



DANB hosts forum on entry level dental assistant certification

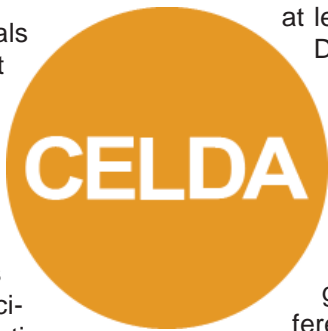
On June 17, DANB hosted a forum to discuss its new, upcoming certification program: the Certified Entry Level Dental Assistant (CELDA).

Representatives and other individuals from DANB's communities of interest attended the forum. DANB's CELDA certification, which is still in the development stage, is expected to be launched mid-2014.

"The information and ideas the group discussed at the forum will help DANB's Board of Directors make informed decisions about the new CELDA certification program," said DANB Board Chair Frank Maggio, D.D.S.

The CELDA certification program is another way in which DANB fulfills its mission to promote the public good by providing credentialing services to the dental community. Additionally, DANB's CELDA certification program will give entry-level dental assistants a jump-start on the career ladder.

"Dental assistants enter the profession through



many different pathways," explained DANB Executive Director Cindy Durley, M.Ed., MBA. "Many are on-the-job trained and must therefore wait at least two years before being eligible for DANB's Certified Dental Assistant (CDA) certification exam. Many dental assistants — as well as the dental community and the public — will benefit from the availability of an entry-level certification."

Like DANB's other certification programs, there will be a number of different eligibility pathways to earn CELDA certification. It is important to note the CELDA certification program will be a new and additional step on the career ladder, with its own unique eligibility pathways for those who do not yet qualify for DANB's full CDA certification.

With the new CELDA certification, DANB's vision of the career ladder includes:

- Passing DANB's Radiation Health and Safety (RHS) and Infection Control (ICE) exams

- Earning DANB's CELDA certification
- Earning DANB's CDA and/or Certified Orthodontic Assistant (COA) certification
- Earning DANB's Certified Preventive Functions Dental Assistant (CPFDA) and/or Certified Restorative Functions Dental Assistant (CRFDA) certification

Each state defines its own regulations and requirements for dental assistants, and in most states, there are no eligibility requirements to work as an entry-level dental assistant.

DANB supports states' rights and believes that a defined dental assisting career ladder can help states determine any licensure, registration and certification requirements for dental assistants, as well as how to best meet access to oral healthcare needs.

To learn more about DANB exams and certifications, visit the "Exams and Certifications" section of DANB's website. For the latest updates on CELDA and other DANB news, please see DANB's "News and Events" page.

SkillsUSA winners go for gold

Each year, the SkillsUSA Championships showcase the best career and technical students across the country. Contests are held locally and then continue through to state and national levels. Almost 6,000 contestants compete in nearly 100 different events. This year, the national competition was held June 24-28 in Kansas City, Mo., and the winners of the dental assisting competition were announced at the awards ceremony on June 28.

Working against the clock and each other, dental assisting students proved their expertise in procedures specified in the Commission on Dental Accreditation's *Accreditation Standards for Accreditation of Dental Assisting Education Programs*. Students competed in areas including chairside assisting; preparing dental materials; infection control; and emergency, laboratory and office procedures. Additional skills, such as administrative, clinical or dental laboratory, may also be evaluated.

In the high school division, this year's winners were:

- Gold — Jonathan Candido, Diman RVTHS, Massachusetts

- Silver — Elanta O'Hare, Eastland Career Center, Ohio
- Bronze — Ashley Bowman, Putnam Career and Technical Center, West Virginia

At the postsecondary/college level, the winners were:

- Gold — Ashley Brittan, Central Pennsylvania Institute for Science and Technology, Pennsylvania
- Silver — Meredith Martin, Guilford Technical Community College, North Carolina
- Bronze — Abigail Crown, Putnam Career and Technical Center, West Virginia

Gold medalist Ashley Brittan says she was ecstatic when she found out she won: "Standing in front of a packed stadium with the gold medal around my neck will definitely stick with me for the rest of my life."

She says many moments stand out for her about the experience. "It was a real pleasure to compete in SkillsUSA 2013. It was a humbling experience to meet so many talented people," Brittan explains. "Also, to be able to take home gold in front of my family was a great moment for me."



High school medalists Elanta O'Hare, Jonathan Candido, Ashley Bowman and committee member Sharon Farrington (front row, L to R). Postsecondary medalists Meredith Martin, Ashley Brittan and Abigail Crown (back row, L to R).

Preparing for the competition was time-intensive; Brittan says she did a lot of reading. She also relied on the support and guidance of her instructors, who worked with her to practice the procedures. "If not for my wonderful instructors, Mrs. Tobias and Mrs. Wert, I would not have been afforded this opportunity," she notes. "Many thanks go to them."

Brittan plans to continue her dental assisting career and education, and eventually would like to become an Expanded Functions Dental Assistant in Pennsylvania. "I will continue to work chairside, as I have a true passion for doing so," she states.

Jonathan Candido, the gold-medal winner in the high school division, says one of his favorite parts about the competition is meeting the other students. "Even though we are all there to outperform each other, we also can relate to each other, and we make friends with each other during the process," he explains.

Although there is camaraderie, Candido took the competition very seriously. Like Brittan, he prepared extensively. "I spent hours after school with my adviser Mrs. Carrerio," he recounts. "After school we would go over everything, both for the hands-on skills and didactic portion of the competition. All of my dental teachers — Mrs. Cirillo, Ms. Pettine and Mrs. Torres — aided in my growth."

But the preparation didn't stop at school; Candido says he studied his textbooks at home, rereading chapters and studying material beyond his assignments.

Candido says winning the first-place prize was exhilarating. "I knew my peers, as well as my family, were

Cont. on p. 3

DANB COAs shine in the workplace

In honor of National Orthodontic Health Month, DANB proudly salutes the more than 1,400 DANB Certified Orthodontic Assistants (COAs).

National Orthodontic Health Month was founded by the American Association of Orthodontists and is observed each year in October.

Many employers often look for or require DANB COA certification when hiring in an orthodontic practice. Lori Mallory, COA, RDH, currently works for Panucci & Jackfert Orthodontics, a practice in South Charleston, W.Va., that employs five DANB COAs. "We've seen a difference between hiring certified assistants versus non-certified assistants," says Mallory. "COAs have a better knowledge of treatment, use the correct terminology and have better communication skills between patients, doctors and fellow assistants."

Besides knowledge, Mallory notes a higher overall quality of patient care among the COAs in her office. "When a new patient arrives at the practice, they're given a tour and the doctors introduce each of the dental assistants as being COAs," she says. "Patients feel reassured that we've taken an extra

step in our education, and the COAs enjoy the recognition within the practice."

For Mallory, earning DANB COA certification has "given me added confidence in my job, and I know I'm providing the best possible care for our patients."

Does your practice only hire DANB certified assistants? Email communications@danb.org to tell us your story, and you may be featured in a future *Certified Press* article or on our Facebook page.



From left to right: Chris Meadows, COA; Beverly Schissler, COA; Lori Burdette, COA; Lori Mallory, COA; Melissa Fields, COA.

Word from the Chair

Frank A. Maggio, D.D.S.
Chair, DANB Board of Directors



Traditionally, fall signals the start of a new school year, but in the field of dental assisting, education is a priority no matter what the season — or where you might be on your career path.

This issue features stories that recognize and encourage excellence and commitment to career growth at all stages, from dental assisting students to educators in the field for 40 years.

In June, DANB hosted a forum to discuss its upcoming certification program, the Certified Entry Level Dental Assistant (CELDA), intended to give entry-level dental assistants a jump-start on the career ladder. See p. 1 for the full story.

Also on p. 1, read about the dental assisting student winners of the SkillsUSA Championships, held annually to recognize the best career and technical students across the country.

This issue also offers updates on two scholarship opportunities for dental assistants: the joint American Dental Assistants Association (ADAA)/DANB scholarship program, developed to help dental assistants turn their professional development plans into reality, and a new DANB scholarship in memory of Liz Koch, recognizing her many years of service to DANB and the DALE Foundation as well as her dedication to lifelong learning.

Finally, the Spotlight on Excellence on p. 3 highlights two outstanding educators: former DANB Board Director Donna Kotyk, CDA, RDH, M.A., honored by Salish Kootenai College with the American Indian College Fund Faculty of the Year Award, and Stephanie Schmidt, CDA, CPFDA, CRFDA, CDT, RDAEF, FADAA, M.S., recently recognized by the California Association of Dental Assisting Teachers for her 40 years of professional and voluntary service.

Wherever you are in your career, DANB encourages you to be a lifelong learner and expand your knowledge and skills.

Congratulations to Emeritus Certificants

May 1, 2013 – July 31, 2013

Name/State	Certification Year
Carol Anderson, CDA-Emeritus, CA	1976
April Bluvass, CDA-Emeritus, NE	1983
Tammy Bullock, CDA-Emeritus, NJ	2009
Jane Cain, CDA-Emeritus, NH	1971
Lisa Calabrette, CDA-Emeritus, PA	1996
Linda Collins, CDA-Emeritus, IA	1971
Linda Deis Bryan, CDA-Emeritus, CA	1967
Karla Dosch, CDA-Emeritus, WY	1986
Joyce Eamello, CDA-Emeritus, NJ	1988
Timothy Ehgotz, CDA-Emeritus, CO	1980
Carole Falkner, CDA-Emeritus, FL	1960
Karen Fuhrman, COA-Emeritus, OH	2006
Virginia Gill, CDA-Emeritus, AR	1985
Janet Haines, CDA-Emeritus, NJ	1985
Carolyn Hodges, CDA-Emeritus, NJ	1993
Claudette Jackson, CDA-Emeritus, RI	1991
Elissa Kuriniec, CDA-Emeritus, IL	1996
Connie Lathrop, CDA-Emeritus, CA	1996
Randi Mason, CDA-Emeritus, MN	1976
Terri McGrath, CDA-Emeritus, OR	1984
Rosalind Morrow-Hollinhead, CDA-Emeritus, FL	1994
Brenda Niekamp, CDA-Emeritus, COMSA-Emeritus, TX	1975
Carmen Nordback, CDA-Emeritus, ND	1976
Ruth Overton, CDA-Emeritus, NJ	1999
Ruby Roach, CDA-Emeritus, CA	1967
Rose Schmeichel, CDA-Emeritus, SD	1960
Rose Ann Seale, CDA-Emeritus, TX	1974
Susan Turner, CDA-Emeritus, NC	1969
Cinda Vogt, CDA-Emeritus, IA	1971
Glenda Wyatt, CDA-Emeritus, GA	1981
Deborah Young, CDA-Emeritus, TN	1976

For more information on Emeritus status, see DANB's Recertification Requirements on page 4.

Correction: The print version of the summer 2013 issue contained an error on page 6: The headline "AADB/DANB scholarship coming soon" should have read "ADAA/DANB scholarship coming soon." The Web version has been corrected.

State of the states

Alabama

The Alabama Legislature created an expanded duty assistant (EDA) license with the May 16, 2013, signing of SB 203. The bill does not define what the scope of practice will be for the EDA; however, the Alabama Board of Dental Examiners June 2013 newsletter indicated that "EDAs at a minimum will be restoring prepped teeth with amalgam and composite after the dentist has completed the prep."

Delaware

Delaware's Office of Radiation Control announced that the DANB-administered Delaware Dental Radiologic Technology (DDRT) exam will be phased out by Dec. 31, 2015. All candidates for a Delaware Dental Radiation Technician certificate will be required to pass DANB's RHS exam.

Georgia

Effective May 7, 2013, dental assistants in Georgia can now "perform phlebotomy and venipuncture procedures after appropriate training is acquired." These tasks fall under the list of general duties (not expanded duties), according to rule amendments by the Georgia Board of Dentistry.

Illinois

A dentist may supervise no more than four total auxiliaries (dental assistants and hygienists) performing expanded functions, according to Senate Bill 1217, which becomes effective Jan. 1, 2014. The bill also adds language clarifying that qualified dental assistants are not prohibited from monitoring patients under nitrous oxide, conscious sedation, deep sedation and general anesthesia.

Kentucky

The DALE Foundation's DANB RHS Review course has been approved to meet Kentucky's six-hour radiation safety course requirement for dental assistants in the state.

Missouri

Effective Aug. 28, 2013, dental assistants, DANB CDAs and Missouri expanded functions dental assistants can perform, under a dentist's direct supervision, the additional duties of placing pit and fissure sealants and applying topical fluoride, per Senate Bill 330.

New Hampshire

DANB CDAs or dental assistants who have completed a CODA-accredited program can place, contour and adjust direct restorative materials within the oral cavity after completing defined course requirements, according to a new rule adopted May 6, 2013.

Oklahoma

Senate Bill 684, effective July 1, 2013, requires that all dental assistants obtain a permit from the Oklahoma Board of Dentistry. The law also created a permit for oral maxillofacial surgery assistants.

The passage of this bill came on the heels of the highly publicized case of Tulsa-based oral surgeon Scott Harrington, who was investigated and disciplined by the Oklahoma Board of Dentistry after it was discovered that a patient with no other risk factors contracted hepatitis C after being treated by Dr. Harrington (see the full story in the summer 2013 issue of *Certified Press*).

Oregon

As of July 1, 2013, the new Expanded Function Orthodontic Dental Assistant (EFODA) functions authorized in July 2012 — including fitting and adjusting headgear, removing fixed orthodontic appliances and taking impressions for study models or temporary oral devices — were added to the list of functions for which an EFODA candidate must receive a licensed dentist's endorsement of successful completion. New rules also allow an Expanded Function Dental Assistant (EFDA) to place sealants and apply temporary soft relines to full dentures under the supervision of a hygienist; additionally, EFDAs can now place posterior composites.

Rhode Island

The Rhode Island Board of Dentistry includes one DANB CDA, according to a new law passed July 11, 2013 (S0539/H6152). The new law also directs the Rhode Island Board of Dentistry to establish a listing of all dental assistants practicing in the state.

Washington

Effective July 28, 2013, dental assistants can apply topical anesthetic agents under the close supervision of a dentist. Additionally, a new dental anesthesia assistant state certification went into effect in August 2013. Adopted rules set forth state certi-

fication and continuing education requirements for DAAs, duties that may be delegated to the DAA and supervision requirements.

Wyoming

The Wyoming Board of Dental Examiners approved a rule amendment, effective April 15, 2013, allowing dental assistants to perform placement of sealants if they have met specified education requirements and received a state certificate. In addition, the rule amendment authorizes dental assistants to perform additional functions, including fabricating and cementing temporary crowns under general supervision, mixing dental materials under indirect supervision, and performing whitening procedures — excluding etching, sandblasting and other irreversible procedures — under direct supervision.

The rule amendment also adjusts and clarifies delegable orthodontic assisting functions and the required supervision levels, and allows dental assistants to perform removal of direct bond attachments and bands under direct supervision. The new rules also clarify that passing DANB's RHS exam is one way to meet radiography requirements and that any dental assistant under the Board's jurisdiction must abide by *DANB's Code of Professional Conduct*.

DANB to conduct communications survey

In the coming months, DANB will be conducting a communications survey of DANB certificants to gather information about the types of news and updates that are most important to you. We'll also be asking about the ways that you most want to hear from us. Your feedback is very important! To be sure that you have the opportunity to weigh in, please make sure your current email address is in our system. You can update your email address by creating an account at danb.org. We'll be launching the survey in a few months, so be sure to keep an eye out for more information!

DANB holds annual Board meeting

DANB's Board of Directors held its annual meeting Aug. 16-17, 2013. To view a summary of the major actions taken at the meeting, visit www.danb.org > About DANB > Board of Directors.

Former DANB Board Director honored for service

In June, former DANB Board Director Donna Kotyk, CDA, RDH, M.A., was honored by Salish Kootenai College (SKC) with the American Indian College Fund Faculty of the Year Award.

She was selected for the award due to her exemplary commitment to students, scholarship, teaching and service to Native communities. Kotyk has been an instructor at SKC since 1991 and director of the dental assisting program since 1997. She says winning the award is the pinnacle of her professional career.

"Although SKC offers baccalaureate degrees, it was our vocational program that was recognized," she explains. "This is such a great honor for our department. All of us — students, faculty and staff — really appreciate this special recognition."

Salish Kootenai College, located in Pablo, Mont., is the tribal college for the Confederated Salish and Kootenai Tribes, on the Flathead Reservation. The college has about 1,000 students, with more than 70 tribes represented in the student body. It is the only tribal college with a dental assisting program. Additionally, the program is accredited by the Commission on Dental Accreditation.

Kotyky has played an instrumental role in bringing the American Dental Association's (ADA) Community Dental Health Coordinator (CDHC) program to SKC. Launched in 2008, the CDHC program was developed



Kotyky (right) with Alice Oechsli, Interim VP for Academic Affairs, at SKC graduation.

as a new workforce model to respond to growing concerns about access to oral healthcare in underserved areas. The ADA selected three sites — rural, urban and Native American — to pilot the CDHC program. SKC worked with the University of California-Los Angeles (UCLA) School of Dentistry to pilot the Native American portion of the program. Kotyk and UCLA's Dr. Nancy Reifel were program co-directors.

Kotyky says one of the most gratifying aspects of her work is seeing the students return to their home reservations as respected dental professionals. "Many of our former students are supervisors in their Indian Health Service clinics and have become involved even more with their communities, especially in pro-

viding preventive services," she explains. "I believe our program fulfills the mission of the college and of our communities in educating our students to meet the particular needs of Indian country. I never stop marveling at how technically skilled our students are in the clinical situation."

In addition to her work in the classroom, Kotyk values the opportunities she's had to meet the families and clinical staff on various reservations. "We are such a culturally and geographically diverse program," she says. "I have had the opportunity to work on different reservations, attend special events and see firsthand the unique differences of reservations around the country."

When it comes to the future of dental assisting, Kotyk envisions an environment of continued learning and high professional standards. "Dental assistants are dedicated healthcare professionals who are entrusted with patient care and assistance," she states. "There is so much to learn: dental anatomy, infection control, radiography, dental materials and so on. I would like to see more recognition by the dental community, and that may come from some sort of mandatory education or credentialing."

To read more about Kotyk's role in the CDHC program, please see the summer 2008 and summer 2009 issues of *Certified Press*. To learn more about the CDHC program, visit www.ada.org/cdhc.aspx.

DANB certificant receives Excellence in Education Award

With more than 35 years teaching dental assisting under her belt, Stephanie Schmidt, CDA, CPFDA, CRFDA, CDT, RDAEF, FADAA, M.S., practices what she teaches: to keep learning and growing.

Schmidt, an assistant professor at Pasadena City College, was recently honored with the Hazel O. Torres Excellence in Education Award from the California Association of Dental Assisting Teachers for 40 years of professional and voluntary service to the field of dentistry.

"I am proud to be part of that educational experience that results in well-educated, professional, licensed and skilled graduates who enter the dental assisting field with an incomparable level of skill, unquestionable ethical and infection control standards, and a desire to do their best for their patients by honoring the state dental practice act," says Schmidt. "Those are the same characteristics that [dental assisting pioneer] Hazel Torres held in high regard, and I am honored to have received this particular award for excellence in teaching."

Schmidt says she loves dentistry and learning, and has always tried to share that passion with her students through her creative teaching style. "I try to be innovative in my teaching approach, utilizing crayons and games, hands-on activities, music, dance and anything else I can think of to help

make the lessons more effective and memorable."

Schmidt earned her DANB Certified Dental Assistant (CDA) certification in 1974 and was among the first dental assistants to earn DANB's Certified Preventive Functions Dental Assistant (CPFDA) and Certified Restorative Functions Dental Assistant (CRFDA) certifications when they were introduced.

An advocate of lifelong learning, Schmidt believes that earning and maintaining DANB certification sets an example to her students, while also demonstrating that she is up-to-date on the latest information in the field through continuing education activities.

"I have always felt that being certified showed the dental community that I had expanded knowledge in all segments of my field," Schmidt continues. "Potential employers who understood what being a CDA meant were impressed with that part of my resume, and I knew that they valued education if they were aware of what being a CDA represents."

As a Registered Dental Assistant in Extended Functions (RDAEF) in California, Schmidt is allowed to



place final direct and indirect restorations and take final impressions, among other duties. "I enjoy doing the restorative duties, especially amalgam and direct esthetic restoratives, and I use my license to help provide dental treatment for the underserved through a wonderful organization called Meet Each Need with Dignity," Schmidt says.

Schmidt has maintained a strong trajectory throughout her career, and she stresses that there are tremendous growth opportunities in dental assist-

ing. "A successful career in dentistry does not mean that you must go from dental assisting to hygiene or dentistry in order to progress and succeed financially," she advises. "A rewarding and profitable lifelong profession can be attained by following the career ladder in dental assisting."

Schmidt advises future dental assistants to continuously look for chances to grow professionally and expand their knowledge and skills. "Never pass up an opportunity to earn a new license or certificate, or to continue your education," she says. "You never know where the future will lead you, and those accomplishments may be the very things that single you out as a superior candidate for the job or position you are applying for."

SkillsUSA winners (cont. from p. 1)

proud of my performance, which is a phenomenal feeling," he says. "The support from others helps a lot!"

Candido says he participates in the SkillsUSA competition to prove his dental skills and to deepen his knowledge and expertise. He also thinks the competition is helpful in preparing for the fast-paced environment of a dental office. "This helps strengthen our skills and improve our ability to work under pressure," he explains.

For the future, Candido plans to continue his education and pursue a career in the dental field.

Preparing students to be world-class

The success of the SkillsUSA competition is due in part to the work of the volunteer and team members who help keep the program running. Jennifer Ponson, CDA, COA, of Pensacola State College in Florida, chairs the national technical committee for the dental assisting contest. The national edu-

cation team members include Nina Eckert, CDA, Lebanon County Career and Technology Center (Pa.); Sharon Farrington, CDA, Northeast Metro Technical School (Mass.); Kathleen Matthews, CDA, Manatee Technical Institute (Fla.); Martha Townes, CDA, Wilkes Community College (N.C.); and Brenda Ware, CDA, Manatee Technical Institute (Fla.).

Ponson says she enjoys being involved with the organization because SkillsUSA promotes career and technical education and gives her the opportunity to work with students. "All the students seemed very prepared for the competition," she notes. "It was obvious to me that they had a real love for the profession."

National team member Sharon Farrington has been involved with the SkillsUSA organization for more than 30 years — first as a dental assisting instructor, then as a SkillsUSA adviser and trainer, and eventually as part of the SkillsUSA national education team.

"This organization gives students an opportunity to prepare themselves as world-class workers, problem solvers and team members, and to participate in community service opportunities," Farrington says. "It has been my pleasure to see our contest change dramatically as far as its breadth and depth of material covered," she says.

The best part about the SkillsUSA competition, Farrington says, is awarding the winners their medals. "Many of the winners are in disbelief when they get the award," she says. "And even for those students who are not called onstage, this event can be life-changing and blazed in the memory forever."

For those dental professionals who may be interested in getting involved in SkillsUSA, Farrington says there are many opportunities at local, state and national levels: "We can always use the help and — most of all — it's so much fun!"

For more information about the SkillsUSA program or how you can get involved, visit www.skillsusa.org.

DANB's 2013 Recertification Requirements

Renewing DANB Certification

DANB certification is valid for one year, and must be renewed annually. In order to renew, DANB certificants must complete 12 Continuing Dental Education (CDE) credits, hold a current DANB-accepted CPR card and submit a renewal fee to DANB. A renewal notice will be mailed approximately six weeks prior to the certification expiration date, which is printed on each DANB certificate. Certificants must sign a statement attesting that CDE and CPR requirements have been met, and must return the statement with the appropriate renewal fee to DANB.

Certifications	CDE Credits	Renewal Fee
1	12 credits (plus CPR)	\$60
2	18 credits (plus CPR)	\$85
3	24 credits (plus CPR)	\$105
4	30 credits (plus CPR)	\$130
5	36 credits (plus CPR)	\$150
6	42 credits (plus CPR)	\$170

*There is a \$15 late fee for certifications that are renewed during the three-month grace period after the certification expiration date. Renewal fees are non-refundable.

If DANB does not receive a response to a renewal notice within three months of the expiration date, the certificant is no longer certified and cannot use

the CDA, COA, CPFDA, CRFDA, COMSA or CDPMA certification mark. To protect against misuse of DANB credentials, DANB sends reports of lapsed DANB certifications to state regulatory agencies on a regular basis.

Requirements/Audit Procedures

DANB's 12 CDE credit annual minimum is consistent with states that have mandatory CDE requirements for dental assistants. The yearly CDE requirement emphasizes the importance of lifelong professional learning and promotes the continued competence of DANB certificants.

DANB certificants are randomly selected for verification (audit) of their CDE credits and CPR. Those selected for audit will be considered certified during the time that they are providing proof of their continuing education.

Specific instructions will be sent to those audited. Upon successful completion of the audit, certification will be instated for the full year. Proof of continuing education should be retained for two years, in case of subsequent audit.

DO NOT SEND DOCUMENTATION UNLESS REQUESTED. DANB WILL NOT RETURN OR RETAIN MATERIALS.

DANB Renewal Sample Timeline

This sample timeline illustrates the DANB certification renewal process. In this example, the individual's CDA certification expires Jan. 15, 2013.

December 1, 2012

A renewal notice is mailed to certificant.

January 15, 2013

Signed statement and fee are due by this date or DANB certification expires.

January 16, 2013

Grace period begins. A \$15 late fee is assessed. If the fee is not received, a second notice is mailed.

February 28, 2013

Grace period continues. If the fee is not received, the final notice is mailed.

March 31, 2013

If the fee is not received, a reminder email is sent.

April 16, 2013

The grace period ends. If the fees and signed statement are not received, the individual is no longer DANB certified. Call 1-800-367-3262 for reinstatement options.

DANB Recertification Policy

Relevance to Practice of Dentistry or Dental Assisting

All CDE must directly relate to the practice of dentistry or dental assisting to maintain or improve dental assisting knowledge or skill. CDE does not need to be pre-approved by DANB to be accepted as meeting DANB's Recertification Requirements. Call DANB prior to participation in education if you have questions.

Length of Program

Programs must be at least 45 minutes in length in order to qualify for one CDE credit. Credit for a CDE course will be calculated in 15-minute increments (e.g., 1 ½ hours = 1.5 CDE credits, 2 ¾ hours = 2.75 CDE credits).

Pre-Certification CDE

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

CDE Lifespan

CDE credits have a two-year lifespan. Certificants who carry over credits into the next renewal year must retain proof of 24 credits of CDE over a two-year period, in case they are randomly selected for audit.

Multiple Certifications

It is possible to be certified in each of six areas: CDA, COA, CPFDA, CRFDA, COMSA and CDPMA. Renewal requirements are set at approximately 50 percent increase over basic requirements for each additional certification maintained.

Renewal Timing and Certification Expiration

A three-month grace period is granted if the required CDE credits are not accumulated and the appropriate fee is not received by the expiration date. An individual is considered certified during this three-month CDE grace period; however, a late fee of \$15 will be assessed. If DANB does not receive a response to a renewal notice within three months of the certification expiration date, the individual is no longer certified and cannot use the CDA, COA, CPFDA, CRFDA,

COMSA or CDPMA certification marks. DANB's certification marks are registered with the U.S. Patent and Trademark Office, and only those individuals who have earned and maintained the marks are legally authorized to use them.

Misrepresentation of DANB Certification Marks

Misuse of any DANB certification mark is grounds for discipline under *DANB's Discipline Policies and Procedures* (contact DANB for a copy). For reinstatement of a certification mark, contact DANB's Recertification Senior Coordinator at 1-800-367-3262, ext. 451.

Review and Appeal Policy and Procedures

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

CPR Requirement

Current DANB-accepted CPR, BLS or ACLS is required for annual renewal of DANB certification. DANB accepts CPR, BLS and ACLS certifications from the providers below. Course must be for CPR, and a hands-on exam must be taken. CPR, BLS or ACLS from other providers or courses will not be accepted. CPR, BLS or ACLS does not count toward the required number of CDE credits.

DANB-Accepted CPR, BLS and ACLS Providers

American Environmental Health and Safety
American Heart Association
American Red Cross (card or certificate accepted)
American Safety and Health Institute
Canadian Red Cross
Emergency Care and Safety Institute
Emergency First Response
Emergency Medical Training Associates
Emergency University*
EMS Safety Services
Medic First Aid
Military Training Network
National Safety Council (Green Cross)
ProCPR*
Saudi Heart Association

*Not all courses include the hands-on exam, so check with the provider before taking the course to be sure it will be accepted by DANB.

Emeritus Status

DANB certificants (holding CDA, COA, CPFDA, CRFDA, COMSA or CDPMA certification) may apply for "Emeritus" status if they have maintained continuous current certification for four (4) of the five (5) years immediately preceding application for at least one certification and have:

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

Retirement

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

- One from the assistant requesting Emeritus status and signed by the assistant
- One from the assistant's employer on letterhead and signed by the employer (or the assistant can provide proof of receiving Social Security benefits).

Disability

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

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

If a certificant holds more than one certification, the certificant will earn Emeritus status for all currently held certifications as long as the certificant maintained continuous current certification for at least one of the certifications for four (4) of the five (5) years immediately preceding application.

Release of Information

I understand DANB verifies to anyone by phone, by mail or on DANB's website regarding whether I hold any DANB certifications, including Certified Dental Assistant (CDA), Certified Orthodontic Assistant (COA), Certified Preventive Functions Dental Assistant (CPFDA), Certified Restorative Functions Dental Assistant (CRFDA), Certified Dental Practice Management Administrator (CDPMA), or Certified Oral and Maxillofacial Surgery Assistant (COMSA) certifications; any DANB certificates of knowledge-based competency, including Radiation Health and Safety (RHS), Infection Control (ICE), Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA), Topical Fluoride (TF), Anatomy, Morphology and Physiology (AMP), Impressions (IM), Temporaries (TMP) and Isolation (IS); and any state-specific certificates administered by DANB on behalf of a state regulatory body, including the Arizona Radiologic Proficiency Certificate, Arizona Coronal Polishing Certificate, Oregon Radiologic Proficiency Certificate, Oregon Expanded Functions Dental Assistant Certificate and Oregon Expanded Functions Orthodontic Dental Assistant Certificate. Phone and mail verification will be provided to anyone upon request and will consist of oral or written confirmation of whether I hold any of the DANB-administered credentials listed above and the effective dates for each credential. Online verification through DANB's website may consist of online display of my name, the DANB-administered credentials I hold and dates earned, current DANB certification status, and my city and state of residence. My full address will not be posted online by DANB. I

understand that if I do not want DANB to display my city and state of residence as part of the online credential verification process, then I must submit a written request for omission of this information to the following address: DANB Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611. (I understand that my name, credentials held [issued by DANB as described above] and current DANB certification status will be displayed for everyone; opting out of display of information is only possible for an individual's city and state.) DANB asks that the *Request for Credential Verification* form be completed before providing an official verification letter to DANB certificants or employers. I further understand and agree that DANB may, from time to time, provide my name and address along with the names and addresses of certificants and those holding DANB certificates of knowledge-based competency to dentists interested in hiring a DANB individual from their area, and to providers of continuing education opportunities. I further understand that this consent will remain in effect unless and until I submit a written request to have this information omitted from release. I understand that by providing my email address to DANB, I am consenting to receive email messages from DANB and its affiliates related to their products and services or news affecting the dental assisting profession. I understand that DANB agrees not to provide my email address to any third party without my consent, and that I can request removal from DANB's email distribution list by following the directions contained in the Privacy Policy section of DANB's Terms and Conditions of Use of DANB.org, located at <http://www.danb.org/termsandconditions.asp>.

Continuing Dental Education (CDE)

To renew DANB certification, DANB certificants must earn the required CDE credits, hold current DANB-accepted CPR and pay the renewal fee. Download DANB's 2012 Recertification Requirements from www.danb.org for complete requirements and the list of DANB-accepted CPR providers.

Category Maximums for CDE Credits

CDE Category	CDA	COA	CPFDA	CRFDA	COMSA	CDPMA
Clinical Practice	12	12	12	12	12	5
Dental Office Management	3	3	3	3	3	6
DANB and Other Dental-Related Exams	12	12	12	12	12	6
Volunteer Service or Scholarly Activity	3	3	3	3	3	3

Categories for CDE Credits

CATEGORY 1: CLINICAL PRACTICE

CDE earned in this category must be directly related to the clinical practice of dentistry or dental assisting. This category includes but is not limited to:

1. Attendance at or participation in clinical professional development lectures, courses (including home study courses) and/or table clinics that are directly related to clinical knowledge and chairside duties: dental materials, four-handed dentistry, infection control, radiology, expanded functions, canine and feline dentistry and others.

Proof: Certificate of completion, letter of attendance/completion on sponsor letterhead or including sponsoring organization name and contact information, meeting badge/program page (table clinics or free on-site lecture), CDE printout from meeting or similar documentation.

Credits: One (1) CDE credit for each clock hour that you attend/participate in a session.

2. Viewing video from dental meeting seminars on clinical topics.

Proof: A 250-word essay highlighting the meeting, course name and presenter.

Credits: Two (2) CDE credits for each 250-word video summary submitted.

3. Reading articles or textbooks on clinical topics.

Proof: A 250-word article or textbook summary, including the name of the article, author and source. Educators may submit a copy of a completed publisher's evaluation form for any materials evaluated for adoption.

Credits: Two (2) CDE credits for each 250-word article/book summary submitted.

4. Completing scientific-oriented college courses.

Proof: Official transcript or grade report, or letter from instructor on school or organization letterhead, verifying attendance.

Credits: For each scientific-oriented college credit/unit successfully completed:

- Three (3) college credits/units = twelve (12) CDE credits
- Two (2) college credits/units = six (6) CDE credits
- One (1) college credit/unit = three (3) CDE credits

CATEGORY 2: DENTAL OFFICE MANAGEMENT

CDE earned in this category must be directly related to allowable duties for dental assistants. This category includes but is not limited to:

1. Attendance at or participation in dental office management lectures, courses (including home study courses) and/or table clinics that are directly related to dental office management and practice communication services: practice management, HIPAA, stress management, patient and staff motivation, computer courses (e.g. college courses, software training), insurance, claims/billing, foreign language studies and American Sign Language.

Proof: Certificate of completion, letter of attendance/completion on sponsor letterhead or including sponsoring organization name and contact information, meeting badge/program page (table clinics or free on-site lecture), CDE printout from meeting or similar documentation.

Credits: One (1) CDE credit for each clock hour that you attend and/or participate in a session.

2. View video from dental meeting seminars on dental office management topics.

Proof: A 250-word essay highlighting the meeting, course name and presenter.

Credits: Two (2) CDE credits for each 250-word video summary.

3. Read articles or textbooks on dental office management.

Proof: A 250-word article or textbook summary, including the name of the article, author and source. Educators may submit a copy of a completed publisher's evaluation form for any materials evaluated for adoption.

Credits: Two (2) CDE credits for each 250-word article/textbook summary

4. Complete dental office management-related college courses.

Proof: Official transcript or grade report, or letter from instructor on school or organization letterhead, verifying attendance.

Credits: For each dental office management-related college credit/unit successfully completed at the following levels:

- Two (2) college credits/units = six (6) CDE credits
- One (1) college credit/unit = three (3) CDE credits

CATEGORY 3: DANB EXAMS AND OTHER DENTAL-RELATED EXAMS

1. Successful completion of any DANB-administered exam, excluding the first time a certification is passed. These exams include any DANB national exam or any DANB state or agency-contracted exam. Certificants can earn twelve (12) CDE credits for successful completion of any DANB Professional Development Examination Program (PDEP) module.

Proof: Provide the name and date of the DANB exam you successfully completed.

Credits: For successful completion of a DANB-developed and DANB-administered exam of at least 100 questions and for any DANB PDEP module, you will earn twelve (12) CDE credits. For successful completion of a DANB-developed and DANB-administered exam consisting of fewer than 100 questions, you will earn six (6) CDE credits.

2. Successful completion of non-DANB-developed, dental-related, professionally proctored exams consisting of at least 100 questions.

Proof: Provide the certificate or score report of the exam you completed, along with a description of the exam from the organization that delivers the exam (must include the date the exam was taken and/or scored).

Credits: You will earn hour-for-hour credit for the amount of time designated for the completion of the exam. If no time is specified, one hour will be allowed for every 100 questions.

CATEGORY 4: VOLUNTEER SERVICE OR SCHOLARLY ACTIVITY

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

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

Proof: Certificate of completion, letter of attendance/participation or similar documentation, on letterhead of the sponsoring service organization or including sponsoring organization contact information. DANB will verify participation of DANB Exam Committee members.

Credits: For each clock hour of participation in volunteer dental-related community service, you may earn one (1) CDE credit, for a maximum of three (3) CDE credits in this category.

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

Proof: Certificate of completion, letter of attendance/participation or similar documentation, on letterhead of the sponsoring service organization or including sponsoring service organization contact information. For proof of a published article, submit a copy of the article including the name of the journal in which it was published, the article title and date of publication.

Credits: Three (3) CDE credits will be earned for scholarly activities.

Continuing the legacy: Liz Koch Memorial Scholarship

In remembrance of Liz Koch and her many years of service and contributions, DANB will be introducing a memorial scholarship in her honor. Liz joined the DANB staff in 2001, holding positions as Assistant Director and then Director of Testing and Measurement; she was named DANB Chief Operating Officer in 2006. In addition to her remarkable impact on DANB, Liz played an instrumental role working with DANB's Board of Directors, DANB staff and the inaugural DALE Foundation Board of Trustees to establish the DALE Foundation, the official DANB affiliate. Liz served as COO of DANB and the DALE Foundation until her untimely passing in 2011.

Liz had many professional achievements, including earning three master's degrees in industrial and organizational psychology, public health, and education. Her professional affiliations included the American Society of Association Ex-



ecutives, Chicago Area Testing Organizations, the Institute for Credentialing Excellence and the National Commission for Certifying Agencies.

Liz believed in the potential of DANB and the DALE Foundation, but even more so, she believed in the potential of others. The memorial scholarship will embody Liz's values and belief in the power of lifelong learning.

"Liz had the ability to accept you for who you are and to see what you had the capacity to become," says DANB Executive Director Cindy Durley, M.Ed., MBA. "The Liz Koch Memorial Scholarship will be a true legacy to her belief and passion for lifelong learning."

Additional details about the Liz Koch Memorial Scholarship and how to apply will be available later this year. Please watch for information on DANB's website and via email.

DANB enforces disciplinary policy

As part of its mission to protect the public, the Dental Assisting National Board, Inc. (DANB) is very serious about enforcing its professional conduct and disciplinary policies. DANB individuals — including DANB exam applicants, DANB exam candidates, DANB certificants and those who hold DANB certificates of knowledge-based competency — are responsible for abiding by DANB's *Disciplinary Policy & Procedures* and DANB's *Code of Professional Conduct*. DANB may investigate individuals and impose sanctions for violations such as dishonest or irregular behavior, fraudulent credentials, submitting falsified information to DANB, misuse of DANB trademarks, compromising the security of DANB exam, or assisting others in violating DANB's policies.

DANB's disciplinary policy and code of professional conduct can be downloaded from DANB's website at www.danb.org > The Dental Community > Professional Standards. To report a DANB individual in violation of DANB policies, please visit the "Complaints Regarding Disciplinary Issues" section of DANB's website or contact Sarah Walkington at swalkington@danb.org or 1-800-367-3262, ext. 472.

The following reflect cases that received DANB-disciplinary actions and sanctions from August 1, 2012, to July 31, 2013.

Case #1: New Jersey

Circumstances: An individual misrepresented himself as a holder of CDA certification and submitted a fraudulent RHS preliminary exam result to his employer in support of the fraud.

Sanctions: The individual's eligibility to take DANB-administered exams was permanently revoked. DANB notified the New Jersey State Board of Dentistry and the New Jersey State Bureau of X-ray Compliance of the disciplinary action.

Case #2: Indiana

Circumstances: An individual submitted a fraudulent CDA exam result to the Indiana State Department of Health, Division of Medical Radiology Services in an effort to obtain an Indiana Radiology License.

Sanctions: The individual's eligibility to take DANB-administered exams was permanently revoked. DANB notified the Indiana State Board of Dentistry and the Indiana State Department of Health, Division of Medical Radiology Services of the disciplinary action.

Case #3: Michigan

Circumstances: When completing a DANB exam application, an exam candidate failed to disclose all felony charges and that the candidate was serving a prison sentence.

Sanctions: The individual's eligibility to take any DANB-administered exam was revoked for five years. Prior to DANB's acceptance of any future exam application, the individual will be required to provide official documentation regarding the status

of the convictions and go before another Review Panel for a determination as to whether DANB will allow the individual to take the exam. DANB notified the Michigan Board of Dentistry of the disciplinary action.

Case #4: Arizona

Circumstances: An exam candidate failed to disclose a felony conviction on a second application. The candidate then made material misstatements of fact concerning the reasons for the inconsistency in the responses.

Sanctions: The individual's eligibility to take any DANB-administered exam was revoked for one year. Prior to DANB's acceptance of any future exam application from the individual, he will be required to provide proof completing a DANB-approved course in professional ethics.

Case #5: Oregon

Circumstances: An individual misrepresented herself on her resume as holding the CDA certification and as holding the EFDA certificate for longer than she actually had. She also obtained a reference letter from a dentist supporting these misrepresentations.

Sanctions: The individual's eligibility to take DANB-administered exams was permanently revoked. DANB notified the Oregon Board of Dentistry of the disciplinary action.

Case #6: North Carolina

Circumstances: DANB received an anonymous complaint with documents showing that a holder of the CDA certification had been convicted of several counts of felony forgery and embezzlement that had not been disclosed to DANB.

Sanctions: The individual's CDA certification was revoked. If the individual wishes to reinstate her certification or take any exam administered by DANB and for which DANB determines eligibility, she must provide documentation evidencing successful completion of her sentence and all court-imposed sanctions for felony convictions. Her eligibility to reinstate or take any DANB exam in the future will be determined upon review of this documentation by another Review Panel. DANB notified the North Carolina State Board of Dental Examiners of the disciplinary action.

Case #7: California

Circumstances: An individual was improperly identified as a CDA on his employer's website and failed to respond to DANB's cease and desist notice.

Sanctions: The individual's eligibility to take any DANB-administered exam was indefinitely revoked. DANB notified the Dental Board of California of the disciplinary action.

Case #8: Massachusetts

Circumstances: An exam candidate attempted to pay for the RHS exam with an unauthorized third-party cardholder. DANB received a chargeback no-

RHS PDEP to be discontinued

DANB continues to transition its CDE offerings to the DALE Foundation. The latest change in this process is the discontinuation of DANB's Radiation Health and Safety (RHS) Professional Development Exam Program (PDEP) as of Jan. 1, 2014. However, certificants who have already received a renewal notice that lists RHS PDEP will still be able to order this program if this renewal notice is mailed in with payment.

PDEP products, which are available to all current DANB certificants, include a packet of articles from dental journals and a 50-question assessment. PDEP costs \$75 and is worth 12 CDE credits upon successful completion.

DANB's Pediatric Dentistry PDEP module, which covers topics ranging from oral piercing injuries to the effects of poverty on children's oral health, will still be available, as will the Sedation in Pediatric Dentistry PDEP module.

For more information about PDEP and other CDE opportunities, go to www.danb.org > Maintain Certification > CDE Opportunities.

Connect with DANB on social media

There are now more ways to connect with DANB! This summer, DANB launched its social media presence — and everyone is invited to follow along and join the conversation. To connect with DANB, visit:

Facebook — Facebook.com/DANBcertified

Twitter — Twitter.com/DANBcertified

LinkedIn — LinkedIn.com/company/DANB

YouTube — YouTube.com/DANBcertified

We look forward to connecting with you!



ADAA/DANB Scholarship update

In June, the American Dental Assistants Association (ADAA) and DANB jointly launched a new scholarship program. The ADAA/DANB Scholarship will be awarded to the applicant(s) who demonstrate a strong commitment to career growth and lifelong learning.

The scholarship is open to all ADAA members and student members in good standing, and applications for this year were accepted through Aug. 31, 2013.

The scholarship committee will spend the next several weeks reviewing the applications and determining the winner(s). The winner(s) will be announced at the 2013 ADAA Annual Session in October and in the winter 2014 issue of *Certified Press*. Stay tuned for the results — and to learn how you can apply next year!

tice for the payment with reason code "Fraud, no cardholder authorization."

Sanctions: The individual's eligibility to take any DANB exam was revoked. If the individual wishes to be eligible to take a DANB-administered exam in the future, she must submit a detailed explanation and supporting documentation, if possible, regarding the alleged agreement with the credit cardholder. Additionally, she must pay her outstanding financial obligations to DANB, including the fee for the missed exam (\$175) and the chargeback fee (\$25). At that time, the case will go before another Review Panel to determine whether the individual will be permitted to sit for a DANB exam.

Case #9: Oregon

Circumstances: An individual who was previously an Oregon Board of Dentistry (OBD)-approved instructor for radiologic proficiency had lost her OBD approval and defrauded another OBD-approved instructor to sign off on her class.

Sanctions: DANB issued a reportable Letter of Censure. The individual's eligibility to take DANB-administered exams was permanently revoked. DANB will notify the Oregon Board of Dentistry of the disciplinary action.

Infection control expert for the DALE Foundation re-elected to OSAP Board

Kathy Eklund, RDH, M.P.H., was recently re-elected as secretary to the Organization for Safety, Asepsis and Prevention (OSAP) 2013-2014 Board of Directors. Eklund has also worked with the DALE Foundation as a subject matter expert (SME) for the DANB ICE Practice Test. She has more than 25 years' experience lecturing on infection prevention and control and has published several articles on infection control. *Certified Press* spoke with Eklund to discuss her role on the OSAP Board of Directors and her extensive career in infection control.



CP: Can you elaborate on your career in infection control and how you became interested in it?

KE: Currently, I'm the Director of Infection Control and Occupational Health and the Research Subject and Patient Safety Advocate at the Forsyth Institute in Boston. I'm also an adjunct assistant professor at the Massachusetts College of Pharmacy and Health Services and Forsyth School of Dental Hygiene. I became interested in infection control while working at a dental practice with a large number of patients infected with HIV/AIDS. I was concerned for my patients and their treatment, which began my increased involvement in infection control.

CP: You were recently re-elected to continue your role as Secretary on OSAP's Board of Directors. What does being on the Board of Directors mean to you?

KE: OSAP is an organization that's near and dear to my heart. I've been a member of OSAP since the mid-1980s and was previously Chair of OSAP. OSAP brings together different stakeholders in dentistry and infection control who work to make information readily available to the public. It's a wonderful organization and resource for all dental professionals.

CP: Do you have any specific goals you'd like to accomplish while on the Board of Directors?

KE: Being part of the OSAP Board of Directors is a team effort. We work diligently to disseminate infor-

mation to the public, to be a resource for the dental community and to identify issues of infection control in dentistry. It's ultimately all about the public, the people we work to serve.

CP: You were a past SME for the DALE Foundation's DANB ICE Practice Test. What was that experience like?

KE: Working as a SME for the DALE Foundation was a very positive experience. My colleagues and I worked to create a valid and fair practice test that covers key aspects of infection control. I would absolutely recommend the DALE Foundation's products to any dental professional. Several of my own dental assisting staff — many of whom are working toward becoming

DANB certified — have taken the DALE Foundation's courses.

CP: Recently, infection control in dentistry has been making headlines due to offices not following the correct protocol. What are your thoughts on this?

KE: First and foremost, it's a legal obligation and extremely important that safe and effective infection control procedures are being performed in every dental practice. Dental assistants play a key and vital role in helping patients feel more secure in the dental chair and should have the correct information and knowledge to apply infection control procedures in the right way. Due to recent events, the public is now seeing dentistry in many different lights — both good and bad. The public has the right to question whether or not they're being treated in a safe manner.

Dental assistants have the ability to demonstrate they're following the correct infection control procedures in the office — for example, by opening sealed dental instruments in front of patients. The bottom line is infection control must be a priority.

To learn more about OSAP and the resources it provides for dental offices, visit www.osap.org. To learn more about the DALE Foundation and its courses and study aids for infection control, visit the website at www.dalefoundation.org.

Deanna Alexander, 2012 Office Manager of the Year

For Deanna Alexander, FAADOM, what began 37 years ago as a job as a receptionist for Dr. Daniel Sadler launched a career as a dental office manager.

"Multitasking is a great way to describe my position as the office manager," says Alexander, who was named the 2012 Office Manager of the Year by the American Association of Dental Office Managers (AADOM). "From human resource issues, payroll, tracking monthly reports such as accounts receivables, productions, collections, treatment planning — the list goes on and on."

"Deanna's unwavering commitment to her practice, patients and community made her truly noteworthy," said AADOM President Heather Colicchio in the spring 2013 issue of AADOM's *Observer*.



Alexander credits Dr. Sadler's support for staff continuing education and her involvement with AADOM as key factors in her professional growth. "Networking with office managers around the country has been extremely important," she says. "Years ago the front office staff had no one to connect with for advice on how other dental office managers would handle certain situations in their offices."

Earning AADOM Fellowship in 2010 "took me one step further in my education in the dental world," she adds, noting that the DALE Foundation's certificate programs — Accounts Receivable for the Dental Office, HR Fundamentals for the Dental Office and Financial Reporting for the Dental Office — that are part of Fellowship requirements were beneficial.

Continuing to learn is critical for Alexander, and she urges others to follow suit. "Learn all you can about dentistry, whether it is clinical or business," she advises. "Take courses and continue to grow on a professional level. There is so much opportunity in the world of dentistry today; take pride in what you do!"

The 2013 Office Manager of the Year will be named in September at the 9th Annual Dental Managers Conference.

Get the details on dental cements

While some dental cementation processes are simple cases of mixing and passing, others require the dental assistant to play a vital role in preparing, mixing, handling and activating material — all while passing the proper instruments in a timed sequence.

The DALE Foundation's newest course, Dental Cements and Adhesives, can help dental assistants more thoroughly understand the dental cementation and bonding process, allowing them to work more effectively with the dentist and make the practice more productive.

"There is always something new to learn," notes Sabira Ruzyeva, CDA. "I would recommend this

course to other dental assistants to better understand types of dental cements and how to use them in their dental facilities."



Throughout the short course, learners can quiz themselves, access references, view definitions of key terms and bookmark pages for future reference. "The course was very thorough and informative, and I appreciated that I got immediate feedback," says Susan Kantz, CDA.

The DALE Foundation's online Dental Cements and Adhesives course is worth 3 CE credits and is currently offered at the introductory price of \$40. To learn more, visit www.dalefoundation.org.

Reception and dental convention updates

The DALE Foundation hosted a reception during the Pacific Northwest Dental Conference (PNDC) in June. Dental assistants, office managers, educators and students gathered to try out the DALE Founda-



PNDC raffle winners (l to r) Pearl Cheney, CDA; Vicki Devers; Sondra Soderberg; and Zenalene McCray.

tion's latest e-learning course offerings, enjoy refreshments and network with fellow dental professionals.

"I enjoyed connecting and networking with colleagues and DALE Foundation staff," one attendee said. "I gained insight on the DALE Foundation's e-learning courses and the benefits of completing them."

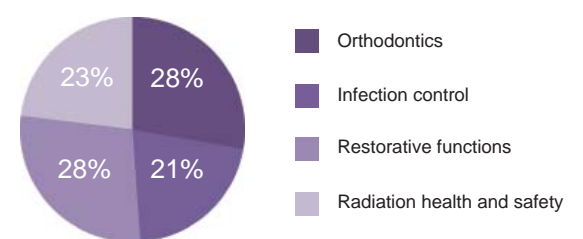
Also in June, DANB and the DALE Foundation exhibited at the Academy of General Dentistry's Annual Meeting & Exhibits in Nashville. DANB held a Learning Lab for the entire dental team — presenting information on DANB national certifications and exams and state dental assisting requirements.

For a full schedule of dental conventions where DANB and the DALE Foundation will be exhibiting and hosting receptions, visit www.danb.org and www.dalefoundation.org.

The DALE Foundation asked ... and you answered!

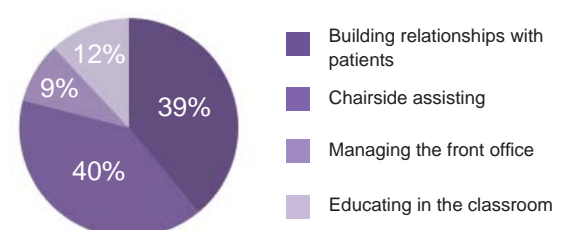
In June, the DALE Foundation invited you to tell us which dental topics interest you most. The survey results revealed your favorite topics are orthodontics and restorative function duties, followed closely by radiation health and safety.

Which of these dental topics interest you most?



The next month, we asked you to share your thoughts on which dental assisting duties you enjoyed most. According to our survey, your favorite parts of the job are chairside assisting and building relationships with patients.

Which dental assisting duties do you enjoy most?



Want to cast your vote in the next poll? Head to www.dalefoundation.org and tell us your thoughts.

Have an idea for a future DALE Foundation poll? Email lstevens@dalefoundation.org.

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Dental Assisting National Board, Inc.

444 N. Michigan Ave., Suite 900
Chicago, IL 60611-3985



You Could Be Next!

If your certification number matches one of the randomly selected numbers below, you can win a \$50 prize. Notify the DANB Marketing Department at communications@danb.org within 30 days to claim your \$50 prize. Be sure to include your name, address and certification number.

180186	211229
182160	209202
215579	159344

Calling all eagle eyes!

DANB wants to hear from you! If you ever spot an error or mistake in any DANB materials, please let us know. Send your eagle eye corrections to communications@danbmail.org.

RSVP to the DALE Foundation reception at the ADA Annual Session

Join your fellow dental assistants, dental office managers and educators at the DALE Foundation's reception during the 2013 American Dental Association Annual Session in New Orleans.

The reception will take place on Friday, Nov. 1, 2013, from 5:30-7:00 p.m. at the Westin New Orleans Canal Place in the Plimsoll Room. Attendees can try out e-learning courses and study aids, enjoy light refreshments and open bar, network with fellow dental professionals and enter to win exciting raffle prizes.

Attendees must RSVP by Oct. 28, 2013, to lstevens@dalefoundation.org.

Calendar of Events

DANB and the DALE Foundation are exhibiting at upcoming dental conventions. Please stop by our booth for free gifts and information on our latest courses and study aids.

American Assn of Dental Office Managers Conference
Sept. 19-20, Orlando, FL
<http://www.dentalmanagersconference.com>

Ohio Dental Association Annual Session
Sept. 19-22, Columbus, OH
<http://oda.org/news-and-events/annual-session>

American Dental Association Annual Session
Oct. 31-Nov.3, New Orleans, LA
<https://www.ada.org/session/index.aspx>

Greater New York Dental Meeting
Nov. 29-Dec. 1, New York, NY
<http://www.gnydm.com>

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The DANB Mission

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, recertification 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.