

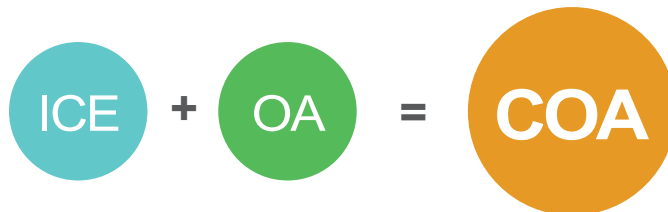


Dental Assisting National Board, Inc.  
*Measuring Dental Assisting Excellence®*

# COA

**DANB's 2012 Certified Orthodontic Assistant (COA) exam application packet includes applications for the following exams:**

- **Certified Orthodontic Assistant (COA®)**  
OA and ICE component exams taken in the same test administration
- **Orthodontic Assisting (OA)**
- **Infection Control (ICE®)**



DANB accepts 2012 exam applications through **Dec. 31, 2012.**

Dental Assisting National Board, Inc.  
444 N. Michigan Ave., Suite 900, Chicago, IL 60611-3985  
1-800-367-3262 Fax: 312-642-8507 Email: danbmail@danb.org  
[www.danb.org](http://www.danb.org)



## About DANB

Since its inception in 1948, the Dental Assisting National Board, Inc. (DANB) has worked within — and with the support of — the dental community. The American Dental Association recognizes DANB as the national certification board for dental assistants.

The following organizations assist DANB in developing its dental assisting exams by recommending subject matter experts to DANB's Exam Committees:

- American Dental Association
- Academy of General Dentistry
- Academy of Oral and Maxillofacial Radiology
- American Association of Orthodontists
- Organization for Safety, Asepsis and Prevention

DANB's nine-member Board of Directors is elected by DANB from a slate of candidates nominated by:

- American Association of Dental Boards
- American Dental Education Association
- American Dental Assistants Association
- American Dental Association
- DANB certificants
- The public

### *2011-2012 DANB Board of Directors*

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Cynthia C. Durley, M.Ed., MBA

## DANB's Mission

The Dental Assisting National Board, Inc. (DANB) is a nonprofit organization. DANB's mission is to promote the public good by providing credentialing services to the dental community.

We accomplish and measure the success of this mission through the creation of valid dental assisting exams; recertification requirement integrity; and valuable, visible and accessible DANB exams, certificates and certifications.

We also provide testing services to the oral healthcare community, and information services and resources related to dental assisting credentialing to support DANB's mission. In order to accomplish these critical outcomes, DANB is committed to a properly governed, financially secure and administratively sound organization.

## DANB Certifications

DANB offers three national certifications:

- Certified Dental Assistant – CDA®
- Certified Orthodontic Assistant – COA®
- Certified Preventive Functions Dental Assistant – CPFDA™

In addition to these national certifications, DANB offers certificates of competency in:

- Radiation Health and Safety (RHS®)
- Infection Control (ICE®)
- Coronal Polish (CP)
- Sealants (SE)
- Topical Anesthetic (TA)
- Topical Fluoride (TF)

Passing each of these exams allows a dental assistant to demonstrate knowledge-based competency in these respective areas, which are important to the health and safety of oral healthcare workers and patients alike. The RHS and ICE exams are components of the CDA exam. ICE is also a component of the COA exam.

DANB certification and exams leading to certificates of competency are currently recognized by 38 state boards of dentistry, the District of Columbia and other state dental regulatory agencies.

Information and applications for COA and CPFDA certification exams and CPFDA component exams (CP, SE, TA and TF) can be found in separate DANB exam application packets. Visit [www.danb.org](http://www.danb.org) or call 1-800-367-3262.



DANB is a member of the Institute for Credentialing Excellence. The National Commission for Certifying Agencies (NCCA), an Institute for Credentialing Excellence commission with responsibility for accrediting certification programs, has evaluated DANB national certification programs (CDA and COA), including DANB component exams (RHS, ICE, GC and OA), and finds that DANB programs meet NCCA's highest standards, thus helping to assure validity, reliability and objectivity in the testing process. DANB Executive Director Cindy Durley, M.Ed., MBA, completed a six-year term on the NCCA (Chair in 2003 and 2004) and five years as an Institute for Credentialing Excellence Board Director, serving as President in 2006.

## Recognition of DANB Exams

DANB's CDA, RHS and ICE exams are recognized or required by 38 states, the District of Columbia, the Department of Veterans Affairs and the U.S. Air Force.



### Meet State Requirements

DANB's CDA, RHS, and ICE exams are recognized or required in 38 states, plus the District of Columbia. Learn more about meeting dental assisting requirements by visiting the state-specific information section of DANB's website at [www.danb.org](http://www.danb.org).

### Recognition of DANB's CDA Exam

DANB's CDA exam is recognized or required in 29 states. DANB's CDA exam is recognized or required to perform expanded functions\* in Arkansas, Georgia, Idaho, Illinois, Iowa, Maine, Maryland, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Vermont, Virginia and Washington.

DANB's CDA exam meets state requirements to expose radiographs\* in Arkansas, Indiana, Minnesota, Mississippi, Nebraska, Ohio, South Dakota, Tennessee, Texas, Vermont and Wyoming.

### DANB's State-Specific Exams

DANB administers state-specific exams in Delaware, Maryland, Missouri, New Jersey, New York, Oregon and Washington. To download state applications, visit [www.danb.org](http://www.danb.org).

### Recognition of DANB's RHS Exam

DANB's Radiation Health and Safety exam is recognized or required in 20 states, plus the District of Columbia. Passing DANB's RHS exam earns the candidate a certificate of competency and meets state requirements to expose radiographs\* in Arizona, Colorado, Connecticut, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Montana, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Oregon, Pennsylvania, South Carolina, Utah, Virginia and the District of Columbia.

### Recognition of DANB's ICE Exam

DANB's Infection Control (ICE) exam is one component of the CDA exam. Passing DANB's ICE exam earns the candidate a certificate of competency and meets state requirements for infection control\* in Iowa, New York and North Dakota.

### U.S. Military and Federal Agencies Recognition

DANB's CDA exam and RHS certificate of competency meet the Department of Veterans Affairs requirement for expanded duties dental assistant designation. The Indian Health Services and all branches of the U.S. Military encourage DANB certification. DANB's CDA exam is approved for the GlS-to-Jobs program under the Montgomery Bill.

DANB is collaborating with the Air Force Dental Service (AFDS) to administer the RHS and ICE exams, leading to certificates of competency in these two important areas of dental assisting.

\*Additional requirements may apply. Visit [www.danb.org](http://www.danb.org) or check with the state dental board for more information.

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## Welcome.

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Congratulations on taking the first step toward earning DANB Certified Orthodontic Assistant certification. This DANB application packet includes the exam applications for the Certified Orthodontic Assistant (COA) exam and the two component exams of the COA exam: Orthodontic Assisting (OA) exam and Infection Control (ICE) exam. A candidate may take the COA exam (OA and ICE) or pass the OA and ICE component exams separately within a five-year period to earn COA certification.

There are no eligibility requirements to take the ICE exam. After passing the ICE exam, a candidate receives a certificate of competency in infection control, which meets specific state dental assisting requirements for infection control in Iowa, New York and North Dakota. Additionally, 29 states recognize or require DANB's COA and/or Certified Dental Assistant (CDA) exams, which implies recognition of the ICE exam because it is a component of the COA and CDA exams.

Currently, a total of 38 states, the District of Columbia, the U.S. Air Force and the Department of Veterans Affairs recognize or require DANB exams for dental assisting practice. If you are unsure which exams are required or recognized in a particular state, visit DANB's website at [www.danb.org](http://www.danb.org) for state-specific information, or contact DANB or the state board of dentistry.

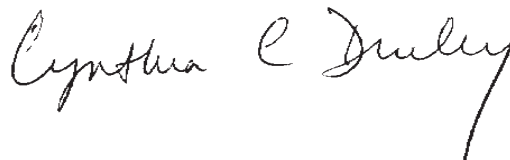
There are eligibility requirements to take the COA or OA exams. A candidate may be eligible under one of four pathways. Refer to pages 10-11 to determine which pathway you will be eligible for and the documentation necessary for each.

DANB certification is current for one year. To maintain certification, DANB certificants must renew annually. *DANB's Recertification Requirements* include mandatory, current DANB-accepted CPR certification, completing at least 12 credits of Continuing Dental Education (CDE) and paying an annual renewal fee.

Please be sure to sign and date the application, answer the background information questions, attach the proper documentation and include the payment. If you have any questions, please contact DANB's client service representatives at 1-800-367-3262. DANB is here to help you through the process of earning DANB certification.

There are currently more than 34,000 proud dental professionals who maintain DANB certification! I wish you the best as you advance in the dental assisting profession.

Sincerely,



Cynthia C. Durley, M.Ed., MBA  
DANB Executive Director

## Exam Prerequisites

The Certified Orthodontic Assistant (COA) exam is made up of two component exams: Orthodontic Assisting (OA) and Infection Control (ICE), which are taken together in the same test administration. The COA component exams (OA and ICE) may be taken together or separately. To earn COA certification, a candidate may pass both component exams within a five-year period. There are no eligibility requirements to take the ICE component exam. Specific eligibility requirements must be met by a candidate applying for the COA exam or the OA component exam. A candidate must qualify under one of four pathways to earn certification (see pages 10-11).

## Test Center Locations

DANB exams are administered on computer at Pearson VUE test centers all year (see page 15).

## Submitting an Exam Application

Exam applications should be mailed or faxed to DANB. The candidate should read this packet carefully to ensure the application is submitted accurately with all the required documents and fees.

**Signing and dating the application is required.** By signing and dating the application, the candidate affirms that the application and documentation are accurate and that the candidate agrees to abide by all applicable DANB policies described in this packet, including the *Application Statements* on page 7. The signature allows DANB to release test results to state regulatory agencies.

## Payment Instructions

DANB accepts payment by check, money order or credit card (Visa, MasterCard, American Express or Discover). Check or money order payments must be payable to DANB. The application is a contract to test, and the check or credit card authorization is the contract to pay. The candidate should put his or her name on the check. DANB only accepts U.S. currency.

## Background Information Policy

DANB national exam applications contain three background information questions that all exam candidates must answer. These questions require the candidate to disclose if he or she has had any felony convictions within the last five years or is currently serving a sentence for a felony conviction; has ever been disciplined by a regulatory, certifying or examination agency; has ever been investigated or dismissed by an educational institution for cheating or another ethical violation; or has ever been declared mentally incompetent by a court of law. DANB will review each response and make a determination, in consultation with legal counsel, on a case-by-case basis. For details, see the *Background Information Policy and Questions* section.

## Military Discount

There is a fee reduction for active military personnel who provide appropriate documentation (see the *How to Apply* section for details). Military personnel may also apply to sit for a DANB exam at approved DANTES test site locations. For DANTES locations, contact 1-800-367-3262, ext. 452.

## Returned Checks

If a candidate applies for an exam with a check that is returned by the bank for any reason (including but not limited to nonsufficient funds, stop payment, closed account or refer to maker), DANB will assess a \$25 nonsufficient funds (NSF) fee to the candidate's account and notify the candidate. The candidate will not be allowed to take the exam until a cashier's check or money order for the full application and exam fee plus the \$25 NSF fee has been received. If full payment has not been received within 30 days, the application will be null and void and the candidate's account will remain on finance hold. The candidate must pay \$75 (the \$25 NSF fee and \$50 nonrefundable processing fee) before DANB will remove the finance hold and process any exam application. No new business will be allowed for the candidate until the finance hold has been removed.

## Incomplete Applications

The candidate is responsible for submitting a complete application. Incomplete applications are returned to the candidate, and a letter indicating the reasons for the incomplete application will be sent to the candidate and the payer (if different). A refund for the exam fee, minus the \$50 nonrefundable application fee, will be sent within 30 days of notice of the incomplete application. Refunds will be made only to the payer.

An exam application is considered incomplete for reasons including but not limited to:

- Missing information (e.g., candidate and/or payment information, background information questions, appropriate pathway indicated)
- Appropriate documentation is not enclosed
- No date or signature
- Insufficient payment
- Expired exam application

## Duplicate Application Policy

A candidate may submit applications to take different component exams at any time. However, if two applications are received for the same exam, completed applications will be accepted, and duplicate payments will be returned, minus the \$50 nonrefundable application fee, within 30 days, after the payment clears.

## Group Testing

Groups of four or more candidates can request to take any DANB exam on the same day, at or around the same time. Download the *Group Testing Form* from [www.danb.org](http://www.danb.org) or contact DANB at 1-800-367-3262, ext. 452, with questions.

## Candidates With Disabilities

DANB exams are designed to provide an equal opportunity for each candidate to demonstrate his or her clinical knowledge. The exam will be administered to best ensure that it accurately reflects a candidate's aptitude, achievement levels or other skills intended to be measured, rather than reflecting a candidate's impaired sensory, manual or speaking skills except where those skills are factors the exam purports to measure.

## Applying for a DANB Exam

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DANB adheres to the provisions outlined in the Americans with Disabilities Act. In accordance with this act, DANB will make every reasonable effort to offer the exams in a manner that is accessible to people with disabilities. If auxiliary aids or alternative arrangements are required, DANB will attempt to make the necessary provisions, unless providing such would fundamentally alter the measurement of skills and knowledge the exam is intended to test, would result in undue burden, or would provide an unfair advantage to the disabled candidate.

To allow sufficient time to make the necessary arrangements for modifications or auxiliary aids, the candidate must submit the *Reasonable Accommodations Form* (found on [www.danb.org](http://www.danb.org)) with the required documentation and exam application, specifying exactly what aid or modification is requested by a physician or psychologist. DANB will only accept the form found on [www.danb.org](http://www.danb.org). DANB reserves the right to authorize the use of auxiliary aids or modifications in such a way as to maintain the exam integrity and security. DANB exams are administered only in the English language. Modifications will not be approved for a candidate who requests accommodations because English is a second language. Call 1-800-367-3262, ext. 452, with questions.

### DANB's Nondiscrimination Policy

DANB does not discriminate in application, examination or certification activities on the basis of age, sex, gender identity, marital status, race, color, religion, national origin, sexual orientation or disability.

### Taking the Same Exam in a 12-Month Period

A candidate or certificant may take and pass different certification (CDA, COA, CPFDA) or component exams (GC, RHS, ICE, OA, CP, SE, TA, TF) within the same 12-month period. The candidate is only allowed to pass the same DANB national exam once within a 12-month period. Any DANB candidate or certificant who applies to take a DANB national exam and already passed the same exam (as a stand-alone component or taken with other component exams in the same test administration) within a 12-month period will be in violation of this policy. The application will be returned and the exam fee refunded, minus the \$50 nonrefundable application fee.

There is no limit on how many times the candidate can retake a failed exam.

## Scheduling a DANB Exam

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### Receiving the Test Admission Notice

DANB will send the candidate a *Test Admission Notice* within four weeks of receiving the completed exam application. The *Test Admission Notice* confirms that the candidate is eligible to take the exam and includes instructions to schedule the exam appointment.

The candidate must check the *Test Admission Notice* for any errors and report them to DANB immediately at 1-800-367-3262. Call DANB immediately if:

- The exam the candidate registered for is not the one listed
- The candidate's name is spelled incorrectly
- The candidate's ID reflects a different name than the one used to register to test (e.g., married, maiden, hyphenated)

The name on the *Test Admission Notice* must match the ID that the candidate will bring to the test center. The middle name does not need to be spelled out, but the initial must match (e.g., "M" on the ID and "Mary" on the *Test Admission Notice* is acceptable and vice versa).

The candidate will be turned away from testing if the name on the ID does not match the *Test Admission Notice*. The candidate would need to reapply; see the *Rescheduling a Missed Exam* section in this packet for details.

### The 60-Day Eligibility Window

The candidate must take the exam within the 60-day eligibility window listed on DANB's *Test Admission Notice*. Candidates who submit CPR certification that expires before the 60-day eligibility window ends will be given a shortened window based on the CPR expiration date.

### Scheduling an Appointment

The candidate should schedule the exam appointment as soon as he or she receives the *Test Admission Notice*. The *Test Admission Notice* includes instructions to schedule the exam appointment at a Pearson VUE location. To find the nearest testing center, visit [www.vue.com/danb](http://www.vue.com/danb) or see the *Test Center Locations* section in this packet.

Appointments are scheduled on a first-come, first-served basis. Test centers may have limited availability. Changes to test centers may occur without notice. DANB cannot guarantee the availability of specific test center locations, dates or times.

### Exam Appointment Confirmation

After the candidate schedules the exam appointment, he or she will receive a confirmation via email (if the candidate's email address was included on the exam application) or regular mail.

Candidates should open and read all email and/or mail from Pearson VUE. There will be important information regarding the appointment.

## Scheduling a DANB Exam

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### Rescheduling an Exam

The candidate can reschedule an exam or extend the 60-day eligibility window. Regardless who paid for an exam, only the candidate may reschedule an exam. **To reschedule the exam appointment within the 60-day window**, the candidate must contact Pearson VUE. The candidate can reschedule the appointment up to 24 hours before his or her scheduled exam time at no additional fee. See the *Test Admission Notice* for Pearson VUE contact information.

### Extending an Eligibility Window

The candidate may extend the exam window for a \$35 fee. The candidate must complete the following steps:

**STEP 1:** Cancel the appointment: The candidate must cancel his or her exam appointment with Pearson VUE at least 24 hours before the scheduled exam time. See the *Test Admission Notice* for Pearson VUE contact information.

**STEP 2:** Request to reschedule the 60-day window. Submit the *Request to Reschedule an Exam Eligibility Window* form and \$35 fee within 60 days after the end of the 60-day eligibility window. Go to [www.danb.org](http://www.danb.org) to download the form. Within three weeks, the candidate will receive a new *Test Admission Notice* with a new 60-day window. Note: A candidate may reschedule an exam up to three times. After the third reschedule, a current exam application with full fee must be submitted.

### Rescheduling a Missed Exam

If the candidate does not take a scheduled exam because the candidate missed the appointment (for any reason except a valid emergency) or the candidate was denied entry into the exam, the candidate may reapply for the exam with

a reduced fee if the appropriate form is submitted to DANB within 30 days of the missed appointment date. DANB will contact the candidate with information on how to reschedule. The candidate must return the form and fee within 30 days of the appointment date, or the candidate must reapply for the exam and pay the full exam and application fee.

### Rescheduling Due to an Emergency

If a candidate misses an exam due to a personal emergency, the candidate must submit a *Request to Reschedule Due to an Emergency* form explaining the emergency, including supporting documents. The candidate must submit the request within 30 days of the scheduled exam date. Download the form at [www.danb.org](http://www.danb.org). Call 1-800-367-3262 with any questions about what constitutes an emergency and appropriate supporting documentation. Approved requests will be rescheduled at no additional fee.

### Canceling an Exam for a Refund

The candidate may cancel an exam if he or she no longer wishes to test. The candidate must submit a *Request to Cancel an Exam* form (available at [www.danb.org](http://www.danb.org)) to DANB by the end of his or her eligibility window to receive a refund (minus the \$35 cancellation fee and \$50 nonrefundable application fee). DANB will issue the refund to the payer. The candidate must also cancel the appointment with Pearson VUE at least 24 hours before the scheduled exam time. See the *Test Admission Notice* for Pearson VUE contact information.

### When Pearson VUE Cancels an Exam

In the event of weather or other emergency, Pearson VUE will try to notify candidates by phone of a cancellation and will reschedule at no additional fee.

## Taking a DANB Exam

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### What to Bring to the Exam Site

Bring the *Test Admission Notice* and one form of ID. The ID must be a currently valid, non-expired government or school-issued photo and signature-bearing ID, in roman characters. A driver's license, passport, military ID card, state ID card, U.S. government-issued permanent resident card or current school year ID card are all acceptable. Test centers may use an electronic fingerprinting, palm vein and/or photographic security system for identification purposes only. Test centers may use a video/audio recording system to enhance exam security. The candidate must not bring any reference materials or notes into any exam area. The candidate will be provided with an erasable noteboard and pen to use during the exam. No visitors or unauthorized individuals will be permitted in any exam area during testing sessions.

### Exam Environment

The candidate will receive a tutorial before the exam to help the candidate feel comfortable with the computerized format. Time spent on the tutorial will not count as part of the exam time period. The tutorial is not a practice test. The tutorial describes how to mark answers and return to questions for

review and comment. The tutorial is also available at [www.danb.org](http://www.danb.org). There are no breaks during the exam. Candidates may be excused to visit the restroom, one at a time. During the absence, the exam time clock will continue to run. No additional time will be provided. There is no requirement for specific clothing, but it is a good idea to wear comfortable clothing in layers to adjust for minor fluctuations in room temperature. It is also a good idea to wear soft-soled shoes to allow the candidate to leave his or her seat without disrupting others.

### Late Arrival or Failure to Appear

If the candidate arrives more than 15 minutes after a scheduled appointment, the candidate will be accommodated at the discretion of the test center administrator. If the test center administrator is unable to accommodate the candidate, the candidate then forfeits the full application/exam fees, and the application is null and void; the candidate must reapply. If the candidate fails to appear for a scheduled exam, the candidate forfeits the full application/exam fees, and the application is null and void, unless the candidate qualified for an emergency reschedule (see section above).

## Taking a DANB Exam

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### Candidate Behavior

Improper behavior is not acceptable before, during or after an exam. DANB seeks to ensure a fair and equitable testing experience for all individuals and to ensure the security and reliability of the process. *DANB's Disciplinary Policy & Procedures* document, which is available at [www.danb.org](http://www.danb.org), contains examples of improper behavior.

The behavior of each candidate taking an exam will be monitored. The exam is confidential. Any individual who removes or attempts to remove testing-related materials from the test center, or who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of DANB, will be subject to legal action. Any candidate or certificant who engages in improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of certification or recertification. *DANB's Disciplinary Policy & Procedures* document is available at [www.danb.org](http://www.danb.org). The test center administrator will notify DANB of anyone who talks during the exam, gives or receives assistance, or otherwise engages or appears to engage in dishonest or improper behavior before, during or after the exam. Those candidates may be required to cease taking the exam and leave the test center.

The test center administrator will send a report to DANB regarding the incident. After reviewing a reported incident, DANB will determine whether there is reason to believe that a candidate has engaged in cheating or other improper behavior, or has otherwise violated the security of the exam. If DANB determines that the incident report is valid, DANB may, at its discretion, pursuant to the procedures set forth in the *DANB Policy & Procedures for Disciplinary Review and Appeal* form, take disciplinary actions, including but not limited to the following:

- Order the candidate to retake the exam at a time and place to be determined by DANB
- Invalidate or refuse to release the exam results of the candidate
- Deny the candidate's current application for certification
- Require the candidate to wait a specified period of time before reapplying to take the exam
- Revoke the candidate's eligibility to sit for future exams
- Take a combination of any of the above actions or other action that DANB may deem appropriate.

If a test center administrator allows a candidate to take an exam that the candidate is not registered for, those results will not be valid. The original application will be considered null and void, and the full application and exam fees will be forfeited. The candidate will be required to reapply with a new application and payment of the full exam and application fees.

### Exam Integrity

To ensure a consistently high-quality testing program, each exam is routinely reviewed for reliability and validity. Each exam question is statistically analyzed and evaluated for performance. A small number of pretest questions appear on each DANB national exam. Pretest questions are new test items that DANB includes on each exam as a way to ensure they are accurate measures of candidate knowledge. Pretest questions are randomly distributed throughout the exam and are not counted in the final exam results. Since the candidate will not know which items are pretest questions and which are not, the candidate should answer all exam questions to the best of his or her ability. DANB Exam Committees, with final DANB Board approval, establish passing standards (the minimum required to pass a particular DANB exam) using standard psychometric procedures for criterion-referenced tests. A candidate is expected to perform at or above the Board-established standard to pass each exam.

## After the Exam

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### Name/Address Changes

The candidate must notify DANB of address changes or any errors in the candidate's name. Call 1-800-367-3262 or email [danbmail@danb.org](mailto:danbmail@danb.org).

### Contacting DANB

All communications sent to and from DANB are DANB's property. DANB cannot guarantee that communications will remain confidential; clients have no expectation of privacy with respect to items sent or received. DANB may disclose communications as necessary to comply with legal processes. DANB responds to phone and email messages within two business days.

### Hand Scoring

DANB will hand score an exam on request. The candidate must submit a *Request for Hand Scoring of Exam Results* form and a \$25 hand scoring fee to DANB within 30 days

after the date printed on the exam results or certificate received. The form is available at [www.danb.org](http://www.danb.org). Hand scoring results of the exam are completed within 30 days of a request. If the pass/fail status is reversed as a result of the hand scoring, the \$25 fee will be refunded.

### Official Exam Results

The candidate will receive preliminary results at the test center upon completing the exam. DANB presents exam results as a pass or fail. DANB provides sub-content performance ratings for candidates who receive a fail status, which provide useful information regarding performance in each of the content areas on the exams. Sub-content results are rated as below average, average or high average. Sub-content performance ratings are a reflection on how well a candidate did in a particular content area of the exam and cannot be used in any way to determine overall passing status. Knowledge of an area of weakness is a useful tool to

## After the Exam

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help plan for further study. The candidate is not considered to have passed or failed an exam until DANB generates and mails the official exam results. DANB will mail two copies of official COA exam results, one copy of official OA and ICE exam results, and any earned certificate(s) within two to four weeks after each exam administration. Official exam results and certificates that are returned because of an undeliverable address will be held for 90 days. DANB will call the candidate to request a new mailing address. If DANB cannot reach the candidate and the 90-day period expires, DANB will destroy the original results. If the candidate contacts DANB with a name or address change after the 90-day period, DANB will release new results after the candidate submits a *Request for Duplicate Exam Results* form and/or a *Request for a Duplicate Certificate* form with a \$25 fee for each request.

### Retaking an Exam

If the candidate takes the COA exam but does not pass all of the component exams, the candidate only needs to reapply for the failed component exam(s) with a new application and fee. DANB will issue any earned certificates of competency. The candidate must pass the OA and ICE component exams within a five-year period to earn COA certification. State laws may require additional schooling after failed attempts. Visit [www.danb.org](http://www.danb.org) or see the *State Dental Boards* section of this packet for contact information.

### Release of Exam Results

Exam pass/fail results will not be released to employers or any individuals other than the candidate, except on written request of the candidate. DANB releases exam results or credential verifications to some state regulatory agencies. DANB also releases aggregate results to program directors for candidates who are graduates from or students in the program director's dental assisting programs.

### Appealing a Decision

If a candidate wishes to appeal a DANB decision regarding eligibility, administrative or exam content issues, he or she may submit a *Request for Reconsideration Under DANB's Review and Appeal Process* form and a \$25 appeal fee to DANB's Executive Director within 30 days of the date on the DANB correspondence that prompts the candidate to appeal (e.g., date on the letter indicating the candidate's application was incomplete, date on candidate's exam results). The policy governing requests for reconsideration is available by contacting DANB's Coordinator, Executive Liaisons, at 1-800-367-3262, ext. 462.

### Verification of Certificates and Certification

DANB will verify DANB certification, certificate(s) of competency and the effective date(s) of certification over the phone to anyone on request, since these items are matters of public record and may be disclosed. A *Request for Credential Verification* form is available at [www.danb.org](http://www.danb.org). Only a candidate or employer may request written credential verification; please see the *Request for Credential Verification* form on [www.danb.org](http://www.danb.org) for details. DANB may offer credential verification on its website. See the *Application Statements* for more details.

### Duplicate Exam Results

Duplicate exam results are available for exams taken within the last five years. The candidate must submit a *Request for Duplicate Exam Results* form and the \$25 fee for each official exam results request. Official exam results older than five years are not available, although DANB will verify credentials earned more than five years ago.

### Duplicate Certificates

Duplicate certificates are available for \$25. Because DANB provides several opportunities for a candidate to correct errors, this \$25 duplicate certificate fee also applies for any reprint of a certificate due to a spelling error. Download the *Request for Duplicate Certificate* form at [www.danb.org](http://www.danb.org).

### Conditional Certificates and Official Exam Results

In some cases, DANB may grant a conditional authorization to test to an exam candidate who answered "yes" to background information questions and is in the process of completing court or regulatory agency requirements. Not every person who answers "yes" to a background information question will be placed on conditional status. Conditional status will be offered to an exam candidate only in certain circumstances at DANB's discretion. A candidate who has been placed on conditional status will receive official exam results and, if earned, a certificate marked "conditional." If a person is conditionally certified or has received a conditional certificate of competency or official exam results, this means that the certification, certificate and/or official exam results will remain valid only if certain conditions are met in a timely manner. In many cases, the conditions will include fulfillment of all obligations to a court of law or regulatory agency. Full details about conditional certification and conditional certificates of competency and official exam results and related processes and procedures will be provided to each individual who is placed on conditional status by DANB.

# DANB Certification Maintenance

DANB certification must be renewed each year by following the steps below. For the complete requirements, download *DANB's Recertification Requirements* at [www.danb.org](http://www.danb.org).

## 1. Earn Continuing Dental Education (CDE)

CDE is required to renew DANB certification. The table below lists the CDE credits that a certificant must earn for each number of DANB certifications.

DANB Certifications	Required CDE Credits
1	12
2	18
3	24
4	30
5	36

The certificant must earn CDE credits for every renewal year, starting with the first year of DANB certification. There are many ways to earn CDE credits. *DANB's Recertification Requirements* contain a complete listing of categories in which CDE may be earned and the maximum number of credits allowed for each. Download *DANB's Recertification Requirements* at [www.danb.org](http://www.danb.org).

The certificant will NOT be required to send in proof of CDE credits with the renewal notice and renewal fee. If the certificant is audited, DANB will ask for proof of CDE. The certificant must keep proof of the CDE credits earned in the event that DANB conducts an audit.

Current COMSA and CDPMA certificants may continue to renew their DANB certification, provided they meet *DANB Recertification Requirements*.

## 2. Maintain Current CPR Status

Renewing DANB certification requires that the certificant's DANB-accepted CPR certification is current. See page 11 for a list of DANB-accepted CPR providers.

## 3. Answer the Background Information Questions

The certificant will be required to answer three background information questions and disclose to DANB if he or she has been the subject of any adverse legal or disciplinary action since the certificant last applied for a DANB exam or renewed DANB certification. Disclosures must be accompanied by a written personal statement and appropriate documentation.

## 4. Submit Fee and Signed Renewal Notice

Approximately six weeks before the certification expiration date, DANB will mail a renewal notice. The renewal fee is based on the number of DANB certifications that the certificant holds.

DANB Certifications	Renewal Fees*
1	\$60
2	\$85
3	\$105
4	\$130
5	\$150

\* Fees shown do not include the \$15 late fee.

The certificant must review and sign the statement on the renewal notice attesting to having earned the required number of CDE credits. The certificant must submit the signed renewal notice, answered background information questions and renewal fees to DANB.

To avoid a \$15 late fee, the certificant must be sure the signed renewal notice and fee are postmarked or submitted online to DANB by the certification expiration date. The certificant may renew online at [www.danb.org/renewonline](http://www.danb.org/renewonline).

## 5. Certification Will Be Renewed

DANB will mail the new certificate(s) approximately three to four weeks after receiving the certificant's signed renewal notice and renewal fee. A certificant is given a three-month CDE grace period after the certification expiration date to renew his or her certification (with a \$15 late fee) before the certification is considered lapsed. DANB has a variety of programs available to reinstate CDA, COA and CPFDA certifications. For more specific information about recertification or lapsed certification, please see *DANB's Recertification Requirements* at [www.danb.org](http://www.danb.org), or call DANB's Recertification Department at 1-800-367-3262 (dial option 2).

## Application Statements

Please read the following *Application Statements* carefully. The *Application Statements* apply to all DANB national exams. Candidate's signature on the application indicates understanding and agreement to be legally bound by these statements.

1. I hereby apply to the Dental Assisting National Board, Inc. (DANB) for exam by DANB and issuance to me of a certificate, in accordance with and subject to the procedures and regulations of DANB. Under penalty of perjury, I declare that the information provided on my application is true. I have read and agree to the requirements and conditions set forth in the DANB application packet covering eligibility for and the administration of certification exams, the certification process, and DANB policies, including but not limited to the *DANB Code of Professional Conduct*. I agree to disqualification from the exam, to denial of certification, and to forfeiture and return to DANB of any certificate granted me by DANB in the event that any of the answers or statements made by me in this application are false or in the event that I violate any DANB rules or regulations. I authorize DANB to make whatever inquiries and investigations it deems necessary to verify my credentials or professional standing.
2. I hereby release DANB, its directors, officers, examiners and agents from any and all liability arising out of or in connection with any action or omission by any of them in connection with this application, the certification process, any exam given by DANB, any scoring relating thereto, the failure to issue me a certificate, or any demand for forfeiture or return of such certificate, and I agree to indemnify DANB and said persons and hold them harmless from any lawsuit, complaint, claim, loss, damage, cost or expense, including attorneys' fees, arising out of or in connection with said certification activities. I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR A NATIONAL CERTIFICATION OR CERTIFICATE OF COMPETENCY RESTS SOLELY AND EXCLUSIVELY WITH DANB AND THAT THE DECISION OF DANB IS FINAL. Notwithstanding the above, should I file suit against DANB, I agree that any such action shall be governed by and construed under the laws of the State of Illinois without regard to conflicts of law. I further agree that any such action shall be brought in the Circuit Court of Cook County in the State of Illinois, or the United States District Court for the Northern District of Illinois; I consent to the jurisdiction of such state and federal courts; and I agree that the venue of such courts is proper. I further agree that should I not prevail in any such action, DANB shall be entitled to all costs, including reasonable attorneys' fees, incurred in connection with the litigation.
3. I understand that except as provided below, this application and any information or material received or generated by DANB in connection with this application or the examination process will be kept confidential and will not be released unless I have authorized such release or the release is required by law. I understand that DANB will verify receipt of any DANB exam application and the date received, on request. I further understand and agree that DANB may also provide verification to anyone by phone, by mail or on DANB's website regarding whether I hold any DANB certifications, including the Certified Dental Assistant (CDA), Certified Preventive Functions Dental Assistant (CPFDA), Certified Orthodontic Assistant (COA), Certified Dental Practice Management Administrator (CDPMA), or Certified Oral and Maxillofacial Surgery Assistant (COMSA) certifications; any DANB certificates of competency, including the Radiation Health and Safety (RHS), Infection Control (ICE), Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA), and Topical Fluoride (TF) certificates of competency; and any state-specific certificates administered by DANB on behalf of a state regulatory body, including the Arizona Radiologic Proficiency certificate, Arizona Coronal Polishing certificate, Oregon Radiologic Proficiency certificate, Oregon Expanded Functions Dental Assistant certificate and Oregon Expanded Functions Orthodontic Dental Assistant certificate. Phone and mail verification will be provided to anyone upon request and will consist of oral or written confirmation of whether I hold any of the DANB-administered credentials listed above and the effective dates for each credential. Online verification through DANB's website may consist of online display of my name, the DANB-administered credentials I hold and dates earned, current DANB certification status, and my city and state of residence. My full address will not be posted online by DANB. I further understand and agree that DANB may, from time to time, provide my name and address along with the names and addresses of certificants and those holding DANB certificates of competency to dentists interested in hiring a DANB individual from their area, and to providers of continuing education opportunities. I further understand that this consent will remain in effect unless and until I submit a written request to have this information omitted from release. I understand that if I do not want DANB to display my city and state of residence as part of the online credential verification process, then I must submit a written request for omission of this information to following address: DANB Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611. (I understand that my name, credentials held [issued by DANB as described above] and current DANB certification status will be displayed for everyone; opting out of display of information is only possible for an individual's city and state.)
4. I understand that by providing my email address on the application form, I am consenting to receive email messages from DANB and its affiliates related to their products and services or news affecting the dental assisting profession. I understand that DANB agrees not to provide my email address to any third party without my consent, and that I can request removal from DANB's email distribution list by following the directions contained in the *Privacy Policy* section of DANB's *Terms and Conditions of Use* of DANB.org, located at [www.danb.org](http://www.danb.org).
5. I authorize DANB to release my exam results to state regulatory agencies. I also authorize DANB to use information from my application and exam(s) for statistical analysis, providing that any personal identification is deleted.
6. I understand that I can be disqualified from taking or continuing to sit for an exam, from receiving exam results and from obtaining certification if DANB determines through proctor observation, statistical analysis or any other means that I was engaged in collaborative, disruptive or other unacceptable behavior during the administration of or following the exam.
7. I understand that the content of all DANB exams is proprietary and strictly confidential information. I hereby agree that I will not disclose, either directly or indirectly, any question or any part of any question from the exam to any person or entity. I understand that the unauthorized receipt, retention, possession, copying or disclosure of any DANB exam materials, including but not limited to the content of any exam question, before, during or after the exam may subject me to legal action. Such legal action may result in monetary damages and/or disciplinary action including voiding exam results and denial or revocation of certification.
8. I understand that for each application submitted DANB will process the appropriate payment. If I fail to show up for an exam for which I have applied, and there is no documented DANB-accepted emergency, and I failed to comply with DANB cancellation policies, I am still obligated to pay the full exam fee. I further understand that taking the exam and then revoking payment constitutes the wrongful use of DANB products and services and I may be subjected to legal action. I am obligated to pay for the exam whether I pass or fail. I agree not to dispute the exam fee. Passing candidates will not be eligible to retain their exam results if the exam fee is not paid in full.

# Background Information Policy and Questions

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## Background Information Policy

DANB national exam applications contain three background information questions that all exam candidates must answer. These questions require the DANB national exam candidate to disclose if he or she has had any felony convictions within the last five years or is currently serving a sentence for a felony conviction; has ever been disciplined by a regulatory, certifying or examination agency; has ever been investigated or dismissed by an educational institution for cheating or another ethical violation; or has ever been declared mentally incompetent by a court of law. DANB will review each response and make a determination, in consultation with legal counsel, on a case-by-case basis. DANB reserves the right, under extraordinary circumstances, to bring individuals for review under *DANB's Policy and Procedures for Disciplinary Review and Appeal*.

## Background Information Questions

The candidate must answer each question in the box in the background information section on the exam application. Failure to answer the background information questions will result in an incomplete application.

1. Is your answer “yes” to either of the following?
  - In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time?
  - Are you currently serving a sentence of confinement, home detention, parole, probation, or other court-ordered supervision in connection with a felony conviction, including for any conviction that occurred more than five years ago?

*It is not necessary to report misdemeanor convictions. If you are uncertain whether a conviction was for a felony or a misdemeanor, you must mark “yes.”*

2. Have you ever been the subject of any of the following:
  - Suspension, revocation, or voluntary surrender of your dental assisting license, registration, or other state-recognized dental assisting credential?
  - Suspension, revocation, or voluntary surrender of a license, registration, or other state-recognized credential in any profession?
  - Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
  - Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure, or other recognized employment credential?
  - Disciplinary action by a professional regulatory board, certifying or examination agency, or other professional body?
  - Investigation by or dismissal from an educational institution for cheating or any other ethical violation?
3. Have you ever been declared mentally incompetent by a court of law?

## Documentation Required if a Candidate Answers “Yes”

If a candidate answers “yes” to any background information question, he or she must attach a signed and dated personal statement describing the circumstances surrounding each occurrence, the offense or reason for the conviction or disciplinary action, the date of the adverse action, the penalties imposed, and the dates when penalties for each occurrence were or will be completed.

The candidate must also provide official documentation related to each occurrence, as described in more detail below:

- For felony convictions (i.e., a “yes” answer to the first question), documentation may include a true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable; documents should show the offense underlying each conviction, the date of conviction, the penalties imposed by the court and evidence that all of the requirements imposed by the court were completed
- For regulatory, credentialing or educational disciplinary action (i.e., a “yes” answer to the second question), documentation may include a true and official statement from the disciplining agency or educational institution describing the offense and penalties imposed and, if applicable, providing evidence of completion or expiration of all penalties, including reinstatement of license or credential
- For a court declaration of mental incompetence (i.e., a “yes” answer to the third question), documentation may include true copies of all relevant court orders and related documents

## Testing with DANB: An Overview

3-4 week processing/  
mailing time

1. Candidate mails/faxes exam application, documentation and fees to DANB.
2. DANB processes candidate exam application.
3. If the exam application is accepted as complete, DANB mails exam candidate a *Test Admission Notice*.

60-day window to  
schedule and take exam

4. Candidate schedules exam location, date and time with testing vendor Pearson VUE.
5. Candidate sits for DANB exam. An unofficial pass/fail report will be provided after completing the exam.

3-4 weeks from  
exam date

6. DANB mails exam candidate official exam results. A certificate of competency will be mailed upon passing the ICE exam. A COA certificate will be mailed if all component exams are passed.

## How to Apply

### Exam Checklist

- Fill out application completely
- Sign and date application
- Include all required pathway documentation
- Answer background information questions and include documentation, if necessary
- Include payment

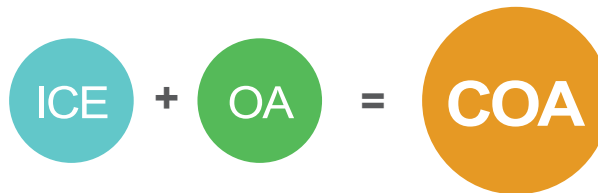
### Submit the Application

1. The candidate is responsible for ensuring that his or her application is completed and all required documentation (see pages 10-11) and fees are properly submitted to DANB.

2. Mail or fax the completed application and supporting documentation with the exam fee or complete credit card information to DANB. Visa, MasterCard, Discover and American Express credit card payments are accepted. DANB accepts checks and money order payment (payable to DANB) with exam applications that are submitted by mail only. The name of the exam candidate must be written on the check or money order.

### DANB Exam Fees

Exam	Exam fee	Individual military
COA	\$375	\$350
OA	\$250	\$245
ICE	\$175	\$170



All exam fees include a nonrefundable \$50 application fee.

### Active Military Personnel

See the DANB exam fees table above for active military personnel exam fee reduction. To receive the reduction, the candidate must submit appropriate documentation: a photocopy (front and back) of the current/active military ID **or** a letter from the commanding officer **or** an active military email address (this email address will be verified by DANB upon approval of application). If a letter is provided, it must verify the candidate's name, rank, Social Security number, station (location) and estimated time of separation. If documentation of active duty is not submitted, the application is considered incomplete and will be returned to the sender. DANB will issue a refund within 30 days of notice of the incomplete application, minus the \$50 nonrefundable application fee.

## COA and OA Pathway I

1. **Minimum of 3,500 hours of work experience as an orthodontic assistant, accrued over a period of at least two years to a maximum of four years; employment must be verified by a licensed orthodontist/dentist.**

### Required Documentation

- Enclose a completed *Employer Work Experience Statement* found on page 13. Orthodontic assisting experience gained outside the U.S or Canada may be used to qualify to take a DANB exam.

2. **A current or former DANB CDA, or a current RDH or RDA credential**

### Required Documentation

- Enter the candidate's DANB certification number on the application or submit a copy of the candidate's Registered Dental Hygienist or Registered Dental Assistant certificate. For current DANB certification number, call DANB at 1-800-367-3262.

3. **A current Cardiopulmonary Resuscitation (CPR) certificate from a DANB-accepted CPR provider; CPR certification must be current at the date of application and exam.**

### Required Documentation

- Enclose front and back copies of a valid, DANB-accepted CPR card (see page 11).

## COA and OA Pathway II

1. **High school graduation or equivalent**

### Required Documentation

#### For high school eligibility in the U.S. and Canada:

- Enclose a photocopy of the candidate's high school diploma, GED certificate or official transcript (transcript may not be a copy) indicating graduation (high school or GED institution must be a recognized school in the U.S. education system), or official state agency graduation verification of high school graduation; OR proof of college or postsecondary coursework at an institution accredited by a U.S. Department of Education-recognized agency. Official documents must include a school seal, school stamp indicating the document is official, or must be notarized. For U.S. high school education verification, contact the state board of education. Any cost of such independent verification shall be the responsibility of the candidate. No other documentation will be considered.

#### For high school eligibility outside the U.S. and Canada:

- Enclose a photocopy of the candidate's high school diploma **or** a photocopy of transcript with graduation date **or** a photocopy of the postsecondary degree/college transcript **and** a photocopy of the document translation.
- Enclose an official equivalency report from an independent, DANB-accepted evaluator in a sealed envelope from the evaluator. If the equivalency report arrives with the application and is not in a sealed envelope from the evaluator, the application will be returned, minus the \$50 nonrefundable application fee.
- An international graduate must submit his or her education credentials for evaluation to one of these DANB-accepted providers: **National Association of Credential Evaluation Services** ([www.naces.org](http://www.naces.org)) or the **American Association of Collegiate Registrars and Admissions Officers** ([www.aacrao.org/international/foreignEdCred.cfm](http://www.aacrao.org/international/foreignEdCred.cfm)) at 202-296-3359, ext. 4600, or [oies@aacrao.org](mailto:oies@aacrao.org). All costs shall be the responsibility of the candidate. DANB will return all original international documents to candidates.

2. **Minimum or 3,500 hours work experience as an orthodontic assistant, accrued over a period of at least two years to a maximum of four years; employment must be verified by a licensed orthodontist/dentist.**

### Required Documentation

- Enclose a completed *Employer Work Experience Statement* found on page 13. Dental assisting experience gained outside the U.S. or Canada may be used to qualify to take a DANB exam.

3. **A current Cardiopulmonary Resuscitation (CPR) certificate from a DANB-accepted CPR provider; CPR certification must be current at the date of application and exam.**

### Required Documentation

- Enclose front and back copies of a valid, DANB-accepted CPR card (see page 11).

### COA and OA PATHWAY III

#### 1. Completion of an orthodontic assisting preparation course at a CODA-accredited dental assisting program

##### Required Documentation

- Enter the CODA-accredited program school code number (see pages 16-17) on the application.
- Enclose a photocopy of the orthodontic assisting preparation course completion.

#### 2. Current DANB CDA certification

##### Required Documentation

- Enter the candidate's DANB certification number on the application.

#### 3. A current Cardiopulmonary Resuscitation (CPR) certificate from a DANB-accepted CPR provider; CPR certification must be current at the date of application and exam.

##### Required Documentation

- Enclose front and back copies of a valid, DANB-accepted CPR card (see right column).

### COA and OA PATHWAY IV

#### 1. Status as a current or former DANB COA or Graduation from a CODA-accredited D.D.S. or D.M.D. program or Graduation from a dental degree program outside the U.S. or Canada

##### Required Documentation

##### For current or former DANB COAs:

- Enter the candidate's DANB certification number on the application. For DANB certification number, call DANB at 1-800-367-3262.

##### For graduates of a CODA-accredited D.D.S. or D.M.D. program in the U.S. or Canada:

- Enclose a photocopy of the candidate's diploma, certificate of completion, or dental license.

##### For graduates of a D.D.S. or D.M.D. program outside the U.S. and Canada:

#### All non-English language documents must be translated into English and a copy of the document translation submitted with your application.

- Enclose a photocopy of the candidate's dental school transcript and the translation **or** a photocopy of a diploma and the translation, **or** a photocopy of a current dental license and the translation

#### 2. A current Cardiopulmonary Resuscitation (CPR) certificate from a DANB-accepted CPR provider; CPR certification must be current at the date of application and exam

##### Required Documentation

- Enclose front and back copies of a valid, DANB-accepted CPR card (see right column).

### CPR Certification: Required Documentation For All COA/OA Exam Eligibility Pathways

CPR certification must be current (not expired) at the time the candidate applies and takes the exam. A candidate who submits CPR certification that expires before the 60-day eligibility window will be given a shortened window based on the CPR expiration date.

Enclose a photocopy of the candidate's current, signed CPR certification card (front and back) from one of the organizations listed below. The card must be dated and signed or imprinted with the instructor's name and also have the candidate's name or signature on the card. The course must be for CPR, and a hands-on exam must be taken. An exemption will be allowed if a candidate submits a letter from a physician verifying that the individual has a permanent disability that prevents achievement of accepted CPR certification.

DANB only accepts the CPR certifications from the providers below, and only if a hands-on exam is taken. CPR certification from other providers will not be accepted, and exam applications will be returned as incomplete.

### DANB-Accepted CPR Providers

Course must be for CPR, and a hands-on exam must be taken.

- American Environmental Health and Safety
- American Heart Association
- American Red Cross
- American Safety and Health Institute
- Canadian Red Cross
- Emergency Care and Safety Institute
- Emergency First Response
- Emergency Medical Training Associates
- Emergency University\*
- EMS Safety Services
- Medic First Aid
- Military Training Network
- National Safety Council (Green Cross)
- ProCPR\*
- Saudi Heart Association

\* Not all courses include the hands-on exam, so check with the provider before taking the course to be sure it will be accepted by DANB.

# 2012 Certified Orthodontic Assistant (COA) or Orthodontic Assisting (OA) Exam

This 2012 application will be accepted through Dec. 31, 2012.  
After Dec. 31, 2012, download a 2013 application packet from [www.danb.org](http://www.danb.org).



Please indicate which exam you would like to take. Check only one box.

- COA exam**  
(OA and ICE exams taken together)
- OA exam only**

1. Complete all items below. It is the candidate's responsibility to ensure that this application is signed and dated, the background information questions are answered, and all required documentation and fees are included and properly completed and submitted to DANB. Incomplete applications (see page 1) will be returned with a refund minus the \$50 nonrefundable application fee.
2. Mail or fax completed application and supporting documents to DANB. Checks must include candidate's name.

## Signature and Date

Must be signed and dated or the application will be returned as incomplete.

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all DANB policies and procedures. I further affirm that I have read and understood the application statements contained on page 7, and I intend to be legally bound by them. I understand that the \$50 application fee is not refundable under any circumstances.

Signature X \_\_\_\_\_ Date X \_\_\_\_\_

## Background Information

All three questions in this section must be answered or application will be returned as incomplete.

Read the questions in their entirety on page 8. Failure to answer all three questions will result in the application being returned as incomplete. If you checked yes for any question, make sure to include documentation.

- No 1. Regarding felony convictions within the last five years or sentences currently being served for felony convictions
- No 2. Regarding having ever been disciplined by a regulatory, certifying or examination agency or educational institution
- No 3. Regarding ever being declared mentally incompetent by a court of law

## Candidate Information

Must be filled out completely or application will be returned as incomplete.

I am a U.S. citizen.  Yes  No Non-U.S. citizens will be provided a temporary number by DANB in lieu of a Social Security #.

I work in a state different than the one in which I reside.  Yes  No If yes, what state: \_\_\_\_\_

English is the language I speak at home.  Yes  No I work in a dental office.  Yes  No

I work in a dental office that uses:  digital radiography  automatic processing  manual processing (check all that apply)

(Please type or print with a pen.)

Name (must match your ID exactly) \_\_\_\_\_  
Last First Middle Name or Initial

Prior Name (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Office(\_\_\_\_) \_\_\_\_\_ Home(\_\_\_\_) \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Candidate's SS#  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_

## COA/OA Eligibility Pathway Information

Pathway must be selected with documentation attached or application will be returned as incomplete.

- Pathway I** DANB CDA certification # \_\_\_\_\_
- Pathway II** Years of orthodontic assisting work experience \_\_\_\_ / \_\_\_\_ (years/months)
- Pathway III** Program code \_\_\_\_\_ (See page 16-17) DANB CDA certification # \_\_\_\_\_
- Pathway IV** DANB COA certification # \_\_\_\_\_

Pathway must be selected with documentation attached, or application will be returned as incomplete. Select the eligibility pathway and provide the appropriate supporting information. Include CPR card copy (front and back) for all pathways.

For office use only. COA (3610) OA (3636)

## COA/OA Exam Payment Information

Must be filled out completely or application will be returned as incomplete.

Candidate's Name \_\_\_\_\_ Candidate's SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- Traditional candidate: COA exam fee: \$375 OA exam fee: \$250
- Active military personnel: COA exam fee: \$350 OA exam fee: \$245

COA exam (3610)  
OA exam (3636)

Check/Money Order (payable to the Dental Assisting National Board, Inc. or DANB)

VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS

Include Credit Card Authorization Below: Allows DANB to charge the credit card account.

If you receive a DANB refund and reapply, do not submit the DANB refund check with your new application.

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature X \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Phone number (\_\_\_\_) \_\_\_\_\_

By signing, the cardholder acknowledges intent to register for the aforementioned DANB exam in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Furthermore, the cardholder understands that the signature obtained at the exam administration shall be used to indicate receipt of purchase. A candidate who fails to show up for the exam for which he or she registered and has not canceled the exam as described in this packet is still required to pay for the exam. (See the *Application Statements* for further requirements.)

Mail: DANB • 444 N. Michigan Ave., Suite 900 • Chicago, IL 60611  
Questions? 1-800-367-3262 or [www.danb.org](http://www.danb.org)

OR

Fax: 312-642-8507

Do not fax twice or you will be charged twice.

# 2012 Employer Work Experience Statement (COA/OA Exam–Pathway I or II)

This 2012 Employer Work Experience Statement will be accepted through Dec. 31, 2012.

Please print clearly with a pen.

Name of Licensed Orthodontist/Dentist (Employer) \_\_\_\_\_

Orthodontist/Dentist's License Number\* \_\_\_\_\_ State \_\_\_\_\_

*\*The dentist must be licensed in the U.S., U.S. territories or Canada in order to verify the candidate has been trained in the functions below. (However, it is acceptable if the dental assisting work experience was completed in another country.)*

Name of Candidate (Assistant): \_\_\_\_\_

I hereby attest that the above named candidate has been in my employment for (check one):

- A minimum of 3,500 hours, accrued over at least two years and a maximum of four years. I am verifying all employment even if the candidate has worked for other dentists in prior years.

Indicate dates of employment: From \_\_\_\_\_ To \_\_\_\_\_  
include month and year include month and year

- Other dates of employment: From \_\_\_\_\_ To \_\_\_\_\_  
include month and year include month and year

If an assistant has worked for more than one dentist during the required time period, the candidate may attach a letter on office letterhead from all dentists worked for during the minimum of 3,500 hours, accrued over at least two years and a maximum of four years. Each letter must contain the license number and signature of the dentist. This form must be completed and included in the application by at least one of your current/former dentists.

Questions? Call 1-800-367-3262.

By signing this form, I further attest to the fact that I have personally trained or can verify that the candidate has been trained in the following areas. During the tenure of employment, if this assistant does not perform all of these functions in the office, she or he must still possess a basic understanding of them in order to increase his or her likelihood of success on the examination. If the candidate has not been trained in or has not demonstrated basic knowledge of all areas listed below, he or she is not eligible to sit for the exam and should not apply until these functions have been performed or knowledge demonstrated.

- |  |   |   |
|--|---|---|
| ✓ Preliminary examination of patients (intraoral and extraoral)                | ✓ Performing and assisting with orthodontic procedures                  | ✓ Selecting disinfection or sterilization in a given situation                |
| ✓ Charting teeth using Universal and Palmer Numbering Systems                  | ✓ Preventive management (e.g., medical emergencies, dental emergencies) | ✓ Performing sterilization and disinfection procedures                        |
| ✓ Charting treatment documentation   | ✓ Process and procedures for laboratory procedures                      | ✓ Standards and guidelines of occupational safety for dental office personnel |
| ✓ Using diagnostic aids (such as radiographs and impressions for study models) | ✓ Selection and manipulation of chairside dental materials              | ✓ Managing patients   |
| ✓ Four-handed dentistry techniques   | ✓ Selection and manipulation of laboratory dental materials             | ✓ Office operations (inventory, ordering, equipment maintenance and legal)    |
| ✓ Performing radiation safety  | ✓ Maintaining aseptic conditions/ preventing cross-contamination        |   |
| ✓ Performing infection control   |   |   |
| ✓ Selection and preparation of armamentarium                                   |   |   |

X \_\_\_\_\_  
Signature of Licensed Orthodontist/Dentist

X \_\_\_\_\_  
Date

**This form must be included with the COA/OA application for Pathway I or II to be complete. Please see pages 10-11 for additional documentation required.**

# 2012 Infection Control (ICE) Exam

This 2012 application will be accepted through Dec. 31, 2012.  
After Dec. 31, 2012, download a 2013 application packet from [www.danb.org](http://www.danb.org).



1. Complete all items below. It is the candidate's responsibility to ensure that this application is signed and dated, the background information questions are answered, and all required documentation and fees are included and properly completed and submitted to DANB. Incomplete applications (see page 1) will be returned with a refund minus the \$50 nonrefundable application fee.
2. Mail or fax completed application to DANB. Checks must include the candidate's name.

## Signature and Date

Must be signed and dated or the application will be returned as incomplete.

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all DANB policies and procedures. I understand that if this exam (or exams on the RHS/ICE application) complete(s) the requirements to earn CDA or COA certification, I attest to holding a current DANB-accepted CPR card. I further affirm that I have read and understood the application statements contained on page 7, and I intend to be legally bound by them. I understand that the \$50 application fee is not refundable under any circumstances.

Signature X \_\_\_\_\_ Date X \_\_\_\_\_

## Background Information

All three questions in this section must be answered or application will be returned as incomplete.

Read the questions in their entirety on page 8. Failure to answer all three questions will result in the application being returned as incomplete. If you checked yes for any question, make sure to include documentation.

- |                              |   |                              |  |                              |   |
|------------------------------|---|------------------------------|--|------------------------------|---|
| <input type="checkbox"/> No  | 1. Regarding felony convictions within the last five years or sentences currently being served for felony convictions | <input type="checkbox"/> No  | 2. Regarding having ever been disciplined by a regulatory, certifying or examination agency or educational institution | <input type="checkbox"/> No  | 3. Regarding ever being declared mentally incompetent by a court of law |
| <input type="checkbox"/> Yes |   | <input type="checkbox"/> Yes |  | <input type="checkbox"/> Yes |   |

## Candidate Information

Must be filled out completely or application will be returned as incomplete.

I am a U.S. citizen.  Yes  No Non-U.S. citizens will be provided a temporary number by DANB in lieu of a Social Security #.

I work in a state different than the one in which I reside.  Yes  No If yes, what state: \_\_\_\_\_

English is the language I speak at home.  Yes  No I work in a dental office.  Yes  No

I work in a dental office that uses:  digital radiography  automatic processing  manual processing (check all that apply)  
(Please type or print with a pen.)

Name (must match your ID exactly) \_\_\_\_\_  
Last First Middle Name or Initial

Candidate's SS# _____-_____-_____-_____-_____-_____-
---

Prior Name (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Office(\_\_\_\_) \_\_\_\_\_ Home(\_\_\_\_) \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

## Education/Experience Information

This information is optional. No documentation required.

- The ICE exam does not have eligibility pathway requirements. For our records, please indicate your education/experience.
- CODA-accredited program (dental assisting/hygiene) See page 16-17 for program numbers.  
Graduation year/Anticipated graduation year \_\_\_\_\_ Program code \_\_\_\_\_
  - On-the-job-trained dental assistant Years of experience \_\_\_\_/\_\_\_\_ (years/months)
  - Previous DANB Certificat, U.S. D.D.S./D.M.D., or international dental degree  
Prior DANB certification number \_\_\_\_\_
  - Non-CODA-accredited program (dental assisting/hygiene) See [www.danb.org](http://www.danb.org) for program numbers.  
Graduation year/Anticipated graduation year \_\_\_\_\_ Program code \_\_\_\_\_

ICE (3630) For office use only.
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## ICE Exam Payment Information

Must be filled out completely or application will be returned as incomplete.

Candidate's Name \_\_\_\_\_ Candidate's SSN \_\_\_\_\_

Traditional candidate: ICE only: \$175

Active military personnel: ICE only: \$170

Check/Money Order (payable to the Dental Assisting National Board, Inc. or DANB)

VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS

If you receive a DANB refund and reapply, do not submit the DANB refund check with your new application.

Include Credit Card Authorization Below: Allows DANB to charge the credit card account.

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature X \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Phone number (\_\_\_\_) \_\_\_\_\_

ICE exam (3630)
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By signing, the cardholder acknowledges intent to register for the aforementioned DANB exam in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Furthermore, the cardholder understands that the signature obtained at the exam administration shall be used to indicate receipt of purchase. A candidate who fails to show up for the exam for which he or she registered and has not canceled the exam as described in this packet is still required to pay for the exam. (See *Application Statements* for further requirements.)

**Mail: DANB • 444 N. Michigan Ave., Suite 900 • Chicago, IL 60611 OR Fax: 312-642-8507**  
**Questions? 1-800-367-3262 or [www.danb.org](http://www.danb.org) Do not fax twice or you will be charged twice.**

## Test Center Locations

Testing Center locations are accurate as of September 2011. Deletions and additions may occur. Locations may have limited days and hours of operation. The number in parentheses indicates number of locations in that city.

### ALABAMA

Birmingham  
Decatur  
Dothan  
Mobile  
Montgomery

### ALASKA

Anchorage  
Bethel  
Dillingham  
Fairbanks  
Ketchikan  
Kotzebue  
Seward  
Soldotna

### ARIZONA

Bullhead City  
Chandler  
Flagstaff  
Phoenix  
Tucson

### ARKANSAS

Fort Smith  
Little Rock  
Texarkana

### CALIFORNIA

Anaheim  
Daly City  
Fairfield  
Fresno  
Gardena  
Lake Forest  
Milpitas  
Oakland  
Ontario  
Pasadena  
Redding  
Redlands  
Roseville  
Sacramento  
San Diego (2)  
San Dimas  
San Francisco  
San Marcos  
Santa Maria  
Visalia  
WestLake Village

### COLORADO

Grand Junction  
Greenwood Village  
Pueblo  
Westminster

### CONNECTICUT

Norwalk  
Wallingford  
Wethersfield

### DELAWARE

Dover  
Newark

### DISTRICT OF COLUMBIA

Washington

### FLORIDA

Altamonte Springs  
Avon Park  
Deerfield Beach  
Gainesville  
Jacksonville  
Miami  
Orlando  
Plantation  
Port Charlotte  
Port St. Lucie  
St. Petersburg  
Tallahassee  
Tampa

### GEORGIA

Albany (2)  
Atlanta  
Augusta  
Macon  
Savannah  
Stockbridge  
Valdosta

### HAWAII

Honolulu  
Kahului

### IDAHO

Boise  
Idaho Falls  
Pocatello  
Twin Falls

### ILLINOIS

Chicago (2)  
Marion  
Peoria  
Schaumburg  
Springfield

### INDIANA

Anderson  
Evansville  
Fort Wayne  
Indianapolis (2)  
Kokomo  
LaFayette  
Merrillville  
South Bend  
Terre Haute

### IOWA

Coralville  
Davenport  
Sioux City  
West Des Moines

### KANSAS

Emporia  
Hays  
Topeka  
Wichita

### KENTUCKY

Lexington  
Louisville

### LOUISIANA

Baton Rouge  
Metairie  
Shreveport

### MAINE

Bangor  
Westbrook

### MARYLAND

Arnold  
Baltimore (2)  
Bethesda  
Columbia  
La Plata  
Salisbury

### MASSACHUSETTS

Boston (2)  
Springfield  
Waltham  
Worcester

### MICHIGAN

Ann Arbor  
Grand Rapids  
Lansing  
Marquette  
Southfield  
Troy

### MINNESOTA

Bloomington  
Brainerd  
Brooklyn Park  
Eagan  
Hermantown  
Rochester  
St. Cloud

### MISSISSIPPI

Jackson  
Tupelo

### MISSOURI

Columbia  
Kansas City (2)  
Springfield  
St. Louis (2)

### MONTANA

Billings  
Great Falls  
Helena  
Missoula

### NEBRASKA

Hastings  
Lincoln  
North Platte  
Omaha

### NEVADA

Las Vegas  
Reno

### NEW HAMPSHIRE

Concord

### NEW JERSEY

Atlantic City  
Lyndhurst  
Princeton  
Somerset

### NEW MEXICO

Alamogordo  
Albuquerque  
Farmington

### NEW YORK

Albany  
Brooklyn  
East Syracuse  
Endicott  
Islandia  
Lake Success  
New York (4)  
Rego Park  
Rochester  
Staten Island  
Utica  
Watertown  
White Plains  
Williamsville

### NORTH CAROLINA

Asheville  
Charlotte (2)  
Durham  
Greenville  
Raleigh  
Sanford  
Wilmington  
Winston-Salem

### NORTH DAKOTA

Bismarck  
Fargo

### OHIO

Akron  
Beachwood  
Columbus  
Gahanna  
Mason  
Maumee  
Moraine  
Westlake

### OKLAHOMA

Norman  
Oklahoma City  
Tulsa

### OREGON

Beaverton  
Bend  
Medford  
Portland  
Roseburg  
Salem

### PENNSYLVANIA

Allentown  
Erie  
Harrisburg  
Horsham  
Lancaster  
Philadelphia  
Pittsburgh (2)  
Scranton  
Wayne

### RHODE ISLAND

Warwick

### SOUTH CAROLINA

Columbia  
Conway  
Greenville  
North Charleston

### SOUTH DAKOTA

Sioux Falls

### TENNESSEE

Brentwood  
Chattanooga  
Johnson City  
Knoxville  
Memphis (2)  
Nashville

### TEXAS

Abilene  
Amarillo  
Austin (2)  
Bellaire  
Corpus Christi  
Dallas  
El Paso  
Harlingen (2)  
Houston (2)  
Hurst  
Lubbock  
Midland  
Orange  
San Antonio (2)  
Tyler  
Waco

### UTAH

Draper  
Ogden

### VERMONT

South Burlington

### VIRGINIA

Alexandria  
Chesapeake  
Lynchburg  
Newport News  
Richmond  
Roanoke  
Vienna

### WASHINGTON

Bellingham  
Pasco  
Renton  
Seattle  
Spokane Valley  
Yakima

### WEST VIRGINIA

Bridgeport  
Charleston  
Morgantown

### WISCONSIN

Brookfield  
Eau Claire  
Green Bay  
Kenosha  
Madison  
Milwaukee

### WYOMING

Casper  
Riverton

### U.S. TERRITORIES

### AMERICAN SAMOA

Pago Pago

### GUAM

Tamuning

### NORTHERN MARIANA ISLANDS

Saipan

### PUERTO RICO

San Juan

### U.S. VIRGIN ISLANDS

St. Thomas

### DANTES

Call Pearson VUE for Locations



## Appendix A: CODA-Accredited Dental Assisting Programs

<b>MINNESOTA (cont.)</b>		
0626	Rochester Community & Tech. Coll.	
0748	St. Cloud Technical College	
0623	South Central Tech. College-Mankato	
<b>MISSISSIPPI</b>		
0627	Hinds Community College	
0266	Meridian Community College	
0671	Pearl River Community College	
<b>MISSOURI</b>		
0972	Concorde Career College	
0166	Missouri College	
0854	Nichols Career Center	
0629	Ozarks Tech. Community College	
0935	Metropolitan Com. Coll.-Penn Valley	
0936	St. Louis Comm. College-Forest Park	
<b>MONTANA</b>		
0633	Montana State Univ.-Great Falls	
0816	Salish Kootenai College	
<b>NEBRASKA</b>		
0634	Central Community College	
0172	Kaplan College	
0637	Metropolitan Community College	
0636	Mid-Plains Community College	
0635	Southeast Community College	
0798	Vatterott College-Omaha Campus	
<b>NEVADA</b>		
0969	College of Southern Nevada	
0859	Truckee Meadows Comm. College	
<b>NEW HAMPSHIRE</b>		
0719	NHTI, Concord's Community College	
<b>NEW JERSEY</b>		
0252	Burlington County Inst. of Tech.	
0860	Camden County College	
0691	Cape May County Tech. Institute	
0617	Cumberland Cty. Tech. Ed. Center	
0893	Fortis Institute	
0731	The Institute for Health Education	
0761	University of Med.-Dent. of New Jersey	
<b>NEW MEXICO</b>		
0542	Central NM Community College	
0787	Dona Ana Comm. College	
5008	Luna Community College-Las Vegas	
0546	Santa Fe Community College	
0967	University of New Mexico-Gallup	
<b>NEW YORK</b>		
0735	Monroe Community College	
0646	SUNY Educ Opportunity Ctr.-Buffalo	
<b>NORTH CAROLINA</b>		
0656	Alamance Community College	
0650	Asheville-Buncombe Tech. Comm. Coll.	
0692	Cape Fear Community College	
0267	Central Carolina Community College	
0651	Central Piedmont Community College	
0652	Coastal Carolina Community College	
0750	Fayetteville Technical Comm. College	
0167	Forsyth Technical Comm. College	
0653	Guilford Technical Comm. College	
0981	Martin Community College	
0201	Miller-Motte College	
4100	Miller-Motte College-Raleigh	
0268	Montgomery Community College	
<b>NORTH CAROLINA (cont.)</b>		
0783	Rowan-Cabarrus Community College	
0654	Univ. of N. Carolina Schl. of Dentistry	
0928	Wake Technical Community College	
0657	Wayne Community College	
0658	Western Piedmont Comm. College	
0921	Wilkes Community College	
<b>NORTH DAKOTA</b>		
0659	North Dakota State Coll. of Science	
<b>OHIO</b>		
0896	Choffin Career and Technical Center	
0661	Eastern Gateway Community College	
0176	Fortis College-Cuyahoga Falls	
0175	Miami-Jacobs Career College	
0168	Polaris Career Center	
<b>OKLAHOMA</b>		
0188	Francis Tuttle Technology Center	
0736	Metro Tech. Center, Health Careers Center	
0828	Moore Norman Technology Center	
0887	Rose State College	
0271	Western Technology Center	
<b>OREGON</b>		
0663	Blue Mountain Comm. College	
0737	Central Oregon Comm. College	
0664	Chemeketa Community College	
0603	Concorde Career Institute	
0665	Lane Community College	
0632	Linn-Benton Community College	
0668	Portland Community College	
<b>PENNSYLVANIA</b>		
0263	Bradford School	
0939	Commonwealth Tech. Inst. at HGA	
0869	Harcum College	
0918	Harrisburg Area Comm. College	
0870	Luzerne Cty. Community College	
0834	Manor College	
0738	Westmoreland County Comm. Coll.	
0174	YTI Career Institute-Lancaster	
<b>PUERTO RICO</b>		
0675	University of Puerto Rico, College of Health Related Prof.	
<b>RHODE ISLAND</b>		
0676	Comm. College of Rhode Island	
0624	Lincoln Technical Institute	
<b>SOUTH CAROLINA</b>		
0926	Aiken Technical College	
0678	Florence-Darlington Tech. Coll.	
0680	Greenville Technical College	
0964	Horry-Georgetown Tech. College	
0677	Midlands Technical College	
0683	Spartanburg Community College	
0681	Tri-County Technical College	
0682	Trident Technical College	
0888	York Technical College	
<b>SOUTH DAKOTA</b>		
0684	Lake Area Technical Institute	
<b>TENNESSEE</b>		
0685	Chattanooga State Comm. Coll.	
0607	Concorde Career College-Memphis	
0625	Kaplan Career Institute	
0884	Northeast State Tech. Comm. Coll.	
<b>TENNESSEE (cont.)</b>		
0982	Tennessee Tech Center-Dickson	
0686	Tennessee Tech Center-Knoxville	
0687	Tennessee Tech Center-Memphis	
0739	Tennessee Tech Center-Murfreesboro	
0848	Volunteer State Comm. College	
<b>TEXAS</b>		
0889	Coleman Coll. of Health Sciences	
0189	Concorde Career College-Dallas	
0191	Concorde Career Coll.-San Antonio	
0690	Del Mar College	
0811	El Paso Community College	
0730	Grayson County College	
0693	San Antonio College	
0190	Sanford-Brown College-Dallas	
0694	Medical Education and Training Campus-Air Force Dental Asst. Prog.	
0695	Texas State Tech. Coll.-Waco	
<b>UTAH</b>		
0973	Bridgerland Applied Tech. College	
0740	Davis Applied Technology College	
0974	Ogden-Weber Applied Tech. College	
<b>VERMONT</b>		
0919	Center for Technology-Essex	
<b>VIRGINIA</b>		
0604	Centura College	
2011	Fortis College-Richmond	
0762	J. Sargeant Reynolds Comm. Coll.	
<b>WASHINGTON</b>		
0702	Bates Technical College	
0703	Bellingham Technical College	
0704	Clover Park Technical College	
0904	Lake Washington Tech. College	
0927	Renton Technical College	
0980	Seattle Vocational Institute	
0707	South Puget Sound Comm. College	
0710	Spokane Community College	
<b>WEST VIRGINIA</b>		
0975	Mercer County Tech. Ed. Center	
<b>WISCONSIN</b>		
0853	Blackhawk Technical College	
0858	Fox Valley Technical College	
0713	Gateway Technical College	
0717	Northeast Wisconsin Tech. College	
0718	Western Tech. College	
<b>DENTAL HYGIENE</b>		
0900	All CODA-accredited Dental Hygiene Programs	

## Appendix B: Exam Study Help and Reference Materials

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DANB Exam Committees use the list of textbooks and other reference materials below in constructing the exams. These lists do not include all textbooks and materials that are available for the study of dental assisting; they are simply the resources that the Exam Committee subject matter experts have determined to provide the latest information covering the knowledge needed to match or surpass a determined level of competency in the practice of dental assisting. Making the lists available is intended to be helpful to the candidate in preparing for the exams. It is not intended to be an endorsement for any of the publications listed. It is not necessary to use any of these books in order to pass the exam; conversely, reading all of these books will not guarantee that you will pass the exam. Candidates should prepare for the DANB certification and component exams using as many different preparatory sources as possible. Candidates may obtain the reference materials listed by contacting the publisher directly or through various bookstores; some are available online.

### Orthodontic Assisting Exam Reference Materials

1. *Orthodontic Glossary*, 2001. American Association of Orthodontists. [www.aaomembers.org](http://www.aaomembers.org)

*Refer to chapters on orthodontic assisting in any of the following references:*

2. *Modern Dental Assisting*, 9th and 10th edition. Bird, D. and Robinson, D.
3. *Dental Assisting: A Comprehensive Approach*, 3rd edition. Phinney, D. and Halstead, J.
4. *Essentials of Dental Assisting*, 4th edition. Robinson, D. and Bird, D.
5. *Dental Secrets*. 3rd edition, 2003. Sonis, S.

*The following texts will give you more detailed information in specific exam content areas:*

6. *Materials and Procedures for Today's Dental Assistant*. Dietz-Bourguignon, E.
7. *Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists*. 2nd edition. Hatrick, C.
8. *Dental Management of the Medically Compromised Patient*, 7th edition. Little, J.
9. *Medical Emergencies in the Dental Office*, 6th edition. Malamed, S.

### Infection Control Exam Reference Materials

1. *Infection Control and Management of Hazardous Materials for the Dental Team*, 4th edition. Miller, C.
2. *Cottone's Practical Infection Control in Dentistry*, 3rd edition. Molinari, J.A. and Harte, J.A.
3. "Guidelines for Infection Control in Dental Health-Care Settings 2003." Vol. 52, RR 17. [www.cdc.gov](http://www.cdc.gov).
4. *CDC's Guidelines: From Policy to Practice by OSAP*. [www.osap.org](http://www.osap.org).
5. U.S. Department of Labor, Occupational Safety and Health Administration, [www.osha.gov](http://www.osha.gov).
  - "Hazard Communication Guidelines for Compliance" (Publication 3111)
  - "Hazard Communication Standard (Code of Federal Regulations #29, Part 1910)
  - "Bloodborne Pathogens Standard" (1910.1030)
6. U.S. Public Health Service. Guidelines for Post Exposure Management.
  - [www.osha.gov](http://www.osha.gov)
  - [www.cdc.gov/mmwr/preview/mmwrhtml/00052722.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/00052722.htm)
  - [www.cdc.gov/oralhealth/infectioncontrol](http://www.cdc.gov/oralhealth/infectioncontrol)
7. *Infection Control in the Dental Office: A Review for an Infection Control Exam Course #0906*. American Dental Assistants Association (ADAA). [www.dentalassistant.org](http://www.dentalassistant.org).
8. *Guidelines for Infection Control in Dental Health Care Settings, Course #0904*. American Dental Assistants Association.



The DALE Foundation, the official DANB affiliate, offers interactive online e-learning courses and study aids to help dental assistants prepare for DANB exams. The DALE Foundation also offers courses in front office management topics.

### Review Courses

Conventional Dental Radiography Review  
 DANB GC Review Part I  
 DANB ICE Review  
 DANB RHS Review

### Study Aids

DANB ICE Practice Test  
 DANB RHS Practice Test  
 Glossary of Dental Terms

### Front Office Management

Accounts Receivable for the Dental Office  
 HR Fundamentals for the Dental Office

To learn more or to purchase a course, visit [www.dalefoundation.org](http://www.dalefoundation.org).



### About the DALE Foundation

The Dental Auxiliary Learning and Education Foundation (the DALE Foundation) was established in March 2010 as a separately incorporated nonprofit foundation. The DALE Foundation's mission is to benefit the public by providing quality education and conducting sound research to promote oral health.

### Certified Orthodontic Assistant (COA) Exam

The COA exam consists of 310 multiple-choice items and is made up of two component exams: OA and ICE. The candidate must meet minimum performance standards on each component exam to earn a COA certification.

#### Orthodontic Assisting

210 multiple-choice items

2¾ hours testing time

Topics	% on exam
Collection and recording of clinical data	15
Orthodontic procedures	36
Chairside dental materials	5
Laboratory materials and procedures	5
Patient education and oral health management	10
Prevention and management of emergencies	5
Office operations	5
Radiation health and safety	19

#### Infection Control\* (ICE)

100 multiple-choice items

1¼ hours testing time

Topics	% on exam
Patient and dental healthcare worker education	10
Prevent cross-contamination and disease transmission	20
Maintain aseptic conditions	10
Perform sterilization procedures	15
Environmental asepsis	15
Occupational safety	30

\*Questions in this component refer to the 2003 CDC Guidelines.

For a more detailed outline, download DANB's exam blueprints at [www.danb.org](http://www.danb.org).

## Appendix C: State Dental Associations/State Dental Boards

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Alabama Dental Association ([www.aldaonline.org](http://www.aldaonline.org))  
Alabama Board of Dental Examiners: 205-985-7267

Alaska Dental Society ([www.akdental.org](http://www.akdental.org))  
Alaska State Board of Dental Examiners: 907-465-2542

Arizona Dental Association ([www.azda.org](http://www.azda.org))  
Arizona State Board of Dental Examiners: 602-242-1492

Arkansas State Dental Association ([www.arkansasdentistry.org](http://www.arkansasdentistry.org))  
Arkansas State Board of Dental Examiners: 501-682-2085

California Dental Association ([www.cda.org](http://www.cda.org))  
Dental Board of California: 916-263-2300

Colorado Dental Association ([www.cdaonline.org](http://www.cdaonline.org))  
Colorado Board of Dental Examiners: 303-894-7800

Connecticut State Dental Association ([www.csda.com](http://www.csda.com))  
Connecticut State Dental Commission: 860-509-7603

Delaware State Dent. Soc. ([www.delawarestatedentalsociety.org](http://www.delawarestatedentalsociety.org))  
Delaware Board of Dentistry and Dental Hygiene: 302-744-4500

District of Columbia Dental Society ([www.dcdental.org](http://www.dcdental.org))  
District of Columbia Board of Dentistry: 202-724-4900

Florida Dental Association ([www.floridadental.org](http://www.floridadental.org))  
Florida Board of Dentistry: 850-245-4474

Georgia Dental Association ([www.gadental.org](http://www.gadental.org))  
Georgia Board of Dentistry: 478-207-2440

Hawaii Dental Association ([www.hawaiidentalassociation.net](http://www.hawaiidentalassociation.net))  
Hawaii State Board of Dental Examiners: 808-586-3000

Idaho State Dental Association ([www.isdaweb.org](http://www.isdaweb.org))  
Idaho State Board of Dentistry: 208-334-2369

Illinois State Dental Society ([www.isds.org](http://www.isds.org))  
Illinois State Board of Dentistry: 217-782-8556

Indiana Dental Association ([www.indental.org](http://www.indental.org))  
Indiana State Board of Dentistry: 317-234-2054

Iowa Dental Association ([www.iowadental.org](http://www.iowadental.org))  
Iowa Dental Board: 515-281-5157

Kansas Dental Association ([www.ksdental.org](http://www.ksdental.org))  
Kansas Dental Board: 785-296-6400

Kentucky Dental Association ([www.kyda.org](http://www.kyda.org))  
Kentucky Board of Dentistry: 502-429-7280

Louisiana Dental Association ([www.ladental.org](http://www.ladental.org))  
Louisiana State Board of Dentistry: 504-568-8574

Maine Dental Association ([www.medental.org](http://www.medental.org))  
Maine Board of Dental Examiners: 207-287-3333

Maryland State Dental Association ([www.msda.com](http://www.msda.com))  
Maryland State Board of Dental Examiners: 410-402-8500

Massachusetts Dental Society ([www.massdental.org](http://www.massdental.org))  
Massachusetts Board of Registration in Dentistry: 617-973-0971

Michigan Dental Association ([www.smilemichigan.com](http://www.smilemichigan.com))  
Michigan Board of Dentistry: 517-335-0918

Minnesota Dental Association ([www.mndental.org](http://www.mndental.org))  
Minnesota Board of Dentistry: 612-617-2250

Mississippi Dental Association ([www.ms dental.org](http://www.ms dental.org))  
Mississippi State Board of Dental Examiners: 601-944-9622

Missouri Dental Association ([www.modental.org](http://www.modental.org))  
Missouri Dental Board: 573-751-0040

Montana Dental Association ([www.mtdental.com](http://www.mtdental.com))  
Montana Board of Dentistry: 406-841-2390

Nebraska Dental Association ([www.nedental.org](http://www.nedental.org))  
Nebraska Board of Dentistry: 402-471-2118

Nevada Dental Association ([www.nvda.org](http://www.nvda.org))  
Nevada State Board of Dental Examiners: 702-486-7044

New Hampshire Dental Society ([www.nhds.org](http://www.nhds.org))  
New Hampshire Board of Dental Examiners: 603-271-4561

New Jersey Dental Association ([www.njda.org](http://www.njda.org))  
New Jersey State Board of Dentistry: 973-504-6405

New Mexico Dental Association ([www.nmdental.org](http://www.nmdental.org))  
New Mexico Board of Dental Health Care: 505-476-4680

New York State Dental Association ([www.nysdental.org](http://www.nysdental.org))  
New York State Board of Dentistry: 518-474-3817

North Carolina Dental Society ([www.ncdental.org](http://www.ncdental.org))  
N. Carolina State Board of Dental Examiners: 919-678-8223

North Dakota Dental Association ([www.nddental.com](http://www.nddental.com))  
North Dakota State Board of Dental Examiners: 701-258-8600

Ohio Dental Association ([www.oda.org](http://www.oda.org))  
Ohio State Dental Board: 614-466-2580

Oklahoma Dental Association ([www.okda.org](http://www.okda.org))  
Oklahoma Board of Dentistry: 405-524-3592

Oregon Dental Association ([www.oregondental.org](http://www.oregondental.org))  
Oregon Board of Dentistry: 971-673-3200

Pennsylvania Dental Association ([www.padental.org](http://www.padental.org))  
Pennsylvania State Board of Dentistry: 717-783-7162

Rhode Island Dental Association ([www.ridental.com](http://www.ridental.com))  
Rhode Island St. Board of Examiners in Dentistry: 401-222-2828

South Carolina Dental Association ([www.scdental.org](http://www.scdental.org))  
South Carolina Board of Dentistry: 803-896-4665

South Dakota Dental Association ([www.sddental.org](http://www.sddental.org))  
South Dakota State Board of Dentistry: 605-224-1282

Tennessee Dental Association ([www.tenn dental.org](http://www.tenn dental.org))  
Tennessee Board of Dentistry: 615-532-3202

Texas Dental Association ([www.tda.org](http://www.tda.org))  
Texas State Board of Dental Examiners: 512-463-6400

Utah Dental Association ([www.uda.org](http://www.uda.org))  
Utah Dentist & Dental Hyg. Licensing Board: 801-530-6628

Vermont State Dental Society ([www.vds.org](http://www.vds.org))  
Vermont State Board of Dental Examiners: 802-828-2390

Virginia Dental Association ([www.vadental.org](http://www.vadental.org))  
Virginia Board of Dentistry: 804-367-4538

Washington State Dental Association ([www.wsda.org](http://www.wsda.org))  
Washington State Dental Health Care Quality Assurance Commission: 360-236-4700

West Virginia Dental Association ([www.wvdental.org](http://www.wvdental.org))  
West Virginia Board of Dental Examiners: 877-914-8266

Wisconsin Dental Association ([www.wda.org](http://www.wda.org))  
Wisconsin Dentistry Examining Board: 608-266-8098

Wyoming Dental Association ([www.wyda.org](http://www.wyda.org))  
Wyoming Board of Dental Examiners: 307-777-6529

*DANB publishes links to each state dental board's website at [www.danb.org](http://www.danb.org) in the State-Specific section.*



# DANB Code of Professional Conduct

To promote quality and ethical practice and to assist DANB individuals\*\* in understanding their ethical responsibilities to patients; employers; professional colleagues, including fellow DANB individuals; the dental assisting profession; and the public, DANB has established the following *DANB Code of Professional Conduct*. The *DANB Code of Professional Conduct* includes a DANB individual's responsibilities to patients, employers, colleagues, the profession, the public and DANB.

All DANB individuals must abide by the *DANB Code of Professional Conduct*, and must maintain high standards of ethics and excellence in all areas of professional endeavor.

Violating the *DANB Code of Professional Conduct*, including but not limited to commission of any act specifically prohibited in *DANB's Disciplinary Policy and Procedures*, may result in disciplinary action and the imposition of sanctions.

## Individual Autonomy and Respect for Human Beings

The dental assistant has a duty to respect each patient's individuality, humanity and autonomy in decision making.

## Health and Well-Being of Patients and Colleagues

The dental assistant has a duty to refrain from harming any patient, to promote each patient's welfare, and to protect the health and well-being of colleagues.

## Justice and Fairness

The dental assistant has a duty to treat people fairly.

## Truth

The dental assistant has a duty to communicate truthfully.

## Confidentiality

The dental assistant has a duty to respect each patient's right to confidentiality.

## Responsibility to Profession, Community, Society and DANB

The dental assistant has a duty to know the law (which, in this context, also includes DANB Policies and Procedures), to act within the law and to report to the proper authorities those who fail to do so.

\* Visit [www.danb.org](http://www.danb.org) for the full version.

\*\* DANB individuals is an inclusive term that refers to all DANB exam applicants, DANB exam candidates, DANB certificants (CDAs, COAs, CPFDA's, CDPMA's, COMSA's) and those who hold DANB certificates of competency (RHS, ICE, CP, SE, TA, TF). See the "definitions" section of the unabbreviated document on [www.danb.org](http://www.danb.org) for additional detail.

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1-800-367-3262  
[www.danb.org](http://www.danb.org)



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