

## Dental Council of the Commonwealth of Jamaica

50 Halfway Tree Road, Kingston 5

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

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Dear ADEX/CDCA-WREB-CITA (ADEX) Candidate,

Please note that the deadline for registration for ADEX/CDCA-WREB-CITA in November 14-17, 2023 is October 3, 2023. Kindly try to complete the process before the time elapses to avoid confusion, late fees and other challenges.

In order to sit ADEX Dental Examination in Jamaica, please complete the following steps:

### **Step 1. Application to Dental Council of Jamaica** (mandatory for all candidates)

- A. You are required to visit Dental Council of Jamaica's (DCJ) website  
<https://dentalcouncilofjamaica.org/dcj/>
- B. Click on "Dental Professionals" – "Applying for the Dental Council Exam" and complete the forms attached.
- C. Or you can complete the google form  
[https://docs.google.com/forms/d/e/1FAIpQLSdW0aY4Dt6ZckXRCXuZU7esH1\\_BxOICAYn4WwzwVoeaWGs8GA/viewform?vc=0&c=0&w=1&flr=0](https://docs.google.com/forms/d/e/1FAIpQLSdW0aY4Dt6ZckXRCXuZU7esH1_BxOICAYn4WwzwVoeaWGs8GA/viewform?vc=0&c=0&w=1&flr=0)  
And complete the forms attached there.

### **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 your institution.
- **All Graduates** are required to have their degrees in Dentistry or Dental Hygiene authenticated, either by the presentation of the Original Degrees to DCJ, or a copied document authenticated by a Notarized Public, Attorney-At-Law, or a Justice of the Peace.
- **Candidates graduated from 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** (mandatory for all candidates)

- A. Submit the application forms along with the proof of qualification (*if you have already graduated*).
- 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 using the link: <https://dentalcouncilofjamaica.org/dcj/contact/>

### **Note Briefly:**

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

### **Step 3. Payment to DCJ** (mandatory for all candidates)

- A. Once the Dental Council acknowledged receipt of your documents and approved your application, you are required to pay the Dental Council fees.  
**The deadline to make payment is the same as CDCA-WREB-CITA 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 CDCA-WREB-CITA fees may vary. Please visit <https://adextesting.org> for current CDCA-WREB-CITA examination fees.
- D. You are only required to pay Dental Council 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-CITA profile setup and registration**

- A. **All candidates** (including the candidates for retake) need to access a new Candidate Registration Management System (**CRMS**) by utilizing this link: <https://candidates.adextesting.org/>  
Use the **same email address** that you submitted to the Dental Council and/or the same email address that you used in the previous CDCA-WREB-CITA account.  
**Candidates tested previously** should click on “**First Time Login**”. Please note that some of the information from the previous account may not be reflected on the new portal. You may visit the old account in order to see the previous transactions/results.  
**Candidates never tested before** should click on “**Create an Account**”.  
For new accounts - enter all the personal information (email, phone, address, birthday, school of graduation, etc.) and **upload the photo**.  
**Students** should confirm the enrollment in one of the dental programmes and follow the steps.  
**Graduates** should upload the authorization letter from the Dental Council of Jamaica that will be issued on completion of the registration with DCJ.
- B. The prompts will take you through the registration for the exam and payment. It is recommended to “**Register for Full Plan**” to benefit from the complimentary retakes and to prevent additional charges, unless you need to register for a retake.
- C. Your account can be used to review your dashboard, download receipts and obtain the results.
- D. On CDCA-WREB-CITA website you can find a lot of useful information about the exam, exam dates, exam fees, registration deadlines, exam manuals, etc.
- E. Make sure to **download the Exam Manuals and review them thoroughly**.

By using this new **CRMS**, candidates do not need to be “Verified” prior to registering and paying for the examinations. However, candidates need to be “Verified” by the application deadline to attend the exam.

The system generated the following specific due dates for the November (2023) exam:

**October 3, 2023** - (42) days prior to the exam – a **US\$250** materials procurement fee will be assessed in addition to their registration fees.

**October 17, 2023** - (28) days prior to the exam – **registration closes**. Students can no longer register independently, even with the additional assessed fee. Staff will need to register a student after this date.

**October 24, 2023** - (21) days prior to the exam – **schedules are posted to student profiles**.

**October 31, 2023** - (14) days prior to the exam – candidate rosters sent/posted to Educator

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Portal/Chief Portal.

**Note briefly:**

- If you do not proceed with the payment within the allotted time, **you would attract late registration fee of US\$250.**
- If you registered and paid for the exam, however, you would like to defer the exam until the next sitting, the processing fee of **US\$100.** will be applied

**Step 5. Prometric Examination Scheduling (if applicable)**

- A. If you receive an email from CDCA-WREB-CITA asking you to schedule a Prometric exam, please **ignore that message**, unless you plan to take this part of the examination outside of Jamaica. **CDCA-WREB-CITA will manually register you** for this part of examination.
- B. 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 **US\$25. or US\$50.**

**Step 6. Completion of the Registration Process**

- A. Once you have completed all the steps mentioned above, you are all set.
- B. Please check the dashboard for any changes and make sure you are prepared to sit the examination.
- C. Check your email for any updates.
- D. Study the manual and practise.
- E. Sim Lab at UWI-Dental is available for practise. Please inform the Dean of your institution, or Dr. Thaon Jones ([thaon.jones@uwimona.edu.jm](mailto:thaon.jones@uwimona.edu.jm)) if you would like to schedule a session there.
- F. College of Oral Health Sciences, UTECH is also available for practise. Please contact Mrs. Carren Simon to schedule a practical session [carren.simon@utech.edu.jm](mailto:carren.simon@utech.edu.jm)
- G. If you have any queries, please contact Dr. Eugenia Hines at [ehinespds@gmail.com](mailto:ehinespds@gmail.com).

All the best!

**18-Month Rule**

Candidates will have 18 months to successfully complete the ADEX Examination. That 18 months will begin on the date of the first exam challenged. If a candidate does not successfully complete all parts of the ADEX Examination within that period, **that candidate must re-take all parts of the examination**, including the computer-based portion.

**3-Time Failure Rule**

**Candidates failing one or more of the same parts of the ADEX Examination on three (3) successive attempts must re-take all parts of the examination**, including any computer-based portions. Any section on which the candidate may have been previously successful will not be recognized or counted toward successful completion of the re-test of the entire ADEX Examination. The candidate will be considered an initial applicant and must re-apply for the exam.

## **NB: Dental Examination**

CDCA-WREB-CITA has implemented a new fee structure on July 1, 2023. The ADEX Dental Examination fee is **US\$2,795.** for all components. This includes a single clinical complimentary retake for **EACH** procedure of the ADEX examination during a future examination. With any procedure requiring a complimentary retake, a typodont fee of **US\$150. per procedure** will be charged to the candidate.

Additional retakes after the complimentary component(s) have been used:

3<sup>rd</sup> attempt Endo and/or Prosthodontics and/or Perio - US\$1295.00

3<sup>rd</sup> attempt Class II and/or Class III - US\$1295.00

If a retake is necessary for the DSE the fee will be US\$400.

## **NB: Dental Hygiene Examination**

CDCA-WREB-CITA is implementing a new fee structure on July 1, 2023. The ADEX Dental Hygiene Examination fee is **US\$1,150,** including the Patient/Simulated Patient Clinical Exam and the CSCE-OSCE. The fee will include a complimentary retake of the Patient/Simulated Patient Clinical Exam at a future exam site. For exams after January 1, 2024, a **US\$150 typodont fee** will be required for any complimentary retakes.

Additional Patient/Simulated Patient clinical retake fee, after the complimentary component has been used, will be US\$795.

If a retake is necessary for the CSCE-OSCE the fee will be US\$275