

Certified Press

Issue 37 Volume 3 • Early Spring 2002

Professional Development Exam Program Now Available

A Professional Development Examination Program (PDEP) has been created to provide DANB Certificants a new opportunity to renew, or lapsed Certificants the ability to reinstate DANB credentials. Considered a supplement to DANB's existing opportunities to renew by passing a DANB exam, the PDEP program has been developed to provide a valuable and cost effective pathway to maintain certification status. PDEP is not a pathway toward initial DANB Certification, nor does it eliminate any Certification examination currently offered by DANB.

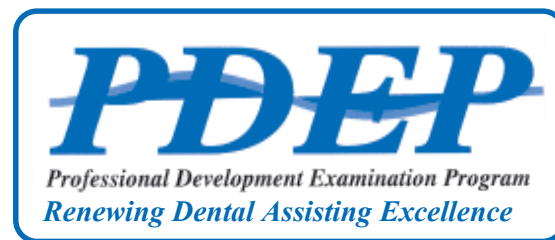
Designed with the busy professional in mind, a 50-item examination is taken at home at a pace set by the participant to be submitted to DANB for scoring within 6 months. The program includes five highly relevant articles from respected journals and research sources. The information provided covers critical advances and major issues in the field of dental assisting.

Modules in the areas of Infection Control and General Chairside are currently available. Radiation Health and Safety, Orthodontic Assisting and Dental Practice Management are in the development stage and will be made available late summer/early fall.

Renewing with PDEP

Renewing your credentials with PDEP is an efficient way to stay current with the latest information and challenge one's dental assisting comprehension and knowledge. The exam has been created using the

high exam development standards maintained by DANB. By taking and passing the PDEP, the dental assistant professional will earn 12 hours per module. Those participants who pass the exam will receive a certificate of completion. This document will serve as a proof of meeting the DANB recertification requirements (Category 7).



Reinstating with PDEP

DANB Certificants whose credentials have expired between four and twelve months after the three month grace period may use PDEP as one of the options to satisfy the requirements of twelve hours needed for recertification. DANB Certificants whose credentials have expired between thirteen and thirty months after the three month grace period are now able to reinstate the credential by passing a PDEP module and providing proof of completion of all past and current required CDE hours. Payment of past-due renewal and PDEP fees are required for all reinstatement requests.

DANB Quality Assurance

All standards of DANB examination procedures are

followed for PDEP. Because the modules are updated every two years, an individual can only challenge the same PDEP topic every two years. With the PDEP, the hours needed to renew or reinstate a single DANB certification are included in one, easy-to-manage program.

As the dental assisting profession advances in stature, the need to provide new credential maintenance and challenging exam opportunities is being addressed by DANB. Designed with value and simplicity in mind, the PDEP costs \$130 per module, including shipping and handling.

An order form can be found in the center of this publication or by contacting DANB. Grading will take place on a quarterly basis (January, April, July and October). ▲

Call for Nominations

Certificant-At-Large

Nominations are being accepted for the Certificant-At-Large position on the DANB Board of Directors. Judy Anoff, CDA, EFDA currently serves in that role. Her second term will expire at the close of the August 2003 Board meeting.

If you are interested in submitting a nomination, please submit a letter of recommendation including the individual's name, address, phone, and reason you believe this person would make a good DANB Board Member to DANB/CAL Board Nomination, 676 N. St. Clair, Suite 1880, Chicago, IL 60611. (You may nominate yourself).

To be considered, the nominee must be DANB certified (CDA, COA, COMSA or CDPMA) and working full or part-time in the field of dental assisting with a minimum of 3 years work experience prior to being nominated. An individual will not be considered if he or she is a current employee or board member of a governing body of any of the dental organizations DANB determines to be in conflict of interest, including ADAA, ADA, ADEA or AADE (members of committees for or delegates to these organizations will be considered). For more information call 1-800-FOR-DANB x119 or email marketing@DANB.org.

ADAA Representative

Nominations are being solicited for an ADAA Representative to the DANB Board of Directors. The previous representative, Cathy Roberts, CDA, COA, CDPMA, EFDA, FADAA resigned to take on new responsibilities as Secretary to the ADAA Board of Trustees. Available immediately, the first term for this position will conclude at the end of August 2004. At that time, the individual is eligible to be elected to up to two full terms.

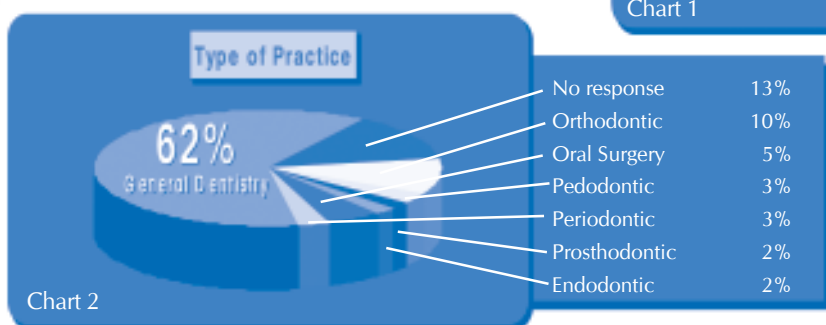
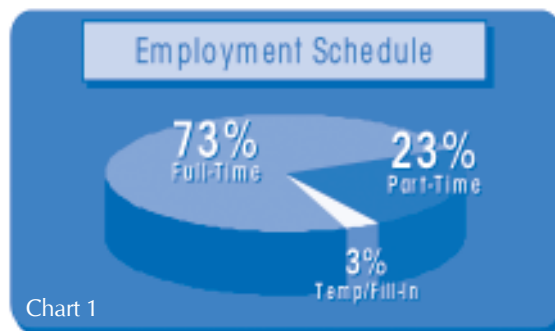
The position requires the individual to be a DANB Certificant and an active member of ADAA and working full or part-time as a clinical dental assistant or consultant in the field of dental assisting with a minimum of 3 years work experience prior to being nominated. Educators will not be considered for this seat, as the ADAA Educator position on the DANB Board is already filled.

Letters of interest or recommendation should be submitted to Larry Sepin, Executive Director, ADAA, 203 N. LaSalle St. Suite 1320, Chicago, IL 60601. You may contact Mr. Sepin with any questions at (312) 541-1550, x 204.▲

Salary Survey Reveals CDAs Earn More

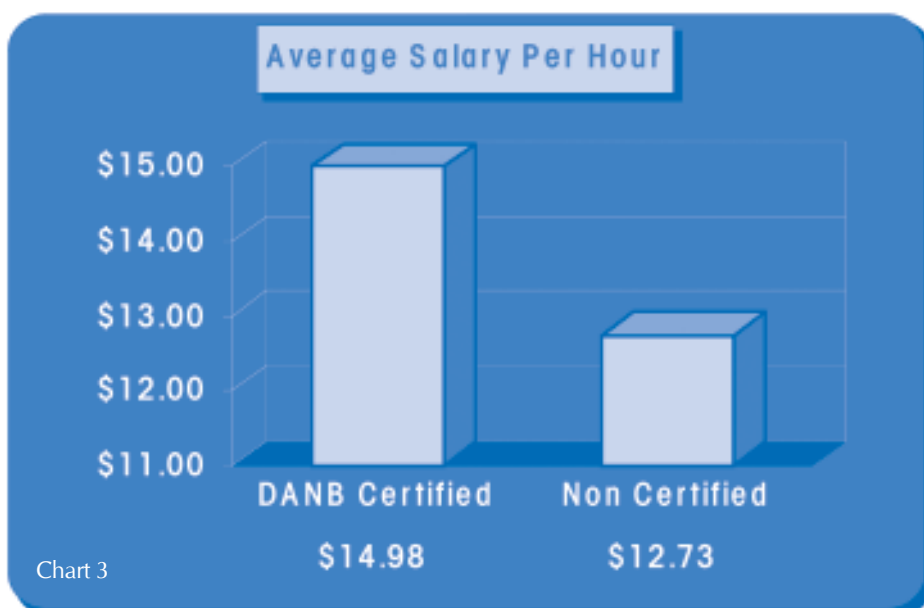
Results from DANB's 2001 "Show Me The Money" salary survey confirm that DANB Certificants nationwide earn more than non-certified individuals in the dental assisting profession.

Responding to many requests regarding salary information, DANB sent out surveys in the fall of 2001 to 5,000 randomly selected Certified Assis-



tants across the country. 22.5% of those contacted returned the survey to ensure solid research data.

According to the survey, most DANB Certified Assistants work full-time (Chart 1) in general dental practices (Chart 2).



On average, full-time DANB Certified Assistants earn \$14.98 per hour. (Chart 3) This is \$2.25 more an hour than non-certified assistants according to a 1999 Workforce Needs Assessment Survey conducted by the ADA (adjusted for inflation).

Continued on page 3

Congratulations Emeritus Certificants

June 1, 2001–May 31, 2002

Name/State	Certification Date
Archer, Diane E. (NY)	10/05/88
Boudreau, Kathleen M. (NC)	12/01/83
Bowles, Shirley J. (TX)	04/20/65
Broxton, Mary Elizabeth (FL)	07/31/73
Brumback, Norma (KY)	04/12/79
Catalano, Vicki L. (LA)	07/24/92
Chapman, Rose Mary C. (PA)	11/27/89
Christensen, Arlene Ann (IA)	10/22/66
Connolly, Janet E. (OH)	12/27/84
Ferguson, Merrill (LA)	07/23/79
Finn, Marcie Watman (NJ)	03/10/93
Frederick, Joan L. (NC)	11/19/79
Gentry, Judith (OH)	07/21/81
Ghadiri, Zahra N. (CA)	05/09/85
Hiller, Virginia M. (PA)	11/19/79
Kiker Thomas, Lisa (FL)	07/31/84
Knight, Patricia C. (ME)	08/19/92
Kowalski, Lorraine M. (NJ)	11/19/79
LaDuke, Diane (MI)	07/28/88
Ledford, Donna J. (MI)	12/19/96
Lema, Anna E. (DC)	12/07/92
Lindsey, Philomena A. (CA)	12/01/67
Lofton, Martha J. (FL)	11/20/80
Lucchese, Arlene C. (IN)	06/08/64
Mickelson, Mykel (IA)	09/22/92
Mixon, Marie (CA)	07/31/73
Nagel, Trayce (MN)	05/01/84
Nelson, Judith A. (CO)	07/21/81
Newman, Lilly M. (NY)	04/02/81
Nishimura, Sadako S. (WA)	11/24/81
Owens, Jean C. (FL)	07/19/74
Pietrantozzi, Hazel A. (OH)	12/27/84
Pillinger, Lucy A. (IL)	11/24/81
Prince, Susan A. (NJ)	07/28/88
Soto, Maria H. (NC)	07/21/89
St. Marie, Annmarie (MA)	07/17/78
Summers, Lou Ann (SC)	11/16/64
Taylor, Yvonne (IL)	07/28/88
Thompson, Earline (OK)	10/28/63
Weathersby, Rose M. (IL)	04/21/97
White, Tera (FL)	07/21/81
Willhoft, Ingrid (IL)	07/21/81

Emeritus Status is available to a DANB Certified Assistant who

- became totally or permanently disabled and maintained certification five years prior to disability, or
- retired at age 60 or above and maintained certification five years prior to retirement, or
- retired **with 35 years or more of continuous** DANB certification.

No matter how Emeritus Certification is earned, Emeritus certificants must use the Emeritus designation, i.e., Sue Smith, CDA-Emeritus. To regain current Certification status, for example if one wishes to return to work, either the Emeritus Certificant must Reinstate (Administrative fee, back renewals, and proof of CDE) or re-test depending on the time passed since the Emeritus designation was earned.

There are currently 278 DANB Emeritus Status certificants. For information on earning the Emeritus Status, contact Stephanie Hondras, Executive Assistant, at 1-800-FOR-DANB x111.▲

A Word from the Chair

Judy E. Anoff, CDA, EFDA
Chair, DANB Board of Directors



Greetings fellow Certificants! Bet you've been wondering what happened to my *Certified Press* newsletter and what has DANB been up to over the course of the past several months. To answer completely, I would need more space than what I am allotted for my column.

Let me first introduce myself. I'm Judy E. Anoff, CDA, EFDA, DANB's current Board Chair and Certificant-At-Large. I was elected Chair at the Board of Directors Meeting in August 2001. Previous to being Chair, I served as Secretary and Vice-Chair to the Board. I am thrilled to be a part of this organization. As Certificant-At-Large, you, my colleagues, elected me to the post not once but twice (1998 and 2001) and I am quite honored to represent all of you to the DANB Board. My second term ends in August 2003 and DANB is actively seeking nominations for the Certificant-At-Large position. If you are interested, or know someone who is, please send a letter of interest to DANB (see page 1). It is one of the most rewarding experiences I have had in my many years of being a dental assistant, dental assisting educator, and dental practice management consultant.

Now, onto the news...

At the August 2001 and February 2002 meetings, the Board voted to accept and roll-out many new programs in the year 2002. Everything from a grand scale direct mail project to the new review book and from the new Professional Development Examination Program (PDEP) to an in-depth study of dental assisting duties has been appearing over the last several months. In each of the next three "back-to-back-to-back" issues, articles will delve deeper into new developments, proposals, and projects as well as keep you updated on the status of continuing programs and ongoing activities.

The Testing and Measurement (Psychometrics and Test Administration) Department completed the ICE and GC Modules for the PDEP, analyzed the "Show Me the Money" salary survey data (see page 1), held test construction committee meetings, developed the final version of *The DANB Review, Item Writing Guide, Task Analysis* and the upcoming *Glossary of Dental Assisting Terms*, and administered the reinstated full-scale June written administration of DANB exams. DANB is working with ADAA to define Core Dental Assisting Competencies and hopes that ADA and ADEA will join in; an in-depth study is underway to identify duties associated with the various levels of assisting, as are the Orthodontic, RHS, and practice management modules for PDEP.

The Marketing and Communications Department (Client Services, Recertification, Marketing and DANB Press areas) sent 131,000 direct mail pieces "The Mark of Dental Assisting Excellence" to dental offices nationwide and received more than 12,000 requests for information. DANB sent the same mailer with a New York specific letter to the more than 17,000 NY licensed dentists with a similar success rate. This department is also busily updating the web site (a huge undertaking and well worth the effort and time spent), initiating the new Certificant Recognition Program, completing design/production work on all the publications from Testing and Measurement, in addition to a very full fall/spring convention schedule.

Financial and Administrative Services is busy processing the large number of exam applications—up from this time last year, publication orders—more than 1,000, and renewal notices—70% of our annual renewals (with the largest renewal months of July and August yet to come). And many of you are taking advantage of the credit card payment options which keeps staff engaged. In addition, the department completed many in-house manuals, increased staff training and reduced DANB overhead costs.

The Executive Director and her staff continue to work with state boards of dentistry on the inclusion of DANB Certification in rules/regulations, updates of state dental practice acts, and legislation. With the apparent growth of DANB Certification, the organization may need to grow from its 20 staff members. An outside management consulting firm has been hired to evaluate the state of the organization, additional staffing requirements, and the like. The Executive Director recently completed DANB's reaccreditation application to the National Commission for Certifying Agencies (NCCA) and continues to serve as commissioner and current co-chair to the NCCA. Additionally, she attends conventions, hosts forums, and participates on panels regarding Certification (most recently the US Health and Human Services Symposium).

I think you'll agree that's quite a bit and that's not all. Until next issue...

DANB Briefs

Certification provides safeguard against fraud, potential harm

The Oregon Board of Dentistry recently uncovered a case of fraud. The Board's investigation determined that a person gained employment in several dental offices using forged certificates.

The woman apparently stole a framed Expanded Function Dental Assistant (EFDA) certificate from a dental office wall, altered the certificate by substituting her name on a piece of tape, then photocopying the false document. She also apparently "created" a DANB Radiologic Proficiency document.

DANB encourages dentists or office managers to examine original certificates to determine a person's credentials to prevent potentially harming a patient or the dental practice. Oregon, Montana and Arizona credentials can be verified by calling DANB at 1-800-FOR-DANB x 151. For CDA, COA, COMSA, CDPMA verification, contact DANB at 1-800-FOR-DANB x145 or email recert@danb.org.

Academy of General Dentistry reorganizes and updates its Web site

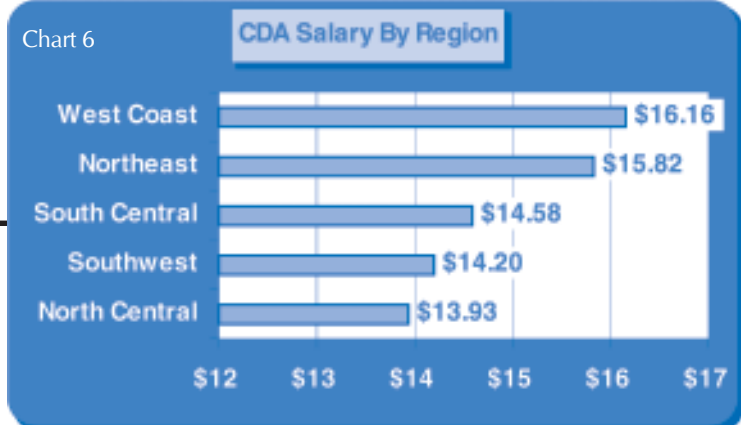
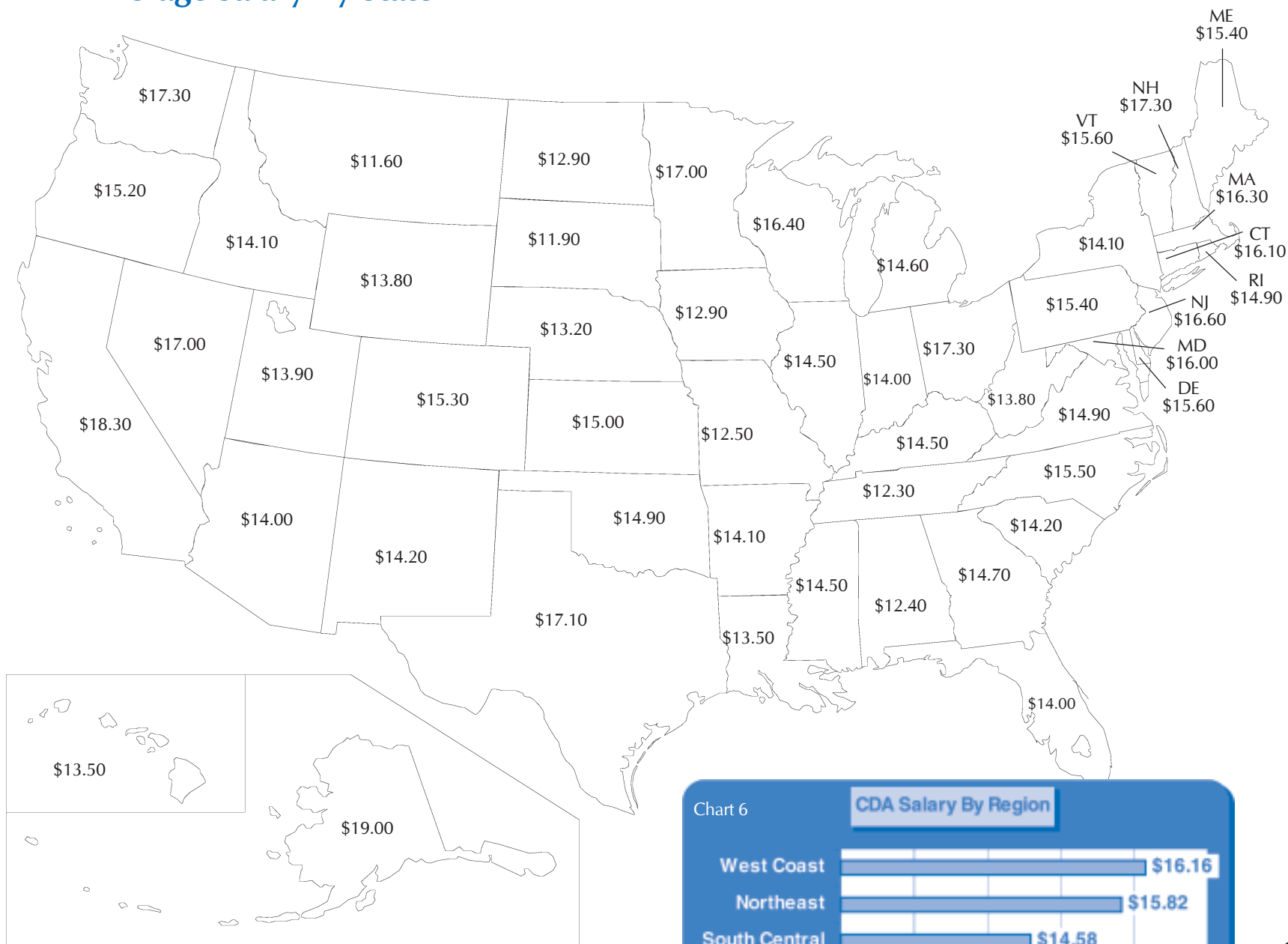
The web site of the Academy of General Dentistry is quite a hit among adults seeking health information online. Because AGD's site has received more than 4 million hits since its inception, David Tecosky, chair of the Council of Public Information thought it was time for change.

"Our vision is to improve the quality of comprehensive dental care," he said. "We realize to do this, we must promote public awareness of matters pertaining to dental health. By reorganizing and updating the consumer section of our web site, we are one step closer to realizing this vision." AGD has reorganized its consumer and media sections, making it easier for consumers to find answers to their dental questions, while offering the media an online pressroom.

To access these new resources at www.agd.org, select from the pull-down menu under Consumer Information to find sections such as "Oral Health Care Topics", "Ask a Question" & "For the Media."

Chart 5

Average Salary By State



Salary Survey *Continued from Page 1*

Respondents to the question of compensation for Certificant versus non-Certificant indicated that full-time DANB Certified Assistants earn \$.15 more per hour than their part-time counterparts and more than \$2.00 an hour over that of a temporary or fill-in dental assistant.

Across the country, the salary averages for DANB Certified Assistants varied by region. The West Coast states pay the most on average at \$16.16 per hour, followed by the Northeast region at \$15.82 (Charts 5 & 6).

The results indicate that salaries top-off after 16-20 years in the dental assisting profession (Chart 7).

Certificants in speciality practices earn more than those in general dental practice, with oral surgery assistants earning the most on average with nearly \$1.00 more an hour at \$15.87 per hour (Chart 4).

The DANB Certified Assistants who responded to the survey have been working in the dental assisting field for an average of 14.2 years and have been in their current position for an average of 8.1 years.

The survey also addressed the shortage of qualified chairside assistants. Of the survey participants who responded, many said that they felt there was a shortage—81% attributed the problem to low salaries (Chart 8). Other reasons given for the shortages were lack of status for the profession, not enough graduates from quality schools or programs and lack of respect from employer and other dental professionals. All respondents felt that increasing salaries would be the best solution to the shortage of dental assistants (Chart 9).

Chart 4

Average Salary Comparison

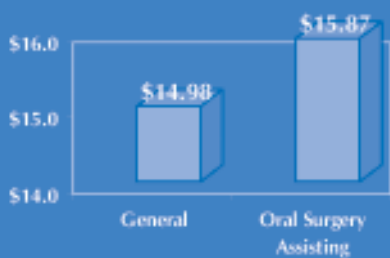


Chart 7

Salary by Years in the Profession

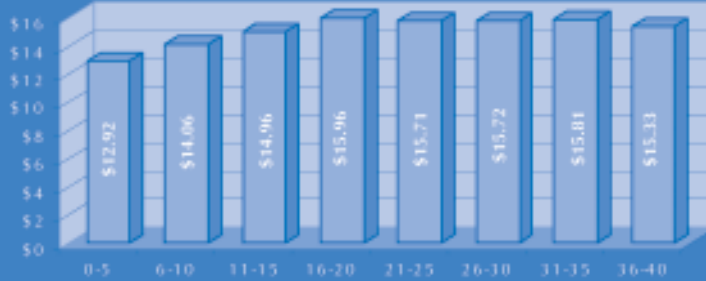


Chart 8

What respondents think are reasons for the shortage of dental assistants:

Low pay	81%
Lack of status of the profession	53%
Not enough graduates from quality schools/programs	48%
Lack of respect from employer/other dental professionals	46%
Insufficient number of educational/training programs for dental assistants	34%
Low quality of education/training for dental assistants	32%
Lack of career path opportunities	32%
Fast career burn-out	31%
Short career length	28%
Uninteresting work	2%

Chart 9

What respondents think are possible solutions to the shortage of dental assistants:

Provide higher wages to dental assistants	100%
Encourage expanded duties for chairside assistants	77%
Promote dental assistant careers in high schools	70%
Increase the number of dental assisting training programs	48%
Promote on-the-job training apprentices	34%
Encourage tuition discounts at dental assisting schools	28%
Increase size of classes at dental assisting schools	16%

DANB reports that of the 240,000 dental assistant professionals in the country, approximately 30,000 are DANB Certified. The data from the salary survey clearly show that DANB Certificants earn more than non-certified dental assistants.

In a field where salary and a need for professional recognition is failing a large majority of the work force, the evidence is pointing towards certification as a means to not only raise the standards of the profession, but also to increase earning potential and employee satisfaction and retention.

For more information call 1-800-FOR-DANB. ▲

Volunteering goes hand-in-hand with dental profession

A career in the dental profession can be extremely rewarding. As a dental assistant you have an opportunity to help people, to brighten a day, to bring a smile to a face. Your healing touch and listening skills can have a calming effect; that is a powerful gift.

Unfortunately, there are millions of children and adults around the world and in our own country who have never experienced a healing touch or the benefits of dental care. But you can help. Organizations like the International Smile Power Foundation and programs like the Humanitarian Outreach Program and Belize Mission Projects make it possible for you to volunteer for mission trips to underprivileged countries around the world.

Not only will you have the challenge of a lifetime to share your knowledge and love with others, but you can earn CDE hours toward your recertification as detailed in Category 8 of the DANB guidelines which states:

Certificants may earn a maximum of two (2) CDE hours by participating in community service and an additional one (1) CDE hour for writing at least a 250-word essay on how the volunteer service benefited the certificant's professional growth. Community service must be dental-related, such as international/national mission work, voluntary clinic work or dental health presentations to students or groups. Volunteer time should be at minimum two (2) hours.

Accepted Documentation: Certificate of completion, Letter of attendance/participation or similar documentation

Sherwin Shinn, DDS, and his Smile Power team have provided health care, education, supplies and monetary donations to underserved populations for

several years through the International Smile Power Foundation, based in Washington state. He has also developed a Humanitarian Outreach Program through which school children adopt a community in a foreign country. The children lend a hand by collecting food, clothing, school supplies, hygiene products and money. They also write letters of encouragement and send pictures to their new friends.

The Smile Power team has helped people in Bolivia, Uzbekistan, Nepal and the Cook Islands, among other places. The work of Sherwin Shinn and his team is a wonderful example of how you can volunteer to help others through missions trips or community service. If you don't wish to travel to a foreign country, lend a hand in your own community. Someone will appreciate your efforts. ▲

Sale of Shinn's book aids children

Sherwin Shinn, DDS believes in enriching lives one smile at a time.

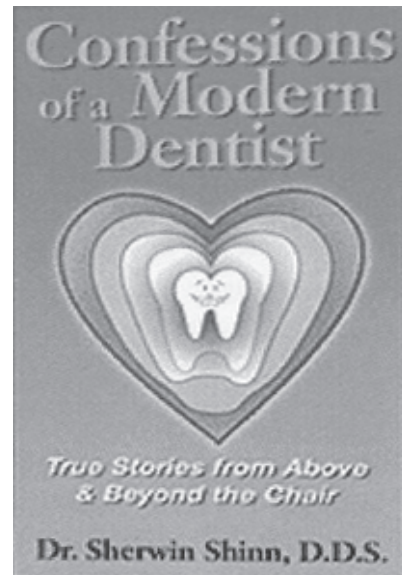
Through his not-for-profit organization, The International Smile Power Foundation, the dentist has been able to help children in underprivileged countries by providing dental health care, supplies and disease prevention education.

"We train their local people to take responsibility for the continuation of the preventative education and to share the virtues and values of foreign cultures with each other in order to enrich our lives," Shinn said.

Shinn's foundation depends upon donations from corporations and individuals to provide these dental services. He's also found a new way to raise funds for his organization; he recently published a book.

Confessions of a Modern Dentist is full of good humor and great adventures. *Confessions of a Modern Dentist* would make a great addition to your reading collection or waiting room and, better yet, all proceeds go to Shinn's organization for use in developing countries.

Go to www.smilepower.org or www.amazon.com to purchase the book. To learn more about Shinn's organization, be sure to visit his booth at upcoming conventions. ▲



Delivering smiles in the face of tragedy

When the Virginia Dental Assistants Association planned its 2001 convention for mid-September, nobody would have imagined the events that unfolded on Sept. 11. Instead of covering, the dental assistants of Virginia came together to honor their profession.

Between meetings and luncheons, the dental assistants rallied to share compassion and help in any way they could. Carpools of members traveled to blood banks as well as the Crystal City Fire Station to deliver food, supplies and thanks to the exhausted police officers and firefighters who were securing our nation's capital.

In the hours preceding meetings and after late-night banquets, dental assistants solicited donations from area businesses and private citizens. They then delivered the contributions, hugs and smiles to emergency personnel. ▲



Ginny Gohson, CDA offers a food donation to Emergency Rescue workers.

DANB Certificant Contributes to Inspirational Dental Book

Dental professionals around the country are proving they know how to write a shining story in addition to polishing teeth.

Don Dible, coauthor of *Chicken Soup for the Dental Soul*, conducted a story contest for his new book, *Love is the Best Medicine for Dental Patients and the Dental Team* and recently published the winners.

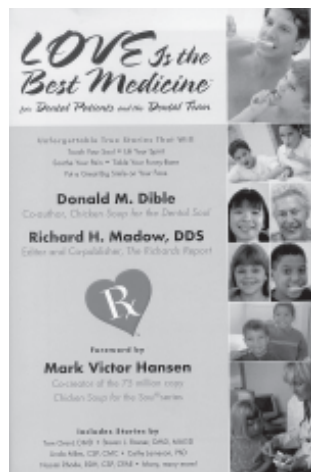
Included in the list of 100-plus stories published in the book is a submission by DANB certificant Jackie Lais, CDA, CDPMA, of Rogers, Arkansas. She will split a \$1,000-grand prize for Best Story by a Dental Practice

Administrator for her story "The Hidden Smile."

Ms. Lais' story revolved around bringing out the best in oneself through the generosity of others. A young man's positive sense of self and social skills are hidden behind not-so-perfect teeth. His social worker coordinates with the dental office to help the young man and in turn, by giving the young man a new smile, the dentist gives him a new lease on life.

Rogers will also receive 20 copies of the book as well as a copy autographed by coauthors Dible and Richard H. Madow, DDS.

A panel of 85 dental professionals served as Story Contest Judges and assisted in selecting the grand-prize winners as well as the 100 stories chosen for publication from more than 500 entries. For information about purchasing *Love is the Best Medicine for Dental Patients and the Dental Team* (\$14.95), contact Don Dible at (909) 677-6300 or by e-mail at dondible@dmdhouse.net. ▲



Top 10 List

Ten personal reasons for remaining a dental assistant

- #10. You are a professional
- #9. Because there is no other career for which you are so well-trained, so well-suited or so proud of.
- #8. Because there is still that proud smile when you learn that Mrs. Jones scheduled her next appointment just to be there on the day you will be working.
- #7. Believe it or not, you will miss the first-time preschool dental appointments and the opportunities to give a ride in the "magic chair."
- #6. You will miss the yearly trip to the third-grade during Children Dental Health Month and the crayoned thank-you notes.
- #5. The scrubs are a good way to cover a multitude of sins. And what would you do with all those uniforms anyway?
- #4. You have seen these children grow through preschool, elementary school and high school. You really want to see how they turn out.
- #3. You will miss the dental updates, seminars (the free samples, of course) and just plain talking shop with the other assistants.
- #2. Because every once in a while a patient will say, "Thank-you, I appreciate the special care you've given me."

#1.
You wanted a career,
not a job!

This Top 10 list was submitted by Diane Chandler, CDA, of Shelby Twp., Michigan (Certified since July 16, 1980).

DANB recognizes the dynamic and emerging roles of Certified Assistants in providing quality care to patients in a dental setting. DANB assists Certified Dental Assistants (CDAs), Certified Orthodontic Assistants (COAs), Certified Oral and Maxillofacial Surgery Assistants (COMSAs), and Certified Dental Practice Management Administrators (CDPMAs) in meeting these ever changing roles by requiring Continuing Dental Education (CDE) hours. DANB's credentials are known in the dental community as a mark of dental assisting excellence. This measure of excellence can be maintained only if each certificant is able to demonstrate competence.

RENEWING YOUR CERTIFICATION

Your initial certificate is valid for one year. Your expiration date is listed on the certificate. If you do not renew your certificate, you are no longer certified and may not use the designation or credential. A renewal notice will be mailed approximately 4-6 weeks prior to the expiration date. The certificant will be asked to sign a statement attesting that CDE and CPR requirements have been met, and to return the statement with the appropriate renewal fee to DANB. Renewal fees are not refundable.

Credentials	CDE Hours (including CPR)	Renewal Fee
One (1)	12 Hours	\$40
Two (2)	18 Hours	\$60
Three (3)	24 Hours	\$80
Four (4)	30 Hours	\$100

If DANB does not receive a response to renewal statement(s) within three (3) months of your expiration date, you are no longer certified and cannot use the CDA, COA, COMSA, or CDPMA acronym.

A sample timeline is illustrated below for reference only. In this example, Sue Smith's CDA expires January 31, 2002.

Dec. 1, 2001	Jan. 31, 2002	Feb. 15, 2002
1st notice sent.	Signed statement and fee due by this date or certification expires.	If no response, second notice sent.
	Mar. 1-31, 2002	Apr. 30, 2002
	Grace period continues. Reminder card sent.	Grace period ends. You are no longer certified (as fee/signed statement have not been received). Call 1-800-FOR-DANB for reinstatement options.

DANB RECERTIFICATION POLICY

- I. **All continuing dental education must directly relate to the practice of dentistry or dental assisting to maintain or improve dental assisting knowledge or skill.** Note: Except for Home Study Courses, CDE does **not** need to be pre-approved by DANB in order to be accepted as meeting DANB Recertification requirements. Call DANB prior to participation in education if you have questions about content.
- II. Programs must be at least 45 minutes in length in order to qualify for one (1) CDE credit. Credit for a CDE course will be calculated in 15 minute increments (i.e., 1 ½ hours = 1.5 CDE credits, 2 ¾ hours = 2.75 CDE credits).
- III. Education dated prior to initial certification date cannot be used to meet DANB CDE requirements. Certificants must earn appropriate number of CDE hours during the first year of certification to maintain certification.
- IV. Education has a two- (2) year lifespan. Certificants who carry over credits into the next renewal year must retain proof of 24 hours of CDE over a two-year period.
- V. **Multiple Certification:** It is possible to be certified in each of four areas: CDA, COA, COMSA and CDPMA. Renewal requirements are set at a 50% increase over basic requirements for each additional credential maintained.
- VI. **Renewal Timing and Expiration:** A three-month grace period is granted if the required CDE hours are not accumulated and appropriate fee is not received by the expiration date. An individual is considered certified during this three-month grace period. If DANB does not receive a response to renewal statement(s) within three (3) months of your expiration date, you are no longer certified and cannot use the CDA, COA, COMSA, or CDPMA acronym. **Misuse of any DANB credential is grounds for discipline under DANB's Discipline Policies and Procedures (contact DANB for a copy). For reinstatement of a credential, contact DANB at 1-800-FOR-DANB, www.danb.org or danbmail@danb.org.**
- VII. **Emeritus Status:** A Certified Assistant who became totally or permanently disabled and maintained certification five years prior to disability, or retired at age 60 or above and maintained certification five years prior to retirement retired **with 35 years or more of continuous DANB certification.** Please contact the DANB office for full information on the "Emeritus Status." Once Emeritus Status is earned, Certificants must use this designation; i.e., Sue Smith, CDA-Emeritus.

CONTINUING DENTAL EDUCATION (CDE) REQUIREMENTS

To renew a certificate, the certificant must earn and retain proof of twelve (12) hours of acceptable CDE by the expiration date. A recertification notice will be mailed approximately 6 weeks prior to the expiration date. The certificant will be asked to sign a statement attesting that CDE requirements have been met, and to return the statement to DANB with the appropriate renewal fee. Renewal fees are not refundable.

Some DANB certificants will be randomly selected for verification (audit) of their CDE hours and CPR. Those selected for verification (audit) will be considered certified during the time that they are providing proof of their continuing education. Specific instructions will be sent to those audited.

Upon successful completion of the audit, certification will be instated for the full year. Proof of continuing education should be retained for prior two years, in case of subsequent audit. Certificants not selected for audit will have their certification renewed for a full year. **DO NOT SEND DOCUMENTATION UNLESS REQUESTED. MATERIALS WILL NOT BE RETURNED OR RETAINED BY DANB.**

DENTAL EDUCATION SOURCES FOR CDE HOURS

Recertification can be earned through accumulating the required number of CDE hours and paying the appropriate renewal fee. It is the responsibility of the certificant to obtain and retain documentation that verifies participation in all CDE activities that will be used for renewal credit. All documentation must indicate name, CE number, name of sponsor, date of course, number of CDE hours, subject matter, program title, and program presenter.

1. MANDATORY CPR CERTIFICATION

Cardiopulmonary resuscitation certification is required for renewal of DANB certification. Certificants may earn a **maximum of four (4) CDE hours annually (hour credit for hour attended)** for successful completion of a CPR certification course that includes both written and hands-on (skills) assessment provided by one of the following organizations:

- **American Red Cross:** CPR for the Professional Rescuer • Adult, Infant and Child CPR • Adult CPR • Infant and Child CPR • Community CPR
- **American Heart Association:** Heartsaver Plus (through 5/31/02) • Heartsaver (as of June 2001) • Heartsaver AED • Heartsaver FACTS • Healthcare Provider • Advanced Cardiac Life Support (ACLS) • PBLs Plus (Pediatric Basic Life Support Plus) • PALS (Pediatric Advanced Life Support) • BLS Instructor (Basic Life Support Instructor)
- **National Safety Council (Green Cross):** First Aid CPR • Infant and Child CPR • Adult and Child CPR • Standard CPR • Professional Rescuer CPR
- **American Safety and Health Institute:** CPR Pro
- **Medic First Aid:** Basic Life Support for Professionals
- **Canadian Red Cross:** CPR-Level C • CPR for the Professional Rescuer

Other organizations or courses without both written/skills assessment will not be accepted. Certificants may only count the CDE hours in the year that CPR is earned. **NOTE:** Two-(2) year CPR card holders can only apply the hours to recertification in the year CPR earned. In the second year, CPR hours will not count and the certificant must earn the full number of hours from other categories.

Accepted Documentation: Copy of front and back of current CPR card

2. CLINICAL COURSES, SEMINARS, TABLE CLINICS AND EXHIBITS

Hour for hour credit is awarded for attending any clinical on-site lecture, course, seminar, and table clinic that is **directly related to the clinical practice of dentistry or dental assisting.** One (1) hour maximum credit is awarded for a minimum of one hour's time spent reviewing exhibits at dental and dental assisting meetings sponsored by recognized dental groups. Certificants may earn a maximum of **two (2) CDE hours annually** for reviewing exhibits at two different meetings.

Accepted Documentation: Certificate of completion, DANB approval code, Letter of attendance/completion, Meeting badge (exhibits), Meeting badge/program page (table clinics or free on-site lecture), CDE printout from meeting, or similar documentation

3. NON-CLINICAL COURSES, SEMINARS AND TABLE CLINICS—Formerly ELECTIVES (inc. PRACTICE MANAGEMENT)

- CDAs, COAs, and COMSAs may earn a **maximum of three (3) CDE hours annually** in this category.
- CDPMAs can earn a **maximum of six (6) CDE hours annually** (as practice management is the focus of CDPMA certification). This category includes but is not limited to attendance at or participation in non-clinical professional development courses that are **directly related to dental practice management/practice communication services:** practice management, stress management, patient and staff motivation, computer courses (college class, software training, etc.), insurance, claims/billing, foreign language studies, American Sign Language, and non-scientific related college courses.

Accepted Documentation: Certificate of completion, DANB approval code, Letter of attendance/completion, Meeting badge and program page (table clinics or free on-site lecture), CDE printout from meeting, or other like documentation

4. HOME STUDY COURSES: TEXT – AUDIO – VIDEO – INTERNET

All required CDE hours may be earned annually through home study courses. Home study course sponsors must be pre-approved by DANB. A designated number of hours will be awarded after completing a pre-approved home study course. Home study courses can be obtained from the American Dental Assistants Association and other agencies. To avoid non-acceptance of credits, ask course sponsor if the course is DANB-approved. If not, encourage them to call 1-800-FOR-DANB for course approval.

Accepted Documentation: Certificate of completion, DANB approval code, Letter of completion, or other like documentation

5. VIDEO OR AUDIO TAPES FROM CONVENTION SEMINARS

Certificants may earn a maximum of **three (3) CDE hours annually** by viewing or listening to a taped CDE course presented at a local, state, regional, or national dental meeting and writing a minimum 250-word summary of that course presentation.

Accepted Documentation: Copy of the 250 word essay (highlighting the meeting and course name)

6. READING

Certificants may earn a **maximum of one (1) CDE hour annually by reading** at least six (6) articles published within your renewal period or one (1) textbook, published within the past five (5) years. Community libraries, dental offices, and the Internet are convenient sources of books and journals. To record reading activity, a log must be maintained that includes title of book or article, name of journal, author, and date of publication. This written log earns the certificant **one (1) CDE hour.** Certificants may **earn an additional one (1) CDE hour annually** for writing at least a 50-word summary of each article or at least a 250-word summary of the textbook, highlighting the relevance of the information to the dental assisting profession.

Accepted Documentation: Written log of articles and copy of each 50 word article summary or 250 word text book summary

7. DANB EXAMS

Twelve (12) CDE hours are awarded for each DANB-administered examination successfully completed, excluding the first time a certification exam is passed. These examinations include any DANB national examination, DANB Professional Development Examination Program (PDEP), or any DANB state or agency-contracted examination that consists of at least 100 items.

Accepted Documentation: Copy of Certificate or Official DANB Score Report

8. COMMUNITY PARTICIPATION

Certificants may earn a **maximum of two (2) CDE hours** by participating in community service and an **additional one (1) CDE hour** for writing at least a 250-word essay on how the volunteer service benefited the certificant's professional growth. Community service must be dental-related, such as international/national mission work, voluntary clinic work or dental health presentations to students or groups. Volunteer time should be at minimum two (2) hours.

Accepted Documentation: Certificate of completion, Letter of attendance/participation or similar documentation

9. COLLEGE COURSES

CDE hours are awarded for each scientific-oriented college credit/unit successfully completed at the following levels:

- **Three (3) College Credits/Units = Twelve (12) CDE hours**
- **Two (2) College Credits/Units = Six (6) CDE hours**
- **One (1) College Credit/Unit = Three (3) CDE hours**

Courses must directly relate to the practice of dentistry or dental assisting (i.e., dentistry, dental assisting, dental hygiene, anatomy/physiology, all biology, all chemistry, nutrition). To avoid non-acceptance of credits, call DANB to ascertain whether a course is acceptable and at what CDE hour level.

Accepted Documentation: Grade report, Transcript, Letter of Verification (from instructor on school letterhead)

10. SCHOLARLY ACTIVITY

Certificants may earn **three (3) CDE hours annually** for each of the following scholarly activities.

- Teach a professional course directly related to dentistry or dental assisting **or** present a continuing dental education program
Accepted Documentation: Course outline/catalog or Copy of program brochure
- Author a published article in a recognized dental or dental assisting publication
Accepted Documentation: Copy of published article (name and date of publication)
- Participate in a DANB test construction committee/validity study **or** receive 1 hour for every 2 exam items accepted by DANB.
Accepted Documentation: Letter from DANB

Certificants to Know

This regular Certified Press feature is dedicated to CDAs, COAs, COMSAs, and CDPMAs who have excelled in the field of dental assisting.

ARIZONA

Barbara Trainee, CDA, MEd earned her Masters in Education and Counseling from Northern Arizona University on May 12, 2001. She is currently the director of a distance learning dental assisting program at Rio Salado College in Tempe, Arizona.

FLORIDA

Congratulations to Denise Murphy, CDA, EFDA and Cynthia K. Bradley, CDA, CDPMA, EFDA who were awarded the National ACTE Health Occupations New Teacher of the Year Award. Both DANB Certificants teach in the Dental Assisting Department at Orlando Tech in Orlando Florida.

MICHIGAN

Betty Finkbeiner, CDA, RDA, MS, national speaker and author of several dental assisting publications has received a \$140,000 grant from Delta Dental and \$40,000 from The Michigan Dental Association to develop an online training and educational curriculum. Washtenaw Community College is matching dollar for dollar all of the grant funds.

MINNESOTA

Barbara A. Floren, CDA of Marshall, Minnesota is a 1985 graduate of Minnesota West Community and Technical College Canby Campus, in Dental Assisting. She became a CDA that same year. In the spring of 2001 she earned her AAS degree.

MONTANA

Donna Kotyk, CDA was installed as Section Chair for the ADAA for 2001-2002. Donna was also selected as a Fellow to the ADEA Leadership Institute. This honor includes a \$4000 fellowship from Colgate-Oral Pharmaceuticals which Donna will use to examine factors that motivate Native American students to pursue higher levels of dental education. She is the first dental assisting educator to be selected for the Leadership Institute.

In Memoriam

DANB extends its sympathies to the friends/family of Louise Dahleen, CDA (DANB Certified July 1973) who passed away in June of 2001. Ms. Dahleen was very active as a dental assistant, serving as a past president of the Iowa DAA. She had also been employed by the University of Iowa Pediatric Dentistry Department for 32 years.

ADAA to Install 2002-2003 Officers at Annual Meeting

The American Dental Assistants Association will install new officers at the AGD/ADAA Annual Meeting in Honolulu, HI.

Last year's officers

- President Cynthia Bradley, CDA, CDPMA EFDA, of Winter Park, FL.
- President-elect Karen Waide, CDA, EFDA, of Newberg, OR;
- Vice-president Kay Mosley, CDA, Oklahoma City, OK.
- Secretary Cathy Roberts, CDA, COA, CDPMA, FADAA, from Bloomington, IN.
- Immediate past president Anna Nelson, CDA, RDA, of San Francisco, CA

will pass the leadership of the membership organization to new officers for the next year.

During her term, President Bradley with the other officers and Board of Trustees worked diligently to encourage membership in the professional organization and enhance the dental assisting profession. To join the ADAA, please call 312/541-1500 or log on to www.dentalassistant.org. ▲

NEW HAMPSHIRE

Sharon Farrington, CDA earned her Master of Education in Adult and Occupational Education from the University of New Hampshire. Her thesis was titled "Determining Dental Assisting Skills". Sharon currently works as a secondary Dental Assistant Instructor at Northeast Metropolitan Technology School in Wakefield, MA.

Are you DANB certified and recently honored for excellence in your profession? Earned a degree/major promotion? Earned an award or recognition?

Please drop a line to: "HONORS" at marketing@danb.org, fax 312/642-3368 or DANB, 676 N. St. Clair, Suite 1880, Chicago, IL 60611. We look forward to hearing from you about your accomplishments! ▲

Consultants to the ADA Commission on Dental Accreditation

DANB would like to acknowledge the following Certificants who are consultants to the ADA Commission on Dental Accreditation. In the consultant capacity, these individuals conduct site visits, review syllabi, work with program directors, and other similar duties. DANB appreciates their commitment to dental assisting education in this role and salutes them for their dedication to long-term DANB Certification.

<u>Consultant</u>	<u>Teaching Appointment</u>	<u>Credential</u>	<u>Date Certified</u>
Glenda D. Algaze	Lindsey Hopkins Tech. Educ. (FL)	CDA	7/31/73
Terry Anderson	Lakeland Med. Dental Academy (MN)	CDA	7/17/78
Barbara Bennet	Texas State Technical College (TX)	CDA	7/20/95
Sharon Billetter	Linn Benton Community College (OR)	CDA	7/31/27
Doni Bird	Santa Rosa Junior College (CA)	CDA	12/31/69
Margaret J. Bloy	Middlesex Community College (MA)	CDA	12/1/84
Sue-Ellen Casey	New Hampshire Technical Institute (NH)	CDA	7/17/72
Karen W. Castleberry	Chattanooga State Technical CC (TN)	CDA	8/1/72
Cynthia Cronik	Southeast Community College (NE)	CDA	7/31/73
Carol Dixon Hatrick	Santa Rosa Junior College (CA)	CDA	8/1/72
Paulette S. Kehm-Yelton	East Tennessee State University (TN)	CDA	7/31/73
Donna M. Kotyk	Salish Kootenai College (MT)	CDA	9/22/92
Connie Myers Kracher	Indiana Univ./Purdue Univ. (IN)	CDA	3/11/89
Kathleen A. Lapham	Minneapolis Comm. & Tech. (MN)	CDA	11/30/71
Donna S. Lepkoski	Luzerne Community College (PA)	CDA	7/31/73
Arlene Lopiccio	Gateway Technical College (WI)	CDA	11/22/68
Anne Maestas	Pikes Peak Community College (CO)	CDA	9/30/83
Joan C. Martin	S. Puget Sound Comm. College (WA)	CDA	6/1/75
Deborah McGrath	Fayetteville Technical CC (NC)	CDA	9/30/75
Megan Meerscheidt	San Antonio College (TX)	CDA	8/1/72
Lisa Monarch-Jennings	Concorde Career Institute (TN)	CDA	12/11/95
Janet G. Moskowitz	Broward Community College	CDA	8/28/67
Lynn Redman Smith	Univ. of N. Carolina-Sch. of Dent. (NC)	CDA	7/21/77
Karen Sperry	College of Redwoods (CA)	CDA	11/16/64
Linda Stewart	University of North Carolina (NC)	CDA	3/31/71
Diana Macalus Sullivan	Dakota County Technical College (MN)	CDA	6/30/00
Desiree Sutphen	Volunteer State Comm. College (TN)	CDA	9/26/94
Rose Walls	Orange County Public Schools (FL)	CDA	11/30/76
Janet Wilburn	Phoenix College (AZ)	CDA	8/2/90
Barbara Nelms Williams	Augusta Technical Institute (GA)	CDA	11/30/71
Cindy J. Zimmerman	University of Alaska Anchorage (AK)	CDA	7/9/76

Visit DANB at the 2002 Conventions and Meetings

Be sure to visit the DANB booth at upcoming conventions and meetings. Bring your current DANB wallet card and receive your credential ribbon/special gift.

<u>Convention</u>	<u>Location</u>	<u>2002 Dates</u>
Indian Health Service	Albuquerque, NM	September 18-19
Rocky Mountain Society of Orthodontists	Broomfield/Denver, CO	Sept.28-Oct. 1
Pacific Coast Society of Orthodontists	Monterey, CA	October 5-8
Southwest Society of Orthodontists	Houston, TX	October 15-19
American Dental Association	New Orleans, LA	October 19-23
Southern Association of Orthodontists	Savannah, GA	October 23-27
Great Lakes Association of Orthodontists/ Mid-Atlantic Society of Orthodontists	Ponte Verde, FL	November 1-4
North East Society of Orthodontists	New York, NY	November 16-19
Greater New York Dental Meeting	New York, NY	December 1-4

2003 tentatively includes Yankee Dental Congress, Rocky Mountain Meeting (Denver), Hinman Dental Meeting

Focus on the Board: James D. Watkins, DDS & Thomas C. Harrison, DDS

James D. Watkins, D.D.S., is one of two American Dental Association (ADA) representatives to the DANB's Board of Directors. Elected in 1998, he is currently serving his second of two possible three-year terms. He received his D.D.S. degree in 1975 from Virginia Commonwealth University – Medical College of Virginia School of Dentistry.



Dr. Watkins

Dr. Watkins currently works as a general dentist in Hampton, Virginia employing 4 dental assistants, including 1 DANB certificant. From 1975-1977,

Dr. Watkins served in active duty in the U.S. Navy Dental Corps and is currently ranked a Captain in the U.S. Navy Reserve Dental Corps and is presently a commanding officer of a dental reserve unit in Norfolk, VA.

He is a member of the Virginia Tech Alumni Association; American Dental Association; Academy of General Dentistry; National Dental Association; Virginia Dental Association; Norman Lassiter Dental Society; Pierre Fauchard Dental Academy; and the American Association of Dental Examiners. He serves as Secretary of the Old Dominion Dental Society; as Examiner for Southern Regional Testing Agency (since 1989); and as President of the Peninsula Dental Society from 2000-2001. The

Virginia Governor recently appointed Dr. Watkins to the Virginia Board of Dentistry a second time (he thus became the first dentist to ever be re-appointed to the Virginia dental board for non-concurrent terms.)

Some of Dr. Watkins' most notable accomplishments include: First African American dentist to be president of the Virginia State Board of Dentistry (1992-1993); First African American dentist to serve on the ADA's Council on Dental Education and Licensure/Commission on Dental Accreditation (1994-1998); First African American Commanding Officer of the Norfolk Dental Reserve Unit, which, in 1991, was the largest Navy Dental Reserve Unit in the country.

In addition, he has received several awards during his dental career including: Fellowship in the AGD 1993 & 1999 "President's Award" from the Old Dominion Dental Society; 1995 Fellow of The American College of Dentists; 1994 Fellow of The International College of Dentists; and 1989 & 1991 "Dentist of the Year" from the Old Dominion Dental Society; 1990 Fellow of the Virginia Dental Association.

Thomas C. Harrison, D.D.S., was elected to the Dental Assisting National Board's (DANB) Board of Directors in 1999 as one of two representatives of the American Dental Association (ADA). He is currently serving his second of a possible two three-year terms. Dr. Harrison is a general dentist in Katy, Texas, where he is an owner in a group

practice employing twenty-three dental professionals. He feels that dental assisting certification is a positive influence on one's career and encourages his employees to achieve certification.

In 2000-2001, he served as President of the Greater Houston Dental Society (GHDS) which has over 1,500 members, making it one of the largest component dental societies in the U.S. He serves on the advisory committee of the Houston Community College Dental Assisting Training Program.



Dr. Harrison

Other involvement includes a seat on the Board of Directors of the Texas Dental Association's (TDA) as well as the liaison to the TDA Committee on the New Dentist. On the national level, he has been a member of the ADA's House of Delegates for the past twelve years. He is a former member and Vice-Chairman of the ADA's Council on Dental Practice. Since 1990, he has been a presenter of the ADA's Success Seminar, which is a practice management seminar presented to junior and senior dental students at various dental schools throughout the U.S. ▲

2001 ADAA Fellows Inducted in New York

During the 2001 AGD/ADAA Annual Conference held in New York city, five ADAA members achieved the status of ADAA Fellow. Honored during the ADAA Fellowship Convocation were:

- Judith Andrews, CDA, Eldora, IA;
- Jennifer Blake, CDA, EFDA, Brownsburg, IN;
- Ewa Galezowski, CDA, Stratford, CT;
- Donna Shultz Lepkowski, CDA, Wilkes-Barre, PA
- Joan Stancil-Williams, CDA, CDPMA, Sharpsburg, NC.

New ADAA Fellows are scheduled to be inducted at the upcoming AGD/ADAA Annual Meeting.

The Class of 2001 was unique because it was there were many "firsts" in the group. It was the first time past presidents had achieved Fellowship—Judith Andrews was the ADAA president from 1992-1993 and Jennifer Blake served from 1997-1998. In addition Joan Stancil-Williams was the first African-American to achieve Fellowship and Ewa Galezowski was the first foreign-born recipient. Finally, Donna Lepkoski was the first inductee from

Pennsylvania and Second District.

In order to become a Fellow in the ADAA, a dental assistant must have three (3) consecutive years of Active ADAA membership and must accrue 300 hours of continuing education credit after enrolling in the program.

Those who are already CDAs, COAs or COMSAs automatically earn 150 hours of credit upon enrollment. CPDMAs earn 100 hours of credit. The fee to enroll is \$20. For more information contact the ADAA at (312) 541-1550. ▲



2001 ADAA Fellows (from left) Jennifer K. Blake, Joan Stancil-Williams, Donna Shultz Lepkoski, and Judith Andrews. Fellow not shown: Ewa Galezowski.

The Forum: Questions/Comments—DANB Answers

Question:

"Why did I get a sticker to put on my DANB Certificate? And why should I put my home address on my Certificate for everyone to see?"

DANB Response:

The 2000-2001 Stakeholder Survey results indicated that annual wallet cards and renewal seals, rather than the annual renewal certificate, were acceptable by most respondents. Therefore, the Board approved the professionally printed seals and wallet cards for annual recertification with a new certificate every five (5) calendar years. Although this project is cost effective, it will not diminish the classic, professional look of the DANB certificate, and allows DANB to keep renewal fees at a low level.

Responses to the question "DANB is evaluating offering annual wallet cards and renewal seal (to be applied to your certificate) versus the current annual certificate. You would receive a new

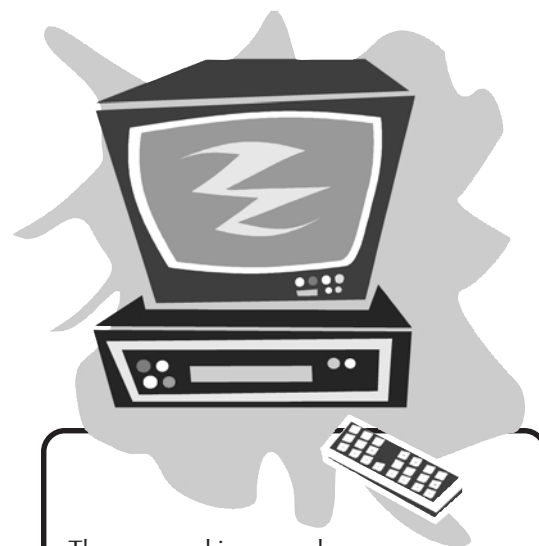
certificate(s) every 5 years, and the four years after, receive a new wallet card(s) and renewal seal(s). Would you support this new system?"

Yes: 84%
No: 16%

Comments to this question included "great idea – certificates are nice, but not always practical," "more convenient" and "yes – wallet card and seals."

Effective January 2002, DANB mails wallet cards and Certificate Seals. Apply the seal to the Certificate over the printed expiration date and CE#.

The address label is simply for identification when collating all the pieces to be mailed to an individual Certificant. The address seals should not be applied to the Certificate. DANB will print certificates for all renewals in 2006 (with expiration dates of 2007).▲



The new and improved DANB Web site is almost ready. Great care has been taken to analyze what information should be made Web-accessible to provide the most valuable service to the DANB stakeholders.

The URL remains www.danb.org and will feature downloadable applications for all DANB national and state examinations, state requirements/practice act excerpts, resume service and job posting section, as well as a list of CDE providers (DANB-approved) with contact information.

Navigation throughout the site will be easier than ever. Visitors can simply click on areas of interest and then visit additional pages for more detailed information on the topic.

DANB provides links to many dental associations (including state components and smaller, more specialized groups), state boards of dentistry/regulating bodies, and other sites to assist Certificants/visitors in finding the information they need.

"It has been a long time in coming," said Karen Lauerman, Director, Marketing and Communications, "and well worth the effort. I think site visitors, primarily our Certificants, will be impressed with the features at their fingertips."

The site is scheduled for release in mid-August for final Board approval with public access beginning shortly thereafter.▲



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DANB Press	x115
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Your calls are important to us. Please note that it is DANB's policy to return calls within two (2) business days.

DANB Staff Anniversaries

20 Years of Service to DANB—
 Debra Graham,
 Coordinator of Clinical Radiology Programs
 Shirley Kinnerk,
 Client Service Representative

Employment Opportunities

DANB occasionally has internal employment opportunities available. To be considered, please submit your resume via mail, fax or e-mail for our file.

You Could Be Next!

Match your CE number with one of the randomly selected numbers listed below. Notify us within 30 days of this newsletter's mailing to claim your prize. Be sure to include your name, address and CE number.

152655	168329
171485	115723
136989	101152

What's News

PDEP Now Available	1
Salary Survey Results	1
Call For Nominations	1
Word from the Chair	2
Emeritus Certificant Listing	2
DANB Briefs	2
Certification Provides Safeguard	
New Look for AGD	
Focus on Comm. Participation	4
2001 Recertification Guidelines	5
New Officers	6
Certificants You Should Know	6
Convention/Meeting Schedule	6
New Fellows Inducted	7
Focus on the Board	7
The Forum	7
DANB Details	8
National Test Dates	8

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DANB National Test Dates

Mark your calendars with these important written exam dates and deadlines.

2002-2003 Exam Dates

October 11-12, 2002
 February/March 2003 TBD
 June 13-14, 2003
 October 10-11, 2003

Deadlines

August 16, 2002
 TBD
 May 2, 2003
 August 29, 2003

Remember: Computerized examinations can be taken year round and do not have deadlines.
 TBD = To Be Determined, pending receipt of examiner commitments to test on particular February or March dates in 2003.