



## Celebrate Dental Assisting Excellence



## Dental Assisting: Embracing the Changes of the Profession

Dental Assistants Recognition Week • March 1-7, 2015

# Word from the Chair

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



Happy Dental Assistants Recognition Week (DARW)! The 2015 DARW theme is “Dental Assisting: Embracing the Changes of the Profession.”

This year, we asked to hear about your DARW celebrations and to share your thoughts about dental assisting and DANB certification. Some of your responses and photos can be found on page 3.

In addition to the stories here, we’re sharing DARW highlights at Facebook.com/DANBCertified. If you aren’t yet following DANB on Facebook, consider doing so now to read what your fellow certificants have to say.

We know that dental assistants play an important role on the team and deserve recognition all year. We’re excited to announce that the DALE Foundation, the official DANB affiliate, is looking at how to measure this contribution. This year, the DALE Foundation is conducting new research on the value of CDA certification to the dental practice. Turn to page 7 to read more about this exciting study and how you can contribute.

The growth and changes in dental assisting are exciting and a sign of great things to come for the profession. You can learn more about dental assisting changes at the state level on page 7 in our “State of the States” article.

Even through DARW spans just one week, we want to celebrate your achievements all year. Send us your stories about DARW celebrations or any other milestones you’re proud to share. You can email us at marketing@danb.org.

Enjoy your week!

Sincerely,

## Congratulations to Emeritus Certificants

Nov. 1, 2014 – Jan. 31, 2015

Name/State	Certification Year
Sharon Binek, CDA-Emeritus, New Brighton, MN	1971
Marcia Dahle, CDA-Emeritus, Owatonna, MN	1985
Patricia Dailey, CDA-Emeritus, Sausalito, CA	1991
Pat Dicus, CDA-Emeritus, Mitchell, SD	1981
Martha Granger-Shoff, CDA-Emeritus, Hoosick Falls, NY	1987
Senia Hautala, CDA-Emeritus, Allen Park, MI	1983
Erma Hembree, CDA-Emeritus, COA-Emeritus, Joplin, MO	1978
Tammy Jennings, CDA-Emeritus, CDPMA-Emeritus, Monterey, CA	1983
Lessie Loadholt, CDA-Emeritus, Furman, SC	2006
Diane Loehr, CDA-Emeritus, Wichita, KS	1973
Patricia Marzloff-Steitz, CDA-Emeritus, East Hanover, NJ	1994
Emily Menard, CDA-Emeritus, Pascoag, RI	1982
Mary Peck, CDA-Emeritus, Fairfax, IA	1999
Jane Williams, COA-Emeritus, West Chester, OH	2006
Cheryl Wolf, CDA-Emeritus, Indian Trail, NC	1977

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

*Correction: The Emeritus certificants list on p. 2 of the winter 2015 issue of Certified Press provided the wrong date range during which certificants earned Emeritus status. The certificants listed earned Emeritus status between Aug. 1, 2014, and Oct. 31, 2014.*

## 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 on this topic. The updates below highlight recent state legislative and regulatory changes that are of interest to stakeholders of DANB and the DALE Foundation.

### California

A new California law, signed in September 2014, makes several changes to the scope of practice of a Registered Dental Assistant in Extended Functions (RDAEF), pursuant to a pilot project known as Health Workforce Pilot Project (HWPP) No. 172. Under the new law, RDAEFs with additional training may perform the following functions:

1. Determine which radiographs to expose on a patient who has not received an initial examination by the supervising dentist for the specific purpose of the dentist making a diagnosis and treatment plan for the patient, following protocols established by the supervising dentist
2. After the diagnosis, treatment plan and instruction to perform the procedure provided by a dentist, place interim therapeutic restorations, defined as a direct provisional restoration placed to stabilize the tooth until a licensed dentist diagnoses the need for further definitive treatment. An interim therapeutic restoration consists of the removal of soft material from the tooth using only hand instrumentation and subsequent placement of an adhesive restorative material, without local anesthesia.

The new law also addresses the settings in which these functions may be performed, the level of supervision, the use of telehealth to communicate with the supervising dentist, and other requirements.

The functions may be performed by an RDAEF only after completion of a program that includes training and/or a board-approved course in those functions. The new law specifies that the Dental Board of California must adopt regulations to establish requirements for courses by Jan. 1, 2018, and provides for approval of courses using competency-based training protocols established by HWPP No. 172 in the interim.

### Massachusetts

Effective Oct. 10, 2014, all dental assistants in Massachusetts must register with the Massachusetts Board of Registration in Dentistry. The new state rule continues to recognize four categories of dental assistant in Massachusetts: Dental Assistant Trained on the Job (OJT), Certified Assistant (CA), Formally Trained Dental Assistant (FTDA) and Expanded Function Dental Assistant (EFDA). Dental assistants must meet the requirements of and be registered in one of these four categories. The new regulation required all dental assistants to register by Jan. 1, 2015.

### Michigan

Effective October 2014, new regulations allow Michigan RDAs who have met educational requirements to perform the following under the direct supervision of a dentist:

- Placement of Class I resin-bonded restorations, occlusal adjustment, finishing and polishing with non-tissue-cutting rotary handpieces
- Remove orthodontic adhesive from teeth, supragingivally, after removing brackets with non-tissue-cutting instruments

The new regulations allow Michigan RDAs to perform the following functions “under assignment”:

- Classify occlusion
- Provide nutritional counseling for oral health and maintenance
- Apply commonly accepted emergency procedures

The new rule defines “assignment” as follows: A dentist has designated a patient of record upon whom services are to be performed and describes the procedures to be performed. The dentist need not be physically present in the office at the time the procedures are being performed.

### Ohio

A new law, effective March 23, 2015, makes significant changes to the scope of practice for dental assistants holding DANB’s CDA certification or certification from the Ohio Commission on Dental Assistant Certification (OCDAC). A dental assistant holding one of these two certifications may, under certain conditions and for not more than 15 consecutive business days, provide all of the following services to a patient when the supervising dentist is not physically present:

- Recementation of temporary crowns or recementation of crowns with temporary cement

- Application of fluoride varnish, disclosing solutions, and desensitizing agents
- Caries susceptibility testing
- Instruction on oral hygiene home care

In addition, a dental assistant who holds CDA certification or certification from OCDAC may, for not more than 15 consecutive business days, apply pit and fissure sealants when the supervising dentist is not physically present, if he or she meets the same criteria and is providing the service a part of a specified government, nonprofit, or other recognized program. The law lays out a series of specific conditions that must be met for these tasks to be performed by holders of CDA or OCDAC certification when the supervising dentist is not physically present.

### Pennsylvania

Effective Jan. 1, 2015, all persons applying for a license (including dentists, dental hygienists and EFDAEs) must submit documentation of three hours of approved child abuse recognition and reporting training. The same law requires all persons applying for renewal of a license to submit documentation of at least two hours of approved CE in child abuse recognition and reporting during each renewal cycle.

### Tennessee

A series of amendments went into effect Dec. 29, 2014, which included recognition of DANB’s RHS exam as a means for dental assistants to qualify for a Tennessee radiography certificate; adjustments to CPR requirements for Registered Dental Assistants (RDAs), specifying that they must complete BLS for Healthcare Providers, CPR/AED for Professional Rescuers, or an equivalent course; and clarification of requirements for acceptance of out-of-state expanded functions courses. The rule also makes adjustments to the scope of practice for practical dental assistants and RDAs.

### Texas

The Texas State Board of Dental Examiners adopted amendments to two rules affecting dental assistants, effective Dec. 28, 2014. The amendment to the first rule deletes an erroneous definition of the term “irreversible.” Amendments to the second rule provide that an applicant for dental assistant registration or certification must not have been the subject of disciplinary action in Texas or any other jurisdiction and set out the circumstances under which the Board may refuse to issue a dental assistant registration or certification to an applicant or may issue a conditional registration to an applicant.

# Spotlight on Excellence

## Celebrating Dental Assistants Recognition Week

From March 1-7, 2015, dental teams across the country will be celebrating Dental Assistants Recognition Week (DARW) to honor the important role that dental assistants play in delivering quality oral healthcare. This year's DARW theme is "Embracing the Changes of the Profession," which underscores that dental assisting is a growing and ever-evolving profession.

DANB asked you to share your photos and stories about dental assisting in honor of DARW. We received more than 100 responses! Some of the ways that you plan to celebrate DARW include going out to lunch, baking special treats, getting gift cards or flowers, learning something new and paying compliments to your fellow dental assistants.

For example, Connie Gerken, CDA, spends DARW with her students, helping them learn about the requirements to earn DANB's CDA certification. "I tell my students that knowledge is power and a dentist will hire quality and reward you for your hard work and loyalty," she explains.

Julie Orihood, CDA, COA, is another dental assisting instructor who celebrates with her students. "I invite students for a luncheon and have a guest speaker," she explains. "We celebrate with door prizes and a cake I bake for them."

Some dental assistants say they celebrate and recognize their successes every week. Penny Fowler,



Above left, Connie Gerken, CDA, (center) and her students celebrate DARW and learn about DANB certification. Above right, Julie Orihood, CDA, COA, (center) poses with her graduating dental assisting students.



CDA, says her career has been very fulfilling, and the doctors she has worked for have been very appreciative of her hard work and dedication. "This in turn will allow you to strive to do the very best you can every day and feel really good about yourself and the job you do," she explains. "I have also been blessed to have worked with dentists who feel that family is first. The dynamics of all the above have allowed me 30 years so far with the same job."

Fowler also emphasizes the importance of holding DANB certification. "Hang on to what you have earned and be proud of it," she says. "When an assistant is certified, it shows that you are driven to be the best at what you do."

Regina Keltgen, CDA, COA, says the team at Dell Children's Medical Center that works in the craniofacial pediatric/orthodontic department celebrates DARW with a special breakfast potluck. However, recognition and team spirit shine through all year long. The other assistants on the team — Tayde Gladyn, CDA; Alice Zamora, CDA; Dawna Sparks, CDA; and Joe Castaneda, CDA — each play an important role.

"Our practice only sees patients with special needs; we have all learned to overcome obstacles in order to expose that perfect panoramic radiograph or to get that perfect impression from children who have disabilities in all areas," Keltgen explains. "Our reward usually comes when you hear the parent say 'thank you' for taking such good care of their child. We are a very dedicated team, and all our assistants are team players."

To read more about DARW celebrations and the other stories you've submitted, visit DANB's Facebook page at Facebook.com/DANBCertified or keep reading future issues of *Certified Press*.



Thank you to everyone who responded with your DARW stories!



Above: Penny Fowler, CDA, celebrates DARW by enjoying a special lunch with the dental team.

Below (left to right): Tayde Gladyn, CDA; Alice Zamora, CDA; Dawna Sparks, CDA; Regina Keltgen, CDA, COA; and Joe Castaneda, CDA, from the Dell Children's Craniofacial Pediatric Dental/Orthodontic Clinic in Austin, Texas.



The DARW poster image on the cover is from www.istockphoto.com.

## DANB's 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 at least 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 nonrefundable.

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 reinstated 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, 2015.

Nov. 24, 2014

A renewal notice is mailed to certificant.

Jan. 15, 2015

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

Jan. 16, 2015

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

Feb. 23, 2015

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

March 23, 2015

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

April 16, 2015

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

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 is 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 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 certification are legally authorized to use them.

### Use of DANB Certification Marks

DANB certificants may use a DANB certification mark (i.e., CDA, COA, CPFDA, CRFDA, CDPMA, COMSA) after their names on a resume, business card, website, in a book or publication, and in other print and electronic media. A certificant may also display the mark on a nametag or uniform worn during the rendering or promoting of certified services, and on a wall plaque present at the place where he/she renders or promotes the certified services. If a certificant earned DANB certification in the past but has not maintained certification, he/she may not use the DANB mark. Misuse of any DANB certification mark is grounds for discipline under *DANB's Disciplinary Policy & Procedures* (contact DANB for a copy).

### CPR, BLS or ACLS Requirement

Current DANB-accepted, hands-on 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, Hands-on 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

The certificant must submit an emeritus application along with two (2) letters stating that he/she has retired and the date of retirement:

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

### Disability

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

- One from the certificant requesting Emeritus status and signed by the certificant
- One from the certificant's physician on his/her office letterhead stating that the certificant 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 *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, non-human dentistry (i.e., 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. All documentation must be official and must include the certificant's name, the title of the course, the date the course was completed and the number of the hours or credits received.

**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 as an author or editor, 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:** Transcript or grade report, or letter from instructor on school or organization letterhead, verifying course completion.

**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, practice management, time management, risk management, stress 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. The documentation must be official and must include the certificant's name, the title of the course, the date the course was completed and the number of hours or credits received.

**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 as an author or editor, 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:** Transcript or grade report, or letter from instructor on school or organization letterhead, verifying course completion.

**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 earned. 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:** Official certificate of completion or 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:** Official certificate of completion or 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.

## DANB Certificant-At-Large Nominees

The DANB Board of Directors is holding an election for the certificant-at-large position on the DANB Board. Carol Oeder, CDA, COA, CPFDA, CRFDA, CDPMA, FADAA, LPN, currently serves in that role. Her second three-year term will expire at the close of the August 2015 Board meeting.

An official ballot is enclosed for all DANB certificants who are eligible to vote for the certificant-at-large position on DANB's Board of Directors. Only DANB certificants will be sent ballots, and only official ballots will be counted. Ballots must be postmarked by **April 10, 2015**.

After receiving the ballot tally, DANB's nominating committee will interview the finalists by phone. By mid-May, the nominating committee will recommend its top candidate for the position to DANB's Board. Per DANB's Bylaws, the DANB Board will officially elect the certificant-at-large no later than May 31, 2015. Following an orientation process, the elected certificant will begin serving a three-year term as a DANB Board Director at the conclusion of the August 2015 Board meeting.

As a member of DANB's Board of Directors, the certificant-at-large will help chart DANB's strategic direction and establish policies and requirements for DANB and its dental assisting certification and recertification programs. In addition to attending two Board meetings each year and participating in a variety of meetings by conference call, the certificant-at-large will serve on at least one of DANB's exam or other committees.

### Certificant-At-Large-Nominees

**Jill Day, CDA, CPFDA, CRFDA**  
Nebraska

**Certified since:** 1997

**Job role:** Dental assisting instructor

**Reason for Interest in Board Position:**

"I have a sincere belief in serving my profession and am committed to using my experience and knowledge to help DANB succeed in the mission of promoting the public good with credentialing services for the dental community."

**Biography:** Ms. Day earned DANB's CDA certification in 1997, followed by DANB's CPFDA certification in 2010 and CRFDA certification in 2013.



She currently works as a dental assisting instructor at Kaplan University and as a part-time placement coordinator at a staffing agency in Omaha, Nebraska. Ms. Day has previously worked as a dental assisting instructor at Vatterott College in Omaha, Nebraska, from 2005 to 2012, as well as a lead dental assistant in several dental offices from 1996 to 2011. She also served as a dental technician in the U.S. Naval Reserves from 1996 to 2004. Ms. Day has a bachelor's degree from the University of Nebraska-Omaha in general studies with concentrations in nonprofit administration and business.

Ms. Day has been heavily involved in the Omaha Dental Assistants Society — she previously served as president from 2009 to 2010 and again from 2013 to 2014; she currently holds the position of secretary. She is also involved in the Nebraska Dental Assistants Association and has held several positions over the last eight years; she is currently the publicity and website committee chair, a position she has held since 2011.

**Sandra Garcia, CDA**  
Texas

**Certified since:** 2010

**Job role:** Dental operations manager

**Reason for Interest in Board Position:**

"I am a professional with the required credentials, and I would like to offer DANB my enthusiasm, organizational skills, and professional expertise. I support the causes of the organization and hope to make a difference in the field of dental assisting."

**Biography:** Ms. Garcia earned DANB's CDA certification in 2010 and Texas State Board Dental Examiners RDA credential in 2008.



She has been working as the dental operations manager for a multi-site integrated healthcare clinic in Texas since 2011. In her current role, she is responsible for numerous management operations including scheduling, payroll, personnel issues, clinical operations, front desk operations, patient satisfaction, training programs and inventory, among others. Previously, she was a dental assisting program director at the College of Health Care Professions in San Antonio, Texas, from 2006 to 2011. Ms. Garcia has spent several years as a chairside assistant and working with third-year dental students on four-handed dentistry at the University of Texas Health Science Center School of Dentistry. She also served in the U.S. Air Force as a dental assistant from 1996 to 2000.

Ms. Garcia earned a dental assistant certificate from the Air Force Technical School at Sheppard Air Force Base in Texas, and has completed college coursework at Wayland Baptist in San Antonio, Texas. She is also a recipient of the Air Force Achievement Medal and, most recently, the 2015 Employee of the Quarter in the management category.

**Deanna Lynn Hutcheson, CDA, CDPMA**  
Tennessee

**Certified since:** 1988

**Job role:** Practice manager

**Reason for Interest in Board Position:**

"I have stressed the importance of certification to every Registered Dental Assistant that I meet and have coached numerous assistants through the process of achieving their certification. I would welcome the opportunity and challenge the certificant-at-large position would bring."

**Biography:** Ms. Hutcheson earned DANB's CDA certification in 1988, followed by CDPMA certification in 2004.



She has been employed at the same Tennessee-based dental practice for 20 years — serving as the practice manager since 2004 and as the clinical coordinator from 1995 to 2004. Ms. Hutcheson also works as a manager, providing accounting services for a corporation of five dentists — a position she has held since 1998. Previously, Ms. Hutcheson provided accounting services for a general contractor and legal practice. She also worked as a chairside assistant from 1988 to 1990. Ms. Hutcheson earned a dental assisting certificate from Lakeland College in Mattoon, Illinois, and was a nursing major at Southern Illinois University and Millikin University in Illinois.

She is a member of several professional organizations, including the American Dental Assistants Association; the Tennessee Dental Assistants Association; and Altrusa International, a service organization.

**Amy Nau, CDA**  
New York

**Certified since:** 2011

**Job role:** Dental assistant and infection control compliance monitor

**Reason for Interest in Board Position:**

"If I am elected to serve on the DANB Board, I would have a personal goal of finding a way to reach out to more dentists and educate them on the importance and value of DANB certification."

**Biography:** Ms. Nau earned DANB's CDA certification in 2011.



Ms. Nau has worked as a chairside assistant for more than 18 years, assisting in restorative procedures and expanded functions, among numerous other duties. She currently works at a dental clinic in New York, fulfilling both the head dental assistant duties and serving on the infection control board, monitoring and overseeing all infection control protocol for the office, and facilitating and implementing the control logs for all office personnel to follow. She has previously held the positions of head dental assistant and dental assistant at other dental offices. Ms. Nau earned New York state licensure in 2012.

She has spent time volunteering in classrooms to educate children about the importance of maintaining oral health. She says she is passionate about her career and is always looking for new ways to grow and help others.

## Dental assistants' voices heard on state dental boards

State dental boards play an important role in dentistry. Each state dental board is different, but overall, dental boards are responsible for regulating the practice of dentistry and its related professions under authority granted to them by state law.

In many states, one of the main responsibilities of state dental boards is to issue licenses to dentists, hygienists and other dental team professionals who are required to be licensed under state law. In addition, state dental boards often set forth the professional and educational standards to obtain licenses, permits or other credentials for dentists and other members of the dental team. Dental boards also investigate complaints about unprofessional, unethical or unlawful conduct in dentistry and take disciplinary action when required. All of these activities support the overarching goal of protecting the public.

State dental boards can have a big influence on dental assistants' career paths. For example, state dental boards implement state laws related to the oral healthcare professions and, in this role, may be charged with deciding what kind of education and training is required by dental assistants to perform various duties, what exams will be required and whether to recognize the credentials of assistants moving from another state.

State dental boards range in size and can consist of anywhere from six to 19 members. The composition of the dental board is determined by the state legislature and not the board itself. The individuals on a state dental board are primarily dentists, but also may include dental hygienists and public or consumer members. In some states, the state dental practice act calls for one or more dental assistants to hold a seat on the dental board – which helps to bring a dental assistant's perspective to important decisions that affect both assistants and the public they serve.

States that have a dental assistant position on the dental board include:

- California (one Registered Dental Assistant)
- Massachusetts (one dental assistant and two dental assistant advisors)
- Michigan (two Registered Dental Assistants)
- New York (one New York state-licensed "certified dental assistant")



- Pennsylvania (one Expanded Function Dental Assistant)
- Rhode Island (one DANB Certified Dental Assistant certificant)
- Tennessee (one Registered Dental Assistant)
- Vermont (one dental assistant registered with the state)
- Washington (two Expanded Function Dental Auxiliaries)
- West Virginia (one dental assistant holding DANB certification)

Usually, members of the dental board are appointed by the state governor — as is the case in Washington. Kara Baza, CDA, and Bree Kramer, CDA, were both appointed to Washington state's Dental Quality Assurance Commission (DQAC), the name of this state's dental board.

According to Baza, serving on DQAC has been a rewarding experience — especially being part of a dedicated team. "It's just amazing to work with so many colleagues striving to set and maintain a standard of care," she stresses. "They truly do have the patients' best interests at heart."

For Kramer, serving on the commission has been an eye-opening experience. "It's been intriguing learning about and becoming a part of the process of ensuring the public's safety," she explains.

Across the country, Kerri Friel, CDA, COA, is the first dental assistant to hold a position on the Rhode Island Board of Examiners in Dentistry. Friel says she hopes to see respect for dental assistants con-

tinue to rise. "I would like to see dental assisting be recognized more as a professional career," she says. "I think education and credentialing are the keys!"

Serving on the dental board is an important role for a dental assistant — and one that underscores the important role dental assistants play in the delivery of quality oral healthcare.

### States with the most CDA certificants

Currently more than 36,000 dental assistants are DANB certified nationwide. While it is exciting to see this number grow each year, this figure only makes up about 12 percent of all dental assistants — which means DANB certificants are part of a select group, which we hope continues to grow!

Which states have the most DANB CDA certificants? The charts below outline the top states by number and by percent.

### States with the most DANB CDA certificants (by number)\*

State	Count
New Jersey	3,353
Minnesota	2,901
North Carolina	2,430
Ohio	2,047
Florida	1,880

### States with the most DANB CDA certificants (by percent)\*

State	Percent
North Dakota	59%
Minnesota	57%
Rhode Island	42%
New Jersey	39%
New Hampshire	34%

\*As of January 2015; percentage based on total number of dental assistants by state according to Bureau of Labor Statistics, May 2013.

Dental assistants earn DANB certification for many reasons, including to meet state requirements or for professional pride. To learn more about requirements in your state, visit the "Meet State Requirements" section of DANB's website at [www.danb.org](http://www.danb.org).

### DALE Foundation researches the value of CDA certification

The DALE Foundation is conducting new research on the value of CDA certification to the dental practice. This industry-leading survey will serve as a tool for dental assistants to see the value of certification in their career paths, as well as help dentists and dental office managers measure how certification benefits their practice.

This research is important and necessary because there have been very few studies on the impact of dental assistants in the office and on improving oral health. Dental assistants play a critical role on the team, and the findings of this survey will help quantify that importance.

The study is currently underway, and results will be published in *Certified Press* and on the DANB and DALE Foundation websites later this year.

If you would like to support your profession by donating to this important study, visit the DALE Foundation's website at [www.dalefoundation.org](http://www.dalefoundation.org) > About the DALE Foundation > Donations, and select "Research Fund."

## Dr. Maggio appointed to serve on ADA Foundation Board

DANB Board Chair and DALE Foundation Trustee Frank Maggio, D.D.S., has been appointed to serve on the Board of the American Dental Association Foundation. Dr. Maggio was appointed during the ADA Foundation's Board meeting on Sept. 16, 2014, held at ADA Headquarters.

The ADA Foundation provides charitable assistance for the dental community and works to improve oral health by supporting access to care, research and education programs.

Contributions from corporate donors, dentists and other supporters provide funds for:

- Dental education program grants
- Scholarships for dental students and allied dental students
- Grants to nonprofit organizations that help expand access to oral healthcare for disadvantaged populations
- Dental research on contemporary issues of concern
- Grants for dentists and their dependents who



can no longer meet daily living expenses

"It is a privilege to serve the ADA Foundation and work with my fellow Board members to help make a difference in the dental community," Dr. Maggio says. "I'm looking forward to contributing toward advancing the mission and efforts of this important organization."

The ADA Foundation Board of Directors includes members appointed from the research, education, business, public health and dental industry communities, in addition to four ADA Trustees.

For more information about the ADA Foundation, go to [www.adafoundation.org](http://www.adafoundation.org).

### DANB's Winter Board Meeting

DANB's Board of Directors held its Winter meeting Jan. 30-31, 2015. 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).

## DANB Board of Directors

### Chair

Frank Maggio, D.D.S.  
Illinois

### Vice Chair

Carol Oeder, CDA, COA, CPFDA, CRFDA, CDPMA, FADAA, LPN  
Georgia, Wisconsin

### Secretary

Mary Harrison, CDA, EFDA, EFODA, FADAA  
Oregon

Patricia Capps, CDA, RDH, M.S.  
Indiana

Joanne Dawley, D.D.S.  
Michigan

D. Bradley Dean, D.D.S., M.S.  
Texas

Linda Golodner, B.A.  
Washington, D.C.

Katharine J. Noble, B.S.N.H., CDA, RDA, HMC (FMF), United States Navy  
Maine

Denise Romero, CDA, RDA, M.A.  
California

### Executive Director

Cynthia C. Durley, M.Ed., MBA

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## Dental Assisting National Board, Inc.

444 N. Michigan Ave., Suite 900  
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## You could be next!

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

<b>203190</b>	<b>211877</b>
<b>221333</b>	<b>207343</b>
<b>103664</b>	<b>216333</b>

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## RSVP to upcoming DALE Foundation receptions

Join your fellow dental assistants, dental office managers and educators at the DALE Foundation's receptions during the Garden State Dental Conference & Expo in Princeton, New Jersey, and the Texas Meeting in San Antonio.

Attendees can try out e-learning courses and study aids, enjoy light refreshments, network with fellow dental professionals and enter to win raffle prizes. Date, time and reception locations TBD.

Attendees must RSVP to [lsteven@danb.org](mailto:lsteven@danb.org).

## Calendar of Events

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

CADAT Conference  
April 17-19, San Jose, California  
[www.cadat.info](http://www.cadat.info)

Garden State Dental Conference & Expo  
May 1-2, Princeton, New Jersey  
[www.njda.org](http://www.njda.org)

The Texas Meeting  
May 7-10, San Antonio, Texas  
[www.texasmeeting.com](http://www.texasmeeting.com)

Pacific Northwest Dental Conference  
June 11-12, Bellevue, Washington  
[www.wsda.org/pndc/](http://www.wsda.org/pndc/)

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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.