

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-CITA Candidate,

Please note that the deadline for registration for ADEX/CDCA-WREB-CITA on **May 13-16, 2025** is **March 21, 2025**. Try to complete the process within the stated time limit, because the registration will be closed afterwards.

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

Step 1. Application to the Dental Council of Jamaica (mandatory for all candidates including retakes)

- A. You are required to visit Dental Council of Jamaica (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 fill out the google form below and complete the forms attach there
https://docs.google.com/forms/d/e/1FAIpQLSdW0aY4Dt6ZckXRCXuZU7esH1_BxOICAYn4WwzwVoeaWGs8GA/viewform?vc=0&c=0&w=1&flr=0

Note briefly:

- If you are a **Student**, you do not need to submit a letter from the Dean of your educational institution. DCJ gets that information directly from the school.
- **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 the 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. Document submissions to the DCJ can be done via email or in person.
- D. Expect a response from the DCJ within three (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) sent via email will attract a fee of **\$2000 JMD** 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 payment should be made before the **March 21, 2025**.*
No changes can be done to the exam after this date
- B. The DCJ fees can be found on the website under “Dental Professionals” – “Exam fees”. Please note that the CDCA-WREB-CITA examination fees are not included under the DCJ fees. You may refer to <https://adextesting.org> to get the information on ADEX examination fees.
- C. The DCJ fees can be paid by **bank transfer only**. Refer to the banking details below:
**Dental Council of Jamaica,
First Global Bank,
New Kingston Branch,
Bank Code 99075,
Account Number 2050821,
USD, Savings.**
- D. 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 retakes) need to access a new Candidate Registration Management System (**CRMS**) by utilize 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**”.
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**.
- B. Creation of the CDCA-WREB-CITA is important since the agency won't be able to add you to the examination if you don't have the account.
- C. CDCA-WREB-CITA will manually register your examinations on your portal. You will receive the confirmation of your exam registration between **March 27 and March 28, 2025**.
- D. Visit your account to confirm your registration information and to ensure, that everything is correct. Your account can be used to review your dashboard, download receipts and obtain the results. If there are discrepancies, please contact Dr. Eugenia Hines at ehinespds@gmail.com
- E. If your registration is correct, you are required to make payment to CDCA-WREB-CITA on your portal via **credit card** with sufficient credit limit between **March 29 and April 4, 2025**.
If you do not proceed with the payment within the allotted time, you would attract late registration fee of **\$345 USD** for Dental exam and **\$145 USD** for Dental Hygiene exam.
If you decide to defer the exam after completed registration and payment, the processing fee of **\$345 USD** for Dental exam and **\$145 USD** for Dental Hygiene exam will be applied.
If you have any challenges, please contact Dr. Eugenia Hines at ehinespds@gmail.com
- F. Please note that the actual dates of your exam will be available on or before **April 9, 2025**.
- G. It is strongly advised to use CDCA-WREB-CITA website to find information about the exam: exam manuals, criteria sheets, videos, etc.

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Step 5. Completion of the Registration Process

- A. Once you have completed all the steps mentioned above, you are fully registered for the upcoming examination.
- B. Please check the dashboard for any errors.
- C. Check your email for any updates.
- D. Study the manual and grading criteria.
- E. You may practice at UWI Sim Lab (Dr. Thaon Jones thaon.jones@uwimona.edu.jm) and/or at the College of Oral Health Sciences, UTECH (Mrs. Chadene Bertram chadene.bertram@utech.edu.jm)
- F. If you have any queries, please contact Dr. Eugenia Hines at 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 examination challenged. If a candidate does not successfully complete all parts of the ADEX Examination within that period, that candidate must retake **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-ake **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 **\$2795 USD** 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 tyodont fee of **\$150 USD per procedure** will be charged to the candidate.

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

3rd attempt Endo and/or Prosthodontics and/or Perio - **\$1295.00 USD**

3rd attempt Class II and/or Class III - **\$1295.00 USD**

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

NB: Dental Hygiene Examination

CDCA-WREB-CITA is implementing a new fee structure on July 1, 2023. The ADEX Dental Hygiene Examination fee is **\$1150 USD**, 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 **\$150 USD 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 **\$795 USD**.

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

SCORE REPORTS & SCORE CERTIFICATIONS

Sometimes, a licensing dental board requires a certified paper copy of the candidate results of the ADEX Dental Examination series. There is a fee of thirty-five dollars (\$35.00) per address, and all payments must be made using a VISA or MasterCard. Candidates may request this official Score Report on the Scores tab of our website.