



PSI Services LLC

3210 E Tropicana

Las Vegas, NV 89121

Phone: (855) 557-0618

Fax: (702) 932-2666

E-mail: examschedule@psionline.com

www.psiexams.com



**JURISPRUDENCE EXAMINATION
CANDIDATE INFORMATION BULLETIN**

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

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

EXAMINATIONS BY PSI SERVICES LLC

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

All dental professional applicants (dentists, dental hygienists and dental assistants) who are applying for licensure must take and pass the 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

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

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. [Click here for the Dental Assistant Licensure Examination Candidate Information Bulletin.](#)

EXAMINATION FEES

Jurisprudence Examination	\$60
---------------------------	------

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.PSIXAMS.COM)

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

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information submitted on your application. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay for and schedule the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (855) 557-0618 for help.

TELEPHONE REGISTRATION

The second fastest method of registering and scheduling is via the telephone. Call (855) 557-0618 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.**



EXAMINATION SITE LOCATIONS

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 (855) 557-0618 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.

RETAKING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (855) 557-0618.

MISSED APPOINTMENT OR LATE CANCELLATION

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

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

EXAM ACCOMMODATIONS

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

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 557-0618. 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.

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.

MOORHEAD

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

FROM I-494 W, MERGE ONTO I-94 W/US-52 N TOWARD ST. CLOUD (KEEP LEFT). TAKE THE US-75 EXIT TOWARD MOORHEAD. TURN LEFT ONTO S 8TH ST. TURN LEFT ONTO S 30TH AVE.

ROCHESTER

3155 SUPERIOR DRIVE NW
ROCHESTER, MN 55901

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

WOODBURY

6053 HUDSON RD, SUITE 210
WOODBURY, MN 55125

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

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

REPORTING TO THE EXAMINATION SITE

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

All examination sites will provide ear plugs upon request.



REQUIRED IDENTIFICATION

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

PRIMARY IDENTIFICATION (with photo) - Choose one or two from this list:

- State issued driver's license
 - State issued identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
 - Canadian Government Issued ID
 - Unexpired International Passport with photo
 - Consular IDs
- 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/Debit Card (must be signed)
 - Social Security Card
 - US issued Birth Certificate with Raised Seal
- *NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

SECURITY PROCEDURES

The following security procedures apply during examinations:

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

wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie 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.

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

- 1. Presidents
- 2. Colonies
- 3. States
- 4. Wars

<< Back Next >>

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

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

EXAMINATION REVIEW

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

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

SCORE REPORTING

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



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

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 557-0618.

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 - 120 Minutes - 80% Correct to Pass

10 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

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

References for the Jurisprudence exam

This 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.

This examination is OPEN BOOK.

Board Statutes and Rules

- [Board Administrative Rules 3100.0100 - 3100.9600](#)
- [Board Statutes 150A.01 - 150A.31](#)

Board Related Regulations

- [Access to Health Records - MN Statutes 144.291-144.298](#)
- [Employments Licensed By State - MN Statutes 326.56](#)
- [Examining and Licensing Boards MN Stat. 214.001 - 214.40](#)
- [Identification of Health Care Providers - MN Statutes 144.6585](#)
- [Infection Control Rules - MN Rules 6950.1000 - 6950.1080](#)
- [Professional Firms Act - MN Statutes 319B](#)
- [Reporting Requirements-Maltreatment of Minors - MN Statutes 626.556](#)
- [Reporting Requirements-Maltreatment of Vulnerable Adults - MN Statutes 626.557](#)
- [X-Ray Regulations - MN Rules 4732](#)

You can purchase this book and the items listed above at: https://www.mngovpublications.com/catalog/21616/laws-rules-extract?Provider_ID=1241868 Under Healthcare: Dentistry.

What is allowed:

- Loose-leaf, spiralbound, or ring-bound copies of the Board Statutes and Rules and Related Regulations will be allowed in the examination room.
- They may be highlighted, underlined, and/or contain notes prior to the examination session.

What is not allowed:

- Candidates may **NOT** write, highlight, underline, index, or mark the material during the examination session.
- **Any** additional paper (loose, taped, adhered, stapled, etc.) will **NOT** be allowed in the examination room.

APPROVED SCHOOLS

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

Accredited Dental Hygiene Programs	Provider Code
Argosy University	1018
Century College	1019
Des Moines Area Community College	1020
Hawkeye Community College	1021
Herzing University	1022
Lake Area Technical School	1036
Lake Superior College	1023
Madison Area Technical College	1024
Metropolitan State University	1037
Milwaukee Area Technical College	1025
Minnesota State Community & Technical College-Moorhead	1026
Minnesota State University, Mankato	1027
Normandale Community College	1028
North Dakota State College of Science	1029
Northcentral Technical College	1030
Northeast Wisconsin Technical College	1031
Rochester Community and Technical College	1032
St Cloud Technical & Community College	1033
University of Minnesota	1034
University of South Dakota	1035





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
<input type="checkbox"/>	Jurisprudence Examination	\$60.00

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.

(Check one) First Time Retake

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: _____

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 * (855) 557-0618 * TTY (800) 735-2929 ** www.psiexams.com



MINNESOTA BOARD OF DENTISTRY EXAM ACCOMMODATIONS REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

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

Requirements for exam accommodation requests:

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

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

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121