

Measuring Dental Assisting Excellence®

Dental Assisting National Board, Inc.



2011 CDA Exam Application Packet

This packet includes applications for the
Certified Dental Assistant (CDA®) exam
GC, RHS and ICE component exams taken in the same test administration

This is a special application packet for the
September 17, 2011, CDA exam administration during the
Ohio Dental Association Annual Session.

Application deadline
(faxed or postmarked)
August 31, 2011

Dental Assisting National Board, Inc.
444 N. Michigan Ave., Suite 900, Chicago, IL 60611-3985
1-800-367-3262 Fax: 312-642-8507 E-mail: danbmail@danb.org
www.danb.org

Welcome.

Congratulations on taking the first step toward becoming a DANB Certified Dental Assistant. This DANB application packet includes the exam application for the Certified Dental Assistant (CDA) exam, which is composed of three component exams: Radiation Health and Safety (RHS) exam, Infection Control exam (ICE), and General Chairside Assisting (GC) exam. Candidates may take the full CDA exam all at once, take the RHS and ICE exams at the same test administration (RHS/ICE), or take and pass the component exams separately within a five-year period to become DANB Certified. **The exam application in this application packet is for taking the full CDA exam on Sept. 17, 2011.**

There are eligibility requirements to take the GC or CDA exams. A candidate can be eligible under one of three pathways. Read pages 12-13 to determine which pathway you will be eligible for and the documentation necessary for each.

Currently, a total of 38 states, the District of Columbia, the U.S. Air Force and the Department of Veterans Affairs recognize or require DANB exams for dental assisting practice.

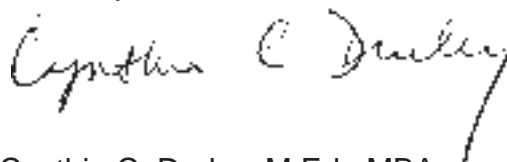
The Ohio State Dental Board (OSDB) recognizes DANB exams as meeting exam requirements for Ohio dental assistants. DANB CDAs are qualified to expose radiographs, after applying to the OSDB for certification as a Dental Assistant Radiographer. In addition, OSDB-approved Expanded Functions Dental Assisting (EFDA) courses may require that an assistant be a CDA to enroll. Also, CDAs are qualified to enroll in OSDB-approved coronal polishing or pit and fissure sealant courses, meeting partial requirements to perform these functions in Ohio. For more information, visit the State-Specific Information section of DANB's Web site at www.danb.org or contact DANB or the State Board of Dentistry (see page 23).

DANB Certification is current for one year. To maintain Certification, DANB Certified Assistants must renew their certification annually. *DANB's 2011 Recertification Requirements* include mandatory, current DANB-accepted CPR certification, completing at least 12 credits of Continuing Dental Education (CDE) and paying an annual renewal fee.

Please be sure to sign and date the application, answer the Background Information questions, attach the proper documentation and include the payment. If you have any questions, please contact DANB's Client Service Representatives at 1-800-367-3262. DANB is here to help you through the process of becoming a DANB Certified Assistant.

There are currently more than 33,000 proud dental professionals who call themselves DANB Certified Assistants! I wish you the best as you advance in the dental assisting profession.

Sincerely,



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

About DANB

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

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

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

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

- American Association of Dental Boards
- American Dental Education Association
- American Dental Assistants Association
- American Dental Association
- DANB Certificants
- The Public

2010-2011 DANB Board of Directors

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

DANB's Mission

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

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

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

DANB Certifications

Dental assistants who meet the eligibility and examination requirements may earn DANB Certification in the following areas:

- Certified Dental Assistant – CDA®
- Certified Orthodontic Assistant – COA®
- Certified Preventive Dental Assistant – CPDA™

In addition to these national certifications, DANB offers Certificates of Competency in:

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

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

DANB Certification and exams leading to Certificates of Competency are currently recognized by 38 state boards of dentistry, the District of Columbia and other state dental regulatory agencies.

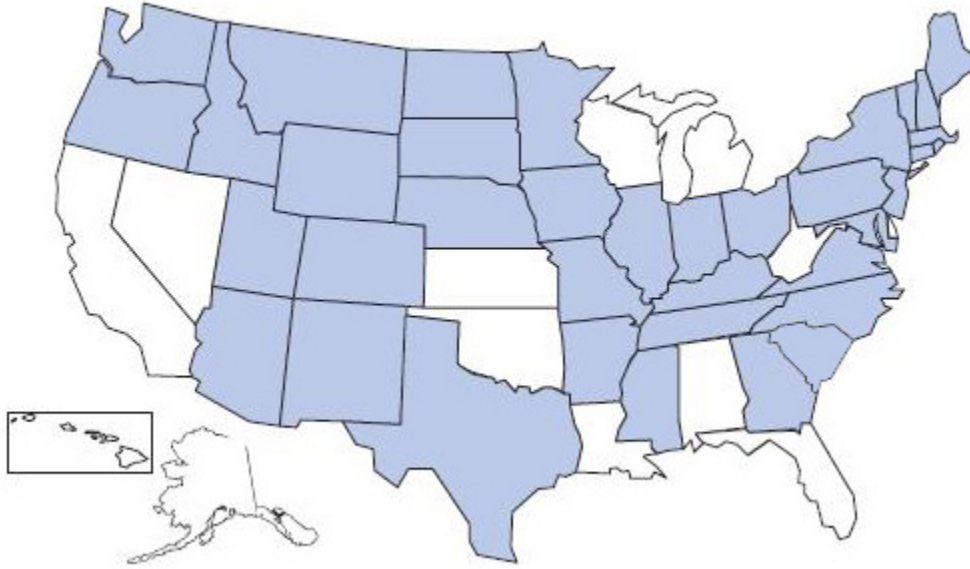
Information and applications for COA and CPDA Certification exams and CPDA component exams (CP, SE, TF and TA) can be found in separate DANB exam application packets. Visit www.danb.org or call 1-800-367-3262.

DANB is a member of the Institute for Credentialing Excellence. The National Commission For Certifying Agencies (NCCA), an Institute for Credentialing Excellence commission with responsibility for accrediting certification programs, has evaluated DANB national certification programs (CDA and COA), including DANB component exams (RHS, ICE, GC and OA), and finds that DANB programs meet NCCA's highest standards, thus helping to assure validity, reliability and objectivity in the testing process. DANB Executive Director Cindy Durley, M.Ed., MBA, completed a six-year term on the NCCA (Chair in 2003 and 2004) and five years as an Institute for Credentialing Excellence Board Director, serving as President in 2006. DANB Chief Operating Officer Liz Koch, M.P.H., M.Ed., began her first three-year term as an NCCA Commissioner in 2009.



Recognition of DANB Exams

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



Meet State Requirements

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

Recognition of DANB's CDA Exam

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

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

DANB's State-Specific Exams

DANB administers state-specific expanded functions exams in Delaware, Maryland, Missouri, New Jersey, New York, Oregon and Washington. To download state applications, visit www.danb.org.

Recognition of DANB's RHS Exam

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

Recognition of DANB's ICE Exam

DANB's Infection Control (ICE) exam is one component of the CDA exam. A passing score on the ICE exam earns the candidate a Certificate of Competency, which meets state requirements for infection control* in Iowa, New York and North Dakota.

U.S. Military and Federal Agencies Recognition

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

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

*Additional requirements may apply. Visit www.danb.org or check with the state dental board for more information.

DANB's Exam Review Materials

DANB is proud to announce that its e-learning offerings are now available. DANB's e-learning courses will soon be offered as products through the DALE Foundation.

To learn more or to purchase DANB's e-learning offerings, visit www.danb.org.

DANB's Radiation Health and Safety (RHS) Review Course

Seat Time: Approx. 12 hours
DANB CDE Credits: 12

Course overview

DANB's RHS Review Course covers important topics related to both conventional and digital dental radiation health and safety. The self-paced, interactive review course covers basic anatomical landmarks, radiation biology and safety issues, elements of radiographic exposure equipment, errors encountered in radiographic exposure, radiographic labeling, and infection control techniques. The course is intended for chairside assistants or dental assisting students with varying degrees of dental radiography knowledge.



DANB's Conventional Dental Radiography Review Course

Seat Time: Approx. 4 hours
DANB CDE Credits: 4

Course overview

This review course covers conventional dental radiography, using film rather than digital images. This course is intended for chairside assistants or dental assisting students with varying degrees of dental radiography knowledge. Learners should have some background in dental radiography and possess at least a basic understanding of professional vocabulary related to dental radiography and general dental assisting duties.

Coming in summer 2011:
DANB's Infection Control (ICE) Review Course

Blueprints for each exam are available for free at www.danb.org.

For Front Office Managers

DANB offers Assessment-Based Certificate Programs (ABCPs) for front office managers:

- DANB's ABCP: Accounts Receivable
- DANB's ABCP: Human Resources Fundamentals

The DALE Foundation

DANB's Board of Directors has established a separately incorporated nonprofit foundation named the Dental Auxiliary Learning and Education (DALE) Foundation. The DALE Foundation Board of Trustees has identified the DALE Foundation's mission as the following: *The DALE Foundation, an independent affiliate of DANB, benefits the public by providing quality education and conducting sound research to promote oral health.* Current e-learning offerings are branded under DANB. Re-branding of these offerings, unveiling the website and launch of the DALE Foundation to the public are expected to occur by spring of 2011.

DANB's Review Publications

DANB offers two print publications to help candidates prepare for DANB exams:

The DANB Review, 3rd edition

An exam preparation tool for DANB's General Chairside Assisting, Radiation Health and Safety, Infection Control, and Orthodontic Assisting exams, *The DANB Review* features practice questions, answers, rationales and references.

DANB's Glossary of Dental Assisting Terms

DANB's Glossary of Dental Assisting Terms is a comprehensive guide to applied practical and clinical dental terminology. This reference tool will help familiarize the candidate with vocabulary he or she might encounter on the DANB examinations as well as in the office/clinical setting.

**Visit www.danb.org
to learn more or to order.**

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Testing with DANB: An Overview

3-4 week processing/
mailing time

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

60-day window to
schedule and take exam

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

3-4 weeks from
exam date

6. DANB mails exam candidate an Official Score Report. Certificates of Competency will be mailed upon passing the RHS and ICE exams. A CDA Certificate will be mailed if all three component exams are passed.

Applying for a DANB Exam

Exam Prerequisites

The Certified Dental Assistant (CDA) exam is made up of three component exams: Radiation Health and Safety (RHS), Infection Control (ICE), and General Chairside Assisting (GC), which are taken together in the same test administration. To become DANB Certified, a candidate may take and pass the CDA exam or take and pass all three components separately within a five-year period. There are no eligibility requirements to take the RHS and ICE component exams. The RHS and ICE component exams can be taken together in the same test administration or separately. Specific eligibility requirements must be met by a candidate applying for the full CDA exam or the GC component exam. A candidate must qualify under one of three pathways (see pages 12-13).

Test Center Locations

DANB has contracted with Pearson VUE to administer computer-based DANB exams year-round (see page 18). This allows the candidate flexibility in scheduling location, dates and times. There are no application deadlines.

Submitting an Exam Application

This *CDA Application Packet* is for candidates who will be taking the full CDA exam on Sept. 17, 2011 during the ODA Annual Session. ***The CDA exam application in this packet will be accepted through Aug. 31, 2011.***

The exam application begins on page 14 and can be mailed or faxed to DANB. Each candidate should read this packet carefully to ensure that the application is submitted accurately and all the required documents and fees are included. Information on specific exam fees is on page 11.

Signing and dating the application is required. By signing and dating the application, the candidate affirms that the application and materials submitted are accurate and that the candidate agrees to abide by all applicable DANB policies as described in this DANB application packet and the Application Statements (see page 9). The signature also allows DANB to release test results to state regulatory agencies.

Payment Instructions

DANB accepts payment by check, money order or credit card (VISA, MasterCard, American Express or Discover). Mail or fax applications with complete credit card payment information or mail applications with check/money order payment (payable to DANB). The application is a contract to test, and the check or credit card authorization is the contract to pay. If paying by check, the candidate should put his or her exam and name on the check. Listing the exam acronym on the check helps DANB to appropriately allocate funds. It is not used to verify that the candidate completed the correct application, nor is it used to schedule candidates for a particular exam. DANB only accepts U.S. currency.

Background Information Policy

DANB national exam applications contain three Background Information questions that all exam candidates must answer. These questions require that a DANB national exam candidate discloses to DANB if he or she has had any felony convictions within the last five years, has ever been disciplined by a regulatory board or credentialing agency, has ever been dismissed by an educational institution for an ethical violation or has ever been declared mentally incompetent by a court of law. DANB will review each response and make a determination, in consultation with legal counsel, on a case-by-case basis. For detailed information, see page 10.

Military Discount

Military personnel may apply to sit for a DANB exam at pre-approved DANB test site locations. There is a fee reduction for active military personnel who provide appropriate documentation. Contact DANB's Senior Coordinator, Testing for military site locations at 1-800-367-3262, ext. 452.

Checks With Non-Sufficient Funds (NSF)

If a candidate has applied for an exam with a check that does not have sufficient funds to cover the fee, the candidate will be notified that he or she will not be allowed to take the exam until a cashier's check or money order for the full application and exam fee plus a \$25 Non-Sufficient Funds (NSF) fee has been received. If full payment has not been received within

Applying for a DANB Exam

30 days, the application will be null and void. If the candidate reapplies to take the exam, the full application and exam fee in addition to both a \$25 NSF fee and \$50 nonrefundable processing fee will be required.

Incomplete Applications

It is the candidate's responsibility to ensure that the application is complete. Incomplete applications are returned to the sender along with a letter indicating that the application is incomplete.

A refund of the exam fee, minus the \$50 nonrefundable application fee, is sent within 30 days of notice of the incomplete application. Refunds will be made only to the payer, regardless of whether it is the applicant.

The reasons an exam application is considered incomplete include, but are not limited to:

- The application is not completed in full (e.g., candidate and payment information, Background Information questions, appropriate pathway indicated, etc.)
- The proper pathway eligibility documentation as defined for each exam application is not enclosed
- There is no date or signature on the exam application
- The military documentation is not enclosed, if applicable
- Inadequate payment (check/money order/purchase order) or credit card information was submitted
- The exam application has expired

Incomplete applications will be returned to the sender and DANB will issue a refund within 30 days of notice of the incomplete application, minus the \$50 nonrefundable application fee.

DANB's Refund Policy

Only a registered candidate may cancel an exam and/or application or request a refund, regardless of who paid for the exam. Refund requests must be made in writing by faxing or mailing a cancellation request form to DANB. Forms can be downloaded at www.danb.org. Refunds will be made only to the payer, regardless of whether it is the applicant.

DANB will issue a refund for duplicate exam applications when two applications are received for the same exam. A candidate may submit applications to take multiple component exams at any time. However, if two applications are received for the same exam, completed applications will be accepted, and any duplicate and/or incomplete applications will be returned minus the \$50 nonrefundable application fee.

For all refunds for payments made by credit card, DANB will credit the payer's credit card for the balance remaining after the \$50 nonrefundable application fee is deducted within 30 days of the refund request.

For all refunds for payments made by check, DANB will

hold payment a minimum of 10 days from the date of DANB receipt to ensure that the check clears. DANB will issue refunds (minus the \$50 nonrefundable application fee) within 30 days of refund request.

Candidates With Disabilities

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

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

To allow sufficient time to make the necessary arrangements for modifications or auxiliary aids, the candidate must submit the *Reasonable Accommodations Form* (see page 17) along with the exam application and required documentation, specifying exactly what aid or modification is requested from a physician or psychologist. DANB will only accept the form found on page 17.

DANB reserves the right to authorize the use of auxiliary aids or modifications in such a way as to maintain the exam integrity and security. DANB examinations are administered only in the English language. Modifications will not be approved for a candidate who requests accommodations because English is a second language. Call 1-800-367-3262, ext. 452, for complete guidelines.

DANB's Nondiscrimination Policy

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

Taking the Same Exam in a 12-Month Period

A candidate or Certificant may take and pass different certification (CDA, COA) or component exams (GC, RHS, ICE, OA) within the same 12-month period. However, a candidate or Certificant is only allowed to pass a DANB national certification exam or component exam once within a 12-month period. Any DANB candidate or Certificant who applies to take a DANB national certification (CDA, COA, CPDA) exam or component exam (GC, RHS, ICE, OA, CP, SE, TF, TA), and has previously passed the same exam (as

Applying for a DANB Exam

a standalone component, as part of a national certification exam [CDA, COA, CPDA] or taken with another component exam in the same test administration [RHS/ICE exam]) in the previous 12-month period, will be in violation of this policy and will have his or her application denied and returned, and will be assessed the \$50 nonrefundable application fee.

If the candidate is from the state of New Mexico and applying for the DANB RHS exam, he or she will be allowed to take and pass the RHS exam no more than two times in a 12-month period. The state of New Mexico requires

successful completion of a state clinical radiological exam within six months of passing the New Mexico state radiation health and safety exam, or the DANB national RHS exam.

Any DANB candidate or Certificant from the state of New Mexico who applies for the DANB RHS exam and has previously passed the RHS exam twice within the previous 12-month period, will be in violation of this policy and will have his or her application denied and returned, and will be assessed the \$50 nonrefundable application fee.

Scheduling a DANB Exam

Receiving the Test Admission Notice

Within four weeks after the completed exam application is received and processed, the candidate will receive a Test Admission Notice in the mail from DANB, providing all the information necessary to schedule the exam through Pearson VUE by going to www.vue.com/danb, or by calling a special toll-free hot line (available 7 a.m. to 7 p.m. CST, Monday through Friday). To find the nearest testing center, follow the prompts at www.vue.com/danb or see page 18 in this packet. Changes to test centers may occur without notice. DANB cannot guarantee the availability of specific test center locations, dates or times. The Test Admission Notice is confirmation that the candidate is registered to take a DANB exam.

Double Check the Test Admission Notice

Any and all errors on the Test Admission Notice should be reported to DANB immediately upon receipt of the Test Admission Notice by calling 1-800-367-3262. The name on the Test Admission Notice must match the ID that the candidate will bring to the test center. The candidate will be turned away from testing if the ID does not match the information on the Test Admission Notice. **The candidate will be required to reapply, with a full fee.**

Call DANB immediately if:

- The exam the candidate intended to register for is not the one listed on the Test Admission Notice
- The candidate's name is spelled incorrectly
- The candidate's ID reflects a different name than the one used to register to test (married, maiden, hyphenated, etc.)

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

The 60-Day Eligibility Window

Exams must be scheduled and completed within the 60-day eligibility window listed on DANB's Test Admission Notice. If the exam is not taken within this period and the candidate does not cancel an exam appointment according to DANB policies and procedures, the entire application and exam fee will be forfeited. All appointments are scheduled on a

first-come, first-served basis. Although candidates taking an exam are allowed a 60-day window within which to test, appointments may be limited. The candidate should make a testing appointment upon receipt of the Test Admission Notice. Candidates who submit CPR certification that expires before the 60-day eligibility window ends will be given a shortened window based on the CPR expiration date.

Rescheduling an Exam

Rescheduling Within the 60-Day Window

DANB allows candidates to reschedule or cancel exams. The required forms to reschedule or cancel an exam are available on DANB's website at www.danb.org. Regardless who paid for an exam, only a registered candidate may reschedule or cancel an exam and request a refund. DANB returns the refund to the individual who paid for the exam.

Candidates who have scheduled an appointment and wish to reschedule at a later date within their 60-day eligibility window must contact Pearson VUE. The candidate can reschedule the appointment up to 24 hours before his or her scheduled exam time. Pearson VUE's website, www.vue.com/danb, is available 24 hours a day, seven days a week to reschedule appointments. Pearson VUE's special toll-free hot line (noted on the Test Admission Notice) is available to reschedule appointments from 7 a.m. to 7 p.m. CST, Monday through Friday. The appointment will be rescheduled within the 60-day eligibility window at no additional fee.

Extending the 60-Day Window

If a candidate cannot schedule or reschedule an exam within the 60-day eligibility window and would like to reschedule the exam window for a fee of \$35, he or she must complete the following steps:

STEP 1: Cancel the exam. If an exam appointment has been scheduled, the candidate must cancel his or her appointment with Pearson VUE at least 24 hours before the scheduled exam time. Pearson VUE's website, www.vue.com/danb, is available 24 hours a day, seven days a week to cancel appointments. Pearson VUE's special toll-free hot line (noted on the Test Admission Notice) is available to cancel appointments from 7 a.m. to 7 p.m. CST, Monday through Friday. Failure to cancel a scheduled exam will result in forfeiture of

Scheduling a DANB Exam

the full application/exam fees, and the application becomes null and void.

STEP 2: Request to reschedule the exam. Mail or fax the *Request to Reschedule an Exam Eligibility Window* form to DANB, along with a \$35 rescheduling fee so that it is received by DANB **up to 60 days after the end of the 60-day eligibility window**. Go to www.danb.org to download the form. Within three weeks, the candidate will receive a new Test Admission Notice with a new 60-day eligibility window. **Note:** **A candidate may reschedule an exam up to three times. After the third reschedule, a current exam application with full fee must be submitted.**

Rescheduling Due to an Emergency

If a candidate experiences a personal emergency and is not able to take an exam, the candidate must submit a *Request to Reschedule Due to an Emergency* form explaining the nature of the emergency that prevented the candidate from taking a scheduled exam, including documents supporting the emergency claim. The request must be received by DANB (via mail or fax) within 30 days of the scheduled exam date. Call 1-800-367-3262 with any questions about what constitutes an emergency and appropriate supporting documentation. Approved requests will be rescheduled at no additional fee.

Cancelling an Exam

If a candidate has submitted an application for an exam but does not wish to test or has not made an appointment and

does not wish to reschedule, the candidate must submit a *Request to Cancel an Exam* form so that it is **received by DANB (via mail or fax) at least two business days before the end of his or her eligibility window to receive a refund**. DANB will then issue a refund minus the \$35 cancellation fee and \$50 nonrefundable application processing fee (a total of \$85 retained by DANB). This form is available on DANB's website at www.danb.org.

If a candidate has already scheduled an exam appointment and wishes to cancel the appointment to test and does not wish to reschedule the exam or eligibility window, the candidate must **also** cancel the appointment with Pearson VUE at least 24 hours before the scheduled exam time. Pearson VUE's website, www.vue.com/danb, is available 24 hours a day, seven days a week to cancel appointments. Pearson VUE's special toll-free hot line (noted on the Test Admission Notice) is available to cancel appointments from 7 a.m. to 7 p.m. CST, Monday through Friday. Failure to cancel a scheduled exam will result in forfeiture of the full application/exam fees and the application is null and void, regardless of whether DANB has been contacted.

When Pearson VUE or DANB Cancels an Exam

While all efforts are made to hold the exams as scheduled, in the event of weather or other emergency, Pearson VUE will try to notify candidates by phone of a cancellation and will reschedule at no additional fee.

Taking a DANB Exam

What to Bring to the Exam Site

Bring the Test Admission Notice, along with one form of ID. The ID must be a currently valid, non-expired government or school-issued photo and signature-bearing ID, in Roman characters. Acceptable forms of ID are a driver's license, valid passport, military ID card, state ID card, U.S. government issued permanent resident card or a current school year ID card. Test centers may use an electronic fingerprinting/palm vein/photographic security system for identification purposes only. Test centers may use a video/audio recording system to enhance exam security.

What Not to Bring to the Exam Site

The candidate must not bring any reference materials or notes into any exam area. The candidate will be provided with an erasable noteboard and pen to use during the exam. No visitors or unauthorized individuals will be permitted in any exam area during testing sessions.

Exam Environment

A tutorial on computerized testing will be given before the exam to help the candidate feel comfortable with the computerized format. The time spent on the tutorial will not be counted as part of the exam time period. The tutorial is not a practice test. The tutorial describes how to mark answers and return to questions for review and comment. This tutorial is also available on the DANB website at www.danb.org.

There are no breaks during the exam. Candidates may

be excused to visit the restroom, one at a time. During the absence, the exam time clock will continue to run. No additional time will be provided. While there is no requirement for specific clothing, experience has suggested it is a good idea to wear comfortable clothing in layers that may be added or removed to adjust for personal preference and to account for minor fluctuations in room temperature. It is also a good idea to wear soft-soled shoes to allow the candidate to leave his or her seat without disrupting others.

Late Arrival or Failure to Appear

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

Candidate Behavior During an Exam

Improper behavior is not acceptable during an exam. DANB seeks to ensure a fair and equitable testing experience for all individuals and to ensure the security and reliability of the process. Examples of behavior that DANB considers improper can be found in *DANB's Disciplinary Policy & Procedures* form, which is available at www.danb.org.

Taking a DANB Exam

The behavior of each candidate taking the exam will be monitored. The candidate is responsible for protecting the integrity of the answers. The test center administrator will notify DANB of anyone who talks during the exam, gives or receives assistance, or otherwise engages or appears to engage in dishonest or improper behavior during the exam. Those candidates may be required to cease taking the exam and leave the test center. The Test Center Administrator will send a report to DANB regarding the incident.

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

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

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

Improper behavior is not acceptable during or after the exam. Any individual who removes or attempts to remove testing-related materials from the test center, or who attempts to memorize, distribute or otherwise misuse a test question or any part of a test question from an exam, will be subject to legal action. Any candidate or Certificant who engages in

such improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of Certification or recertification. ***DANB's Disciplinary Policy & Procedures document is available at www.danb.org.***

Exam Scores

DANB presents exam results as scaled scores. DANB scaled scores range from 100 to 900, with 400 being required to pass each exam. DANB also provides subtest performance ratings, which provide useful information regarding performance in each of the content areas on the exams. Subtest scores are rated as low average, average or high average. Subtest performance ratings are a reflection on how well a candidate did in a particular content area of the exam and cannot be used in any way to determine overall passing status. Knowledge of an area of weakness is a useful tool to help plan for further study. The passing scores are related solely to each exam in its entirety, and not to any combination of subtest ratings.

Exam Integrity

To ensure a consistently high-quality testing program, each exam is routinely reviewed for reliability and validity. Each exam question is statistically analyzed and evaluated for performance. A small number of pretest questions appear on each DANB national exam. Pretest questions are new test items that DANB includes on each exam as a way to ensure they are accurate measures of candidate knowledge. Pretest questions are randomly distributed throughout the exam and are not counted when the exam is scored. Since the candidate will not know which items will be scored and which will not, the candidate should answer all exam questions to the best of his or her ability.

DANB Exam Committees, with final DANB Board approval, establish passing standards (the minimum score required to pass a particular DANB exam) using standard psychometric procedures for criterion-referenced tests. A candidate is expected to perform at or above the Board-established standard to pass each exam.

After the Exam

Name/Address Changes

It is the candidate's responsibility to notify DANB of name and/or address changes or any spelling errors in the candidate's name. The candidate may contact DANB by phone at 1-800-367-3262 by e-mail at danbmail@danb.org, or by mail at the address on the front cover of this packet. DANB charges a fee for reprinting a certificate for a name or spelling change once the original certificate has been printed. If the candidate would like a different name on the DANB certificate than the one that appears on the Test Admission Notice/ID - for example, if the candidate goes by a middle name, but the official ID shows the first name - the candidate must call DANB immediately after taking the exam to make the change before the score report and certificate are printed to avoid a \$25 duplicate certificate fee.

Exam scores and any earned certificates that are returned because of an undeliverable address will be held by DANB for 90 days. An attempt will be made during those 90 days to

contact the candidate by telephone to request a new mailing address. Once the 90-day period expires, DANB will destroy the original results. If a candidate contacts DANB with a name or address change after the 90-day period, DANB will release new results after the candidate submits a *Request for a Duplicate Score Report*, and/or a *Request for a Duplicate Certificate* with a \$25 fee for each request.

Hand Scoring

DANB will hand score an exam on request. A candidate must submit a *Request for Hand Scoring of Exam Results* form along with a \$25 hand scoring fee so that it is received by DANB (via mail or fax) within 30 days after the official score date printed on the score report or certificate received. The form is available on DANB's website at www.danb.org. Results of the exam are typically completed within 30 days of receipt of a request. If the pass/fail status is reversed as a result of the hand scoring, the \$25 fee will be refunded.

Official Exam Results

Two copies of an official score report and any earned certificates will be mailed approximately four weeks after each exam administration. A candidate may choose to provide one of the score report copies to an employer or dental assisting program director. Score reports obtained at the testing site upon completion of the exam are preliminary. A candidate is not considered to have passed or failed an exam until DANB generates and mails the official score report. Exam scores and any earned certificates that are returned because of an undeliverable address will be held by DANB for 90 days. An attempt will be made during those 90 days to contact the candidate by telephone to request a new mailing address. Once the 90-day period expires, DANB will destroy the original results. If a candidate contacts DANB with a name or address change after the 90-day period, DANB will release new results after the candidate submits a *Request for a Duplicate Score Report* form and/or a *Request for a Duplicate Certificate* form with a \$25 fee for each request.

Retaking an Exam

If a candidate takes the full CDA exam or the RHS/ICE exam in the same test administration, but does not pass all of the component exams, the candidate only needs to reapply and retake the component exams that he or she failed. Certificates of Competency will be issued if the candidate passes the RHS and/or the ICE component exam(s). Component exams (GC, RHS and ICE) may be applied to meet specific DANB CDA exam requirements within five years of passing a component exam. A candidate does not have to retake passed component exams if DANB Certification is completed within a five-year period of passing the first component. State laws may require additional schooling after failed attempts. Check with the state board of dentistry. Go to the state-specific information section of DANB's website at www.danb.org for links to each state's dental board, or see page 23 for websites and phone numbers.

Release of Exam Scores

Exam scores will not be released to employers or any individuals other than the candidate, except on written request of the candidate. DANB does release a candidate's score report or credential verification to some state regulatory agencies in compliance with a state requirement. DANB also releases aggregate (grouped) results to program directors for candidates who are graduates from or students in the program director's dental assisting programs.

Appealing a Decision

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

Verification of Certificates and Certification

DANB will verify DANB Certification or Radiation Health and Safety (RHS), Infection Control (ICE) exam passing/failing status and the effective date(s) of Certification by mail or phone to anyone on request, since these items are matters of public record and may be disclosed. A *Request for Credential Verification* form is available on www.danb.org.

Only a candidate or employer may request a written credential verification by mail by submitting a *Request for Credential Verification*. A written credential verification is available from DANB for \$10. The \$10 fee covers one letter which can be used to verify multiple certificates, credentials and/or passing of exams. An official verification letter is not a duplicate certificate.

Duplicate Score Reports

Duplicate Score Reports are available for exams taken within the last five years. An individual must submit a *Request for a Duplicate Score Report* form, along with the \$25 fee for each score report request. Exam score reports older than five years are not available, although DANB will verify credentials earned more than five years ago online or by mail or phone.

Duplicate Certificates

Duplicate Certificates are available for \$25. An individual who has taken the complete DANB CDA Certification exam may purchase individual RHS and/or ICE certificates for passed components, or duplicate CDA certificates for \$25 each. Due to the addition of the ICE component to the CDA exam, for candidates who have allowed their certification to lapse, CDA duplicate certificates may only be requested if the certification was earned on 6/1/93 or later. Because DANB provides several opportunities for a candidate to correct errors, this \$25 duplicate certificate fee also applies for any reprint of a certificate due to a spelling error.

Conditional Certificates and Score Reports

In some cases, DANB may grant a conditional authorization to test an exam candidate who answered "yes" to Background Information questions and is in the process of completing court or regulatory agency requirements. Not every person who answers "yes" to a Background Information question will be placed on conditional status. Conditional status will be offered to an exam candidate only in certain circumstances at DANB's discretion. A candidate who has been placed on conditional status will receive a score report and, if earned, a certificate marked "conditional."

If a person is conditionally Certified or has received a conditional RHS or ICE Certificate of Competency or score report, this means that the Certification, Certificate or scores will remain valid only if certain conditions are met in a timely manner. In many cases, the conditions will include fulfillment of all obligations to a court of law or regulatory agency. Full details about conditional Certification and conditional Certificates of Competency and score reports and related processes and procedures will be provided to each individual who is placed on conditional status by DANB.

DANB Certification Maintenance

DANB Certification must be renewed each year. The following steps, briefly described below, are required to maintain DANB Certification. *DANB's 2011 Recertification Requirements* can be downloaded at www.danb.org.

1. Earn Continuing Dental Education (CDE)

CDE is required to renew DANB Certification(s). The table below lists the CDE credits that a Certificant must earn for each number of DANB certifications.

DANB Certifications	Required CDE Credits (including CPR)
1	12
2	18
3	24
4	30
5	36

The Certificant must earn CDE credits for every renewal year, starting with the first year of DANB Certification. There are many ways to earn CDE credits, such as:

- Attend dental related courses, seminars or table clinics
- Complete home study courses
- Read and summarize journal articles
- Take and pass Professional Development Exam Program (PDEP), DANB's take-home exam
- Volunteer in the community related to oral health care
- Take or retake and pass a DANB exam

DANB's 2011 Recertification Requirements contain a complete listing of categories in which CDE may be earned and the maximum number of credits allowed for each.

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

Current COMSA and CDPMA Certificants may continue to renew their Certification(s), provided they meet DANB Recertification Requirements.

2. Maintain Current CPR Status

Renewing DANB certification requires that the Certificant's DANB-accepted CPR certification is current. Two-year CPR card holders may only apply the CDE credits toward DANB recertification in the year the CPR was earned. In the second year, CPR credits will not count, and the Certificant must earn the full number of CDE credits from other categories. See page 13 for a list of DANB-accepted CPR providers.

3. Answer the Background Information Questions

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

4. Submit Fee and Signed Renewal Notice

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

DANB Certifications	Renewal Fees* for 2011	Renewal Fees* for 2012
1	\$55	\$65
2	\$80	\$90
3	\$100	\$110
4	\$125	\$135
5	\$145	\$155

* Fees shown do not include the \$10 late fee.

The Certificant must review and sign the statement on the Renewal Notice attesting to having earned the required number of CDE credits. Along with the signed renewal form and answered Background Information questions, renewal fees may be mailed or faxed. The Certificant may also renew online at www.danb.org.

To avoid a \$10 late fee, the Certificant must be sure the signed renewal notice and fee are postmarked or faxed to DANB by the certification expiration date.

5. Certification Will Be Renewed

DANB will mail the new certificate(s) approximately four to six weeks after receiving the Certificant's signed Renewal Notice and renewal fee. A Certificant is given three months after the expiration date to renew his or her Certification (with a \$10 late fee) before the Certification is considered lapsed. DANB has a variety of programs available to reinstate CDA and COA Certifications. For more specific information about recertification or lapsed certification, please see *DANB's 2011 Recertification Requirements* at www.danb.org, or call DANB's Assistant Director of Recertification at 1-800-367-3262, ext. 445.

Application Statements

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

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

Background Information Policy and Questions

Background Information Policy

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

Background Information Questions

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

1. In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time?
It is not necessary to report misdemeanor convictions. If you are uncertain whether a conviction was for a felony or a misdemeanor, you must mark "yes."
2. Have you ever been the subject of any of the following:
 - Suspension, revocation or voluntary surrender of your dental assisting license, registration or other state-recognized dental assisting credential?
 - Suspension, revocation or voluntary surrender of a license, registration or other state-recognized credential in any profession?
 - Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
 - Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure or other recognized employment credential?
 - Dismissal from an educational institution for an ethical violation?
3. Have you ever been declared mentally incompetent by a court of law?

Documentation Required if a Candidate Answers "Yes"

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

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

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

How to Apply for the Exam

Certified Dental Assistant (CDA) Exam

The CDA exam includes all three component exams (GC, RHS and ICE) taken in the same test administration

Submit the Application

1. The candidate is responsible for ensuring that his or her application is properly completed and all required documentation (see pages 12-13), including appropriate application and exam fees, is properly submitted to DANB.

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

DANB Exam Fees

Exam	Exam fees	Individual military
CDA	\$375	\$350

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

Active Military Personnel

Active military personnel receive a deduction of \$25, providing the candidate submits appropriate documentation: a photocopy (front and back) of the current/active military ID OR a letter from the commanding officer OR an active military e-mail address (this e-mail address will be verified by DANB upon approval of application). If a letter is provided, it must verify the candidate's name, rank, Social Security number, station (location) and estimated time of separation. If documentation of active duty is not submitted, the application is considered incomplete and will be returned to the sender. DANB will issue a refund within 30 days of notice of the incomplete application, minus the \$50 nonrefundable application fee.

Exam Checklist

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

Certified Dental Assistant (CDA) Exam

The CDA exam consists of 320 multiple-choice items. Testing topics are outlined below. Testing time is four hours. The CDA exam is made up of three component exams (GC, RHS and ICE). The candidate must meet minimum performance standards on each component exam to earn a CDA Certification. These components are:

General Chairside Assisting (GC)

120 multiple-choice items

1½ hours testing time

Topics	% on exam
Collection and recording of clinical data	10
Chairside dental procedures	45
Chairside dental materials (preparation, manipulation, application)	11
Lab materials and procedures	4
Patient education and oral health management	10
Prevention and management of emergencies	14
Office management procedures	6

Radiation Health and Safety (RHS)

100 multiple-choice items

1¼ hours testing time

Topics	% on exam
Expose and evaluate (intraoral, extraoral)	37
Process	16
Mount/label	11
Radiation safety-patient	24
Radiation safety-operator	12

Infection Control* (ICE)

100 multiple-choice items

1¼ hours testing time

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

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

CDA and GC Pathway I

1. Graduation (or anticipated graduation) from a Commission on Dental Accreditation (CODA)-accredited dental assisting or dental hygiene program

Required Documentation

For graduates:

- ❑ Enter the CODA-accredited program school code number (see pages 19-20) on the application.
- ❑ Enclose a photocopy of the candidate's certificate of completion/diploma or official transcript. (Transcript may not be a copy.) Document must show proof of program completion. If the candidate holds a Registered Dental Hygienist (RDH) license (from any state except Alabama), a copy of the license may be provided.

For students scheduled to graduate within 90 days of application to test:

- ❑ Submit an *Intent to Graduate* letter that must be on school letterhead and include:
 - Student's name
 - Date the program director believes the student will complete the dental assisting program (must be within 90 days following the date the letter is signed)
 - Program director's signature and date signed

Scores and certificates will be held by DANB for all candidates who submit an *Intent to Graduate* letter as proof of anticipated graduation, until the *DANB Graduation Documentation for Pathway I* form (see page 15) and required proof of graduation have been received by DANB. Program directors are required to notify DANB in writing should any student for whom this statement was provided fail to graduate. If a candidate fails to submit the required documentation within 90 days from the testing date, GC scores will become null and void, and RHS and ICE scores and certificates will be mailed to the candidate, if applicable.

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

Required Documentation

- ❑ Enclose front and back copies of a valid, DANB-accepted CPR card (see page 13).

CDA and GC Pathway II

1. High school graduation or equivalent

Required Documentation

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

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

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

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

2. Minimum of 3,500 hours work experience as a dental assistant, accrued over a period of at least two years (24 months, if employed full-time) to a maximum of four years (48 months, if employed part-time); employment must be verified by a licensed dentist.

Required Documentation

- ❑ Enclose a completed *Employer Work Experience Statement* found on page 16. Dental assisting experience gained outside of the United States/Canada may be used to qualify to take a DANB exam.

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

Required Documentation

- ❑ Enclose front and back copies of a valid, DANB-accepted CPR card (see page 13).

CDA and GC PATHWAY III

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

Required Documentation

For current or former DANB CDAs:

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

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

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

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

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

- ❑ Enclose a photocopy of the candidate's dental school transcript and the translation OR a photocopy of a diploma and the translation, OR a photocopy of a current dental license and the translation.

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

Required Documentation

- ❑ Enclose front and back copies of a valid, DANB-accepted CPR card (see page 13).

CPR Certification: Required Documentation For All CDA/GC Exam Eligibility Pathways

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

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

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

DANB-Accepted CPR Providers

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

- [American Environmental Health and Safety](#)
- [American Heart Association](#)
- [American Red Cross](#)
- [American Safety and Health Institute](#)
- [Canadian Red Cross](#)
- [Emergency Care and Safety Institute](#)
- [Emergency First Response](#)
- [Emergency Medical Training Associates](#)
- [Emergency University](#) - 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](#) - 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](#)

2011 Certified Dental Assistant (CDA) Exam Application

Special September 17, 2011, exam administration during the ODA Annual Session



This 2011 application will be accepted through August 31, 2011.
Candidates for the DANB CDA exam must meet eligibility requirements. See pages 12-13 for details.

1. Complete all items below. It is the candidate's responsibility to ensure that this application is signed, dated, the Background Information questions are answered, and all required documentation and fees are included and properly completed and submitted to DANB. Incomplete applications (see page 3) will be returned with a refund minus the \$50 nonrefundable application fee.
2. Mail or fax completed application and supporting documents to DANB. Checks must include candidate's name and name of exam being taken.

Candidate Information

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

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

Candidate's SS#

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

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

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

(Please type or print with a pen.)

Name (must match your ID exactly) _____

Last

First

Middle Name or Initial

Prior Name (if applicable) _____ E-Mail _____

Home Address _____ City _____ State _____ Zip _____

Phone Numbers: Office(____) _____ Home(____) _____ Cell(____) _____ Fax(____) _____

CDA/GC Eligibility Pathway Information

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

Pathway I Program code _____

Pathway II

Pathway III DANB CDA Certification # _____

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

For office use only. CDA (3605)

Background Information

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

Read the questions in their entirety on page 10. Failure to answer all three questions will result in the application being returned as incomplete.

If you checked yes for any question, make sure to include documentation.

No 1. Regarding felony convictions

No 2. Regarding having ever been disciplined by a regulatory

No 3. Regarding ever being declared men-

Yes within the last five years

Yes board, credentialing agency or an educational institution

Yes tally incompetent by a court of law

Signature and Date

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

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and will comply with all DANB policies and procedures. I further affirm that I have read and understood the application statements contained on page 9, and I intend to be legally bound by them. I understand that the \$50 application fee is not refundable under any circumstances.

Signature X _____ Date X _____

CDA/GC Exam Payment Information

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

Candidate's Name _____ Candidate's SSN _____ - _____ - _____

Traditional candidate: CDA exam fee: \$375

Active military personnel: CDA exam fee: \$350

CDA exam (3605)

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

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

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

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

Credit Card Number _____ Expiration Date ____/____/____ Amount \$ _____

Cardholder's Name _____ Cardholder's Signature X _____

Cardholder's Billing Address _____ City _____

State _____ Zip _____ Daytime Phone number (____) _____

By signing, the cardholder acknowledges intent to register for the aforementioned DANB exam in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Furthermore, the cardholder understands that the signature obtained at the exam administration shall be used to indicate receipt of purchase. A candidate who fails to show up for the exam for which he or she registered and has not cancelled the exam as described in this packet is still required to pay for the exam. (See Application Statements, page 9 for further requirements.)

Mail: DANB • 444 N. Michigan Ave., Suite 900 • Chicago, IL 60611

OR

Fax: 312-642-8507

Questions? 1-800-367-3262 or www.danb.org

Do not fax twice or you will be charged twice.

Graduation Documentation for Pathway I

(CDA and GC candidates only)

This 2011 graduation documentation form will be accepted through Aug. 31, 2011.



This form must be completed by candidates (within 90 days from their testing date) who submit Intent to Graduate letters. Contact Jane Hanson with any questions at 1-800-367-3262 ext. 452.

Submit this form and documentation to:

DANB, Attn: Jane Hanson
444 N. Michigan Ave., Suite 900
Chicago, IL 60611
Fax: 312-642-3550

Exam Date: _____ Date Due (90 days): _____
(Must be within 90 days beyond exam date)

DANB's Policy on Submitting Proof of Graduation

Scores and certificates will be held by DANB for all candidates who submit an Intent to Graduate letter as proof of anticipated graduation for Pathway I for the GC or CDA examinations. Once the DANB Graduation Documentation for Pathway I form and required proof of graduation have been received by DANB from the candidate, the DANB exam scores and any certificates earned will be mailed to the candidate. If a candidate fails to submit the required documentation within 90 days from the date of testing, GC scores will become null and void, and RHS and ICE scores and certificates will be mailed to the candidate (if applicable).

Proof of Graduation Documentation

If the candidate graduated, submit one of the following within the Graduation Documentation for Pathway I form within the 90-day window:

- A copy of the certificate of completion/diploma
- An official transcript (documentation must show proof of program completion). Official transcripts may not be faxed.
- A graduation verification letter from the program director on school letterhead, including the candidate's name, date of completion from the dental assisting program, program director's signature and date signed.

If no documents are received within the 90-day window:

The candidate's RHS and ICE scores and certificates will be released after 90 days (if applicable). The GC scores will become null and void. No refunds will be issued.

Candidate Information

Name (print or type) _____ Candidate's SSN _____ -- _____ -- _____

Name, if different, at time of application _____ E-mail _____

Address _____

City _____ State _____ Zip _____

Phone Number(s) Work(_____) _____ Home(_____) _____ Cell(_____) _____ Fax(_____) _____

Signature **X** _____ Date _____

2011 Employer Work Experience Statement (CDA/GC Exam-Pathway II)

This 2011 Employer Work Experience Statement will be accepted through Aug. 31, 2011.

Please print clearly with a pen.

Name of Licensed Dentist (Employer) _____

Dentist's License Number* _____ State _____

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

Name of Candidate (Assistant): _____

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

- A minimum of 3,500 hours, accrued over at least two years (24 months, if employed full-time) and a maximum of four years (48 months, if employed part-time). I am verifying all employment even if the candidate has worked for other dentists in prior years.

Indicate dates of employment: From _____ To _____
include month and year include month and year

- Indicate dates of employment: From _____ To _____
include month and year include month and year

If an assistant has worked for more than one dentist during the required time period, the candidate may attach a letter on office letterhead from all dentists worked for during the minimum of 3,500 hours, accrued over at least two years (24 months, if employed full-time) and a maximum of four years (48 months, if employed part-time). Each letter must contain the license number and signature of the dentist. This form must be completed and included in the application by at least one of your current or former dentists.

Questions? Call 1-800-367-3262.

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

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

X _____
Signature of Licensed Dentist

X _____
Date

This form must be included with the CDA/GC application for Pathway II to be complete.

2011 DANB Exam Reasonable Accommodations Form

For candidates covered by the Americans with Disabilities Act ONLY

To be completed by the candidate's physician, psychologist or another professional qualified to diagnose disabilities. **A license number must be provided.** Complete and submit **all** required information with the candidate's application to be considered for **ALTERNATE** arrangements for the test administration. *Contact Jane Hanson with any questions (1-800-367-3262, ext.452).*

DANB requires the following requirements be met and documentation to be provided before reasonable accommodations will be considered for approval:

- Clearly state the diagnosed disability or disabilities
- Describe the functional limitations resulting from the disability or disabilities
- Be current — i.e., completed within the last five years for learning disability (LD), last six months for psychiatric disabilities, or last three years for ADHD and all other disabilities; NOTE: this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature
- Include complete educational, developmental and medical history relevant to the disability for which testing accommodations are being requested
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability; this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature
- Describe the specific accommodations requested: time and a half or double-time, separate room, reader, other
- Adequately support each of the requested testing accommodation(s)
- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis; include information about license or certification and area of specialization

DANB reserves the right to authorize the use of modifications in such a way as to maintain the exam integrity and security. DANB exams are administered only in the English language. Reasonable accommodations will not be approved for candidates who request accommodations because English is a second language.

Candidate Information

Please print clearly.

Candidate's Name _____ Candidate's SSN: _____ - _____ - _____

Candidate's Address _____

Candidate's City _____ State _____ Zip _____

Candidate's Phone Number(s): Office (____) _____ Home (____) _____ Cell (____) _____

E-mail: _____

Physician, Psychologist or Other Qualified Professional Information

Name _____ Degree(s) Held _____

Address _____

City _____ State _____ Zip _____

Phone Number(s): Office (____) _____ Home (____) _____

E-mail _____

Reasonable Accommodation Needs

CHECK ALL THAT ARE REQUIRED:

- Reader; a separate room will automatically be provided
- Separate room (if available); *testing facilities can provide earplugs*
- Additional time – Specify the greatest amount of time needed below:
 - Additional 30 minutes
 - Time and a half
 - Double time
- Other accommodations (if available) Specify here: _____

FOR DANB USE ONLY

Reviewed by:

initials

date

Signature of physician, psychologist or other professional qualified to diagnose disabilities

License Number (must be included)

Date

If ALL of the above information is not disclosed, required documentation is not included, or this form is not submitted with the candidate's application, DANB WILL NOT consider the request for an accommodation.

Appendix A: Exam Test Center Locations

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

ALABAMA

Birmingham
Decatur
Dothan
Mobile
Montgomery

ALASKA

Anchorage
Bethel
Dillingham
Fairbanks
Ketchikan
Kotzebue
Seward
Soldotna

ARIZONA

Bullhead City
Flagstaff
Mesa
Phoenix
Tucson

ARKANSAS

Fort Smith
Little Rock
Texarkana

CALIFORNIA

Anaheim
Fresno
Gardena
Milpitas
Oakland
Ontario
Pasadena
Redding
Roseville
Sacramento
San Diego (2)
San Dimas
San Francisco
Santa Maria
WestLake Village

COLORADO

Grand Junction
Greenwood Village
Pueblo
Westminster

CONNECTICUT

Norwalk
Wallingford
Wethersfield

DELAWARE

Dover
Newark

DISTRICT OF COLUMBIA

Washington

FLORIDA

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

GEORGIA

Albany (2)
Atlanta (2)
Augusta
Macon
Savannah
Valdosta

HAWAII

Honolulu
Kahului

IDAHO

Boise
Idaho Falls
Pocatello
Twin Falls

ILLINOIS

Chicago (2)
Marion
Peoria
Schaumburg
Springfield

INDIANA

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

IOWA

Coralville
Davenport
Sioux City
West Des Moines

KANSAS

Emporia
Hays
Topeka
Wichita

KENTUCKY

Lexington
Louisville

LOUISIANA

Baton Rouge
Metairie
Shreveport

MAINE

Bangor
Westbrook

MARYLAND

Arnold
Baltimore (2)
Bethesda
Columbia
La Plata
Salisbury

MASSACHUSETTS

Boston (2)
Springfield
Waltham
Worcester

MICHIGAN

Ann Arbor
Grand Rapids
Lansing
Marquette
Southfield
Troy

MINNESOTA

Bloomington
Brainerd
Brooklyn Park
Eagan
Hermantown
Rochester
St. Cloud

MISSISSIPPI

Jackson
Meridian
Tupelo

MISSOURI

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

MONTANA

Billings
Great Falls
Helena
Missoula

NEBRASKA

Hastings
Lincoln
North Platte
Omaha

NEVADA

Las Vegas
Reno

NEW HAMPSHIRE

Concord

NEW JERSEY

Atlantic City
Lyndhurst
Princeton
Somerset

NEW MEXICO

Alamogordo
Albuquerque
Farmington

NEW YORK

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

NORTH CAROLINA

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

NORTH DAKOTA

Bismarck
Fargo

OHIO

Akron
Beachwood
Columbus
Gahanna
Mason
Maumee
Moraine
Westlake

OKLAHOMA

Oklahoma City (2)
Tulsa

OREGON

Beaverton
Bend
Medford
Portland
Salem

PENNSYLVANIA

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

RHODE ISLAND

Warwick

SOUTH CAROLINA

Columbia
Conway
Greenville
North Charleston

SOUTH DAKOTA

Sioux Falls

TENNESSEE

Brentwood
Chattanooga
Johnson City
Knoxville
Memphis
Nashville

TEXAS

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

UTAH

Draper
Ogden

VERMONT

South Burlington

VIRGINIA

Alexandria
Chesapeake
Fredericksburg
Lynchburg
Newport News
Richmond
Roanoke
Vienna

WASHINGTON

Bellingham
Renton
Seattle
Spokane Valley
Yakima

WEST VIRGINIA

Bridgeport
Charleston
Morgantown

WISCONSIN

Brookfield
Eau Claire
Green Bay
Kenosha
Madison
Milwaukee

WYOMING

Casper
Riverton

U.S. TERRITORIES

AMERICAN SAMOA

Pago Pago

GUAM

Tamuning

NORTHERN MARIANA ISLANDS

Saipan

PUERTO RICO

San Juan

U.S. VIRGIN ISLANDS

St Thomas

DANTES

Call Pearson VUE for Locations

Appendix B: CODA-Accredited Dental Assisting Programs

MINNESOTA (cont.)		
0759	Northwest Tech College-Bemidji	
0626	Rochester Community & Tech. Coll.	
0748	St. Cloud Technical College	
0623	South Central Tech. College-Mankato	
MISSISSIPPI		
0627	Hinds Community College	
0266	Meridian Community College	
0671	Pearl River Community College	
MISSOURI		
0972	Concorde Career College	
0166	Missouri College	
0854	Nichols Career Center	
0629	Ozarks Tech. Community College	
0935	Metropolitan Com. Coll. - Penn Valley	
0936	St. Louis Comm College-Forest Park	
MONTANA		
0633	Montana State Univ.-Great Falls	
0816	Salish Kootenai College	
NEBRASKA		
0634	Central Community College	
0172	Kaplan College	
0637	Metropolitan Community College	
0636	North Platte Community College	
0635	Southeast Community College	
0798	Vatterott College-Omaha Campus	
NEVADA		
0969	College of Southern Nevada	
0859	Truckee Meadows Comm. College	
NEW HAMPSHIRE		
0719	NHTI, Concord's Community College	
NEW JERSEY		
0893	Fortis Institute	
0252	Burlington County Inst. of Tech.	
0860	Camden County College	
0691	Cape May County Tech Institute	
0617	Cumberland Cty. Tech. Educ. Center	
0731	The Institute for Health Education	
0764	Technical Inst. of Camden County	
0761	University of Med-Dent. of New Jersey	
NEW MEXICO		
0542	Central NM Community College	
0787	Dona Ana Comm. College	
0546	Santa Fe Community College	
0967	University of New Mexico-Gallup	
NEW YORK		
0735	Monroe Community College	
0646	SUNY Educ Opportunity Ctr.-Buffalo	
NORTH CAROLINA		
0656	Alamance Community College	
0650	Asheville-Buncombe Tech. Comm. Coll.	
0692	Cape Fear Community College	
0267	Central Carolina Community College	
0651	Central Piedmont Community College	
0652	Coastal Carolina Community College	
0750	Fayetteville Technical Comm. College	
0167	Forsyth Technical Comm. College	
0653	Guilford Technical Comm. College	
0981	Martin Community College	
0201	Miller-Motte College	
0268	Montgomery Community College	
NORTH CAROLINA (cont.)		
0783	Rowan-Cabarrus Community College	
0654	Univ of N Carolina Schl. of Dentistry	
0928	Wake Technical Community College	
0657	Wayne Community College	
0658	Western Piedmont Comm. College	
0921	Wilkes Community College	
NORTH DAKOTA		
0659	North Dakota State Coll. of Science	
OHIO		
0896	Choffin Career and Technical Center	
0661	Eastern Gateway Community College	
0176	Fortis College-Cuyahoga Falls	
0175	Miami-Jacobs Career College	
0168	Polaris Career Center	
OKLAHOMA		
0736	Metro Tech. Center, Health Careers Center	
0828	Moore Norman Technology Center	
0887	Rose State College	
0271	Western Technology Center	
OREGON		
0663	Blue Mountain Comm. College	
0737	Central Oregon Comm. College	
0664	Chemeketa Community College	
0603	Concorde Career Institute	
0665	Lane Community College	
0632	Linn-Benton Community College	
0668	Portland Community College	
PENNSYLVANIA		
0263	Bradford School	
0939	Commonwealth Tech. Inst. at HGA	
0869	Harcum College	
0918	Harrisburg Area Comm. College	
0870	Luzerne Cty. Community College	
0834	Manor College	
0738	Westmoreland County Comm. Coll.	
0174	YTI Career Institute-Lancaster	
PUERTO RICO		
0675	University of Puerto Rico, College of Health Related Prof.	
RHODE ISLAND		
0676	Comm. College of Rhode Island	
0624	Lincoln Technical Institute	
SOUTH CAROLINA		
0926	Aiken Technical College	
0678	Florence-Darlington Tech Coll.	
0680	Greenville Technical College	
0964	Horry-Georgetown Tech. College	
0677	Midlands Technical College	
0683	Spartanburg Community College	
0681	Tri-County Technical College	
0682	Trident Technical College	
0888	York Technical College	
SOUTH DAKOTA		
0684	Lake Area Technical Institute	
TENNESSEE		
0685	Chattanooga State Comm. Coll.	
0607	Concorde Career College- Memphis	
0625	Kaplan Career Institute	
0884	Northeast State Tech. Comm. Coll.	
TENNESSEE (cont.)		
0982	Tennessee Tech Center-Dickson	
0686	Tennessee Tech Center-Knoxville	
0687	Tennessee Tech Center-Memphis	
0739	Tennessee Tech Center-Murfreesboro	
0848	Volunteer State Comm. College	
TEXAS		
0889	Coleman Coll. of Health Sciences	
0690	Del Mar College	
0811	El Paso Community College	
0730	Grayson County College	
0169	Lamar State College-Orange	
0693	San Antonio College	
0694	Schl. of Health Care Sciences-Air Force	
0970	Texas State Tech Coll.-Harlingen	
0695	Texas State Tech Coll.-Waco	
UTAH		
0973	Bridgerland Applied Tech. College	
0740	Davis Applied Technology College	
0974	Ogden-Weber Applied Tech. College	
VERMONT		
0919	Center for Technology-Essex	
VIRGINIA		
0604	Centura College	
0762	J. Sargeant Reynolds Comm. Coll.	
WASHINGTON		
0702	Bates Technical College	
0703	Bellingham Technical College	
0704	Clover Park Technical College	
0904	Lake Washington Tech College	
0927	Renton Technical College	
0980	Seattle Vocational Institute	
0707	South Puget Sound Comm. College	
0710	Spokane Community College	
WEST VIRGINIA		
0975	Mercer County Tech. Ed. Center	
WISCONSIN		
0853	Blackhawk Technical College	
0858	Fox Valley Technical College	
0713	Gateway Technical College	
0717	Northeast Wisconsin Tech. College	
0718	Western Tech. College	
DENTAL HYGIENE		
0900	All CODA-accredited Dental Hygiene Programs	

Appendix C: Exam Reference Materials

DANB Exam Committees use the list of textbooks and other reference materials below in constructing the exams. These lists do not include all textbooks and materials that are available for the study of dental assisting; they are simply the resources that the Exam Committee subject matter experts have determined to provide the latest information covering the knowledge needed to match or surpass a determined level of competency in the practice of dental assisting.

Making the lists available is intended to be helpful to the candidate in preparing for the exams. It is not intended to be an endorsement for any of the publications listed. It is not necessary to use any of these books in order to pass the exam; conversely, reading all of these books will not guarantee that you will pass the exam.

Candidates should prepare for the DANB Certification and component exams using as many different preparatory sources as possible. Candidates may obtain the reference materials listed by contacting the publisher directly or through various bookstores; some are available online.

Blueprints for each exam are available for free at www.danb.org.

Reference Materials Appropriate for All Exams

1. Bird, D. and Robinson, D. *Torres and Ehrlich Modern Dental Assisting*, 8th edition. Philadelphia, PA: Elsevier (Saunders) Publishing Company, 2005; 9th edition, 2009. (www.us.elsevierhealth.com)
2. Phinney, D.J. and Halstead, J.H. *Dental Assisting: A Comprehensive Approach*, 2nd edition. Albany, NY: Delmar Learning (Thorson Corp), 2004; 3rd edition, 2008. (www.delmarlearning.com)
3. Robinson, D. and Bird, D. *Essentials of Dental Assisting*, 4th edition. Philadelphia, PA: Elsevier (Saunders) Publishing Company, 2007. (www.us.elsevierhealth.com)

General Chairside Assisting Exam Reference Materials

1. Hatrick, Eakle, and Bird. *Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists*. 2nd edition, 2001. St. Louis, MO: Elsevier (Saunders) Publishing Company. www.us.elsevierhealth.com
2. Little, J.W. and Falace, D.A. *Dental Management of the Medically Compromised Patient*. 7th edition, 2008. St. Louis: Elsevier (Mosby) Publishing Company. www.us.elsevierhealth.com
3. Malamed, S.F.. *Medical Emergencies in the Dental Office*. 6th edition, 2007. St. Louis: Elsevier (Mosby) Publishing Company. www.us.elsevierhealth.com
4. Gaylord, L. *The Administrative Dental Assistant*. 2nd edition, 2007. St. Louis, MO: Elsevier (Saunders) Publishing Company. www.us.elsevierhealth.com
5. Metivier, A.P. *General Chairside Assisting: A Review for a National Chairside Exam (Course #613)*. Chicago: American Dental Assistants Association, 2001. www.dentalassisting.org

Appendix C: Exam Reference Materials

Infection Control Exam Reference Materials

1. Miller, C and Palenik, C. *Infection Control and Management of Hazardous Materials for the Dental Team*, 3rd edition. St. Louis, MO: Elsevier (Mosby) Publishing Company, 2005; 4th edition, 2010. (www.us.elsevierhealth.com)
2. Molinari, J.A. and Harte, J.A. *Cottone's Practical Infection Control in Dentistry*, 3rd edition. Philadelphia, PA: Lippincott, Williams & Wilkins, 2010.
3. Centers for Disease Control and Prevention. "Guidelines for Infection Control in Dental Health-Care Settings 2003." Vol. 52, RR 17, accessed Dec. 19, 2003, www.cdc.gov.
4. Organization for Safety, Asepsis and Prevention. *CDC's Guidelines, From Policy to Practice by OSAP*. OSAP: 2004, www.osap.org.
5. U.S. Department of Labor, Occupational Safety and Health Administration, www.osha.gov.
 - "Hazard Communication Guidelines for Compliance" (Publication 3111)
 - "Hazard Communication Standard (Code of Federal Regulations #29, Part 1910)
 - "Bloodborne Pathogens Standard" (1910.1030)
6. U.S. Public Health Service. Guidelines for Post Exposure Management.
 - www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm
 - www.osha.gov
 - www.cdc.gov/mmwr/preview/mmwrhtml/00052722.htm
 - www.cdc.gov/od/oc/media/pressrel/fs021025.htm
 - www.cdc.gov/oralhealth/infectioncontrol
7. Cuny, E. and Palenik, C. *Infection Control in the Dental Office: A Review for an Infection Control Exam Course #0906*. Chicago, IL: American Dental Assistants Association, 2009. (www.dentalassistant.org)
8. Dickson, S.; Bebermeyer, R.; and Ortolano, K. *Guidelines for Infection Control in Dental Health Care Settings, Course #0904*. Chicago, IL: American Dental Assistants Association, 2009. (www.dentalassisting.org)

Radiation Health and Safety Exam Reference Materials

1. Frommer, H.H. and Stabulas-Savage, J.J. *Radiology for the Dental Professional*, 8th edition. St. Louis, MO: Elsevier (Mosby) Publishing Company, 2005; 9th edition, 2011. (www.us.elsevierhealth.com)
2. Ianucci, J.; Harring, I.; and Howerton, L.J. *Dental Radiography Principles and Techniques* (with CD-ROM), 3rd edition. Philadelphia, PA: Elsevier (Saunders) Publishing Company, 2006. (www.us.elsevierhealth.com)
3. Johnson, O. and Thomson, E.M. *Essentials of Dental Radiography for Dental Assistants and Hygienists*, 8th edition. Upper Saddle River, NJ: Pearson Education (Prentice Hall), 2007. (www.phdirect.com)
4. Miles, D. and VanDis, M. *Radiographic Imaging for the Dental Team*, 4th edition. St. Louis, MO: Elsevier (Saunders) Publishing Company, 2009. (www.us.elsevierhealth.com)
5. Langland, O.; Langlais, R.; and Preece, J. *Principles of Dental Imaging*, 2nd edition. Philadelphia, PA: Lippincott, Williams and Wilkins, 2002. (www.lww.com)
6. Development Committee. "An Introduction to Basic Concepts in Dental Radiography," Course #715. Chicago, IL: American Dental Assistants Association, 2007. (www.dentalassistant.org)

The following pamphlets are offered by Eastman Kodak Company, Rochester, NY.

(Access links to these pamphlets at www.danb.org)

7. Eastman Kodak Company. *Exposure and Processing for Dental Film Radiography*, Pamphlet #N-413. Rochester, NY: 2005.
8. Eastman Kodak Company. *Radiation Safety in Dental Radiography*, Pamphlet #N-414. Rochester, NY: 2005.
9. Eastman Kodak Company. *Successful Intraoral Radiography*, Pamphlet #N-418. Rochester, NY: 2005.
10. Eastman Kodak Company. *Successful Panoramic Radiography*, Pamphlet #N-406. Rochester, NY: 2006.
11. Eastman Kodak Company. *Quality Assurance in Dental Radiography*, Pamphlet #N-416. Rochester, NY: 2005.
12. Eastman Kodak Company. *Guidelines for Prescribing Dental Radiographs*, Pamphlet N#-80A. Rochester, NY: 2005.

Appendix D: State Dental Associations/State Dental Boards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Iowa Dental Association (www.iowadental.org)
Iowa Dental Board: 515-281-5157

Kansas Dental Association (www.ksdental.org)
Kansas Dental Board: 785-296-6400

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

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

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

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

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

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

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

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

Missouri Dental Association (www.modental.org)
Missouri Dental Board: 573-751-0040

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

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

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

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

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

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

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

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

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

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

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

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

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

Rhode Island Dental Association (www.ridental.com)
Rhode Island St. Board of Examiners in Dentistry: 401-222-2827

South Carolina Dental Association (www.scda.org)
South Carolina Board of Dentistry: 803-896-4665

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

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

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

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

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

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

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

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

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

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

DANB publishes links to each state dental board's website at www.danb.org in the State-Specific section.



DANB Code of Professional Conduct

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

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

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

Individual Autonomy and Respect for Human Beings

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

Health and Well-Being of Patients and Colleagues

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

Justice and Fairness

The dental assistant has a duty to treat people fairly.

Truth

The dental assistant has a duty to communicate truthfully.

Confidentiality

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

Responsibility to Profession, Community, Society and DANB

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

* Visit www.danb.org for the full version.

** DANB Individuals is an inclusive term that refers to all DANB examination applicants, DANB examination candidates, DANB Certificants (CDAs, COAs, CDPMAs, COMSAs, CPDAs) and those who hold DANB Certificates of Competency (RHS, ICE, CP, SE, TF, TA). See Definitions section of the unabbreviated document on www.danb.org for additional detail.



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