



## DANB Group Testing Checklist



Measuring Dental Assisting Excellence®

Below is a checklist to review before submitting exam applications. Please consult the CDA, COA or CPFDA Application Packets for complete requirements. This checklist applies only to DANB national exams, but may also be used for state exams. Please contact Katy Hotsenpiller, Senior Coordinator, Testing with any questions by calling 1-800-367-3262, ext. 452, or emailing [khotsenpiller@danb.org](mailto:khotsenpiller@danb.org). Mail or fax application to:

DANB/Attn: Katy Hotsenpiller  
444 N. Michigan Ave., Suite 900  
Chicago, IL 60611

Fax: 312-642-3550

## Application Checklist

Things to look for when sending in exam applications:

### 1) Applications should be filled out correctly and completely.

- The exam the candidate is applying for is checked
- Application is valid
- Names printed exactly as they appear on IDs
- Signed and dated
- Background Information questions must be answered and documentation provided, if necessary

### 2) Candidates must provide documentation, if applying for the CDA/GC\* exams.

- Enclose a copy (front and back) of current CPR card (required for all pathways)
- Indicate pathway on the application and enclose pathway eligibility documents:
  - Pathway I - Proof of graduation **or** intent to graduate letter from a CODA-accredited dental assisting or dental hygiene program
  - Pathway II - Work Experience Statement **and** proof of high school completion

*\*Please consult the COA or CPFDA Application Packet for COA, OA and CPFDA required documentation.*

### Final Check!

Has everyone:

- Been listed on the group form?
- Submitted a complete application with proper documentation, when necessary?
- Provided full payment?

If a candidate in your packet does not wish to test with the group, please add a note to the application indicating that the Candidate should be processed as an individual.