



RG / CDT Exam Host Information

Would you like to show your support for the dental laboratory technology profession?

Consider doing so by partnering with the National Board for Certification in Dental Laboratory Technology (NBC) to host the RG (Recognized Graduate) and CDT (Certified Dental Technician) written and practical examinations at your facility. Hosting the examinations not only shows your active support of the CDT program and the industry, but also provides an opportunity to spotlight your laboratory.

RG/CDT Exam Host Frequently Asked Questions

Q: In what way will our laboratory benefit from hosting the examinations?

A: This is a great way to get exposure for your laboratory, enables your business to contribute to the future of the industry and is a way for CDTs in your laboratory to earn CE credit hours for the time volunteered to help with the examinations.

Q: Does our laboratory have to host both the written and practical examinations?

A: No. Although candidates find it beneficial to be afforded the opportunity to take all the examinations in one day or weekend, it is up to the exam host as to which exam(s) to host.

Q: If our facility is not a full service laboratory does that automatically disqualify us from hosting the exams?

A: No. Practical exams mainly require bench space since candidates are required to bring most of their own equipment. If space or need requires, the NBC may allow a laboratory to host the practical exam for just fixed or removable specialties. Written exams can be administered in any meeting room, board room or even a lunch room. The only requirements are that candidates sit at least 3 feet apart in a room that is clean, well lit, quiet and air-conditioned/heated.

Q: How are the examination dates and times determined?

A: When you submit the Host Exam Date Request Form you may indicate proposed date(s)/time(s) for the examinations. The NBC will work with you to ensure the date(s)/time(s) selected do not conflict with other area examinations, area laboratory technology meetings, holidays, etc.

Q: Will the NBC communicate with our laboratory with regard to how many candidates are registered for the exams, how to set up the laboratory for the practical exams and other related issues prior to the exam date?

A: Yes. The NBC will be available to answer host questions and will be in contact with the host laboratory from the early planning stages up until the day of the examination(s). The NBC will notify the exam host of the number of exam candidates approximately four weeks prior to the scheduled examination(s). The NBC will communicate proctor related information to the host and directly with the designated proctor for the written examinations. Practical exam hosts will be contacted by the NBC Lead Examiner assigned to administer the exams prior to exam day to assist the host with logistics, set-up and to answer questions.

“Hosting the CDT exams is a painless and positive way to demonstrate support for the field of dental technology and show respect for those technicians who have achieved expertise in their specialty.”

—**Yukio Otsubo, CDT, President of Kuwata Pan Dent, CDL**

“Our goal at Drake Laboratory has been to advance our level of education and training. Hosting the practical exams with the NBC for the last ten years has enabled us to achieve this goal. It’s also a great benefit for technicians that are able to utilize our facility for their exams. It’s been a great experience and partnership that we hope to continue for many years to come.”

—**Matt Hotelling, CDT, Crown & Bridge Supervisor at Drake Precision Dental Laboratory, Inc., CDL, DAMAS**

Interested in hosting a RG or CDT Exam?

Practical CDT Examination Host Facility Requirements

- Capacity to accommodate at least 15 candidates with adequate bench space (participation of at least ten candidates is required in order to confirm moving forward with the examination).
- For security purposes, all workstations must be located in the same room or easily visible from one point.
- Three staff members must be available throughout the exam to assist the NBC Examiners with laboratory equipment, ensure candidates use borrowed equipment properly and to provide overall supervision of the laboratory.
- A laboratory representative/staff member must be available for exam candidates to contact prior to the exam date to make shipping arrangements for equipment, request to borrow equipment, etc.
- The laboratory must be available on a Saturday or Sunday from 6:30 a.m. until 7:00 p.m. (or later depending on the time it takes the NBC Examiners to complete their grading).
- The laboratory must open the examinations to outside candidates for testing.
- The laboratory must consider loaning equipment to candidates as needed and upon request.
- The laboratory must arrange for security (if desired), building/exam room access and parking permits (if needed). Ample parking must be available and the exam site should be within reasonable distance from hotels and restaurants.
- The following equipment or updated equivalents must be available:
 - Boil out unit
 - Burnout area/dehydration furnace
 - Soldering area with torch
 - Sand blast
 - Glass beads
 - Aluminous oxide
 - Ultrasonic cleaners
 - Pumice lathes
 - Hand pieces
 - Steam cleaner
 - Pumice
 - Bunsen burners
 - Pressure curing units
 - Gypsum materials
 - Electro soldering machine
 - High speed lathes
 - Fire extinguishers
 - First aid materials
 - Eye wash station
 - Infection control area with supplies



Getting Started

In order to host the RG and/or CDT examinations, the following forms must be completed and submitted to the NBC for review and approval:

- **The NBC Host Organization Date Request Form** (required for both written and practical exams). This form captures the exam host's contact information, suggested proctor information (for written exams) and the dates and times of the proposed exam(s).
- **The NBC Facility Information Form** (required for practical exams only). This form captures information about the laboratory, equipment, etc. and will be reviewed by the NBC to determine if the laboratory is suitable for exam hosting.

Written RG/CDT Examination Host Facility Requirements

- Provide an appropriate testing environment for candidates, allowing at least 3 feet of space between them with air conditioning, heat, etc.
- Logistical arrangements - parking permits, security, room/building access, etc.
- Provide the name and contact information of a suggested proctor/exam administrator (subject to the NBC's approval).
- A laboratory representative must be onsite during the examinations to assist with any issues that may arise.