



FDHRC



FORHDC

Applying for the NDHCE

Applicants who have previously applied for the exam

1. Select login at the top right of the page.



Apply Now!

The Federation of Dental Hygiene Regulators of Canada (FDHRC) and the National Dental Hygiene Certification Board (NDHCB) amalgamated effective January 1, 2022. The new organization is operating as the FDHRC.



2. The account login box will open. Select "Forgot your password". Enter your email address into the text box and hit "Resend Password". You will receive a password reset email. Follow the instructions in it.

Have an Account?
 First Time Registering?

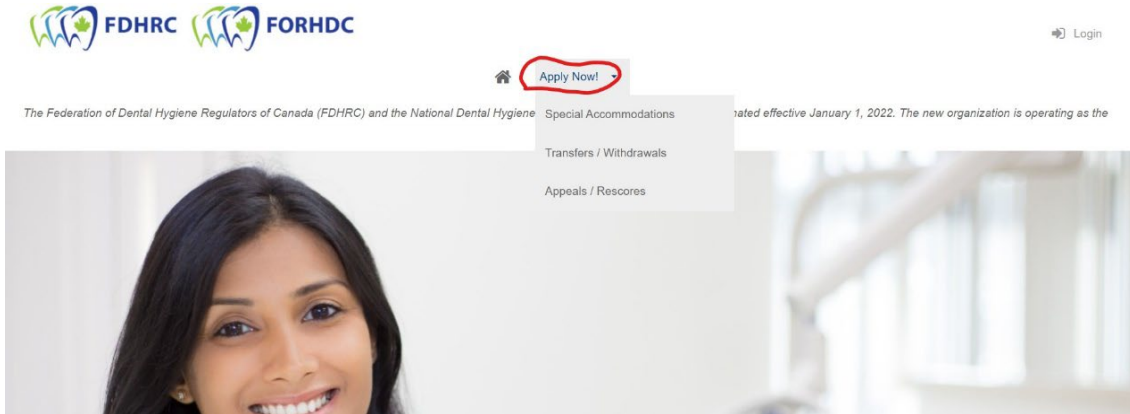
Email Address:

Password:

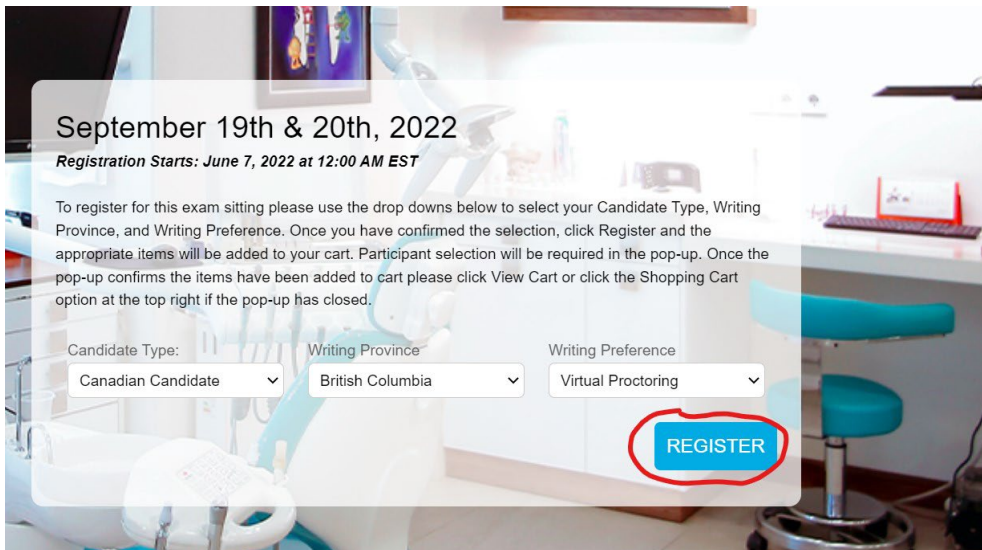
Forgot your password?
Click here to reset your password.

Note: If you receive an error message saying your email address cannot be found, but you have previously applied for the exam, please contact us at exam@fdhrc.ca before proceeding.

3. Select Login at the top of the page again. Enter the information then once logged in, select Apply Now!

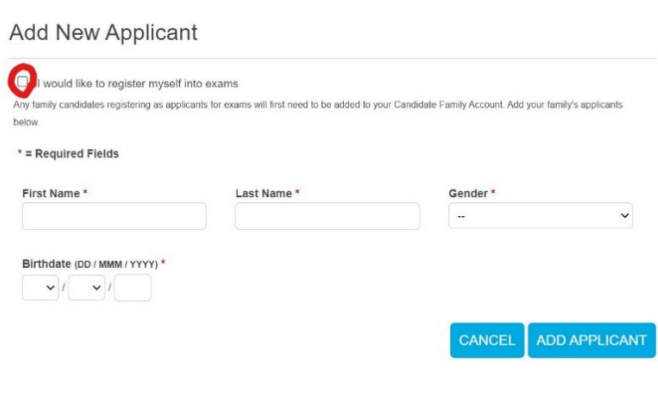


4. On the next page, select your Candidate Type, Writing Province, and Writing Preference*. Then hit the Register button.

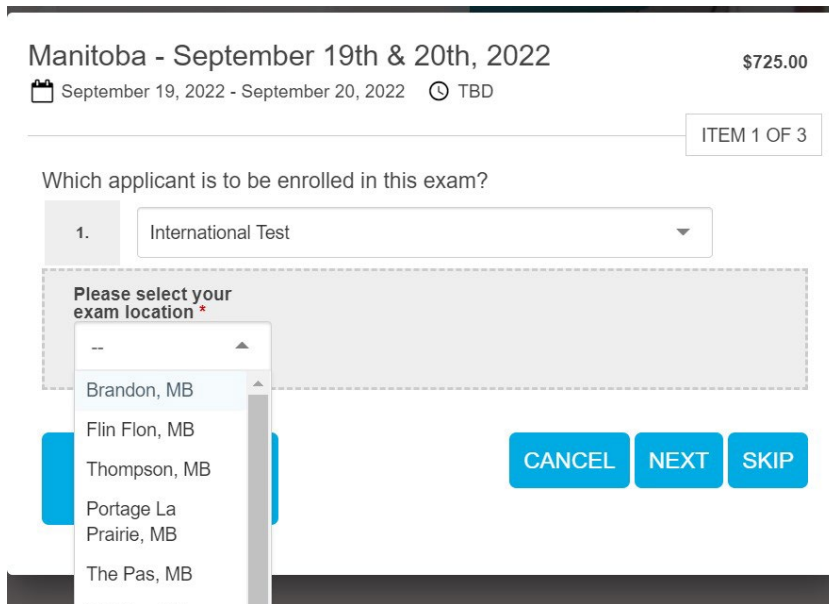


Note: there is a *limited number of seats available at testing centres* for the September 2022 NDHCE. Choosing "Test Centre" does not guarantee that a test centre will be available. *If a test centre cannot be found, you will write via virtual proctoring.*

- The first page of the registration process will open. At the top check off “I would like to register myself into exams” and click the Add Applicant Button at the bottom.



- Next select the city/area you will be writing from the drop down menu and click Next.



- Confirm you are purchasing the exam application for yourself and click Next.
- Select view cart to complete the application and pay for it. Note: At this point your application has not been submitted and is considered incomplete.

9. This will take you to your cart and the rest of the application that must be completed. Under the Additional Information section, complete the information required.
10. Once you have provided all the additional information. Select Billing Information. Fill in your full contact information, including address.
 - a. If the credit card you are using is not in your name, you will need to check off the box at the top (yellow highlight) and enter the billing information (name and address for person on the credit card) in full as well as your contact information.
 - b. Once the information is filled in, select the "Create Address/Create Now" button.

2. Billing Information

My Billing Information is different than my Contact Information
NOTE: If you are paying by credit card, your Billing Information must be the same as the information on your credit card statements.

| | |
|--|--|
| <p>Contact Information</p> <div style="border: 1px dashed #ccc; padding: 5px;"> <input type="text" value="Address Nickname"/> <input type="text" value="First Name *"/> <input type="text" value="Last Name *"/> <input type="text" value="Address *"/> </div> | <p>Billing Information</p> <div style="border: 1px dashed #ccc; padding: 5px;"> <input type="text" value="Address Nickname"/> <input type="text" value="First Name *"/> <input type="text" value="Last Name *"/> <input type="text" value="Address *"/> </div> |
|--|--|

11. Next accept the FDHRC application policy (or policies). Read, type your name and hit accept.
12. Finally, section 3 – Payment Information. Select it and select 'Pay by Credit Card'. Once you provide all the information hit 'Pay Now' and the registration will be processed. After it is processed a new screen will show with your invoice number and information about your registration. Note: You will book your exam date and time later in the summer, after the application period has closed.

SPECIAL NOTE FOR 'NO COST TRANSFERS' FROM MAY 2022

If you are a No Cost Transfer from the May 2022 exam, you will still need to complete the full application and all steps as outlined in this document. The exam cost will show as \$0 though. If it does not show as \$0 contact us at exam@fdhrc.ca before proceeding.

