



*National Dental Assisting Examining Board
Bureau national d'examen d'assistance dentaire*

The Dental Assisting Course Work Report (DACWR) must be completed and submitted to the NDAEB for assessment along with your academic records. Transcripts, diplomas and other documents accompanying your submission must be certified as true copies by a lawyer, notary public or commissioner-of-oaths in a Canadian province.

This report will be held on file pending receipt of the assessment agency report from ICES, IQAS or WES. **PLEASE NOTE:** if you choose to have your academic records assessed by **IQAS** – you must submit the completed Dental Assisting Course Work Report (DACWR) **directly to IQAS** for review. IQAS will send your DACWR and credentials assessment report to NDAEB with your permission. Reports from ICES, IQAS or WES must be originals, received directly from the agency.

Dental Assisting Course Work Report

Instructions:

- X Please **TYPE OR PRINT** your responses. The report must be legible.
- X In the tables below, check (✓) the topic areas covered by your course work in dental assisting and list the title of your courses.
- X Note that all topic areas that you report being covered by your course work, must be supported by official documentation from a recognized academic institution and verified by ICES, IQAS or WES in their report
- X By completing this document you are attesting to the fact that you have successfully completed all education and training necessary to be granted eligibility to write the NDAEB exam and Clinical Practice Evaluation (CPE) (See theory and clinical requirements for each of the mandatory skills in this report).

Name: _____
(Last or Family Name) (First Name)

Mailing Address: _____
Street/Ave City

Province/State Country Postal/Zip Code

Telephone: (Home) _____ (Work) _____ (E-mail address) _____

International credential agency used: ICES (✓) ___ IQAS(✓) ___ WES(✓) ___ Date applied: _____

National Dental Assisting Examining Board – Dental Assisting Course Work Report

A. Please list the educational credential(s) you are presenting for assessment below:

Name of Certificate/Diploma/Degree	Country	Issuing Institution	Dates issued	Length of Program	Entrance Requirements	Office Use only

B. Check (✓) the topic areas covered in your program and list the courses completed in each topic area. Note: there are nine (9) mandatory intra-oral competencies required for exam eligibility. All are evaluated on the Clinical Practice Evaluation (CPE).

1. Conduct Appropriate to a Professional Setting - Check (✓) those topic areas covered in your course work

(✓)

- Apply the principles of the CDAA Code of Ethics
- Practice according to the principles of dental jurisprudence
- Apply time management, problem solving and critical thinking techniques
- Apply effective communication techniques with clients, care givers and dental health team members
- Recognize signs of suspected physical, sexual and emotional abuse or neglect and report suspected cases to the appropriate authority

List the title of course(s) taken in the Conduct Appropriate to a Professional Setting below.

Course Title(s)	Name of document where course is listed	Year course completed	For office use only

2. Dental Sciences –Check (✓) those topic areas covered in your course work

(✓)

Oral Anatomy

- Describe, locate and identify structures of the oral cavity
- Describe, locate and identify soft tissue landmarks of the oral cavity

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- Describe, locate and identify tooth anatomical landmarks including cusps, roots and surfaces
- Describe, locate and identify the tissues and supporting structures of the teeth
- State the functions of teeth and their supporting structures

Anatomy of the Head and Neck

- Identify and locate the bones of the head and neck and describe their structure and function
- Identify anatomical landmarks of the face
- Identify and describe the parts of the temporomandibular joint (TMJ), it's movements and disorders
- Identify the muscles of the face and oral cavity and describe their function
- Identify and locate the salivary glands and ducts and describe their function
- Identify and locate the sinuses
- Identify and describe the innervations of the teeth and surrounding tissue of mandibular and maxillary arches
- Identify and locate the lymph nodes of the head and neck and describe their functions

Tooth Development and Eruption

- Describe oral facial development including the teeth
- State tooth eruption and exfoliation patterns

Oral Pathology

- Describe genetic, developmental and acquired anomalies/pathologies of the hard and soft tissues of the oral cavity
- Describe the etiology and progression of hard and soft tissue lesions

Microbiology

- Describe and identify diseases related to micro-organisms including bacteria, spores, viruses, fungi, protozoa and prions
- Describe the modes of disease transmission

Pharmacology

- Describe the effects and interactions of non-prescription, prescription and controlled drugs on client care and safety issues surrounding their use
- State purpose of recording medications prescribed including dosages and frequency

List the title of course(s) taken in the Dental Sciences below.

Course Title(s)	Name of document where course is listed	Year course completed	For office use only

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3. Clinical Support Procedures –Check (√) those topic areas covered in your course work

(√)

Principles of Asepsis

- Explain the rationale for infection control procedures in the dental office
- Explain approved methods for the prevention of disease transmission for clients and the dental healthcare providers including:
 - ⊙ universal/standard infection control procedures
 - ⊙ sanitation, disinfection, sterilization
 - ⊙ monitoring of sterilization procedures
 - ⊙ personal protection equipment
 - ⊙ immunization
- Discuss the ethical and legal considerations of treating patients with infectious diseases
- Employ accepted safety standards for infection control and handling of hazardous materials and substances in the workplace according to WHMIS and Occupational Health and Safety Regulations

Armamentarium

- Identify and maintain dental instruments, equipment and supplies

Team Ergonomics

- Maintain principles of ergonomics in positioning the client/operator/dental assistant throughout all procedures
- Transfer instruments and materials to facilitate procedural efficiency and client safety
- Apply principles of instrumentation

List the title of course(s) taken in the Clinical Support Procedures below.

Course Title(s)	Name of document where course is listed	Year course completed	For office use only

4. Client Records –Check (√) those topic areas covered in your course work

(√)

- Handle client records in accordance with legal requirements
- Complete and update client records :
 - ⊙ personal history

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- ⊙ health history
- ⊙ intra-oral/extra-oral examination
- ⊙ oral hygiene indices
- ⊙ diagnostic study models and bite registration
- ⊙ radiographs
- ⊙ photographs
- ⊙ vital signs
- ⊙ consent forms
- ⊙ care plan/treatment plan and progress notes/treatment records
- Relate client health history information to treatment
- Apply charting symbols, abbreviations and tooth numbering systems

List the title of course(s) taken in Client Records below.

Course Title(s)	Name of document where course is listed	Year course completed	For office use only

5. Client Care Procedures - Check (✓) those topic areas covered in your course work

(✓)

Obtain vital signs

- State rationale for obtaining vital signs
- Describe procedures for measuring pulse, temperature, blood pressure and respiration with reference to “normal” values
- Describe factors that affect vital signs

Collect diagnostic information

- Assist with diagnostic procedures :
 - ⊙ Describe the types and state the rationale for diagnostic procedures
 - ⊙ Prepare and transfer armamentarium for diagnostic procedures
- Obtain preliminary impressions for study casts :
 - ⊙ State the rationale for taking preliminary impressions and bite registrations for the fabrication of study casts
 - ⊙ Select and prepare armamentarium specific to the client’s dentition and anatomy
 - ⊙ Manipulate preliminary impression material
 - ⊙ *** Take mandibular and maxillary preliminary impressions following procedural steps ***
 - ⊙ Evaluate impressions according to criteria
 - ⊙ Maintain impressions according to procedural steps
 - ⊙ Take, evaluate and maintain simple bite registrations
 - ⊙ Provide pre-operative information and operative instructions

***Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)**

- Produce radiographs :
 - ⊙ Describe components of x-ray machines and their functions
 - ⊙ Describe factors that affect the quantity and quality of the x-ray beam
 - ⊙ Describe composition of dental film
 - ⊙ Describe components of the dental film packet and their purposes
 - ⊙ Describe care, storage and handling of dental films
 - ⊙ Describe the biological effects of radiation exposure
 - ⊙ Describe personal radiation monitoring devices and procedures
 - ⊙ Describe types of radiographs and their use
 - ⊙ Provide pre-exposure information and instructions to the client
 - ⊙ Apply principles of extra-oral and intra-oral radiographic techniques
 - ⊙ Select and prepare armamentarium
 - ⊙ **Expose prescribed radiographs in accordance to A.L.A.R.A. principles ***
 - ⊙ Apply quality assurance standards
 - ⊙ Process exposed films
 - ⊙ Explain causes and corrective measures for film exposure, processing and handling errors
 - ⊙ Describe film duplicating procedures
 - ⊙ Evaluate radiographs for technical quality, accuracy and diagnostic acceptability
 - ⊙ Differentiate between radiolucent and radiopaque images
 - ⊙ Identify and describe anatomical landmarks and dental anomalies on radiographs
 - ⊙ Mount and label dental radiographs
 - ⊙ Differentiate between digital and traditional radiography

**Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)*

Emergency care

- Assemble and maintain emergency supplies, drugs and equipment
- Assist in the prevention and management of dental office emergencies
- Interpret signs and symptoms of medical conditions which may require emergency care
- Assist in the management and treatment of dental emergencies

Management of clients with special needs

- Schedule appointments to accommodate clients with special needs
- Determine treatment modifications prior to, during and following treatment to accommodate clients with special needs
- Provide information and instructions to clients and care givers with consideration of their cognitive level and communication ability

Anaesthesia and pain management

- Assist with the administration of topical and local anaesthetic :
 - ⊙ Identify precautions during application of topical and administration of local anaesthetic
 - ⊙ Describe injection techniques and locate injection sites
 - ⊙ Describe signs and symptoms of anaesthetic complications
 - ⊙ Describe procedure for application of topical and administration of local anaesthetic
 - ⊙ Prepare prescribed topical anaesthetic, syringe, needle and local anaesthetic
 - ⊙ Prepare prescribed topical anaesthetic, syringe, needle and local anaesthetic
 - ⊙ Monitor client for signs of anaesthetic complications and anxiety
 - ⊙ Apply safe needle handling techniques
 - ⊙ Manage needlestick injuries

- ⦿ Provide pre-treatment information and post-operative instructions for administration of topical and local anaesthetic

❑ **Apply topical anesthetic agents as prescribed :** *

- ⦿ Select and prepare armamentarium for treatment
- ⦿ Prepare injection site and apply the topical anaesthetic according to manufacturer's instructions
- ⦿ Assess tissue for adverse effects and take action as required

***Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)
(#to be introduced 2007)**

❑ Assist with sedation and general anaesthesia :

- ⦿ Differentiate between levels of sedation and general anaesthesia
- ⦿ Identify contra-indications for the administration of sedation and anaesthesia and monitor client for complications
- ⦿ Describe signs and symptoms of anaesthesia complications
- ⦿ Prepare armamentarium and monitor client for signs of complications related to sedation and anaesthesia
- ⦿ Record and monitor vital signs before, during and after sedation and anaesthesia
- ⦿ Provide pre and post-operative instructions

Moisture control techniques

- ❑ State indications and contra-indications for moisture control applications
- ❑ Select armamentarium, prepare for and assist with moisture control
- ❑ Place and remove moisture control armamentarium

❑ **Apply and remove dental dam :** *

- ⦿ Select and prepare armamentarium considering the client's dentition and procedure
- ⦿ Assist with the application and removal of dental dam
- ⦿ Apply and remove dental dam following procedural steps
- ⦿ Evaluate dental dam placement and isolation effectiveness
- ⦿ Correct dental dam positioning and isolation errors
- ⦿ Provide pre-operative and operative information

***Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)**

- ❑ Position oral evacuation to maintain a dry operating field and client comfort

Operative dentistry procedures

- ❑ Identify cavity classifications
- ❑ Use terminology associated with cavity preparation and restorations
- ❑ Assist with the application of treatment liners :
 - ⦿ Describe the functions and benefits of liners, bases, varnishes and bonding materials and the indications for their use
 - ⦿ Describe the components of bonding systems, their uses, effects and precautions
 - ⦿ List the order of placement and location for treatment liners
 - ⦿ Describe considerations for placing treatment lining materials
 - ⦿ Prepare, manipulate and transfer treatment liners according to manufacturer's instructions

❑ **Apply treatment liners (no pulpal involvement) * :**

- ⦿ Select and prepare armamentarium
- ⦿ Apply treatment liners following procedural steps
- ⦿ Evaluate placement according to criteria and make modifications as necessary

***Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)**

- ❑ Assist with the application and removal of matrices and wedges :
 - ⦿ State the rationale for using matrix systems and wedges
 - ⦿ Select and assemble matrix and wedge for prescribed restorative procedures
 - ⦿ Assist with placement and removal of matrices and wedges
- ❑ **Apply and remove matrices and wedges : ***
 - ⦿ Select and prepare armamentarium
 - ⦿ Apply matrices and wedges following procedural steps
 - ⦿ Evaluate placement according to criteria
 - ⦿ Correct application errors
 - ⦿ Remove matrices and wedges following procedural steps
 - ⦿ Evaluate removal according to criteria

*** Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)**

- ❑ Permanent restorative materials :
 - ⦿ Compare and contrast the use of amalgam and tooth-coloured restorative materials and their qualities
 - ⦿ Prepare armamentarium and assist with amalgam placement and finishing procedures, observing mercury hygiene practice
 - ⦿ Describe tooth coloured restorative materials and their polymerization
 - ⦿ Prepare armamentarium and assist with placement and finishing of tooth coloured restorative materials
 - ⦿ Provide pre-treatment information and post-operative instructions
- ❑ Temporary restorative materials :
 - ⦿ State the rationale for using various types of temporary restorative materials
 - ⦿ Prepare armamentarium and assist with placement of temporary restorative materials
 - ⦿ Provide pre-treatment information and post-operative instructions
- ❑ Assist with whitening/bleaching techniques :
 - ⦿ State indications and contra-indications for whitening/bleaching of vital and/or non vital teeth
 - ⦿ Describe whitening/bleaching materials and techniques
 - ⦿ Describe the complications which may result from whitening/bleaching
 - ⦿ Prepare armamentarium and assist with whitening/bleaching
 - ⦿ Provide pre-treatment information and post-operative instructions

Oral and maxillofacial surgical procedures

- ❑ State indications and contra-indications for surgery
- ❑ Prepare armamentarium and assist with surgical procedures
- ❑ Monitor client's condition prior to, during and after oral surgery procedures
- ❑ Describe treatment of complications which may arise from surgical procedures
- ❑ Provide pre-operative information and post-operative instructions

Endodontic procedures

- ❑ State indications and contra-indications for endodontic procedures
- ❑ Describe diagnostic tests to determine tooth vitality
- ❑ Prepare armamentarium and assist with endodontic procedures
- ❑ List the criteria for an acceptable endodontic radiograph
- ❑ Describe treatment of complications which may arise from endodontic procedures
- ❑ Provide pre-treatment information and post-operative instructions

6. Practice Management Procedures - Check (√) those topic areas covered in your course work

(√)

- Maintain filing, recall and inventory systems
- Manage client appointments, referrals and consultations
- Maintain financial records

List the title of course(s) taken in Practice Management Procedures below.

Course Title(s)	Name of document where course is listed	Year course completed	For office use only

7. Laboratory Procedures - Check (√) those topic areas covered in your course work

(√)

- Process impressions, trim and finish casts
- Fabricate lab items, for example, mouth guards, custom trays
- Maintain instruments, equipment and supplies
- Operate equipment and manipulate materials following protocols for safety and asepsis

List the title of course(s) taken in Laboratory Procedures below.

Course Title(s)	Name of document where course is listed	Year course completed	For office use only

8. Preventive Procedures –Check (√) those topic areas covered in your course work

(√)

Provide oral hygiene instruction

- Describe the periodontal disease process and the factors affecting its development and progress
- Describe the caries process and the factors affecting its development and progress
- Describe the indications, contra-indication, types, purposes and methods of application of disclosing agents
- List and describe oral hygiene indices
- Describe the principles of instruction and learning for individuals and groups
- Collect data to assess client needs using methods such as: plaque/biofilm indices, disclosing agents in addition to observation of tissue condition

- Develop oral hygiene goals using client centered approach
- Select and demonstrate oral care aids specific to oral conditions to achieve goals
- Apply disclosing agents
- Evaluate outcomes, provide feedback and make necessary modifications

Provide nutritional counseling relative to oral health

- List nutrients, their sources, functions and effects
- Collect data to assess client needs
- Develop dietary goals using client centered approach
- Make dietary recommendations specific to oral health conditions utilizing “Canada’s Food Guide for Healthy Living”
- Evaluate outcomes, provide feedback and make necessary recommendations and/or modifications

Perform selective coronal polishing *

- State the rationale, indications and contra-indications for selective coronal polishing
- Differentiate between intrinsic and extrinsic stain
- Describe the etiology of stain
- Select and prepare armamentarium specific to client need
- Remove stain according to procedural steps
- Evaluate outcomes and make any necessary modifications
- Provide pre-operative information and post-operative instructions

**Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)*

Apply anti-cariogenic agents *

- State the rationale, indications and contra-indications for application
- Describe the effects fluoride has on tooth structure
- Describe methods for topical fluoride application
- Assess client needs for appropriate fluoride selection
- Select and prepare armamentarium specific to client needs
- Apply anti-cariogenic agents according to manufacturer’s instructions
- Evaluate outcomes, provide feedback and make necessary recommendations and/or modifications
- Provide pre-treatment information and post-treatment instructions

**Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE)*

Apply pit and fissure sealants * (#)

- State the rationale, indications and contra-indications for application
- Describe sealant materials and their polymerization
- Select and prepare armamentarium for prescribed treatment
- Prepare prescribed surfaces and apply sealant material according to manufacturer’s instructions
- Evaluate sealants according to criteria and make modifications if required
- Provide pre-operative information and post-operative instructions

**Mandatory intra-oral skill evaluated on Clinical Practice Evaluation (CPE) (# to be introduced 2007)*

Apply desensitizing agents

- State the rationale, indications and contra-indications for application
- Describe desensitizing agents and their mode of action
- Select and prepare armamentarium for prescribed treatment
- Prepare prescribed surfaces and apply material according to manufacturer’s instructions

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- Evaluate efficacy according to criteria and make modifications if required
- Provide pre-operative information and post-operative instructions

Use, care and maintenance of coronal whitening by bleaching trays

- State the rationale, indications and contra-indications for client use
- Select and prepare armamentarium
- Demonstrate and deliver to the client according to manufacturer’s instructions
- Evaluate client’s ability to perform treatment
- Provide post-treatment information and instructions

List the titles of course(s) taken in Preventive Procedures below.

Course Title(s)	Name of document where course is listed	Year course completed	For office use only

9. In-Office Practicum/Externship Experience

Please describe the in-office practicum or externship (if applicable) that you completed prior to graduation from your program of study:

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CANDIDATE DECLARATION:

I declare that the information I have provided is factual with respect to the education and training I have completed in another country. I understand that to be eligible for the NDAEB certificate, **I must be trained to perform the mandatory core skills (intra-oral duties) as the operator and that I will be required to have my clinical skills evaluated by the NDAEB confirming my clinical competence.** I understand that if I have not received the required education and training to meet the NDAEB standard, the NDAEB will direct me to attend an educational upgrade program at a Canadian educational institute before being granted exam eligibility. I acknowledge the mandatory Intra-oral skills evaluated on the Clinical Practice Evaluation are:

- Skill 1 – Expose Dental Radiographs
- Skill 2 – Take Preliminary Impressions
- Skill 3 – Apply and Remove Dental Dam
- Skill 4 – Perform Selective Coronal Polishing (rubber cup)
- Skill 5 – Apply Treatment Liners (no pulpal involvement)
- Skill 6 – Apply and Remove Matrices and Wedges
- Skill 7 – Apply Fluoride
- Skill 8 – Apply Pit and Fissure Sealants (beginning in 2007)
- Skill 9 – Apply Topical Anesthetic (beginning in 2007)

I further acknowledge that if I am applying from outside Canada, the NDAEB written examination and CPE are available only in Canada and that the granting of exam eligibility by the NDAEB in no way assures or implies acceptance for immigration or entry to Canada, nor does it guarantee the likelihood or possibility of attaining employment , registration or licensure as a dental assistant in a Canadian province. (See notes below).

Candidate Signature

Date

Notes:

1. For information regarding Canadian immigration policy and procedures, please contact Canadian immigration authorities.
2. For information regarding registration/licensure/certification as a dental assistant in a Canadian province, contact the provincial Dental Assisting Regulatory Authority (DARA) prior to submitting your application to the National Dental Assisting Examining Board. See the NDAEB website: www.ndaeb.ca for DARA contact information.
3. International applicants may choose **voluntary** education upgrading in the intra-oral skills **in lieu** of the Clinical Practice Evaluation (CPE). Voluntary upgrading must be completed at a Canadian educational institution listed on the NDAEB website and include all skills evaluated on the CPE. We recommend attending programs accredited by the Commission on Dental Accreditation of Canada for labour mobility purposes. See the NDAEB website: www.ndaeb.ca for a list of exam eligible schools.



National Dental Assisting Examining Board
Bureau national d'examen d'assistance dentaire

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We **require** your informed consent **before** registering you for the NDAEB Exam or Clinical Practice Evaluation.

Please read the following statements and sign below.

Consent for Personal Information

I understand that to register for the NDAEB written exam or Clinical Practice Evaluation, the NDAEB will collect personal information about me including: my name, photograph, mailing address, my credit card information (if paying by Visa or Master Card), educational transcripts/diplomas or letter(s) from my school confirming my enrollment in or graduation from an eligible dental assisting educational program.

I understand that if I received my dental assisting (or allied) education outside Canada, the required documents will include, but may not be limited to, report(s) from third parties such as translators and international credentials evaluation agencies confirming my academic records.

I understand that if I request special exam accommodations for medical or other reasons, I must provide the NDAEB with reports or other documents from third parties such as, educational counselors, psychologists or physicians to support my request.

I understand that if I request a special exam sitting date for religious reasons, the NDAEB will require me to provide written confirmation from a religious leader before considering my request.

I have read the NDAEB policy regarding the collection, use, disclosure and protection of my personal information and I have been provided with contact information and telephone number should I have questions or concerns.

I understand that should I request my written examination paper after the exam, I will receive a copy of my personal answer sheet which does not include NDAEB test items (questions).

I understand that, in the interest of public safety, the NDAEB may release any of my name, result(s) of my NDAEB written examination or Clinical Practice Evaluation (CPE), my NDAEB Certificate Number, the date of my exam sitting, the date of my taking the CPE and the date of completion of my Transfer of Credentials (ToC) to the Dental Assisting Regulatory Authority (DARA) in the province in which I wrote the exam/ and or took the CPE, to any other DARA requesting information about me and to any other DARA to which the NDAEB considers, in its sole discretion, that such disclosure is appropriate.

I understand that the NDAEB will retain my personal information indefinitely.

I understand that should the NDAEB come into possession of any personal information about me in addition to the information referred to above, such information shall not be disclosed without my written consent.

I hereby give my consent to the NDAEB to collect, use, disclose and protect my personal information as set out in NDAEB policy.

Signature: _____ **Date:** _____

Printed Name: _____

Notes made by NDAEB: _____