



WREB

A National Dental and Dental Hygiene Testing Agency

2010 *WREB Policy Guide*

*Dental Hygiene, Anesthesia,
and Restorative exams*



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The mission of WREB is to be a leading developer and administrator of consistently valid, reliable, state-of-the-art competency assessments, administered with honesty, integrity, and appropriate technology via a collaborative effort of its administrative staff, educators, consultants, and examiners for Dental Health Care Providers and State Agencies that license dental professionals.

Visit us online at www.wreb.org to find the following:

Information for Anesthesia, Hygiene and Restorative Candidates

- Exam Locations, Schedules & Fees
- Request Scoring Information/Reports
- Candidate Guides
 - ✧ Local Anesthesia
 - ✧ Dental Hygiene
 - ✧ Restorative
 - ✧ Policy Guide
- Policies & Procedures
 - ✧ Refunds & Cancellations
 - ✧ Special Accommodations - Information/Accommodations Request Forms
 - ✧ Appeals Process & Forms
- Candidate Forms
 - ✧ Exam Forms
 - ✧ Remediation Forms
- Frequently Asked Questions & Advice
 - ✧ Anesthesia FAQs and Advice
 - ✧ Dental Hygiene FAQs and Advice
 - ✧ Restorative FAQs and Advice
 - ✧ Test Taking Tips
 - ✧ Information on Instruments
- Links
 - ✧ Dental/Hygiene Organizations
 - ✧ Credentialing Services
 - ✧ Other Regional Testing Agencies
 - ✧ Dental Supplies - Equipment

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GENERAL EXAMINATION POLICIES

PHILOSOPHY STATEMENT

WREB examinations are developed, administered, and reviewed in accordance with applicable guidelines from the American Dental Association, the American Association of Dental Examiners, the American Psychological Association, the National Council on Measurement in Education, and the American Educational Research Association. The examinations were developed to provide a reliable clinical assessment for state boards' use in making valid licensing decisions.

Since the WREB member states cover a large geographical region and the candidates come from an even larger area, efforts have been made to make the examination unbiased with respect to regional practice and educational differences. WREB seeks educational diversity in the makeup of the exam review committees, including practitioners and educators from across the member states who evaluate test content and develop scoring criteria.

The examiners at any examination site are experienced practitioners from various WREB states. Examiners are trained and calibrated to WREB criteria prior to each examination.

RE-EXAMINATION

Candidates may apply for re-examination by visiting the WREB website: www.wreb.org. Restrictions may apply to candidates who have failed an exam two or more times. Please contact the individual state board(s) or licensing agency for licensure requirements. WREB policy requires that if a candidate fails any examination three (3) times, he or she is required to receive remediation prior to taking the exam again. A combination of three (3) failures of the anesthesia exam (written and/or clinical) requires remediation. Remediation requirements are sent to the candidate with the notice of failure.

DENTAL HYGIENE, ANESTHESIA, RESTORATIVE

1. Neither WREB nor any agency participating in the examination accepts responsibility for treatment rendered to patients during the examination.
2. Candidates are responsible for the conduct of those individuals brought to the examination (clinic and waiting areas included). Candidates are not allowed to enter the clinic until their scheduled clinic time.
3. If a patient is pregnant written medical clearance must be obtained from a health care provider.
4. Patients should be treated with care and compassion and receive nourishment (and water) during the exam. A candidate will fail the exam if a patient is unable to be evaluated due to hypoglycemia or severe dehydration.
5. On-site WREB personnel may not prescribe or dispense premedication for examination patient(s).
6. Only authorized candidates and scheduled or invited faculty observers are allowed to attend Candidate Orientations.
7. Candidates are required to have valid photo identification at the examination. Candidates will receive their examination packet which contains their identification (ID) badge at the examination site. The ID badge must be worn during Candidate Orientation, the Anesthesia Written exam, and at all times while in the clinic. The ID badge should not be worn outside of the building.
8. Candidates may not use an assistant.
9. It is the candidate's responsibility to provide an interpreter, if necessary, to complete the **Medical History** and **Consent** forms for non-English speaking patients. An interpreter will be allowed in the grading area only if requested by an examiner.
10. WREB examiners and staff cannot make on-site exceptions to accommodate personal problems of candidates or patients.

11. **Cell phones, pagers, and PDA's are not to be activated or used** by candidates or patients during any aspect of the clinical or written examination.
12. Candidates may **not** use any recording devices to assist with charting or other aspects of the exam.
13. At the examination site, the anesthesia or restorative Chief Examiner collects and verifies anesthesia or restorative certifications (if not previously submitted to WREB) before granting permission to take the exam. If improper or incomplete verification is presented at the exam site, the candidate cannot take the examination and will be listed as a “no show” and the examination fee is forfeited. Visit the website at www.wreb.org for appropriate forms.
14. WREB does not sponsor or endorse examination preparation courses and discourages the use of patient procurement services. WREB does not allow these services during the examination.

“No Show” Policy

The “No Show” policy is intended to allow the candidate the option of forfeiting the examination attempt and fee without incurring a failure. Candidates may also choose to acquire the required items, materials, or patient and continue with the examination. However, if the decision is to continue with the examination, no time compensation will be given to complete the examination.

If a candidate does not appear for the examination, or is not allowed to enter the clinic due to inappropriate attire, that candidate is registered as a “no show candidate”. If appropriate attire is acquired, the candidate may enter the clinic and begin the examination. If a patient is submitted late for check in, the candidate receives the established late penalty.

Restorative only: A candidate will be registered as a “no show” candidate if:

- a. The wrong dentof orm is submitted,
- b. The restorative examiners are unable to assign a prep(s),
- c. You are not present at the start time of your examination.

The WREB office is the only official source for examination information. Questions regarding WREB procedures and policies should be addressed to the WREB office and not to state boards, state board members, or examiners.

Contact information:

Phones: (623) 209-5408 or 5407; Fax: (602) 371-8131

E-mail: hygieneinfo@wreb.org or website: www.wreb.org

INFECTION CONTROL GUIDELINES

Appropriate aseptic technique is an important component of the professional standards of dental hygiene care. Candidates are expected to maintain acceptable standards of infection control protocol during the examination. Failure to do so may result in dismissal from the examination. A ***Candidate Limitation of Liability Agreement*** form is signed acknowledging each candidate’s acceptance of responsibility should an exposure occur.

Appropriate attire is worn while in the clinic. Arms and legs are to be covered at all times. Shoes with holes are acceptable if worn with socks. Lab coats and long-sleeved scrubs are acceptable. Color and style are not restricted. It is recommended that uniforms do not have markings that identify a specific school. Candidates wear only the WREB ID badge for identification purposes.

Qualified Practitioners who are on site to administer local anesthesia and scheduled faculty observers must also adhere to WREB policies regarding proper clinic attire and comply with OSHA guidelines.

DENTAL HYGIENE, ANESTHESIA, RESTORATIVE

1. Examination gloves and masks are to be worn during *all* procedures. The school provides standard examination gloves and masks and is not able to accommodate individual preferences. When performing functions other than direct patient treatment, gloves are removed or overgloves used.
2. Hands must be washed prior to placing on gloves and immediately after removal.
3. Protective eyewear must be provided by the candidate and worn by the candidate and patient during all clinic procedures. Personal eyewear is acceptable for patients; candidates may wear a face shield in lieu of eyewear.
4. Candidates must adhere to school and OSHA guidelines regarding infection control, sterilization, and asepsis of surfaces and equipment. Instructions are provided by the school regarding disposal of hazardous waste and amalgam scraps. Mercury hygiene protocol must be adhered to during restorative procedures.
5. Cartridges and capped needles are to be disposed of properly in clinic sharps containers.
6. *Hygiene only*: After completion, the **Candidate Assignment/Extra/Intraoral Form** is aseptically inserted into a sheet protector (**supplied by WREB**) for the patient check out procedures.
7. Instruments contaminated during procedures (*i.e., dropped on the floor or otherwise contaminated*) must be replaced with sterile instruments. Candidates are encouraged to bring extra instruments for check in and check out.
9. If any form is contaminated with blood, the area must be covered with tape. The form must be inserted into a sheet protector.
10. Proper infection control must be adhered to during operatory setup and breakdown.
11. Ear plugs or any other listening devices may not be worn during the written Local Anesthesia or clinical examinations.

CANDIDATE ORIENTATIONS

The Chief Examiner and WREB staff conduct an orientation for the Local Anesthesia, Dental Hygiene, and Restorative examinations. WREB examination forms, procedures, and policies are reviewed during the orientations. Candidates must be familiar with the information in the Candidate and Policy Guides prior to attending orientation. An opportunity will be provided for questions. ***Please bring a #2 pencil and a pen.***

If a candidate does not attend Candidate Orientation, he or she is required to sign a ***Candidate Orientation Affidavit*** prior to the clinical exam. The affidavit states that the candidate waives the right to appeal the examination results based on any of the information presented and/or discussed during Candidate Orientation. If a candidate fails the Anesthesia written exam but wishes to stay to observe the clinical orientation, he or she is welcome to do so.

ANONYMITY OF THE EXAMINATION

The dental hygiene and restorative examinations are conducted anonymously. The examination materials are numbered with pre-assigned identification numbers. Candidate names must not appear on any of the examination material. School identification must not appear on any examination materials, equipment, or instruments. Only the patient's first name is written on forms viewed by the examiners.

The grading examiners are separated from the candidates in another area of the clinic. This is to eliminate potential examiner bias. Please observe all signs and instructions relating to the examining area. The Chief Examiner and WREB staff serve as liaisons between candidates and the grading examiners.

Anonymity is maintained between the grading examiners and candidates. There are times when fairness requires consultation between examiners.

The Local Anesthesia clinical examination is administered by examiners and is not an anonymous examination. The anesthesia examiners do not serve as dental hygiene or restorative examiners at the same site where they administer the Local Anesthesia exam.

EXAMINATION RESULTS

It is WREB policy to notify candidates of examination results approximately four weeks after the conclusion of the examination. Exam results are not given over the phone. There are no exceptions to the policy.

APPEALS

If a candidate does not pass the WREB exam, he or she may elect to file an appeal of the exam results. Visit the website at www.wreb.org prior to contacting the WREB office for information regarding appellate procedures.

If the candidate fails the exam, no appeal may be made based on insufficient time.

DISMISSAL FOR IMPROPER PERFORMANCE OR UNETHICAL CONDUCT

Improper Performance

Dismissal from the exam or failure of the exam may result from improper performance relative to procedural skills or clinical judgment. A candidate may fail or be dismissed from the exam upon agreement between the Chief and/or validation by two or more examiners. Permission from the WREB Board of Directors is required to retake the examination at a later date.

EXAMPLES OF IMPROPER PERFORMANCE INCLUDE, BUT ARE NOT LIMITED TO:

1. Failure to recognize or respond to systemic conditions which potentially jeopardize the health of the patient, operator, or examiners.
2. Disregard for patient welfare and/or comfort.
3. Rude, abusive, uncooperative, or disruptive behavior.
4. Disregard for aseptic technique.
5. A procedure generates excessive trauma to tissue and/or performance is inadequate in the validated judgment of the examiners.
6. Failure to recognize or respond to proper handling of hazardous material(s).
7. Failure to adhere to published WREB guidelines.

Additional reasons a candidate may be dismissed pertaining ONLY to the restorative exam:

1. Removal of the dentoform from the rod post during the examination, unless instructed by the Chief Examiner.
2. Intentionally loosening or replacing the dentoform teeth after Check-in or during the examination.
3. Altering the natural treatment position of the dentoform on the rod post.

Unethical Conduct

Professional behavior is an important aspect of dental hygiene practice. If unethical conduct is documented (as defined by WREB policy), the candidate will be dismissed from the examination. If the examination has already concluded, the candidate will receive notification of failure from the WREB office. Permission from the WREB Board of Directors is required to retake the exam at a later date.

EXAMPLES OF UNETHICAL CONDUCT INCLUDE, BUT ARE NOT LIMITED TO:

1. Copying from another candidate during a written examination.
2. Communicating written test item information to other candidates, individuals, or agencies.
3. Receiving coaching from others during the examination.
4. Using unauthorized aids or reference material(s) at any time during the examination.
5. Treating a patient outside of clinic hours or receiving assistance from another practitioner or educator.
6. Altering patient records, radiographs, or examination forms or treatment records.
7. Any other conduct that compromises the standards of professional behavior or care.

TESTING DISABLED CANDIDATES

The WREB exam is designed to provide an equal opportunity for all candidates to demonstrate their knowledge and clinical abilities. The examination is administered to accurately reflect an individual's aptitude, or other skills measured by the exam, rather than an individual's impaired sensory, manual, or speaking skills, except where those skills are the factors the examination purports to measure.

WREB makes every reasonable effort to accommodate persons with disabilities. If special accommodations or alternate arrangements are required, WREB will attempt to make the necessary provisions, unless providing such would fundamentally alter the measurement of skills and knowledge the exam is intended to test, would result in an undue burden, or would provide an unfair advantage to the disabled candidate.

The appropriate professional (physician, psychologist, etc.) must complete a form (obtained from the WREB office or downloadable from the WREB website) specifying what modification is requested and attesting to the need for the modification. This must be received in the WREB office no later than 45 days prior to the exam.

WREB reserves the right to authorize the use of any modifications in such a way as to maintain the integrity and security of the exam.

MEMBER STATE BOARDS

WREB is a testing agency only and is not involved with the issuance of dental hygiene licenses. Successful completion of the WREB examination ***DOES NOT*** constitute dental hygiene licensure, anesthesia and/or restorative certification in any participating state. Questions regarding licensing and credentialing should be directed to the state board(s) where licensure is sought. Most states have a time limit on how long after taking the exam the results are accepted for licensure. To determine if states other than the WREB member states accept the WREB exams, please contact the individual state boards.

ALASKA

AK State Board of Dental
Examiners
P.O. Box 110806
Juneau, AK 99811
(907) 465-2542

MONTANA

MT Board of Dentistry
301 S. Park, 4th Floor
P. O. Box 200513
Helena, MT 59620
(406) 841-2390

TEXAS

TX State Board of Dental
Examiners
333 Guadalupe,
Tower 3, Suite 800
Austin, TX 78701
(512) 463-6400

ARIZONA

AZ State Board of Dental
Examiners
5060 N. 19th Ave.,
Suite 406
Phoenix, AZ 85015
(602) 242-1492

NEW MEXICO

NM Board of Dental
Health Care
2550 Cerillos Rd.,
2nd Floor
P.O. Box 25101
Santa Fe, NM 87505
(505) 476-4511

UTAH

UT Board of Dentists &
Dental Hygienists
P.O. Box 146741
Salt Lake City, UT
84114-6741
(801) 530-6628

IDAHO

ID State Board of
Dentistry
P.O. Box 83720
Boise, ID 83720
(208) 334-2369

NORTH DAKOTA

ND State Board of
Dental Examiners
2900 E. Broadway Ave.
Bismark, ND 58501
(701) 258-8600

WASHINGTON

WA Dental Hygiene
Health Professions Qual.
Assurance
P. O. Box 47865
Olympia, WA 98504
(360) 236-4700

KANSAS

Kansas Dental Board
900 SW Jackson,
Room 564-S
Topeka, KS 66612
(785) 296-6400

OKLAHOMA

OK Board of Dentistry
201 NE 38th Terrace, S2
Oklahoma City, OK
73105
(405) 524-9037

WYOMING

WY Board of Dental
Examiners
1637 S. Spruce Street
Casper, WY 82601
(307) 777-6529

MISSOURI

Missouri Dental Board
P.O. Box 1367
Jefferson City, MO 65102
(573) 751-0040

OREGON

OR Board of Dentistry
1600 SW 4th Avenue,
Suite 770
Portland, OR 97201
(971) 673-3200

NON-MEMBER STATES ACCEPTING WREB

Please go to our Web site: www.wreb.org for the list of states.

NOTES

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