



## INSTRUCTIONS FOR COMPLETING THE EFDA MAIL-IN APPLICATION

Print this document. Please read each section of the application carefully and follow all instructions exactly. All sections must be completed in order for your application to be processed.

Your application must include a **cashier's check or money order** for the examination fee(s) made payable to WREB. Personal checks are not acceptable. A separate cashier's check or money order is required for each exam location/type for which you are applying. The WREB office is not set up to accept credit card payment over the phone or through the mail. Credit card payment may only be submitted with online registration at [www.wreb.org](http://www.wreb.org).

Follow the steps below to complete your mail-in application:

1. Read *WREB Policies & Procedures*.
2. Use the *WREB 2010 Examination Schedule* document to select an exam or exams.
3. Complete the *Applicant Information* form.
4. Read and sign the *Policy Agreement* section and affix duplicate photos as indicated.
5. Complete the *Scheduling Request* section.
6. On the *Verification Disclosure* form, check the appropriate box for the exam in which you are applying.
7. All exam candidates must provide documentation verifying qualification to take the exam(s). Acceptable verification documents are listed on the *Verification Disclosure* form. Verification documents should be mailed with your application. If this is not possible, acceptable verification **must be received in the WREB office no later than 3 weeks prior to the first day of the exam**. Refer to *WREB Policies & Procedures* for exceptions and more information.
8. A *Certification Form* is included which may be used for course completion verification. This form is just one of several types of verification that are acceptable. Refer to the *Verification Disclosure* form for more information on acceptable verification documents.
9. Mail your completed application with your exam fees to the WREB office to arrive by the application deadline stated on the *2010 Examination Schedule* document. (Refer to *WREB Policies & Procedures* for late charges). Space is limited. All applications will be processed in the order in which they are received.

If you have any questions regarding this application, call the WREB office at 602-944-3315, or email us at [hygieneinfo@wreb.org](mailto:hygieneinfo@wreb.org).

Send completed application to:

**WREB**  
**23460 N. 19th Avenue, Suite 210**  
**Phoenix, Arizona 85027**



## 2010 EFDA APPLICATION POLICIES & PROCEDURES

### EDUCATIONAL REQUIREMENTS

WREB requires completion of a restorative course from a CODA approved dental hygiene school. You must submit either an official transcript containing verification of course completion, or original certification of course completion (prior to the exam). This certification must contain the school seal and the signature of the Dean/Director.

**Washington EFDA Candidates:** The State of Washington approves some restorative courses that are not offered at accredited hygiene schools. These courses will qualify for the WREB exam, as long as they have been approved by Washington. Please keep in mind that these courses may not qualify for certification in any state other than Washington.

### APPLICATION PROCESS

You can choose to apply for a WREB exam online or by mail-in application. Applications are processed on a first come, first serve basis, but online applications will receive priority over mail-in applications. Applicants must select to enroll completely online or completely by paper with a mail-in application. See below for explanations of the two processes.

Please be advised that space in all exams is limited. Once the maximum number of candidates submit complete applications, additional applications are not accepted. This may happen prior to the application deadline; therefore, you should apply early. Any exam having an insufficient number of candidates by the application deadline may be cancelled. If this happens, you will receive a full refund of your examination fee(s).

Once an application is submitted, it is considered a contract with WREB. If you fail to fulfill all requirements of the application, or are unable to take the exam, the refund policy (below) applies.

It is your responsibility to ensure that all application requirements are met and that all required items are received in the WREB office. **IF ALL REQUIRED ITEMS ARE NOT RECEIVED IN THE WREB OFFICE THREE WEEKS PRIOR TO THE FIRST DAY OF THE EXAMINATION, YOU FORFEIT THE OPPORTUNITY TO TAKE THE EXAMINATION AND RECEIVE NO REFUND.**\*\*\*

**\*\*\* This policy does not include the course verification if you are applying for the restorative exam prior to completion of a restorative course. You may apply for the exam prior to completion of a restorative course.** If your application is accepted and the course is subsequently cancelled, or if you are unsuccessful in completing the course, the refund and cancellation policies apply as explained below.

Upon completion of a restorative course you must provide verification of successful completion of the course to the WREB office no later than three weeks prior to the first day of the examination. If that is not possible, you must notify the WREB office that you plan to bring the proper verification to the exam site. **(If you bring improper verification or no verification to the examination site, you cannot take the examination. You will be listed as a “No Show Candidate” and the examination fee is forfeited).** At the examination site, the restorative Chief Examiner collects and verifies the certification before giving you permission to take the exam.

### ONLINE APPLICATIONS

In order to apply online, you must pay with a credit card, upload a digital photo and digitally sign the WREB policy agreement. The only paperwork that will need to be submitted to WREB is the Verification of Certification Form and Course Certification documentation or official transcript. After you complete the online application, you will receive a confirmation email that contains a link to download the Verification Disclosure Form which must be mailed and received in the WREB office within 5 days of completing the online application. You can submit your course certification documentation at a later time, but no later than three weeks prior to the exam, or you will be cancelled from the exam and no refund will be given.

Applying online does not guarantee a space in the exam. It is your responsibility to ensure that all application requirements are met. Applications will remain in a pending status until your information is reviewed by WREB staff. We must ensure that your information is complete and that your photo meets the required specifications. Only then can your status be

determined. We will notify you of your status by email as soon as possible, but please allow up to 14 days for processing.

## MAIL-IN APPLICATIONS

To apply by mail, you must download the mail-in application. Your application should be mailed to the WREB office along with your two photos, exam payment (certified check, cashier's check or money order only), Verification Disclosure Form, and the signed General Information/Policy Agreement. Your course certification documentation or official transcript may be submitted at a later time, but no later than three weeks before the first day of the exam, or you will be cancelled from the exam and no refund will be given.

## EXAMINATION FEES

The fee you pay to take this exam is comprised of a determined amount for WREB expenses and a per candidate fee assessed by the exam site. The WREB portion of the fee for the restorative exam is \$400. The additional amount reflected in the total is the school use fee, which varies from site to site based on each site's projected expenses for personnel and materials. **Do not pay the fee listed in this paragraph** as it is insufficient to cover your exam expenses. To determine the exact fee you will pay, refer to the *Examination Schedule* document.

## LATE APPLICATION

Applications that are completed after the application deadline are charged a \$100 late fee which will be automatically added to your application fee. Late applications are accepted on a **space availability** basis. If no space is available, your application and full exam fee (**including the late fee**) are returned.

## REFUNDS AND CANCELLATIONS

IT IS YOUR RESPONSIBILITY TO ENSURE THAT A WRITTEN NOTIFICATION OF CANCELLATION IS RECEIVED IN THE WREB OFFICE. Notification of cancellation may be sent by overnight mail, fax, or e-mail. Exam fees cannot be transferred to a later exam (except in cases of a documented medical emergency—see details below). You must cancel out of one exam and reapply for a subsequent one. As soon as you apply, the following refund and cancellation policies apply:

1. A written cancellation received in the WREB office **before or on the application deadline of the exam** receives a full refund **minus** a \$150 processing fee.
2. A written cancellation received in the WREB office **after the application deadline and up to three weeks before the first day of the exam** receives a 50% refund.
3. A written cancellation received in the WREB office **after three weeks prior to the first day of the exam receives no refund**. Exceptions may be made only in the case of a documented medical emergency occurring within three weeks of the exam. In such cases, 50% of the exam fee may be transferred to a future exam within twelve months, upon receipt of appropriate documentation (a doctor's statement on his/her letterhead) and approval by the WREB Board. Please contact the WREB office for documentation requirements.

## SCHEDULING REQUESTS

Requests for special exam scheduling must be received in the WREB office **by the application deadline date**.

WREB does not **guarantee** specific dates. However, your request will be considered and, if possible, you will be scheduled accordingly.

## RE-EXAMINATION

If you fail the restorative examination, you may apply for re-examination upon submission of the required fee and a new application. WREB requires remediation if you have failed an exam three times. **Please contact the state dental boards for their requirements**. Special restrictions may apply if you have failed an exam two or more times.

## **PERSONS WITH DISABILITIES**

WREB makes every reasonable effort to offer the examination in a manner accessible to persons with disabilities. If you need special accommodations due to a disability, download and fill out the online *Special Accommodations Request* form from our website, [www.wreb.org](http://www.wreb.org), and mail it to the WREB office.

## **EQUIPMENT**

You must furnish all restorative armamentarium. Certain expendable materials are furnished at the exam site. Please refer to your restorative candidate guide for further information. Some sites provide equipment rental. Please refer to the school information which will be sent to you with your candidate guide.

## **SCHEDULE**

Once schedules are generated they are not changed. You will receive your schedule approximately three to four weeks prior to the exam. Schedule information is not available by phone and will be released **only if your application is complete.**

## **EXAMINATION CONTENT**

The Restorative examination covers the condensation and carving of restorative materials in two dentiform teeth, using amalgam and composite procedures. Refer to the Candidate Guides for more information.

## **CANDIDATE GUIDE & POLICY GUIDE**

The Restorative Candidate Guide and the WREB Policy Guide, which provide information pertaining to WREB restorative exam procedures and criteria, are mailed to you after your application is processed. You can also download the guides from the WREB web site: [www.wreb.org](http://www.wreb.org).

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WREB (A Non-profit Testing Organization)  
23460 N. 19th Avenue, Suite 210  
Phoenix, Arizona 85027  
602-944-3315  
[www.wreb.org](http://www.wreb.org)*

## APPLICANT INFORMATION FORM

COMPLETE THE FOLLOWING INFORMATION. Please print legibly.

First Name \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

E-mail Address \_\_\_\_\_ Telephone # ( \_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Social Security # (Social Insurance Number, if Canadian)

Left Hand Operatory (Check if YES)

Please list *separately* each exam for which you are applying (See *WREB Examination Schedule*)

Exam Site & Date: \_\_\_\_\_  Anesthesia  Dental Hygiene  Restorative

Exam Site & Date: \_\_\_\_\_  Anesthesia  Dental Hygiene  Restorative

Exam Site & Date: \_\_\_\_\_  Anesthesia  Dental Hygiene  Restorative

**Previous Name(s):** If a different name will be listed on any of your exam documentation, or if you have previously applied for the WREB exam with a name different from the one on this application, list the different name(s):

\_\_\_\_\_

If your name has changed and you are already in our files, please submit proof of the change (e.g., a copy of your marriage certificate).

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**School of Graduation:** Print your dental hygiene school and date of graduation in the space provided:

\_\_\_\_\_

Dental Hygiene School of Graduation

\_\_\_\_\_

Date of Graduation (mo./yr.)

### FOR ANESTHESIA AND RESTORATIVE APPLICANTS

Anesthesia School: \_\_\_\_\_ Course Completion Date (mo/yr) \_\_\_\_\_

Restorative School: \_\_\_\_\_ Course Completion Date (mo/yr) \_\_\_\_\_

### FOR EXPANDED FUNCTION DENTAL AUXILIARY APPLICANTS

Restorative School: \_\_\_\_\_ Course Completion Date (mo/yr) \_\_\_\_\_

## POLICY AGREEMENT

This application requires **at least** two recent 2" X 2" identical, PASSPORT QUALITY photographs of the applicant. If you are applying for another exam at a different site, please include an additional photo for each additional exam site. We make your candidate badges with these photos and each site requires a different badge. Photographs must be only a head and shoulders view and must have been taken within the past six months. **NOT ACCEPTABLE: home Polaroids, indistinct photographs, or laser photocopies of photographs.** Print your name clearly on the back of all photographs. Affix one photograph in the space provided. Paperclip the additional photograph(s) to the **FRONT** of the application.

I, \_\_\_\_\_, understand and agree to adhere to the policies of **WREB**, including the policies regarding cancellations and refunds. I understand that it is my responsibility to read all examination material sent to me, including the Candidate Guide(s) and Policy Guide.



I hereby give **WREB** permission to release my exam scores to my school Dean/Director, if I am a graduating senior. I certify that: I am the person referred to in this application, the supporting documents are legitimate, unaltered copies, the photos submitted are a true likeness of myself, and all information provided in this application is true and correct.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

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## SCHEDULING REQUEST

WREB does not guarantee scheduling requests. However, your request will be considered and, if possible, you will be scheduled accordingly. The deadline for submitting a scheduling request is the same as the application deadline. After that date, schedules are produced and ARE NOT changed.

If you plan to share a hygiene patient, or if you and another candidate plan to use each other as anesthesia patients, write your request in the space below. For those sharing hygiene patients, please include (1) the name of the candidate with whom you are sharing, (2) whether you need to share your patient on the same day or different days, and (3) if you want to take the exam on a specific day. You are responsible for any inconvenience that occurs due to the sharing of patients on the same exam day. Be aware that patients treated in the morning may still be checking out early in the afternoon, which could conflict with being used by a different candidate that afternoon. Anesthesia candidates may not share patients.

If you are able to take the exam only on the condition that your requested dates are assigned, specifically state that you wish your application be returned if your requested date is not available for your testing. (Anesthesia candidates who have not requested scheduling accommodations to use each other as patients, and later decide to do so, may still use each other as patients if there are at least 60 minutes between your scheduled times.)

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None at this time.

## VERIFICATION DISCLOSURE FORM

Acceptable verification from an accredited dental hygiene school is required to take a WREB examination. Please complete the applicable section below.

### VERIFICATION FOR DENTAL HYGIENE EXAMINATION

Acceptable verification consists of one of the following (please check one box):

- \*\*\*Required for graduating seniors: **Certification** form from this application document, properly completed and signed by your dean/director, with the school seal affixed.
- A copy of your diploma attesting to your graduation.
- An original letter (on school stationary) from your school, **with the school seal affixed**, attesting to your graduation.
- A copy of your official school transcript indicating the dental hygiene degree received.
- Acceptable dental hygiene verification (one of the above) will be mailed to the WREB office before the three-week deadline.

### VERIFICATION FOR ANESTHESIA EXAMINATION

Acceptable verification consists of one of the following (please check one box):

- Certification** form from this application document, properly completed and signed by your school dean/director, with the school seal affixed.
- An original letter (on school stationary) or certificate of course completion from the school where you took your anesthesia course signed by the dean/director, **with the school seal affixed**.
- A copy of your official school transcript with the anesthesia course highlighted.
- Acceptable anesthesia course verification (one of the above) will be mailed to the WREB office before the three-week deadline.
- Acceptable anesthesia course verification will be brought to the exam site (for courses to be completed within 3 weeks of the exam).

### VERIFICATION FOR RESTORATIVE EXAMINATION (DENTAL HYGIENE APPLICANTS)

Acceptable verification consists of one of the following (please check one box):

- Certification** form from this application document, properly completed and signed by your school dean/director, with the school seal affixed.
- An original letter (on school stationary) or certificate of course completion from the school where you took your restorative course signed by the dean/director, **with the school seal affixed**.
- A copy of your official school transcript with the restorative course highlighted.
- Acceptable restorative course verification (one of the above) will be mailed to the WREB office before the three-week deadline.
- Acceptable restorative course verification will be brought to the exam site (for courses to be completed within 3 weeks of the exam).

### VERIFICATION FOR RESTORATIVE EXAMINATION FOR EXPANDED FUNCTION DENTAL AUXILIARIES/ASSISTANTS (EFDA)

Acceptable verification must consist of one of the following (please check one box):

- Certification** form from this application document, properly completed and signed by your school dean/director, with the school seal affixed.
- An original letter (on school stationary) or certificate of course completion from the school where you took your restorative course signed by the dean/director, **with the school seal affixed**.
- Acceptable restorative course verification (one of the above) will be mailed to the WREB office before the three-week deadline.
- Acceptable restorative course verification will be brought to the exam site (for courses to be completed within 3 weeks of the exam).

### VERIFICATION FOR GRADUATES OF NON-ACCREDITED SCHOOLS (NON-U.S. OR CANADIAN)

Acceptable verification must consist of the following:

- Enclosed is an original letter **with the state seal affixed** from the Dental Board of a participating WREB state, verifying eligibility for licensure in that state.

## CERTIFICATION FORM

☆ Certification section(s) is not valid without the signature of the Dean/Director.

The following certification sections may be used for the exam(s) for which the candidate is applying. All applicable certification sections must be completed and signed by the school Dean/Director on the designated line(s). The ***school seal must be affixed*** in the appropriate location with the name of the accredited hygiene school.

### HYGIENE

This is to certify that \_\_\_\_\_ is currently a student in his/her final semester and  
*Applicant's Name*

is expected to successfully complete all requirements for graduation on \_\_\_\_\_.  
*Expected Date of Graduation (mo/yr)*

\_\_\_\_\_  
☆ *Signature of Dean/Director*

### ANESTHESIA

This is to certify that \_\_\_\_\_ has successfully completed an anesthesia course  
*Applicant's Name*

on \_\_\_\_\_.  
*Date of Completion (mo/yr)*

\_\_\_\_\_  
☆ *Signature of Dean/Director*

### RESTORATIVE

This is to certify that \_\_\_\_\_ has successfully completed a restorative course  
*Applicant's Name*

on \_\_\_\_\_.  
*Date of Completion (mo/yr)*

\_\_\_\_\_  
☆ *Signature of Dean/Director*

**School Seal**

\_\_\_\_\_  
*Name of Accredited Hygiene School*

**WREB 2010 Examination Schedule**  
**Local Anesthesia, Dental Hygiene and Restorative**

<b>Exam Location</b>	<b>Exam Date</b>	<b>Application Deadline</b>	<b>Exam Type</b>	<b>Exam Fee</b>
<b>Seattle Central Community College Seattle, WA</b>	<b>January 29-31</b>	<b>December 15, 2009</b>	<b>Restorative</b>	<b>\$460.00</b>
Portland Community College Portland, OR	February 27-28	January 13, 2010	Anesthesia	\$255.00
University of New Mexico Albuquerque, NM	March 5-7	January 19, 2010	Anesthesia	\$265.00
Rio Salado College Phoenix, AZ	March 12-13	January 26, 2010	Anesthesia	\$245.00
Lane Community College Eugene, OR	March 12-14	January 26, 2010	Restorative	\$435.00
Weber State University Ogden, UT	March 18-20	February 1, 2010	Anesthesia Dental Hygiene	\$270.00 \$950.00
University of Iowa Iowa City, IA	March 19-22	February 2, 2010	Dental Hygiene	\$1100.00
Lake Washington Technical College Kirkland, WA	March 25-29	February 8, 2010	Anesthesia Restorative	\$300.00 \$475.00
University of Missouri -Kansas City Kansas City, MO	April 8-11	February 22, 2010	Dental Hygiene	\$950.00
Lane Community College Eugene, OR	April 10-11	February 24, 2010	Anesthesia	\$250.00
Baylor College of Dentistry Dallas, TX	April 16-19	March 2, 2010	Dental Hygiene	\$1025.00
Apollo College Boise, ID	April 22-25	March 8, 2010	Anesthesia Dental Hygiene	\$270.00 \$970.00
Midwestern State University Wichita Falls, TX	April 22-25	March 8, 2010	Dental Hygiene	\$1005.00
Salt Lake Community College Salt Lake City, UT	April 23-24	March 9, 2010	Anesthesia	\$290.00
Utah College of Dental Hygiene Orem, UT	April 28-May 1	March 13, 2010	Anesthesia Dental Hygiene	\$275.00 \$1200.00
University of Texas, San Antonio San Antonio, TX	April 30-May 3	March 16, 2010	Dental Hygiene	\$1025.00
Rio Salado College Phoenix, AZ	May 7-10	March 23, 2010	Anesthesia Dental Hygiene	\$245.00 \$940.00
University of Texas, Houston Houston, TX	May 13-16	March 29, 2010	Dental Hygiene	\$1025.00
University of Alaska Anchorage, AK	May 14-16	March 30, 2010	Anesthesia Dental Hygiene	\$245.00 \$1060.00
Phoenix College Phoenix, AZ	May 21-24	April 6, 2010	Anesthesia Dental Hygiene	\$260.00 \$970.00
Dixie State College St. George, UT	May 27-29	April 12, 2010	Anesthesia Dental Hygiene	\$270.00 \$995.00
Eastern Washington University Spokane, WA	June 4-7	April 20, 2010	Anesthesia Dental Hygiene	\$260.00 \$995.00
MSU-Great Falls College of Technology Great Falls, MT	June 5-6	April 21, 2010	Anesthesia Dental Hygiene	\$250.00 \$955.00
Lake Washington Technical College Kirkland, WA	June 10-16	April 26, 2010	Anesthesia Dental Hygiene Restorative	\$300.00 \$1010.00 \$475.00
University of Oklahoma Oklahoma City, OK	June 11-13	April 27, 2010	Dental Hygiene	\$990.00
Lane Community College Eugene, OR	June 18-20	May 4, 2010	Dental Hygiene	\$1000.00
University of New Mexico Albuquerque, NM	June 18-20	May 4, 2010	Anesthesia Dental Hygiene	\$265.00 \$1005.00
Idaho State University Pocatello, ID	June 23-26	May 8, 2010	Anesthesia Dental Hygiene Restorative	\$270.00 \$960.00 \$465.00
Portland Community College Portland, OR	June 25-30	May 11, 2010	Anesthesia Dental Hygiene Restorative	\$255.00 \$995.00 \$460.00
University of Texas, Houston Houston, TX	September 10-12	July 27, 2010	Dental Hygiene	\$1025.00
Lake Washington Technical College Kirkland, WA	September 10-12	July 27, 2010	Anesthesia Dental Hygiene Restorative	\$300.00 \$1010.00 \$475.00
University of Southern California Los Angeles, CA	December 16-19	November 1, 2010	Anesthesia Dental Hygiene	\$300.00 \$1060.00
Phoenix College Phoenix, AZ	December 17-19	November 2, 2010	Anesthesia	\$260.00