

# Policies for Examinations

Effective January 27, 2020

## Contents

---

Fees .....	3
Credential Verification .....	3
Dates and Locations.....	4
Withdrawals.....	4
Compassionate Appeal.....	4
Medical Documentation.....	5
Service Requests.....	5
General .....	5

The following policies are applicable to all applicants to an NDEB examination process.

## Fees

1. All fees are in Canadian funds.
2. Fees are posted on the NDEB website. Fees are assessed by the NDEB Finance and Audit Committee regularly and fees are subject to change.
3. All new applicants must pay the relevant application fee. Application fees are payable once and are non-refundable.
4. Individuals who complete an online application more than once will be refunded the additional application fee(s) paid; however, will be subject to an administrative fee of \$200 per additional application.
5. Individuals who successfully complete the NDEB Equivalency Process are not required to pay the application fee for the NDEB Certification Process.
6. Individuals who were candidates in the Certification Process and subsequently apply to the National Dental Specialty Examination (NDSE) must pay the application fee for the NDSE.
7. Individuals who were participants in the NDEB Equivalency Process and subsequently complete a Qualifying Program or Degree Completion Program must pay the application fee for the NDEB Certification Process.
8. The ACS typodont viewing fee must be paid upon each booking and is non-refundable.

## Eligibility

1. Eligibility for NDEB examinations are governed by the NDEB By-laws.
2. Individuals who have not been successful in a component of the NDSE prior to January 1, 2020 will be required to pass the current NDSE to be eligible for NDSE certification.

## Credential Verification

1. Documents must be submitted for verification following the most current application criteria and required documents.
2. Documentation received from a third party (e.g. educational institution) will not be sent to the applicant. All documents submitted by the university become the property of the NDEB and will not be returned.
3. Original documents received from the applicant will be returned by regular post. If the applicant prefers original documents returned by courier, a prepaid waybill from a Canadian courier company must be submitted with the documentation. No prepaid waybills will be accepted after submission.
4. The NDEB reserves the right to change the application requirements, certification requirements, or instructions at any time.
5. The NDEB is not responsible for documentation once returned to the applicant.

## Dates and Locations

1. Examination dates and centres are established one year in advance and are subject to change.
2. Examination registration closes at 21:00 EST/ET on the deadline date posted on the NDEB website.
3. Examinees may be moved to another centre if the number of registrations is insufficient at a centre. Registration may appear as tentative until a minimum number of registrations is reached.
4. The NDEB will not accommodate transfer requests.
5. There is a maximum total number of spaces available for all examinations. Due to these space limitations, examinees may not be able to register for their preferred date and/or location.

## Withdrawals

1. If you experience a serious medical circumstance or unanticipated exceptional circumstance beyond your control prior to the start of an examination that will prevent you from showing your abilities, you must withdraw prior to the start of the examination. If you do not attend the examination, you will not lose an attempt.
2. A withdrawal fee of 25% of the examination fee will be charged in the case of withdrawal due to serious medical circumstances or unanticipated exceptional circumstances beyond the examinee's control that occurs after the registration deadline date but before the start of the examination. Supporting documentation for the serious medical circumstances or unanticipated exceptional circumstances must be submitted at the time of withdrawal.
3. An examinee may request a withdrawal from an upcoming examination if the examinee receives a passing result from a manual rescore/verification or an appeal. Withdrawal fees will be applied. If an examination is taken while a previous result is under review, no fees will be refunded.

## Compassionate Appeal

1. If you feel that there were events or circumstances beyond your control that were unforeseen that you feel seriously impaired you to demonstrate your abilities during an examination, you may request a compassionate appeal in accordance with the NDEB By-laws. Relevant supporting documentation is required to demonstrate how your work was affected and must be submitted at the time of request.
2. If you feel your abilities were affected by a serious illness or injury that occurs during an examination, you may request a compassionate appeal in accordance with the NDEB By-laws. Relevant medical documentation is required to demonstrate how your work was affected (e.g., symptoms, diagnosis, date of visit) and must be submitted at the time of request.
3. A request for a compassionate appeal submitted to the NDEB office cannot be withdrawn on or after the date that the request has been considered by the Executive Committee.

## Medical Documentation

1. All medical documentation submitted to the NDEB will be verified directly with the medical professional for authenticity. An authorization form may be required.
2. Medical documentation submitted to the NDEB must be on official letterhead with the date of visit, credentials, signature, and contact information of the medical professional clearly legible. Hand written notes on prescription pads are not accepted.

## Service Requests

1. Manual rescore/verification fees and service request fees are non-refundable.
2. Requests to cancel an Assessment of Clinical Skills appeal are subject to an administrative fee of \$200.

## General

1. Requests to change examination language or unit side (righthanded/ lefthanded) must be received prior to the applicable registration deadline date for each administration. No changes can be made after the registration deadline date.
2. Cancellation or interruption of an examination caused by circumstances beyond the control of the NDEB, shall in no way render the NDEB liable for any claim arising from such cancellation or interruption other than the refund of examination or assessment fees, which will be at the discretion of the NDEB.
3. An examinee requesting to view their ACS typodonts must comply with the policies found on the NDEB website.
4. The NDEB does not provide a breakdown of results.