

**NORTH EAST REGIONAL BOARD
OF DENTAL EXAMINERS, INC.**



**MANUAL FOR THE
JURISPRUDENCE, ETHICS, AND
RISK MANAGEMENT EXAMINATION**

2011

EXTREMELY IMPORTANT

With your application, you **must** send:

1. Proof of graduation from a dental program, or proof that one is expected to graduate. **This must be one of the following:** a copy of a diploma, an official transcript, or a letter from your program director. To avoid delays, send your proof of graduation with the application. **A dental license is not considered proof of graduation. DO NOT SEND a copy of a dental license.**
2. Documentation of any name changes. If your diploma was issued under another name than what you are currently using, or if you previously took the NERB examinations under another name, **you must provide documentation of the name change. This must be a copy of either a marriage license or court order reflecting the name change.**
3. Payment of \$135, by money order or cashier's check.

Only send the documentation required above; nothing else will be accepted. DO NOT SEND copies of your National Board Certificate, NERB Certificate, Dental License, CPR card, driver's license, or social security card.

ALWAYS SEND IN PROOF OF GRADUATION, even if you have applied for another examination in the recent past. No JERM application should be sent in without the required documentation. Any application without proof of graduation attached will be returned.

Remember to sign your application. Unsigned applications will be returned.

WHEN YOU TAKE THE EXAMINATION, you must have **two** forms of identification, one with a recent picture and **both** with signatures. **Acceptable forms of identification** include: driver's license, passport, military ID, employee ID, and even a credit card (if signed). If your name has recently changed due to marriage, divorce, or other legal reasons, you **must** provide a copy of the marriage certificate or court documents.

An out-of-state driver's license, a school ID, or other invalid forms of ID, will not be accepted. An expired driver's license or other expired ID (even if it expired the day before the exam) will not be accepted. **All forms of ID must be current.**

GENERAL INFORMATION

The Jurisprudence, Ethics, and Risk Management (JERM) Examination is a 75 question multiple-choice computer-based examination administered at a Prometric testing site. The examination is designed to evaluate the candidate's understanding of national regulations concerning controlled substances and infection control as well as the day-to-day application of basic principles of ethics, jurisprudence, and risk management.

ELIGIBILITY FOR THE EXAMINATION

Eligibility is determined by the concerned state dental board.

CANCELLATION, RESCHEDULING, AND RETAKES

Should it be necessary to cancel and/or reschedule the appointment, the applicant must contact the Prometric website: www.2test.com or the National Prometric Registration Center at 1-800-797-1813. Do not call the local Prometric center or NERB Central Office to cancel and/or reschedule an appointment.

If you wish to cancel and/or reschedule, you must call at least 30 calendar days prior to the test date. If you call 5 to 29 days prior to the exam date, you will be charged a \$25 fee by Prometric. If you call less than 5 calendar days prior to the test date or are more than 15 minutes late for the examination, the exam will be canceled and your fee will be forfeit.

When scheduling or rescheduling an appointment for the JERM exam with Prometric, an email confirming the examination date and time may be requested. It is recommended that a copy be made and retained for future reference.

If the JERM Exam is failed, candidates must register online for re-examination and pay the exam fee, and a new authorization must be received prior to scheduling an appointment with Prometric for the retake. Do not call NERB to schedule an exam or request a retake.

THE EXAMINATION

CONTENT

The JERM Exam consists of 75 multiple choice questions offered through Prometric Testing Centers. Besides the 75 test questions, some additional unidentified pilot test questions may be added to the examination for future testing but they do not affect the score. Appropriate additional time is provided for these items. The time allotted for the actual examination, which includes any pilot questions, is 90 minutes.

All questions should be answered, as any question not answered is counted as incorrect. During the examination, questions may be skipped, marked and returned to before completing the examination. However, **once the JERM Exam is completed and the candidate locks out of the examination, she/he will not be able to return to the examination.** The time indicated on the computer screen is the amount of time remaining for completion of the examination. There is no specific time limitation for each item.

Disciplines and Subject Matter Addressed in the Jurisprudence, Ethics, and Risk Management Examination

- a. OSHA regulations
- b. Controlled Substances Act
- c. Ethics
- d. Risk Management
- e. Legal Principles

TEST CONSTRUCTION

The test construction maximizes input from across the United States and avoids emphasis on any concept or procedure that may have limited applicability. The Examination Committee, which is responsible for test development, consists of equal numbers of examiners and educators. In addition, special consultants review the Exercise before it is finalized. Because of the NERB's broad-based approach to test development, no single textbook or publication can be used as a reference. **However, candidates are encouraged to review the Controlled Substances Act, current OSHA regulations, and the American Dental Association's Principles of Ethics and Code of Professional Conduct.** Every effort is made to ensure that the examination is based on concepts taught and accepted by educational institutions accredited by the American Dental Association or Canadian Commissions on Dental Accreditation. Any current textbook relevant to the subject matter of the examination utilized in such institutions should be suitable as a study reference. The NERB does not offer or sanction any study manuals or refresher courses for the DSE or any other examination.

EXAMINATION STANDARDS

The rules for conduct of the examination as established by Prometric must be followed. Violation of these rules constitutes a violation of the Standards for the JERM Exam and may result in failure of the examination.

1. **Extraneous materials.** Only those materials distributed or authorized by Prometric may be brought to the Prometric Center. Use of unauthorized materials will result in failure of the entire Examination. No textbooks or study materials are permitted at the Prometric Testing Center at any time.
2. **Time schedule.** Ninety minutes is the total time allowed for the actual JERM Exam. Once a candidate has locked out of a designated section of the DSE, the candidate may not re-enter that section.
3. **Timely arrival.** The date and appointment schedule established by Prometric must be adhered to as confirmed. Failure to do so will result in forfeiture of the examination fee.
4. **Behavior at the Prometric Testing Center.** Unseemly behavior of the candidate or improper behavior toward personnel at the Prometric Testing Center will result in failure of the DSE and forfeiture of the examination fee.
5. **Examination security.** Security measures established by the NERB and Prometric must be followed. Failure to do so may result in failure of the Examination.
6. **Recording of test items.** The recording of test items is prohibited.
7. **Identification.** Candidates must present two forms of identification, one with a recent photograph and both with signatures to gain admission to the examination at a Prometric Testing Center. Acceptable forms of ID include: Driver's License, Passport, Military ID and Employee ID. Both forms of ID must have the same name as that was used to register for the examination. If a candidate's name has recently changed due to marriage, divorce, or other legal reasons, the candidate must provide a copy of a marriage certificate or court document so stating to assure entry to the testing center. Out-of-date driver's licenses, school IDs, or other forms of ID will not be accepted.

THE APPLICATION

A fully executed application complete with appropriate documentation and fee is required for the DSE Exam. Written acknowledgement of receipt of an application by the NERB will be forwarded, provided that the supplied green post card, complete with the candidate's return address and proper postage, has been submitted with the application. Telephone confirmation is **not provided** under any circumstances.

The social security number must be recorded accurately and legibly on the application form. The social security number becomes the candidate's permanent identification number. Records of the applicant maintained by both the North East Regional Board of Dental Examiners, Inc. and the licensing jurisdiction are identified by social security number. **Applications which do not reflect the social security number will be returned as incomplete.**

The application must be signed by the candidate as appropriate. Applications which are not signed will be returned to the candidate as incomplete.

All applications with incorrect or missing information (e.g. signature, social security number, proof of graduation, etc.) will be returned to the applicant. **Applications without proof of graduation included will be returned to the candidate as incomplete.**

THE FEES

One Clinical Examination	\$135
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All returned applications are subject to an administrative fee of \$25.00, which is automatically withheld.

Payment submitted must be for the exact amount and by **cashier check or money order made out to "NERB"** with the applicant's social security number written in the lower left hand corner.

All applications must be accompanied by the appropriate fee. **PERSONAL CHECKS WILL NOT BE ACCEPTED AND WILL BE RETURNED TOGETHER WITH THE APPLICATION TO THE APPLICANT.** The NERB is not responsible for a missed deadline date if an application is returned.

A request for a refund of fee is not granted after the date the JERM Exam application is **received** by the NERB.

Failure to appear for the JERM Exam results in forfeiture of the entire examination fee. Under extenuating circumstances, a request for the examination fee to be deferred to a later time will be considered on an individual basis. Requests must be made in writing to the Director of Finance and Administration of NERB and **must** include original documentation in support of the request. Notification will be sent immediately after a determination is made by the NERB. Should a fee deferral be granted, the terms and conditions for future examination as set by the NERB will be included.

THE SCORING SYSTEM AND SCORE RELEASE

The JERM Exam consists of 75 graded questions and the score for this exercise is based on the percent of questions answered correctly. A final score of 75 percent or higher is a passing score.

SCORE RELEASE

Notification of earned test scores will be sent to candidates by first class mail immediately after these scores have been issued to the participating licensing jurisdictions.

The JERM scores are reported monthly at the end of the first full week of the month following the month in which the JERM was taken.

A written critique of performance in the Jurisprudence, Ethics, and Risk Management Examination is furnished to the candidate together with the examination score. In order to maintain the security of the examination, this critique is issued in lieu of a review of actual examination papers or clinical evaluation forms.

Scores are **not** released to candidates or their representatives by telephone, facsimile or e-mail. The individual scores of a candidate are **not** released by the NERB to the school of graduation unless authorized by the candidate upon application for examination. Scores are not released at any time, except to the candidate and the NERB participating licensing jurisdictions unless written authorization is received from the candidate.

Scores will be furnished to non-participating licensing jurisdictions upon receipt of a written request signed by the candidate and sent to the NERB. Such request **must** include the following:

1. Candidate's name, mailing address and telephone number,
2. Candidate's name at time of examination,
3. Candidate's social security number,
4. Year in which the JERM Examination was completed,
5. Address to which the results are to be sent,
6. Money order in the sum of \$25.00 per each address to where the scores are to be forwarded.

SPECIAL TESTING PROVISIONS

The NERB will administer the JERM Exam to an individual with a documented physical and/or learning disability, which impair sensory, manual or speaking skills in a place and manner accessible to persons with disabilities or will offer alternative accessible arrangements for such individuals. Efforts will be made to ensure that the examination results accurately reflect the individual's aptitude or achievement level rather than reflecting the individual's impaired sensory, manual or speaking skills, except where those skills are factors the examination purports to measure.

The NERB will provide appropriate modifications or auxiliary aids for such persons with impaired sensory, manual or speaking skills unless providing such auxiliary aids would fundamentally alter the measurement of the skills or knowledge the examination is intended to test. To ensure that auxiliary aids or other requested modifications exist and can be provided, candidates with a disability requesting such modification or auxiliary aid must:

1. **Submit in writing, together with the application**, a request for the auxiliary aid or modifications stating the exact auxiliary aid or modification(s) needed.
2. **Provide documentation of the need for the auxiliary aid or modification**, indicating any specific portion of the examination for which such auxiliary aid or modification will be needed.
3. **Provide a letter from the appropriate health care professional** documenting the disability which must be received by the NERB 45 days prior to the date of the examination.

In providing such auxiliary aids or modifications, the NERB reserves the ultimate discretion to choose between effective auxiliary aids or modifications and reserves the right to maintain the security of the examination.

All information obtained regarding any physical and/or learning disability of a candidate will be kept confidential with the following exceptions:

1. Authorized individuals administering the examination may be informed regarding any auxiliary aid or modification; and
2. First aid and safety personnel at the test site may be informed if the disability might require emergency treatment.

VERIFICATION PROCEDURE

1. Verification is a procedure whereby the electronic data from which the examination score was generated are re-checked for any irregularities or errors which may have occurred in establishing the score. Verification is **not** a review of the examination process or candidate performance. A listing of specific candidate errors is **not** included in the verification process.
2. A candidate may request a verification of his/her scores. Such a request must be made in writing and include the candidate's name, social security number, site of the examination, date of the examination, and current address. The written request must be accompanied by a cashier's check or money order in the amount of twenty-five dollars (\$25.00) payable to the NERB, sent by certified mail, addressed to:

Director of Examinations
The North East Regional Board of Dental Examiners, Inc.
8484 Georgia Avenue, Suite 900
Silver Spring, MD 20910

3. To preserve the integrity of future examinations, the review of examination data by a candidate or a representative of the candidate shall not be permitted at any time.
4. The Director of Examinations, or his/her designee, shall perform the verification and notify the candidate of the results, usually within ten (10) business days of the request at the NERB Central Office.

CANDIDATE APPEALS PROCEDURE

1. A Candidate Appeal may be generated if the candidate believes that his/her examination results was/were adversely affected by extraordinary conditions during the examination, which affected the final outcome of the candidate's examination. Appeals are reviewed on the basis of the facts surrounding the administration of the examination. The appeals process is the final review authority and if the appeal is denied, there is no further review process within the NERB.

All reviews of Candidate Appeals include the **VERIFICATION PROCEDURE** described above, and are based on a reassessment of the documentation of the candidate's performance on the examination. The review is limited to a determination of whether or not there exists substantial evidence to support claims of extraordinary or adverse conditions during the examination. The review will not take into consideration other documentation that is not part of the examination process. Opinions of the candidate, faculty members, colleagues and records of academic achievement are not considered in determining the results of the examination and do not constitute a factual basis for an appeal. Consideration can only be given to documents, electronic or otherwise that were submitted during the examination and remain in the possession of the NERB or Prometric.

2. Any candidate receiving a failing score on a NERB examination may, on one's own behalf, submit a candidate appeal of that failing score.
3. A **candidate appeal** must be made **in writing**, accompanied by an administrative fee in the form of a cashier's check or money order in the amount of two hundred and fifty dollars (\$75.00) payable to the NERB, sent by certified mail, addressed to:

Candidate Appeals Panel
The North East Regional Board of Dental Examiners, Inc.
8484 Georgia Avenue, Suite 900
Silver Spring, MD 20910

The NERB will only consider a candidate appeal which is typewritten or clearly printed and sent by certified mail. Candidate appeals received in any other format will not be accepted or considered. Furthermore, the NERB will not commence any review of a candidate appeal that does not comply with these procedural requirements.

4. The written candidate appeal must contain all of the following information submitted in the proper format:
 - a. date of the examination

- b. the examination site
- c. the name of the candidate
- d. the current address of the candidate
- e. telephone number(s) of the candidate
- f. social security number of the candidate
- g. **the factual basis for the appeal**
- h. cashier's check/money order payable to the NERB in the amount of two hundred and fifty dollars (\$75).

The information contained in a, b, c, d, e and f must be submitted on the form designated **Face Sheet for Candidate Appeal**, or a reproduction thereof, in Exhibit A of this Examination Manual.

The factual basis for the appeal **must be on a separate piece of paper** utilizing the form contained in Exhibit B in this Examination Manual, or a reproduction thereof. Additional sheets may be included, if necessary, and identified only by the candidate's social security number. The factual basis for the appeal must be submitted together with the completed **Face Sheet for Candidate Appeal**, or reproduction thereof.

5. The candidate appeal must be received by the NERB **no later than 30 days** following the official date on which the scores were mailed to the participating state dental boards as determined by the NERB and published on the NERB web site (www.nerb.org).
6. Should a candidate apply for re-examination during the pending appeal, the review shall be terminated, the appeal dismissed and the appeal cannot be re-instituted at a later date.
7. Upon receipt at the NERB Central Office of a candidate appeal that conforms in form and content to the requirements cited above, an appeal number shall be assigned to the appeal. To maintain anonymity, a copy of the **factual basis for the appeal identified by the candidate's social security number** submitted by the candidate, as well as the assigned appeal number will be forwarded to all members of the Candidate Appeals Panel with pertinent examination documentation. The original appeal correspondence provided by the candidate will stay on file in the NERB Central Office, identified by the assigned appeal number.
8. The members of the Candidate Appeals Panel, other than the Chairman, shall complete a review of the candidate's **factual basis for the appeal** along with the pertinent examination documentation. Upon completion of the review, each of the initial reviewing members shall identify with specificity the following elements of review in written correspondence to the Chairman of the Candidate Appeals Panel. The written correspondence must be formatted as follows:
 - a. A STATEMENT SUMMARIZING EACH ALLEGATION OF THE APPEAL submitted by the candidate.
 - b. FACTS WHICH THE **REVIEWING CANDIDATE APPEALS BOARD MEMBER** IDENTIFIES IN REVIEWING EACH ALLEGATION OF THE CANDIDATE'S APPEAL contained in the file. It must also include facts obtained in the review of NERB Examination procedures, or contained in the appropriate Candidate Manual for the Examination.

- c. CONCLUSIONS OF THE VALIDITY OF THOSE ALLEGATIONS regarding the failure of the NERB, or its agents, to follow the procedures of the examination as set forth and adopted by the NERB.

The written correspondence will be placed by each respective reviewing member in a sealed envelope containing the appeal number on its face and mailed to the Chairman of the Candidate Appeals Panel.

Upon receipt of written correspondence from both reviewing members, the Chairman of the Candidate Appeals Panel will review the reviewing members' findings and conclusions.

- a. If the Chairman of the Candidate Appeals Panel finds that agreement exists between the reviewing members, he/she will draft a letter notifying the anonymous candidate of the decision of the Candidate Appeals Panel. This letter will be sent by e-mail or disk to the NERB Central Office where it will be reformatted and sent to the candidate by certified mail, return receipt requested, at the address provided by the candidate with his/her appeal letter.
 - b. In the event that the Chairman of the Candidate Appeals Panel finds that the sealed responses result in disparate conclusions as to the action recommended, he/she will review all the information contained under review. The Chairman of the Candidate Appeals Panel will then document his/her findings in a written document and will become the third reviewer in the appeals process. The Chairman of the Candidate Appeals Panel will draft a majority opinion and draft a letter notifying the anonymous candidate of the decision of the Candidate Appeals Panel. This letter will be sent by e-mail or disk to the NERB Central Office where it will be reformatted and sent to the candidate by certified mail, return receipt requested, at the address provided by the candidate with his/her appeal letter.
9. The Candidate Appeals Panel will make every effort to initially review each candidate appeal within fourteen (14) days of its receipt at the Central Office. Should there not be sufficient factual basis, in the judgment of the Candidate Appeals Panel, the appeal shall be dismissed and the candidate should be notified of the decision of the Candidate Appeals Panel within ten (10) working days thereafter.
 10. Additional reviewers meeting the criteria established for reviewing members may be designated for further review of the appeal should the Chairman of the Candidate Appeals Panel determine, in his/her judgment, that the appeal merits further review.
 11. Further review of the appeal and whatever investigation is deemed appropriate should be completed within sixty (60) days of the receipt of the appeal by the Central Office and may, at that time, be returned for a final decision to the Chairman of the Candidate Appeals Panel.
 12. Following the initial sixty (60) days designated for further review, the Chairman of the Candidate Appeals Panel may elect, in his/her judgment, to institute additional investigation including, but not limited to, the testimony of the candidate before the

Candidate Appeals Panel. All additional investigation should be completed by the Candidate Appeals Panel within thirty (30) days of any such election.

13. The testimony of the candidate may be requested by the Candidate Appeals Panel either by affidavit, written answers to interrogatories, testimony before the Candidate Appeals Panel, or, in lieu of live testimony via a telephone conference with the entire Candidate Appeals Panel.
14. The Candidate Appeals Panel shall set the procedural parameters regarding any request for additional information it makes including, but not limited to: the nature of the requested information; who, if anyone, shall be permitted to testify; the method and length of any testimony taken; and the nature of any exhibit to be considered as evidence.
15. Should the personal appearance of the candidate be requested, the place, date and time shall be determined by the Candidate Appeals Panel. The candidate shall bear all costs the candidate may incur.
16. During the personal appearance before the Candidate Appeals Panel, the candidate may be accompanied by legal counsel. The cost of legal fees must be borne by the candidate.
17. The reviewing members of the Candidate Appeals Panel will use their best efforts to send its report to the Chairman of the Candidate Appeals Panel within thirty (30) days after the completion of any additional investigation requested. The Chairman of the Candidate Appeals Panel will make every effort to either accept the report, reject any and/or all its content and return it to the reviewing members of the Candidate Appeals Panel for final investigation and/or action within fourteen (14) days of its receipt.
18. Should a report be returned, the reviewing members of the Candidate Appeals Panel shall use their best efforts to complete all requested matters within thirty (30) days and return the report to the Chairman of the Candidate Appeals Panel for final action.
19. The candidate will be notified of the decision of the Candidate Appeals Panel within ten (10) days of the final action by means of a letter drafted by the Chairman of the Candidate Appeals Panel.
20. The report of the Candidate Appeals Panel and all other internal documents related to each appeal shall remain as confidential NERB documents and shall not be reviewed and/or released to the candidate, a representative, or anyone else. The appeal will become a permanent part of the candidate's file maintained at the NERB Central Office. Documents submitted as evidence shall be returned to the party making the submission.
21. **IF THE APPEAL IS GRANTED, THE TWO HUNDRED AND FIFTY DOLLAR (\$250.00) FEE WILL BE REFUNDED.**

Exhibit A

NORTH EAST REGIONAL BOARD OF DENTAL EXAMINERS, INC.

APPEAL FACE SHEET

APPEAL NUMBER _____ - _____ - _____ - _____ - _____
(Assigned by the NERB Administrative Office)

NAME: _____
Last First Middle initial

ADDRESS: _____
City State Zip

TELEPHONE: (____) _____
Area Code

CANDIDATE NUMBER: _____
(Social Security Number)

EXAMINATION SITE: _____

EXAMINATION DATE(S): _____

CANDIDATE SIGNATURE: _____

The above is supplied to the North East Regional Board of Dental Examiners, Inc. as a separate face sheet. It is not a part of the appeal packet sent to the Candidate Appeals Panel in your appellate process. Upon receipt, your appeal will be assigned an appeal number. When the appeal review process is complete, NERB staff will match your appeal with the information above and forward the Candidate Appeals Panel's findings to you.

FOR OFFICE USE ONLY

Appeal Form Received _____ Appeal Findings Returned _____

Appeal Sent to Panel _____

Exhibit B

NORTH EAST REGIONAL BOARD OF DENTAL EXAMINERS, INC. APPEAL FORM FOR SUBMITTING THE FACTUAL BASIS OF THE APPEAL

APPEAL NUMBER _____ - _____ - _____ - _____ - _____
(To be filled in by the NERB office staff)

Please return this form containing the factual basis for your appeal in narrative form to: Director of Examinations, North East Regional Board of Dental Examiners, Inc., 8484 Georgia Avenue, Suite 900, Silver Spring, Maryland 20910. All appeals must be received in the NERB Central Office no later than thirty (30) days following the official date on which the scores being appealed were mailed to the participating state dental boards as determined by the NERB and published on the NERB web site (www.nerb.org).

A two hundred and fifty dollar (\$250.00) fee is required to cover the expenses involved in processing an appeal. A cashier's check or money order for the two hundred and fifty dollars (\$250.00) payable to the North East Regional Board of Dental Examiners, Inc. must accompany the appeal. In the event the appeal is upheld, the fee will be refunded.

Please type or print legibly. Do not include your name or other identifying information in the narrative containing the factual basis for the appeal.

The nature of your complaint should be described and discussed in a brief, specific, and factual manner addressing each issue/allegation individually, followed immediately by a statement of the facts supporting that respective issue/allegation. Include all information that supports your complaint. **Additional sheets may be added to this original.**

Candidate's Social Security Number: _____ - _____ - _____
(to be filled in by the candidate)

The factual basis for my appeal is:

Issue/Allegation:

Factual Support:

APPENDIX

Check-Off List

- I have read the entire Manual for the Jurisprudence, Ethics and Risk Management Examination

I HAVE SENT TO THE NERB POST OFFICE BOX:

- A completed application form (clearly printed and all appropriate bubbles filled in – DO NOT FOLD).
- a self-addressed postcard to which you must apply proper postage (to be returned by the NERB Central Office) notifying candidate that application was received.
- a cashier's check or money order for exact fee required, payable to NERB (or North East Regional Board), with S.S.# of the candidate on lower left corner.
- proof of graduation, such as a copy of a diploma, or letter of certification from your school.**
(The application will **not** be processed if this is not included) **If the diploma was issued in a name other than your current name, you must also include a copy of a marriage license or court order documenting the change in your name. (Do not send copies of your National Board Certificate, NERB Certificate, or Dental License.)**
- Documentation of name change if you have previously taken the NERB examination under a different name. If you previously took the NERB dental licensing examination under another name, that name is still in our files and you need to provide a copy of a marriage license or court order documenting your change of name.

PROMETRIC TESTING CENTERS:

- I have selected the location of the Prometric Testing Center where I have elected to take the JERM Examination. After my application has been processed and NERB has sent me an authorization letter, I have called and made an appointment with Prometric at the national scheduling number or scheduled an appointment on the internet.
- I will take 2 forms of personal identification: one with a recent photo, and both with my signature, with me to the Prometric Testing Center. If my name has recently changed due to marriage, divorce, or other legal reasons, I will bring a copy of the marriage certificate or court document so stating to the Prometric Center to assure entry. Out of date driver's licenses, school ID, or other forms of ID will not be accepted.

Schools of Graduation Codes

Locate the name of your school of graduation and its code number. Place the three digit number in the appropriate boxes on the application form. If your school is not listed, leave the boxes empty and write the name of the school on the back of the application.

513	Algonquin College of Applied Arts and Tec	373	Johnson County Community College	450	Southeast Community College
300	Allegheny College of Maryland	374	Kalamazoo Valley Community College	175	Southern Illinois University
301	Amarillo College	375	Kellogg Community College	521	Southern West Virginia Comm & Tech Coll
302	Armstrong State College	504	Kennedy King College, Chicago IL	451	Springfield Technical Community College
303	Asheville-Buncombe Technical Institute	075	Kirkwood Comm. College	954	St. Clair College of Applied Arts & Tech.
304	Ashland Community College	007	La Cite Collegiale - Canada	452	St. Cloud Technical College
520	Athens Technical College	376	Lake Land College - Illinois	453	St. Louis Community College
501	Baker College	517	Lake Superior College - Minnesota	103	St. Louis University
305	Baltimore City Community College	511	Lake Washington Technical College	454	St. Petersburg Junior College
010	Baylor University	377	Lakeland Community College - Ohio	455	St. Philips College
306	Bee County College	378	Lamar University	514	Stark State College of Technology, Canton,
307	Bergen Community College	379	Lane Community College	161	SUNY - Buffalo
180	Boston University	380	Lanier Technical Institute	456	SUNY - Farmingdale
951	Boysen School Dental Sci Creighton	381	Lansing Community College	176	SUNY - Stony Brook
309	Brevard Community College	382	Laramie County Community College	457	Tallahassee Community College
310	Bristol Community College	960	Lewis and Clark Community College	458	Tarrant County Junior College
311	Broome Community College	383	Lexington Tech Institute	114	Temple University
908	Broward Community College	149	Loma Linda University	459	Tennessee State University
922	Burlington County College	506	Lorain County Community College	460	Texas Women's University
312	Cabrillo College	172	Louisiana State University	461	Thomas Jefferson University
499	Cambridgian College	142	Loyola University - Chicago	970	Tri State Business Institute
313	Camden County Community College	385	Loyola University - New Orleans	462	Trident Technical College S.C.
508	Canadore College (North Bay Ontario)	386	Luzerne County Community College	151	Tufts University
319	Cape Cod Community College	387	Macon Junior College	463	Tulsa Junior College
518	Carl Sandburg College	388	Madison Area Technical School	464	Tunxis Community College
320	Carroll College	389	Mankato State College	465	Tyler Junior College
133	Case Western Reserve University	959	Manor Junior College	466	Union County - Coll Technical Inst
498	Cegep Saint-Hyacinthe	063	Marquette University	167	Univ of Med and Dent of New Jersey
321	Central Piedmont Community College	354	Massachusetts Coll Pharmacy (Forsyth)	472	University College of Bangor
322	Central Technical Community College	390	Maysville Community College	147	University of Alabama
323	Cerritos College	065	McGill University	467	University of Alaska/Anchorage CC
324	Chabot College	170	Medical College of Georgia	002	University of Alberta
325	Chattanooga State Technical Community Col	391	Medical College of South Carolina	468	University of Arkansas - School of Dental
326	Clark College	067	Meharry Medical College	469	University of Bridgeport - Fones
327	Clayton State College	392	Meridian Community College	168	University of British Columbia
328	Coastal Carolina Comm College	393	Miami-Dade Community College	159	University of California - Los Angeles
502	College De Maisonneuve (Canada)	394	Middlesex Community College, Mass.	155	University of California - San Francisco
519	College of DuPage	395	Middlesex County College, New Jersey	470	University of Cincinnati - R. Walters
516	College of Lake County, Grayslake, IL	396	Midlands Technical College	174	University of Colorado
968	Collin County Comm College	397	Midwestern State University	164	University of Connecticut
026	Colorado College of Dentistry	398	Milwaukee Area Tech College	036	University of Detroit - Mercy
329	Colorado Northwestern Community College	399	Missouri Southern State College	171	University of Florida
027	Columbia University	400	Monroe Community College	950	University of Florida Dental School
330	Columbus College	401	Montgomery County Community College	471	University of Hawaii
515	Columbus State Community College DH Progr	402	Mott Community College	045	University of Illinois
507	Community College of Denver	503	Mount Ida College Dental Hygiene	050	University of Iowa
331	Community College of Philadelphia	403	Mt. Hood Community College	160	University of Kentucky
332	Community College of Rhode Island	972	Mt. Wachusett Comm Coll	178	University of Laval
333	Community College of Southern Nevada	404	N.E. Mississippi Junior College	058	University of Louisville
957	Confederate Coll. Arts and Technology	405	New Hampshire Technical Institute	158	University of Manitoba
030	Creighton University	406	New York City College of Technology	006	University of Maryland
334	Cuyahoga Community College	084	New York University	070	University of Michigan
335	Cyprus College	316	Niagara College - Ontario	073	University of Minnesota
031	Dalhousie University	407	Normandale Community College	473	University of Minnesota - Duluth
336	Darton College	408	North Central Technical College	181	University of Mississippi
510	Dayton Beach Community College	409	North Dakota State School of Science	162	University of Missouri - Kansas City
338	Delaware Technical Community College	410	Northampton Community College	074	University of Montreal
339	Delmar College	411	Northeast Louisiana University	077	University of Nebraska
340	Delta College	412	Northeast Metro Technical College	068	University of Nevada Las Vegas
032	Denver College of Dentistry	413	Northeast Mississippi Community College	489	University of New England
341	Des Moines Area Community College	414	Northeast Wisconsin Tech College	953	University of New Haven
342	Diablo Valley College of Dentistry	415	Northern Arizona University	474	University of New Mexico
037	Drake University College of Dentistry	416	Northern Kentucky University	148	University of North Carolina - Chapel Hill
343	Duluth Technical College	417	Northern Virginia Community College	177	University of Oklahoma
509	Durham College	126	Northwest Technical College	166	University of Pennsylvania
344	East Tennessee State University	081	Northwestern University	098	University of Pittsburgh
345	Eastern Washington State College	963	Nova Southeastern University	154	University of Puerto Rico
005	Eastman Dental Center	418	Oakland Community College	475	University of Rhode Island
500	Edison Community College	087	Ohio State University	169	University of Saskatchewan
346	El Paso Community College	420	Old Dominion University	476	University of South Colorado
347	Emory University	421	Onondaga Community College	477	University of South Dakota
348	Erie Community College	182	Oral Roberts University	109	University of Southern California
152	Fairleigh Dickinson University	422	Orange County Community College	478	University of Southern Indiana
962	Fanshawe College - Ontario	141	Oregon Health Sciences University	116	University of Tennessee
349	Fayetteville Technical Institute	423	Oregon Institute of Technology	156	University of Texas - Houston
350	Ferris State University	424	Owens Community College	179	University of Texas - San Antonio
351	Florence-Darlington Tech College	919	Oxnard College	163	University of the Pacific
352	Florida Community College	425	Palm Beach Community College	119	University of Toronto - Canada
353	Foothill College Dept of Dental Hygiene	426	Parkland College	129	University of Washington
355	Fresno City College	427	Pasadena City College	318	University of Western Ontario
009	Genesee Comm College	428	Pasco-Hernando Community College	971	Utah Valley State College
314	George Brown College - Toronto	429	Pearl River Community College	480	Valencia Community College
038	Georgetown University	430	Pennsylvania College of Technology	124	Vanderbilt University School of Dentistry
337	Georgia Perimeter College	431	Pensacola Community College	004	Ventura County Community Coll.
011	Georgian College Canada	432	Phoenix College	479	Vermont Technical College
356	Grand Rapids Community College	433	Pierce College	125	Virginia Commonwealth University
357	Greenville Technical Education Center	434	Pima Community College - West	481	Virginia Western Community College
358	Guilford Technical Institute	435	Portland Community College	918	Wake Technical Community College
359	Harcum College	436	Prairie State College	512	Wallace State College
360	Harper College	437	Pueblo Community College	482	Walters College
361	Harrisburg Area Community College	438	Quinsigamond Community College	130	Washington University
137	Harvard School of Dental Medicine	439	Rangely College	920	Waukesha County Tech. College
362	Hawkeye Institute of Technology	384	Rhodes State College	484	Wayne County Community College
967	Hillsborough Community College	961	Rio Salado Community College	952	Wayne Technical Institute
965	Horry-Georgetown Technical College	440	Roane State Community College	485	Weber State University
363	Hostos Community College	441	Rochester Community College	486	West Liberty State College
364	Howard County Junior College	076	Rock Valley College	487	West Los Angeles College
042	Howard University	442	Rose State College	488	West Virginia Institute of Technology
365	Hudson Valley Community College	443	Sacramento City College	150	West Virginia University
366	Idaho State University	444	Saint Jerome College	490	Western Kentucky University
367	Illinois Central College	969	Salt Lake Community College	491	Westmoreland County Community College
368	Indian River Community College	966	San Joaquin Valley College	492	Wharton County Community College
369	Indiana University - Fort Wayne	964	Santa Rosa Junior College	493	Whytheville Community College
370	Indiana University - Northwest Gary	445	Sante Fe Community College	494	Wichita State University
371	Indiana University - NW School of Dentist	317	Seneca College - Ontario	495	Yakima Valley Community College
372	Indiana University - South Bend	446	Shawnee State University	496	York Technical College
047	Indiana University School of Dentistry	447	Sheridan College	497	Youngstown State University
419	John A. Logan College	448	Shoreline Community College		
315	John Abbott College - Quebec	449	Sinclair Community College		

STATE-ONLY EXAMINATIONS

Certain candidates may be required to take one or more of the four clinical examinations in Dentistry at the request of an individual state. These individuals who take only part of the examination or do not meet all eligibility requirements of the standard NERB examination (such as graduates of dental schools outside the U.S. or Canada) are not eligible for “NERB Status” and their scores will be sent only to the state requesting this special examination. It is the sole responsibility of the candidate to contact the individual state dental board to determine the requirements of that state and have the state board provide NERB a written request. Candidates for the State-Only Examination(s) **must indicate** that information on the application form by filling in the bubble titled “State-Only Examination” **and** the state for which the examination has been requested.

Instructions For Completing The Diagnostic Skills Examination Application Form

The NERB uses a special scannable application form to facilitate the application process. Please read the instructions that follow *carefully*. Much of the data requested must be coded since the application form will be “read” by an optical scanner. Failure to follow the directions may affect the status of your application. **The application form must NOT be folded and must NOT have any papers stapled, glued or taped to it. Only the original will be accepted.** A photocopy or fax of the application form is not accepted by the NERB and will be returned.

Using a **#2 lead pencil only**, enter the information requested in the appropriate boxes. Enter only one character per box. Then, under each box, fill in the corresponding bubble. Fill in the bubble completely and make your marks heavy. Erase cleanly any mark you wish to change.

Review *both* sides of your completed application form to be sure that it is *complete*. You may find it helpful to take a photocopy of your completed application form for your records.

The NERB utilizes a lockbox service, through PNC Bank, for the initial processing of the candidate materials. All application forms and candidate checks are to be mailed, via the US Postal Service, to the special post office box in Philadelphia, Pennsylvania, as indicated below. Do *NOT* use private overnight express mailing services (e.g., Federal Express or United Parcel Service) when mailing your application materials to this special post office box.

Side 1 of Application Form:

1. **Your Name.** Enter your last name, first name and middle initial in the spaces provided. Then fill in the corresponding bubbles.
2. **Social Security or ID Number.** Enter your 9-digit social security number (or other identifying number) in the spaces provided. Then fill in the corresponding bubbles.
3. **School of Graduation.** Enter the 3-digit code number of the school or college that you are presently attending, or of which you are a graduate, from the school list in the Appendix. Then fill in the corresponding bubbles.
4. **Date of Graduation.** Enter the 2 digits of the month and the 4 digits of the year in which you expect to graduate or have graduated. Then fill in the corresponding bubbles.
5. **Previous NERB Examination.** If you have previously taken a NERB examination, enter the 4 digits of the year of the most recent examination. Then fill in the corresponding bubbles.
6. **Physical Challenge or Learning Disability.** If you have a physical challenge or learning disability, fill in the bubble. Enclose a letter from an appropriate health care professional documenting the disability.

Side 2 of Application Form:

7. **Address.** Enter your street number and name, or P.O. Box, (and apartment number, if applicable) in the spaces provided. Leave spaces between words. Then fill in the corresponding bubbles.
8. **City.** Enter your city in the spaces provided. Then fill in the corresponding bubbles.
9. **Daytime Phone Number.** Enter your daytime telephone number, area code first. Then fill in the corresponding bubbles. It is desirable that you provide a telephone number where you can be reached if the NERB has a question concerning your application status.
10. **Country.** Fill in the appropriate bubble. If your country is “Other” then enter the name of this country in the box.
11. **State or Province.** Enter the 2-letter state or province abbreviation in the spaces provided. Then fill in the corresponding bubbles.
12. **Zip Code or Postal Code.** Enter your zip code or postal code in the spaces provided. Then fill in the corresponding bubbles.
13. **Signature (Required) For Accepting NERB’s Rules and Regulations.** Sign (in blue or black ink) in the box provided. You *must* sign this application form in this box in order to be permitted to take the examination.
14. **Signature (Optional) For Release of Scores.** If you grant permission for the NERB to release your score to your school of graduation, then sign (in blue or black ink) in the box provided.
15. **Date.** Enter the date (month/day/last 2 digits of the year) when you signed the application form as required in item #13 above.
16. **Fees.** Enter the total amount of fees you are enclosing with this application form. Then fill in the corresponding bubbles.
17. **Mailing Your Materials.** When mailing your application materials, arrange the materials in the following order, all secured by one paper clip:
First, your cashier’s check or money order for fees – face up. Your check must be payable to NERB.
Then, the green postcard; be sure it is self-addressed and has the proper postage affixed
Then, your proof of graduation
Finally, your Application Form – Side 1 face up

Mail your application materials in a large envelope (at least 9” x 12”) to:
NORTH EAST REGIONAL BOARD OF DENTAL EXAMINERS, INC.
P.O. BOX 822881
PHILADELPHIA, PA 19182-2881

