



Dental Assisting National Board, Inc.

Measuring Dental Assisting Excellence®

DANB's 2012 Recertification Requirements

Dental Assisting National Board, Inc.

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Table of Contents

Overview of <i>DANB's Recertification Requirements</i>	3
Release of Information	3
2012 CDE Categories	4-7
DANB-Accepted CPR Providers	8
Steps to Renew	9
Frequently Asked Questions	10-11
DANB Recertification Policies	12
Audit	13
Emeritus Status	13
CDE Recording Form	14

Overview of DANB's Recertification Requirements

DANB recognizes the dynamic and emerging roles of DANB Certificants in providing quality care to patients in a dental setting. DANB assists Certified Dental Assistants (CDAs), Certified Orthodontic Assistants (COAs), Certified Preventive Functions Dental Assistants (CPFDA), Certified Oral and Maxillofacial Surgery Assistants (COMSAs), and Certified Dental Practice Management Administrators (CDPMAs) in meeting these ever-changing roles by requiring CDE credits.

DANB patterns its definition of CDE after that of the American Dental Association (ADA). CDE consists of educational activities designed to review existing concepts and techniques, to convey information beyond the basic dental assisting education and training, and to update knowledge on advances in scientific, clinical and non-clinical practice-related subject matter, including evidence-based dentistry. The objective is to improve the clinical knowledge of the individual to provide the highest quality of service to the public and the profession. All CDE should strengthen the habits of critical inquiry and balanced judgment that are associated with the truly professional and scientific person and should make it possible for new knowledge, as it becomes available, to be incorporated into the practice of dental assisting.

DANB requires a minimum of 12 CDE credits annually, which is consistent with states that have mandatory CDE requirements for dental assistants. The yearly CDE requirement enhances the continued competence of DANB Certified Assistants. Requiring yearly CDE credits emphasizes the importance of lifelong professional learning and development. 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 DANB Certificant is able to demonstrate competence.

Release of Information

I understand DANB verifies to anyone by phone, by mail or on DANB's website regarding whether I hold any DANB Certifications, including Certified Dental Assistant (CDA), Certified Orthodontic Assistant (COA), Certified Preventive Functions Dental Assistant (CPFDA), 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 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 the 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.)

DANB asks that the *Request for Credential Verification* form be completed before providing an official verification letter to DANB Certificants or employers.

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 by providing my email address to DANB, 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 <http://www.danb.org/termsandconditions.asp>.

2012 CDE Categories

DANB's Board of Directors voted to revise *DANB's 2012 Recertification Requirements* to make renewing your DANB certification a simpler process. With fewer CDE categories, it will be easier to determine how you can earn CDE credits. As of January 1, 2012, DANB Certificants no longer receive CDE credits for CPR certification.

Below is an abbreviated table outlining the maximum number of annual credits CDAs, COAs, CPFDA, CDPMA or COMSA can earn in each of the four new CDE categories. See pages 4-7 for full descriptions and requirements of each CDE category.

2012 Continuing Dental Education Categories and Maximum Annual Credits					
CDE Categories	CDA	COA	CPFDA	CDPMA	COMSA
Category 1: Clinical Practice	12	12	12	5	12
Category 2: Dental Office Management	3	3	0	6	3
Category 3: DANB Exams	12	12	12	6	12
Category 4: Volunteer Service and Providing CDE	3	3	3	3	3

CATEGORY 1: CLINICAL PRACTICE

Clinical practice CDE can be earned by attending those lectures, courses, seminars, home study courses (text, video and Internet based) and/or table clinics that are directly related to the clinical practice of dentistry or dental assisting. In addition, clinical practice CDE can be earned by viewing video from dental meeting seminars and/or reading articles and textbooks related to clinical practice and then writing summaries. This category includes but is not limited to:

- Attendance at, or participation in, clinical professional development lectures, courses (including home study courses) and/or table clinics that are directly related to clinical knowledge and duties that would be chairside: dental materials, four-handed dentistry, infection control, radiology, expanded functions, non-human dentistry (i.e., canine and feline dentistry) and others.
- Viewing video from dental meeting seminars on clinical topics and writing a 250-word summary per seminar.
- Reading articles or textbooks on clinical topics and writing a 250-word summary per article or textbook.
- Completing scientific-oriented college courses.

How to Calculate CDE Credits

- For each clock hour that you attend and/or participate in one of these sessions, you will receive one (1) CDE credit.
- For each 250-word video summary submitted, you will receive two (2) credits.

- For each 250-word article/book summary submitted, you will receive two (2) credits.
- For each scientific-oriented college credit/unit successfully completed at the following levels:
 - Three (3) college credits/units = twelve (12) CDE credits
 - Two (2) college credits/units = six (6) CDE credits
 - One (1) college credit/unit = three (3) CDE credits

Providing Proof of Earning CDE Credits

The following may be used to provide proof of earning clinical practice CDE credits if you are audited by DANB:

- Certificate of completion, letter of attendance/completion on sponsor letterhead or including sponsoring organization name and contact information, meeting badge/program page (table clinics or free on-site lecture), CDE printout from meeting or similar documentation
- Copy of the 250-word essay highlighting the meeting, course name and presenter
- Written log of articles and copy of each 250-word article summary or 250-word textbook summary; educators may submit a copy of the completed publisher's evaluation form for any materials evaluated for adoption
- Official transcript or grade report, or letter from instructor on school or organization letterhead, verifying attendance

CATEGORY 2: DENTAL OFFICE MANAGEMENT

Dental office management CDE can be earned by attending those lectures, courses, seminars, home study courses (text, video and Internet based) and/or table clinics that are directly related to dental practice management. This category also includes courses and seminars covering dental practice acts and trends in dental assisting. These courses must be directly related to allowable duties for dental assistants. In addition, dental office management CDE can be earned by viewing video from dental meeting seminars and/or reading articles and textbooks related to dental office management and then writing summaries. This category includes but is not limited to:

- Attendance at, or participation in, dental office management lectures, courses (including home study courses) and/or table clinics that are directly related to dental office management and practice communication services: practice management, HIPAA, stress management, patient and staff motivation, computer courses (college courses, software training, etc.), insurance, claims/billing, foreign language studies, American Sign Language.
- Viewing video from dental meeting seminars on dental office management topics and writing a 250-word summary per seminar.
- Reading articles or textbooks on dental office management and writing a 250-word summary per article or textbook.
- Completing dental office management-related college courses.

How to Calculate CDE Credits

- For each clock hour that you attend and/or participate in one of these sessions, you will receive one (1) CDE credit.
- For each 250-word video summary submitted, you will receive two (2) credits.

- For each 250-word article/book summary submitted, you will receive two (2) credits.
- For each dental office management-related college credit/unit successfully completed at the following levels:
 - Two (2) college credits/units = six (6) CDE credits
 - One (1) college credit/unit = three (3) CDE credits

Providing Proof of Earning CDE Credits

The following may be used to provide proof of earning dental office management CDE credits if you are audited by DANB:

- Certificate of completion, letter of attendance/completion on sponsor letterhead or including sponsoring organization name and contact information, meeting badge/program page (table clinics or free on-site lecture), CDE printout from meeting or similar documentation
- Copy of the 250-word essay highlighting the meeting, course name and presenter
- Written log of articles and copy of each 250-word article summary or 250-word textbook summary; educators may submit a copy of the completed publisher's evaluation form for any materials evaluated for adoption
- Official transcript or grade report, or letter from instructor on school or organization letterhead, verifying attendance

CATEGORY 3: DANB EXAMS

Certificants can earn CDE credits for successful completion of any DANB-administered examination, excluding the first time a certification is passed. These examinations include any DANB national examination or any DANB state or agency-contracted examination.

CDE credits may also be earned by successful completion of non-DANB-developed, dental-related, professionally proctored exams consisting of at least 100 questions.

Certificants can earn twelve (12) hours of credit for successful completion of any DANB Professional Development Examination Program (PDEP) module.

How to Calculate CDE Credits

- For successful completion of a DANB-developed and DANB-administered exam of at least 100 questions, you will earn twelve (12) CDE credits.
- For successful completion of a DANB-developed and DANB-administered exam consisting of fewer than 100 questions, you will earn six (6) CDE credits.
- For successful completion of non-DANB-developed, dental-related, professionally proctored exams (consisting of at least 100 questions), you will earn hour-for-hour credit for the amount of time designated for the completion of the exam. If no time is specified, one hour will be allowed for every 100 questions.

Providing Proof of Earning CDE Credits

The following may be used to provide proof of earning exam CDE credits if you are audited by DANB:

- Providing the name and date of the DANB exam you successfully completed

- Providing the certificate or score report of the exam you completed, along with a description of the exam from the organization that delivers the exam

CATEGORY 4: VOLUNTEER SERVICE AND PROVIDING CDE (MAXIMUM 3 CREDITS)

Certificants may earn a maximum three (3) CDE credits by participating in dental-related community volunteer service or by providing CDE.

Examples of volunteer service include: international/national mission work, voluntary clinic work or dental health presentations to students or groups. Volunteer service also includes serving on a DANB Exam Committee. Community service does not include activities such as serving on a dental assisting program advisory committee or as an officer and/or committee chair for a national, state or local dental assisting organization.

Examples of scholarly activity include: teaching a professional course directly related to dentistry or dental assisting that is outside the Certificant's normal employment teaching responsibilities, presenting a CDE program that is outside the Certificant's normal employment teaching responsibilities, or authoring a published article in a recognized dental or dental assisting journal.

How to Calculate CDE Credits

- A maximum of three (3) CDE credits in this category may be used toward renewing your DANB certification each year.
- For each clock hour of participation in volunteer dental-related community service, you may earn one (1) CDE credit, for a maximum of three (3) CDE credits in this category.
- Three (3) CDE credits will be earned for teaching, presenting or publishing as described above.

Providing Proof of Earning CDE Credits

Proof of volunteer dental-related community service includes certificate of completion, letter of attendance/participation or similar documentation, on letterhead of the sponsoring service organization, or including sponsoring service organization contact information. DANB will verify participation of DANB Exam Committee members.

DANB-Accepted CPR Providers

As of January 1, 2012, DANB Certificants no longer receive CDE credits for CPR certification. Current DANB-accepted CPR certification is required for annual renewal of DANB certification. DANB accepts CPR certifications from the providers below. If the Certificant was given a hands-on examination CPR must be part of the course. CPR certification from other providers or courses will not be accepted.

Accepted Documentation:

Copy of front and back of a current CPR card from one of the organizations listed below; the card must be dated and signed, or imprinted with the instructor's name, and have the Certificant's name or signature on the card.

DANB-Accepted CPR Providers:

- 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-Not all courses include the hands-on exam, so check with provider before taking course to be sure it will be accepted by DANB
- EMS Safety Services
- Medic First Aid
- Military Training Network
- National Safety Council (Green Cross)
- ProCPR (added Feb. 2009)-Not all courses include the hands-on exam, so check with provider before taking course to be sure it will be accepted by DANB
- Saudi Heart Association

Steps to Renew Your DANB Certification

Step 1: Earn your Continuing Dental Education credits.

Start earning your CDE credits as soon as your renewal period begins. This will help you to avoid the renewal late fee. For DANB Certificants who just earned DANB certification, your renewal period begins upon earning your certification. For DANB Certificants who have held DANB certification for one or more years, your annual renewal period begins on the anniversary of the date you earned and last renewed your DANB certification. The number of required CDE credits and renewal fee depends upon the number of certifications you hold. Keep track of your CDE credits on the CDE Recording form on page 14 of this packet. Current DANB-accepted CPR certification is required for annual renewal of DANB certification; see page 8 for a complete listing.

Number of Certifications	Required CDE Credits	2012 Renewal Fees
1	12 credits (plus CPR)	\$60
2	18 credits (plus CPR)	\$85
3	24 credits (plus CPR)	\$105
4	30 credits (plus CPR)	\$130
5	36 credits (plus CPR)	\$150
Late Fee		\$15

Step 2: Receive your renewal notice.

Six weeks before your certification expiration date, you will receive a renewal notice. Upon receiving your renewal notice, review the CDE credits you have earned and your CPR certification to ensure you have met DANB's requirements. If you have not yet earned all the required credits, including current DANB-accepted CPR, this is the time to complete these requirements!

Step 3: Complete your renewal online or by mail.

You will be asked to attest to the fact that you have earned the required and appropriate CDE credits, currently hold DANB-accepted CPR certification and answered DANB's background questions honestly. You will then pay your renewal fee. Fees are the same for online or regular mail.

Online: Visit www.danb.org/renewonline. You must have your renewal notice with you.

Regular Mail: Complete the renewal notice that you received in the mail and send it to:

Dental Assisting National Board, Inc.
444 N. Michigan Ave., Suite 900
Chicago, IL 60611-3985

Step 4: DANB reviews your renewal.

Upon receiving your renewal information, DANB will process your payment and ensure you have completed and attested to the information listed in Step 3.

Step 5: DANB audits a percentage of recertification applications.

If you are selected for an audit, you will receive a letter in the mail asking you to submit proof of all CDE credits you earned during your renewal period and proof of DANB-accepted CPR certification.

Step 6: Receive your new certificate and wallet card.

DANB will mail your new certificate and wallet card approximately four weeks after receiving your payment and verifying the information provided.

Frequently Asked Questions

What happens if I don't recertify?

If you do not renew your DANB certification within three months of its expiration date:

- You are no longer DANB certified
- You may not use DANB certification designations or registered certification marks (CDA, COA, CPFDA, COMSA or CDPMA)
- You will no longer benefit from the greater earning power, career mobility, peer recognition and overall enhanced employment opportunities that over 34,000 DANB Certificants enjoy
- To protect against misuse of DANB certification marks, DANB sends reports of lapsed DANB certificants to the state regulatory agencies on a regular basis
- Misuse of any DANB certification or service mark is grounds for discipline under DANB's Disciplinary Policies and Procedures; to receive a copy of *DANB's Disciplinary Policies and Procedures* or *DANB's Complaint and Investigation Procedures* document, call 1-800-367-3262, ext. 445; visit www.danb.org; or email vspears@danb.org

Are CDE credits good for more than one year?

Yes. Any credits that are earned in excess of the number required in that year can be carried over to the next renewal period. When you are carrying over credits, proof of participation must be provided for the year the credits were earned and the year being audited.

What type of documentation is acceptable for proof of CDE participation?

Acceptable proof of participation is an official certificate or letter from the sponsor of the program or an official college transcript. For courses attended at a convention, send the CDE printout from the meeting. If the meeting does not provide printouts, note the course completion number given at the end of the presentation next to the entry in the program guide.

Why is there mandatory CPR?

Dental assistants are responsible for patient care and in an emergency are perhaps the only ones who can attend to the patient immediately. For example, an emergency occurs while the dentist is with a patient in exam room 2 while the CDA is attending to the patient in exam room 1. The CDA is closest to the patient and can administer care or CPR as appropriate.

When will I receive my renewal certificate or wallet card?

The entire process from DANB's receipt of payment to the Certificant's receipt of certificate takes approximately four weeks. This time frame includes processing, data entry, and certificate printing and mailing. The four week time frame still applies if a renewal payment is made at the end of the three-month grace period.

Why am I being audited?

DANB randomly selects Certificants for verification (audit) of CDE. Although the renewal fee has been paid and the Certificant has attested to earning CPR and CDE, DANB performs an audit to verify the signed statement. The three-month grace period applies to those being audited.

How does the audit process work?

A randomly selected group of Certificants receives letters requesting proof of CDE. Certificants simply submit proof of education/attendance in compliance with the Recertification Requirements (see accepted documentation under each category) with a completed CDE form for DANB review.

Once DANB has reviewed and approved the audit, the Certificant receives a new certificate within three to four weeks.

If the submitted credits do not comply with the appropriate number of credits per category/meet DANB Recer-

tification Requirements, or proof is not provided, the Certificant receives a noncompliance letter indicating the deficiency in the audit. The Certificant is encouraged to submit additional proof or in some cases use the grace period to earn additional credits to comply. Once the audit is approved, a new certificate is processed.

Why would a Certificant fail an audit?

There are many reasons a Certificant might fail a DANB audit:

- Failure to include proof of CDE participation
- Submitting credits earned outside of the renewal period being audited
- Earning too many credits in a category that has a maximum
- Not submitting enough credits
- Submitting proof of attending courses not compliant with the current DANB Recertification Requirements

If a Certificant “fails” the audit, materials will be returned with a letter indicating what steps are to be taken in order to pass the audit. Certificants may use their three-month grace period (past the expiration date) to earn credits, provide proof, etc., in order to comply (and pass) the audit.

How do I reinstate my DANB certification if I allowed it to lapse?

Lapsed DANB Certificants can become recertified, depending on how long certification has been expired. If your DANB certification has lapsed and you would like to recertify, please contact DANB’s Recertification Manager at 1-800-367-3262 x445.

If you have any other questions that were not addressed here, please contact DANB’s Recertification Department at 1-800-367-3262.

DANB Recertification Policies

Relevance to Practice of Dentistry or Dental Assisting

All CDE must directly relate to the practice of dentistry or dental assisting to maintain or improve dental assisting clinical knowledge. CDE does not need to be preapproved by DANB in order to be accepted as meeting *DANB's 2012 Recertification Requirements*. Call DANB prior to participation in education if you have questions about content.

Length of Program

Programs must be at least 45 minutes in length in order to qualify for one CDE credit. Credit for a CDE course will be calculated in 15-minute increments (i.e., 1½ hours = 1.5 CDE credits, 2¾ hours = 2.75 CDE credits).

Pre-Certification CDE

Education dated prior to a DANB Certificant's initial certification date cannot be used to meet DANB CDE requirements. DANB Certificants must earn the appropriate number of CDE credits during their first year of certification to maintain DANB certification.

CDE Lifespan

CDE has a two-year lifespan. DANB Certificants who carry over credits into the next renewal year must retain proof of credits of CDE over a two-year period, in case they are chosen by DANB for audit. For example, a DANB Certificant with one credential must show proof of 24 CDE credits for the two-year period.

Multiple Certifications

It is possible to be DANB certified in each of five areas: CDA, COA, CPFDA, COMSA and CDPMA. CPFDA's must earn 12 CDE credits in categories related to the clinical practice of dentistry or dental assisting. Renewal requirements are set at approximately 50 percent increase over basic requirements for each additional certification maintained.

Renewal Timing and Certification Expiration

A three-month CDE grace period is granted if the required CDE credits are not accumulated and the appropriate fee is not received by the expiration date. An individual is considered DANB certified during this three-month CDE grace period; however, a late fee of \$15 will be assessed. If DANB does not receive a response to renewal notice(s) within three months of the DANB certification's expiration date, the individual is no longer certified and cannot use the CDA, COA, CPFDA, COMSA or CDPMA certification marks. DANB's certification marks are registered with the U.S. Patent and Trademark Office, and only those individuals who have earned and maintained the marks are legally authorized to use them.

Misrepresentation of DANB Certification Marks

Misuse of any DANB Certification mark is grounds for discipline under *DANB's Disciplinary Policy and Procedures*. Contact DANB for a copy. For reinstatement of a certification mark, contact DANB by phone at 1-800-367-3262 (dial option 2) or by email at vspears@danb.org.

Review and Appeal Policy and Procedures

A copy of *DANB's Review and Appeal Policy and Procedures* is available at www.danb.org.

Audit

Each year, a percentage of DANB Certificants will be selected for verification (audit) of CDE credits and DANB-accepted CPR certification. While most audits are random, some may be at DANB's discretion. Should you be asked to participate in DANB's audit process, you must provide proof of CDE credits earned and current DANB-accepted CPR certification. Those selected for audit will be considered DANB Certified during the audit process. Specific instructions will be sent to those being audited. Upon successful completion of the audit, certification will be reinstated for the full renewal year.

When submitting documentation for an audit the following must be included:

- Certificant's name
- Certificant's certification number
- Course sponsor name
- Date of course
- Course title
- Brief description of the material presented
- Number of CDE credits

CDE has a two-year life span. Documentation (proof of CDE) should be retained for two years, in the event of subsequent audit. It is the responsibility of the DANB Certificant to obtain and retain documentation that verifies attendance at or participation in all CDE activities that will be used for renewal credit, including a current DANB-accepted CPR card (mandatory). See page 14 for a convenient form to track your CDE. Remember to keep appropriate documentation with this form.

Emeritus Status

DANB Certified Assistants (CDA, COA, CPFDA, COMSA and CDPMA) may apply for "Emeritus Status" if they have maintained continuous current certification for four (4) of the five (5) years immediately preceding application and have:

- Become totally and permanently disabled; or,
- Retired from the field of dentistry/dental assisting at the age of 60 years or older; or,
- Retired from the field of dentistry/dental assisting with 35 years of continuous (without any breaks) DANB Certification.

Disability

Must submit two (2) letters stating that she/he is no longer working in the dental field due to disability:

- One from the assistant requesting Emeritus Status and signed by the assistant; and
- One from the assistant's physician on his/her office letterhead stating that the assistant is physically and permanently unable to perform any duties required.

Retirement

Must submit two (2) letters stating that she/he has retired and the date of retirement:

- One from the assistant requesting Emeritus Status and signed by the assistant; and
- One from the assistant's employer on letterhead and signed by the employer (or the assistant can provide proof of receiving social security benefits).

If a Certificant holds more than one credential, the Certificant will only earn "Emeritus Status" for those credentials that the Certificant maintained continuous current certification for four (4) of the five (5) years immediately preceding application.

