



# Candidate Information Bulletin

## State of Minnesota

### Dentistry Examinations

All dental professional applicants (dentists, dental hygienists and dental assistants) in the state of Minnesota who are applying for licensure by examination must take and pass the Minnesota Dental Jurisprudence Examination. Additionally, dental assistants must take and pass the Dental Assistant State Licensure Examination.

The Minnesota Board of Dentistry (the Board) has contracted with Prometric Inc. to conduct its examination program.

#### At a glance

This bulletin is your guide to the process of taking the Minnesota Dental Jurisprudence Exam and the Dental Assistant State Licensure Exam. The steps below summarize the process. For information about a step, go to the page listed.



#### To taking your licensing exam

- 1 For Dental Assistant State Licensure Exam Candidates only: Submit your exam application (see Page 8) to Prometric and receive your Authorization to Test letter. Candidates for the Dental Jurisprudence exam may skip this step.
- 2 Prepare for your exam using the content outline in this bulletin and other materials—Page 7.
- 3 Present the required identification at the test center; then take the exam—Page 5.
- 4 Apply for your license with the Board—Page 6.



#### To get answers not provided in this bulletin

##### For questions about exams:

Prometric  
 ATTN: MN Dentistry Program  
 1260 Energy Lane  
 St. Paul, MN 55108  
 Phone: 888.763.0132  
[www.prometric.com/minnesota/dentistry](http://www.prometric.com/minnesota/dentistry)

##### For questions about licensing:

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](http://www.dentalboard.state.mn.us)

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## Scheduling an exam

Before you may take your exam, you must complete the following steps:

- 1 Register for the exam(s) you need to take.
- 2 Pay the exam fee.
- 3 Schedule an appointment to take your exam.

You are encouraged to complete all three steps at one time using Prometric’s Internet registration and scheduling system. Registration and scheduling are also available by phone.



**Note** Candidates for the Dental Assistant State Licensure Exam must first submit an examination application and receive an Authorization to Test letter (good for two attempts to pass only) before registering and scheduling an examination appointment. Do **not** submit payment with your application.

**Accommodations.** If you require ADA accommodation, see “Special consideration” on Page 3 before registering.

**Holidays.** Testing generally does not occur on the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.

### Examination fees

Exam Title	Fees
Minnesota Jurisprudence Exam	\$65
Minnesota Dental Assistant State Licensure Exam	\$75
Optional Services	Fees
Reschedule an Exam	\$25
Duplicate Score Report	\$15

### Test centers

Your exam will be given by computer at a Prometric test center. You may test at any Prometric test center across the United States. A complete list of test center locations may be found by going to [www.prometric.com/minnesota/dentistry](http://www.prometric.com/minnesota/dentistry) and clicking on the “Start” button. Alternatively, you may call 888.763.0132.



### To register and schedule an exam online

- 1 Access [www.prometric.com/minnesota/dentistry](http://www.prometric.com/minnesota/dentistry).
- 2 Click on **Start** and follow the prompts.

### To register and schedule by phone

You may register and schedule your examination by calling 888.763.0132 between 7 a.m. and 7 p.m. (Central time), Monday through Friday. Please have your exam registration form and your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.



**Note** An exam registration remains valid for 90 calendar days after it has been processed. It will expire without further notice at that time and fees will be forfeited. **Exam fees are nonrefundable and nontransferable.**

### School codes

As part of the examination registration process, you may be asked to provide a school code to facilitate subsequent analysis and reporting. Please use the table below as a resource to respond if necessary.

School	Code
Argosy University	MN001
Central Lakes College	MN002
Century College	MN003
Dakota County Technical College	MN004
Des Moines Area Community College	MN005
Hawkeye Community College	MN006
Hennepin Technical College – Brooklyn Park	MN007
Hennepin Technical College – Eden Prairie	MN008
Herzing College, Lakeland Academy Division	MN009
Hibbing Community College	MN010
Lake Superior College	MN011
Madison Area Technical College	MN012
Milwaukee Area Technical College	MN013
Minneapolis Community and Technical College	MN014
Minnesota State Community and Technical College	MN015
Minnesota State University	MN016
Minnesota West Community & Technical College	MN017
Normandale Community College	MN018
North Dakota State College of Science	MN019
Northcentral Technical College	MN020
Northeast Wisconsin Technical College	MN021
Northwest Technical College Bemidji	MN022
Rochester Community and Technical College	MN023
South Central College Mankato	MN024
St. Cloud Technical College	MN025
University of Minnesota	MN026
University of South Dakota	MN027
Other	MN028
Reinstatement	MN029

### Profession codes

As part of the examination registration process, you may be asked to provide a profession code to facilitate subsequent analysis and reporting. Please use the table below as a resource to respond if necessary.

Profession	Code
Dental Assistant	MNBD01
Dental Hygienist	MNBD02
Dentist	MNBD03

**Special consideration**

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days’ advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

**ESL note.** If English is your second language, please note that a language barrier is not considered a disability.

***Rescheduling your appointment***

To avoid an additional fee, you must contact Prometric at least **three full business days** before the day of your originally scheduled appointment.

**Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying a \$25 rescheduling fee.

**Last day to reschedule with no fee**

If your exam is on:	Call by 7 p.m. (Central time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

You may pay the rescheduling fee with a Visa or MasterCard online at [www.prometric.com/minnesota/dentistry](http://www.prometric.com/minnesota/dentistry) or by calling Prometric at 888.763.0132.

**If absent or late for your appointment**

If you miss your appointment or arrive late and are not allowed to test, your exam fees will be forfeited. You will need to reschedule your exam and pay a \$25 rescheduling new examination fee in order to test.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

**Emergency closings**

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures at [www.prometric.com](http://www.prometric.com) or by calling Prometric at 888.763.0132. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, your fee will be forfeited and you will need to reschedule your exam and pay a new \$25 rescheduling examination fee.

## ***Taking your exam***

Your exam will be given by computer at a Prometric test center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson (tutorial) on the computer.

Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

**Arrival.** You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

**Identification required.** You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, military identification card or passport).
- Contain **both** a current photo (or a physical description) and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment and examination fees will be forfeited.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

## ***Test center regulations***

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

### **References**

No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

### **Personal items**

Prometric is not responsible for items left in the reception area of the test center. It is recommended that personal items not be brought into the test center. Note the following:

- Electronic equipment—cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing room and must be powered off while stored in a locker.
- Pocket items—keys, wallet, etc.—must be stored in a locker during testing.
- Other personal items—watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

### **Breaks**

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

### **Visitors**

- No guests, visitors or family members are allowed in the testing area.

## YOUR EXAM RESULTS

### Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

### Weapons

- Weapons are not allowed at the test center.

**Copyrighted questions.** All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

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## Your exam results

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report will indicate **Pass** or **Fail**. Exam results are confidential and will be revealed only to the applicant, the Board and your school.

**Passing score.** Once you pass your exam, and all other licensing requirements, you will need to submit the appropriate application to the Board.



**Important** Do not lose your original score report(s) as it must be provided to the Board as part of your application for licensure. Passing scores are valid for up to five years. If you have not submitted your application within five years of passing the exam, you will have to take it again.

**Retake information.** If you do not pass the Dental Jurisprudence exam, you may register and schedule a new exam appointment online at [www.prometric.com/minnesota/dentistry](http://www.prometric.com/minnesota/dentistry) or by calling 888.763.0132. You may take the exam as many times as needed to pass. Please note that you must wait 24 hours after failing before retaking the exam.

For the Dental Assistant State Licensure Exam, you are allowed only two attempts to pass both the Expanded Duties and Radiology sections before you must retrain. If you do not pass both sections of the Dental Assistant State Licensing exam in two attempts, please contact the Board of Dentistry to determine what additional training is required before you are eligible to retest. Minnesota Board of Dentistry, 2829 University Ave. SE, Suite 450, Minneapolis, MN 55414, (612) 617-2250.

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## Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name, the exam title, the date you tested and the details of your concern, including all relevant facts.

Be sure to include your signature and return address. Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
 1260 Energy Lane  
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

**Exam content outline**

Following are the content outlines for the Minnesota Board of Dentistry Jurisprudence exam and the Dental Assistant State Licensure exam. The outlines list all topics covered in each exam and the number of questions asked about each topic.

**Exam references.** Each outline lists the references that were used to develop the exam. You may find it helpful to study from the references listed but these materials are **not** allowed in the test center.

**Minnesota Board of Dentistry  
 Jurisprudence Exam Content Outline  
 100 questions, 1.5 hours**

**Scope** – Tests a candidate’s knowledge of all statutes and rules of the Minnesota Dental Practice Act and the Center for Disease Control Guidelines.

Subject Area	Items
Record Keeping	12
Personal Conduct and Ethical Behavior	6
General Duties	28
Infection Controls	26
Delegation of Duties	28

**References for the Jurisprudence exam**

This exam is used for all applicants for Minnesota licensure. Dental, dental hygiene and dental assisting applicants all take the same exam and should study all of the statutes and rules, not just those applicable to a particular profession.

1. *Minnesota Dental Practice Act*, Minnesota Bookstore, 660 Olive Street, St. Paul, MN 55155, 651.297.3000 or 800.657.3757, [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com) or [www.dentalboard.state.mn.us](http://www.dentalboard.state.mn.us).
2. *Center for Disease Control Guidelines*, Center for Disease Control (CDC), [www.cdc.gov](http://www.cdc.gov).

**Minnesota Dental Assistant State Licensure  
 Exam Content Outline  
 150 questions, 2 hours**

**Scope** – Tests a candidate’s knowledge of Expanded Duties and Radiology.

Subject Area	Items
<b>Expanded Duties</b>	
Mechanical Polish	16
Topical Medications	8
Fluoride	9
Periodontal Dressings	5
Suture Removal	2
Cement and Bonding Material Removal	6
Nitrous Oxide Monitoring	4
Rubber Dam	12
Impressions	11
Orthodontics/Enamel Etching	11
Pit and Fissure Sealants	9
Temporary Crown Adaptation	7
<b>Radiology</b>	
Health Radiation and Safety	10
Evaluation of Radiographs	10
Processing	10
Terminology	10
Exposure Techniques	10

**Reference for the State Licensure exam**

1. *Material and Texts from Dental Assisting school courses.*

# Application for Minnesota Dental Assistant State Licensure Examination



## Candidate Information

Last Name	First Name	Middle Initial	Social Security Number ____-____-____
Street Address (including Apt. number or P.O. Box, if applicable)			
City		State	ZIP Code
Birth Date (month/day/year)		Email Address:	
Daytime Phone Number (including area code) (      )		Evening Phone Number (including area code) (      )	
School Code for your Dental Assisting Program		School Name	

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations. I authorize Prometric to release my name and score to my school of graduation to help them improve the dental assisting program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following affidavit **must** be signed by a designated individual from the dental assisting school identified above or by the Minnesota Board of Dentistry. If you indicated "Other," the affidavit **must** be signed by the Minnesota Board of Dentistry. If the applicant has failed twice consecutively, this form **must** be signed by the Minnesota Board of Dentistry.

### AFFIDAVIT OF EXAMINATION ELIGIBILITY

I attest that I am familiar with the current eligibility rules of the Minnesota Board of Dentistry and that under these rules the above-named individual is eligible to take the Minnesota Dental Assistant State Licensure Examination.

Signature of  
School/Board Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail** this completed form to:  
**Prometric**  
**ATTN: Minnesota Dentistry Program**  
1260 Energy Lane  
St. Paul, MN 55108

(Keep a copy of this application for your records.)