



Commissioner Open Position Notification Joint Commission on National Dental Examinations (JCNDE)

Date: November 2021

ADHA Commissioners: The American Dental Hygienists' Association (ADHA) appoints **two** of its active members to serve on the JCNDE as Commissioners. One of these individuals must be a current educator, and one must be a current practitioner.

Open Position: The open position that is now available must be filled by an active member of the ADHA who is currently practicing dental hygiene (i.e., a current practitioner). This individual's term will begin immediately and end in October 2024.

Length of Appointment: Commissioners appointed by ADHA serve a single, four-year term that begins and ends with the adjournment of the closing session of the annual meeting of the ADA House of Delegates in the Commissioner's indicated term years. Note that at this time we are filling a recently vacated position for a term ending in October 2024.

JCNDE Mission: Protecting public health through valid, reliable, and fair assessments of knowledge, skills, and abilities to inform licensure and certification decisions that help ensure safe and effective patient care by qualified oral healthcare team members.

JCNDE Vision: The JCNDE is the nation's leading resource for supporting standards of oral healthcare professionals through valid, reliable, and fair assessments for licensure and certification.

Examinations: The JCNDE is a Commission of the ADA that oversees the following licensure examination programs: National Board Dental Examination (NBDE) Part I; NBDE Part II; Integrated National Board Dental Examination (INBDE); National Board Dental Hygiene Examination (NBDHE), and the Dental Licensure Objective Structured Clinical Examination (DLOSCE).

Composition: The JCNDE consists of 16 members appointed by the following associations:

- American Association of Dental Boards (AADB) (6);
- American Dental Association (ADA) (3);
- American Dental Education Association (ADEA) (3);
- **American Dental Hygienists' Association (ADHA) (2);** and
- American Student Dental Association (1).
- The JCNDE also elects a Public Member (1).

ADHA Nominee Requirements:

Nominees to the Joint Commission on National Dental Examinations (JCNDE) must abide by the following requirements.

- Be an active member of ADHA and will continue to be while serving as a member of the JCNDE.
- Either currently practicing dental hygiene, or a current dental hygiene educator. The current open position is for a dental hygiene practitioner.
- Not and will not be a principal officer of an organization that has a role in appointing a member

of the JCNDE, while serving as a member of the JCNDE. This includes the following:

- American Dental Hygienists' Association (ADHA)
 - American Association of Dental Boards (AADB)
 - American Dental Education Association (ADEA)
- External clinical testing and/or test development agencies include the following:
 - American Board of Dental Examiners, Inc. (ADEX)
 - Central Regional Dental Testing Agency (CRDTS)
 - Commission on Dental Competency Assessments (CDCA)
 - Council of Interstate Testing Agencies (CITA)
 - Southern Regional Testing Agency (SRTA)
 - Western Regional Examining Board (WREB)

With respect to these external agencies:

- Not currently serving as a principal officer of an external clinical testing and/or test development agency, nor have served in this capacity within the last three (3) years.
 - Not currently serving as an active examiner of an external clinical testing and/or test development agency, nor have served in this capacity within the last three (3) years.
 - Neither serving as a principal officer nor an examiner for an external clinical testing and/or test development agency while serving as a member of the JCNDE.
- Have not previously served as a member of the JCNDE.
 - Agree to the following: I understand that, in my work with the American Dental Association's (ADA's) Department of Testing Services (DTS), I will have access to information that must remain confidential. I understand this requirement and agree to maintain the confidentiality of any materials, recommendations and discussions before, during and after any meetings or activities in which I serve. I further understand that I may be removed from my role if I fail to keep confidential any exclusive information protected by secrecy that becomes known to me by reason of the performance of my duties. I understand that my agreement to maintain confidentiality extends beyond the time in which I serve on the JCNDE.
 - Agree to the following: I understand that, in working with the American Dental Association's (ADA's) Department of Testing Services (DTS), I may have access to, work with, or develop copyrighted or copyrightable materials. I acknowledge and agree, individually and collectively, that all such materials belong solely to the ADA and that the ADA holds any and all rights to obtain and retain ownership of copyrights for such materials in its own name. I acknowledge and agree that any and all contributions I make to such materials will be original works, not copies in whole or in part of works of third parties. I acknowledge and agree that the ADA is the sole owner of such materials, and that I have no ownership rights whatsoever in such materials, the ADA has all rights to obtain copyrights for such materials, and such materials constitute "work made for hire" under copyright laws. I assign any and all ownership rights I may have to the ADA, and I agree that I will execute any additional documents necessary to affect this assignment to the ADA upon request.

Time Commitment: The JCNDE convenes an annual meeting of the full Commission in June, as well as Standing Committee meetings in March and/or May. The annual meeting is typically held at the ADA headquarters building in Chicago, IL. Committees of the JCNDE may hold web and/or phone conference calls as needed throughout the year. Commissioners of the JCNDE also regularly review and vote on candidate appeals and requests for rule waivers. The JCNDE's current meeting schedule appears as Appendix 1. Commissioners are also invited to attend a Test Construction Team (TCT) meeting, to better understand the work of the JCNDE.

JCNDE Commissioner Duties: Commissioner duties are as follows:

- Oversee the policies and procedures of JCNDE programs
- Participate in JCNDE meetings
- Participate in JCNDE strategic planning
- Maintain confidentiality concerning all internal matters of the JCNDE; sign corresponding confidentiality agreement and conflict-of interest disclosure
- Comply with terms and conditions indicated in the following documents: ADA Constitution and Bylaws; ADA Governance and Organizational Manual; ADA Standing Rules for Councils and Commissions; JCNDE Rules; and JCNDE Operational and Policy Manual.
- Monitor the relationship between expenses for National Board Examinations and income from examination fees and recommend to the Board of Trustees of the ADA changes in fees.

Standing Committee Assignment(s): The Joint Commission accomplishes its work through committees consisting of volunteer subject matter experts. In accordance with the *JCNDE Rules*, the Chair of the Joint Commission may appoint members and Chairs of such committees as are necessary for the orderly conduct of business. **The *JCNDE Rules* indicate that ADHA appointed Commissioners must serve on the Committee on Dental Hygiene.** At each Chair's discretion, Commissioners appointed by ADHA may be asked to also serve on other committees of the JCNDE.

Committee on Dental Hygiene. The Committee on Dental Hygiene's responsibilities relate primarily to the NBDHE. Specific topics considered by this Committee include:

- Examination content and specifications
- Test construction procedures, including nomination of test constructors and establishment of qualification requirements
- Information circulated to publicize or explain the testing program
- Portions of the *JCNDE Rules* and *JCNDE Policies* that affect dental hygiene candidates
- Matters pertaining to finances, ADA Bylaws, and the JCNDE rules and policies that affect the NBDHE

Interested candidates must complete the bio-data form at <https://survey.alchemer.com/s3/4726845/Bio-Data-Form-for-Volunteer-Positions> .

Application deadline is November 22, 2021

Please direct questions to JoAnn Gurenlian at joanng@adha.net

Appendix 1: CURRENT JCNDE MEETING SCHEDULE*

2020 JCNDE Meetings	
Orientation for New Commissioners	Friday, November 6, 2020
2021 JCNDE Meetings	
Committee on Research and Development	Friday, March 5, 2021
JCNDE Standing Committees <ul style="list-style-type: none"> • Examination Development (morning) • Dental Hygiene (afternoon) 	Tuesday, May 11, 2021
JCNDE Standing Committees <ul style="list-style-type: none"> • Administration (morning) • Communications and Stakeholder Engagement (afternoon) 	Wednesday, May 12, 2021
State Dental Board Forum (SDBF)	Monday, June 21, 2021
JCNDE Standing Committee Chair Pre-Meeting	Tuesday, June 22, 2021
JCNDE Annual Meeting	Wednesday, June 23, 2021
Orientation for New Commissioners	Friday, November 12, 2021
2022 JCNDE Meetings	
Committee on Research and Development	Friday, March 4, 2022
JCNDE Standing Committees <ul style="list-style-type: none"> • Examination Development (morning) • Dental Hygiene (afternoon) 	Tuesday, May 10, 2022
JCNDE Standing Committees <ul style="list-style-type: none"> • Administration (morning) • Communications and Stakeholder Engagement (afternoon) 	Wednesday, May 11, 2022
State Dental Board Forum (SDBF)	Monday, June 20, 2022
JCNDE Standing Committee Chair Pre-Meeting	Tuesday, June 21, 2022
JCNDE Annual Meeting	Wednesday, June 22, 2022
Orientation for New Commissioners	TBD

* This schedule is subject to change, based on the needs of the JCNDE