

July 15, 2020

Dear Dental Assisting Program Administrator:

The NDAEB understands the challenges all DA programs are facing after the return to some degree of normalcy following the many closures caused by the Covid-19 pandemic. The following information is provided to continue to clarify information regarding the NDAEB and its operations as they continue to evolve.

### IMPORTANT UPDATES

1. The NDAEB has resumed work from the national office in compliance with the Ontario government directives moving to phase two for all non-essential businesses, and services being offered. All emails and telephone numbers remain in service and will be answered promptly.
2. The NDAEB has implemented a new on-line registration system since April 2020. All registrations for the October Written Examinations have been open with an online application deadline no later than **Monday August 31, 2020** at 11:59 PM Eastern Standard time.
3. The NDAEB has surveyed all DA programs to determine the best possible examination dates for the vast majority of candidates.
4. The NDAEB will hold its next written examination on October 2 and 3, 2020. These will be **computer-based exams held at local testing centers**. The December examination date has been set for December 11 and 12, 2020. In some unique and special circumstances, where the need for accommodations is well documented, the NDAEB may arrange for Online Remotely Proctored exams (Candidates can find details about accommodations on the NDAEB web site).
5. Due to physical restrictions still in effect in most provinces, it is recommended that candidates register as soon as possible to ensure a place in testing centers, as **exam sites will reach capacity** fast. Places will be assigned on a first come, first served, basis.
6. We have had continuing questions about NDAEB requirements for schools to remain exam eligible as they seek ways to continue to deliver their programs.

The NDAEB's requirement for all exam eligible dental assisting programs remains unchanged. **All theoretical and practical components of the curriculum must be taught prior to the issuance of a diploma, in order to maintain exam eligibility.** Should the graduation date of your DA program change, please advise us once it is known.

7. Candidates are expected to have finished all components of their Dental Assisting Program and hold a final transcript and / or a diploma prior to appearing for the exam. In the event, a final transcript and / or a diploma has not been issued yet, an individualized letter on school letterhead stating the candidate is in good standing and expected to graduate prior to the exam date, will suffice. No NDAEB certificate will be issued without a copy of a final transcript and / or a diploma. It is the school's responsibility to inform the NDAEB in the event a candidate will not complete all components of their program.
8. Candidates are required to complete the online application form with precision. Personal pictures and copies of diplomas, transcripts, or proof of enrollment/expected program completion are to be in the required format and adhere to specifications, e.g. pictures are to be colored with a white background (no selfies and images with background noise) . Proof of enrollment/completion are to be clearly scanned and uploaded in PDF format. Incorrect applications will not be processed until mistakes are corrected.
9. Should you have any questions, or require further assistance, please do not hesitate to contact the office and a staff member will be happy to assist you.

Thank you for your collaboration and continuing efforts in the interest of your candidates and the public safety of Canadians.

Regards,



Stephen Grundy  
Chief Administrative Officer/Registrar