DENTAL ASSISTANT
STATE LICENSING EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com
EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination process for becoming licensed as a Dental Professional in the State of Minnesota.

All dental professional applicants (dentists, dental hygienists and dental assistants) who are applying for licensure must take and pass the Dental Assistant State Licensure Examination.

The Minnesota Board of Dentistry has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI works closely with the Board to make certain that these examinations meet the State’s as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in Minnesota.

For licensing information, please contact:

Minnesota Board of Dentistry
University Park Plaza
2829 University Avenue SE, Suite 450
Minneapolis, MN 55414-3249
Phone: 612.617.2250
Fax: 612.617.2260
www.dentalboard.state.mn.us

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

For the Dental Assistant Examination, your education provider will provide your eligibility, electronically, to PSI. You will get an email confirmation from PSI. If an email address is not entered, you will get the confirmation via USPS mail. Upon approval, it is your responsibility to contact PSI to pay and schedule for the examination. Note, if PSI does not have your record, please contact your education provider.

Eligibility for the Dental Assistant examination does not expire; however, it is only good for two attempts. If you fail both attempts, you must contact the Board to determine what additional training is required before you are eligible to retest.

Dental Assistants must take both the Dental Assistant Licensure Examination as well as the Jurisprudence Examination. If you choose too, you may schedule all examinations on the same day. Click here for the Jurisprudence Examination Candidate Information Bulletin.

EXAMINATION FEES

Dental Assistant Examination $70

EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT. THE MINNESOTA BOARD OF DENTISTRY DOES NOT RECEIVE ANY OF THIS FEE.

ONLINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI’s registration Web site at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information submitted on your application. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system”

- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay for and schedule the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

TELEPHONE REGISTRATION

The second fastest method of registering and scheduling is via the telephone. Call (800) 733-9267 to speak with a live registrar Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier’s check, made payable to PSI. Print your name in the memo section of the company check, money order or cashier’s check so we can ensure the payment is applied to your registration. CASH and PERSONAL CHECKS ARE NOT ACCEPTED.
Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267 or use the PSI website.

Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

RETAILING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

DULUTH
416 WEST SUPERIOR STREET
DULUTH, MN 55802
GOING SOUTH ON MESA, TURN LEFT ON FIRST ST. TURN RIGHT AT N 6TH AVE. TURN LEFT ON SUPERIOR ST. PSI IS LOCATED ON THE RIGHT HAND SIDE ON THE SECOND BLOCK. IT IS HALF A BLOCK DOWN FROM THE DULUTH PUBLIC LIBRARY.

EDINA
6550 YORK AVE, SUITE 515
EDINA, MN 55435
FROM MN HWY 100, TAKE MN 62 EAST, EXIT ON XEREX AVENUE. TURN RIGHT (SOUTH) ON XEREX. JUST BEFORE THE NEXT TRAFFIC LIGHT, TURN RIGHT INTO AN OFFICE BUILDING COMPLEX. JUST BEFORE TURNING RIGHT INTO THE COMPLEX, YOU WILL SEE A SMALL INSURANCE BUILDING ON YOUR RIGHT. DON'T TURN THERE, TURN RIGHT AT THE DRIVEWAY AFTER THAT BUILDING. 6550 BUILDING IS A TALL OFFICE BUILDING AT THE TOP OF THE PARKING LOT.

MOORHEAD
819 30TH AVE SOUTH, SUITE 108
MOORHEAD, MN, 56560

ROCHESTER
3155 SUPERIOR DRIVE NW
ROCHESTER, MN 55901
FROM HIGHWAY 14, GO NORTH ON HIGHWAY 52, EXIT AT 55TH STREET NW TO GO WEST. 55TH STREET NW/COUNTY ROAD 22/WEST CIRCLE DRIVE WILL VEER SLIGHTLY LEFT TURNING INTO 41ST AVENUE NW/COUNTY ROAD 22/WEST CIRCLE DRIVE. WHEN YOU HAVE GONE 2.2 MILES FROM 52 YOU WILL COME TO A TRAFFIC LIGHT AT VALLEYHIGH ROAD NW. TURN RIGHT, THEN TAKE THE FIRST, ALMOST IMMEDIATE LEFT ONTO SUPERIOR DRIVE NW. TAKE THE FIRST RIGHT INTO THE PARKING LOT. THEN TAKE THE SECOND RIGHT SO YOU ARE BEHIND THE UNITS THAT ARE FACING SUPERIOR DRIVE. PSI WILL BE THE SECOND-TO-LAST UNIT ON YOUR LEFT.

WOODBURY
6053 HUDSON RD, SUITE 210
WOODBURY, MN 55125
FROM I-94 GO SOUTH ON CENTURY TO THE FIRST LEFT (WHICH IS THE FRONTAGE ROAD ENTRANCE TO THE COUNTRY INN). ENTER THE OFFICE COMPLEX THROUGH THE ENTRANCE NEXT TO THE GREEN MILL RESTAURANT. 6053 IS THE BUILDING DIRECTLY AHEAD. THE ENTRANCE ON THAT (WEST) SIDE IS ACTUALLY ON THE 2ND FLOOR. SUITE 210 IS DOWN THE CORRIDOR TO THE RIGHT. PLEASE USE THE WEST ENTRANCE ON SATURDAYS.

Only the Jurisprudence Examination may be taken at any of the PSI testing sites throughout the U.S. Please visit our website for a listing of other sites www.psiexams.com.
REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

All examination sites will provide ear plugs upon request.

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo) - Choose one or two from this list:
- State issued driver’s license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID
- Unexpired International Passport with photo

NOTE: ID must contain candidate’s photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose one if two will not be provided from the above list:
- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are NOT acceptable forms of identification.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to:
  - Electronics devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, hoodies, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI’s sole discretion.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.

- No smoking, eating, or drinking is allowed in the examination center.

- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

- Proctors will also carefully inspect eyeglass frames, ties, tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.

- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.

- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.

- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.

- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.
TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Board, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen. Your comments regarding the questions and the examinations are welcomed.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates’ results and adjust them accordingly. This is the only review of the examination available to you.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you pass, you will receive a successful score report.
- If you do not pass you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

NON-SCORED QUESTIONS

In addition to the number of examination questions specified in the “Examination Content Outlines”, “non-scored” questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.
EXAMINATION CONTENT OUTLINES AND STUDY MATERIALS

Dental Assistant State Licensure Examination
150 Scored Items - 150 Minutes - 70% Correct to Pass
10 Non-Scored Items

Scope - Tests a candidate's knowledge of Expanded Duties and Radiology.

CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>% Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Polish</td>
<td>8%</td>
</tr>
<tr>
<td>Topical Medications</td>
<td>5%</td>
</tr>
<tr>
<td>Fluoride</td>
<td>5%</td>
</tr>
<tr>
<td>Periodontal Dressings</td>
<td>1%</td>
</tr>
<tr>
<td>Suture Removal</td>
<td>1%</td>
</tr>
<tr>
<td>Cement and Bonding Material Removal</td>
<td>7%</td>
</tr>
<tr>
<td>Administering and Monitoring Nitrous Oxide Sedation</td>
<td>4%</td>
</tr>
<tr>
<td>Placing and Removing Matrix Bands</td>
<td>3%</td>
</tr>
<tr>
<td>Rubber Dam</td>
<td>5%</td>
</tr>
<tr>
<td>Preliminary Charting</td>
<td>1%</td>
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<tr>
<td>Impressions</td>
<td>7%</td>
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<tr>
<td>Gingival Retraction</td>
<td>4%</td>
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<tr>
<td>Enamel Etching</td>
<td>1%</td>
</tr>
<tr>
<td>Orthodontia</td>
<td>15%</td>
</tr>
<tr>
<td>Pit and Fissure Sealants</td>
<td>8%</td>
</tr>
<tr>
<td>Temporary Crown Cementing and Adaptation</td>
<td>9%</td>
</tr>
<tr>
<td>Placing and Removing Temporary Restorations</td>
<td>3%</td>
</tr>
<tr>
<td>Root Canals</td>
<td>3%</td>
</tr>
<tr>
<td>Radiography</td>
<td>9%</td>
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Reference for the State Licensure exam

This examination is CLOSED BOOK.

- Material and Texts from Dental Assisting school courses

APPROVED SCHOOLS

<table>
<thead>
<tr>
<th>Accredited Dental Assisting Programs</th>
<th>Provider Code</th>
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<tbody>
<tr>
<td>Central Lakes College</td>
<td>1001</td>
</tr>
<tr>
<td>Century College</td>
<td>1002</td>
</tr>
<tr>
<td>Dakota County Technical College</td>
<td>1003</td>
</tr>
<tr>
<td>Hennepin Technical College Brooklyn Park</td>
<td>1004</td>
</tr>
<tr>
<td>Hennepin Technical College Eden Prairie</td>
<td>1005</td>
</tr>
<tr>
<td>Herzing University, Lakeland Academy Division</td>
<td>1006</td>
</tr>
<tr>
<td>Hibbing Community College</td>
<td>1007</td>
</tr>
<tr>
<td>Minneapolis Community and Technical College</td>
<td>1008</td>
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<tr>
<td>Minnesota State Community &amp; Technical College</td>
<td>1009</td>
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<tr>
<td>Minnesota West Community &amp; Technical College</td>
<td>1010</td>
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<tr>
<td>North Dakota State College of Science</td>
<td>1011</td>
</tr>
<tr>
<td>Northwest Technical College</td>
<td>1012</td>
</tr>
<tr>
<td>Rochester Community and Technical College</td>
<td>1013</td>
</tr>
<tr>
<td>South Central College Mankato</td>
<td>1014</td>
</tr>
<tr>
<td>St Cloud Technical and Community College</td>
<td>1015</td>
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</tbody>
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<tr>
<th>Accredited Dental Hygiene Programs</th>
<th>Provider Code</th>
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<tbody>
<tr>
<td>Argosy University</td>
<td>1018</td>
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<tr>
<td>Century College</td>
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<tr>
<td>Des Moines Area Community College</td>
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<td>Hawkeye Community College</td>
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<tr>
<td>Herzing University</td>
<td>1022</td>
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<tr>
<td>Lake Area Technical School</td>
<td>1036</td>
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<tr>
<td>Lake Superior College</td>
<td>1023</td>
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<tr>
<td>Madison Area Technical College</td>
<td>1024</td>
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<tr>
<td>Milwaukee Area Technical College</td>
<td>1025</td>
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<tr>
<td>Minnesota State Community &amp; Technical College-Moorhead</td>
<td>1026</td>
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<tr>
<td>Minnesota State University, Mankato</td>
<td>1027</td>
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<tr>
<td>Normandale Community College</td>
<td>1028</td>
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<tr>
<td>North Dakota State College of Science</td>
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<tr>
<td>Northcentral Technical College</td>
<td>1030</td>
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<tr>
<td>Northeast Wisconsin Technical College</td>
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<td>Rochester Community and Technical College</td>
<td>1032</td>
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<tr>
<td>St Cloud Technical &amp; Community College</td>
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<tr>
<td>University of Minnesota</td>
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<tr>
<td>University of South Dakota</td>
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</table>
Be prepared with the following information before you begin the registration process. Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. Registration forms that are incomplete or not accompanied by the proper fee will be returned unprocessed. Examination fees are not refundable or transferable.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Full First Name</th>
<th>Full Middle Name</th>
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<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Date of Birth (MO/DATE/YEAR)</th>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
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<tr>
<th>Cell Phone Number (including area code)</th>
<th>Other Phone Number (including area code)</th>
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<td>(_<strong>) <em><strong>-</strong></em></strong>__</td>
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<table>
<thead>
<tr>
<th>Email Address</th>
<th>Provider Code (see previous page)</th>
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</table>

**Examination Name**

- Dental Assistant State Licensure Examination
  - Fee: $70.00

**Total Fees Included:**

You may pay by credit card, company check, cashier’s check or money order. Make check or money order payable to PSI and note your name on it.

If paying by credit card, check one:

- [ ] VISA
- [ ] MasterCard
- [ ] American Express
- [ ] Discover

Card No: ___________________________ Exp. Date: ___________________________

Card Verification No: __________________

Billing Street Address: __________________ Billing Zip Code: __________________

Cardholder Name (Print): __________________ Signature: __________________

Complete and forward this registration form with the applicable examination fee to:

**PSI Services LLC * ATTN: Examination Registration MN DENT**

3210 E Tropicana * Las Vegas, NV * 89121

Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 ** www.psiexams.com
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

Requirements for exam accommodation requests:
You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS