

Request to Cancel a Computerized Exam



This form must be completed by candidates who need to **cancel a computerized format exam application, exam appointment, and/or exam eligibility window**. If an exam appointment or eligibility window is being cancelled in order to reschedule another, then a *Request to Reschedule* form should be submitted to DANB, not this form. Contact Kate Slagoski with any questions at 1-800-FOR-DANB, ext. 452. Fax this form to DANB, Attn: Kate Slagoski at 312-642-3550 or mail to: DANB; Attn: Kate Slagoski; 444 N. Michigan Ave., Suite 900; Chicago, IL 60611.

Computerized Exam Cancellation Policy

If a candidate has submitted an application for a computerized exam and does not wish to make an appointment or reschedule the 60-day eligibility window, they must submit a *Request to Cancel a Computerized Exam* form so that it is **received by DANB (via mail or fax) at least two business days before the end of his/her eligibility window in order to receive a refund**. DANB will then issue a refund minus the \$35 cancellation fee and \$50 nonrefundable application fee (a total of \$85 retained by DANB).

Pearson VUE, at its toll-free hotline (1-800-525-2586, not the test center phone number). Failure to cancel a scheduled exam will result in forfeiture of the full application/exam fees and the application is null and void.

STEP 2: Go to DANB's website at www.danb.org and download the Request to Cancel a Computerized Exam form, located in the "Downloadable Forms" section, or call 1-800-FOR-DANB to request that this form be sent via fax or by mail.

If a candidate has already scheduled an exam appointment and wishes to cancel the appointment, but does not wish to reschedule the exam or eligibility window, they **must complete ALL OF THE FOLLOWING STEPS at least two business days before the exam date** in order to receive a refund:

STEP 3: Submit the request form so that it is received by DANB (via mail or fax) **at least two business days before the end of the 60-day eligibility window**. DANB will then issue a refund minus the \$35 cancellation fee and \$50 nonrefundable application fee (a total of \$85 retained by DANB).

STEP 1: Contact the national computerized testing vendor,

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Please check one of the following: I cancelled my exam appointment by calling Pearson VUE at 1-800-525-2586.
 I did not yet make an exam appointment with Pearson VUE

End date of my exam eligibility window: _____

Please check which of the following national or state exams you are requesting to cancel.

DANB National Exams

- Certified Dental Assistant (CDA)
- Certified Orthodontic Assistant (COA)
- Orthodontic Assisting only (OA)
- General Chairside Assisting only (GC)
- Radiation Health and Safety only (RHS)
- Infection Control only (ICE)
- RHS/ICE Exam

State-Specific Exams

- Arizona Coronal Polishing (AZCP)
- Delaware Dental Radiologic Technology (DDRT)
- Maryland General Expanded Functions (MDG)
- Maryland General Orthodontic Expanded Functions (MDO)
- Missouri Basic (MOB)
- New Jersey Expanded Duties-General (NJXDG)
- New Jersey Dental Radiation Technologist (NJDRT)
- New York Professional Dental Assisting (NYPDA)
- Washington State Jurisprudence (WSJ)

Reason for Cancelling Exam

- No longer required to take the exam
- Leaving the dental assisting profession
- Moving
- No time to take the exam
- Need more time to prepare
- Other _____

Candidate Information

Name (print or type) _____ SSN _____ - _____ - _____

Name, if different, at time of exam application _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Phone Number(s): Office (____) _____ Home (____) _____ Cell (____) _____ Fax (____) _____

I hereby officially request the cancellation of my computerized exam.

I understand that I will receive a refund minus the \$35 cancellation fee and \$50 nonrefundable application fee (a total of \$85 retained by DANB), provided that I have met all of the qualifying conditions stated in the DANB Cancellation Policy above.

Signature _____ Date _____ 4/10