

Dental Council of the Commonwealth of Jamaica

50 Halfway Tree Road, Kingston 5

Email: Jamaicadentalcouncil@gmail.com

Tel #s: 876-633-7783, Ext: 7784 / 7788

Cell #s: 876-536-8134 or 876-517-9679

Dear ADEX/CDCA-WREB Candidate,

Please note that the deadline for registration for ADEX/CDCA-WREB in November 9-11, 2022 is September 28, 2022. Kindly try to complete the process before the time elapses to avoid confusion, late fees and other challenges.

In order to sit dental examination in Jamaica, please complete the following steps:

Step 1. Application to Dental Council of Jamaica

- A. You are required to visit Dental Council of Jamaica (DCJ) website (<https://www.dentalcouncilofjamaica.com>)
- B. Go to "Home" – "Listing of Application Forms" and complete the "[Dentist ADEX/CDCA application form](#)" and the "[Dentist Supplemental ADEX/CDCA application form](#)" if you are a Dentist.
- C. "[Dental Auxiliary ADEX/CDCA application form](#)" if you are a dental auxiliary applicant.

Note briefly:

- If you are a **Student**, you do not need to submit a letter from the DEAN of your institution. DCJ gets that information directly from the DEAN of your institution.
- **All Graduates** are required to have their degrees in Dentistry or Dental Hygiene authenticated, either by the presentation of the Original Degrees, or a copied document authenticated by a Notarized Public, Attorney-At-Law, or a Justice of the Peace.
- **Candidates graduated from foreign universities** (other than the University of Technology Jamaica, University of the West Indies and Northern Caribbean University) are required to have their degree(s) authenticated by the Jamaican Ministry of Education, Youth and Information or from the respective country's Embassy/High Commission from which those degrees were obtained.

Step 2. Registration with DCJ

- A. Submit the application forms along with the proof of qualification (*if you have already graduated*). If you haven't received your qualification certificate, the letter from the institution will suffice.
- B. Submit two identical passport size photographs (1 certified), and proof of identity e.g.(certified copy of your passport, driver's license or national ID)
- C. Email or submit all documents personally to DCJ (*if the documents aren't certified, please present originals upon arrival*)
- D. Expect a response from DCJ within 3 business days after submission. If you haven't received a response from the Dental Council, you may contact us to follow up on your registration process.
- E. The contact information for DCJ can be found at the top of this page or on the website (scroll down to the bottom of the home page).

Note Briefly:

- Documents in excess of four (4) sent via email will attract a fee of **\$2000 JMD** for printing & processing documents

Step 3. Payment to DCJ

- A. Once the Dental Council acknowledged receipt of your documents and approved your application, you are required to pay Dental Council fees.
The deadline to make payment is the same as CDCA-WREB deadline.
- B. The fees can be found on the website under “Dental Professionals” – “Exam fees”.
- C. Dental Exam Registration fees remain the same as stated on the website, but the fee for ADEX/CDCA-WREB exam can vary.
- D. You are only required to pay Dental Exam Registration fees at this time. The funds can be transferred to ***Dental Council of Jamaica, First Global Bank, New Kingston Branch, Bank Code 99075, Account Number 2050821, USD, Savings.***
- E. The proof of payment MUST be submitted to The Dental Council of Jamaica via email or in person.

Step 4. CDCA-WREB Profile Setup

- A. Once your registration process with Dental Council of Jamaica has been completed, you can proceed with your registration on CDCA-WREB website (<https://www.cdcaexams.org>)
- B. There you will find a lot of useful information about the exam dates, registration deadlines, exam manuals, etc.
- C. Make sure to download the Exam Manual under the tab (“Info” – “ADEX” – “Dental Manuals”) and review it thoroughly.
- D. To begin the registration process, click on “Candidate Registration/Login” at the top of the home screen. Then click on “fill out a basic profile”. (*You can also click on “Register for an ADEX exam” on the bottom of the home screen*)
- E. Your Degrees are verified by DCJ, therefore, **you are only required to upload your passport size photograph** to create your initial profile. **Do not upload your degree**, otherwise, it can delay verification process.
- F. Once you have created your profile, you need to wait on the email from CDCA-WREB stating that your account has been verified. You cannot register for the exam until you have received that email. However, verification may take a few days to a few weeks depending on how early you register with the Dental Council of Jamaica, and create your profile on CDCA-WREB.
- G. If you have any queries you wish to discuss with CDCA-WREB, please contact them by using the “contact us” link in the same email.

The system will not allow you to complete the registration if you have not registered with the Dental Council of Jamaica previously.

Step 5. Registration for the exam with CDCA-WREB

Once you have created your account profile and have been verified, you should:

- A. Review your dashboard information
- B. Locate your Candidate ID in the profile tab and,
- C. Use the registration tab to register for the exam.

Your account can also be used to check payments, download receipts and obtain results.

Note briefly:

- For **Dental Students**, it is recommended to register for traditional examination, which includes all parts of the exam, even though you are allowed to sit different sections of the exam. This will prevent additional charges in the future. Once you have registered and paid, CDCA-WREB will manually schedule you for the parts of the exam you plan to take.

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- For **Graduate Dentists**, it is recommended to register for traditional examination, which includes all parts of the exam. If you decide to take the exam in portions, the total payment for completion of the entire examination will exceed the fees for the full exam.
- For **Dental Hygienists**, it is recommended to take the practical and theoretical parts of the exam at the same sitting, even though you are able to divide the exam and attempt each section at your convenience.

Step 6. Payment to CDCA-WREB

- Once you have registered for the exam, you need to make payment in full before the deadline.
- The fee for the exam can be found on the CDCA-WREB website when you type "exam fee" in the search bar (see or click on the link) <https://www.cdcaexams.org/exam-fees/>
- If you registered on the last day of registration (**September 28, 2022**), you will have an additional 72 hours to make payment.

Note briefly:

If you do not proceed with the payment within the allotted time, a late registration fee of **\$500 USD** will be added to your current examination fee.

Step 7. Prometric Examination Scheduling (if applicable)

- Once the payment is made, CDCA-WREB will ask you to schedule for Prometric exam.
- Please ignore that instruction, unless you plan to take the theoretical part of the exam outside of Jamaica.
- If you wish to take the theoretical part of the exam elsewhere, please click on "Prometric Information", read the instructions and choose the location where you prefer to take it. Please ensure that the location you chose accepts outside candidates.

Note briefly:

- Any changes, or cancellation of this scheduling will attract additional fees of **\$25 USD or \$50 USD**

Step 8. Periodontal examination (if applicable)

- Dental Surgeons**, if you are taking Periodontal practical examination on a typodont, please note that you are required to pay additional \$200 USD for typodont rental.
- This fee will appear on your profile closer to the exam date after you have received and completed the survey sent by CDCA-WREB.

Step 9. Completion of the Registration Process

- Once you have completed all the steps mentioned above, you are all set.
- Please check the dashboard for any changes and make sure you are prepared to sit the examination.
- Study the manual and practice.
- Sim Lab at UWI-Dental is available for practice. Please inform the Dean of your institution, or Dr. Thaon Jones (thaon.jones@uwimona.edu.jm) if you would like to schedule a session there.
- If you have any queries, please contact Dr. Eugenia Hines at ehinespds@gmail.com

All the best!