

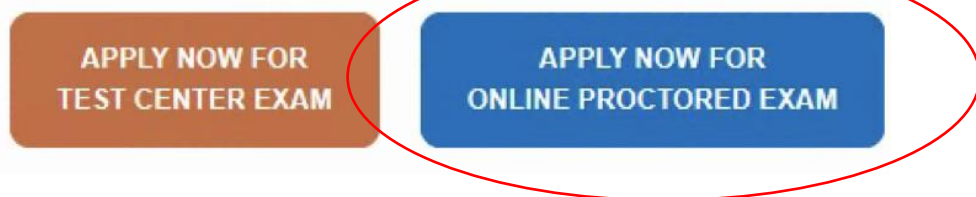


How to Apply for an Online Proctored Exam

DANB's RHS, ICE, AMP and GC exams can all be taken as online proctored exams. There are specific computer and testing space requirements that you must meet to take a DANB exam through online proctoring, so be sure to read all the details on DANB's website before you apply.

1. Click the "Apply Now" button.

Go to the webpage of the exam that you are interested in applying for and click the blue "Apply Now For Online Proctored Exam" button.



2. Log in or create an account.

You'll be asked to log in to your DANB account if you already have one. You'll need to create an account if you don't have one.

3. Confirm your age.

After logging in, you'll see a screen with instructions. Click the "Next" button and you'll be taken to a screen that asks if you are 18 years of age or older. Check "yes" or "no" and click the "Next" button.

If you are under 18, you will be asked to upload a completed Parent or Legal Guardian Consent Form.

Instructions

Candidate Information

Parent or Legal Guardian Consent Form

Next Steps

If you are under the age of 18, you will need to obtain consent from your parent or legal guardian to take a DANB exam. Download the [Parent or Legal Guardian Consent Form](#) to be completed by your parent or legal guardian. Once the form has been completed, please return to your application and upload below. You will not be able to complete your application until the form has been uploaded.

Parent or Legal Guardian Consent Form

Parent or Legal Guardian Consent Form No file selected.

4. Review and agree to the requirements.

The next screen will ask you to confirm that you understand the system requirements and that you agree to the use of facial comparison technology.

Instructions

Candidate Information

Online Proctored Exam Requirements

Requirements

Candidates who want to take an online proctored exam must have the following:

- laptop or desktop computer that meets online proctoring technical requirements
- mobile phone that can take pictures and send texts
- private space that meets online proctoring requirements

System Requirements Check

To check whether your computer is compatible, perform the system check from the computer and location you plan to use to take your DANB exam. You will need to download and run software to test whether your computer meets these requirements. [Perform the system check.](#)

Facial Comparison Technology

During your exam appointment, Pearson VUE will use facial comparison technology to verify your identity. It will compare your facial image to the one on your identification and to facial images captured during the testing process. If you do not agree to the use of facial comparison technology, you must take your exam at a testing center.

System Requirements

You must confirm that your computer meets the above requirements.

I confirm that I have reviewed this information and that my computer meets the requirements to take an DANB online proctored exam. I understand that if I fail to meet these requirements at the time of my exam appointment, my exam will be record as missed and I will need to reapply at a reduced fee to schedule a new exam appointment.

Facial Comparison Technology

During your exam appointment, Pearson VUE will use facial comparison technology to verify your identity. It will compare your facial image to the one on your identification and to facial images captured during the testing process. If you do not agree to the use of facial comparison technology, you must take your exam at a testing center.

I agree to the use of facial comparison technology to verify my identity.

I do not agree. I understand that I need to apply to take the exam at a test center

Consent to Monitoring

You must consent to video and audio recording during their exam appointment.

I confirm that I have reviewed this information and consent to the video and audio recording monitoring required for an online proctored exam.

5.a. RHS, ICE and AMP exams – Enter work experience and education (optional).

If you are applying for DANB’s RHS, ICE, or AMP exams, you can add your dental assisting work experience and the dental assisting program you attended. These fields are optional for the RHS, ICE and AMP exams.

Dental Assisting Work Experience – Optional

Use the dropdown menus if you’d like to add your work experience and dental assisting program. Then, click the “Next” button.

Please provide any dental assisting work experience or education you have. This information is for reporting purposes only and is not required to complete your exam application.

Dental Assisting Work Experience

Enter the Months and Years of Your Dental Assisting Work Experience

Months of Dental Assisting Work Experience

Years of Dental Assisting Work Experience

Dental Assisting Program Information

Select the graduation or anticipated graduation year from your dental assisting program

Dental Assisting Program Graduation Year

If the dental assisting/hygiene program you attended has a program code with DANB, please select the appropriate code on the following page.

NEXT

Dental Assisting Program – Optional

If you’d like to enter your dental assisting program, click the “Add New” button to enter your dental assisting program name. Then, click the “Next” button.

Please use this list to locate the dental assisting program you attended.

Although DANB makes every effort to ensure the accuracy of this list, it should not be used to determine the current Commission on Dental Accreditation (CODA)-accredited status of a program. Any inquiries into the CODA accreditation status of a dental assisting program should be directed to CODA at www.ada.org/coda or 1-800-621-8099.

School Program

ADD NEW

No records have been entered.

NEXT

5.b. GC exam – Enter eligibility pathway information.

If you are applying for DANB’s GC exam, you will need to enter your eligibility pathway and upload the required eligibility documentation. Select one and click the “Next” button.

Eligibility Pathway Information

- Have graduated from a Commission on Dental Accreditation (CODA)-accredited dental assisting or hygiene program.
- Will graduate within the next 90 days from a Commission on Dental Accreditation (CODA)-accredited dental assisting or hygiene program.
- Registered Dental Hygienist.
- Minimum 3,500 hours dental assisting work experience accrued over a period of 2-4 years; employment must be verified by a licensed dentist. High school graduate or equivalent.
- Former Certified Dental Assistant (CDA) certificant.
- Graduation from or enrollment in a CODA-accredited D.D.S. or D.M.D. program.
- Graduation from a dental degree program outside the U.S. or Canada.
- Graduation from or enrollment in a post-baccalaureate program affiliated with a U.S. or Canadian dental school on DANB's list of accepted post-baccalaureate programs.

NEXT

6. Answer the Background Information Questions.

Next, you'll be asked to answer the Background Information Questions.

Read the Background Information Questions in their entirety [here](#). If you must answer "Yes" for any question, you will be required to provide additional information for review.

Background Information Questions

Please answer all questions below:

1. Is your answer "yes" to either of the following?

- In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time?
- Are you currently serving a sentence of confinement, home detention, parole, probation, or other court ordered supervision, or are you subject to a reporting requirement (e.g., sex offender or violent offender registry) in connection with **any** felony conviction received in your lifetime?

It is not necessary to report misdemeanor convictions. If you are uncertain whether a conviction was for a felony or a misdemeanor, you must mark "yes."

No, I have not. Yes, I have.

2. Have you ever been the subject of any of the following?

- Suspension, revocation, or voluntary surrender of a license, registration, or other state-recognized credential in any profession?
- Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
- Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure, or other recognized employment credential?
- Disciplinary action by a professional regulatory board, certifying or examination agency, or other professional body?
- Investigation by or dismissal from an educational institution for cheating, violating an educational institution's or other organization's code of conduct or similar document, or any other ethical violation?

No, I have not. Yes, I have.

3. Have you ever been declared mentally incompetent by a court of law?

No, I have not. Yes, I have.

NEXT

7. Select if you need reasonable accommodations.

On this screen, you can select if you need reasonable accommodations.

- Instructions
- Candidate Information
- Online Proctored Exam Requirements
- Select Your CDA Eligibility Pathway
- Background Information Questions
- Reasonable Accommodations**
- Application Statement
- Summary

Reasonable Accommodations

DANB adheres to the provisions outlined in the Americans with Disabilities Act. In accordance with this act, DANB will make every reasonable effort to offer the exams in a manner that is accessible to people with documented disabilities. If auxiliary aids or alternative arrangements are required, DANB will attempt to make the necessary provisions, unless providing such would fundamentally alter the measurement of knowledge the exam is intended to test, would result in undue burden, or would provide an unfair advantage to the disabled candidate.

Do you **require** reasonable accommodations as covered by the Americans with Disabilities Act?*

No Yes

If you select Yes, you must submit DANB's Reasonable Accommodations Request forms and required documentation, specifying exactly what aid or modification is requested by a physician or psychologist, with the exam application. DANB reserves the right to authorize the use of auxiliary aids or modifications in such a way as to maintain the exam integrity and security. DANB exams are administered only in the English language. Modifications will not be approved for a candidate who requests accommodations because English is a second language.

NEXT

8. Confirm that you have read the application statement.

- Instructions
- Candidate Information
- Online Proctored Exam Requirements
- Select Your CDA Eligibility Pathway
- Background Information Questions
- Reasonable Accommodations
- Application Statement**
- Summary

Please read the [Application Statements](#) carefully. The Application Statements apply to all DANB national exam applications, certification and certification renewal applications; and state-administered exam and certificate applications. Attestation during the application indicates understanding and agreement to be legally bound by these statements.

Cancellation Policy

Once you submit your exam application, you may request a partial refund if you cancel any existing exam appointment before your scheduled exam start time. You must then request to cancel the testing window before the end of your testing window expires. DANB retains a \$75 application fee and \$40 cancellation fee (\$115 total).

Application Attestation

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all DANB policies and procedures. I further affirm that I have read and understood the Application Statements provided, and I intend to be legally bound by them. I understand that any stated nonrefundable fees are not refundable under any circumstances.*

Yes

NEXT

8. Review the application summary.

After you've completed the application, you will see a summary screen. If you skipped any required fields, you will see a red X in the status column, and you will need to go back and complete that page. You can navigate back to that page by clicking on the name of the page on the left-hand menu.

If everything is complete, you will see green checks in the status column. If you applied for the RHS, ICE or AMP exam, you will see a "Checkout" button. Click the "Checkout" button to enter your payment information and complete your application.

You will not be able to submit your application until all required fields are completed. Please see the table below for any missing information and return to the appropriate application section to complete the missing fields.

Once all required information has been saved you will be able to continue to checkout below.

Summary

ITEM	STATUS	MESSAGE
All Three Background Information Questions Have Been Answered	✓	
Candidate is over 18 or submitted parent/legal guardian consent form	✓	
You Must Agree to the Application Attestation	✓	

[Checkout](#)

If you applied for the GC exam, you will see a button that says, "Continue to CDA Eligibility Documentation." Click the button to upload your eligibility documentation. Once you have uploaded your documentation, you will be directed to the payment screen to complete your application.

You will not be able to submit your application until all required fields are completed. Please see the table below for any missing information and return to the appropriate application section to complete the missing fields.

Once all required information has been saved you will be able to continue to checkout below.

Summary

ITEM	STATUS	MESSAGE
You Must Agree to the Application Attestation	✓	
All Three Background Information Questions Have Been Answered	✓	
Certification Eligibility Pathway Selected	✓	

[Continue to CDA Eligibility Documentation](#)