2020 APPLICATION PROCESS

Application Process Overview
Candidates must first apply online for the exam site where they wish to take their Clinical Exam. They will pay the full exam fee, which is listed on the Dental Exam Schedule. The fee includes enrollment in the Comprehensive Treatment Planning (CTP) computer exam which is administered at a Prometric Testing Center.

The initial exam fee is applicable on or before the Application Deadline. Anyone applying after the Application Deadline will pay a $500 late fee, even if the Candidate is listed on a school’s student hold list.

Student Hold: Each host school reserves a certain number of spaces for their students until the ‘Student Hold Deadline’; however, the late fee will be incurred for all applications after the Application Deadline.

Once enrolled, Candidates will receive an email with information to register for the CTP Exam. The email will provide a specific timeframe in which to take the computer exam. WREB encourages Candidates to schedule their exam at Prometric as soon as they receive their CTP authorization, since Prometric has limited appointments. Candidates may not get their preferred day and time if they wait too long. Additional fees will be incurred if the CTP exam is not taken within the authorized timeframe.

**NOTE:** Proof of qualification does not have to be provided prior to enrolling or to take the CTP Exam. The Proof of Qualification for the exam is due on or before the Final Deadline.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Exam</td>
<td>(Op, Endo, Perio, Prosth, &amp; CTP)</td>
<td>$2560 + School use fee</td>
</tr>
<tr>
<td>Retakes</td>
<td>Exam use fee varies by site, see Exam Schedule for total amounts</td>
<td></td>
</tr>
<tr>
<td>Operative</td>
<td>$1000</td>
<td>$330</td>
</tr>
<tr>
<td>Endodontics</td>
<td>$1000</td>
<td>$150</td>
</tr>
<tr>
<td>Periodontal</td>
<td>$1000</td>
<td>$150</td>
</tr>
<tr>
<td>Prosthodontic</td>
<td>$1000</td>
<td>$150</td>
</tr>
<tr>
<td>Two (2) or more clinical sections (w/out CTP)</td>
<td>$2000 + School use fee</td>
<td>Varies by Site</td>
</tr>
<tr>
<td>CTP</td>
<td>$500</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Exam Fees
Candidates registering to take the dental exam for the first time will be enrolled in both the Clinical and CTP Exam. The full exam fee includes Operative, Endo, Perio, Prosth, and CTP. However, the Perio and Prosthetic sections can be added or removed from the exam if the state in which the Candidate is applying for does not require them for licensure. The full exam also includes one onsite retake for the Endo, Perio and Prosth section(s) in the absence of a critical error. It is the Candidate’s responsibility to determine licensure requirements for the state before applying.

**NOTE:** Opting out of Periodontal or Prosthodontic sections will not decrease the exam fee.

WREB is a non-profit organization. Fees from the exams support the mission of WREB. WREB’s base fee covers expenses for the full Clinical and CTP Exam. The exam fee listed in the exam schedule also includes a school use fee assessed by the dental school to cover the school’s expenses. Schools marked by an asterisk will charge an additional amount for non-students to be collected directly by the school. These fees will be listed in the Exam Site Information documents posted on the website.

Opting In & Out of Perio/Prosth Sections
Candidates wishing to opt in/out of the Perio/Prosth section(s) after having been enrolled, will need to notify the WREB office, via email by the Final Deadline. Refer to the Cancellations & Refunds policy.
Online Application Process

Candidates need a valid credit or debit card (Visa, MasterCard or Discover) and a digital .JPG, professional, passport quality, head and shoulders photo at the time of application. The photo cannot contain any identifying elements such as, name, school or place of business. The photo becomes an official component of the Candidate Profile at WREB and will be included on the Candidate ID badge for the exam and on the Candidate’s score reports submitted to the schools and state licensing boards.

The applicant’s name must appear as it does on the state/government issued identification. It is the Candidate’s responsibility to make sure the ID and name registered with WREB match exactly. A Social Security Number is required during registration. If the Candidate does not have a Social Security Number, another unique 9-digit number may be used (no alpha character allowed). Do not enter all zeroes or the application will be incomplete. Please use a number that is easily remembered as it will be required to complete your application. The Candidate may use one of the following forms of ID:

- Tax Identification Number
- Passport
- Visa
- Work Permit
- Canadian Social Insurance Number

Applying online is the first step in the application process; however, it does not guarantee a space in the exam. Applications remain in a “pending” status until the submitted information is reviewed and space availability is verified by a WREB Dental Exam Coordinator assigned to the exam. Candidates will receive an email, usually within two (2) business days, notifying them of status.

Exam sites have individual operatory limitations. When the maximum number of applicants has been reached for that site, the exam is automatically assigned a “wait-list status” (see below). Candidates are encouraged to apply early for the exam of their choice. Candidates will be notified by email of their application status: a) whether they have been “enrolled” or b) if the exam is full, the Candidate will be placed on the “wait-list” for that exam. Applications are processed on a space-available basis. If space is not available at the time of application, Candidates will be given an opportunity to be placed on the wait-list, transferred to another open exam, or to have the fee refunded. (Please see the Wait-List section below.) Although the Clinical portion of the exam may be on a “Wait List” status, Candidates will be enrolled in the CTP section and receive their eligibility authorization to take the computer portion of the exam. WREB encourages Candidates to take the CTP Exam since CTP results are valid to combine with any WREB Clinical Exam.

Proof of Qualification to take the Clinical Exam must be submitted to WREB by the Final Deadline date, or the Candidates will be cancelled from the exam and no refund will be given. The Final Deadline date means the exam is officially closed and no further applications will be accepted.

An application is considered a contract with WREB and is subject to the cancellation policy once submitted. Candidates who fail to fulfill all requirements of the application, or are unable to take the exam, are subject to the Refunds and Cancellations Policy.

Do not apply for an exam if you are unable to attend all the exam days. Specific scheduling assignments will not be considered. Candidates with specific or religious restrictions for certain days should choose an exam that meets those restrictions.

Left-Hand Operatory

Candidates who prefer a left-hand operatory should indicate this when applying online. If the school has left-hand operatories available, WREB does its best to accommodate the request, but cannot guarantee availability of left-hand operatories.

Persons with Disabilities

WREB makes every reasonable effort to offer the exam in a manner accessible to persons with disabilities in accordance with the Americans with Disabilities Act. Candidates who require special accommodations, please refer to the Special Accommodations Policy for further information.

Candidates whose patients have special needs or facility needs due to wheelchairs, etc. should notify WREB at the time of application. Patients in wheelchairs must be able to move from wheelchairs to the examining chairs. Patient accommodations will vary from site to site, so individual special requests cannot be guaranteed.
Proof of Qualification

Proof of Qualification is required to be eligible to take the WREB Exam. Candidates may be enrolled in an exam prior to providing this document; however, the Proof of Qualification must be received in the WREB office by the Final Deadline date. Candidates who do not provide the proof of qualification by this date will be cancelled from the exam and no refund will be given. An email notice of clinical schedules will be emailed approximately four weeks prior to the first day of the exam. Candidates will receive their schedules only after Proof of Qualification is received.

The appropriate document must be submitted in English. Choose one of the following documents to submit:

- A photocopy of the Candidate’s diploma showing a DDS or DMD degree from an ADA accredited dental school. If not printed in English, an official translation is required. Diplomas in Latin must be translated. Post graduate certificates are not acceptable.
- An original letter on school letterhead from an ADA accredited dental school stating that the Candidate received a DDS or DMD from that school. The letter must include the date the DDS or DMD was earned.
- A photocopy of Candidate’s official transcript from an ADA accredited dental school listing a DDS or DMD and the date earned. Unofficial copies are not acceptable.
- If Candidate is a senior dental student in their final semester (does not apply to post-graduate studies), they can provide a completed Certification for Graduating Seniors Form. The form must be an original signed by the school dean with the school seal affixed and mailed to WREB.
- If Candidate is a foreign-trained graduate or a graduate of a non-accredited dental school, the state board where the Candidate is seeking licensure must provide an original letter. The letter must verify that the Candidate is eligible to take the WREB exam.

NOTE: WREB is a testing agency. We do not handle licensing. Proof of graduation must be provided to individual states for a Candidate to receive a license. Some state boards may have more stringent requirements. Candidates should contact the state board where they wish to practice to obtain specific licensure requirements.

Wait-List

Candidates may apply for an exam that is listed on a “wait-list” status. WREB staff will process all applications in the order in which they were received by time and date. An email will be sent to Candidates notifying them of their status. Candidates will have 48 hours to respond with their choice of three options:

1. Remain on the wait-list. The cancellation policy does not apply if a candidate remains on the wait-list.
2. Transfer to another exam. Candidates may elect to transfer to an available WREB exam. The exam fee will be what the candidate has already paid. If the other exam has a higher fee, they will not be charged the additional amount. If the exam fee is less, the candidate will not be refunded the difference.
3. Cancel their application and receive a full refund, minus $500 if the CTP exam has been taken.

If a candidate elects to remain on the wait-list, they will remain there until a space opens or until the Final Deadline date, whichever occurs first. Anyone remaining on the wait-list on that day will be processed to receive a full refund.

Candidates are sent an email to determine if they would like to be enrolled, or to remain on the wait-list, or receive a full refund. This may occur when a candidate is applying for two exams and waiting for their preference.

Re-Examination

Failure of any section allows the opportunity to retake just the failed section, within twelve months of the first clinical exam. All sections of the exam, (clinical and CTP), must be passed within twelve months of the last day of the first clinical exam.

Candidates may apply for re-examination by following the same application process described above. Personal information and photos remain part of the candidate’s profile. However, if personal information has changed, Candidates must email dentalinfo@wreb.org with the corrected information. Candidate photos will only be valid for the calendar year in which they were uploaded. A new proof of qualification may also be required. If any section is failed three times, remediation must be completed before the exam may be retaken a fourth time. The remediation hours will be calculated and emailed to the Candidate.

NOTE: State board restrictions may apply if a Candidate has failed an exam two or more times. Contact the state dental board in the state where the Candidate plans to practice for requirements.