical exam consists of preliminary procedures that must be performed in each candidates' own laboratory prior to the exam date, plus specific steps which must be completed under the observation of three (3) NBC Examiners at the exam site.

Approximately four (4) weeks prior to the exam date, the NBC Headquarters provides candidates with detailed instructions, molds from which the candidates must work and a Candidate Identification Number. At the same time, candidates also receive contact information for the host facility so that they may contact the host about any specific needs they may have, including site soldering capabilities, available air hand piece connections or borrowing equipment (like porcelain ovens). Whenever possible candidates should bring their own equipment and supplies to the exam site (including porcelain furnaces and pumps, if needed). If this is impossible, candidates must contact the host facility for permission to borrow the items needed. Neither the NBC nor the exam host site can guarantee borrowed equipment or materials. Every effort will be made to assist candidates, but there is no guarantee that the equipment will function correctly (or as candidates are accustomed to) nor that time-critical equipment will be available only to a specific candidate.

On the day of the exam, candidates should arrive at about 7:00 am for an exam that begins at 7:45 am. Candidates must bring all preliminary work with them; verify their identity; locate the work station that displays their Candidate Identification Number; and set up their materials and equipment. The NBC Lead Examiner will give candidates specific information and instructions that must be followed. These instructions will be simple, but are extremely important. Candidates should be certain that they understand all instructions before proceeding with their examination.

Candidates have exactly five and one-quarter hours (5 1/4) to complete the examination; they may use as much or as little of this time as they require. During this period, the NBC Examiners will carry out specified security measures, monitor candidate work, and begin the evaluation of the work done in the preliminary portion of the examination.

After 5 1/4 hours all candidates will be excused so that the NBC Examiners may perform their evaluations. This process may take several hours depending on the number of candidates and other factors, but typically ends by 7:00 p.m., at which time candidates will be asked to claim their materials and equipment and depart the facility. It is strongly suggested that candidates who must make flight arrangements plan to depart well after 7:00 pm on exam day, or the morning after the exam.

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. 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 easily be purchased through Quintessence Publishing.

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Hohmann, Arnold and Hielscher, Werner
Principles of Design and Fabrication in Prosthodontics
Chicago, Quintessence Publishing, 2016

Mosby's Dental Dictionary 3rd edition
St. Louis, Mosby Publishing, 2014

Nelson, DDS, MS, Stanley
Wheeler's Dental Anatomy, Physiology & Occlusion,
9th edition
St. Louis, Saunders Publishing, 2009

O'Brien, William
Dental Materials and their Selection, 4th edition
Chicago, Quintessence Publishing, 2009

United States Air Force Manuals 47-103
Volume One Basic Sciences, Removable
Prosthodontics, and Orthodontics (2005),
Volume Two Fixed and Special Prosthodontics (2005)

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Chu, Stephen J.; Devigus, Alessandro; Paravina, Rade; and Mielezsko, Adam
Fundamentals of Color: Shade Matching and
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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Practice
Chicago, Quintessence Publishing, 2008

Kelly, J. Robert
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Chicago, Quintessence Publishing, 2016

Naylor, W. Patrick
Intro to Metal-Ceramic Technology 2nd edition
Chicago, Quintessence Publishing, 2009

COMPLETE DENTURES

MacEntee, Michael
The Complete Denture: A Clinical Pathway 2nd
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Chicago, Quintessence Publishing, 1999

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Examination References, continued.

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Carr, Alan
McCracken's Removable Partial Prosthodontics 13th
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St. Louis, Mosby Publishing, 2015

ORTHODONTICS

McNamara Jr., Dr. James A.
Orthodontics and Dentofacial Orthopedics
Needham, MA Needham Press, 2001

*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

EXAM 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 CDT examinations with the confidence that comes from knowing what to expect.

It is to each candidate's advantage to plan, study and practice for their examinations. Candidates are required to complete all parts of their examinations without assistance. Exam Proctors and NBC Examiners may not define terms or answer questions relating to exam content.

The Comprehensive examination is designed to measure the equivalent of a formal education in dental technology. Technicians who have on-the-job training or have learned their skills in other settings may find it useful to review certain parts of various publications to broaden and/or reinforce their understanding of dental technology. Technicians who have experience in narrowly defined specialty areas should use the preparation for this examination as an opportunity to broaden their theoretical knowledge to include fundamental concepts throughout the range of specialties offered in dental laboratories.

For the Comprehensive exam and the Written Specialty exams, candidates will be instructed to read the question carefully and select the best answer from the given answer choices.

Practical exam candidates should bring their preliminary work and should be prepared to complete all other portions of their examination on-site. The Practical examinations are designed to enable candidates to display their abilities by performing representative procedures that are normally associated with practice in their respective specialties. Day-to-day, hands-on experience is the primary preparation for this portion of the examination. In addition, candidates may be able to improve their comfort and performance levels by studying, planning and practicing the required steps prior to the exam date. To help reduce the stresses on exam day, candidates should ensure their readiness by bringing or arranging for their equipment and materials and by having a plan. It may also help candidates to realize that time management is important.

THE NBC EXAMINERS

The NBC Practical exams are evaluated at the exam location by three (3) NBC Examiners. The NBC Examiners are selected by the NBC on the basis of their technical qualifications and backgrounds; their education, training, geographical location and employment represent a diversity of perspectives. They are specially trained and monitored by the NBC to achieve fair and uniform grading standards throughout the country. They score using strict objectivity and are instructed to make assessments on the basis of general acceptability rather than compliance with their personal preferences and standards. All NBC Examiners are volunteers and they are not paid for their services to the CDT program.

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.

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About the CDT Examinations, continued.

All candidates will receive a copy of the current minimum passing scores with their examination confirmation letter prior to the examination.

During the Practical exams, three (3) NBC Examiners will independently evaluate the work of each candidate. Examiners will use their professional judgment when grading examinations and may deduct points for any aspect of the exam which has been specified for grading when they find it to be aesthetically, anatomically or functionally incorrect. Grade sheets completed by the NBC Examiners at the exam site are returned to the NBC Headquarters for compilation and determination of all candidates' grades. Because the scores assigned from each of the NBC Examiners are determined individually and because they are compiled for the determination of the final grades, no single NBC Examiner can determine the final grade for any candidate. No examination scores are available at the examination site.

With the instructions and the materials mailed to Practical exam candidates about thirty (30) days before the exam date, there is a list of the items to be graded. In determining final grades, each item is weighted according to what the NBC considers to be its criticality to the success of the completed appliance or restoration. Candidates will see their score for each item when they receive their grades. Further, each examination is divided into "subtests" representing the different types of skills that are being tested. Each candidate must achieve a passing grade in each of these "subtest" areas during the same exam administration to pass the Practical examination.

NOTIFICATION OF GRADES

For the written examinations candidates will be mailed their grades within four (4) weeks after the examination. For the Practical exams, candidates will be mailed their grades within six (6) weeks after the examination. Examination results are reported directly to each candidate in writing and are otherwise held as confidential. Because results are sent by mail, it is important that all candidates maintain a current mailing address with the NBC Headquarters. Examination results are not available by telephone or email. Candidates who have taken and passed all three examinations can expect to receive their new CDT welcome packet within six (6) weeks.

FAILING GRADES

A candidate who is unsuccessful in any of the CDT examinations must repeat that entire examination. Credit for passing the Comprehensive exam, the Written Specialty exam or the Practical examination may be retained for up to four (4) years. From the date of passing the first examination, the candidate has four (4) years to successfully pass the other required exams. Candidates may repeat examinations one or more times as needed.

If a candidate wishes to retake a written examination, they must wait at least 30 days before re-applying to take the written examination.

Examination Content & Tasks

WRITTEN EXAMS

The content on the Written Examinations is derived from the current NBC Job Task Outlines, which are listed below and can be found on the NBC website under Certification Program Standards at www.nbccert.org/about-national-board-certification/certification-standards.cfm.

The Comprehensive examination is a written multiple-choice test. There are 160 questions on the exam, 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, Orthodontics, Partial Dentures and Implants).

The Written Specialty examination consists of eighty (80) multiple-choice questions.

GENERAL

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|--|--|
| <p>A. Dental Laboratory Industry Regulations and Scope of Practice</p> <ol style="list-style-type: none"> 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 <p>B. Anatomy</p> <ol style="list-style-type: none"> 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) | <p>C. Theory</p> <ol style="list-style-type: none"> 1. Define dental terms using appropriate terminology 2. Identify function and types of dental devices (e.g., appliances, prostheses, restorations) <p>D. Maxillary and Mandibular Articulation</p> <ol style="list-style-type: none"> 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 <p>E. Identify the types, processes, physical properties and handling characteristics of dental lab materials</p> <ol style="list-style-type: none"> 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 |
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- 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)
 - 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
 - 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
 - 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

- 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)

CROWN AND BRIDGE

- 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

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Examination Content & Tasks, continued.

- 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

- 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

- 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
- 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
14. Perform relief for acrylic retention
15. Understand classification of partially edentulous arches

continued...

Examination Content & Tasks, continued.

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

- 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

PRACTICAL EXAM

The Practical examination is a hands-on exam that requires a candidate to demonstrate their competence over a range of procedures normally associated with their chosen specialty. The Practical exam consists of preliminary procedures that must be performed in the candidate's own laboratory prior to the examination date, plus specific steps which must be completed under the observation of the NBC Examiners at the exam site.

The following breakdown gives a general outline of the Practical Exams, including the preliminary work and onsite work.

CERAMICS

In the preliminary part of this test, candidates must pour casts, fabricate individual removable dies and mount their casts on semi-adjustable articulators according to the written instructions. Candidates must fabricate a metal coping and a three unit-substructure using the material of their choice. Coping and substructure may be fabricated using traditional or digital methods and should be finished as specified in the written instructions.

At the test site, candidates are instructed to complete:

- a wax pattern for a veneer.
- a PFM crown with porcelain butt margin.
- a three unit posterior bridge.

In the Ceramics test, candidates' grades are reported in in three parts: (1) the model and die work, metal finishing and waxing steps; (2) the veneer and the PFM crown; and (3) the three unit bridge.

COMPLETE DENTURES

In advance of the examination day, candidates must pour and mount casts on semi-adjustable articulators according to NBC instructions. They must then setup and process a complete set of maxillary and mandibular dentures. At the test site, they will:

- Make and finish a maxillary custom tray;
- Arrange 1 x 28 anatomical teeth in full balance, using the previously mounted casts;
- Wax and Contour the 1 x 28 setup;
- Make two denture repairs (one tooth replacement and one fracture repair);
- Make a maxillary stabilized baseplate and wax an occlusal rim on it.

Candidates' grades are grouped into three sub-tests. One sub-test consists of the grades on the setup accomplished at the test site; another covers all of the preliminary procedures; and the third includes all other procedures on the examination.

CROWN & BRIDGE

In the preliminary part of this test, candidates must pour casts, fabricate individual removable dies and mount their casts on semi-adjustable articulators according to the written instructions. Candidates must fabricate a full contour three-unit metal bridge, which may be fabricated using traditional or digital methods, leaving it unfinished as specified in the written instructions.

continued...

Examination Content & Tasks, continued.

At the test site, candidates will:

- wax a substructure.
- wax a full contour three-unit bridge.
- solder/laser weld, finish and polish the segmented 3-unit bridge.

In the Crown & Bridge test, candidates' grades are reported in three parts: (1) the preliminary assignments; (2) the waxing assignments; and (3) the metal work.

IMPLANTS

In the preliminary part of this test, candidates must pour casts, with appropriate soft tissue material, for both fixed and removable tasks according to the written instructions.

They will be required to construct a custom abutment which may be fabricated using traditional or digital methods. Candidates are also required to construct a baseplate over attachments and a verification jig to fit a multi-implant situation according to the written instructions.

At the test site, candidates are instructed to complete:

- a full contour wax up over a custom abutment.
- a matrix and a full contour wax up for a screw retained bridge.
- a stable wrap-around bar substructure to fit the provided stent.
- a 1 x 14 set up and wax up over attachments.

In the Implant test, candidates' grades are reported in three parts: (1) the preliminary assignments; (2) the screw retained and cement retained assignments; and (3) the bar design and the 1x14 set up and wax up assignments.

ORTHODONTICS

Prior to the examination, candidates in the Orthodontics specialty need only prepare their casts using the NBC test molds. All other assignments, the fabrication of three appliances, are done at the test site:

- One Hawley-type appliance
- One removable modified mandibular unilateral sagittal appliance
- One fixed mandibular lingual arch.

In the Orthodontics test, candidates' grades are reported in four parts: Each appliance represents one sub-test score.

PARTIAL DENTURES

The preliminary portion of the Partial Dentures examination requires candidates to pour several sets of casts, survey and design maxillary and mandibular frameworks, make refractory casts and make one chrome partial framework casting, unfinished. At the test site, candidates are instructed to:

- Survey and design, according to given specifications, one maxillary and one mandibular framework and prepare the casts for duplication;
- Weld or solder a wrought wire clasp to a framework that is brought to the test;
- Make wax patterns on two refractory casts fabricated in the preliminary portion of the examination;
- Finish and polish the casting that is brought to the test site.

In the Partial Dentures test, candidates' grades consist of four parts: (1) the preliminary work; (2) design; (3) waxing; and (4) metal work.

Materials and specific instructions for the examination will be mailed to candidates approximately four (4) weeks before the exam date. The candidate instruction booklet should be read by each candidate immediately upon receipt. All of the instructions should be followed carefully and completely.

The Practical examination candidate instruction booklet for each specialty is made up of four (4) parts:

1. A list of materials to bring to the exam site.
2. Instructions for pouring casts and other procedures which must be done in advance of the exam date.
3. A complete list of the procedures you will be asked to perform at the examination.
4. The standards that will be applied in evaluating the examination and the specific items that will be graded.

The NBC uses both the U.S. Postal Service and parcel delivery services. This makes it imperative that all candidates maintain a correct, current street address and mailing address on file with the NBC Headquarters. If a candidate relocates and fails to notify the NBC on a timely basis, resulting delays and/or the cost of new exam materials will be the candidate's responsibility.

Written Exam Appeal Policy & Procedures

PROCEDURAL APPEAL:

If during a written exam, 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 exam 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 CDT 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.

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 Exam Appeals
325 John Knox Rd., Ste# L-103, Tallahassee, FL 32303
Fax: (850) 222-0053 Email: nbcexamappeals@nbccert.org

Updated May 2018

Practical Exam Appeal Policy & Procedures

PROCEDURAL APPEAL:

If during a practical exam, you believe and can provide valid evidence that any circumstance, event, or procedure at the test site had an adverse effect on your ability to successfully complete the practical examination, or that you experienced unfair treatment or grading, please let the Lead Examiner know immediately **before** you leave the test site. The Lead Examiner will log your initial comments and return them to NBC headquarters. If you are uncomfortable speaking with the Lead Examiner or one of the other Examiners, you should note your comments on your exit form. Either way, a written complaint **must** be created at the test site. Any comments regarding circumstances, events, or procedures at the test site that are not logged at the test site may not be considered for appeal.

You must also notify NBC headquarters in **writing** of your request for a procedural appeal within two weeks of 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 practical exam 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 practical examination receive a detailed written report of the percentage grades assigned to each evaluated aspect of their test materials. If a candidate feels there has been an error in reporting the percentage grade for one or more specific line items in the report, the candidate should submit a written request for a score review to verify accuracy in the calculation and reporting of the specific line item(s). If accurate, grades will not be altered but the candidate may appeal for a retake.

Consideration of grade appeals will NOT include requests for additional points, exceptions or revisions to the standards, or re-submission or re-evaluation of examination assignments that have been removed from the security of the test site.

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.

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 Exam Appeals
325 John Knox Rd., Ste# L-103, Tallahassee, FL 32303
Fax: (850) 222-0053 Email: nbcexamappeals@nbccert.org

Updated August 2017

Certified Dental Technician Examinations Application

This application should be used for candidates applying to take all CDT examinations. This includes the Comprehensive exam, the Written Specialty exam and the Practical exam.

ELIGIBILITY FOR CDT CERTIFICATION EXAMS

All technicians applying for the CDT 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 technical prerequisites required for testing.

For technicians who **are not** current participants in the NBC's Recognized Graduate (RG) program, the technical prerequisites for testing may be met by documenting at least five (5) years of training and/or experience in dental technology. Time spent in on-the-job training (including formal apprenticeships and training courses) or studying in a dental technology education program may be counted towards this requirement.

- An exception is made for graduates of a two-year, ADA-accredited dental technology education program. These candidates may apply for the CDT examinations after completion of two (2) years of practical experience in addition to (and not concurrent with) their course of study.

As of January 1, 2017, an additional pathway to becoming a CDT has been added, whereby documented continuing education (CE) can substitute for education and/or experience. For a detailed breakdown, please visit the Career Path to Becoming a CDT document at www.nbccert.org/certificants/certified-dental-technician/cdt-application.cfm or the CE Addendum on page 33.

For technicians who **are** current Recognized Graduates and have taken and passed their RG examination within the last four (4) years, the technical prerequisites for testing may be met in one of the following ways:

1. Recognized Graduates from two-year ADA-accredited programs may sit for the CDT examinations without having to obtain additional education or on-the-job-experience, or
2. Recognized Graduates from non-ADA-accredited programs may sit for the CDT examinations after obtaining at least three (3) years of on-the-job experience.

An RG may keep their 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.

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 application and 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 exam site.
6. Practical exam and paper-based exam dates are tentative until thirty (30) days prior to the exam. Please call the NBC to check on the expected status of exams prior to making travel arrangements. The NBC reserves the right to cancel the exams if there are not enough candidates registered.
7. Once an exam 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 CDT Examination Handbook for additional details about rescheduling and cancellations.

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

Revised 06/01/2018

Application for Certified Dental Technician All CDT Examinations

For Office Use Only:	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 _____ FAX _____

Work Phone _____ E-mail* _____

Date of Birth _____

**Required for computer-based testing (CBT) examinations.*

II. WRITTEN EXAM SELECTION

(if you are not taking a Written exam, skip this section)

1a. Please complete the below section if you are utilizing computer-based testing (CBT).

Written Comprehensive Exam

- | | |
|--|---|
| <input type="checkbox"/> January Testing Window (12/20 deadline) | <input type="checkbox"/> July Testing Window (6/20 deadline) |
| <input type="checkbox"/> February Testing Window (1/20 deadline) | <input type="checkbox"/> August Testing Window (7/20 deadline) |
| <input type="checkbox"/> March Testing Window (2/20 deadline) | <input type="checkbox"/> September Testing Window (8/20 deadline) |
| <input type="checkbox"/> April Testing Window (3/20 deadline) | <input type="checkbox"/> October Testing Window (9/20 deadline) |
| <input type="checkbox"/> May Testing Window (4/20 deadline) | <input type="checkbox"/> November Testing Window (10/20 deadline) |
| <input type="checkbox"/> June Testing Window (5/20 deadline) | <input type="checkbox"/> December Testing Window (11/20 deadline) |

continued...

All Certified Dental Technician Examinations Application, continued.

Written Specialty Exam (choose a specialty below)

- Complete Dentures Partial Dentures Crown & Bridge Ceramics Orthodontics Implants
- January Testing Window (12/20 deadline) July Testing Window (6/20 deadline)
 February Testing Window (1/20 deadline) August Testing Window (7/20 deadline)
 March Testing Window (2/20 deadline) September Testing Window (8/20 deadline)
 April Testing Window (3/20 deadline) October Testing Window (9/20 deadline)
 May Testing Window (4/20 deadline) November Testing Window (10/20 deadline)
 June Testing Window (5/20 deadline) December Testing Window (11/20 deadline)

Candidates must schedule and 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.

1b. Please complete the below section if you are utilizing paper-based testing (PBT).

- Written Comprehensive Exam
 Written Specialty Exam (choose a specialty below)
- Complete Dentures Partial Dentures Crown & Bridge Ceramics Orthodontics Implants

Preferred Examination Location/Date (refer to www.nbccert.org for exam schedule):

City _____ Date _____

Exam applications are processed in the order in which they are received. If the exam location of your choice is full, the NBC will notify you and ask that you make another selection. Applications may not be accepted after the deadline specified for an exam without NBC approval and a late fee of \$25 per written examination. Check with the NBC prior to making your travel arrangements in case there is a cancellation.

III. PRACTICAL EXAM SELECTION

(if you are not taking the Practical exam, skip this section)

1. Please check the box next to the practical examination specialty in which you will be testing.

- Complete Dentures Partial Dentures Crown & Bridge Ceramics Orthodontics Implants

2. Preferred Examination Location/Date (refer to www.nbccert.org for exam schedule):

City _____ Date _____

Exam applications are processed in the order in which they are received. If the exam location of your choice is full, the NBC will notify you and ask that you make another selection. Applications may not be accepted after the deadline specified for an exam without NBC approval and a late fee of \$50. Check with the NBC prior to making your travel arrangements in case there is a cancellation.

IV. LANGUAGE REQUIREMENT

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

V. LEGAL REQUIREMENT

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

VI. FORMAL EDUCATION

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

2. List post-secondary studies and degree(s) earned, if any:

Name of Institution	Courses or Major	Degree Earned	Year of Graduation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VII. CONTINUING EDUCATION

Candidates that are interested in certification that do not have the required five (5) years' of experience and/or education, have the option to submit continuing education to substitute for experience.

1. Do you have the required five (5) years' of experience and/or education? Yes No
(if yes, proceed to section VIII; if no, answer the question below)

2. Enclosed you will find the following completed documents:

Continuing Education Log (required – see Pg. 34)

Mentorship Attestation Signatures (if claiming mentorship – see Pg. 35)

VIII. APPLICANT'S CURRENT EMPLOYMENT

1. Present Employer _____

2. Business Address _____

City _____ State _____ Zip _____

3. Date of Employment _____ Full-time Part-time (hrs. per week _____)

4. Name and title of present supervisor _____

5. Brief description of the work you do _____

6. Are you responsible for supervising the performance of other technicians or production personnel on a daily basis? Yes No

7. Are you regularly or occasionally responsible for the instruction or training of other technicians? Yes No

continued...

All Certified Dental Technician Examinations Application, continued.

IX. APPLICANT'S PREVIOUS EMPLOYMENT

The NBC requires that CDT applicants have at least five years of education and/or employment in dental technology, unless the applicant is a Recognized Graduate (see Eligibility for CDT Certification Exams). You must supply such information as the NBC might need to verify compliance with this requirement — including the complete mailing addresses and names of employers and supervisors. This requirement is interpreted to mean five (5) years of full-time employment (at least 35 hours per week) and additional credit is not awarded for formal education concurrent with employment claimed towards this requirement.

1. Most Recent Employer _____

Business Address _____

City _____ State _____ Zip _____

Telephone: _____

a. Dates employed:

from (month and year) _____ until (month and year) _____

Full-time Part-time (hrs. per week _____)

b. Job title and brief description of duties performed _____

c. Name of Supervisor _____

2. Employment prior to position listed above _____

Business Address _____

City _____ State _____ Zip _____

Telephone: _____

a. Dates employed:

from (month and year) _____ until (month and year) _____

Full-time Part-time (hrs. per week _____)

b. Job title and brief description of duties performed _____

c. Name of Supervisor _____

Please use additional pages if needed to report at least five years of dental technology training, education and experience.

X. APPLICANT'S AFFIDAVIT

I have read and understand the CDT 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 CDT 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 CDT 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 and/or employment in dental laboratory technology.

Applicant's Signature _____ Date _____

continued...

XI. PAYMENT

- | | |
|--|--|
| <input type="checkbox"/> Written Comprehensive Exam (CBT) — \$245 | <input type="checkbox"/> Written Specialty Exam (CBT) — \$245 |
| <input type="checkbox"/> Written Comprehensive Exam (PBT) — \$220 | <input type="checkbox"/> Written Specialty Exam (PBT) — \$220 |
| <input type="checkbox"/> Practical Exam — \$495 | Total \$ _____ |

Any applications submitted after the published deadline must be accompanied by a late fee of \$100 (\$25 per written exam and \$50 for the Practical exam) and are subject to NBC approval.

Candidates who require their Practical Exam molds to be shipped outside of the United States will be responsible for covering the costs of international shipping. NBC will provide you with your total after determining the shipping costs before proceeding with payment.

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.

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

Continuing Education Addendum

(VII. CONTINUING EDUCATION CONTINUED)

Candidates that are interested in certification that do not have the required five (5) years' of experience and/or education, will have the option to submit continuing education to substitute for experience. 75 hours of continuing education will substitute for one year of experience.

- 1) To sit for an examination a candidate must have:
 - At least four years of experience and 75 hours of CE
 - At least three years of experience and 150 hours of CE
 - At least two years of experience and 225 hours of CE

- 2) Continuing Education Breakdown - This continuing education log must be included with the examination application to document continuing education in lieu of experience. Candidates will be required to report the titles, dates, locations, and speakers of their continuing education courses, and total the full amount for the application to be accepted. Additionally, candidates will be asked to link their areas of study back to the NBC Job Task Outlines. A sample row has been completed as an example.

IMPORTANT NOTES:

- The continuing education hours can be a combination of different types of training, including, but not limited to, live conferences, workshops, seminars, or other in-person meetings, online training, webinars, in-lab training programs, mentorship, or self-study.
- A maximum of 1/3 of all hours can be claimed as self-study (this amounts to 25 hours for each 75 hours reported).
- A maximum of 1/3 of all hours can be claimed through a mentorship program (this amounts to 25 hours for each 75 hours reported). Mentorship is only permitted if managed by a certified individual; CDT, DMD, DDS, etc.
- A minimum of 1/3 of all hours must be approved by one of the following: NBC, ADA-CERP, or AGD (this amounts to 25 hours for each 75 hours reported). The NBC Director of Certification may use discretion on allowing other continuing education credits approved by alternative organizations.

Please use the continuing education log example to assist in filling out the CE log on the next page. For additional documentation of CE, please make as many copies of the page as needed.

CONTINUING EDUCATION LOG

*Type	Title	Date	Location	**Speaker/ Mentor	Approved By	***Job Task Outline	# Hours
<input checked="" type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship	FDA, Implants/ Abutments and Audits	9/25/15	Destin, FL	Bennett Napier, CAE	<input checked="" type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved	Implants - G3	1
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
<input type="checkbox"/> CE <input type="checkbox"/> Self-Study <input type="checkbox"/> Mentorship					<input type="checkbox"/> NBC <input type="checkbox"/> ADA-CERP <input type="checkbox"/> AGD <input type="checkbox"/> Not Approved		
						Total CE:	
						Total Self Study:	
						Total Mentorship:	
						Subtotal:	

*CE includes live conferences, workshops, seminars, or other in-person meetings, online training, webinars, in-lab training programs, etc.

**If claiming mentorship, please fill out the mentorship attesting signatures on the following page.

***To link your area of study back to the NBC Job Task Outlines, please visit pages 17-22 in the CDT Handbook or www.nbccert.org/about-national-board-certification/certification-standards.cfm.

You may request an electronic copy of the CE log by emailing certification@nbccert.org.

Continuing Education Addendum, continued.

MENTORSHIP ATTESTING SIGNATURES

(Only complete this affidavit if you are claiming mentorship on your CE log)

As a CDT applicant claiming continuing education through mentorship, you must obtain an attesting signature(s) from your mentor(s).

To the attesting persons:

Your signature below testifies that the mentorship claimed by the applicant in the Continuing Education Log is true and correct to the best of your knowledge. Mentorship is only permitted if managed by a certified individual; CDT, DMD, DDS, etc. Your signature below also testifies that as the applicant's claimed mentor, you meet the designation requirements.

Signature _____

Name _____
(please print)

Credential: CDT DMD DDS Other: _____

Date _____

Mailing address _____

Telephone _____

Fax _____

E-mail _____

Signature _____

Name _____
(please print)

Credential: CDT DMD DDS Other: _____

Date _____

Mailing address _____

Telephone _____

Fax _____

E-mail _____

CHECKLIST

HAVE YOU:

- read this handbook in its ENTIRETY?
- COMPLETELY filled out the application(s)?
- SIGNED the application affidavit?
- enclosed the appropriate FEE(S)?
- 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 to our website at www.nbccert.org, or email us at certification@nbccert.org. Additional copies of this handbook may be obtained by emailing certification@nbccert.org, by calling (800) 684-5310 or by sending a written request to the NBC at the address below.





325 John Knox Road, #L103, Tallahassee, FL 32303
(800) 684-5310 Toll Free • (850) 205-5626
(850) 222-0053 Fax • www.nbccert.org