



Canadian Performance Exam in Dental Hygiene (CPEDH) Candidate Guide

© Federation of Dental Hygiene Regulators of Canada 75-B Colonnade Road
Ottawa ON K2E 0A8
www.fdhrc.ca
Revised August 2023

©2023. All rights reserved. This book can be reproduced with the permission of the Federation of Dental Hygiene Regulators of
Canada

CONTENTS

- INTRODUCTION3**
- Purpose of the Guide 3
- Glossary 3
- BACKGROUND - CPEDH DEVELOPMENT.....4**
- Purpose 4
- Overall CPEDH Exam Structure 4
- FDHRC Competencies Central to the Performance-Based Assessments 5
- Client Types Forming the Basis of the Performance-Based Assessments 5
- SECTION 1 – BEFORE THE EXAM.....6**
- Preparing for the CPEDH 6
 - Instruments/Armaentaium Available during the CPEDH7
 - Expectations of Candidates During the CPEDH.....8
 - Exam Policies.....9
 - Exam Applications16
- SECTION 2 – EXAM DAYS..... 19**
- On-Site Orientation19
- Washroom Breaks19
- Clinical Attire19
- Infection Prevention and Control (IPC).....20
- Exam Part 1..... 22
 - Candidate’s Exam Day Checklist22
 - Part 1: Simulation-Based Stations23
- Exam Part 2..... 26
 - Candidate’s Exam Day Checklist26
 - Part 2: Client Clinical Stations26
- SECTION 3 – AFTER THE EXAM.....31**
- Feedback 31
- Grading the Performance-Based Assessments.....31
- Dimensions.....31
- GRS Rating Scale Descriptions33
- How Scores are Assigned33
- Exam Results34

Introduction

Purpose of the Guide

This guide outlines how to apply for the Canadian Performance Exam in Dental Hygiene (CPEDH), the structure of the CPEDH what to expect on exam day, and what to expect after the exam.

The intended audience of this guide are applicants and candidates of the CPEDH.

Glossary

Term	Definition
Actual client	A person who meets the selection criteria for Part 2 of the exam (see Selection of Actual Clients, page 11). The FDHRC selects and provides the actual clients for Part 2 of the exam.
Applicant	A person who has applied to take the CPEDH and has not yet been approved.
Canadian Performance Exam in Dental Hygiene	The performance-based assessment that consists of two parts. Acronym: CPEDH.
Candidate	A person who has applied, meets all the requirements for eligibility, and has been approved to take the CPEDH.
CPEDH	See Canadian Performance Exam in Dental Hygiene.
Exam Manager	The person appointed to oversee the administration and to ensure the security and oversight of the CPEDH.
Immediate family member	A spouse (including common-law relationship), child (including stepchild), grandchild, sister and brother, mother and father (including step-parents), mother-in-law and father-in-law, grandmother and grandfather, brother-in-law and sister-in-law.
Non-accredited program	An undergraduate dental hygiene program offered by a university or other institution that has not been accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association Commission on Dental Accreditation (ADA/CODA).

Performance-based assessment	Testing that requires the candidate to demonstrate their knowledge or skills in simulation-based settings or in an authentic clinical context.
Rater	A person who assess candidates' performance at a particular station(s) for a particular exam offering.
Roving proctor	A person responsible for supporting raters to ensure station documentation is complete and the station documents are replenished for the next candidate.
Standardized client	A person trained to portray the personal history, physical symptoms, emotional characteristics and everyday concerns of a real client (see Standardized Client, page 10).

Background - CPEDH Development

Purpose

The purpose of the Canadian Performance Exam in Dental Hygiene (CPEDH) is to ensure that dental hygienists possess the breadth and depth of clinical skills to safely and effectively enter professional dental hygiene practice in Canada. The exam is dedicated to the assessment of these skills for two reasons. First, evaluating the performance of clinical skills is the most direct way in which Canadian dental hygiene regulators can determine an individual's competence and therefore readiness to practice. Second, other opportunities to assess candidates, such as the assessment of prior learning and success on written exams, are generally focused on knowledge. Thus, the CPEDH represents a critical piece in the comprehensive and valid assessment of dental hygiene competence.

Overall CPEDH Exam Structure

Performance-Based Assessments (PBAs):

The CPEDH uses performance-based assessments, or PBAs, and the assessment process comprises two parts. Candidates apply and demonstrate their knowledge in simulation-based settings with standardized clients (Part 1) and in authentic clinical contexts with actual clients (Part 2). Successful completion of the PBAs requires both a minimum level of performance on Part 1 and a sufficient level of performance on both parts combined.

Together, Parts 1 and 2 are made up of ten (10) competency-focused clinical scenarios, known as stations (see Figure 1). For each station, candidates will encounter a realistic dental hygiene situation in where they are required to perform several tasks or manage a situation.

Part 1 is comprised of seven (7) simulation-based stations that emulate clinical situations using standardized clients and/or manikins. Limited clinical interventions are performed on the

standardized clients (e.g., head and neck assessment), or on manikins or other simulation dental equipment.

Part 2 is comprised of three (3) stations, each of which requires candidates to perform specific dental hygiene interventions on an actual client, as outlined in the candidate task.

The collection of ten (10) stations is intended to broadly sample from the Federation of Dental Hygiene Regulators of Canada competency profile. Competencies judged to be most central to clinical competence are the focus of a station. This is deliberate so that the decision about candidate competence can be made based on scenarios that examine clinical competence most directly. The full list of competencies central to the development of the assessment stations are listed in the [Canadian Performance Exam in Dental Hygiene \(CPEDH\) Blueprint Development](#) document.

FDHRC Competencies Central to the Performance-Based Assessments

The *Consensus Definitions for Competencies and Client Types for the CPEDH – Adjunct to CPEDH Blueprint* lists the competencies from the CPEDH Competency Profile that are most applicable to the performance exam. The document presents the competencies in groupings based on their importance in terms of clinical competence. The importance of each competency was determined through the input of dental hygiene subject matter experts. CPEDH stations are created in part based on the list of competencies and their importance grouping. All competencies listed in the document are available for inclusion in the assessment. As such, candidates should be prepared to demonstrate their knowledge, skills, and abilities on all the listed competencies when taking the CPEDH.

In addition, the ten (10) stations feature different client types that present the most important and/or frequent client care situations as judged by a panel of Canadian dental hygiene experts. The client types most likely to form the basis of a station are listed in the [Consensus Definitions for Competencies and Client Types for the CPEDH – Adjunct to CPEDH Blueprint](#).

Client Types Forming the Basis of the Performance-Based Assessments

The *Consensus Definitions for Competencies and Client Types for the CPEDH – Adjunct to CPEDH Blueprint* lists the “client types” or client characteristics that are most likely to be the focus of a scenario within the CPEDH. Client types included in this list are sampled from the Competency Profile in order to design scenarios that will appear in the CPEDH. All client types listed in the document are available for inclusion in the assessment. As such, candidates should be prepared to demonstrate their knowledge, skills, and abilities on all the listed client types.

Part 1 always precedes Part 2. To protect the safety of the actual clients in Part 2, candidates who do not demonstrate a minimum level of competence in Part 1 are not permitted to participate in Part 2. The final determination of competence is made using the overall performance across all ten (10) stations from both Part 1 and 2.

Stations are labelled using the part number, a hyphen, and a station number. For example, the first station for Part 1 is labelled 1-01, the second station is 1-02, and so on. All stations for Part 2 are prefixed with “2-”.

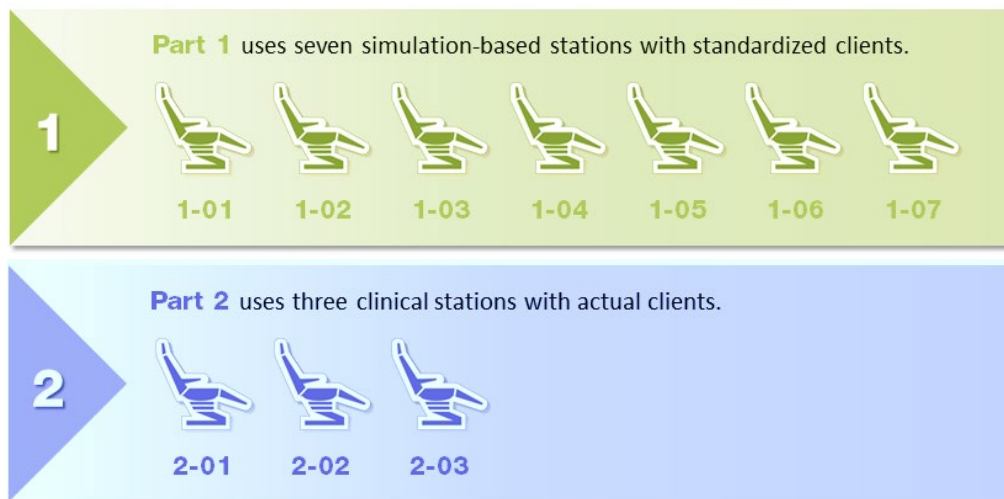


Figure 1: Parts 1 and 2 of the performance-based assessment.

SECTION 1 – BEFORE THE EXAM

Preparing for the CPEDH

There are several sources of information regarding the content of the exam that are authorized and that applicants/candidates are strongly encouraged to access in preparation for the exam. These include:

- *Canadian Performance Exam in Dental Hygiene (CPEDH) Candidate Guide (this document)*
- *Canadian Performance Exam in Dental Hygiene (CPEDH) Blueprint Development*
- *Consensus Definitions for Competencies and Client Types for the CPEDH – Adjunct to CPEDH Blueprint document*
- Orientation video

Prior to the exam candidates must view the following orientation items:

- Orientation Video about stations and rotations
- *Canadian Performance Exam in Dental Hygiene Candidate Guide (this document)*

The following preparation reference materials are the most current and are intended to provide applicants/candidates with suggestions to help prepare for the CPEDH. The five most comprehensive resources have been highlighted at the beginning of the list. The decision on what reference materials to study in for preparation for the CPEDH are left up to the applicant.

- **Blue, Christine. (2019). Darby's Comprehensive Review of Dental Hygiene (9th Edition). St-Louis, Missouri: Saunders Elsevier.**
- **Bowen, D. M., Pieren, J. A. (2020). Darby and Walsh Dental Hygiene (5th ed.). Elsevier.**
- **Little, J.W., Falace, D.A., Miller, C.S., and Rhodus, N.L. (2018). Dental Management of the Medically Compromised Patient (9th ed.). Elsevier.**
- **Newman, M.G., Takei, H.H., Klokkevold, P.N. & Carranza, N.T. (2019). Newman and Carranza's Clinical Periodontology (13th ed.). Elsevier.**
- **Wilkins, E.M. (2020). Clinical Practice of the Dental Hygienist (13th ed.) Wolters Kluwer.**
- American Heart Association – Recommended Antibiotic Prophylaxis Regimen 2017 – Summary of Recommendations and Practice Guideline
- AHA Scientific Statement – Prevention of Viridans Streptococcal Infective Endocarditis (2021). Article: <https://www.ahajournals.org/doi/pdf/10.1161/CIR.0000000000000969>
- Bablenis Haveles, E. (2020). Applied Pharmacology for the Dental Hygienist (8th ed.). Elsevier.
- Brand, R.W. & Isselhard, D.E. (2019). Anatomy of Orofacial Structures: A Comprehensive approach (8th ed.). Elsevier.
- CDHA (2012). Code of Ethics. Ottawa, ON: Canadian Dental Hygienists' Association
- Finkbeiner, B. (2020). Practice Management for the Dental Team (9th ed.). Elsevier.
- Frantsve-Hawley, J. (2014). Evidenced-Based Dentistry for the Dental Hygienist. (1st ed.) Chicago, Illinois: Quintessence Publishing Co.
- Gehrig, J.S., Shin, D.E. & Willman, D.E. (2019). Foundations of Periodontics for the Dental Hygienist (5th ed.). Wolters Kluwer.
- Gehrig, J.S., Sroda, R., Saccuzzo, D. (2017). Fundamentals of Periodontal Instrumentation (8th ed.). Philadelphia, Pennsylvania: Wolters & Kluwer.
- Harris, N.O., Garcia-Godoy, F. Nielson Nathe, C. (2014). Primary Preventive Dentistry (8th ed.). Upper Saddle River, New Jersey: Pearson Prentice Hall.
- Ibsen, O.A.C. (2018). Oral Pathology for the Dental Hygienist (7th ed.). Elsevier.
- Jeske, A.H. (2021). Mosby's Dental Drug Reference (13th ed.). Elsevier.
- Malamed, S.F. (2015). Medical Emergencies in the Dental Office (7th ed.). St-Louis, Missouri: Mosby Elsevier.
- Sroda, R., Reinhard, T., (2018). Nutrition for Dental Health., (3rd ed.) Wolters Kluwer.
- Stabulas-Savage, J. (2019). Frommer's Radiology for the Dental Professional (10th ed.). Elsevier.

Instruments/Armaentium Available during the CPEDH

Exam Kit

- Front surface mouth mirror
- Cotton pliers
- 11/12 Explorer
- Pigtail Explorer

- Periodontal probe CP-12

Scaling Kit

- 129 E2 Nevi Scaler
- H6/H7 Sickle Scaler
- 1/2 Gracey Curette
- 5/6 Gracey Curette
- 11/12 Gracey Curette
- 13/14 Gracey Curette
- 4R/4L Columbia Curette
- 10/11 Orban File
- 12/13 Orban File
- 204S Sickle

Ultrasonic Cavitron Inserts

- 1000 Triple Streamline Direct Flow, 30K
- Left Streamline Direct Flow, 30K
- Right Streamline Direct Flow, 30K
- Straight Streamline Direct Flow, 30K

Armamentarium

- All dental armamentarium needed for the evaluation is provided.

Expectations of Candidates During the CPEDH

Confidentiality Agreement

Candidates must sign the *Non-Disclosure and Consent: Candidates* form before the start of each exam attempt. Candidates must read the form carefully, as they are obligated to maintain the confidentiality and security of the exam materials as set out in the following rules. Candidates will receive a copy of the form to sign and bring with them on exam day in the Exam Day Information Package once approved.

Rules for Before, During, and After Exam

In applying to participate in the CPEDH, applicants agree to abide by the following rules:

1. All oral and written instructions regarding the exam process must be followed.
2. Recording or memorizing exam scenarios for communicating information to other candidates, individuals or agencies, for distribution, financial gain, or any other purpose is strictly forbidden.
3. All exam content must be kept confidential, even after the exam. This includes exam scenarios and their content including script, materials, client characteristics, and any other characteristic the disclosure of which may compromise the validity of the exam.
4. Communication about the exam with anyone other than exam personnel is prohibited.

5. Candidates may converse with exam personnel if required, in a discrete and confidential manner. If candidates need to use the washroom, they must indicate this to exam personnel.
6. Study or reference materials must not be brought into the exam.
7. Candidate cannot use or be in possession of any electronic devices (e.g., cell phones, cameras, pagers, MP3 players such as an iPod, smart watches etc.) in the exam.

Candidates cannot document or otherwise create or preserve records of exam content for any reason.

8. Candidate cannot treat a spouse, romantic partner, or an immediate family member.
9. Candidate cannot be an immediate family member, spouse, or romantic partner of any standardized client.
10. Candidates cannot engage in behaviour before, during, or after the exam that disturbs other candidates or causes them anxiety.
11. Candidates cannot make disruptive comments about the exam, unnecessarily question exam policies and procedures, or engage in other behaviour that disturbs other candidates or is disrespectful of exam personnel.
12. Candidates must refrain from breaches, unethical conduct, or any attempt to subvert the exam. This includes anything that could affect their results, the results of another candidate, or the results of a potential future candidate. If candidates witness such behaviour, they are obligated to report it to exam personnel or to the Exam Manager as soon as possible.
13. Conduct occurring before, during, or after the exam that violates these Rules may result in, but is not limited to, the following: dismissal from the exam, invalidation of exam results, assignment of a failing grade, and/or a report provided to Canadian dental hygiene regulatory authorities.
14. Candidates must communicate with clients, raters, and other personnel in either English or French (depending on the language of the exam) at the stations.
15. Candidates are strictly prohibited from communicating with clients and other candidates during breaks.
16. At the end of the exam, candidates must leave the exam premises immediately and cannot remove any exam materials from the exam site.
17. All arrangements for transportation for the end of the exam day must be made before entering the exam site. Anyone waiting for candidates must do so away from the exam area and candidates cannot wait within the exam area for their transportation.

Exam Policies

Illness or Other Extraordinary Circumstances Before or On Exam Day

To optimize candidate exam performance, candidates are **strongly encouraged not to attempt an exam** and to make an appropriate withdrawal if no request for accommodation has been made and, prior to the exam, they are ill or have extraordinary circumstances, including bereavement, that may affect their performance in the exam. If candidates choose to participate in the exam without submitting a request for accommodation (Forms A2 and B2) or contacting

the Exam Manager (where the accommodation request deadlines have passed) they are deemed to be healthy and fit to take the exam. In which case, the extraordinary circumstance would not be a valid reason for appeal.

If a candidate is unable to attend an exam due to a matter that arises suddenly on the day of the exam, they must immediately notify the FDHRC by email (exam@fdhrc.ca) within 24 hours of the exam date.

If absent from the exam due to illness, the candidate must also provide an original *Candidate Medical Certificate* form or Doctor's note confirming illness and verifying that the candidate was examined at the time of the illness. The date of the certificate must be appropriate for or match the exam date; certificates dated more than two days after the exam date will not be accepted. This must be provided within seven (7) calendar days of the exam date.

If absent from the exam due to bereavement of an immediate family member, the candidate must provide a copy of the death certificate. This must be provided within seven (7) calendar days of the exam date.

If a candidate cannot take the exam because of special extenuating circumstances, they must notify the FDHRC with supporting documentation in writing **within seven (7) calendar days** after the date of the exam. If the candidate notifies the FDHRC by this deadline, their situation will be considered and reviewed.

If the appropriate supporting documentation is not received within the timeframes specified above, the candidate will be considered a "no show" and forfeit their attempt and all fees.

Contraventions

Standards and procedures for administering exams have two related objectives: giving candidates comparable opportunities to demonstrate their abilities and preventing any one candidate from gaining an unfair advantage over others. To uphold these objectives, exam results may be cancelled or withheld, when, in the opinion of the Exam Manager or Chief Examiner, a testing irregularity occurs; cheating has occurred; there is an apparent discrepancy in, or falsification of, a candidate's identification; a candidate engages in misconduct or plagiarism; when anomalies in performance are detected for which there is no reasonable and satisfactory explanation; or the results are believed to be invalid for any other reason.

All contraventions (i.e., irregularities, breaches, dismissals, and disqualifications) result in a forfeiture of the exam fee. Exceptions are stated below in the specific sections.

Irregularities

The standards for valid exam administration (i.e., Standards for Educational and Psychological Testing and National College Testing Association Professional Standards and Guidelines), or 'the Standards', require that test administration is secure and that impediments are not introduced during the testing experience which can negatively impact the candidates from demonstrating their knowledge, judgment, skills, and ability on the assessment. As much as

possible, the assessment administration process should accurately reflect what the candidate truly knows and is able to perform while limiting factors which may impede this measurement.

The exam process has been developed to ensure consistency and security during administration of the exam. Despite these efforts, certain irregularities may occur in administering the exam that have the potential to affect the validity and trustworthiness of the exam scores.

Exam irregularities are events which materially interrupt and potentially impact a candidate's performance on an exam and which are outside the candidate's control.

When irregularities occur, certain steps must be followed to safeguard the exam against threats to valid test score interpretation. Note that all irregularities, whether they appear on the list or not, will be recorded and included as part of the documentation of exam performance in the Exam Manager's report.

If the Exam Manager and Chief Examiner determines that irregular behaviour related to an exam administration has occurred, the Exam Manager notes "under review" on applicable score reports and notifies the candidate that their scores are being withheld pending an investigation of irregular testing results. Following the investigation, information regarding the decision of the CEO and the basis for such decision must be provided to the candidate with the CPEDH score report and may also be provided to others, such as the Oversight Group, as appropriate. Classification of scores as "under review" does not automatically imply any inappropriate behaviour by a candidate and irregular behaviour is not the only basis upon which scores may be invalidated.

For a candidate demonstrating inappropriate behaviour, see Breaches (page **Error! Bookmark not defined.**). For the other candidates who are affected by the behaviour of another candidate, it is an irregularity that must be documented in the Exam Site Administration Report.

If a candidate is affected by an irregularity, they can request a review and may be given the opportunity to complete the task again.

Candidate Emergencies

Emergencies may be accommodated (without requiring the candidate to submit Forms A2 or B2 or where the accommodation deadlines have passed) if the emergency has arisen suddenly and an accommodation can be made without disrupting the exam for other candidates. For example, if the emergency requires a delay, allowing the candidate to resume the exam at a later time will be allowed only if it does not negatively impact others taking the exam at the same time.

Equipment Malfunction

In the event of equipment malfunction that could affect the performance of tasks in a station, the Exam Manager will reschedule the affected tasks for that candidate to the end of the exam session. If the equipment in the station cannot be restored to a working state **within a**

reasonable amount of time, another station will be set up so that all candidates can complete the tasks for that station.

Interruption in Administration

The Exam Manager must address any other interruptions (specifically that are not due to equipment malfunction, such as emergencies and power failures). If the source of the interruption can be addressed within a **reasonable amount of time**, the exam will be resumed once the situation has been addressed. If the interruption cannot be addressed within a reasonable time, the exam will be rescheduled to a later time or date.

Other Irregularities

Every effort is made to ensure a standardized environment for each exam administration that is suitable for candidates and personnel; for example, a well-lit area, free from extreme temperature fluctuations and other distractions; and recommending acceptable clinical attire so candidates can adjust to minor room temperature fluctuations.

However, unforeseen circumstances, or other irregularities, may arise that are outside the exam administration personnel's control that expose candidates to a form of testing irregularity, such as unanticipated loud construction outside the designated clinic area.

In cases of inclement weather, natural disaster, or other local conditions that may cause unavoidable interruptions to testing, the CPEDH will make reasonable efforts to notify candidates and determine the best course of action.

If the source of the other irregularity can be addressed within a **reasonable amount of time**, the exam will be resumed once the situation has been addressed. If the irregularity cannot be addressed within a reasonable time, the exam will be rescheduled to a later time or date.

Breaches

Inappropriate Candidate Communication

Candidates **must not** converse or communicate with one another in any manner whatsoever while the exam is underway. Depending on the severity of the breach, a candidate may be dismissed immediately from the exam, or a candidate may be given one verbal warning, after which continuation of the behaviour will be considered grounds for dismissal from the exam.

Inappropriate Candidate Behaviour

Candidates **must not** behave in a manner that disturbs other candidates, is disrespectful of other candidates, clients, or exam personnel, or disrupts administration of the exam. Depending on the severity of the breach, a candidate may be dismissed immediately from the exam, or a candidate may be given one verbal warning, after which continuation of the behaviour will be considered grounds for dismissal from the exam.

Exam Misconduct

If the Exam Manager or Chief Examiner suspects exam misconduct, the Exam Manager or Chief Examiner may take a candidate's exam materials, as well as any other documents, objects, or

materials that could be used for cheating, and remove the candidate and others suspected of involvement in the misconduct from the exam.

The Exam Manager and Chief Examiner will conduct an investigation into any suspected exam misconduct. The candidate can submit a written response to the suspicion of exam misconduct.

1. Exam personnel who suspect exam misconduct has occurred, or is occurring, must verbally inform the Exam Manager.
2. Upon receipt of a verbal report of suspected exam misconduct from any exam personnel, the Exam Manager and Chief Examiner must gather and analyze the existing evidence to determine whether the exam misconduct can be substantiated.
3. The Exam Manager takes one of the following two actions:
 - a. If the Exam Manager and Chief Examiner have reasonable and probable grounds to believe that exam misconduct has occurred, or is occurring, the Exam Manager may take the candidate's exam materials as well as any other documents, objects, or materials related to the suspected exam misconduct, and dismiss the candidate and others suspected of involvement in the exam misconduct from the exam.
 - b. If the Exam Manager and Chief Examiner do not have reasonable and probable grounds to believe that exam misconduct has occurred, or is occurring, the administrator permits the candidate to proceed.
4. The Exam Manager must document the circumstances of any reports of suspected exam misconduct, including the on-site actions that occurred (e.g., candidate was removed, candidate proceeded with exam).
5. The candidate suspected of exam misconduct is given the opportunity to review the report compiled by the Exam Manager and to submit a written response to the Exam Manager within 14 days.
6. The Exam Manager forwards the written report describing their analysis along with the candidate's response (if received) to the CEO for a decision.
 - a. The candidate's results are recorded as "under review" until the CEO has made a decision.
7. The CEO makes one of the following decisions:
 - a. Declares that it is unlikely that the candidate was involved in exam misconduct and recommends that the candidate's results be released if the candidate finished the exam. If the candidate did not finish the exam (e.g., interruptions due to the

suspected exam misconduct), the candidate is permitted to take the next available exam at no additional cost.

- b. Declares that he or she does not have confidence in the exam results and requires the candidate complete another performance exam at no additional cost and may recommend sanctions. The candidate's results are recorded as "nullified exam" and this exam does not count as a failed attempt.
 - c. Declares that the candidate was involved in exam misconduct and recommends sanctions. The candidate's results are recorded as "unsuccessful exam attempt" and this exam counts as a failed attempt.
8. Possible sanctions may include, but are not limited to, the imposition of special conditions for subsequent testing, at the candidate's expense; a permanent ban on testing; or initiation of legal action.
 9. If the CEO's decision is either 7(b) or 7(c), the CEO forwards the Exam Manager's written report to all Canadian dental hygiene regulators.
 10. The CEO (or their designate) informs the candidate in writing of the decision and subsequently informs the Oversight Group of the analysis and decision regarding the suspected exam misconduct.

Dismissals

Dismissal from the exam for any reason results in an automatic failure.

Improper Performance

Dismissal from the exam may result from improper performance relative to procedural skills or clinical judgment which jeopardizes the health or safety of the client, candidate, or rater. A candidate may be dismissed from the exam upon agreement between the Exam Manager, Chief Examiners, and rater(s). Examples of improper performance include, but are not limited to:

1. Failure to disclose a condition which would potentially jeopardize the health or safety of the client, candidate, or raters.
2. Failure to uphold client welfare and/or comfort.
3. Rude, abusive, uncooperative, or disruptive behaviour.
4. Failure to comply with infection prevention and control.
5. Excessive trauma to tissue and/or performance is inadequate in the validated judgment of the raters.
6. Failure to recognize or respond to proper handling of hazardous material(s).
7. Failure to adhere to the *Guide for Candidates of the CPEDH*.

Unethical Conduct

Professional behaviour is an important aspect of dental hygiene practice. If unethical conduct of a candidate is observed or reported, the candidate is dismissed from the exam. If the exam

has already concluded, the candidate will receive notification of failure in their performance report.

Examples of unethical conduct include, but are not limited to:

1. Copying from another candidate during the exam.
2. Copying or memorizing test items for communicating information to other candidates, individuals, or agencies, for distribution, financial gain, or any other purpose.
3. Receiving or distributing information about the exam either before or after the exam.
4. Receiving assistance from another candidate, practitioner, or educator.
5. Giving help to or coaching others during the exam.
6. Engaging in any conduct before, during, or after the exam that disturbs or is disrespectful toward other candidates, clients, or exam personnel.
7. Receiving detailed knowledge of the client's intra-oral condition (e.g., reviewing previous client records and charts).
8. Inappropriately altering client records, radiographs, treatment records, or exam forms.
9. Providing treatment to a client prior to the performance exam.
10. Using unauthorized aids or reference materials, including electronic devices, at any time during the exam.
11. Having non-registered individuals pose as registered exam candidates.
12. Beginning the exam before being instructed to do so and/or continuing the exam after being told to stop.
13. Disregarding instructions from the Exam Manager, Chief Examiner, raters, or any exam personnel.
14. Modifying exam results letters to give a false impression of having passed the exam or misrepresenting the candidate's exam status.
15. Engaging in behaviour that compromises the standards of professional conduct or care.
16. Participating in any activity that would be considered illegal such as assault, harassment, or theft.

Disqualifications

Improper or Missing Identification

Candidates who do not have proper identification will not be allowed into the exam (see also Arrival and Registration at the Exam, [page 25](#)). Improper or missing identification is deemed a disqualification and results in the forfeiture of exam fees but does not count as a failed attempt. Improper identification includes, but is not limited to, the following invalid identification: expired government-issued identification, unmatched names, not government-issued identification, identification without a photo, and identification damaged beyond legibility.

Late Arrivals

Candidates who arrive after the registration closes will not be allowed into the exam (see also Arrival and Registration at the Exam, [page 25](#)). A late arrival constitutes a disqualification. This disqualification results in the forfeiture of exam fees but does not count as a failed attempt.

Failure to Show

A no-show counts as an attempt. No-shows on the date of the exam result in the forfeiture of exam fees unless accompanied by a medical certificate from a regulated health professional or other relevant documentation to support reasons for a no show (e.g., emergency medical surgery, death in family, significant motor vehicle accident). Cases are considered on an individual basis. Failure to show for two different exams requires a special request to the CEO for permission to apply for further attempts. Special requests must include documentation outlining the circumstances for each failure to show and any supporting documentation.

Exam Applications

Eligibility Criteria

An individual is eligible to apply to attempt the CPEDH only if they have been found to be a graduate of a recognized dental hygiene program, potentially through completion of an equivalency assessment, and have successfully completed the National Dental Hygiene Certification Examination (NDHCE) or an equivalent exam accepted by the Canadian provincial or territorial regulatory authority in which the candidate is applying for registration/licensure.

Language Proficiency Requirements

While the CPEDH exam is typically offered in English, individual provincial regulatory bodies may have language proficiency registration/licensure requirements requiring evidence of proficiency in a specific language (English or French). Candidates are responsible for knowing all regulatory requirements for the province in which they wish to register following successful completion of the CPEDH, including language proficiency requirements.

Privacy

All personal information required for administration of the CPEDH is collected, used, retained, and/or destroyed in compliance with relevant federal and provincial privacy legislation.

Applicant/Candidate personal information is collected and used for the purpose of administration of the CPEDH.

Personal and personal health information is protected using physical, administrative, and technical safeguards that are appropriate to the sensitivity of the information. Personal and personal health information will not be shared with any third party without consent and will be retained for as long as it remains necessary or relevant for the purposes of the CPEDH or as required by law.

Exam Application Procedure

Applications can be submitted online through the FDHRC website www.fdhrc.ca/cpedhapp. The application and all supporting documents must be received by the deadline. Incomplete applications will be cancelled.

Application Checklist:

- Completion and payment of the online application and fee (www.fdhrc.ca/cpedhapp)

- ❑ Two current notarized and signed, passport-compliant photographs. These are to be mailed directly to the FDHRC office located at 75B Colonnade Road, Ottawa, ON, K2E 0A8.
- ❑ Evidence of professional liability insurance for a minimum amount of \$1,000,000 for the CPEDH (see Liability Insurance, [page 17](#)). A copy can be attached to the online application, emailed (exam@fdhrc.ca), or mailed to the FDHRC office.
- ❑ Reporting of any active communicable disease/respiratory illness (e.g., TB, HBC). If a candidate has such an illness, it must be reported in writing, and the report and any related documentation can be attached to the online application, emailed (exam@fdhrc.ca), or mailed to the FDHRC office. Appropriate follow up will be completed to determine what, if any, actions are required.

If the FDHRC does not have the following documentation already on file for an applicant, they will be required to provide it before the application deadline: a notarized or official copy of their DH diploma/degree and official transcript. Applicants do not need to submit these documents unless specifically asked by the FDHRC.

The name an applicant uses to apply for the exam must match the first name, middle initial, and last name (e.g., Jane S. Doe) that appears on their valid government-issued photo identification (e.g., driver's licence, passport).

Any exam having an insufficient number of applicants by the application deadline may be cancelled. Therefore, individuals are encouraged to apply early. If this happens, applicants receive a full refund of their exam fees.

Once an application is submitted, it is considered a contract. If an applicant fails to fulfill all requirements of the application, or are unable to take the exam, the Refund Policy applies (see [page 19](#)).

Photo Identification

Candidates must provide two (2) notarized passport-style photographs which have a plain background, show the full face, and with no hats/headwear (exception for religious headwear only). A notarized photo is certified by a notary public, a licensed public officer who serves as an impartial witness to the signing of documents and establishes the authenticity of the signatures and photos for identification.

Candidates also need to sign, in ink, the reverse of both photographs before sending them to the FDHRC office. Candidates need to ensure that the photograph is a current likeness of themselves as it will be used to identify them at the exam.

Photographs are to be mailed directly to the FDHRC office located at 75B Colonnade Road, Ottawa, ON, K2E 0A8.

NOTE: Photo Identification MUST be received before the application deadline. Interested individuals can find the application deadline on the FDHRC website at www.fdhrc.ca/cpedh.

Liability Insurance

All applicants must provide evidence of holding professional liability insurance for a minimum amount of \$1,000,000. This insurance may be obtained from the Canadian Dental Hygienists Association, some provincial dental hygiene associations, or another independent broker of the applicant's choice. A copy can be attached to the online application, emailed (exam@fdhrc.ca), or mailed to the FDHRC office.

NOTE: Proof of insurance coverage **MUST** be received before the application deadline.

Individuals can find the application deadline on the FDHRC website at www.fdhrc.ca/cpedh.

Confirmation of Acceptance for the Exam

Applications are reviewed as they are received. If there are any issues with the application or if the FDHRC has found an individual to be ineligible for the CPEDH, an email will be sent outlining the concerns and providing next steps.

After the application deadline the FDHRC will send a confirmation email to candidates that will include:

- Their Candidate Identification Number (This is used on grading forms and will be used in any correspondence related to the exam.)
- Information about the exam venue and general exam day schedule.
- Exam day instructions, including outline of required dress (also see Section XX page XX in this Guide for this information).
- Links to any additional orientation/prep materials not already available on the website.
- Instructions for what to do if the candidate changes their name or contact information.

Request for Accommodations

Requests for accommodations must be made at the same time the applicant applies for the exam. Candidates should review [the website](#) for the current deadline(s) for submitting an application that includes a request for accommodation (**Form A2**) and all supporting documentation (including **Form B2**). Late accommodation requests may impact the FDHRC's ability to properly resource and/or implement an accommodation plan.

Please refer to the FDHRC's Accommodation Policy & Procedures for further details.

Requests for accommodations are reviewed and determined on a case by case basis. Candidates are entitled to reasonable accommodation up to the point of undue hardship; they are not entitled to their preferred form of accommodation, nor to through a perfect accommodation.

The following list sets out the types of accommodations that may be used during the CPEDH exam, but the list is not prescriptive or exhaustive:

1. A reader to read the exam to the candidate
2. A recorder to make dental chart entries

3. Extra time to complete the exam
4. Use of text-to-speech software or other specialized equipment
5. Private or semi-private room
6. Access to food or drink during the exam and/or during approved scheduled breaks
7. Access to medicine during the exam or during approved scheduled breaks

All accommodation requests and plans are confidential and will only be disclosed to third parties to the extent necessary to implement or administer the accommodation plan.

Applying for Accommodations

Applicants must complete and submit a new accommodation request form (Form A2) for each CPEDH exam they register for.

Refund Policy

Requests for withdrawal from the exam must be made in writing (by email). A verbal request for withdrawal is not accepted. Refunds are made based on the following conditions. See the [Fee Schedule](#) on the website for a list of fees associated with withdrawal or cancellation of an application.

Administration Fees

See the [Fee Schedule](#) on the website for a list of administration fees associated with the CPEDH.

SECTION 2 – EXAM DAYS

On-Site Orientation

Following check-in on exam day, candidates must attend an orientation session that reviews the exam process, interactions with raters and exam staff, physical facilities, station process, and instruments/equipment available.

Washroom Breaks

- Subject to an approved accommodation plan, candidates must request permission to use the washroom during station rotations: this can be relayed to the Exam Site Administrator by the rater who informs a roving proctor
- Exam personnel must accompany the candidate to and from the washroom
- All exam materials must be left at the station during a washroom break
- The candidate must not talk to any person or consult any external materials during this washroom break
- **Subject to an approved accommodation plan, time missed during the washroom break cannot be made up**

Clinical Attire

Candidates must wear appropriate clinical attire, including scrubs, personal protective eyewear, and shoes with enclosed toe and enclosed heel. When working on clients in Part 2, candidates must wear over gowns, which are supplied on-site. Over gowns are not required for Part 1

unless specified. Candidate hair must be clean and well-managed. Hair longer than shoulder length and any hairstyle that falls forward toward a simulator, laboratory equipment, or client when bending forward must be pulled back and fastened. Beards and moustaches should be closely trimmed and neat to allow the dental mask to seal tightly. These attire and appearance requirements are subject to any approved accommodation plan.

Candidates must bring with them, and change into, an appropriate clinical attire including scrubs, a lab coat, and shoes with enclosed toe and enclosed heel. The exam is scent-free and the FDHRC asks that candidates refrain from wearing perfume, colognes, aftershaves, and other scented products.

Accessories such as rings and watches are **highly discouraged** as they have the potential to harbor microorganisms. If worn, rings must be limited to a single smooth band without projections or mounted stones and watches should be covered by a glove or sleeve. Long sleeves or jewelry should not interfere with or become wet when performing hand hygiene. If watches and other wrist jewelry are present, remove or push up above the wrist before performing hand hygiene.

Infection Prevention and Control (IPC)

Candidates are expected to review and adhere to provincial IPC Standards/Guidelines. Visit the website of the province in which the exam is being held to access their IPC guidelines. Candidates are expected to follow provincial authority and exam facility COVID-19 protocols.

Links to the provincial IPC guidelines are in the chart below. Candidates should ensure they review the IPC guidelines for the province where they will be taking the exam.

Province	Document	Link
Alberta	Alberta Dental Association + College Standard of Practice: Infection Prevention and Control Standards and Risk Management for Dentistry	https://www.crdha.ca/public/download/files/133176 http://www.dentalhealthalberta.ca/index/Sites-Management/FileDownload/DataDownload/10028/Standard-of-Practice-Infection-Prevention-and-Control_P/pdf/1/1033
British Columbia	BC Infection and Prevention Control Guidelines Manual	http://www.cdhbc.com/Documents/Infection-Prevention.aspx
Ontario	College of Dental Hygienists of Ontario: Infection Prevention and Control Guidelines	http://www.cdho.org/docs/default-source/pdfs/reference/guidelines/cdho-ipac-guidelines.pdf http://www.cdho.org/docs/default-

COVID-19: College of Dental Hygienists of Ontario (CDHO) Guidance on IPAC in Dental Hygiene Practice	source/pdfs/reference/guidelines/cdho-ipac-guidelines.pdf
Best Management Practices for the Disposal of Biomedical/ Pathological Wastes in Ontario	https://www.cdho.org/docs/default-source/pdfs/reference/guidelines/guidelines-returning-to-practice.pdf

There may be times that the exam facility’s policies exceed the provincial IPC requirements and, in these cases, the facility’s policies would apply. At all times, candidates (and the testing facility) must comply with the highest IPC standard. IPC guidelines apply to both Part 1 and Part 2 of the CPEDH. The following elements must comply with the IPC guidelines in each province:

- Performing hand hygiene
- Donning and doffing of Personal Protective Equipment (PPE)
- Handling and disposal of sharps
- Obtaining/transporting additional supplies
- Assessing risk of transmission; e.g., illness of candidate or client:
 - If candidates have symptoms of an active communicable disease/respiratory illness (e.g., TB, influenza), they must report to the Exam Manager upon arrival. It may not be appropriate for them to treat clients on that day.
 - A risk assessment must be completed prior to any interaction with clients to determine the interventions required to prevent transmission.
- Removing all PPE when leaving operator
- Moving from station to station (e.g., washing/disinfecting protective eyewear, performing hand hygiene, doffing and donning of PPE)

Finally, Candidates may choose to wear personal protective equipment that goes above the provincial guidelines. The candidate will be responsible for providing this additional equipment for themselves.

COVID-19 requirements:

All persons entering the exam site will be screened for symptoms of COVID-19 using regular screening questions from the Ministry of Health’s COVID-19 screening tool.

Additional things to be considered for COVID-19:

- International candidates are encouraged to monitor Federal travel and quarantine requirements when planning their arrival into Canada.

- Candidate may be required to show proof of a negative COVID-19 test within 24-hours of the CPEDH and/or complete a rapid COVID-19 test on arrival at the exam site. If required, this will be communicated to approved candidates prior to the exam day.

Treatment of Clients Who Have Screened Negative for COVID-19

Setting	Individual	Activity	Type of PPE or Procedure
Client treatment room	Dental hygienist	Aerosol-generating procedures	<ul style="list-style-type: none"> • N95 respirator (fit-tested and seal-checked) <u>or the equivalent, as approved by Health Canada</u> • Isolation gown • Gloves • Eye protection (goggles or face shield)
	Visitors accompanying clients	Entering the room of a client having aerosol-generating procedures	In the instance where an individual accompanies a client into the treatment room, a risk assessment for the visitor (nature of the procedure, degree of prior exposure of the accompanying visitor to the client, space impact on the ability to maintain appropriate distancing) will determine the appropriate level of PPE for the accompanying visitor.
	All staff including dental hygienist	Non-aerosol generating procedures	<ul style="list-style-type: none"> • ASTM level 2 or 3 procedure/surgical mask • Gloves • Eye protection (goggles or face shield) • Isolation gown (optional based on risk assessment)
	All staff interacting with a client with suspected or confirmed COVID-19	All procedures	<ul style="list-style-type: none"> • N95 respirator (fit-tested and seal-checked) <u>or the equivalent, as approved by Health Canada</u> • Isolation gown • Gloves • Eye protection (goggles or face shield)

Exam Part 1

Candidate's Exam Day Checklist

- CPEDH Candidate Identification Number
- Valid government-issued identification that includes a photo and a signature
- Clinical attire to be provided by the candidate for themselves*:
 - Scrubs
 - Latex-free gloves
 - ASTM Mask level 2 or 3
 - Lab coat
 - Shoes with enclosed toe and enclosed heel
 - Protective eyewear and/or face shield for candidates in accordance with provincial regulatory guidelines
- A combination lock to secure personal items in an assigned locker (if lockers are available)
- Beverage (water)
- Snacks
- Optional: Loupes

*Gowns will be provided by the FDHRC on exam day.

The FDHRC recommends that candidates bring only the items on this list to the exam site. A storage area will be provided for any personal items; however, the FDHRC is not responsible for any lost or stolen items.

Part 1: Simulation-Based Stations

Station Set-Up

The seven (7) simulation-based stations include seven (7) independent and clinical interactions. That is, each case involves a new client interaction and/or problem and requires a new set of competencies.

A case description (i.e., case stem) is posted outside each station. Each station may include a standardized client (i.e., actors trained to portray certain roles), a manikin and/or a written scenario including a standardized set of equipment or materials as required by the case. Each station has one (1) rater, who stays at that station and rates each candidate who completes that station.

Part 1 is approximately a five to six-hour assessment, including onsite orientation, the stations, and any on site end of day wrap up. Candidates will be notified of the date, time, and location of their assessment. On the assessment day, the Exam Manager informs each candidate of their assigned start station and rotations. Candidates will rotate through each station until all seven are completed for Part 1.

Daily Schedule

See the following **sample** Part 1 candidate schedule for the seven stations.

Sample Candidate Timetable for Part 1 Clinical Assessment (with 2-minute transitions)

Time	Task
9:00 – 9:15	Registration
9:30 – 10:00	On-site orientation
10:00 – 10:10	Washroom break
10:15 – 10:20	Start Exam – Rotation 1: Read case stem
10:20 – 10:35	Rotation 1: Complete station tasks
10:35 – 10:37	Transition
10:37 – 10:42	Rotation 2: Read case stem
10:42 – 10:57	Rotation 2: Complete station tasks

10:57 – 10:59	Transition
10:59 – 11:04	Rotation 3: Read case stem
11:04 – 11:19	Rotation 3: Complete station tasks
11:19 – 11:21	Transition
11:21 – 11:26	Rotation 4: Read Case Stem
11:26 – 11:41	Rotation 4: Complete station tasks
11:41 – 11:43	Transition
11:43 – 11:48	Rotation 5: Read case stem
11:48 – 12:03	Rotation 5: Complete station tasks
12:03 – 12:05	Transition
12:05 – 12:10	Rotation 6: Read case stem
12:10 – 12:25	Rotation 6: Complete station tasks
12:25 – 12:27	Transition
12:27 – 12:32	Rotation 7: Read case stem
12:32 – 12:47	Rotation 7: Complete station tasks
12:47 – 13:00	End of exam: Departure

Station Timing

The Exam Manager maintains the exam schedule, timing of the stations, and correct candidate rotation. Support staff clearly signals the start and end of each station as well as the transition time between stations.

Prior to entering each station, the candidate will give the requested Candidate Identification Number labels to the station rater. The rater uses the labels to identify each candidate’s specific paperwork. When signaled, the candidate will have 5-minutes to read and prepare for the case. Then the candidate will have 15-minutes to complete the task(s) of the station. (The candidate is not required to use the full time if they have completed the task(s) of the station.) Two (2) minutes are allowed to transition between stations. (Additional time may be granted for variances in location settings and/or pursuant to an accommodation request – Form A2). See **Figure 2** for the timing of Part 1 stations.



Figure 2: Timing of Part 1 stations.

Prior to entering the station, a signal will indicate the beginning of the 5-minute time frame to read a case stem that provides necessary background information, client details, and/or expectations associated with the station. Once the 5-minutes are up there will be a signal notifying candidates that they can enter the station and start the station tasks. Candidates will then have 15-minutes to interact with the standardized client and/or complete the station tasks. A warning signal will indicate when 2-minutes are remaining in the station. As a guiding rule, candidates should avoid engaging with the rater e during the standardized client interaction (unless required by a case stem in which the rater plays a role in the scenario). This helps to ensure candidates are attending to the standardized clients at all times. Raters only interject if needed and are not permitted to provide any feedback.

When support staff signals the end of the station time, candidates have 2-minutes to transition to the next station before the 5-minutes of prep time begins. During the transition, candidates must avoid any communication with each other in order to protect the integrity of the assessment.

Overall Instructions

Raters remain at the same station for the duration of the assessment. Candidates rotate through stations.

Posted Schedule

During the orientation, the Exam Manager provides each candidate with a customized copy of their individual schedule (see the On-Site Orientation, [page 19](#)).

Arrival and Registration at the Exam

All performance-based assessment sessions will start promptly based on the schedule. Candidates must arrive at the exam location by the designated registration time and check in with the exam receptionist. Candidates who arrive after the registration closes are considered late arrivals and are not admitted to the exam (see also Disqualifications, [page 15](#)).

Each candidate must show identification at the check-in for both Part 1 and 2. Identification must be a valid government-issued identification that includes both a photo and a signature (e.g., passport, driver's licence). Candidates who do not have proper identification are not admitted to the exam (see also Disqualifications, [page 15](#)). Additionally, candidates must sign a **Non-Disclosure and Consent: Candidates** form at the check-in.

Roles and Accountability

Standardized Client

Standardized clients are used in Part 1 of the performance-based assessment.

Standardized clients must not be an immediate family member, spouse, or romantic partner of any candidate.

Standardized clients are trained to simulate clients in a realistic and reliable manner. As much as possible, they are carefully selected to match the characteristics of the client case being portrayed, including factors such as age, gender, and appearance. Guidelines provide standardized clients with the instructions and processes to be adhered to during the performance-based assessment.

Standardized Client Conduct

Depending on the case, standardized clients may provide additional information as directed by the standardized client instructions. Candidates are to treat the standardized client interaction as realistically as possible and try to ignore the fact that this is a simulation. Standardized clients must not provide any feedback.

Exam Part 2

Candidate's Exam Day Checklist

- CPEDH Candidate Identification Number
- Valid government-issued identification that includes a photo and a signature
- Clinical attire to be provided by the candidate for themselves*:
 - scrubs
 - Latex-free gloves
 - ASTM Mask level 2 or 3
 - N95 mask fit-tested and sealed
 - Lab coat
 - Shoes with enclosed toe and enclosed heel
 - Protective eyewear and/or face shield for candidates in accordance with provincial regulatory guidelines
- A combination lock to secure personal items in an assigned locker (if lockers are available)
- Beverage (water)
- Snacks
- Optional: Loupes

Part 2: Client Clinical Stations

Part 2 is approximately a four-hour assessment. Candidates will be notified of the date, time, and location of their assessment. On the assessment day, the Exam Manager and/or Chief Examiner informs each candidate of their assigned start station and rotations. Candidates will rotate through three stations to complete Part 2.

Station Set-Up

Each candidate's three client clinical stations include three independent clinical interactions. (Note: If more than three candidates are taking the exam, more than three stations will be operating, but each candidate completes only three clinical stations.) The client clinical stations are similar to the simulation-based stations except they take place with actual clients and include a specific intra-oral assessment and clinical therapy (e.g., probing, debridement [specific teeth depending on difficulty, such as 2.4–2.7]). Each candidate is given 12 Candidate Identification Number labels (four for each station), which are used for identification in the assessment process.

A case stem is available within each station. Each station includes an actual client and a standardized set of equipment or materials as needed for the case. Each station has one rater, who stays at that station and rates each candidate who comes through that station.

Station Timing

The Exam Manager maintains the exam schedule, timing of the stations, and correct candidate rotation. Support staff clearly signals the start and end of each station as well as the transition time between stations.

Upon entering each station, the candidate will give the four Candidate Identification Number labels for that station to the rater. The rater uses the labels to identify the candidate's individual paperwork. The candidate will have 60 minutes to review the case and complete the tasks of the station. (Candidates are not required to use the full time if they have completed the tasks of the station.) A warning signal will indicate when 5 minutes are remaining in the station. Fifteen to thirty minutes are allowed to transition between stations. See **Figure 3** for the timing of Part 2 stations.



Figure 3: Timing of Part 2 stations.

Once signalled to start, the candidate will have 60 minutes to respond to the clinical task(s).. The rater gives the quadrant details to the candidate in writing via the *Clinical Care Notes with Tooth Debridement Assignment* form. The candidate will read this along with the actual client's health history, then complete the process of care for their specified area. Given the nature of the clinical environment, raters may intervene to ensure client safety and comfort. However, as in Part 1, raters only interject if needed and are not permitted to provide any feedback.

When support staff signals the end of the station time, the candidate will have 15–30 minutes to rest and to move to the next case. During the transition, candidates must avoid any communication with each other in order to protect the integrity of the assessment. If any station requires local anaesthetic, all stations must have a 30-minute transition. This 30-minute

transition allows the raters to administer or arrange for local anaesthetic for the next area of the mouth. If the candidate determines that a client needs topical anaesthetic, they may provide it during their 60-minute station tasks.

Daily Schedule

Daily schedules and number of stations are determined based on the number of candidates. For 1–3 candidates, 3 stations are used; each additional candidate requires an additional station. That is, 4 stations are required if there are 4 candidates, 5 stations for 5 candidates, and so on. See the following **sample** Part 2 candidate schedule for the three stations.

Sample Candidate Timetable for Part 2 Clinical Assessment (with 15-minute transitions)

Time	Role	Task
7:30 – 7:45	Candidates	Registration (candidates must arrive by 7:45)
8:00 – 9:00	Candidates	Attend orientation
9:15 – 10:15	Candidates	Review case and perform ADPIE for assigned teeth for first assignment
10:15 – 10:30	Support Staff	Resets station with new instruments, replenishes supplies
10:30 – 11:30	Candidates	Review case and perform ADPIE for assigned teeth for second assignment
11:30 – 11:45	Support Staff	Resets station with new instruments, replenishes supplies
11:45 – 12:45	Candidates	Review case and perform ADPIE for assigned teeth for third assignment
12:45 – 13:15	Rater	Assesses candidates assignments using rating scale, including charting remaining calculus

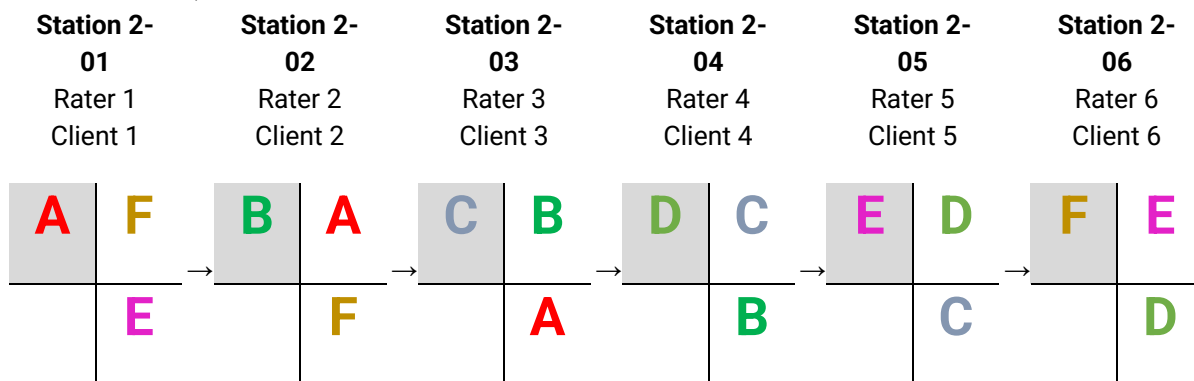
In the following sample rotation, two tables are shown: *Candidates and Assignments* and *Stations and Quadrants*. The information in the two tables is the same, but shown from different viewpoints. *Candidates and Assignments* shows the first, second, and third assignments for each candidate. *Stations and Quadrants* shows each actual client’s quadrants and which candidate will work on those quadrants. Remember, candidates rotate through the stations, but each rater and client stay in one station.

Sample Rotation for 6 Candidates

Candidates and Assignments

Candidate	First Assignment		Second Assignment		Third Assignment	
	Station	Quadrant	Station	Quadrant	Station	Quadrant
A	2-01	1	2-02	2	2-03	3
B	2-02	1	2-03	2	2-04	3
C	2-03	1	2-04	2	2-05	3
D	2-04	1	2-05	2	2-06	3
E	2-05	1	2-06	2	2-01	3
F	2-06	1	2-01	2	2-02	3

Stations and Quadrants



Legend

Quadrant 1	Quadrant 2	<ul style="list-style-type: none"> • Coloured letters refer to candidates. • Shaded quadrants indicate where candidates begin (that is, their first assignment).
Quadrant 4	Quadrant 3	

Overall Instructions

1. Raters remain at the same station for the duration of the assessment. Candidates rotate through three stations.
2. Each candidate is assessed on a quadrant of three different actual clients by three different raters.

3. Instruments are supplied for candidates and stations are reset with new instruments and supplies as required during station transition periods.
4. Actual clients are provided by the FDHRC. The clients are screened ahead of time to ensure they meet the client selection criteria.

Actual Clients

Actual clients are used in Part 2 of the performance-based assessment only. The FDHRC provides actual clients; candidates do not.

Selection of Actual Clients

In advance of the exam, actual clients are screened to ensure they meet the following selection criteria as well as to review their health history.

The actual clients will be made up of a group of people who:

- are 18 years of age or older
- are not an immediate family member, a spouse, or a romantic partner of the candidate providing the client's treatment
- are not a dentist, a dental hygienist, a dental assistant, or a student of a dentistry, dental hygiene, or dental assisting program
- of a minimum standard of health
- Teeth requirements
 - will not have generalized probing depths over 6 mm (desired range 4–6 mm).
 - will be free of gross caries, temporary or faulty restorations, or restorations with poor margins
 - will not have orthodontic bands (bonded lingual arch wires are acceptable)
 - will have detectable calculus deposits
- meets medical clearance requirements

Arrival and Registration at the Exam

All performance-based assessment sessions will start promptly based on the schedule. Candidates must arrive at the exam location by the designated registration time and check in with the exam receptionist. Candidates who arrive after the registration closes are considered late arrivals and are not admitted to the exam (see also Disqualifications, [page 15](#)).

Each candidate must show identification at the check-in for both Part 1 and 2. Identification must be a valid government-issued identification that includes both a photo and a signature (e.g., passport, driver's licence). Candidates who do not have proper identification are not admitted to the exam (see also Disqualifications, [page 15](#)). Additionally, candidates must sign a **Non-Disclosure and Consent: Candidates** form at the check-in.

SECTION 3 – AFTER THE EXAM

Feedback

Feedback will be obtained via surveys from the following primary interest groups: candidates, raters, and support staff of facilities where exams are held. Data from these surveys provide pertinent information to guide perpetual monitoring and improvement of exam processes, such as improving communications and updating resources. Feedback surveys are completed using Survey Monkey or a similar survey platform.

All individuals in the primary interest groups are sent an invitation and survey link via email within one week after the exam, and the feedback surveys are open for two weeks. Then, the data will be compiled and analyzed.

Grading the Performance-Based Assessments

All candidates in this performance-based assessment are assessed using a global rating scale (GRS) that uses six (6) dimensions and seven (7) rating scale descriptions.

Dimensions

An underlying principle of GRS is that the six (6) dimensions are believed to be present in real clinical interactions with clients, and therefore must be adequately demonstrated by each candidate to function competently in clinical practice. Content experts have developed a description for each dimension. The descriptions are intended to help candidates understand what is being assessed in each station. See the *Clinical Performance Global Rating Scale* dimensions and dimension definitions in the following table.

Clinical Performance GRS Dimension	GRS Dimension Definitions
Risk Management	The process of assessing risk and then developing and/or implementing strategies to manage the risk. In general, the strategies employed may include transferring the risk to another party (e.g., referral), avoiding the risk, reducing the negative effect of the risk (e.g., infection prevention and control or premedication), and accepting some or all of the consequences of a particular risk. This refers to the candidate's overall ability to consider and integrate environmental considerations, resources, and client condition (including the comprehensive health history) to reduce and manage risks for the client, the dental hygienist, and colleagues.
Client Assessment	The candidate's overall ability to effectively gather a complete client history (includes comprehensive medical

	and dental health history) which is organized, appropriately structured, timed, and focused. Client assessment is an iterative process and requires that the candidate demonstrate continued appropriate reassessment while working towards a differential diagnosis and care plan.
Professional Behaviour	Competence is the judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, and values for the benefit of the individual and community being served. –revised from Epstein and Hundert (1) Professional behaviour includes ethical, legal, and culturally sensitive practice: e.g., informed consent, involving clients as full partners in decision-making, and introducing themselves to the client – giving both their name and their professional role.
Evidence Based Decision Making	The candidate’s overall ability to select and develop an appropriate, safe, and effective client-centered care plan for a given client interaction that is based on current evidence and aligned with accepted clinical practices: e.g., appropriate sequencing of the care plan, identification of appropriate therapeutic interventions, or identifying the need for medical consultation or referral.
Intervention/Procedural Skill	The candidate’s overall ability to demonstrate interviewing techniques, psychomotor and/or procedural skills to standard e.g., provision of (performing) preventive, therapeutic, and supportive clinical therapy, and health promotion.
Communication and Collaboration	The candidate’s overall ability to interact with clients and function effectively within a team. This includes the candidate’s ability to clearly and accurately exchange appropriate information with the health care team, the client and/or family: e.g., the use of concise and appropriate verbal, non-verbal, or written language (including documentation), demonstrating effective listening skills, empathy, and responding appropriately to the team, client, or family.

GRS Rating Scale Descriptions

Content experts have developed a description for each rating score. Generally speaking, these descriptions have been designed with three concepts in mind: (a) safety, (b) reference to standards, and (c) the ability to work unsupervised/independently.

Score	Rating Description
1	Demonstrated NONE of the performance expectations and/or performance compromised client care/safety.
2	Demonstrated SOME of the performance expectations with numerous inconsistencies or inaccuracies.
3	Demonstrated SOME of the performance expectations adequately OR demonstrated MOST of the performance expectations with numerous inconsistencies or accuracies.
4	Demonstrated MOST of the performance expectations with limited inconsistencies or inaccuracies.
5	Demonstrated MOST of the performance expectations thoroughly, accurately, and proficiently OR demonstrated ALL of the performance expectations adequately.
6	Demonstrated ALL of the performance expectations thoroughly, accurately, and proficiently.
7	Demonstrated ALL of the performance expectations outstandingly.

How Scores are Assigned

In each station for both Part 1 and 2, candidates are assessed by different raters (one at each station) using the GRS. Upon completion of all 10 stations, candidates will have 10 scores, assigned by the raters in 10 different contexts/client interactions for each dimension. Final scores are generated by analyzing the candidates' results across the 10 stations for each dimension independently. In other words, candidates do not pass or fail an individual station, but rather have each dimension score informed by the raters, using 10 different contexts and clinical encounters. The score for each of the 6 dimensions across 10 stations is used to inform final decisions.

This performance-based assessment applies a non-compensatory scoring model, which means a candidate must pass each of the 6 dimensions. Dental hygienists must demonstrate the requisite attributes across all 6 dimensions to function safely and effectively. Cut scores are calculated using standard setting methods for each dimension. While pass/fail decisions are

ultimately made based on all 10 stations, a preliminary analysis is completed following Part 1 (the 7 simulation-based stations) to identify any major risks to client safety prior to candidates entering Part 2. Candidates who do not demonstrate a minimum level of competence in Part 1 are not permitted to participate in Part 2.

Exam Results

Performance Reports and Exam Results

Candidates will receive a performance report with information about their performance on the exam. This report will be sent with the exam results and will provide relative feedback on their performance according to the dimensions tested in the exam. The performance report contains critical information, including any areas requiring improvement. Unsuccessful candidates should review the performance report carefully prior to any subsequent attempts on the exam to identify areas of study and remediation.

The CPEDH is used to certify competence to practise the profession at an entry-level, in the interest of the protection of the public. The exam is not intended to be educational. With respect to more detailed feedback on a candidate's weaknesses, the CPEDH will not provide additional feedback or recommendations regarding individual performance or remediation further to what is provided in the detailed performance report.

If a candidate requires any clarification of the information in their performance report, they are advised to send a written request to the FDHRC CEO, along with their telephone contact information so that they can be reached by phone.

Information accumulated through the exam process may be used for statistical purposes and for evaluating the exam. All individual information will be kept confidential and will not be used for any other purposes without permission.

To expedite the provincial registration/licensure of candidates, a list of exam results will be forwarded to the provincial regulatory authorities at the same time as the release of individual results.

Further, candidate results will not to be discussed between the FDHRC and a third party other than a dental hygiene regulatory body unless written consent to do so has been provided by the candidate and submitted to the Exam Manager.

Results Notification

The FDHRC will notify candidates of their results within approximately 4–6 weeks. Exceptions may be made if irregularities are being investigated. For reasons of confidentiality, results and performance reports will not be released by telephone or fax. CPEDH policy does not permit the release of actual exam scores or station content. Results are given as either a pass or fail; no grade is given.

Exam Attempts

Candidates should carefully assess their preparedness before attempting the exam as they are permitted a maximum number of attempts. Information about the maximum number of attempts is included with exam results for unsuccessful candidates. Candidates should not make another attempt at a subsequently scheduled exam date without adequate remediation.

If a candidate is unsuccessful at their final exam attempt, the candidate is not permitted any additional attempts and are unable to register to practice as a dental hygienist.

All regulatory bodies in Canada recognize the results of each other's performance exams. Therefore, candidates may take the exam in any province. Canadian dental hygiene regulators share and confirm candidates' successful and unsuccessful results with one another. Exams taken in any province count towards the cumulative number of performance exam attempts permitted per candidate.

1. A candidate is allowed a maximum number of attempts to write the CPEDH. (Each regulatory authority sets its own attempt limits.)
2. After the second unsuccessful attempt, the candidate is strongly recommended to review the feedback provided from their previous attempts. Completion of formal remedial or upgrading courses is strongly recommended prior to initiating the final attempt of the performance exam.
3. A candidate who is applying for a final attempt of the CPEDH is requested to return the *Final Attempt Declaration* form to the CEO, verifying their understanding that this latest attempt is their final attempt at the CPEDH.
4. A candidate who has failed the maximum number of attempts allowed is no longer a candidate for the CPEDH unless he or she successfully completes, again, all of the dental hygiene course requirements of a recognized dental hygiene program and meets the eligibility criteria in effect at the time of their new application to write the CPEDH.

Request for Review

A candidate's assessment results will be reviewed only for alleged significant irregularities in the assessment process. A review is not available with respect to alleged errors in assessment or because the candidate does not agree with the substantive findings of the raters.

An irregularity in the assessment process may occur where there is a deviation from the stated format or conduct of the exam, such as a candidate being given less than the time allotted to complete a specified portion of the exam or the exam procedure or location being changed without notice. In addition, a process irregularity may exist due to the environmental conditions under which the exam is taken, such as extreme heat or cold or a loss of power during the exam, if not corrected in a timely manner.

The existence of irregularities in the exam process is not, in itself, sufficient to reverse the outcome of the exam. A review based on process irregularities will be successful only if the Review Committee finds that the irregularities were significant enough to detrimentally affect

the candidate's performance. Candidates must present specific facts and/or evidence to demonstrate that the alleged irregularities resulted in conditions that adversely and materially affected their performance.

Requests for review must be made in writing to the CEO within 30 days of the notice of an unsuccessful result and are subject to an administration fee (see Administration Fees, page 19). Requests for review must include a detailed explanation of the circumstances surrounding the alleged irregularity (or irregularities) in the exam process and must include supporting or related evidence.

The CEO will notify the Review Committee of the submitted request for review and will provide the appropriate evidence to the Committee. The Committee will render a decision in writing regarding the request for review within 45 days of receipt of the request. The CEO (or their designate) will then notify the individual candidate of the Committee's decision. The Review Committee may render one of the following decisions:

1. Conclude that an irregularity occurred which adversely and materially affected the candidate's performance and allow the candidate to retake the exam at no charge. The retake will not count towards the maximum number of attempts permitted.
2. Conclude that an irregularity occurred, but was of insufficient magnitude to materially affect the candidate's performance. The results will be upheld and the attempt will be counted towards the maximum number of attempts permitted.
3. Conclude that an irregularity did not occur and uphold the candidate's exam results.
4. Take any other action deemed acceptable by the Committee.