

DANB Certified Emeritus Application



This form must be completed by individuals **requesting a Emeritus status for any of the national DANB Certifications:** CDAs, COAs, CDPMAs and/or COMSAs . The current DANB policy on Emeritus status is below. If you have any questions, contact DANB’s Assistant Director, Recertification, Vickie Spears, at 1-800-FOR-DANB (800-367-3262) ext. 445. This form can be faxed to DANB, Attn: Vickie Spears at 312/642-3550 or mail to DANB, Attn: Vickie Spears, 444 N. Michigan Ave., Ste. 900, Chicago, IL 60611.

DANB’s Policy on Emeritus Status for Certificants

DANB will issue Emeritus status to Certificants who meet specific requirements and submit this *DANB Certified Emeritus Application*, along with required documentation. After status is awarded, recipient must use certification acronym followed by Emeritus for identification; i.e., Sue Smith, CDA-Emeritus.

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

DANB Certified Assistants (CDAs, COAs, CDPMAs and/or COMSAs) may apply for Emeritus status if they have maintained continuous current Certification for at least four (4) of the five (5) years immediately before applying and also have:

Emeritus status does not require CDE credits or payment of renewal fees. Emeritus is defined as: one who is retired from or, for medical reasons, is no longer employed in a dental office or dental assisting position; but who is permitted to retain, as an honorary title, the rank or credential last held.

Requesting DANB Emeritus Status

Check Box Here

I hereby officially request for a change in my DANB Certification status **from**
CDA COA CDPMA COMSA **to Certified Assistant Emeritus**.

I have attached the required documentation to this form.

All applicants must complete the Background Information questions on the reverse side of this application.

To qualify as an DANB Certified Assistant Emeritus, I am attaching the following required documents to this application:

For Certificants applying for Emeritus due to a Disability, please attach both of the following:

- A letter stating that I am no longer working as a dental assistant due to a disability. *(This letter must be signed by the Certificant.)*
- AND** a letter from my physician on his/her office letterhead stating that I am physically and permanently unable to perform any duties required.

For Certificants applying for Emeritus due to Retirement, please attach both of the following:

- A letter stating that I have retired from dental assisting and the date of retirement. *(This letter must be signed by the Certificant.)*
- AND** a letter from my employer on the employer’s letterhead and signed by the employer; **or** proof of receiving Social Security benefits

Certificant Information

Certification Number _____

Name (print or type) _____ Social Security# _____ - _____ - _____

Address _____

City _____ State _____ Zip _____

Phone Number (____) _____ Signature _____ Date _____

DANB Background Information Questions

Questions must be answered or your Emeritus application is incomplete.

A) Background Information Questions - If you answer 'Yes' to any of the background questions, you must provide required documentation, see below for details.

- No Yes,
incl. Docs
- 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."
- No Yes,
incl. Docs
- 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-recognize 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?
- No Yes,
incl. Docs
- 3) Have you ever been declared mentally incompetent by a court of law?

Answer "yes" or "no" to each of the questions above. If you answer "yes" to any of these questions, you must attach a separate signed and dated personal statement describing the principal facts and outcome and provide copies of pertinent official documentation (as detailed below). Each response will be reviewed by DANB staff, in consultation with counsel, on a case-by-case basis.

- For criminal convictions (i.e., a "yes" answer to the first question), appropriate documentation may include items such as 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, and the penalties imposed by the court; evidence that all of the requirements imposed by the court were completed should be included.

For traffic-related offenses, please include a photocopy of the front and back of your current driver's license, if your driving privileges have been restored.
- For regulatory and credentialing actions (i.e., a "yes" answer to the second question), appropriate documentation will include a true and official statement from the state regulatory body or credentialing agency describing the offense for which action was taken, the sanction(s) imposed, and evidence of completion or expiration of all sanctions and reinstatement of license or credential.
- For a court declaration of mental incompetence (i.e., a "yes" answer to the third question), appropriate documentation will include a true copy of all relevant court orders and related documents.