



Celebrate Dental Assisting Excellence



Key to Productivity: The Professional Dental Assistant

Dental Assistants Recognition Week • March 3-9, 2013

Word from the Chair

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



Happy Dental Assistants Recognition Week!

This week is a chance to honor your achievements and those of your fellow dental assistants — and to identify new ways to enhance your skills and strengthen your role on the dental team. In honor of DARW, the DALE Foundation is offering a special promotion; see page 7 for more information.

The Spotlight on Excellence on page 3 includes the inspiring story of 80-year-old Bettie Rogers, CDA-Emeritus, who discusses the challenges she has faced and the changes she has seen during her 40-year career as a dental assistant. Another feature focuses on dental assistants in the military and the many reasons earning CDA certification has helped them advance their careers.

In January, 40 people received the first Certified Restorative Functions Dental Assistant (CRFDA) certifications as part of DANB's pretest event. Read more about DANB's new certification program, which will be available to eligible candidates in May 2013, on page 6.

Also in this issue, you'll find useful information about DANB exam security, news about state legislative and regulatory changes affecting dental assistants, and a wrap-up of the DALE Foundation's reception at the Yankee Dental Congress.

Again, congratulations on your commitment to dental assisting excellence! We look forward to hearing how you celebrated DARW and sharing your stories in our next issue.

Sincerely,

Frank A. Maggio, D.D.S.

Congratulations to Emeritus Certificants

Nov. 1, 2012 - Jan. 31, 2013

Name/State	Certification Year
Kathleen Ann Bradrick, CDA-Emeritus, Westlake, OH	1979
Rebecca Cahill, CDA-Emeritus, Hanover, PA	1999
Carrie DeVolder-Edwards, CDA-Emeritus, Metairie, LA	1975
Rosemary Dunning, CDA-Emeritus, N. Royalton, OH	1979
Denise Francis, CDA-Emeritus, Windom, MN	1977
Judith Gamble, CDA-Emeritus, Medford, NJ	1995
Wilma Gregg, CDA-Emeritus, Muskogee, OK	1986
Debra Grossman, CDA-Emeritus, Manalapan, NJ	2003
Michele Harrington, CDA-Emeritus, Grass Valley, CA	1991
Diana Hendrickson, CDA-Emeritus, Minneapolis, MN	1995
Bonnie Hudspeath, CDA-Emeritus, Delta, OH	1984
Judith Kale, CDA-Emeritus, Bismarck, ND	1971
Virginia Kennedy, CDA-Emeritus, Terry, MS	1996
Beverley Kinsley, CDA-Emeritus, Las Vegas, NV	1981
Joan Martin, CDA-Emeritus, Olympia, WA	1975
Colleen McGilp, CDA-Emeritus, Butler, NJ	1995
Eva Montin, CDA-Emeritus, Ada, OK	1973
Andrea Price, CDA-Emeritus, Centerville, OH	1981
Rochelle Shreeve, CDA-Emeritus, Midwest City, OK	1981
Eleanor Kay Smith, CDA-Emeritus, Fayetteville, NC	1981
Mary Ann Sumerlin, CDA-Emeritus, Lithonia, GA	1975
Sarah Willis, CDA-Emeritus, Raleigh, NC	1982

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

How are you celebrating DARW?

Dental Assistants Recognition Week (DARW) is an annual event and a joint effort of the American Dental Assistants Association, the American Dental Association, the Canadian Dental Assistants' Association and the Canadian Dental Association. The 2013 theme is "Key to Productivity: The Professional Dental Assistant." How is your dental practice, clinic or classroom honoring DARW? Please contact us at communications@danb.org with a brief description of your DARW story. We will feature your photos and stories in the next issue of *Certified Press*.

State of the states: a legislative and regulatory update

Alabama

The Board of Dental Examiners of Alabama adopted new rules, effective Feb. 25, 2013, related to allowable duties for dental assistants and dental hygienists. New duties dental assistants are allowed to perform include placing and removing gingival retraction materials; making final impressions for removable and fixed prostheses, orthodontic appliances, retainers and medicament/whitening delivery trays (with the stipulation that the dentist will examine and approve impressions for accuracy before they may be used for the manufacture of prostheses or appliances); and using laser and/or narrow band (light) imaging technology for preliminary diagnostic purposes only with the dentist's final examination and diagnosis. Additional adjustments were made to existing allowable functions, including one orthodontic function.

Alaska

The Alaska Board of Dental Examiners passed new rules adjusting and further defining course requirements for dental assistants to earn a restorative functions certificate.

Iowa

Effective Jan. 2, 2013, an amendment to the state's administrative code established a process by which a dental assistant trainee who does not become a registered dental assistant within 12 months of em-

ployment as a dental assistant may reapply for dental assistant trainee status. Another change clarified that an out-of-state dental assistant applying for an Iowa dental assistant registration must have at least six months of prior dental assisting experience under a licensed dentist within the past two years. Effective May 1, 2013, a dental assistant trainee must have a certification of dental assistant trainee status issued prior to beginning work as a dental assistant trainee.

Maine

Effective September 2012, the Maine Board of Dental Examiners approved a new set of rules governing the practice of dental assistants. The new rules reorganized the existing list of functions that may be delegated to dental assistants and EFDAs under a dentist's supervision and added several new duties to the scope of practice for each, including but not limited to placing and removing periodontal dressings and performing cold vitality testing (with confirmation by the dentist) for dental assistants, and for EFDAs, applying cavity liners and bases that will be checked by the dentist before placement of a restoration. Both dental assistants and EFDAs may also record readings with a digital caries detector and report them to the dentist for interpretation. Additional new rules more clearly delineate the continuing education requirements and categories for all licensees, including EFDAs.

Michigan

In August 2012, the governor signed a bill that allows dental assistants to act as a "second pair of hands" for a dental hygienist.

Missouri

Effective Feb. 2, 2013, the Missouri Dental Board rescinded its existing rules for dental assistants and promulgated a new set of rules to establish the requirements for obtaining and renewing an expanded functions permit and to more clearly define expanded function duties that can be delegated to a dental assistant. In addition to other requirements, the new rule continues to require DANB's CDA certification for two out of three pathways for a dental assistant

to qualify to perform expanded functions, and successful performance on the Missouri Test of Basic Skills (administered by DANB) for the third pathway. The new rule requires renewal of the expanded functions permit every five years and imposes a continuing education requirement of 16 hours during the five-year period.

New Jersey

An act passed in August 2012 included a new list of functions that may not be delegated to a non-dentist, including diagnosis, treatment planning and surgical procedures. In addition, the act expanded the list of settings in which dental hygienists may work but clarified that "nothing in this act shall be construed as permitting a licensed dental hygienist to establish an independent office or engage in independent practice in connection with the performance of traditional hygienist services whether or not there is supervision or direct supervision of a licensed dentist."

Oklahoma

Effective Nov. 1, 2012, SB 1690 modified various provisions of the dental practice act, including requiring of background checks for all licensees and permit holders, which includes dental assistants.

Virginia

Effective Dec. 6, 2012, the Virginia Board of Dentistry amended its rule governing radiation certification for dental assistants to clarify that dental assistants may qualify to perform radiographic procedures by satisfactorily completing the DALE Foundation's DANB RHS Review course and passing DANB's Radiation Health and Safety (RHS) exam.

Washington

The Washington State Dental Quality Assurance Commission (DQAC) has been drafting new rules to implement the new certified dental anesthesia assistant law passed in March 2012. The next step in the process is for DQAC to file a notice of proposed rulemaking with the state code reviser's office and await the announcement of a formal hearing date. DQAC expects certification of dental anesthesia assistants to begin by July 1, 2013.

Our front cover

Each spring, *Certified Press* features Dental Assistants Recognition Week (DARW) on its cover. This cover is meant to be displayed as a poster in your classroom, dental practice or other common area during DARW (March 3-9, 2013) so that others know it is your special week. Please feel free to proudly display our spring 2013 cover during DARW!

The DANB word cloud on our cover was created with Tagxedo at www.tagxedo.com.

40 years as a CDA and still going strong

When Bettie S. Rogers, CDA-Emeritus, walks into her local dental office for a dental prophylaxis these days, the staff there call her the “Grandmother of Dentistry,” a term of affection the 80-year-old great-grandmother wears with pride. Like all of the distinctions Rogers has earned in her lifetime, though, none have come easily.

Rogers began her dental assisting career in her late 30s. “I did not finish high school,” she recalls, with her charming South Carolina drawl. “I had to go back and get my GED. I graduated high school in 1971 with my son! My employer, Dr. Frank Abell, motivated me as much as possible. He told me, ‘I expect you to belong to the ADAA (American Dental Assistants Association), and I’ll pay your dues.’ He encouraged me to get my CDA.”

Rogers not only went on to become a member of the South Carolina Dental Assistants Association but ultimately served as president for three terms. “The South Carolina bylaws required you to be certified by DANB to serve as president back then,” she says. Rogers was already working toward Certified Dental Assistant (CDA) certification, but the ADAA requirement gave her a push, as did Dr. Abell, who offered to reimburse her when she passed the exam — which, of course, she did.

After working for the same dentist for 35 years, Rogers names some of the major improvements she’s seen over the years. “Technology, for one,” she says. “You know, 35 years I worked in that office, and there were no computers. I was the computer! Also, (due to dental practice act updates) the dentists are allowing dental assistants to do more (perform more allowable functions). And when HIPAA came along, that helped a lot. Confidentiality had to be respected.”

Though there have been major advances in technology and healthcare since she entered the dental assisting profession in 1969, there is still room for improvement in some areas, Rogers says. The value some dental assistants place on the patient relationship, she says, could be strengthened. “I think that the attitude of the dental assistant, whether she’s at the front desk or chairside, has a lot to do with patient care. Every patient that came in, I spoke to ‘em and called ‘em by name, and we would have a chat before they left. That put them at ease before they saw the dentist.



Bettie Rogers, CDA-Emeritus (center), with friends Nancy Callaway, CDA (left), and Kathy J. Zwieg, LDA, CDA.

“Certification should be required in every dental office,” she continues. “Even the dental assistant who works at the front desk. I think certification is certainly vital for being a good dental assistant. Some form of formal education should be required for all dental assistants.”

Rogers’ desire to excel in her profession was also motivated in part by her husband, who was a 21-year veteran of the U.S. Air Force when he passed away in 2010. Explains Rogers: “The U.S. Air Force slogan is ‘We own the skies.’ And then the Army slogan is ‘Be all that you can be.’ I told myself, if I was going to own the skies, then I needed to be all I could be,” she says matter-of-factly.

Rogers faced many trials and tribulations in her life that most certainly tested her positive attitude and amazing strength. Rogers and her husband, James, who were married for 60 years, had four children: three sons and a daughter, Linda. Only her daughter is still living. Her son James “Ben” Bennett Rogers, Jr., was serving in the U.S. Air Force when he died in 1973 after an automobile accident. Son Thomas “Tom” Wyatt Rogers, who also served in the U.S. Air Force, was born in Greenland. He died in 2002 after a battle with cancer. Their third son, William “Bill” Arthur Rogers, died in 1974 of an accidental gunshot wound.

“My dental family has always been there for me,” Rogers says of the particularly difficult periods of her life. “I was serving on the board of trustees for the ADAA

when each of my three sons passed,” she says. She was member of the board and Fourth District Trustee of the American Dental Assistants Association for 13 years. “The flowers and the emails and the support that I received from my dental family really helped me get through those times. My doctor (Dr. Abell) was always there for me, he and his family. The fact that I was working at the time, doing something I enjoyed doing, so that I could stay busy, really helped me.”

When asked if she would pass on any words of comfort to those who have lost someone close, Rogers reflects carefully. “It’s not what people say, it’s just being there. I have a good church family also. My pastor’s been very kind and helpful during these times, too.”

Retired since 2004, Rogers still lives in Greenwood, South Carolina, where she was born and raised. She received her ADAA Fellowship in 2007, continues to travel around the country to attend ADAA functions and volunteers at the Self Regional Medical Center, the local hospital, one day a week. She also spends much of her time visiting with her three grandchildren and — as of press time — four great-grandchildren and “one on the way.” She enjoys traveling and volunteering, including a memorable 1995 mission trip to Kenya. She is currently planning a trip to the 2013 ADA Annual Session and ADAA Annual Meeting, both to be held in New Orleans, where she gets to see her pals from her dental assisting days. “We’re already planning on our side trip!” she says, excitedly.

The story behind the nickname “Bubba”

If you are around people who know Rogers well, you may hear them call her “Bubba.” Why, you might ask, would anyone call this sweet woman from South Carolina a name like “Bubba”? The way she explains it, the name came from “an old man who hung around my brother-in-law’s service station in Hodges, South Carolina,” she says. The rest of the story? You’ll have to ask Bettie, aka Bubba. And then you’ll know firsthand: This charming, feisty Southern lady knows how to tell a story.

Bettie S. Rogers, CDA-Emeritus, received the 2003 John O. Butler Award, the 1989 Loyalty Award for ADAA, the South Carolina Dental Association Achievement Award, the 2002 South Carolina Dental Association Dental Team Member award and the 2006 ADAA Award of Excellence; she is also an honorary member of the South Carolina Dental Assistants Association.

CDAs in the military go the extra mile

Many dental assistants in the U.S. military obtain DANB’s Certified Dental Assistant (CDA) certification to fulfill teaching requirements. Others believe that CDA certification gives them a professional advantage. Whatever the initial reason for earning and maintaining the DANB CDA certification, these CDAs all agree on one thing: They will maintain their CDA certification throughout and beyond their military careers.

“The CDA is required to be a dental assistant instructor in the Air Force, one of the jobs I performed prior to my current job,” says Armando Fareaux, CDA, currently Non-Commissioned Officer in Charge of Dental Records and Receptions at Dunn Dental Clinic at Joint Base San Antonio-Lackland, Texas. “I plan on maintaining my certification throughout my USAF (U.S. Air Force) career; a lot of hard work went into earning this certification,” he says.

“I was selected to teach for the Air Force dental assisting training course, and DANB’s CDA certification was required for all instructors as part of accreditation for the school,” adds Sarah Jane Linthacum, CDA, Technical Sergeant, Non-Commissioned Officer in Charge (NCOIC) of Dental Flight, Tulsa Air National Guard, Oklahoma. “I was excited to be able to take the certification tests through the military, because I wanted to have that certification to work in the civilian world as well. I did in fact end up working

as a professor for two civilian college dental assisting programs, thanks in part to having earned CDA certification.”

DANB’s CDA certification is required to teach at certain dental assisting programs, including those accredited by the Commission on Dental Accreditation (CODA). DANB also collaborates with the Air Force Dental Service (AFDS) to administer the Radiology Health and Safety (RHS) and Infection Control (ICE) exams, two components of the CDA exam, to AFDS students as part of their dental assisting curriculum.

Other than fulfilling requirements, dental assistants in the military have different motivations for earning a CDA. For Airman 1st Class Kara N. Pelman, CDA, it was a matter of standing out among her peers.

“Very few people in my field actually go on to earn the CDA, so I wanted to be one of the few. I am one of the three CDAs in our clinic. They are all great assistants, but I think earning DANB certification just shows you love your job, you know your job well and you want to be the best that you can.”

USAF Staff Sgt. Amber Lynette Gillespie, CDA, agrees. “Being certified is something I think is important,” she says, “and I wanted to set the example for fellow dental assistants in the Air Force. Also, I realize that having my CDA will greatly increase my

marketability if I were to seek employment as a civilian dental assistant in the future.”

Others such as Martha L. McCaslin, CDA, M.A. (Educational Administration), credit earning and maintaining DANB’s CDA certification for opportunities beyond the military. McCaslin, who retired from the U.S. Air Force in 1999, says the CDA “created a career opportunity for me that I had never imagined — becoming a program director for a brand-new dental assisting program, which I spearheaded through CODA in 2003!” Even if she moves on from teaching one day, she insists, “I will still be involved in this area and promote the importance of holding a CDA.”

Military CDAs also appreciate the support for military dental assistants to earn DANB certification. “I would highly encourage a military assistant to become a Certified Dental Assistant for multiple reasons,” says McCaslin. “One, you have the education and ability to be professionally recognized; two, it

Cont. on p. 7



Armando Fareaux, CDA



Kara N. Pelman, CDA

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 renewal statement(s) within three months of the expiration date, the certificant is no longer certified and can-

not 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 about content.

Length of Program

Programs must be at least 45 minutes in length in order to qualify for one CDE credit. Credit for a CDE course will be calculated in 15-minute increments (i.e., 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 chosen by DANB 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 renewal statement(s) 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 is required for annual renewal of DANB certification. DANB accepts CPR certifications from the providers below. Course must be for CPR, and a hands-on exam must be taken. CPR from other providers or courses will not be accepted. CPR does not count toward the required number of CDE credits.

DANB-Accepted CPR 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 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 only earn Emeritus status for those credentials that the certificant maintained continuous current certification for four (4) of the five (5) years immediately preceding application.

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 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 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 website, located at www.danb.org/Privacy-Policy.aspx.

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 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.

Congratulations to first CRFDAs

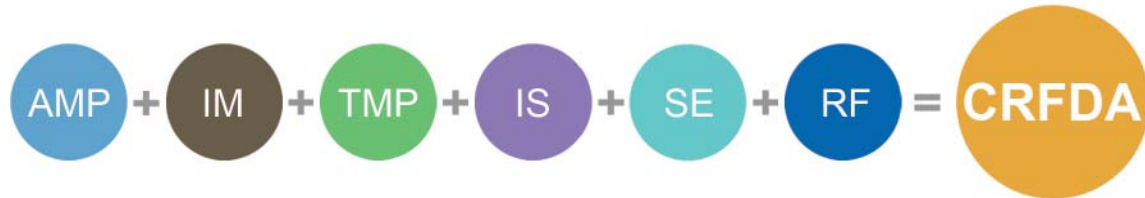
Forty people received the first Certified Restorative Functions Dental Assistant (CRFDA) certifications issued by DANB this past January. The new CRFDA certificants all participated in DANB's pretest event for this new certification program, which will be available to eligible candidates as of May 2013.

"We mailed the results of the CRFDA exam to all pretest event participants on Jan. 31, 2013," says Johnna Gueorguieva, Ph.D., DANB's Director of Testing and Measurement. "Those who passed all of the component exams earned the CRFDA certification."

The CRFDA's six component exams include: Anatomy, Morphology and Physiology (AMP); Impressions (IM); Temporaries (TMP); Isolation (IS); Sealants (SE); and Restorative Functions (RF). Candidates

who passed the AMP, IM, TMP or IS exams during the pretest event will be issued a certificate of knowledge-based competency for each passed component exam. (The SE exam, which is also a component exam of the Certified Preventive Functions Dental Assistant [CPFDA] certification program, was not administered during the CRFDA pretest event. The SE component was part of the CPFDA pretest in 2010, and has been an active component of the CPFDA since that new DANB certification program first became available in April 2011.)

Applications for the CRFDA certification program will be available in April and can be downloaded by going to www.danb.org and clicking on Become Certified > Exams and Certifications. Instructors and others may request multiple copies by calling 1-800-367-3262.



A word about DANB exam security

DANB certificants take pride in their credentials, and a key component of DANB's high standards is exam security. There are a number of steps exam candidates, certificants, educators and other DANB stakeholders can take — even after an exam is over — to uphold exam security. With this in mind, we offer some background about DANB's exam development process, along with a summary of DANB exam security and confidentiality requirements, to help you better understand the important role you play in protecting the integrity of DANB's trademarks (RHS and ICE service marks and CDA, COA, CPFDA, and CRFDA certification marks).

There are a number of places that DANB security and confidentiality requirements can be found. DANB exam security and confidentiality requirements for candidates and others, including educators, are addressed in the DANB exam application packet and at the testing center, where candidates are informed that the exam contents are confidential. The application packet specifically states, "Any individual who removes or attempts to remove testing-related materials from the test center, or who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of DANB, will be subject to legal action."

This means that candidates cannot share information about any DANB test items they have seen, for any reason, whether in the classroom or in passing with other candidates. It is not appropriate for a candidate to speak with other exam candidates, employers, co-workers, educators or anyone else about any items that they encounter on any exams.

"Educators, students and candidates are sometimes surprised that they are not permitted to speak about items on DANB exams," says DANB Executive Director Cindy Durlley, MBA, M.Ed. "Our security and confidentiality policies are designed not only to protect intellectual property but also to protect the value of DANB credentials for certificants."

So what are the best ways for candidates to ask about items if they do have questions? First, there is an opportunity to make written comment about any of the test questions, on the computer at the end of each DANB exam administered at Pearson VUE test sites. DANB staff review all candidate comments and pass them on to the relevant DANB exam committee for review. In addition, candidates may also call DANB's Client Services department to ask any questions about exam items. While DANB staff cannot

discuss specific exam items, those questions and comments are reviewed by DANB staff and by the specific DANB exam committee.

For educators, if a student begins to discuss specific DANB exam items, we ask that you stop the student before he or she has disclosed an item, and explain that the exam he or she has taken is confidential. By sharing specific information about items on the exam, the student is breaching the exam security, potentially providing answers to exam items to future exam candidates, and compromising DANB's ability to help state regulatory boards protect the public. The student is also exposing himself or herself to potential legal action. Legal action can also be taken against those who encourage exam item sharing.



Some of the main reasons a candidate might feel compelled to speak about specific items on an exam include wanting to know the correct answer to a difficult question, or possibly questioning the correct answer. Each exam candidate should feel confident that the items on the exam have been reviewed by Subject Matter Experts (CDAs and dentists, some who are educators and some who are clinicians, as well as DANB Board representatives and other experts in the field) before being added to the exam as scored items. DANB has no less than six levels of review for each item, including a copyedit review and three levels of statistical review.

If candidates feel that an item is "obscure" or too difficult, this may be because DANB administers adaptive exams. With an adaptive exam, the passing standard is preset. The computer selects DANB exam items for each candidate based on his or her ability level. Each candidate's ability level is recalculated each time the candidate answers an exam item. Those with higher ability levels may receive test items that appear difficult to most. The final calculation of each candidate's ability level against the preestablished level needed to pass the exam determines whether the candidate passes or fails the exam.

DANB certification represents excellence in the oral healthcare profession. Being certified is a source of pride for those who achieve it, and DANB certificants must uphold certain standards that comply with DANB's established policies and procedures. If you have any questions about exam security, please contact DANB Client Services at danbmail@danb.org or by calling 1-800-367-3262. For a copy of the *DANB Code of Professional Conduct*, visit www.danb.org and click on The Dental Community > Professional Standards.

Call for applications for DQAC opening

The state of Washington's Department of Health is currently seeking two Washington licensed expanded function dental auxiliaries to serve on the Dental Quality Assurance Commission (DQAC).

The commission consists of 16 members appointed by the governor. This includes 12 practicing dentists, two expanded function dental auxiliaries and two public members.

According to DQAC, they are looking for people willing to make informed decisions in the best interest of the public. The commission's mission is to "protect the health and safety of the public"; the commission also helps to ensure dental professionals are competent and provide quality healthcare.

The commission meets about every six weeks. Business meetings are usually scheduled on a Friday morning and are followed by disciplinary panels on Friday afternoon.

If you would like to apply for the open position, download an application at www.governor.wa.gov/boards/application/default.aspx. Application materials must be submitted by March 31, 2013. Questions should be submitted to the DQAC contact Jennifer Santiago at jennifer.santiago@doh.wa.gov or 360-236-4893.

Scholarship opportunity available soon

Are you interested in lifelong learning and professional development in the field of dental assisting? Watch for an upcoming email about a new scholarship opportunity coming soon!

The full scholarship opportunity details — including scholarship parameters, award ranges and application materials — will be announced during Dental Assistants Recognition Week. Details will be provided at www.danb.org and sent to eligible applicants in the forthcoming email.

Make sure DANB has your current email address on file! Please contact 1-800-367-3262 or danbmail@danb.org as soon as possible with your current email address.

Online account users: Did you confirm and connect?

The response to our new online account feature, which was launched with our new website in December 2012, has been extremely positive. Online account holders may view their certification and exam histories, cancel or reschedule a testing window, renew certification, request duplicate certificates and more.

To access all these features, however, two steps are required, and some users are overlooking the second step. Below is a quick reminder of how to create your new online account.

Step 1: Create an account. To create an account, go to the upper-right corner on the home page at www.danb.org and click on "My Account." Key in the required information.

Step 2: Confirm and connect. DANB requires this information to match the records we have on file and ensure privacy. After entering matching information, an email address with a "Confirm and Connect" link will be sent to the email address on record. Complete this step by clicking on the link in the email, and access all of your important DANB account information.

Questions? Contact our Client Services department at danbmail@danb.org or 1-800-367-3262.

DARW Special: \$25 off DANB GC Review Part II

In honor of Dental Assistants Recognition Week, the DALE Foundation is offering \$25 off the online interactive course the DANB GC Review Part II. To participate, enter code **DARW2013** during the checkout process at www.dalefoundation.org. The offer is valid from March 1 to March 31, 2013.

"In addition to helping assistants to prepare for DANB's General Chairside Assisting (GC) exam, a component of the Certified Dental Assistant (CDA) exam, the DANB GC Review Part II is a great opportunity for DANB certificants looking for a way to earn continuing education credits at their own pace," says Executive Director of DANB and the DALE Foundation Cindy Durley, MBA, M.Ed. "During DARW, we wanted to show our appreciation for dental assistants who value the importance of lifelong learning."

Expanding on material from the DANB GC Review Part I, the DANB GC Review Part II covers dental assisting functions for dental specialty areas such as endodontics, prosthodontics and

oral surgery procedures. Course objectives include understanding the importance of selecting proper materials and instruments when preparing the armamentarium and setting up trays for endodontic, prosthodontic and surgical procedures; identifying common indications and different types of prosthodontics including crowns, fixed bridges, veneers, inlays, onlays, partial dentures and full dentures; preparing for and assisting with fixed and removable prosthodontic procedures; defining steps involved with tooth extractions to assist with this procedure; and understanding how to assist with other oral surgery procedures.

With an estimated 12-hour completion time, the DANB GC Review Part II includes 20 pre-assessment questions and 75 post-course assessment questions. Learners can take the post-course assessment as many times as they wish during the course's six-month access period. Successful completion of the interactive, online course earns the participant 12 CE credits.

Create a DALE Foundation account

More than 6,000 dental assistants and team members from the dental community have already opened online accounts on the DALE Foundation website. By creating an account, you can be assured that you will receive news about continuing education offerings, special promotions and industry news and events.

The DALE Foundation hosts cocktail/snack receptions at various dental conventions throughout the year, and account holders are the first to receive details about these and other upcoming events. The receptions are a unique opportunity to network with fellow dental assistants, office managers and other team members.

"I enjoyed being surrounded by people who had the same interests and passions as I did," said a guest at the DALE Foundation reception held in San Francisco during the ADA/ADAA Annual Session. "The desserts and wine were really cool too."

Account holders can also:

- Store billing and shipping info for faster checkout
- View order history
- Assign courses to students or other employees at the office
- Review or reprint receipts from previous orders
- Access e-learning purchases and view course progress
- Access valuable resources for purchased courses
- Receive quarterly newsletters from the DALE Foundation (Coming soon!)

For those who have already purchased a DALE Foundation e-learning course, valuable course resources are available in your account even after the course expiration date.

For example, those who have purchased the DALE Foundation's HR Fundamentals for the Dental Office course have access to resources through the My Account area, including sample job description, job analysis, job ad, interview questions, performance review and other HR-related forms and statements.

Visit <https://www.dalefoundation.org/create-account> to create an account today.

Yankee Dental Congress reception wrap-up

Dental assistants, educators, front office staff, dentists and students were among those who attended the DALE Foundation's reception at the 2013 Yankee Dental Congress in Boston. Guests were invited to try out DALE Foundation e-learning courses and study aids, create a DALE Foundation account and enter two raffles for a chance to win a gift card or e-learning course. Guests also enjoyed cocktails while networking with new and old friends, and indulged in sweet treats such as the chocolate fondue fountain.



DALE Foundation staff Devin Payne (far left) and Lindsay Stevens (far right) share a moment with online course winners Karen Carlton, Susan Olson and Cynthia Brooks, CDA, CPFDA. (Not pictured: winner Erica Grimaldi, CDA)

During the reception, the DALE Foundation raffled off three e-learning courses and an American Express gift card. The raffle winners were Karen Carlton; Susan Olson; Cynthia Brooks, CDA, CPFDA; and Erica Grimaldi, CDA.

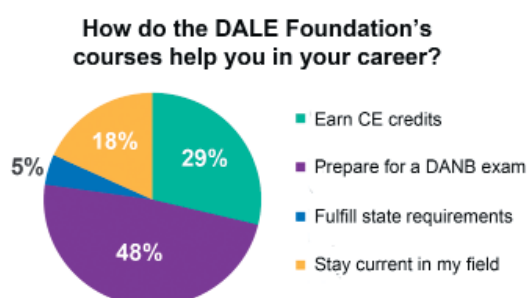
The DALE Foundation will host receptions at the following professional dental meetings in 2013: the Chicago Dental Society's Midwinter Meeting, the Thomas P. Hinman Dental Meeting, the Texas Meeting, the Pacific Northwest Dental Conference and

the American Dental Association's Annual Session. To attend one of these receptions or for more information, go to www.dalefoundation.org or email Lstevens@dalefoundation.org.

New DALE Foundation poll now available

Each month the DALE Foundation will post a new poll on our home page for you to answer.

The home page poll question for January was, "How do the DALE Foundation's courses help you in your career?" The top response was prepare for a DANB exam, followed by earn CE credits, stay current in my field and fulfill state requirements. See the full breakdown of responses below.



Our past poll question included: What role in your career path most interests you? Expanded Function Dental Assistant received the highest number of votes, followed by dental hygienist, office manager and educator.

Be sure to visit www.dalefoundation.org each month to see the new poll question and cast your vote!

Current course offerings

Currently, the DALE Foundation offers several e-learning courses and study aids.

Review Courses

- DANB GC Review Part I
- DANB GC Review Part II
- DANB RHS Review
- DANB ICE Review
- Conventional Dental Radiography Review

Study Aids

- DANB RHS Practice Test
- DANB ICE Practice Test
- DANB GC Practice Test
- Glossary of Dental Terms

Dental Office Management and Other Courses

- Behavioral Guidance and Management for the Pediatric Dental Patient
- Financial Reporting for the Dental Office
- HR Fundamentals for the Dental Office
- Accounts Receivable for the Dental Office

Free Courses

- Sample Glossary of Dental Terms
- Your Career as a Dental Auxiliary

CDAs in the military (cont. from page 3)

opens many doors for individuals after they leave military service; three, holding your CDA and remaining current is also a 'boost' when searching for a job opening; and four, it serves as a distinguished recognition — professional pride."

"I have a sense of pride and accomplishment for earning something that few in the USAF have accomplished," adds Fareaux. "I also try to encourage the younger airmen to complete the CDA. It is easier for me to lead by example if I have a CDA compared to me not having one."

Linthacum echoes Fareaux's sentiment that all dental assistants, not just instructors, should be encouraged to earn DANB certification. "Although I am not active duty now and am a special education teacher in my civilian occupation," she says, "I am still a dental assistant in the Air National Guard. If there were ever a dental assisting school that opened up in my area, I would jump at a chance to teach dental assisting again, and I would need [to hold a DANB] CDA certification to teach in a CODA-accredited program."

DANB administers two of the CDA's three component exams, RHS and ICE, with no out-of-pocket costs for students, through a DANB contract with the AFDS. "I'm glad to see that our leadership is taking the initiative to make becoming certified a priority in the Air Force," Gillespie states. "I believe Air Force dental assistants just need the proper guidance from leadership and current CDAs to show them that being certified is worth the effort."

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You Could Be Next!

Congratulations to Carrie Ens, CDA, from Atlantic Highlands, N.J., and Tracy Kellums, CDA, from Timnath, Colo., who recognized their DANB certification numbers in the winter 2013 *Certified Press*.

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.

209983	095286
211513	2137941
160079	195613

The DALE Foundation reception at Thomas P. Hinman Dental Meeting

Join the DALE Foundation and other dental assistants, dental office managers and educators at a reception during the 2013 Thomas P. Hinman Dental Meeting. The reception will be held on Friday, March 22, 2013, from 6:30 to 8:00 p.m. at the Omni Hotel at CNN Center in the Oak Room. Attendees can try out e-learning courses and study aids, enjoy food and open bar, network with fellow dental professionals and enter to win exciting raffle prizes.

Attendees must RSVP by March 18, 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.

Western Regional Dental Convention
Mar. 7–9, Phoenix, Arizona
www.westernregional.org

Thomas P. Hinman Dental Meeting
Mar. 21–23, Atlanta, Georgia
www.hinman.org

The Texas Meeting
May 2–5, San Antonio, Texas
www.texasmeeting.com

Wisconsin Dental Association Annual Session
May 2–4, Wisconsin Dells
www.wda.org/dental-professionals/in-session-annualsession

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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.