JURISPRUDENCE AND DENTAL ASSISTANT
STATE LICENSING EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

Examinations by PSI Services LLC ........................................... 1
Examination Payment and Scheduling Procedures ............... 1
  Fees ................................................................................. 1
  On-line, via the Internet Registration ............................. 1
  Telephone Registration ................................................. 1
  Fax Registration ............................................................. 1
  Email Registration .......................................................... 1
  Mail Registrations ......................................................... 2
  Rescheduling/Canceling an Examination .......................... 2
  Re-taking a Failed Examination ..................................... 2
  Missed Appointment or Late Cancellation ....................... 2
  Exam Accommodations ............................................... 2
  Emergency Examination Center Closing ....................... 2
Examination Site Locations .................................................. 2
Reporting to the Examination Site ...................................... 3
Required Identification .................................................... 3
Security Procedures .......................................................... 3
Taking the Examination by Computer ................................ 4
  Identification Screen .................................................... 4
  Tutorial ........................................................................... 4
  Test Question Screen ................................................... 4
  Examination Review ..................................................... 4
Score Reporting ................................................................. 4
  Duplicate Score Reports ............................................... 4
  Non-Scored Questions ................................................... 4
Tips for Preparing for your License Examination ............... 4
Examination Content Outlines .......................................... 5
Approved Schools ............................................................ 6
Examination Registration Form ......................................... 7
Exam Accommodations Request Form ............................. End of Bulletin

Please refer to our website to check for the most updated information at www.psiexams.com

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

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

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

For licensing information, please contact:

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

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**EXAMINATION PAYMENT AND SCHEDULING PROCEDURES**

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

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

There are no eligibility requirements to take the Jurisprudence Examination. You may take this examination on an unlimited basis.

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

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**EXAMINATION FEES**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant Examination</td>
<td>$70</td>
</tr>
<tr>
<td>Jurisprudence Examination</td>
<td>$60</td>
</tr>
</tbody>
</table>

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

**ONLINE (WWW.PSIEXAMS.COM)**

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

- Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information submitted on your application. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system”
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay for and schedule the exam. Enter your zip code and a list of the testing sites closest to you will appear. If you have problems, contact PSI at (800) 733-9267 for help.

**TELEPHONE REGISTRATION**

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

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

**FAX REGISTRATION**

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

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

**EMAIL REGISTRATION**

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

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

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

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

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

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

RETTAKING A FAILED EXAMINATION

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

MISSING APPOINTMENT OR LATE CANCELLATION

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

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

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or Email it to PSI at examsaccommodations@psionline.com.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

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

EXAMINATION SITE LOCATIONS

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

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

**EDINA**
6550 YORK AVE, SUITE 515
EDINA, MN 55435

**MOORHEAD**
819 30TH AVE SOUTH, SUITE 108
MOORHEAD, MN 56560
FROM MN HWY 100, TAKE MN 62 EAST. EXIT ON XERXES AVENUE. TURN RIGHT (SOUTH) ON XERXES. JUST BEFORE THE NEXT TRAFFIC LIGHT, TURN RIGHT INTO AN OFFICE BUILDING COMPLEX. JUST BEFORE TURNING RIGHT INTO THE COMPLEX, YOU WILL SEE A SMALL INSURANCE BUILDING ON YOUR RIGHT. DON’T TURN THERE, TURN RIGHT AT THE DRIVEWAY AFTER THAT BUILDING. 6550 BUILDING IS A TALL OFFICE BUILDING AT THE TOP OF THE PARKING LOT.

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

**ST. CLOUD**
400 1st Street South, Suite 600
St. Cloud, MN 56301
REPORTING TO THE EXAMINATION SITE

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

All examination sites will provide ear plugs upon request.

REQUIRED IDENTIFICATION

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

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

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

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

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

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptops, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building’s property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

**TAKING THE EXAMINATION BY COMPUTER**

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

**IDENTIFICATION SCREEN**

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

**TUTORIAL**

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

**TEST QUESTION SCREEN**

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

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

**EXAMINATION REVIEW**

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

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

**SCORE REPORTING**

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

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

**DUPLICATE SCORE REPORTS**

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

**NON-SCORED QUESTIONS**

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

**TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION**

The following suggestions will help you prepare for your examination:

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.

- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

**EXAMINATION CONTENT OUTLINES AND STUDY MATERIALS**

**Jurisprudence Examination**
100 Scored Items - 90 Minutes - 80% Correct to Pass
0 Non-Scored Items

**Scope** - Tests a candidate’s knowledge of all Minnesota statutes and rules related to the practice of dentistry, including the infection control guidelines established by the Centers for Disease Control.

### CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Keeping</td>
<td>12</td>
</tr>
<tr>
<td>Personal Conduct and Ethical Behavior</td>
<td>6</td>
</tr>
<tr>
<td>General Duties</td>
<td>28</td>
</tr>
<tr>
<td>Infection Controls</td>
<td>26</td>
</tr>
<tr>
<td>Delegation of Duties</td>
<td>28</td>
</tr>
</tbody>
</table>

**References for the Jurisprudence exam**

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

The examination is closed book.


- **Center for Disease Control Guidelines**, Center for Disease Control (CDC), [http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm)

**Dental Assistant State Licensure Examination**

150 Scored Items - 150 Minutes - 70% Correct to Pass
10 Non-Scored Items

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

### CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Polish</td>
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<td>Topical Medications</td>
<td>8</td>
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<tr>
<td>Fluoride</td>
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<tr>
<td>Periodontal Dressings</td>
<td>2</td>
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<tr>
<td>Suture Removal</td>
<td>2</td>
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<tr>
<td>Cement and Bonding Material Removal</td>
<td>10</td>
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<tr>
<td>Administering and Monitoring Nitrous Oxide Sedation</td>
<td>6</td>
</tr>
<tr>
<td>Placing and Removing Matrix Bands</td>
<td>4</td>
</tr>
<tr>
<td>Rubber Dam</td>
<td>8</td>
</tr>
<tr>
<td>Preliminary Charting</td>
<td>2</td>
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<tr>
<td>Impressions</td>
<td>10</td>
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<tr>
<td>Gingival Retraction</td>
<td>6</td>
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<tr>
<td>Enamel Etching</td>
<td>2</td>
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<tr>
<td>Orthodontia</td>
<td>22</td>
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<td>Pit and Fissure Sealants</td>
<td>12</td>
</tr>
<tr>
<td>Temporary Crown Cementing and Adaptation</td>
<td>14</td>
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<tr>
<td>Placing and Removing Temporary Restorations</td>
<td>4</td>
</tr>
<tr>
<td>Root Canals</td>
<td>4</td>
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<tr>
<td>Radiography</td>
<td>14</td>
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</tbody>
</table>

**Reference for the State Licensure exam**

This examination is CLOSED BOOK.

- **Material and Texts from Dental Assisting school courses**
## APPROVED SCHOOLS

<table>
<thead>
<tr>
<th>Accredited Dental Assisting Programs</th>
<th>Provider Code</th>
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<tbody>
<tr>
<td>Central Lakes College</td>
<td>1001</td>
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<tr>
<td>Century College</td>
<td>1002</td>
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<tr>
<td>Dakota County Technical College</td>
<td>1003</td>
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<tr>
<td>Hennepin Technical College Brooklyn Park</td>
<td>1004</td>
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<tr>
<td>Hennepin Technical College Eden Prairie</td>
<td>1005</td>
</tr>
<tr>
<td>Herzing University, Lakeland Academy Division</td>
<td>1006</td>
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<tr>
<td>Hibbing Community College</td>
<td>1007</td>
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<tr>
<td>Minneapolis Community and Technical College</td>
<td>1008</td>
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<tr>
<td>Minnesota State Community &amp; Technical College</td>
<td>1009</td>
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<tr>
<td>Minnesota West Community &amp; Technical College</td>
<td>1010</td>
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<tr>
<td>North Dakota State College of Science</td>
<td>1011</td>
</tr>
<tr>
<td>Northwest Technical College</td>
<td>1012</td>
</tr>
<tr>
<td>Rochester Community and Technical College</td>
<td>1013</td>
</tr>
<tr>
<td>South Central College Mankato</td>
<td>1014</td>
</tr>
<tr>
<td>St Cloud Technical and Community College</td>
<td>1015</td>
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## Accredited Dental Hygiene Programs

<table>
<thead>
<tr>
<th>Provider Code</th>
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<tbody>
<tr>
<td>1018</td>
<td>Argosy University</td>
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<tr>
<td>1019</td>
<td>Century College</td>
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<tr>
<td>1020</td>
<td>Des Moines Area Community College</td>
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<tr>
<td>1021</td>
<td>Hawkeye Community College</td>
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<tr>
<td>1022</td>
<td>Herzing University</td>
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<tr>
<td>1023</td>
<td>Lake Superior College</td>
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<td>1024</td>
<td>Madison Area Technical College</td>
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<td>1025</td>
<td>Milwaukee Area Technical College</td>
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<tr>
<td>1026</td>
<td>Minnesota State Community &amp; Technical College-Moorhead</td>
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<tr>
<td>1027</td>
<td>Minnesota State University, Mankato</td>
</tr>
<tr>
<td>1028</td>
<td>Normandale Community College</td>
</tr>
<tr>
<td>1029</td>
<td>North Dakota State College of Science</td>
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<td>1030</td>
<td>Northcentral Technical College</td>
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<tr>
<td>1031</td>
<td>Northeast Wisconsin Technical College</td>
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<tr>
<td>1032</td>
<td>Rochester Community and Technical College</td>
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<td>1033</td>
<td>St Cloud Technical &amp; Community College</td>
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<td>1034</td>
<td>University of Minnesota</td>
</tr>
<tr>
<td>1035</td>
<td>University of South Dakota</td>
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</tbody>
</table>
MINNESOTA BOARD OF DENTISTRY
EXAMINATION REGISTRATION FORM

Be prepared with the following information before you begin the registration process. Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. Registration forms that are incomplete or not accompanied by the proper fee will be returned unprocessed. Examination fees are not refundable or transferable.

Last Name                                                                       Full First Name
                                                                 Full Middle Name
Social Security Number                                                           Date of Birth (MO/DATE/YEAR)
                                                                                     /__/__/____
Mailing Address
City                                                                                                           State                                                        Zip Code
Cell Phone Number (including area code)                                         Other Phone Number (including area code)
(_________) __________ -  ___________________   (_________) __________ -  ____________________
Email Address Provider Code (see previous page)

Examination Name                                                                   Fee
☐ Jurisprudence Examination                                                      $60.00
☐ Dental Assistant State Licensure Examination                                  $70.00

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

Total Fees Included: _________

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

If paying by credit card, check one: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card No: __________________________________________ Exp. Date: __________________

Card Verification No: __________________

The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: __________________________________________ Billing Zip Code: ____________

Cardholder Name (Print): __________________________________________ Signature: __________________________________________

I am submitting the Exam Accommodation Request Form (at the end of this bulletin) and required documentation. ☐ Yes ☐ No

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

PSI Services LLC * ATTN: Examination Registration MN DENT
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 ** www.psiexams.com
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666 or Email to PSI at examschedule@psionline.com.

Requirements for exam accommodation requests:

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

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

Date: ___________________________________________ Social Security or ID#: ________________________________

Legal Name: _______________________________________________________________________________________

Last Name                                                        First Name

Address: ____________________________________________________________________________________________

Street                                                                 City, State, Zip Code

Telephone: (_______) ___________ · ____________________           (_______) ___________ · ____________________

Home                                                                  Work

Email Address: ____________________________________________________________________________________

Check any accommodations you require (requests must concur with documentation submitted):

☐ Reader (as accommodation for visual impairment or learning disability)  ☐ Extended time
  (Additional time requested: ____________)

☐ Large-print written examination                                  ☐ Other______________________________

Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to
examaccommodations@psionline.com.

After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.