



## Winners selected for Liz Koch Scholarship

The winners have been selected for the DALE Foundation's Liz Koch Memorial Scholarship. The scholarship was open to all dental assistants, DANB certifiants and other oral healthcare professionals, and is intended to help individuals reach their professional development goals and support their mentorship activities.

In total, the scholarship committee received over 100 applications from dental auxiliaries across the country. There were many qualified and outstanding applicants, and selecting the top candidates was a difficult task. After much deliberation, the scholarship committee named Rebecca Horne, CDA, and Kandra Luna, CDA, as the 2014 winners.

**Rebecca Horne, CDA**, (top left) of Massachusetts, found her passion for dental assisting while she was in school. Today, Horne works in an orthodontic practice where she helps coordinate a team of employees across two offices. She will use her scholarship to earn DANB's Certified Orthodontic Assistant (COA) certification. "I believe we can lead by example," she says. "I plan on continuing to inspire those around me to see what a dental assistant can achieve."

**Kandra Luna, CDA**, (bottom left) of Oregon, has always believed in dreaming big, and with the encouragement of her mentors, she completed a dental assisting program. She now works at a general dental practice while pursuing her bachelor's degree. Luna's scholarship award will go toward the cost of her DANB Certified Dental Assistant (CDA) certification, which she earned earlier this year. Her next goal is to work in dental assisting education and help students achieve their goals. "I am motivated to help others accomplish their goals and strive to do their best," she says.

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Scholarship winners (large photos) and finalists (clockwise from top right): Karina Schraufnagel, Tyler Winter, Elizabeth Polak-Silva, Heather Brooks, Kandra Luna, Rebecca Horne, Sarah Serpico and Amelia Garcia. Not pictured: Marisa Bouikidis, Tanya Broadway, A'yesha Freeman, Jeannie Gillam and Guadalupe Rodriguez.

## Exam policy changes increase security

Two DANB exam policy changes will go into effect in 2015:

- Student IDs will no longer be accepted as a valid form of identification when taking a DANB exam
- The number of times a candidate may request a new testing window for one exam application will be reduced from three to two

The ID change — which will become effective January 1, 2015 — will help increase exam security, thus increasing the validity of DANB's certification programs.

Exam candidates must bring one form of ID when checking in to the test site to take an exam. A driver's license, passport, military ID card, state ID card or U.S. government-issued permanent resident card are all acceptable.

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Check out the video "DANB Exams: What to Expect on Testing Day" on DANB's YouTube channel at [www.youtube.com/DANBCertified](http://www.youtube.com/DANBCertified).

## Certificant-at-large: Call for nominations

Nominations are being accepted for the certificant-at-large position on DANB's Board of Directors.

Carol Oeder, CDA, COA, CPFDA, CRFDA, CDPMA, FADAA, LPN, currently holds the certificant-at-large position and is serving her second three-year term, which will expire on August 31, 2015.

The finalists will be published in the spring 2015 issue of *Certified Press*, along with instructions on how certifiants can cast their votes. Finalists will

also be asked to complete interview questions for review by DANB's current Board Directors.

The certificant-at-large position on DANB's Board is elected to serve for a maximum of two three-year terms. Following a one-day orientation session at the DANB offices in Chicago and attendance at the August 2015 DANB Board of Directors meeting, the newly elected certificant-at-large would begin his or her first term as a DANB Board Director at the conclusion of DANB's Annual Meeting in August 2015.

### About DANB's Board of Directors

DANB's Board of Directors participates in two-day, in-person meetings at least twice per year, one in the winter (January or February) and one in August. The Board of Directors also meets by conference call or webinar on an as-needed basis between the two in-person meetings. Board Directors are provided with professional development opportunities and an IT allowance; they are also reimbursed for all travel and hotel expenses associated with attending a Board meeting and receive a \$75 per diem.

### How to nominate a candidate

To be considered for the certificant-at-large position, the nominee must:

- Hold DANB certification (CDA, COA, CRFDA, CPFDA, COMSA or CDPMA)
- Work full- or part-time in the dental assisting field, with a minimum of three years of work experience

To nominate a candidate or yourself, please submit the following:

- Nominee's resume, including the individual's name, address, email and phone number
- Letter of interest from the nominee detailing his or her interest in serving on the Board
- Letter of recommendation

Nominations must be received by Dec. 31, 2014. Please send all materials to [nominations@danb.org](mailto:nominations@danb.org).

## DANB's Board Meeting

DANB's Board of Directors held its Annual Meeting in Chicago Aug. 15-16, 2014. For more information about decisions made at DANB's Board of Directors meeting, please download DANB's Major Board Actions at [www.danb.org](http://www.danb.org).



# Word from the Chair

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



Greetings! DANB's Board of Directors has just wrapped up its annual meeting. During each DANB Annual Meeting, Board Directors review and approve a budget for the next year, develop policies and prepare for future initiatives. You can read about some of the improvements that will be coming to DANB recertification and exam security processes on pages 1 and 6.

The DALE Foundation Board of Trustees also held the DALE Foundation's Annual Meeting in August – to discuss the many exciting projects on the way. You can read about some new initiatives, including a new online product called Continuing Dental Education Articles and the DALE Foundation's DANB OA Practice Test, on page 7.

In certificant news, on page 3, we focus the spotlight on DANB certificants who have made a difference in their communities — such as Dena Bolden, the winner of the SkillsUSA competition, and Karen Goddard, a passionate volunteer.

I'd also like to take this moment to thank Dr. Richard Hunt for his many years of service to DANB and the DALE Foundation. Dr. Hunt served on DANB's Board of Directors from 2005 to 2011, and on the DALE Foundation Board of Trustees from 2010 to 2014. Dr. Hunt concluded his term as DALE Foundation Trustee August 31. Please see page 7 to read about some of Dr. Hunt's many contributions to the dental community.

If you'd like to be considered for election to serve on the DANB Board of Directors, we are now accepting nominations for the certificant-at-large position. You can read more about the criteria on page 1.

I hope that your fall season is starting on a good note.

Sincerely,

## Congratulations to Emeritus Certificants

May 1, 2014 – July 31, 2014

Name/State	Certification Year
Paula Christie, CDA-Emeritus, Arcata, CA	2001
Doreen Fehring, CDA-Emeritus, Denver, CO	1979
Rose Hamed, CDA-Emeritus, Wallingford, CT	1979
Kathy Jespersen, CDA-Emeritus, Rock Valley, IA	1970
Jeanie Johnson, CDA-Emeritus, Aurora, CO	1973
Ann Kukla, COMSA-Emeritus, South Bend, IN	1994
Margaret Lyons, CDA-Emeritus, Belmont, MA	1984
Helene Pizzuta, CDA-Emeritus, Parsippany, NJ	1989
Jovonna Rainey, CDA-Emeritus, Albuquerque, NM	1979
Pamela Rothrock, CDA-Emeritus, Quincy, WA	1979
Janet Russo, CDA-Emeritus, Rock Hill, SC	2008
Osa Summerhays, CDA-Emeritus, Syracuse, UT	1984
Suzanne VanSyoc, CDA-Emeritus, Waterloo, IA	1971
Kathryn West, CDA-Emeritus, Madison, MS	1976
Brenda Whitehair, CDA-Emeritus, Bradenton, FL	2007
Susan Wilson, CDA-Emeritus, Sandown, NH	1995
Michele Zinken, CDA-Emeritus, St Joseph, MN	1982

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

## Share your stories

What was your proudest moment in 2014? Did you reach a career goal, participate in a special event, complete an educational program, or make a difference through volunteering? Email us at [communications@danb.org](mailto:communications@danb.org) with your stories.

## State of the states

DANB's compilation of state dental assisting requirements — on its website and in its state publications — is one of the most comprehensive resources available. The updates below highlight recent state legislative and regulatory changes that are of interest to stakeholders of DANB and the DALE Foundation.

### Colorado

A new law has changed the name of the Colorado State Board of Dental Examiners to the Colorado Dental Board; it also clarifies that specified tasks delegable to dental assistants, including coronal polishing, application of fluorides, and others, may be performed under the indirect supervision of a dentist; previous language indicated that these tasks could be performed under "direct or indirect" supervision. In addition, the law authorizes the board to establish requirements to issue anesthesia or sedation permits to dentists and local anesthesia permits to dental hygienists, including procedures that may be used by and minimum training required for dentists, dental hygienists and dental assistants. The law specifies that dental assistants may not administer anesthesia or sedation, but appropriately trained dental assistants can monitor and administer nitrous oxide/oxygen inhalation as allowed under existing law.

### Florida

A provision in an appropriations bill (H5001) provides \$4.9 million in funding to district workforce education programs for students who earn industry certifications during FY 14-15. "Dental assisting technology" was included in the list of occupations in which certifications earned would qualify for funding.

### Hawaii

A state bill (SB2501) changed the name of the dental board from the Hawaii Board of Dental Examiners to the Hawaii Board of Dentistry and Dental Hygiene and added a dental hygienist to the board, increasing the total board membership from 12 to 13 and the total hygienist membership of the board from two to three.

Effective Jan. 27, 2014, requirements for dental assistants were updated to add language requir-

ing the supervising dentist to provide training to the dental assistant in sterilization/disinfection, ethics, record keeping, confidentiality and CPR. Training must meet federal and state bloodborne pathogen standards, as well as CDC and ADA prevention guidelines and recommendations for the proper and safe execution of delegated duties. The amendment specified that courses be provided by approved CE sponsors; the existing list of approved sponsors includes ADA CERP-approved CE providers, AGD PACE-approved CE providers, CODA-accredited programs, "dental assistant programs as approved by the board" and others. Sponsoring organizations not listed can apply to the dental board for approval of individual course events.

### Idaho

The Idaho Board of Dentistry adopted rules effective March 20, 2014, clarifying the language governing functions that dental assistants are prohibited from performing and adding "use of an air polisher" to the list of prohibited functions.

### Illinois

Effective July 25, 2014, dental assistants and dental hygienists meeting prescribed requirements are permitted to perform placement, carving and finishing of amalgam restorations under the direct supervision of a dentist. Before performing restorative functions, a dental assistant will be required to hold DANB CDA certification or have 4,000 hours of work experience; complete an educational program in restorative functions from a CODA-accredited dental, dental hygiene or dental assisting program; and pass a psychometrically sound exam, such as DANB's Washington State Restorative (WARE) exam or equivalent. The new rule also calls for a pre-examination on basic dental procedures and techniques and the fundamentals of dentistry, as well as maintenance of BLS certification.

### Maine

A bill creating a dental hygiene therapist designation was signed by the governor on April 28, 2014. LD 1230 specifies that a dental hygiene therapist may supervise dental assistants and dental hygienists to the extent permitted in the written practice agreement entered into under the law. A dental hygiene therapist may not supervise more than three dental assistants and two dental hygienists in any one practice setting.

### Nevada

The Nevada State Board of Dental Examiners adopted a series of amendments to its regulations April 25, 2014, including new requirements for dental assistants who perform radiography procedures. Non-hygienist personnel who perform radiography procedures must receive training in CPR at least every two years and complete a minimum of four hours of continuing education in infection control every two years. The dentist must also provide a copy of the dental practice act to these personnel before they begin employment.

### Oregon

The Oregon Board of Dentistry approved a rule amendment effective Aug. 1, 2014, making the following substantive changes:

- For patients being treated under minimal sedation, a dental assistant may, after training and when directed by a dentist, administer oral sedative agents or anxiolysis agents calculated and dispensed by a dentist under the direct supervision of a dentist; the rule also allows dental assistants to administer oral medications subject to specific conditions under the direct supervision of a dentist for patients being treated under moderate sedation and deep sedation.
- Dental assistants may dispense over-the-counter medications per package instructions.
- A dentist may authorize a dental assistant who has completed a state board-approved course of instruction and who has passed DANB's Radiation Health and Safety (RHS) exam — or comparable exam administered by any other testing entity authorized by the board — or who has completed other comparable requirements approved by the board to place films, adjust equipment preparatory to exposing films, and expose the films under the indirect supervision of a dentist, dental hygienist or dental assistant who holds an Oregon Radiologic Proficiency Certificate. The dental assistant must successfully complete the clinical examination within six months of the dentist authorizing the assistant to take radiographs.

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## DANB certificant wins SkillsUSA competition

Dena Bolden, CDA, of West Virginia was named the gold-medal winner in the college/post-secondary category of the 2014 SkillsUSA Championships.

"Being able to stand on the winner's podium to receive my national gold medal, while representing the wonderful state of West Virginia, was such a proud moment for me," she says. "A wave of emotions washed over me once I heard my name announced. I felt ecstatic, overwhelmed, proud and relieved all at the same time."

The SkillsUSA Championships were held in Kansas City, Missouri, from June 23 to June 27, 2014. The competition is a showcase for the best technical students across the country. Participants must first make it through local and state competitions before advancing to the nationals. Approximately 6,000 participants compete in nearly 100 events.

The dental assisting competition included areas of chairside assisting; preparing dental materials; infection control; and emergency, laboratory and office procedures — all as specified in the Commission on Dental Accreditation's Accreditation Standards for Dental Assisting Education Programs.

To prepare for the competition, Bolden says she studied several hours each day, reviewing her textbooks and volunteering at dental clinics to gain additional chairside experience. Now that the compe-



*Dena Bolden, CDA, was named the gold-medal winner in the college/post-secondary category of the SkillsUSA Championships.*

tion is over, Bolden says she plans on continuing her career in the oral healthcare field.

Bolden is a graduate of Mercer County Technical Education Center and earned DANB certification in

May. She currently works at a dental clinic and is pursuing her bachelor's degree.

"I absolutely love what I do," she says. "It is amazing to see how much a patient's self-esteem can be boosted by giving them something that too many others sometimes take for granted — a smile. I enjoy being in a position that allows me to help others in need. And the best feeling in the world is knowing that I have helped to make a difference in someone else's life."

Earning DANB certification is another achievement for Bolden. "By becoming certified, you show commitment to your profession," she states. "Earning DANB certification is a wonderful way to demonstrate your knowledge, gain recognition, increase your earning potential and take your career to the next level."

Along with Bolden, the other SkillsUSA winners in the college division were Rebecca Gestring, who took the silver award, and Andrea Fryer, who earned the bronze medal.

At the high school level, the winners were:

- Gold — Jonathan Candido
- Silver — Cassidy Kearsley
- Bronze — Anavel Rodriguez

Candido was also the 2013 gold-medal winner. He has also passed both DANB's RHS and ICE exams.

## Goddard makes a difference in Africa

For Karen Goddard, CDA, her volunteer experience in central Africa was far from anything she ever experienced working chairside. Goddard, a dental assistant in Fitzwilliam, N.H., traveled to the Congo and spent three months volunteering alongside dentists, hygienists and assistants from around the world through a global charity called Mercy Ships. Mercy Ships is a hospital ship that provides free healthcare to people in developing nations.

While in the Congo, Goddard assisted chairside in a dental clinic twice a week. On most days, more than 300 people would wait outside the clinic for a chance to receive free dental care. "We treated between 60 and 70 patients each day," she explains. "Extractions were the most common procedure, but we also performed fillings and root canals on pa-

tients who in most cases would never receive dental care."

Outside of the dental clinic, she also volunteered her time for several ongoing dental outreach programs servicing local orphanages, senior communities and prisons. "Interacting and making a connection with the patients was one of the most rewarding parts of the trip," she says. "I met one young orphan girl who was so afraid before her procedure, so I held her hand and comforted her the entire time. Once we finished, she had the biggest smile on her face, which was so rewarding to witness."

In addition to patient interactions, Goddard notes the crew and community onboard the ship as another rewarding part of her volunteer trip. "I made some amazing friendships," she says. "Everyone serving together for the same cause is really incredible to see."



*"Making a connection with the patients was one of the most rewarding parts of the trip," Karen Goddard, CDA, recalls.*

Goddard plans to continue volunteering and hopes to travel to India next year on a mission trip with her church. "Mercy Ships was the best thing I've ever been a part of; if I could volunteer long-term, I would."

Want to learn more about volunteering with Mercy Ships? Visit [www.mercyships.org](http://www.mercyships.org).

## In Memoriam

DANB is sad to share the news of the passing of several notable DANB certificant and highly regarded professionals in the dental assisting community. Their passion and commitment to the field were inspiring; they will be deeply missed.

### Lana Albert, CDA

Lana Albert, CDA, passed away unexpectedly on June 8, 2014. She was a graduate of the dental assisting program at Kaskaskia College in Centralia, Ill., and worked as a dental assistant in Glen Carbon. She earned her DANB CDA certification in May 2013. Lori Schmidt, CDA, dental assisting program director at Kaskaskia College, describes Albert as an incredible human being with a "deep passion for the dental as-



*Lana Albert, CDA*

sisting profession and someone who would do anything for anyone."

### Wanda Biesheuvel, CDA

Wanda Biesheuvel, CDA, passed away suddenly on July 3, 2014. Biesheuvel held DANB certification for 37 years and served on the North Dakota Dental Assistants Association board. She was also an active volunteer, traveling to Ethiopia to provide dental care and education to local children. Her husband of 23 years, Daniel, describes her as someone who lived her life serving others and was "a valued and respected dental professional, who was a role model for all those around her."



*Wanda Biesheuvel, CDA*

### Dorothy Cox

Dental assisting advocate and educator Dorothy Cox passed away on April 28, 2014. Cox was a past president and longtime member of the California Dental Assistants Association, and was instrumental in the implementation of Registered Dental As-

sistant licensure in California in the 1970s. She was also active in the California Association of Dental Assisting Teachers.

Cox maintained her DANB certification for more than 35 years and served on DANB's Board of Directors from 1983 to 1988 — holding many positions, including Board Chair from 1986 to 1987. She served on several DANB exam committees and was one of three subject matter experts who developed "An Introduction to Basic Concepts in Dental Radiography" course, now offered by the American Dental Assistants Association.

"Dorothy was a warm, stylish and tireless advocate for dental assisting education in California and across the U.S.," reflects DANB Executive Director Cindy Durley, M.Ed., MBA. "She was a mentor to many dental assisting students, some of whom are following in her footsteps as educators. She will be missed."



*Dorothy Cox*



## DANB's 2014 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 current DANB-accepted hands-on CPR, BLS or ACLS certification 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 the individual does not renew 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. DANB-accepted hands-on CPR, BLS or ACLS must be maintained to hold DANB certification.

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.

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 Disciplinary Policy and Procedures* (contact DANB for a copy).

### Review and Appeal Policy and Procedures

A copy of *DANB's Review and Appeal Policy and Procedures* is available at [www.danb.org](http://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 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.

### DANB Renewal Sample Timeline

This sample timeline illustrates the DANB certification renewal process. In this example, the individual's CDA certification expires Jan. 15, 2014.

#### December 1, 2013

A renewal notice is mailed to certificant.

#### January 15, 2014

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

#### January 16, 2014

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

#### February 28, 2014

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

#### March 31, 2014

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

#### April 16, 2014

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 hold the following six certifications: 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

### 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

The applicant 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

The applicant 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 hands-on CPR, BLS or ACLS and pay the renewal fee. Download *DANB's 2014 Recertification Requirements* from [www.danb.org](http://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 online and 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, behavior management (e.g., children, patients with learning disabilities), communication, 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. *Please note: Option 2 will be discontinued as of 1/1/16.*

**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. *Please note: Unless completed for the purpose of evaluation, this option will be discontinued as of 1/1/16.*

**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 = eight (8) CDE credits
- One (1) college credit/unit = four (4) 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 online and home study courses) and/or table clinics that are directly related to dental practice management: dental practice acts, trends in dental assisting, practice management, risk management, HIPAA, patient motivation (e.g., keeping appointments) and staff motivation (e.g., leadership, goal setting), computer courses (e.g., college courses, software training), insurance, claims/billing, foreign language studies, American Sign Language, human resources, marketing (e.g., yourself, your office) and communication.

**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. *Please note: Option 2 will be discontinued as of 1/1/16.*

**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. *Please note: Unless completed for evaluation purposes, this option will be discontinued as of 1/1/16.*

**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 = eight (8) CDE credits
- One (1) college credit/unit = four (4) 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 exam results 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.



## Changes improve recertification process

DANB receives many questions about DANB certification renewal and audits. Recently, there have been some updates to DANB's *Recertification Requirements*. Dorie Bridgeman, DANB's Manager, Recertification, answers some questions about the latest changes, as well as explains some long-standing policies.

**Q:** There were some recent updates to DANB's Recertification Requirements. Can you explain what these are and when they go into effect?

**A:** Two of the changes, approved by DANB's Board in February, have already gone into effect:

- The number of CDE credits given for college courses was increased, so that one college credit is now worth four CDE credits (two college credits = eight CDE credits, and three college credits = 12 CDE credits)
- CDE categories 1 (clinical practice) and 2 (dental office management) were clarified to better distinguish which topics fall under each category, with more examples provided as appropriate topics for CDE (see category descriptions on page 5)

Effective January 1, 2016, writing a 250-word essay or summary after viewing videos or reading articles will no longer be accepted for CDE credit since these activities are not verified by a third party.

**Q:** Why were these changes made?

**A:** These updates were made to help certificants by clarifying Continuing Dental Education (CDE) categories and more consistently crediting certificants for college courses.

**Q:** Some certificants have questions about the grace period. Can you explain what this is?

**A:** The grace period is the three months after the certificant's renewal expiration date. The grace period may be used to earn required CDE credits and pay the renewal fee. During this time, individuals are still considered DANB certified; however, they must pay a late fee if they renew during the grace period.

**Q:** Certificants know that earning CDE credits is required to renew DANB certification and is also required for some dental assistants in 25 states. What should certificants do with their proof of CDE?



Dorie Bridgeman, DANB's Manager, Recertification, explains changes to DANB's Recertification Requirements.

**A:** DANB recommends that certificants retain documentation of CDE credits and CPR, BLS or ACLS for 24 months. Certificants do not need send proof of CDE to DANB unless they are audited.

**Q:** Why would a certificant be audited?

**A:** DANB randomly selects certificants for audit, although individuals may be selected for audit if DANB has reason to believe the individual has not met renewal requirements.

**Q:** How does the audit process work?

**A:** Certificants simply submit proof of CDE and DANB-accepted CPR, BLS or ACLS in compliance with DANB's *Recertification Requirements* with a completed CDE form. Once DANB has reviewed and approved the documentation, DANB certification will be renewed for the full renewal year.

**Q:** Where can certificants see the latest version of DANB's *Recertification Requirements* with these recent changes?

**A:** These latest changes are mailed with each renewal notice, and are reflected in *Certified Press*, on DANB's renewal notices, on DANB's website and in the 2015 *Recertification Requirements* and other materials. To see the latest version of DANB's *Recertification Requirements*, visit [www.danb.org](http://www.danb.org) > Maintain Certification > Recertification.

## Exam policy changes (cont. from p. 1)

Also effective January 1, 2015, DANB exam candidates will only be allowed to request a new testing window up to two times for one exam application. After the second request for a new testing window, a current exam application with any required documentation and full exam application fees must be submitted. However, during this policy transition, exam candidates who had already requested a second new testing window in 2014 will be allowed a third reschedule by submitting a paper form.

The greatest benefit to candidates reapplying rather than rescheduling a third time is that it increases compliance with current DANB policies, because multiple testing window extensions increases the possibility that a candidate may have applied to test under one year's policies, but actually test under the next year's policies. While DANB exam policy does not change very often, reducing the number of times one can obtain a new testing window for one exam application increases ease of policy compliance.

## State of the states (cont. from p. 3)

### Rhode Island

The state legislature passed a law establishing a "Dental Anesthesia Assistants National Certification Examination (DAANCE) certified maxillofacial surgery assistant." Requirements include: Complete DAANCE oral surgery training course from the American Association of Oral and Maxillofacial Surgeons; meet any other requirements established by the Board; pass any examination required by the Board; and complete a Board-approved ACLS course and hold current ACLS certification.

Any oral and maxillofacial surgeon delegating duties under this section must have a valid general anesthesia/deep sedation permit.

The law also specifies that the chair of the Rhode Island Board of Dental Examiners shall appoint three Board members to an examining committee for applicants for licensure as DAANCE certified maxillofacial surgery assistants; the committee will consist of one dentist, one public member, and one Certified Dental Assistant.

### South Carolina

The state legislature passed a bill creating the Dental Sedation Act, which governs the use of sedation by dentists, effective Jan. 1, 2015. With regard to auxiliary personnel, the bill specifies that for all levels of sedation, a dentist or an appropriately trained individual must remain in the operatory during active dental treatment to monitor the patient continuously until the patient meets the criteria for discharge; the appropriately trained individual must be familiar with monitoring techniques and equipment. The bill further specifies that for minimal sedation and moderate sedation, at least one person trained in Basic Life Support for Healthcare Providers must be present in addition to the dentist and that for deep sedation/general anesthesia, at least two support personnel adequately trained in Basic Life Support for Healthcare Providers must be present in addition to the dentist. If the same individual administering the deep sedation/general anesthesia is performing the dental procedure, one of the additional appropriately trained team members must be designated for patient monitoring.

### West Virginia

The state board made rule amendments necessitated by recent changes in state law, which included changing the name of the West Virginia Board of Dental Examiners to West Virginia Board of Dentistry. The new law makes permanent an emergency rule from August 2013 that established requirements for dentists who administer anesthesia and that created and established requirements for "qualified monitors" who monitor patients to whom sedation and anesthesia is being administered. Qualified monitor requirements vary depending on the level of sedation being administered, but include BLS/CPR certification at all levels and successful completion of an anesthesia assistant certification program for conscious/moderate sedation and deep sedation/general anesthesia.

## Early notice: exam and renewal fee increases in 2016

DANB is pleased to announce that there will be no renewal or exam fee increases in 2015. However, in order to keep up with inflation, DANB's Board of Directors has approved moderate exam fee increases and a small renewal fee increase, effective Jan. 1, 2016.

Certificants who are interested in earning additional DANB certifications may want to take the exams in 2015, before fees increase.

DANB has not raised exam fees since 2011, or renewal fees since 2012, and is proud of its success at holding these costs down for four to five years.

"As a nonprofit organization, DANB takes its fiduciary responsibilities to exam candidates and certificants seriously," explains DANB's Executive Director Cindy Durley, M.Ed., MBA. "Our exam and renewal fee increases are made to keep up with rising operating costs. We are proud to deliver high-quality exams and certifications, and continuously look for ways to increase services while holding down prices."

DANB's Board of Directors approved a \$5 increase in the renewal fee, raising it from \$60 to \$65 starting on Jan. 1, 2016.

### DANB Exam Fee Increases

Effective Jan. 1, 2016

Exam	Fee
CDA, COA, CPFDA	\$425
General Chairside Assisting (GC)	\$250
Radiation Health and Safety (RHS)	\$250
Infection Control (ICE)	\$250
RHS/ICE	\$325
Orthodontic Assisting (OA)	\$300
Coronal Polish (CP)	\$225
Topical Fluoride (TF)	\$125
Sealants (SE)	\$125
Topical Anesthetic (TA)	\$125
Anatomy, Morphology and Physiology (AMP)	\$225
Impressions (IM)	\$125
Isolation (IS)	\$125
Restorative Functions (RF)	\$250
Temporaries (TMP)	\$125
IM/TMP	\$200
IS/RF/SE	\$375



## Online articles offer new way to earn CDE

The DALE Foundation recently introduced a new type of online continuing education to its product catalog — Continuing Dental Education Articles (CDEA).

Two CDEA modules — each worth 12 Continuing Dental Education (CDE) credits — are now available:

- **Pediatric Dentistry:** This set of five articles from the journal *Pediatric Dentistry* includes research on a variety of issues that affect young patients — from the influence of a novel pacifier on the development of anterior open bite in infants to the incidence of oral piercing injuries in young adults.
- **Sedation in Pediatric Dentistry:** This module features five articles that focus on the effects of different types and levels of sedation on behavior of pediatric patients, including two studies analyzing adverse events during sedation in pediatric dentistry.

Priced at \$75, these CDEA modules with post-assessment are a great choice for certificants or other oral healthcare professionals looking to expand their knowledge and earn CDE credits. Additionally, the articles are interactive and online — designed to work around any busy schedule. The format allows certificants to take notes and access a glossary while reading, making it easy to study and review the information. Certificants earn 12 CDE credits

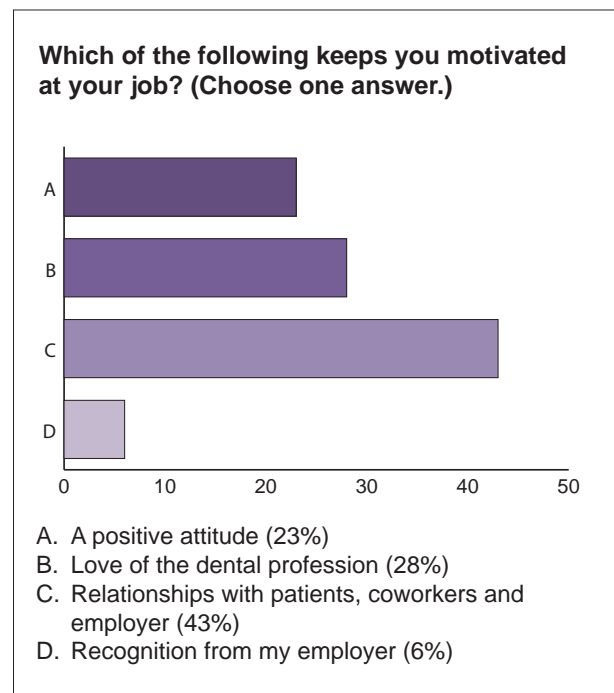


after achieving a passing score on the 50-question assessment.

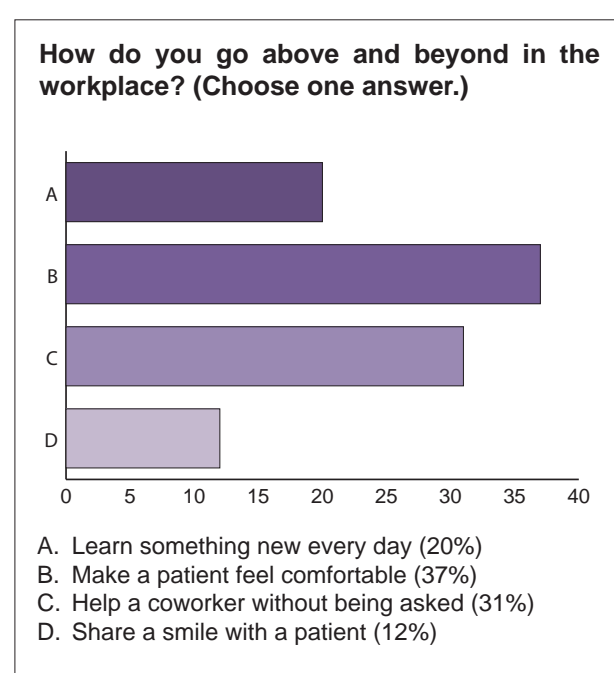
The launch of the CDEA modules is the next step in transitioning DANB's mail-in Professional Development Examination Program (PDEP) to the DALE Foundation, the official DANB affiliate. Both of the online modules — Pediatric Dentistry and Sedation in Pediatric Dentistry — can be purchased by anyone directly from the DALE Foundation at [www.dalefoundation.org](http://www.dalefoundation.org). Starting later this year, eligible DANB certificants renewing online at [www.danb.org](http://www.danb.org) will also be offered the opportunity to select either DANB's mail-in PDEP format or the DALE Foundation's online CDEA format.

## Dental assistants weigh in on DALE Foundation polls

In June, the DALE Foundation asked what keeps you motivated at your job. According to the poll results, most of you are driven by relationships with patients, coworkers and employers.



In the July poll, the DALE Foundation asked: "How do you go above and beyond in the workplace?" The majority said they exceed expectations by making a patient feel comfortable.



Go to [www.dalefoundation.org](http://www.dalefoundation.org) and cast your vote in our latest poll.

## Liz Koch Scholarship winners (cont. from p. 1)

Additionally, the scholarship committee recognized 11 finalists:

- Marisa Bouikidis
- Tanya Broadway
- Heather Brooks
- A'yesha Freeman, CDA
- Amelia Garcia, CDA
- Jeannie Gillam, CDA
- Elizabeth Polak-Silva, CDA
- Guadalupe Rodriguez
- Karina Schraufnagel, CDA
- Sarah Serpico, CDA, CPFDA
- Tyler Winter, CDA

Information about the 2015 Liz Koch Memorial Scholarship will be available in spring 2015.

Individuals and organizations interested in donating to the Liz Koch Memorial Scholarship can donate online at [www.dalefoundation.org](http://www.dalefoundation.org) or mail a check to the DALE Foundation, 444 N. Michigan Ave., Suite 970, Chicago, IL 60611.

## The DALE Foundation thanks Dr. Hunt for his contributions

The DALE Foundation thanks Richard F. Hunt III, D.D.S., for his service on the DALE Foundation's Board of Trustees. Dr. Hunt joined the DALE Foundation Board its founding year in 2010.

Previously, he served on DANB's Board of Directors from 2005 to 2011, holding the position of DANB Board Chair from 2010-2011.

Dr. Hunt is a general dentist in Rocky Mount, N.C., where he shares a practice with his wife, Dr. Amy W. Hunt. The Hunts employ three DANB CDAs and strongly encourage the continued growth of these valuable team members through continuing education and involvement in their profession.

"Dr. Hunt is a true supporter of dental assistants, as evidenced by his dedicated work with both DANB and the DALE Foundation," says Cindy Durley, M.Ed., MBA, Executive Director of DANB and the DALE Foundation. "Both organizations



have benefited greatly from his insight, expertise and commitment. We thank him for his many years of service."

## New practice test helps prepare for COA certification

The DALE Foundation has introduced a new online study aid, the DANB OA Practice Test. This practice test helps learners prepare for DANB's Orthodontic Assisting (OA) exam — one of the two component exams that make up DANB's Certified Orthodontic Assistant (COA) certification.

There are currently more than 1,400 DANB COAs across the country, and DANB's COA certification is recognized or required to perform specified orthodontic functions in Maryland, Massachusetts, New Jersey and Oregon. Earning COA certification is a great goal for those who are looking to verify their knowledge in orthodontic assisting and distinguish themselves in the field.

The practice test consists of 200 questions and is based on DANB's OA exam blueprint. Learners can review questions on any computer, tablet or mobile phone. While the questions do not come from



DANB's OA exam, the practice test provides a timed option, which allows learners to simulate a true exam environment.

There are multiple ways to adjust question feedback and time settings to fit individual needs and study preferences. Learners can review by exam content area, star questions to create their own set, view random questions or take the full bank of 200 questions. There is a six-month access period to use the material, check progress, work on trouble spots and get ready for exam day.

The DALE Foundation also offers the DANB ICE Practice Test to help review for DANB's Infection Control (ICE) exam, the second component of COA certification.

To purchase or to learn more, visit [www.dalefoundation.org](http://www.dalefoundation.org) and click on Courses & Study Aids > Product Catalog Search.

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### Trademark Issues

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## Dental Assisting National Board, Inc.

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



## You could be next!

Congratulations to Janet Chan Fricke, CDA, San Bruno, Calif., who recognized her DANB certification number in the summer 2014 issue of *Certified Press*.

If your certification number matches one of the randomly selected numbers below, you can win \$50.

<b>221012</b>	<b>219309</b>
<b>190487</b>	<b>121825</b>
<b>085999</b>	<b>198090</b>

Notify the DANB Marketing Department at [communications@danb.org](mailto:communications@danb.org) within 30 days to claim your \$50 prize. Be sure to include your name, address and certification number.

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## RSVP to the DALE Foundation reception in Boston

Join your fellow dental assistants, dental office managers and educators at the DALE Foundation's reception during the 2015 Yankee Dental Congress in Boston.

The reception will take place on January 30 at the Westin Boston Waterfront Hotel. Attendees can try out e-learning courses and study aids, enjoy light refreshments, network with fellow dental professionals and enter to win raffle prizes.

Attendees must RSVP by Jan. 26, 2015, to [lstevens@dalefoundation.org](mailto: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 Dental Association Meeting  
Oct. 9-11, San Antonio, TX  
[www.ada.org/en/meeting](http://www.ada.org/en/meeting)

Greater New York Dental Meeting  
Nov. 28-Dec. 3, New York, NY  
[www.gnydm.com](http://www.gnydm.com)

Rocky Mountain Dental Convention  
Jan. 22-24, 2015, Denver, CO  
[rmdconline.com](http://rmdconline.com)

Yankee Dental Congress  
Jan 29-31, 2015, Boston, MA  
[www.yankeedental.com/](http://www.yankeedental.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.