The University Of Michigan School Of Dentistry's Policy on Loaning Instruments for CDCA Licensing Examinations

Students can make requests to take instruments and equipment out of the School of Dentistry to take or retake board examinations. Loaning of instrumentation is a financial liability to the School of Dentistry (value of items are $2000-$8000) and requires administrative/operational labor to facilitate the loan. Candidates are responsible to confirm the necessary instrumentation/equipment for use during the examination at the testing site. A visit to the testing site may be beneficial for candidates.

Fees for Loaning Instrumentation:

- $50 non refundable restocking fee

Eligibility Criteria for Loaning Instrumentation Externally:

- D4/DH4 students
- Graduate students retaking an examination at University of Detroit Mercy exclusively
  - A letter from the graduate student's department chair agreeing to pay for any lost or damaged equipment

Process for Loaning Instrumentation for External CDCA examination use

1. Pay $50 non refundable stocking fee at Dental Stores
2.
   a. RESTORATIVE/PERIO ONLY - Go to dispensing with the completed loan contract (on the reverse side of this document) and a copy of your receipt to setup an appointment to checkout instrumentation for the CDCA exam
   b. PROSTH/ENDO ONLY - Go to Dental Stores with the completed loan contract (on the reverse side of this document) and a copy of your receipt to checkout instrumentation for the CDCA exam
3. When picking up instrumentation at your appointment, bring a medium-large rubbermaid style container with lid and enough bubble wrap to protect instrumentation
4. Ensure all received instrumentation is in proper working order/condition
5. Upon request, Dispensing will provide burs, amalgam, composite, cotton goods, etc..
6. After completion of the external CDCA examination, return all instrumentation you were assigned to the the destination you checked out instrumentation with your M-Card

You will be responsible for damage/loss of equipment at cost + 10%

*If there is a documented academic or health problem that would necessitate a student taking the CDCA examination after the student has officially graduated, the student may petition (within 30 days of graduation) for an exception to this

policy. Exceptions will be considered on a case-by-case basis and must be approved by the Associate Dean for Patient Services in consultation with the Assistant Dean for Student Services.

The University of Michigan School of Dentistry Instrument and Material Use Agreement

I understand that I am borrowing instrumentation from the University of Michigan School of Dentistry and agree to the following protocols:

1. All instruments and materials on loan to me are the property of the University Of Michigan School Of Dentistry. They are for my use at the University of Detroit Mercy (grad only) and are not meant to be used for any other reason.

2. All instruments/equipment on loan to me must be returned to the location where I received loaned instruments/equipment (Dental Stores or Dispensing)

_____*(Dental Stores to fill out the date)*

3. I understand I am responsible for reimbursing the School of Dentistry for any loaned items that I lose or damage.

I hereby agree to the above protocols and assume responsibility for all instruments/equipment checked out to me

Signed: _____

Name Printed: _____

Date: _____

Unique Name: _____

Item type: _____Item serial #_____
_____

Item type: _____Item serial # _____

Item type: _____Item serial # _____
_____

Item type: _____Item serial # _____

Item type: _____Item serial # _____

Grad student (only) provided letter from department chair agreeing to equipment liability? Yes ☐ No ☐