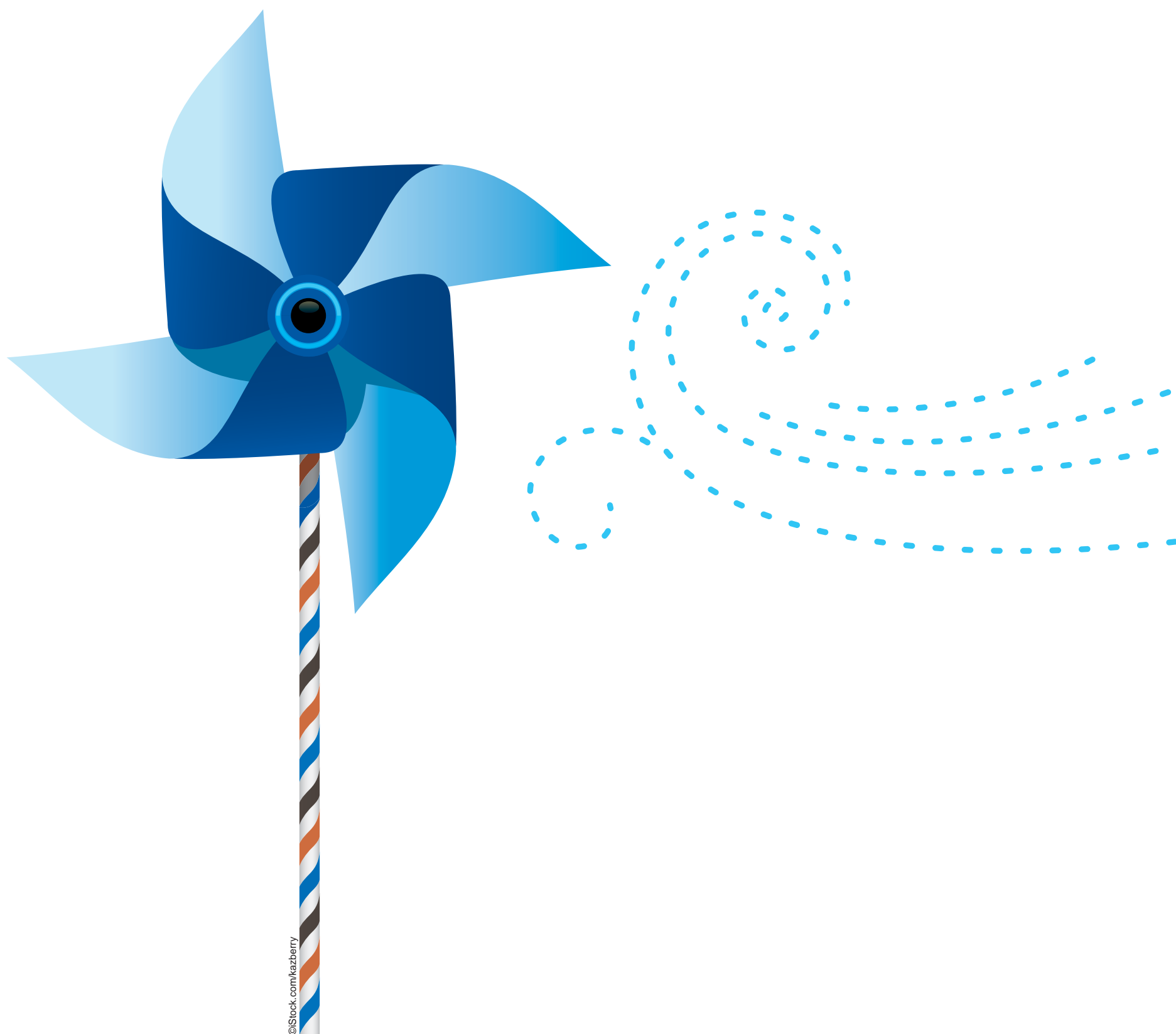




## Celebrate Dental Assisting Excellence



### Dental Assisting: Embracing the Changes of the Profession

Dental Assistants Recognition Week • March 2-8, 2014

# Word from the Chair

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



Happy Dental Assistants Recognition Week (DARW)! This year's theme is "Dental Assisting: Embracing the Changes of the Profession."

This theme is certainly appropriate, as we know that dental assisting is a constantly evolving profession. DARW is a milestone week – a chance to step back and acknowledge all that you do. How are you celebrating?

Another milestone that I'd like to acknowledge is the 65-year anniversary of the Certified Dental Assistant (CDA) certification. For those who earn and maintain DANB certification each year, know that you are part of a legacy of proud dental assistants who pushed forward for professional recognition. Just like the dental assisting profession, DANB certification has changed and grown over the years. Turn to page 6 to learn more.

The DALE Foundation, the official DANB affiliate, has also made strides – with its DANB ICE Review and DANB RHS Review being recognized as ways of meeting certain state requirements (page 7).

In addition to national milestones, this issue of *Certified Press* celebrates the personal milestones of DANB certificants. On page 3, you can read about Kim Coad-Cochran, CDA, who founded her own company to provide dental care to military personnel. Also on page 3, Orsola Burnette Kurtz, a 35-year DANB certificant, looks back on a dental assisting career that is "near and dear to her heart."

Here at DANB, we love hearing about your successes and celebrating your achievements. Send us your stories about DARW celebrations, or any other milestones you're proud to share. You can email us at [marketing@danb.org](mailto:marketing@danb.org).

We know that change is constant – and in dental assisting, the changes happening in the profession are all leading to new excitement and growth!

Sincerely,

## Congratulations to Emeritus Certificants

November 1, 2013 – January 31, 2014

Name/State	Certification Year
Emily Addison, CDA-Emeritus, MS	1994
Dorothy Anderson, CDA-Emeritus, MD	1976
Lisa Austin, CDA-Emeritus, CA	1992
Wanda Bailey, CDA-Emeritus, TX	1974
Myrna Bauer, CDA-Emeritus, MN	1981
Deborah Bearden, CDA-Emeritus, SC	1972
Susan Benson, CDA-Emeritus, NJ	1980
Patricia Calzini, CDA-Emeritus, MA	1986
Carol Clark, CDA-Emeritus, NE	1984
Jimmie Cowan, CDA-Emeritus, AZ	1990
Jan Marie Dill, CDA-Emeritus, DE	1974
Sylvia Driggers, CDA-Emeritus, FL	1977
Clara Duesterhoeft, CDA-Emeritus, NE	1967
Ashley Fitzgerald, CDA-Emeritus, MO	2008
Katherine Goebel, CDA-Emeritus, COA-Emeritus, IA	1972
Carole Grosh, CDA-Emeritus, PA	1981
Jean Guy, CDA-Emeritus, MD	1990
Joanne Helton, CDA-Emeritus, TN	2007
Jean Hurocy, CDA-Emeritus, MO	1999
Marcianna Hyland, CDA-Emeritus, NJ	2000
Phyllis Lane, CDA-Emeritus, OH	1990
Debra Lewis, CDA-Emeritus, TX	2012
Eva Lewis, CDA-Emeritus, MI	1980
Pamela Mayoski, CDA-Emeritus, NJ	1977
Leona McWilliams, CDA-Emeritus, OH	1980
Juanita Morningstar, CDA-Emeritus, NM	1972
Louise O'Brien, CDA-Emeritus, NJ	1997
Kathleen Peter, CDA-Emeritus, NC	1991
Martha Petrishin, CDA-Emeritus, NY	1998
Alice Phillips, CDA-Emeritus, SC	1981
Patricia Piejak, CDA-Emeritus, CDPMA-Emeritus, MI	1980
Robin Richardson, CDA-Emeritus, MA	1998
Joanna Ridgway, CDA-Emeritus, OR	1987
Charlotte Robinson, CDA-Emeritus, NC	1984
Marilyn Rohrmoser, CDA-Emeritus, NJ	1999
Johanna Schmidt, CDA-Emeritus, WA	1973
Rachel Simmons-Nelson, CDA-Emeritus, CA	1986
Regina Stone, CDA-Emeritus, FL	1984
Kathryn Tumbarella, CDA-Emeritus, MI	1972
Phyllis Turnage, COA-Emeritus, NC	1994
Jeanne Tuttle, CDA-Emeritus, NH	2000
Pamela Warner-Dawes, CDA-Emeritus, MO	1975

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

## State of the states

Many DANB certificants are eager to keep up with the latest changes in state dental assisting requirements. DANB compiles this information on its website and in its state publications into the most comprehensive resource about dental assisting available. The updates below highlight recent state legislative and regulatory changes that are of interest to DANB and the DALE Foundation.

### Arkansas

Dental assistants who hold a coronal polishing certificate from the Arkansas State Board of Dental Examiners can place sealants under the personal supervision of a licensed dentist, according to a rule adopted in June 2013.

### District of Columbia

New D.C. Board of Dentistry rules effective July 12, 2013, created two levels of dental assistant:

- Level I Dental Assistants must hold a high school or general equivalency diploma and complete a Board-approved radiography training program or pass DANB's CDA or RHS exam. A Level I Dental Assistant may perform, under direct supervision, such duties as placing retraction cord, placing matrices, taking impressions for study models or diagnostic casts, applying topical anesthetic and others.
- Level II Dental Assistants must meet the same requirements as Level I Dental Assistants and must also complete a Commission on Dental Accreditation (CODA)-accredited or Board-approved dental assisting program or hold current DANB CDA certification. Allowable duties, performed under direct supervision, include but are not limited to drying a root canal, applying topical fluoride, removing or placing a periodontal dressing, preparing and fitting stainless steel crowns, and removing excess cement.

The new rules include provisions for "grandfathering" applicants who were performing the duties of a dental assistant on July 15, 2011.

### Iowa

The Iowa Dental Board amended its dental assistant requirements to allow candidates for expanded functions training to qualify for a training program if they have two years of clinical dental assisting experience in a state that does not require registration. Previously, a candidate had been required to hold DANB's CDA certification or to have two years' clinical experience as a registered dental assistant in Iowa or another state for admission to an expanded functions training program.

In August 2013, the Board's Expanded Functions Task Force recommended the addition of allowable functions for auxiliaries performing expanded functions. The Board directed staff to draft rules consistent with the task force's recommendations, which the Board will review at its April meeting.

### Minnesota

Effective July 1, 2013, unlicensed dental assistants can perform application of fluoride varnish in a community setting under an unspecified level of supervision. Rule amendments also added three functions to the scope of practice of Licensed Dental Assistants (LDAs) in Minnesota (*Note: MN requires dental assistants to pass the CDA exam to become an LDA*):

- Complete preliminary charting of the oral cavity and surrounding structures with the exception of periodontal probing and assessment of the periodontal structure
- Take photographs extraorally or intraorally
- Take vital signs such as pulse rate and blood pressure as directed by a dentist.

### New Hampshire

A dental assistant who has not graduated from a CODA-accredited dental assisting program is required to complete a Board-approved course in infection control prior to qualifying to perform specified expanded functions, according to a rule adopted by the New Hampshire Board of Dental Examiners. The DALE Foundation's DANB ICE Review course meets the new infection control course requirement.

### New Mexico

The New Mexico Board of Dental Health Care adopted a series of rule amendments clarifying the scope of practice for dental assistants and expanded function dental auxiliaries (EFDAs) relative to certain tasks. The amendments also included a new provi-

[Continues on p. 6](#)

### DANB posts updated state dental assisting requirements

Looking for more information on state requirements? See DANB's search-by-state map at [www.danb.org](http://www.danb.org) > Meet State Requirements > Search by State.

Although each state has different dental assisting requirements, DANB exams and certifications are recognized or required in 38 states, the District of Columbia, the U.S. Air Force and the Department of Veterans Affairs.

DANB also published the updated state dental assisting information in the 2014 editions of its state publications: *DANB's 2014 State Career Ladder Templates for Dental Assistants* and *DANB's 2014 State Fact Booklet*. To place an order for the publications, download the order form from [www.danb.org](http://www.danb.org) > Meet State Requirements > State Publications or call 1-800-367-3262.

# Spotlight on Excellence

## DANB CDA finds company, serves country



For Kim Coad-Cochran, CDA, dental assisting has been both a fulfilling career and a way to give back to her country. Coad-Cochran founded her own company, Compass Medical Provider (CMP), as a way to provide dental care to military personnel.

Coad-Cochran credits her father's service in Vietnam as a medic in the Army — for which he received a Bronze Star and a Purple Heart — as the inspiration for her work today. "He said their medical and dental care was minimal, and dental was virtually ignored," she says. "I am very proud of his sacrifice and service to our country; his bravery inspired me to step up and do what I could do to serve those who serve us."

Coad-Cochran began working in the dental assisting field more than 22 years ago after graduating

from Salina Area Technical College in Kansas. She went on to earn her Certified Dental Assistant (CDA) certification and a teaching degree in technical education, eventually working as a dental assisting instructor.

"I feel strongly that my CDA helped opened many doors in my career," she says. "It was the proof I needed to validate my ability to provide a high standard of dental care."

"After 9/11, I felt a need to give back to my country," Coad-Cochran recalls. "I started subcontracting for the Kansas National Guard, providing dental screenings and x-rays for service members before they deployed or for their yearly physicals."

After many years of subcontracting and learning the systems and regulations, Coad-Cochran started CMP in 2010 to serve the military, private practice and government entities by contracting highly trained, licensed, certified medical and dental contractors on a mission-by-mission, temporary, or full-time basis.

CMP currently contracts with the Kansas National Guard, the South Dakota National Guard, and the Cherokee Nation Job Corp dental clinic, and Coad-Cochran hopes to expand to at least two more states.

Coad-Cochran's father now works with her maintaining the mobile dental truck and dental clinic, and her sister and two sons help with the family business as well. "They travel with me on missions and help with driving and setup," she says. "I could not do this without them!"

"My days now are consumed with planning, scheduling and bookkeeping to make the missions happen," she says, noting, "I not only take care of our soldiers' dental care; I also take care of medical and psychological needs."

What advice does Coad-Cochran offer other dental assistants? "Take it all in! Never assume you know it all," she urges. "There is and should be lifelong learning. Set goals and stay focused. Dental assisting is more than just a job — it's a passion and a fantastic fulfilling career."

## Looking back on a dental assisting career

When Orsola Burnette Kurtz, CDA, received her 35-year certification gift in the mail she was surprised and appreciative. "What an honor," she says. "I have been keeping my 25-year paperweight displayed in my china closet, and now the 35-year recognition pens will be so useful for writing my holiday cards."

Kurtz, who says she comes from a dental family, has seen a lot change in her many years in the profession. Her dental assisting journey started in 1976, when she attended a dental assisting program at New York University (NYU).

After graduating, she earned her CDA certification in 1978 and continued working at NYU in the dental clinic. "After that, I worked in private practice for a while, and assisted in my husband's dental practice from time to time," Kurtz adds.

She says dental assisting appealed to her because she was interested in a career in health. "It was almost by accident that I found out about the dental



assisting program at NYU," she recounts. "That program is no longer open, but I made some lifelong friends there."

In addition to working chairside, Kurtz went to classes in the evening and earned a bachelor's degree. "It took 10 years, but I finished it, and I'm very proud," she says.

Although Kurtz is no longer working chairside, maintaining her DANB certification is important to her. "Earning DANB certification was a real source of pride, and I'm so glad I did," she says.

She says that working in the dental field means that people often come to her for advice. When it comes to dental assisting, she recommends liking what you do, having a good attitude and always striving to learn something new. "If you have a good attitude, it shows," she says. "It's important to walk around the office like you're proud of what you're doing and know that you're making a difference."

"I really enjoyed working chairside," she continues. "I spent half my life devoted to dental assisting; it's very near and dear to my heart."

## Cindy Sooter: Office Manager of the Year

When Cindy Sooter joined Joplin Family Dental in 1999, she didn't know where it would lead. But in her years there, she's had both adventure and success. Most notably, Sooter was named the 2013 Office Manager of the Year by the American Association of Dental Office Managers (AADOM).

"I was totally shocked," Sooter says. "I never imagined I would win; there are so many people who are so amazing. I thought there was no way it would be me."

Although Sooter wasn't prepared for the announcement, she was this year's winner. Her employer, Dr. Michael Fitterling, was the one who nominated her for the award. "We would not have the practice we have today if Cindy was not our office manager," says Dr. Fitterling.

Sooter began working with Dr. Fitterling at his practice, Joplin Family Dental, in 1999. She started out working part time as an assistant and part time in the business office. In 2000, Sooter became the full-time office manager. She says her clinical background has been invaluable to her role as office manager. "That knowledge has been the foundation of everything for me," she says.

### Transition to front office

Sooter says she became interested in the front-office side of things after taking continuing education classes. "It was a gradual transition," she explains. "But through CE, I began to see that there was a better way, a more efficient way, of doing things. And as a dental assistant, efficiency is one of the most important things."

After taking CE classes and working part-time in the front office, Sooter realized office management was the next step in her career. "I love what I do, and

my dental assisting background has made all the difference," she notes.

After working for a few years in her new position, Sooter wanted to expand her knowledge and connect with others. She joined AADOM in 2007 and attended her first conference in 2011. "Office managers perform so many diverse duties, it's nice to connect with others and learn together," she explains.

### Striving for more

Sooter is working toward AADOM Fellowship, and has already completed one of the required courses offered through the DALE Foundation: Accounts Receivable for the Dental Office. "I like pursuing Fellowship because it's something that you can work toward on your own," she explains.

Continuing education is the key to a fulfilling career. "We have to take it upon ourselves to keep learning because things are changing every day," Sooter says. "And it's so easy to get started — there are so many great online courses and resources."

Dr. Fitterling notes that Sooter's attitude and approach has a positive effect on the entire office. "Cindy is always upbeat and encourages myself and everyone on the team to achieve high levels of excellence," he states.

### Coming together

Sooter's attitude and problem-solving approach were put to the test in May 2011, when a tornado destroyed the dental office — and many other busi-



nesses and offices in Joplin, Mo. Dr. Fitterling credits Sooter with having the vision to find a solution. "With Cindy's help, dedication and encouragement, we gathered the team together and immediately began to form a plan that would take us from devastation to where we are today," he recounts.

The team came together and set up a temporary office in a two-operatory trailer, and began seeing patients while the new office was built — all in less than one month after the tornado. "It was a team effort," Sooter says. "We lost everything and we had to get in gear and move forward. The experience definitely made us stronger."

Since the tornado, the office has been rebuilt, and the practice has expanded with double the square footage and the addition of five team members and two dentists.

### Taking the next step

For dental assistants and office managers who are looking to expand their careers, Sooter says the future is in their hands. "There are so many exciting things going on, I encourage everyone to keep reading, keep learning, and keep growing in their careers," she says.

"And continuing education is so readily available," she continues. "You can learn at home, on your computer, in a class, or being part of a study club. Go for it! There are no boundaries."

## 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 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 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.

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

#### Renewal Timing and Certification Expiration

A three-month grace period is granted if the required CDE credits are not accumulated and the appropriate fee is not received by the expiration date. An individual is considered certified during this three-month CDE grace period; however, a late fee of \$15 will be assessed. If DANB does not receive a response to a renewal notice within three months of the certification

expiration date, the individual is no longer certified and cannot use the CDA, COA, CPFDA, CRFDA, COMSA or CDPMA certification marks. DANB's certification marks are registered with the U.S. Patent and Trademark Office, and only those individuals who have earned and maintained the marks are legally authorized to use them.

#### Misrepresentation of DANB Certification Marks

Misuse of any DANB certification mark is grounds for discipline under *DANB's Discipline Policies and Procedures* (contact DANB for a copy).

#### 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.

### Emeritus Status

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

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

#### Retirement

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

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

#### Disability

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

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

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

### Release of Information

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

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

# Continuing Dental Education (CDE)

To renew DANB certification, DANB certificants must earn the required CDE credits, hold current DANB-accepted CPR and pay the renewal fee. Download *DANB's 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.

**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 = 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.

**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 = 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.

## A 65-year milestone for CDA certification

Each year, thousands of dental assistants across the country earn or renew their DANB certification. As DANB certificants know, earning and maintaining certification is a big achievement, with numerous benefits. But many may not realize that last year marked the 65th anniversary of Certified Dental Assistant (CDA) certification.

Much has changed during the last several decades, with the scope of dental assisting duties increasing in states across the country, providing more opportunities for growth and development.

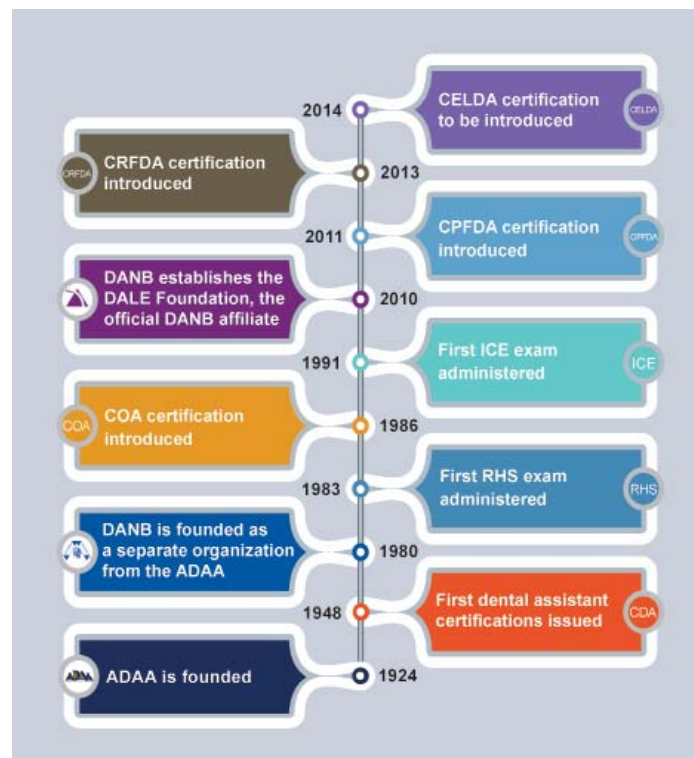
Today, DANB offers four national certifications:

- Certified Dental Assistant (CDA)
- Certified Orthodontic Assistant (COA)
- Certified Preventive Functions Dental Assistant (CPFDA)
- Certified Restorative Functions Dental Assistant (CRFDA)

“DANB offers certifications for dental assistants at many stages of their careers,” explains DANB Executive Director Cindy Durley, M.Ed., MBA. “We are proud of the growth our flagship certification and component exams have had over the years.”

DANB’s CPFDA certification was introduced in 2011 and includes component exams on Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA) and Topical Fluoride (TF). “We saw there was a need for a preventive functions certification because so many states have expanded the duties that assistants are allowed to perform,” notes Durley. Currently, dental assistants holding DANB’s CPFDA certification work in 43 different states.

In May 2013, DANB introduced the CRFDA certification program. There are dental assistants who have earned CRFDA certification currently working in 33 different states.



Those who hold CRFDA certification have passed exams in Anatomy, Morphology and Physiology (AMP); Impressions (IM); Isolation (IS); Sealants (SE); Temporaries (TMP); and Restorative Functions (RF) and have met eligibility requirements by education or experience.

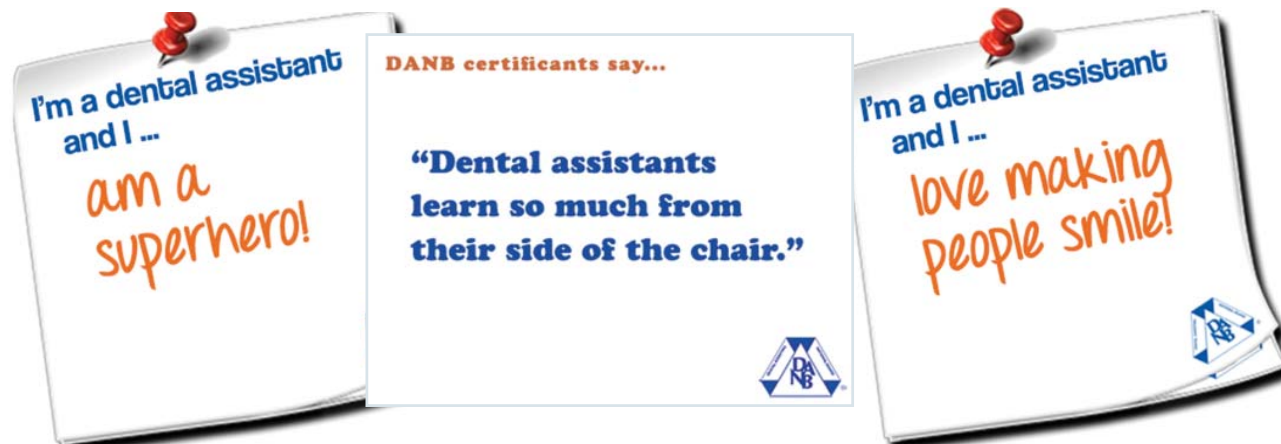
Many dental assisting educators and program directors say earning CPFDA and CRFDA certification is something they felt they had a responsibility to earn — for themselves, their programs and their students. “I decided to earn additional certifications to further my professional career and show my students what is out there and how much they can achieve,” says Kim Plate, CDA, CPFDA, CRFDA.

Julie Davis, CDA, CPFDA, CRFDA, says her certifications are an asset to the office and a point of pride when working with patients. “I felt it was really important to demonstrate to my patients that I go the extra mile,” she explains. “It’s a way for me to improve myself and benefit the office. I learned so much in the studying process.”

To learn more about all of DANB’s certifications, visit [www.danb.org](http://www.danb.org) > Become Certified > Exams and Certifications.

## Connect with DANB

There are now more ways than ever to connect with DANB! In addition to our website, phone number and email, you can check in with DANB through social media. DANB’s most popular and active site is Facebook. Check out some of our top posts from 2013.



Want to join in the fun? Like us at [www.facebook.com/DANBCertified](http://www.facebook.com/DANBCertified).

## States (Cont. from p. 2)

sion requiring instructors in EFDA courses to have attained the same level of licensure or certification, or higher, as that for which the courses they teach are preparing students.

The Board also adopted new rules for licensure and registration of military service members, their spouses and recent veterans, providing for expedited licensure for those who have been licensed in another jurisdiction or in the armed forces if the licensure requirements were substantially similar to New Mexico’s requirements for the same profession. These rules apply to military personnel, spouses and recent veterans seeking to earn a New Mexico certificate or license as a dental assistant, EFDA or community dental health coordinator (CDHC).

### North Carolina

The North Carolina State Board of Dental Examiners amended its rule requiring Dental Assistants II to complete a Board-approved course in coronal polishing prior to performing coronal polishing with a slow-speed handpiece. The amended rule specifies that the coronal polishing course must be taught by a licensed dentist or dental hygienist and must include instruction in dental morphology, the periodontal complex, the operation of handpieces, polishing aids and patient safety. The new rule became effective Jan. 1, 2014.

### Oregon

Rule amendments effective Jan. 1, 2014, allow dental assistants taking the Oregon Clinical Radiologic Proficiency exam administered by DANB to submit a digital full mouth series of radiographic images. Before this change from the Oregon Board of Dentistry, candidates were required to submit a conventional full mouth series of radiographic images.

### West Virginia

Emergency rules from the West Virginia Board of Dentistry went into effect Aug. 19, 2013, to implement a law passed in the 2013 legislative session addressing administration of anesthesia by dentists. The new law created a “qualified monitor” designation for personnel who monitor patients undergoing sedation or anesthesia administered by a dentist and gave the Board authority to define requirements for this designation.

The Board’s requirements for a qualified monitor vary depending on the level of sedation being employed:

- For relative analgesia/minimal sedation, current BLS/CPR certification is required.
- For anxiolysis/minimal sedation, current BLS/CPR certification and a qualified monitor certificate issued by the Board are required.

## CODA seeks nominations for review committees

The Commission on Dental Accreditation (CODA) is seeking nominations to fill upcoming vacancies on review committees. This call for nominations is for:

- Allied educators
- Dental assisting practitioners
- Dental hygiene practitioners
- General dentist educators
- General dentist practitioners
- Higher education administrators
- Hospital administrators
- Specialty dentist educators
- Specialty dentist practitioners
- Public members

Nominations are due by May 1, 2014. CODA’s appointments are made for four-year terms beginning and ending in October of each year.

More information is available at [www.ada.org/117.aspx](http://www.ada.org/117.aspx). If you or someone you know may be interested, contact Alyson Ackerman at [ackermana@ada.org](mailto:ackermana@ada.org) or 312-440-4660 to request a nomination form as well as review committee and commission meeting dates.

- For conscious sedation and higher, BLS/CPR certification, successful completion of an education program recognized by the Board and a qualified monitor certificate are required.

The Board recognizes anesthesia assistant programs offered by the American Association of Oral and Maxillofacial Surgeons (AAOMS) and the American Academy of Pediatric Dentistry (AAPD). A dentist holding an anesthesia permit must report the names and qualifications of each qualified monitor to the Board.

The Board also proposed additional non-emergency rule changes to implement the new law that will be finalized and become effective in the first half of 2014.

## DANB’s major Board actions

From Jan. 31 through Feb. 1, 2014, DANB’s Board of Directors met for its annual winter meeting. The major actions taken at this meeting can be found on DANB’s website at [www.danb.org](http://www.danb.org) > About DANB > DANB’s Board of Directors.

## Now available: the Liz Koch Memorial Scholarship

In remembrance of Liz Koch and her many years of service and contributions in support of dental assistants, the DALE Foundation has introduced a memorial scholarship in her honor.

Liz joined the DANB staff in 2001, and was named Chief Operating Officer in 2006. In addition to her remarkable impact on DANB, Liz played an instrumental role working with DANB's Board of Directors, DANB staff and the inaugural DALE Foundation Board of Trustees to establish the DALE Foundation, the official DANB affiliate. Liz served as COO of DANB and the DALE Foundation until her untimely passing in 2011.

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

Those who are interested in applying for the Liz Koch Memorial Scholarship may be eligible through one of two categories. Category 1 is meant for those who

have been DANB certified for at least two years and have an account with the DALE Foundation. Category 2 is meant for those who are not DANB certified or have been DANB certified for less than two years, and have an account with the DALE Foundation. (Create a free account with the DALE Foundation at [www.dalefoundation.org/create-account](http://www.dalefoundation.org/create-account).)

Applicants in both categories must submit the following materials:

- Letter of intent detailing the applicant's professional development plan and other professional experiences, including a focus on mentoring
- Completed and signed application and scholarship agreement
- Documents supporting the professional development plan, if necessary (see "Use of Scholarship Funds" section in the application for details)
- Two letters of recommendation from dental professionals (educator, employer, colleague, etc.)

Scholarship funds can be used for professional development activities, such as CDE courses, registration for dental meetings, reimbursement of fees

for DANB exam(s), DANB certification renewal fee, DANB certification reinstatement fee, enrollment in college courses, establishing or working with an established mentoring program, and other professional activities.

There will be one winner per category annually. Each winner will receive between \$250 and \$1000, depending on the costs associated with the recipient's plan for professional development and the funds available. Winners will also receive access to three continuing education products of their choice from the DALE Foundation catalog. Winners will be chosen based on their interest in and commitment to the oral healthcare profession, as well as mentorship experiences.

Additional details about the Liz Koch Memorial Scholarship and how to apply are available on both DANB's and the DALE Foundation's websites. Certificants should also watch for an email with application details.

## Dr. Halpern elected to the DALE Foundation's Board



David F. Halpern, D.M.D., FAGD, FACD, has been elected to the DALE Foundation's Board of Trustees. Dr. Halpern has served the oral healthcare community in many ways throughout his career. He has been an active member of the Academy of General Dentistry (AGD) for more than 35 years and is a recipient of the AGD Distinguished Service Award. He has held numerous national leadership positions within AGD, including serving on AGD's Board of Trustees as Trustee for Region 5, and as AGD secretary (2003-2007) and president (2009-2010).

Dr. Halpern holds Fellowship in AGD, and is also a Fellow of the American College of Dentists, the International College of Dentists, and the Pierre Fauchard Academy. He is also a longtime member of the American Dental Association, and has been involved at the local and state levels; he is currently the president of the Howard County Dental Association in Maryland, and previously served as president of the Charitable and Educational Foundation for the Maryland State Dental Association.

Dr. Halpern received his Bachelor of Arts in biology from Franklin & Marshall College in 1972 and earned a Master of Science in physiology and endocrinology from Rutgers University in 1974. In 1978, he received his Doctor of Dental Medicine from Fairleigh Dickinson University School of Dentistry and then completed a general practice residency at Sinai Hospital of Baltimore. He has maintained his private dental practice in Columbia, Md., since 1982.

Recognizing the importance of lifelong learning for dental auxiliaries, Dr. Halpern encourages his dental team to continue their education and earn professional certification. "I am only as good as my dental team," he says. "Educating auxiliaries and increasing their knowledge and skill sets enhances the overall professionalism of the oral healthcare community, and the public benefits from a higher quality of services."

"Dr. Halpern's many years of experience and strategic leadership roles in the oral healthcare community make him a great fit for the DALE Foundation's Board of Trustees," notes Cindy Durley, M.Ed., MBA, Executive Director of the DALE Foundation. "His personal and professional commitment to lifelong learning and his encouragement of dental auxiliaries to grow in their careers align with the mission of the DALE Foundation. We are excited to welcome him to the Board."

### Meet state requirements with the DALE Foundation's courses

Many DANB certificants have used the DALE Foundation's interactive, online courses to earn CDE credits to meet DANB's Recertification Requirements. However, the DALE Foundation's courses can also be used to meet state requirements.

The DALE Foundation's DANB ICE Review course can be used to help dental assistants meet new infection control course requirements in New Hampshire (see p. 2); the course is accepted as a New Hampshire Board-approved course in infection control, which is required to perform specified expanded functions.

The DALE Foundation's DANB RHS Review can help meet dental x-ray requirements in Ohio and Virginia\* (see *Certified Press*, Summer 2013, p. 7).

Information about additional state-specific requirements, fees and documentation is available from the DALE Foundation's website, [www.dalefoundation.org](http://www.dalefoundation.org), under Resources & State Requirements > State Dental Assistant Requirements.

*\*Additional requirements may apply. Check with your state's dental board for complete information.*

### Meetings and events updates

In January, DANB and the DALE Foundation exhibited at the Rocky Mountain Dental Convention and the Yankee Dental Congress (YDC).

The DALE Foundation also hosted its third annual reception during the YDC. More than 75 dental professionals attended to network, enjoy refreshments, and try out DALE Foundation e-learning products. The DALE Foundation raffled off three e-learning courses and an American Express gift card; raffle winners were Pamela Coletti, CDA; Becky Jemlich; Dana Jones; and Rachel Simono, CDA (pictured).

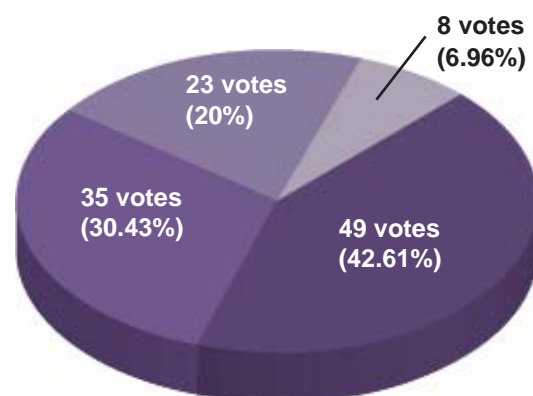


DANB will be hosting two forums during the Thomas P. Hinman Dental Meeting, March 27-29, 2014, in Atlanta. For additional information on the forums and to register for the sessions, visit [www.hinman.org](http://www.hinman.org).

For a full schedule of events, visit [www.danb.org](http://www.danb.org) and [www.dalefoundation.org](http://www.dalefoundation.org).

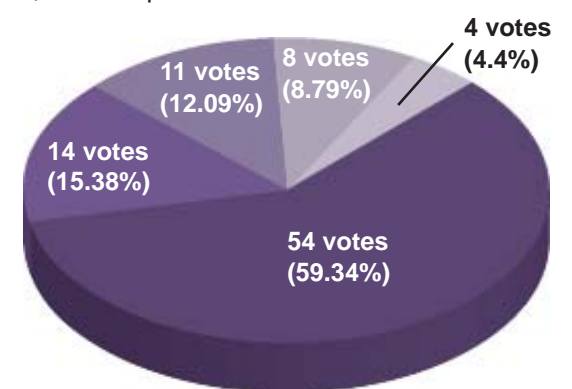
### What's your strongest skill?

In October, the DALE Foundation asked what educational or training path you took to enter the dental field. According to the results, most respondents chose a CODA-accredited dental assisting program, followed by a vocational-technical dental assisting program.



- CODA-accredited dental assisting program
- Voc-tech dental assisting program
- On-the-job training and CE
- Voc-tech high school dental assisting program

In November's poll, the DALE Foundation asked: "What is the primary type of practice setting in which you work?" According to our results, you chose general or private practice, followed by a specialty office, such as pediatric or orthodontic.



- General or private practice
- Specialty office, such as pediatric or orthodontic
- School
- Public health clinic or hospital
- Other

Head to [www.dalefoundation.org](http://www.dalefoundation.org) to cast your vote in March's poll: "What is your strongest skill?"

## DANB Board of Directors

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### Appeals/Disciplinary and 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 Mary Locklear, CDA, from Southfield, Mich., who recognized her DANB certification number in the winter 2014 issue of *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](mailto:communications@danb.org) within 30 days to claim your \$50 prize. Be sure to include your name, address and certification number.

214349	067957
189784	153600
174029	157851

## Share your DARW stories

How did you celebrate Dental Assistants Recognition Week? Tell us about your festivities and we'll feature your stories in the next issue of *Certified Press*. Email your news to [marketing@danb.org](mailto:marketing@danb.org) or call 1-800-367-3262, ext. 417.

## RSVP for upcoming receptions

The DALE Foundation is hosting two receptions this spring. Join us for light refreshments, open bar, networking opportunities and a chance to win raffle prizes! Attendees can also try out the DALE Foundation's e-learning courses and study aids, and create an account for free.

### The Texas Meeting

Join your fellow dental professionals at the DALE Foundation's reception during the 2014 Texas Meeting in San Antonio, held May 1-4, 2014. Attendees must RSVP by April 27, 2014, to [lstevens@dalefoundation.org](mailto:lstevens@dalefoundation.org).

### The CADAT Meeting

Those attending the California Association of Dental Assisting Teachers (CADAT) Conference can stop by the DALE Foundation's reception May 1, 2014, at 6:00 p.m. RSVP by April 27, 2014, 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.

Thomas P. Hinman Dental Meeting  
Mar. 27-29, Atlanta, GA  
[www.hinman.org](http://www.hinman.org)

Louisiana Dental Association  
April 3-5, New Orleans, LA  
[www.nodc.org](http://www.nodc.org)

Star of the North Meeting  
April 24-26, St. Paul, MN  
[star.mndental.org](http://star.mndental.org)

AAO Annual Session  
April 25-29, New Orleans, LA  
[www.aaoinfo.org/meetings/2014-annual-session](http://www.aaoinfo.org/meetings/2014-annual-session)

California Association of Dental Assisting Teachers  
May 1-4, Manhattan Beach, CA

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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.