



Report of Major Actions of the Board of Directors of the Dental Assisting National Board, Inc. Discussed at its Annual Meeting

February 2007

Following each meeting of the Board of Directors of the Dental Assisting National Board, Inc. (DANB), DANB publishes a Report of Major Actions of and Project Updates Discussed by the DANB Board of Directors. This report is provided to each organization with representation on the DANB Board of Directors, and to other members of DANB's communities of interest as desired, and will be followed by that meeting's minutes when approved. In addition, DANB publishes each Report of Major Actions of and Project Updates Discussed by the DANB Board of Directors on the DANB website (www.danb.org).

This Report, which reflects DANB's Board of Directors' February 2007 actions, is organized using the following categories: *Stakeholder Outreach*; *Candidate Issues*; *Certificant Issues*; and *Board of Directors – Specific Initiatives*.

I. STAKEHOLDER OUTREACH

A. Item Writing Workshop

The Board approved the updated Item Writing Workshop plan recommended by the Strategic Planning and Marketing Committee. The Workshop is open to up to 50 qualified DANB Certificants and will be held September 26, 2007 in San Francisco in conjunction with the ADA/ADA Annual Meeting.

B. Policy for the Sale of Certificant Mailing Lists

The Board approved the revision of Policy III.904, Communications – Sale of Certificant Mailing Lists, as follows (added text is underlined; deleted text is stricken):

The policy for the sale of Certificant mailing lists, disks and labels is as follows:

Mailing lists will only be provided to ~~potential employers or sponsors of continuing education seminars or home study programs~~ potential employers, DANB approved sponsors of continuing education programs, and sponsors of dental conferences.

The information required to complete an order is:

- *Name of company (if you are mailing house, names of your company and client)*
- *Organization status (profit or non-profit)*
- *Payment method*
- *Standard or rush service*
- *Disk/label preference*
- *Type of labels (e.g., NJ CDAs)*
- *Usage (e.g., direct mail or home study courses)*
- *Sample of item to be sent (if actual item is in development, copy is sufficient)*

DANB will review ~~your~~ each request and, if approved, provide an invoice. Upon receipt of payment, DANB will process ~~your~~ mailing list requests for one time usage.

II. CANDIDATE ISSUES

A. Report on Pass/Fail Rates

Collection and analysis of data related to pass/fail rates of CDA/GC Pathways I and II candidates for the period 4/1/06 to 12/31/06 show that performance of these two pathways for the current year is statistically equivalent. To qualify for Pathway I, a candidate must have graduated from an ADA-accredited dental assisting or dental hygiene program and hold a current Cardiopulmonary Resuscitation (CPR) certificate from a DANB-accepted CPR organization and course. To qualify for Pathway II, a candidate must be a high school graduate or equivalent, hold a current CPR certificate from a DANB-accepted CPR organization and course, and have a minimum of two years full-time work experience (at least 3,500 hours accumulated over a 24-month period) as a dental assistant verified by a dentist-employer or have a least 3,500 hours of a combination of full and part-time or only part-time work experience earned over a minimum of 24 months and a maximum of 48 months as a dental assistant verified by a dentist-employer.

B. Revised Schedule for Content Validation Studies

The Board approved the revised schedule for content validation studies. The results of these studies are used in development of exam blueprints. DANB's Certified Dental Assistant (CDA) examination is comprised of the Radiation Health and Safety (RHS), Infection Control (ICE) and General Chairside Assisting (GC) component exams. DANB's Certified Orthodontic Assisting (COA) examination is comprised of the ICE and Orthodontic Assisting (OA) component exams.

CONTENT VALIDATION SCHEDULE

	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
RHS					X		X				X
ICE						X			X		
GC	X					X				X	
OA				X				X			

C. PDEP Modules Information

The Board reviewed comparative month-by-month data on sales of Professional Development Examination Program (PDEP) modules for FY 04-05, FY 05-06, and the four months ending 12/31/06. PDEP is an in-home testing program available only to current or former DANB Certificants. A new General Chairside Professional Development Examination Program (GC PDEP) module will be published in March/April 2007.

D. RHS Content Validation Study Information

The Board reviewed the results of the RHS content validation study conducted in 2005-2006 and voted to retain the existing exam blueprint (task analysis), as follows:

- I. *Expose and Evaluate:* 37%
- II. *Process:* 16%
- III. *Mount and Label:* 11%
- IV. *Radiation Safety – Patient:* 24%
- V. *Radiation Safety – Operator:* 12%

The Board also voted to approve staff recommended wording changes to the RHS exam blueprint. The wording changes are as follows (additions underlined; deletions stricken):

I.B.2 – Select appropriate film size and film speed (sensitivity) depending on patient characteristics and exposure technique indicated.

III.A.2 – Match specific tooth views to specified tooth mount windows ~~for an 18 film series~~

V. RADIATION SAFETY – OPERATOR/OTHER STAFF

V.A.1 – Identify sources of x-radiation to operators/other staff while exposing radiographs

E. Language for Task List on Work Experience Statement for CDA and GC Exam Applications

The Board approved the following language for the task list on the Work Experience Statement for both the CDA and GC exam applications, beginning with the 2008 CDA Candidate Guide:

- *Preliminary examination of patients (intraoral and extraoral)*
- *Charting teeth/completing treatment documentation*
- *Using diagnostic aids (such as radiographs and impressions for study models)*
- *Taking and recording a patient's vital signs*
- *Four-handed dentistry techniques*
- *Preparation and understanding of armamentarium*
- *Performing and assisting with intraoral procedures*
- *Managing patients*
- *Processes and procedures for the laboratory*
- *Providing oral health patient education*
- *Office operations (inventory, ordering, equipment maintenance and legal)*
- *Preventing and managing dental emergencies*
- *Preventing and managing medical emergencies*
- *Use, handling, characteristics of Impression materials*
- *Use, handling, characteristics of Restorative materials*
- *Use, handling, characteristics of Sedative/Palliative materials*

The Board also approved to refer further review of the CDA/GC Work Experience Statement, for the purpose of improving conciseness and coherence for dentist/employers, to the Candidate Services Committee at its August 2007 meeting.

Additionally, the Board approved the requirement that dentist license numbers be included on additional letters submitted with the Work Experience Statement, effective January 1, 2008, and approved updating the language in the 2008 Candidate Guide and the Candidate Services Manual, Policy II.203.5, as follows (added text is underlined):

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 employers/dentists during the 2- to 4-year time period (at least 3,500 hours of a combination of full-/part-time or only part-time work experience earned over a continuous 24-month [minimum] to 48-month [maximum] period) or the current employer may choose to verify all employment even if the candidate has worked for other dentists in prior years. (Each letter that is included with the application must include that dentist's license number.)

F. Foreign Equivalency Report Documents

The Board adopted the requirement that all foreign equivalency report documents submitted to DANB with examination applications be in a sealed envelope from the DANB-accepted document equivalency evaluator, and the Board also approved to revise the 2008 Candidate Guides as follows (added text is underlined):

(All foreign language education or equivalency documents must be evaluated by a DANB-approved evaluator AND SENT WITH THE APPLICATION IN A SEALED ENVELOPE FROM THE EVALUATOR.)

Enclose a copy of your high school diploma or a photocopy of transcript with graduation date or a photocopy of your post-secondary degree/college transcript and a photocopy of the document translation.

AND enclose an equivalency report from an independent, DANB-approved evaluator.

An official equivalency report must be included with the application 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 CONSIDERED INCOMPLETE AND RETURNED MINUS THE NON-REFUNDABLE APPLICATION FEE.

(Foreign graduates must submit their education credentials to an independent credential/educational verification agency; recognized agencies include the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and evaluation services that are members of the National Association of Credential Evaluation Services (NACES). No other documentation shall be considered.)*

G. Eligibility Documentation Addressing Education Credential of Foreign Graduates

The Board approved making the following additions to the portion of Policy II.306, Eligibility Documentation, addressing education credential of foreign graduates (added text is underlined), effective 1/1/08:

Foreign graduates must submit their education credentials to an independent credential/educational verification agency, either a NACES member or AACRAO. The evaluation reports must be included in a sealed envelope from the evaluator with the application. Non-sealed evaluation reports, or evaluation reports in envelopes that are not from the evaluator, received with applications from the applicant will not be accepted and will be returned as incomplete.

H. EMTA as DANB-Approved CPR Provider

The Board approved the acceptance of Emergency Medical Training Associates (EMTA) as a DANB-approved CPR provider when Adult AND Child/Infant CPR training is administered, as evidenced by checks in the boxes labeled "Adult One Rescuer CPR w/Barrier" and "Infant/Child CPR Pediatric Emergencies" on the back of the EMTA course completion card.

I. Formalizing Criteria for DANB Acceptance of CPR Courses

The Board adopted the following criteria for approval of CPR courses and approved revising Candidate Services Policy II.203.1 and Certificant Services Policy III.300.1 to include these criteria:

Cardiopulmonary resuscitation (CPR) courses considered for approval by DANB must meet each of the following criteria:

- Written assessment*
- Hands-on skills/clinical component*
- CPR-granting organization must be national or international in scope*
- Adult, infant and child CPR training*
- Bloodborne pathogen training*
- Responding to an emergency training*

DANB staff, authorized by DANB's Executive Director, will provide approval of new CPR courses and/or organizations to be listed in the current online Candidate Guides, and for presentation in the next release of the paper versions of the CDA, CDPMA, and COA Candidate Guides, and in the current Recertification Guidelines.

Approved CPR courses and documentation will be presented at the next Board of Directors meeting for review and approval or, if necessary, revocation of DANB acceptance.

J. Information to be Added to DANB's Task Analysis and *The DANB Review*

The Board approved including information formerly found only in DANB's *Key Word Analysis* in upcoming new editions of DANB's *Task Analysis* and *The DANB Review*. Specifically, each item in the exam content outline will be accompanied by a number representing the average item difficulty value (presented as logit value) of exam items aligned with that content area; an explanation and a descriptive logit ruler also will be included. *(Note: New editions of the DANB Review, DANB Task Analysis, and DANB's Glossary of Dental Assisting Terms, are scheduled to be released in the first quarter of 2008.)*

III. CERTIFICANT ISSUES

A. New Policy Added to the Certificant Services Manual

The Board approved adding the following new policy, Renewal Requirements: Continuing Dental Education (CDE) Definition, as Policy III.301 to the Certificant Services Manual:

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 patterns its definition of Continuing Dental Education (CDE) after that of the American Dental Association. 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 knowledge, skills and ability of the individual to provide the highest quality of service to the public and the profession. All continuing dental education should strengthen the habits of critical inquiry and balanced judgment that denote the truly professional and scientific person and should make it possible for new knowledge to be incorporated into the practice of dental assisting as it becomes available.

DANB requires a minimum of 12 CDE hours annually, which is in line with states that have mandatory CDE requirements for dental assistants. The yearly CDE requirement enhances the continued competence of Certified Assistants. Requiring yearly CDE hours 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 Certificant is able to demonstrate competence.

B. Approval of Pet Dentistry Courses for DANB-Accepted CDE

The Board approved eligibility for DANB CDE Approval of non-human clinical dental courses and approved making the following addition to the description of CDE Category 2: Clinical Courses, Seminars, Table Clinics & Exhibits (added text is underlined):

Clinical courses are those on-site lectures, courses, seminars, and/or table clinics that are directly related to the clinical practice of dentistry or dental assisting. This category includes, but is not limited to attendance at, or participation in clinical professional development courses that are directly related to skills, 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.

C. Development of Definitions of COA, CDPMA and COMSA

The Board accepted the following definitions as standard definitions for COA, CDPMA and COMSA. (DANB's definition of a CDA was approved at the August 2006 DANB Board of Directors meeting.):

A COA is a dental assistant, dental hygienist or dentist who:

- 1. meets the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB) **AND***
- 2. passes DANB's Certified Orthodontic Assistant (COA) examination, which is comprised of component exams covering Infection Control (ICE), and Orthodontic Assisting (OA), **AND***
- 3. is currently CPR certified, **AND***
- 4. continues to maintain the credential by meeting DANB Recertification Requirements (including continuing education, current CPR certification and annual fee).*

A CDPMA is a dental assistant, dental hygienist or dentist who:

- 1. meets the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB) **AND***
- 2. passes DANB's Certified Dental Practice Management Administrator (CDPMA) examination, **AND***
- 3. is currently CPR certified, **AND***
- 4. continues to maintain the credential by meeting DANB Recertification Requirements (including continuing education, current CPR certification and annual fee).*

A COMSA is a dental assistant, dental hygienist or dentist who:

- 1. met the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB) **AND***
- 2. passed DANB's Certified Oral and Maxillofacial Surgery Assistant (COMSA) examination*, **AND***
- 3. is currently CPR certified, **AND***
- 4. continues to maintain the credential by meeting DANB Recertification Requirements (including continuing education, current CPR certification and annual fee).*

**Effective January 1, 2000, the COMSA examination was discontinued due to low participation. However, DANB continues to recognize those who have earned the COMSA credential and maintain it annually by meeting DANB's Recertification Requirements.*

D. Pins for Emeritus Certificants

The Board directed the Executive Director to add the purchase of 2,000 pins with the words "Certified Assistant Emeritus" to the FY 2006/2007 marketing budget. The pins should be mailed to all Certificants who have been awarded Emeritus Status, with a notice congratulating them on their retirement from dental assisting and their contributions to the oral health care profession. They should be reminded to wear their DANB Certified Assistant Emeritus pins, and not their DANB Certificant pins, because to do otherwise would be to imply current DANB Certification, which could mislead the public.

IV. BOARD OF DIRECTORS – SPECIFIC INITIATIVES

A. Mentoring Plan for New DANB Board Directors

The Board approved the Strategic Planning and Marketing Committee's proposed mentoring plan whereby a new Board Director would, upon election, be paired with a more senior Board Director, who would be available to answer questions and act as a resource for information.

B. Re-election

The Board reelected Dr. Howard Bell to serve a second term as ADA educator on the DANB Board of Directors. It also reelected Carla Schneider, CDA, RDA, to serve a second term as one of two ADAA clinical dental assistants on the DANB Board of Directors.

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