



Dr. RCP NAME – Course Date
IDLC / Standard Proficiency Course (date/location)
Course Code: xxx-xx-xxxxxx

Standard Proficiency Examination
Getting Started Instructions Guide
2009-2010
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On behalf of the Certification committee and the Academy of Laser Dentistry, we welcome your application for the Standard Proficiency examination. Such recognition is both a measure of your understanding of dental lasers and the acceptance by the Academy that you are worthy of such recognition.

Eligibility to Take the Online Exam

Description and Eligibility Requirements

The standard proficiency online 75-question multiple choice examination is available for all eligible participants. To be eligible you must have participated in a 12 hour two-day standard proficiency course given by an Academy of Laser Dentistry Recognized Course Provider (RCP). You must have successfully completed the Clinical Simulation Examination in at least one wavelength. For further details about the requirements for Standard Proficiency Certification please go to <http://www.laserdentistry.org/certification/index.cfm>

Instructions for Taking the Standard Proficiency Exam

As this is an online exam, these instructions provide you with practical and technical guidance on how to complete the exam in accordance with the guidelines set forth by the Academy. The module also includes a course evaluation survey which you must complete to receive your continuing education credits for the Standard Proficiency certification exam.

Successful Standard Proficiency Completion

Upon successful completion of the online exam you will receive a letter from the Academy of Laser Dentistry. ALD members will receive a Certificate of Successful Completion noting the specific course participation and clinical simulation wavelength. To find out more about membership in the Academy of Laser Dentistry, click here <http://www.laserdentistry.org/join/individual.cfm>. Applicants for the Standard Proficiency Online Exam and CE credit may join ALD on the exam enrollment application form.

To apply for the online Standard Exam and / or Continuing Education Credit, go to <http://www.laserdentistry.org/education/index.cfm> and complete the Standard Proficiency Written Online Exam application. Enrolment is available as a secure online form or as a downloadable PDF for return by fax. The exam fee is \$95.00 payable upon application at <http://www.laserdentistry.org/education/index.cfm#standard>.

Within 48 hours of successful receipt of your application, you will receive an email registration confirmation with login details for accessing the standard proficiency examination at <http://www.questionmark.com/secure>.

This online exam involves downloading and installing the exam software and then logging in with your user name (which will be your email address) and a password (which will be the course code).

Before You Take the Online Exam

Please consider the following advice, before you take the online exam.

- Read through the Getting Started Instructions at least once first before starting.
- You must use the Questionmark Secure player to launch the exam. Download instructions follow in the next pages of the Getting Started Guide.
- **Do not take the exam prematurely. You cannot stop it, once you have started it. The 75-question exam must be completed within 1 hour.**
- You will need your username (email) and password (course code) to take the exam.
- Take the exam in an environment in which you are comfortable and free of distraction.
- If you are using a battery-powered laptop, consider plugging the computer into a wall outlet before launching the exam.

- Use the most reliable Internet connection at your disposal. If you have a choice between a wireless connection and a wired connection, use the wired connection, although the wireless connection should work fine.
- You may have to disable your firewall or any other security software for the on-line examination. Please check with your local software support or vendor.

Taking the Online Exam

The exam is administered via computer and can be taken online at your convenience, within the prescribed timeframe. You must obtain the Software (Step 1) and then Access the Exam (Step 2).

To take the exam, you must obtain and install a specialized Web browser known as the Questionmark Secure player.

Questionmark Secure

Questionmark Secure is designed to provide a secure environment to deliver high stakes assessments such as the Standard Proficiency Examination. The functionality includes preventing the printing of questions, using the right-click on the mouse, saving the HTML, viewing the source, opening new applications, task switching, and accidentally exiting the assessment; the look and feel of the screen displayed is exactly the same as in Internet Explorer although the pages are not stored in Internet Explorer's history listing.

Follow these instructions to obtain this software and take the exam.

Technical Requirements

- Internet connection
 - Broadband (DSL or cable) or better is recommended
- **Microsoft Windows operating system** - Windows 98, ME, 2000 or Windows XP. (Mac is not supported)
- **Microsoft Internet Explorer 5 or later** - although this does not need to be the default browser.
- At least **5Mb of free disk space**, though only around 1Mb or less is needed permanently.

Obtaining the Software (STEP 1)

1. Launch your Web browser and navigate to <http://www.questionmark.com/secure>
2. Fill-in the form (depicted below) making sure to check the lower box indicating that “you do not wish to join Questionmark Communities”, and THEN click on the button labeled “Get Questionmark Secure.”

Please complete this survey before you download Questionmark Secure player:

Email address:

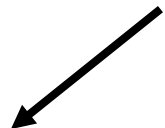
Organization type:

Country:

Language preference:

Completing this survey will allow you to join membership of Questionmark Communities, where you will have access to the latest Questionmark downloads, learning resources and our monthly email newsletter.

Please check this box if you do not wish to join Questionmark Communities.



3. When asked if you want to Run or Save this file, **select Save**. This will allow you to specify the directory on your computer to which to save the file. Make note of this directory.
4. **Once the file has downloaded, double-click on it to run the installation program.**
5. Follow the instructions provided by the installation Wizard.

Important Note about Pop-up Blockers

When downloading the Questionmark Secure player, you may be prompted to respond that you would like to allow a Pop-up window- you may go ahead and do so. If you have trouble receiving a Pop-up at all, go to the toolbar of your Internet Explorer page and select "Tools", then "Pop-up Blocker", then "Turn Off Pop-up Blocker". Once you have downloaded the Secure player, you can follow the same process to select "Turn On Pop-up Blocker".

Accessing the Online Exam (STEP 2)

After you have installed Questionmark Secure player, follow these steps to access the online exam.

1. **Launch your Web browser and navigate to <http://appliedskills.com/ald>**
2. Login to the exam site with the username and password you were given by your course faculty.
 - a. **Name = your e-mail address**
 - b. **Password = the course code (all numerals) xxx-xx-xxxxxx**

ALD Academy of Laser Dentistry

Please enter UserName and Password below:

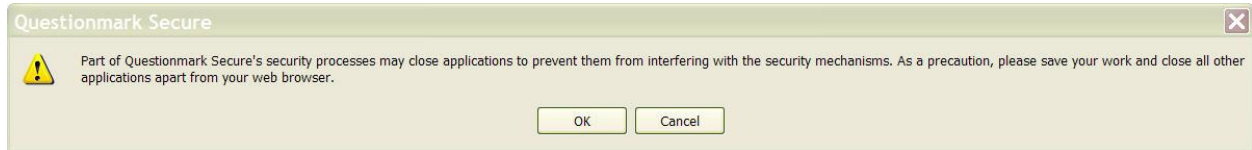
UserName:

Password:

If you need assistance, please contact:
 Rob Harris
 Rob_Harris@AppliedSkills.com
 (973) 631-1607 x100

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3. Click on the button labeled “**ALD Standard Exam**”. **Make certain you are ready to begin the exam.**
4. If you have properly installed the Questionmark Secure player, you will see an alert message like the one depicted below.

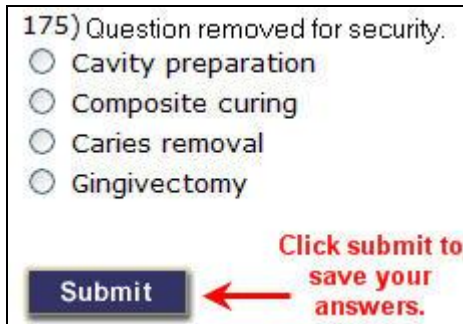


The message reads: *“Part of Questionmark Secure’s security processes may close applications to prevent them from interfering with the security mechanisms. As a precaution, please save your work and close all other applications apart from your web browser.”*

5. Click the “OK” button. If you did not close the other applications running on your computer, Questionmark Secure will close them for you.
6. **Within a few moments the exam will appear in the secure browser and the timer will begin to run. All 75-items will appear on the same page.**



7. In order to save your answers, you must click the “Submit” button at the bottom of the page. **Do not click the “Submit” button until you are sure that you have completed the exam, you will not be able to go back once you submit your answers!**



8. Upon submitting your answers, the exam is graded and you will be advised of the outcome immediately. The outcome will be expressed in terms of “passing” or “failing” only. You will not be advised of your numeric score.
9. **To exit the secure browser click on the X button in the toolbar at the top of the page.**
10. The ALD will send official notification of your exam outcome in hard-copy form, within 30 business days of completing the exam.
11. If you receive a failed outcome, you will have the opportunity to retake this examination following the Academy of Laser Dentistry retake policies.

Help and Support

The table below identifies the contact information for getting help or technical support during Part I of the Advanced Proficiency certification process.

Type of issue	Contact
Questions concerning eligibility, enrollment, and deadlines. As well as lost User ID and password.	ALD Member Services memberservices@laserdentistry.org 877.527.3776
Technical Support for the Online Exam	Rob_Harris@AppliedSkills.com (973) 631-1607 x100

Retake Policy

If you do not achieve a passing score on the Written Examination, you may be eligible to retake the exam. Retakes are granted at the discretion of the Academy and must be completed within a prescribed timeframe.

If a technical problem, such as loss of power or some otherwise uncontrollable hardware or software problem prevents you from completing the exam, you may be eligible for a retake, at the discretion of the Academy.

In either case, contact the Academy to appeal for a retake.