



# Dental Technology Entry-to-Practice Assessment

Part Two of Two

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# PERFORMANCE-BASED ASSESSMENT (PBA) HANDBOOK

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SEPTEMBER 1, 2024

[www.cadtr-acortd.com](http://www.cadtr-acortd.com)

# Disclaimer

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The Canadian Alliance of Dental Technology Regulators (CADTR) provides credentialing and assessment services to candidates on behalf of provincial dental technology regulators and plays no role in their registration decisions.

Candidates are responsible for ensuring that they understand the registration requirements, regulations and policies associated with their intended practice jurisdiction. Candidates are advised that the decision to require the CADTR credential certificate, the CADTR assessment certificate or both, for provincial licensure/registration rests with the dental technology regulator. Additional examinations or evaluations may be required in some jurisdictions. For regulatory information, contact the provincial dental technology regulator to confirm the need to hold the CADTR certificate(s) before applying to CADTR. The contact information can be found on the Becoming Registered area on the CADTR website.

CADTR reserves all rights to review and update its policies. We remind you to regularly check the CADTR website ([www.cadtr-acordt.com](http://www.cadtr-acordt.com)) for updates, changes and to seek assistance when needed.

# Acronyms

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CADTR – Canadian Alliance of Dental Technology Regulators

CAS – Credential and Assessment Services

DTETPA – Dental Technology Entry-to-Practice Assessment

KBA – Knowledge-Based Assessment

PBA – Performance-Based Assessment

PPE – Personal Protective Equipment

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# General Information

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## Our Role

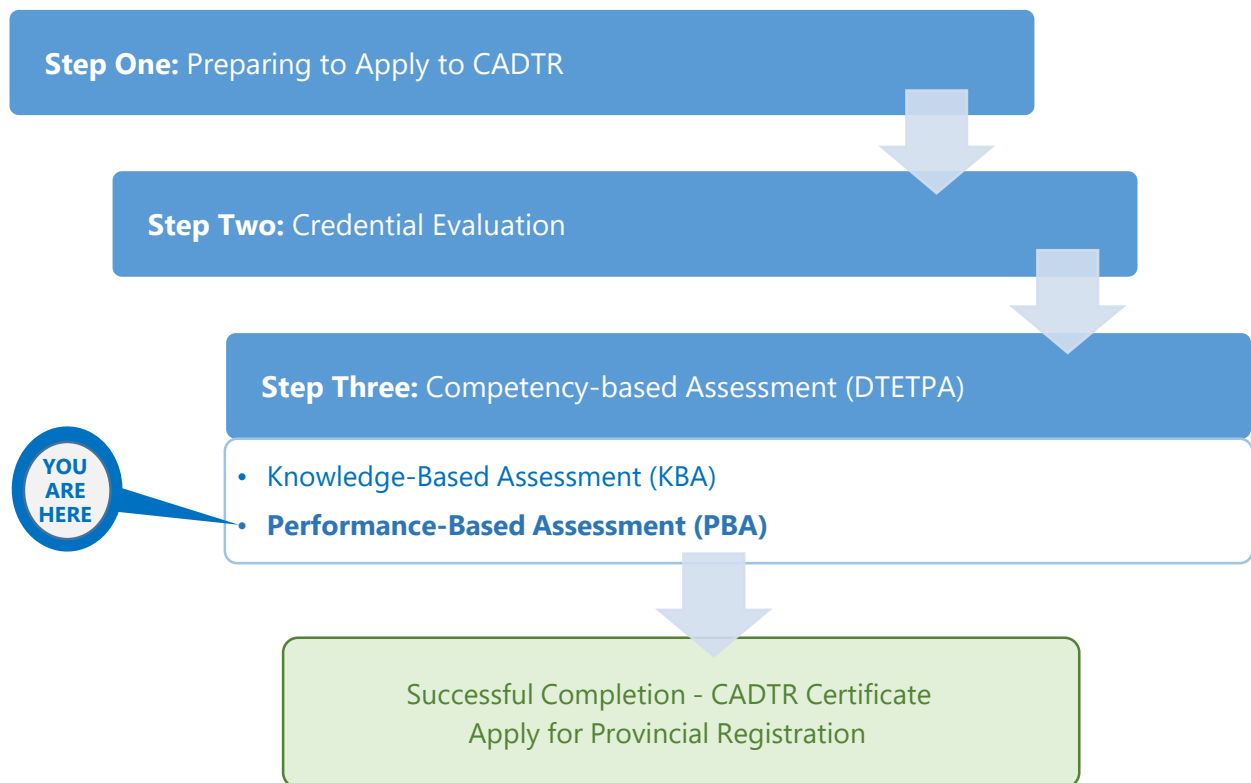
The Canadian Alliance of Dental Technology Regulators (CADTR) will evaluate credentials and administer the Dental Technology Entry-to-Practice Assessment (DTETPA) on behalf of the following participating, regulatory jurisdictions: Alberta, British Columbia, Nova Scotia, New Brunswick, Ontario, Quebec, and Saskatchewan.

Before applying for registration as a dental technology professional (e.g., dental technologist or dental technician) in Canada, applicants are responsible for ensuring that they understand the regulations and policies associated with their intended practice jurisdiction.

CADTR plays no role in the registration or licensure decisions of the provincial regulators. For more information about CADTR, please visit the website: [www.cadtr-acortd.com](http://www.cadtr-acortd.com).

## Steps to CADTR Certifications

Steps to CADTR's credential and competency assessment certification are shown below:



See the [Credentiaing Application Guide](#) for more information about Step One and Step Two.

## Dental Technology Entry-to-Practice Assessment (DTETPA)

The DTETPA (Step Three) measures the Canadian competencies required for candidates who will be entering the practice of dental technology in Canada as a new registrant. These competencies can be found here: [National Essential Entry-to-Practice Competencies](#). The purpose of the DTETPA is to protect the public by confirming that persons entering the dental technology profession possess the knowledge, skills, and judgement necessary to perform their dental technology duties safely and effectively.

The DTETPA will be administered in two parts: a virtually proctored online Knowledge-Based Assessment (KBA), and an in-person Performance-Based Assessment (PBA). This handbook provides information about the PBA.

### Contact

To contact the CADTR CAS Manager, email [cas@cadtr-acortd.com](mailto:cas@cadtr-acortd.com). Email correspondence will be responded to within three business days.

Phone: 416-438-5003, Ext. 221

Toll-Free: 1-877-391-2386, Ext. 221

# Performance-Based Assessment

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## Eligibility

Eligibility to apply for the PBA requires:

- successful completion of CADTR credentialing evaluation
- Candidates have a maximum of 2 years to apply and enroll for the KBA or PBA from the date of the credential certificate. See the [2.6 Credential Qualification Expiration Policy](#) for more details.

## Accommodation

CADTR is committed to providing reasonable and appropriate modifications to the PBA in order to accommodate candidates under the applicable human rights legislation. Candidates with protected characteristics (e.g., disability) are entitled, under provincial human rights legislation, to reasonable accommodation in testing arrangements that provide for fair and valid assessment. CADTR will consider any testing accommodation requests while ensuring the integrity of the PBA and ensuring that the PBA tests the required competencies of entry-level dental technology professionals.

A candidate with a documented disability (physical or mental impairment) that substantially limits one or more major life activities (e.g., a visual, orthopedic, speech and hearing impairment, other health/physical impairment, or a specific learning disability), may request testing accommodations.

- Requests for accommodation are considered on a case-by-case basis.
- Candidates that require special accommodation must submit a written request along with the [Request for Accommodation Form](#) at least 60 days before the scheduled assessment date. See the [3.3 Accommodation Policy](#) for more details.

Note: Requests for accommodation received by CADTR less than 60 days before the PBA will not be considered, except in circumstances beyond a candidate's control, such as a recent injury.

# Security, Statement and Disclosure

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## Assessment Security and Confidentiality

PBA content is the property of CADTR and must always remain secure. The PBA is administered under strict protocols in order to ensure that security and confidentiality are maintained. Candidates must not disclose PBA content to anyone. Candidates are required to confirm their agreement with the Statement of Understanding before being permitted to take the PBA. The Candidate's Statement of Understanding outlines the expectations surrounding the PBA in terms of confidentiality and ensuring the security of assessment content.

In addition, candidates who falsify documents will not be allowed to attempt the PBA. If falsification is discovered after the PBA has been taken, the PBA results will be null and void. See the [2.8 Fraudulent, Irregular Documents and Cheating Policy](#) for more details.

## Candidate's Statement of Understanding

Candidates must agree to abide by and comply with applicable policies and rules, as well as oral and written instructions controlling the conduct of the assessment. These are intended to preserve the integrity of the assessment process by providing standard assessment administration conditions that yield valid and reliable results.

Conduct occurring before, during, or after the PBA that violates principles detailed in the [Candidate's Statement of Understanding \(Appendix A\)](#) may result in invalidation of PBA results and/or other penalties and will be reported to CADTR. See the [3.6 Protocols and Rules of Conduct for DTETPA Policy](#) for more details.

Candidates will not be permitted to start the PBA without signing the [Statement](#).

## Disclosure of Personal Information

CADTR will not disclose a candidate's personal information to anyone other than the contracted agencies who will use it for the sole purpose of providing a secure and safe assessment to the candidate. See the [1.1 Privacy Policy](#) for more details.

CADTR will not give candidate results to any other individual or organization other than the Canadian dental technology regulators.



# COVID-19

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CADTR believes that the health and safety of our candidates, personnel and volunteers across Canada come first. CADTR has worked collaboratively with system partners to make the changes necessary for the delivery of the PBA with protective measures, as per the guidelines set by local public health authorities and regulatory bodies put in place at the PBA sites.

The safety principles include the following:

- minimize the gathering of large groups in a single space
- restrict the entry of individuals who show signs of or are at risk of infection
- utilized personal protective equipment (PPE) and measures
- conduct sanitization of common areas and materials regularly
- allow for and maintain physical distancing if possible
- minimize the number and duration of individuals on-site
- limit transfer of materials and items between individuals

CADTR reserves the right to require a candidate to wear appropriate PPE or remove a candidate at any time during the PBA if CADTR determines that the candidate is suffering from symptoms related to COVID-19 or poses a risk to PBA participants.

## Health Measures

It may be necessary for the CADTR to introduce new regulations or modify existing regulations for specific assessment administrations. Any new or modified regulations will supersede regulations published in the handbook.

Candidates are required to follow the health measures to help ensure the protection of our administrative staff, SMEs, PBA markers and candidates and to remain in compliance with governmental mandates and recommendations from the federal and provincial regulations, safety practices will be enacted throughout the assessment process and will be compliant with local government guidelines.

### Eye Protection

- Eye protection must be worn (e.g., whenever grinding or trimming).

### Environmental Cleaning

- All PBA testing areas will be cleaned regularly, and hand sanitizing gel/disinfectant wipes will be readily available.

# PBA Application Process

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Candidates who have successfully completed Step Two: Credential Evaluation will be notified to apply for the PBA. The PBA application process involves completing and submitting a PBA application form online including selecting their preferred PBA date and location, a declaration form, and full payment of fees.

- Availability and capacity are limited, so register early!
- Registration for the PBA is on a first-come-first-served basis.
- Each site can only take a limited number of candidates. Once the maximum number of applications are received, the site may be closed due to full capacity or candidates may be placed on a waiting list for cancellations or the next available session.

## Deadline Dates

The deadline for registration is **30 days in advance of the PBA date**.

- All online applications must be received by the CADTR office no later than 11:59 p.m. Eastern Time on the application deadline date. Late applications will not be accepted or processed. CADTR does not accept applications by mail, fax machine, or email.

## Fees and Payment Methods

The fee to take the PBA in 2024 is \$1050.00, which must be paid through the online applicant portal using VISA, VISA Debit, Mastercard, Mastercard Debit, or Discover.

## Reschedule/Withdrawal

Candidates can reschedule or withdraw from their scheduled PBA date by providing written notification to CADTR of their intention to **reschedule or withdraw at least 14 days before the scheduled PBA date**. If written notice of intention to reschedule is received, CADTR will automatically schedule the candidate for the next available assessment sitting date. See [3.2 Rescheduling and Withdrawal Policy](#) for more details.

## Refund

Refunds will be provided to candidates who withdraw from their scheduled PBA if the candidate provides **written notice at least 14 calendar days before the PBA date** based on the following:

- More than 14 days before PBA scheduled date: 50% refund
- Less than 14 days before the PBA scheduled date: No refund

In circumstances beyond a candidate's control, refunds may be considered by CADTR on a case-by-case basis. See the [1.2 Refund Policy](#) for more details.

## How to Prepare for PBA Day

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**Ten days before the PBA date**, candidates will receive a *CADTR Admission Letter* by email including the following information:

- The location, date, and time (morning or afternoon session) of the PBA
- [Dental tools and materials](#) that candidates need to bring
- Parking information and other important details

The *CADTR Admission Letter* must be printed and brought to the PBA site and presented for admission.

### PBA Content

Candidates are advised to focus on the *Competencies and Performance Indicators* listed in the [PBA Master Blueprint](#) in preparation for the PBA, which are used as the basis for the development of PBA stations. PBA activities may also assess candidates' skills in the following areas:

- Discipline: Crown and Bridge, Cast partials, Orthodontics, and Dentures
- Material: acrylic, wax, wire, and porcelain/ceramic
- Others: analog and digital (note: the assessment activity involving the digital medium will not be assessed in 2024)

It is important to note that the competencies and performance indicators listed in the KBA Master Blueprint and assessed in the KBA serve as background knowledge for competent performance in the PBA.

### PBA Format

The PBA will consist of 7-12 stations to assess technical and non-technical skills, taking no more than four hours to complete. The PBA stations:

- simulates professional practice and set-up "like in a dental laboratory"
- requires participants to demonstrate the entry to practice skills
- participants are required to bring some tools and supplies
- are offered once a year at a minimum of two locations across Canada

## PBA Method of Delivery

PBA will be administered in person. Candidates are expected to perform a variety of skill tasks in a simulated setting while being assessed by CADTR markers using standardized marking guides.

- Candidates will rotate through these timed stations (e.g., 10-, 15-, or 20-minute stations).
- Each station presents a specific practice scenario.
- Each station assesses one or more areas of [performance competence](#) (e.g., technical skills, communication skills, professionalism, and patient care).

## Documents to Bring to PBA

Candidates are required to bring the following documents:

1. Printed [CADTR Admission Letter](#)
2. Printed and signed "[Candidate Statement of Understanding](#)" ([Appendix A](#))
3. One-piece, original, valid [Government-issued Photo Identification \(ID\)](#)

Candidates will not be permitted to start the PBA without providing these documents.

## Dental Tools and Materials to Bring

Candidates will be required to follow the steps below when bringing listed materials, supplies, and hand tools that they prefer or are accustomed to the PBA:

- Bring all items in one clear, re-sealable plastic bag (e.g., Ziploc).
- Remove all packaging/boxes, paper wrappers, labels, and inserts from each item unless required for identification purposes.
- Show items to CADTR administration personnel for inspection when you register.

Please note: [CADTR Admission Letter](#) includes the most up-to-date list.

List of Dental Tools and Materials to Bring			
1	Mask	7	A clear, re-sealable plastic bag to put all listed items
2	Gloves	8	Bird beak orthodontic pliers and 3-prong pliers
3	Lab coat or scrubs	9	Wire cutter
4	Safety Glasses (for grinding/trimming)	10	Fine point permanent marker
5	Dental loupes / magnifier	11	Pen, pencil, and sharpener
6	Tooth set-up hand tools and wax carving instruments that you are used to, such as #7 wax spatula, Fahnstock, Hollenback, PK Thomas, Lecron carvers	12	Variety of burs (bur block), carbides (for trimming acrylic, denture teeth, or dies, and denture repair), diamond burs (for trimming zirconia) and sharp hand tools (e.g., knives, scalpel, surgical blade, dental explorer)

Note: If a candidate has a preferred base plate wax, they may bring it – CADTR provides base plate waxes and handpieces.

## .Travelling to PBA site by Air

Please note the following, as per airline and airport guidelines, you will not be permitted to travel with restricted or prohibited items such as sharp tools (i.e., scalpel, blades) in carry-on luggage. Sharp items must be stored in checked baggage. There is a risk that your checked luggage will not arrive on time or is lost. Where possible please make arrangements to send and store your tools securely at your accommodation address or other suitable alternative address.

If you are travelling to or leaving on the same day of your scheduled PBA, please ensure you allow sufficient time to get to/from the airport and to pass through security. Although CADTR strives to complete assessments on schedule, there may be unforeseen delays. Please ensure that you account for this when booking flights and making travel arrangements.

## On PBA Day

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### Assessment Day Schedule

There may be two sittings, one in the morning and one in the afternoon. Candidates will be randomly assigned to the morning or the afternoon sittings. The schedule follows the same pattern for all sittings:

Time	Schedule of the PBA Day
30 minutes	Admission, registration (sign in), and preparation plus wait time
30 minutes	Candidate orientation, washroom use, demonstration of timing signals
70 or 95 minutes	1st circuit of PBA stations
20 minutes	Break
70 or 95 minutes	2nd circuit of PBA stations
30 minutes	Sign-out, collection of personal belongings, and leaving the assessment premises

These are estimated times, and it might take longer.

### Admission and Identification

To be admitted to the PBA, candidates must bring the following two items:

#### 1- **CADTR Admission Letter**

- CADTR **emails it to candidates 10 days before the PBA.**
- Print a copy and bring it to the PBA.
- On arrival, present it to CADTR administration personnel or security.

## 2- Government-issued Photo Identification (ID)

An original, valid government-issued photo ID can be one of the following:

- Canadian or Foreign Passport
- Canadian Provincial Driver's Licence
- Canadian Provincial Photo Card
- Canadian Permanent Resident Card

CADTR administration personnel will check both the *CADTR Admission Letter* and government-issued photo ID to verify a candidate's identity. The photo on a candidate's ID must be a likeness of the candidate's current appearance. The names on the *CADTR Admission Letter* and government-issued photo ID must correspond.

- Candidates must:
  - Arrive at the PBA location and time listed on their *CADTR Admission Letter*.
  - Register for the PBA at the time indicated on the *CADTR Admission Letter*.
- Candidates who are late for registration may be denied access to PBA.
- Family members and friends are not permitted to enter the PBA premises.

### PBA Premise Conditions/Environment

Although CADTR attempts to ensure the comfort of all candidates and CADTR administration personnel, conditions may be beyond our control (e.g., temperature fluctuations). Candidates are strongly encouraged to dress for fluctuating temperatures in PBA test areas. Please note:

- There is no smoking on the assessment premises.
- Please do not wear scented cosmetics, perfumes, or clothing as some individuals are very sensitive to such substances and you may be refused entry to the PBA.
- Candidates must bring and wear a plain lab coat or scrubs with any logos or identifiers (e.g., school, employer, name) removed or covered with opaque (duct) tape.

### PBA Rules and Safety Measures

All candidates must:

- behave professionally and courteously at all times
- not remove any of the material supplied from the PBA site
- follow assessment procedures, rules of conduct, and CADTR administration personnel directions from registration until instructed to leave the PBA site. (See [Appendix A](#))
- leave the PBA site promptly after being instructed to do so
- maintain assessment confidentiality at all times, as agreed to in the [Candidate Statement of Understanding \(Appendix A\)](#).

Note: Any candidate who contravenes the above rules or the CADTR administration personnel directions may be subject to:

- (a) leave the PBA site
- (b) immediate disqualification

The candidate who is asked to leave the PBA site thereby forgoes their opportunity to sit in the PBA. The candidate will be advised of the number of opportunities still available to them after CADTR has reviewed the circumstances leading to the candidate being asked to leave the PBA site. If CADTR administration personnel asks any candidate to leave the PBA site due to any of the reasons noted above, they will provide CADTR with a written report regarding the incident. The candidate may provide an explanation in writing to CADTR with their request for administrative reconsideration.

Candidates are required to follow the [locations' health policies](#) and other safety measures including, but not limited to:

- Long hair must be tied back
- No shorts/skirts allowed; legs must be covered at all times
- No sandals or open-toed shoes allowed
- Candidates must use safety glasses (e.g., when grinding and polishing)
- Candidates must use the fume hoods and suction units when handling acrylic or during grinding and polishing procedures
- No food is allowed in the PBA test areas (drinks are permitted in closed containers).
- Candidates must bring and wear a plain lab coat or scrubs at all times in PBA test areas.

### Before the Beginning of the PBA

- Candidates must show or hand in the [required documents](#) in order to be permitted to attend the PBA.
- At the registration desk, candidates will be required to read, sign, hand in, and comply with the [Candidate's Statement of Understanding](#). This is an agreement that candidates are required to uphold at all times, both during and after the PBA.
- Candidates must check in all personal belongings, such as bags, purses, lunch bags, knapsacks, notes, books, pencil cases, eyeglass cases, coats and outerwear, all pocket contents, and any digital or electronic items such as cell phones, smartwatches, or any other devices.
  - Do not bring valuables to the PBA site.
  - CADTR will not be responsible for the possible loss or damage to these items.
  - All personal belongings will be placed in a storage area during the PBA and will be returned when signing out.

- Do not bring large items (such as suitcases) to the assessment site, as there will not be any secure storage space for them inside the building.
- CADTR administration personnel have the authority to inspect any materials brought into the PBA site and request that candidates remove outerwear, roll up their sleeves and empty all pockets to permit inspection for unauthorized items.
- Candidates will receive a *PBA Candidate Marker Sign off sheet* with their candidate number. Candidates must confirm the checklist to ensure that their CADTR Identification Number matches the number on their *PBA Identification Badge*.
- Candidates will be allowed time to use the washroom before the PBA begins.
- There may be a wait time before starting the PBA. Once admission, registration, and candidate orientations are complete, each candidate will be escorted to their first station to begin the PBA.

### Dental Tools and Materials

Candidates must follow the steps below when bringing [required dental hand tools and materials](#) to the PBA:

- Bring all items in one clear, re-sealable plastic bag (e.g., Ziploc).
- Remove all packaging/boxes, paper wrappers, labels, and inserts from each item unless required for identification purposes.
- Show items to CADTR administration personnel for inspection when you register.

### Candidate Personal Items

Candidates may bring their own snack food, medications, or other personal-need items into the PBA with the following conditions:

- The item(s) must be packaged in a clear plastic bag (e.g., Ziploc) after approval by CADTR administration personnel at the time of admission for the PBA.
- Larger items such as medical devices can be brought without a bag.
- Candidates may bring nut-free, low to no-smell snacks in a zip lock bag and a drink in a closed container.
- Any paper wrappers must be removed (any medical packaging, inserts, or written material related to medications must be left at home or checked in with personal belongings)
- Candidates are strongly advised not to bring unnecessary personal items

### Candidate Orientation

- Candidates will receive orientation including the PBA schedule, a review of the rules of conduct, and the PBA procedures including an explanation of the station timings.



- Questions about the content or what to do inside the stations will not be answered.
- There may be a wait time of up to 60 minutes before starting the PBA.
- Candidates are allowed a washroom break before the PBA begins. Each candidate will be escorted to their first station to begin the PBA.
- Candidates are required to watch the [PBA Candidate Orientation](#) video prior to the scheduled PBA date.

## During the PBA

- Candidates may communicate with CADTR administration personnel as required, in a discrete and confidential manner.
- From the time a candidate enters until they leave the assessment premises, the candidate must not communicate with another candidate in any manner, speak or read out loud except when interacting with CADTR administration personnel. Violation of this rule may result in not being permitted to finish the PBA and the PBA results being invalidated.
- Candidates will be given a *PBA Identification Badge* that must be worn during the PBA.
- Candidates must ensure that *PBA Candidate Marker Sign off sheet* is signed by the marker after completing each station.

## Washroom Break

If a candidate needs to use the washroom during the PBA, the personnel will escort them to the washroom. The assessment timer will not be paused during the washroom break and therefore no additional time will be provided to complete the PBA.

## At the End of the PBA

The PBA ends only when candidates are officially instructed to leave the assessment premises. Candidates will not be allowed to leave until this time.

At the end of the assessment, candidates must hand in their *PBA Identification Badge* and *PBA Candidate Marker Sign off sheet*. Candidates will then:

- sign out at the candidates' registration desk
- retrieve any personal belongings that a candidate checked in
- leave only when officially instructed to leave by the CADTR administration personnel
- be required to continue to follow all procedures, the [PBA rules](#), and the rules of conduct (as outlined throughout this document and policies) until leaving the assessment site.

Important: Leaving without authorization (at any time) may result in the PBA being invalidated.

## Online Feedback Survey

Candidates will be asked to complete a short online feedback survey. Responses to the survey contribute to the ongoing improvement of the PBA. All candidates are encouraged to fill out the survey.

## Telephone Use, Messages, and Transportation Arrangements

Candidates will not be permitted to use a telephone at any time while they are at the PBA site. It is recommended to make all arrangements, such as transportation or meeting time and place, before entering the assessment premises. When arranging a meeting place, it must be outside of the PBA premises.

## Emergency Procedures

If building evacuation is required due to fire or other emergencies during the PBA, the CADTR administration personnel, in cooperation with emergency personnel, has full authority to direct and supervise candidates and assessment personnel in the emergency evacuation of a building. The guidelines and procedures established by CADTR are based on the following principles: personal safety, and the security and integrity of the assessment.

Emergency situations may be unpredictable, and procedures may require adjustment in a specific situation. However, some general guidelines include the following:

- Remain calm
- Assist persons with disabilities in exiting
- Do not use elevators in case of fire
- Once outside the building, remain in a safe area, indicated by emergency personnel or CADTR administration personnel
- Do not return to the PBA site unless instructed to do so by emergency personnel or CADTR administration personnel
- Follow the instructions of emergency personnel or CADTR administration personnel

## Other Extraordinary Circumstances

If at any time before an upcoming PBA administration, should there arise any circumstances including such factors as weather, transportation, strikes, public health issues, or other reasons which may affect the scheduling arrangements and admission procedures for PBAs, advisory information will be promptly posted on the CADTR website: [www.cadtr-acortd.com](http://www.cadtr-acortd.com). Please continue to check our website for updates prior to the PBA dates.

You will be required to comply with any health, safety, and security screening requirements, as posted in the PBA location or as verbally instructed by CADTR administration personnel.

## Failure to Take the PBA

No refund will be provided to a candidate who arrives late or does not take the assessment at the scheduled time except in circumstances beyond a candidate's control. Candidates have seven days from the date of the assessment to submit a refund or reschedule request with supporting documentation to CADTR, outlining the circumstances that prevented them from taking the PBA on the scheduled day. CADTR will consider refunds on a case-by-case basis.

When a reschedule request is granted, CADTR will automatically schedule the candidate for the next available assessment date. See [3.2 Rescheduling and Withdrawal Policy](#) for more details.

# PBA Results

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**Results will be provided approximately 4-6 weeks following the last PBA administration date.** The results reported to candidates are "Pass" or "Did Not Pass". CADTR does not release the score achieved by candidates.

## PBA Score Report

A PBA Score Report will be received by all candidates. In order to uphold the security and integrity of the assessment system, CADTR does not reveal the content of current or previous PBAs.

## CADTR Certificate of Completion and Sharing of Results

A CADTR Certificate of Completion will be issued approximately **2 weeks after the announcement of successful performance in both the KBA and PBA**. CADTR will not share candidate KBA and PBA results with other parties, except with the Canadian dental technology regulators. CADTR will use the KBA and PBA results for administration and research purposes, such as for validation and process improvement.

## Assessment Reconsideration and Appeal

Candidates who are not satisfied with their PBA results have 30 days upon receiving results to submit a written request and pay the associated fee to pursue the following:

### 1- Administrative Reconsideration

Consideration for administrative reconsideration will only be reviewed if the request falls under one or more of the following categories:

- Health issue: The candidate experiences illness on the day of the assessment that significantly affected their performance.
- Administrative reasons: The candidate believes that administrative issues placed them at a disadvantage in comparison to other candidates or created circumstances that negatively affected their assessment performance (e.g., belief that the administration of the assessment was a significant departure from the standard assessment procedures stipulated in CADTR's assessment guidelines, substandard examination materials, or environmental irregularities).
- Compassionate reasons: Extraordinary or unforeseen events or circumstances that seriously impacted the candidate's performance during the assessment.

See the [3.4 Administrative Reconsideration Policy](#) for more details

## 2- Administrative Reconsideration Results Appeal (Appeal)

Candidates that are not satisfied with the outcome of the administrative reconsideration decision may request an Appeal within 30 calendar days from the date the administrative reconsideration decision was issued. An assessment appeal fee will be charged at the time the request is submitted. See the [3.5 Administrative Reconsideration Results Appeal Policy](#) for more details.

### Reconsideration and Appeal Fees

The following Reconsideration and Appeal fees may apply:

- Administrative Reconsideration Fee: \$155
- Appeal Fee: \$309

### Applying to Rewrite the Assessment

All candidates are permitted to take a maximum of three attempts to successfully complete both the KBA and the PBA components of the DTETPA, within the timeframe specified in the policy. If a candidate is not successful in the second attempt, they must undertake remedial activities (e.g., extra course work or practice hours) before being permitted a third attempt. See the [3.1 Number of Assessment Attempts Policy](#) for more details. Candidates who do not pass the PBA will need to re-register for the PBA via the CADTR Online Applicant Portal.

### Assessment Attempts and Time Limits

- First-time candidates must attempt both components, the KBA and PBA, at the first available assessment sitting.
- All candidates are permitted to take up to a maximum of 3 attempts to successfully complete both the KBA and the PBA components. See the [3.1 Number of Assessment Attempts Policy](#) for more details.
- If not successful in the second attempt, candidates are required to undertake remedial activities (e.g., course work or practice hours) before their third attempt.

Candidates must be aware of the following time limits:

- Candidates who are unsuccessful at their first attempt must complete their second assessment attempt within 15 months of the previous unsuccessful attempt. Candidates who fail to apply for re-examination within the 15-month time frame shall forfeit the subsequent attempt. See the [3.1 Number of Assessment Attempts Policy](#) for more details.
- Candidates who are successful and holding a CADTR Certificate must contact their intended provincial dental technology regulator to determine whether any time limits for provincial registration/licensure apply.

# APPENDICES

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## Appendix A: Candidate Statement of Understanding

### About the Statement of Understanding

This Statement of Understanding (the "Statement") sets out rules that you must follow if you are sitting the PBA. Breaking one or more of these rules may result in your exclusion from the assessment, invalidation of your results, and reporting to the Canadian Alliance of Dental Technology Regulators (CADTR) and the provincial dental technology regulatory authorities (or anyone or more of these things). You must sign the Statement to sit the PBA. Your signature indicates that you have read the Statement carefully and understand the rules and agree to follow them.

I understand and agree to follow the rules set out below:

#### 1. Confidentiality

The content of the PBA is confidential, and you must not disclose it to anyone, including someone who has already sat the PBA. The PBA content is protected by copyright and is the intellectual property of CADTR. You do not have permission to disclose PBA content and CADTR might take legal action against you if you do.

#### 2. Electronic Devices

You must not carry any device or object that can store information or that you can use for communication during the PBA, for example, a cell phone, smart watch, or written notes.

#### 3. Behaviour and Conduct

During the PBA:

- a) You must wear your PBA Identification Badge such that it is visible during the PBA.
- b) You must bring all the information, material and equipment that is required for you to undertake the PBA.
- c) You must act respectfully toward and follow the instructions of CADTR personnel administering the PBA and PBA venue personnel; and comply with written rules and policies that apply to the PBA, including those in the PBA Handbook.
- d) You must not engage in any disruptive, disrespectful, or threatening conduct. You must not disrupt, disturb, or interfere with the administration of the PBA or with other candidates.
- e) You must not act dishonestly or cheat or otherwise seek to gain an unfair advantage on the PBA or help another candidate gain advantage, including giving assistance to another candidate or receiving assistance.
- f) You must not leave or discontinue the PBA without authorization.

#### 4. Health and Safety Protocols

You must comply with health and safety protocols and requirements that apply during the PBA process, in addition to the protocols of the PBA venue and any government rules and requirements that apply to you. CADTR reserves the right to require a candidate to wear appropriate PPE or remove a candidate at any time during the PBA if CADTR determines that the candidate is suffering from symptoms related to COVID-19 or poses a risk to PBA participants.

#### 5. Monitoring and Inspection

During the PBA, you will be subject to observation and monitoring, which might include monitoring through cameras or other video or audio recording devices. If you bring personal items to the PBA site, you must submit them for inspection upon request by PBA site personnel.

#### 6. Exclusion and Cancellation

If you breach this Statement or a rule or policy that applies to the PBA, CADTR personnel administering the PBA have the authority to discontinue and cancel your assessment. If this happens you must leave the PBA site.

#### 7. Signature

I understand this Statement and agree to abide by it.

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Candidate's Name (please print)

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Candidate's Signature

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Date