

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 Candidate,

Kindly note that the registration deadline for the ADEX Examination scheduled for **November 17–21, 2025** is **September 25, 2025**. The entire registration process must be completed by this date, as no registrations will be accepted afterward. 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

Step 2. The ADEX profile setup and registration

- A. **All candidates** need to access a 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.
Candidates tested previously should use existing credentials to login to ensure the dashboard is functional. **DO NOT attempt to register for the examination on your own.** The Adex representative will manually add the exam to your dashboard.
Candidates never tested before should click on “**Create an Account**”, enter your “**Personal Information**” (email, phone, address, birthday) and **upload the photo. DO NOT enter your “Education Record” and DO NOT upload your degree.**
The new candidates must wait on the account verification by the ADEX team. You will receive an email notification form the ADEX.
- B. You won't be able to complete the registration on the ADEX website until your registration with the DCJ is completed.

Step 3. 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 five (5) business days after submission. If you have not received a response from the Dental Council, you may contact us via phone.

Note briefly:

- If you are a **Student**, you do not need to submit a letter from the Dean of your educational institution. The 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, an 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, or the 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.

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

Step 4. Payment to the DCJ (mandatory for all candidates)

- 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 **September 25, 2025.***
- The DCJ fees can be found on the website under "Dental Professionals" – "Exam fees". Please note that the ADEX examination fees are not included in the DCJ fees. You may refer to <https://adextesting.org> to get the information on the ADEX examination fees.
- 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.**
- The proof of payment **MUST** be submitted to the Dental Council of Jamaica via email or in person.

Step 5. Completion of the Registration Process

- The ADEX will manually verify your account (if applicable) and add the necessary parts of the examinations to your dashboard. You will receive the confirmation of your exam registration between **October 1 and October 6, 2025.**
- 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
- Once the exam has been posted on your dashboard, you are required to make payment to the ADEX via **credit card** with sufficient credit limit. The deadline for payment is **October 8, 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** 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** for Dental Hygiene exam will be applied. If you have any challenges, please contact Dr. Eugenia Hines at ehinespds@gmail.com
- After successful payment, you are fully registered for the upcoming examination.
- It is strongly advised to use the ADEX testing website to find information about the exam: exam manuals, criteria sheets, videos, etc.
- Check your email for any updates.
- Study the manual and grading criteria.

Exam Practice:

- You may practice at the 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)
- If you have any queries, please contact Dr. Eugenia Hines at ehinespds@gmail.com.

All the best!

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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 retake **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.

The ADEX Examination Fees

The **ADEX Dental Examination** fee is **\$2795** 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 **\$150 per procedure** will be charged to the candidate.

Additional retakes after the complimentary component(s) attract the following fees:

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

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

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

The **ADEX Dental Hygiene Examination** fee is **\$1150**, including the Simulated Patient Clinical Exam (SPCE) and the computer-based examination (CSCE-OSCE). The fee will include a complimentary retake of the Simulated Patient Clinical Exam, however, a **\$150 typodont fee** will be required for any complimentary retakes.

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

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

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.