



DANB certification leads to higher pay, other benefits

The results of DANB's 2014 Salary Survey are in and once again, those who hold Certified Dental Assistant (CDA) certification report earning more than those who don't. According to survey findings, DANB CDA certificants earn nearly \$2 more per hour than those who are not DANB certified* — which could be why 99% of those surveyed plan to renew their DANB certification!

Sonal Ramani, CDA, COA, CPFDA, has been certified since 2009 and says her employer prefers dental assistants who hold certification. "I received a salary increase immediately after earning my DANB certification," she notes.

Tarcisio Gutierrez, CDA, agrees: "Holding a DANB certification gives me an edge over other dental assistants. It is easy for me to find jobs and get paid really well."

Holding DANB certification can also help those who plan to move to a new state. Regina Keltgen, CDA, COA, explains: "I was living in Alaska at the time, but my spouse was in the Air Force, so moving and changing jobs was hard. But because I was certified, I was always able to obtain a job without a problem. In fact, the hospital where I work requires you to be certified. Holding DANB certification has

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



Did you know that 99% of DANB Certified Dental Assistant (CDA) certificants plan to renew their certification? This is just one fact from the recently released DANB 2014 Salary Survey. As seen in previous years, DANB CDA certificants continue to earn nearly \$2 more per hour than dental assistants who are not certified. On page 1, we highlight some of the additional findings from this always-anticipated survey.

If you're planning to climb the certification ladder and earn DANB's Certified Preventive Functions Dental Assistant (CPFDA) or Certified Restorative Functions Dental Assistant (CRFDA) certifications, the DALE Foundation now offers new study aids to help you prepare. The DALE Foundation's DANB CP Practice Test and DANB AMP Review course are now available! You can turn to page 7 to read more about these new materials and to see which states recognize DALE Foundation review courses for CDE or to meet state requirements.

For more state-specific information, see the story below. There, you'll learn that DANB recently published the 2015 editions of its state books and posted the latest state dental assisting information on its website. Massachusetts was one state that saw some recent changes. Diane Grondin, CDA, explains on page 3 why these changes are exciting and what it means for the future of dental assisting.

DANB and the DALE Foundation are in the midst of preparing for their upcoming annual board meetings, and I'd like to take a moment to welcome new director Karen Comisi, CDA, RDA, FADAA. You can read more about her background and experience on page 6.

I hope your summer is off to a great start, and I look forward to sharing more updates with you in the fall.

Sincerely,

Congratulations to Emeritus Certificants

Feb. 1, 2015 – April 30, 2015

Name/State	Certification Year
Lynda Derrick, CDA-Emeritus, Madison, MS	1984
Rebecca Giaquinta, CDA-Emeritus, Randolph, NJ	1981
Blanca Irizarry, CDA-Emeritus, Port St Lucie, FL	1996
Deborah Killenbeck, CDA-Emeritus, Williamson, NY	2003
Kathleen Matthews, CDA-Emeritus, Palmetto, FL	1973
Carol Mayer, CDA-Emeritus, Sauk Centre, MN	1971
Carol Peltier, CDA-Emeritus, Forest Lake, MN	1972
Judith Reese, CDA-Emeritus, Pittsburgh, PA	1979
Lela Rios, CDA-Emeritus, Downey, CA	1974
Lila Robertson, CDA-Emeritus, Charlottesville, VA	1981
Patricia Sattler, CDA-Emeritus, East Grand Forks, MN	1985
Betty Shipman, CDA-Emeritus, Bladensburg, MD	1988
Jean Squires, CDA-Emeritus, Laporte, IN	1971
Nancy Talbott, CDA-Emeritus, Anchorage, AK	1993
Barbara Weatherly, CDA-Emeritus, Mt Juliet, TN	1984

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

Share your stories!

Dental assistants are strong! What challenges have you met in your professional life that you are proud of? Send us your stories, and we'll feature some of them in an upcoming issue of *Certified Press*.

Email us at communications@danb.org, or send by mail to DANB, Attention: *Certified Press*, 444 N. Michigan Ave., Chicago, IL 60611.

DANB certification

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allowed me to secure the job of my dreams when other applicants did not meet the requirements."

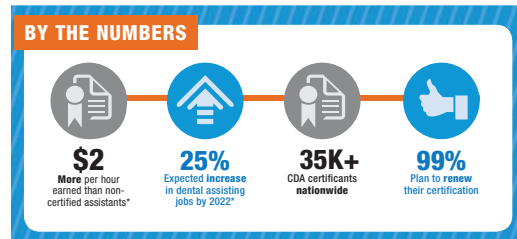
Beyond monetary rewards, those surveyed reported that certification benefited them personally and professionally — including greater pride, increased knowledge, greater confidence, and standing out

from others when applying for a job. Amy Nau, CDA, says, "Being DANB certified helped me in my search for a job. Dental offices considered me highly qualified because of my DANB certification."

It makes sense that DANB certificants are doing so well. They are an educated group, with 91% holding at least an associate degree or having completed some college. Additionally, DANB certificants are professionals. On average, those surveyed have been in their current position for more than seven years and in the profession for nearly 14 years — demonstrating employer loyalty and a commitment to the profession.

To see the full Salary Survey results, visit www.danb.org.

* According to figures from the 2014 *Occupational Outlook Handbook*, published by the U.S. Bureau of Labor Statistics.



The findings cited in this report are based on a survey conducted in October 2014 by the DALE Foundation on behalf of DANB.

View state requirements online

Navigating dental assisting requirements can be difficult, since they vary from state to state. DANB recently updated the "Meet State Requirements" section of its website. These pages contain a wealth of information, including:

- State-specific dental assisting requirements and job titles
- Charts listing allowable and prohibited duties
- Contact information for the state dental boards

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

Although a great deal of information is available online at no cost, DANB also offers printed publications, including *DANB's 2015 State Career Ladder*



Templates for Dental Assistants and DANB's 2015 State Fact Booklet.

To place an order for the print publications or view the free search-by-state map, visit www.danb.org > Meet State Requirements.

Snapshot of credentialing terms

Many dental assistants wonder how these credentialing terms differ: certification, licensure, registration and membership. Understanding these terms can be complicated, especially since each state has its own requirements — resulting in more than 40 different job titles for dental assistants across the country.

The explanations below can help clarify these concepts and how they relate to working as a dental assistant. More information, including definitions of these and other credentialing terms, is available on our website at [Become Certified > Commonly Used Terms](#).

Credentialing is the umbrella term that includes accreditation, licensure, registration and

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Diane Grondin becomes the first RDA in Massachusetts

"Perseverance is the key word," Diane Grondin, CDA, RDA, says of what it took to pass new dental assisting regulations in her state. As of Jan. 1, 2015, 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, Certified Assistant, Formally Trained Dental Assistant and Expanded Function Dental Assistant — but now includes minimum infection control, CPR and continuing education for all dental assistants.

However, this rule was a long time in the making. Grondin says the changes "are the culmination of years of work by many, many people." Grondin became involved when she joined the Massachusetts Dental Assistants Association (MDAA), but notes there have been many different individuals and groups who played a role. "It's been in the works since about the mid-70s."

Claudia Gauthier, CDA, RDA, who is also active in the MDAA and is an American Dental Assistants Association (ADAA) trustee, played a critical role, working with her senator to introduce the legislation, which was brought forward many times and went through many rounds before passing.

"It's been hard work, but it's been worth it," says Grondin, who has served as the dental assistant

advisor for the Massachusetts Board of Registration in Dentistry since 2001. "Until the implementation of this regulation, dental assistants, unless they were DANB certified, were not required to have any education or keep up with changes in the practice of dentistry," says Grondin. "This change assures dentists that they will have knowledgeable dental assistants and guarantees the public a certain standard of healthcare providers."

Building her career

Grondin has been involved in the profession for more than 50 years. She graduated from the Boston School of Dental Nursing in 1963. After working as a dental assistant for 10 years, she saw her friends and role models earning DANB certification and was inspired to do so for herself.

"When I earned my CDA certification, I was proud," she says. "The first time I used my CDA credentials after my name, I felt exhilarated. It has helped me move on to other things and build my career."

She also notes that getting started in the field can be challenging: "At first, I was ready to give up. But

then I found a great doctor who was supportive and we worked well together. Sometimes it can be a tough field to get into, but if you keep at it, keep your certification current, and continue your education, you will find the right fit."



"Having the registration number DA00001 is my legacy," says Diane Grondin, CDA, RDA.

Since earning CDA certification, Grondin has influenced the field of dental assisting with her long-time membership in the ADAA and with her work on the state dental board, including being the first dental assistant to earn the newly required registration. "Serving on the Board of Registration in Dentistry has been a privilege and an honor," she says. "Having the registration number DA00001 is my legacy."

In the future, Grondin hopes to see an increase in dental assistant utilization. "Dentistry

has been slow to move forward, especially since dental services are still a luxury for many people," she explains. "Until more people are able to access dental care, progress will continue to be slow. But at least with registration, dentists will begin to see the value in hiring a trained and qualified assistant."

Students give back through New Mexico Mission of Mercy

Dental assisting program students, faculty and administrators from Luna Community College (LCC) in Las Vegas, New Mexico, joined forces with more than 1,300 other volunteers — including dentists, hygienists and assistants — to provide free dental services and education at a two-day New Mexico Mission of Mercy (NMMOM) clinic in October 2014.

"Volunteering for the New Mexico Mission of Mercy was one of our proudest moments during the fall semester," says Gloria B. Pacheco, CDA, B.A., administrator of LCC's dental assisting program.

Pacheco, who has been a dental assistant for 30 years and has worked for LCC for 13 years, adds that volunteering in the community continues to be an integral part of the school's dental assisting program.

"It's a win-win," Pacheco says, noting the experience helps students get excited about their career field while benefitting individuals in need.

For the NMMOM event, the Santa Ana Star Center

arena in Rio Rancho, New Mexico, was transformed into a dental clinic with 100 chairs, providing over \$1.3 million in donated dental treatment to more than 1,000 patients.

Administered by the New Mexico Dental Foundation with support from numerous sponsors and volunteers, the October 2014 event was the fourth Mission of Mercy clinic to be held in the state.

Services provided included restorations, dentures and partials, and cleanings for adults and children.

"The experience is an astounding learning event that provides students with a better understanding of how effective and satisfying it is when we practice as dental assistants and give back to a community in need," Pacheco says.



LCC participants at the New Mexico Mission of Mercy (l to r): Melanie Fernandez, instructor Dawna Ortega-Gallegos, CDA; Jamie Lovato; JoAnn Williams; Olivia Gonzales; Lauren Sandoval; Tiffany Chavez; Amy Archuleta; Chelsea Navarrete; Kristen Flores; and administrator/instructor Gloria B. Pacheco, CDA, B.A.

Board Secretary Mary Harrison reaches 45 years of certification

This spring, DANB Board of Directors Secretary Mary Harrison, CDA, EFDA, EFODA, FADAA, celebrated a significant milestone: her 45th year as a DANB Certified Dental Assistant (CDA) certificant. Throughout the course of her impressive career, Harrison has impacted the field of dental assisting on the national, state and local levels.

"I am who I am today because I am and have been a Certified Dental Assistant," says Harrison. "My CDA certification has opened many doors for me."

As an active member in the American Dental Assistants Association (ADAA) for over 35 years, Harrison served as the ADAA 10th District Trustee, became an ADAA Fellow and in 2006 won the ADAA Achievement Award. She has held numerous officer positions with



Mary Harrison, CDA, EFDA, EFODA, FADAA

the Oregon Dental Assistants Association, including President and Vice President, and has been a representative to both the Oregon Dental Association and the Oregon Board of Dentistry (OBD), including testifying as a representative for all dental assistants in the state of Oregon before the OBD and the Oregon State Legislature.

"I am very proud to have been involved in some of the changes in the field," says Harrison, "but am even more excited about sharing knowledge and helping other dental assistants improve their skills and their status. I am inspired by other dedicated assistants who are able to teach and influence changes for the betterment of dentistry."

Harrison currently works as a clinical chairside dental assistant and has maintained DANB CDA certifi-

cation since 1969. "Taking the CDA exam was an automatic for me," she says, "because I wanted to be the very best I could. I remember being so nervous taking the test and then waiting six weeks to hear my results. Once I passed, it became very important to me to maintain my certification — it shows that I've gone the extra step."

Since August 2010, Harrison has served on DANB's Board of Directors and is currently Board Secretary. "Serving on DANB's Board is the most important activity I have been involved in my whole dental assisting career," she says. "I feel I am part of important changes and activities that will influence dentistry for the good of patients and dental assisting."

"Dental assisting has been my life," says Harrison. "I love my job — I love seating a patient and helping them ease into that chair they may fear and helping them relax. I believe the dental assistant is the go-to team member in a dental practice, and a DANB certification is vital to a good assistant — DANB CDA certification is your passport to bigger and better things."

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; maintain DANB-accepted, hands-on CPR, BLS or ACLS certification; answer Background Information Questions; and submit a renewal fee to DANB. If you provided DANB with an email address, a renewal notice will be sent by email approximately nine weeks prior to certification expiration. A notice will be mailed approximately seven weeks prior to expiration if you have not yet renewed by that time. Certificants must attest that CDE and CPR requirements have been met, and must return the statement with the appropriate renewal fee to DANB or renew online at www.danb.org.

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.

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, 2¼ 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 NELDA, CDA, COA, CPFDA, CRFDA, COMSA or CDPMA marks. DANB's marks are registered with the U.S. Patent and Trademark Office, and only those in-

dividuals who have earned and maintained certification are legally authorized to use them.

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 CDE should be retained for two years, in case of subsequent audit.

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

dividuals 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., NELDA, 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

Certificants must maintain DANB-accepted, hands-on CPR, BLS or ACLS 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.

DANB Renewal Sample Timeline

This sample timeline illustrates the DANB certification renewal process.

[Nine weeks prior to certification expiration](#)
A renewal notice is emailed.

[Seven weeks prior to certification expiration](#)
A renewal notice is mailed.

[Certification expiration date](#)
Signed statement and fee are due by this date or DANB certification expires and a three-month grace period begins.

[Two weeks after certification expiration date](#)
A past due renewal notice is mailed and a late fee is assessed.

[Six weeks after certification expiration](#)
A final renewal notice is mailed.

[Eight weeks after certification expiration](#)
A reminder notice is emailed.

[12 weeks after certification expiration](#)
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.

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 an emeritus application along with 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 National Entry Level Dental Assistant (NELDA), 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 consists 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 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 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 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; maintain DANB-accepted, hands-on CPR, BLS or ACLS; and pay the renewal fee. Download DANB's *Recertification Requirements* from www.danb.org for complete requirements and the list of DANB-accepted CPR providers.

Category Maximums for CDE Credits

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

Categories for CDE Credits

CATEGORY 1: CLINICAL PRACTICE

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

1. Attendance at or participation in clinical professional development lectures, courses (including 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.

Introducing DANB's new NELDA certification

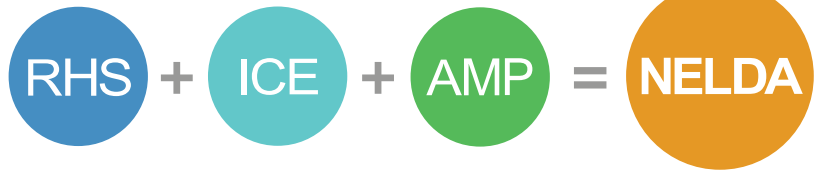
A new DANB certification, the National Entry Level Dental Assistant (NELDA) certification, is now available for entry-level dental assistants. The NELDA program gives dental assistants who do not yet qualify for DANB's Certified Dental Assistant (CDA) certification a jump-start on the career ladder.

Dental assistants enter the profession through many different pathways. Many are on-the-job trained and must therefore wait at least two years before being eligible for DANB's CDA certification exam.

DANB's NELDA certification program is made up of three component exams:

- Radiation Health and Safety (RHS)
- Infection Control (ICE)
- Anatomy, Morphology and Physiology (AMP)

Candidates have three years to pass all three component exams, and may be eligible to earn



NELDA certification through one of three education pathways or one work experience pathway. Since the NELDA certification is intended for entry-level dental assistants, it can only be renewed for up to four years or until the individual has earned one of DANB's CDA, Certified Orthodontic Assistant (COA), Certified Preventive Functions Dental Assistant (CPFDA) or Certified Restorative Functions Dental Assistant (CRFDA) certifications.

"DANB's mission is to promote the public good by providing credentialing services to the dental community," says DANB Executive Director Cynthia C. Durley, M.Ed., MBA. "Offering the NELDA certification is an additional way for DANB to fulfill its mission. We are excited to introduce this new certification as a way to support the dental assisting career ladder and to promote public protection."

"Offering the NELDA certification is an additional way for DANB to fulfill its mission. We are excited to introduce this new certification as a way to support the dental assisting career ladder and to promote public protection."

—DANB Executive Director Cynthia C. Durley, M.Ed., MBA

DANB's NELDA certification is available only to those who do not meet DANB's eligibility for CDA certification. In addition, NELDA certification is not available to those who are already DANB certified. More information about the NELDA certification eligibility pathways and renewal requirements is available online. Learn more by visiting www.danb.org.

Credentialing terms

continued from p. 2

professional certification. Designations such as CDA, EFDA, LDA and RDA are all credentials.

Accreditation applies to schools, programs, organizations or other institutions. Accreditation is granted if the entity meets certain criteria. For example, some dental assisting programs are accredited by the Commission on Dental Accreditation (CODA).

Professional certification is a voluntary process in which an individual receives a time-limited designation after meeting set criteria and maintains the certification by meeting the certifying body's recertification requirements. For example, DANB's CDA certification is a professional certification. It's also important to note that "CDA" is a federally registered certification mark of DANB. You can learn more about DANB's other marks by visiting DANB's trademark policy at www.danb.org.

A **certificate** is a document an individual receives to recognize an achievement. Certificates are awarded for many reasons, such as completing a program or attending a single course. Having a certificate is not the same as having a credential or certification. Being awarded a certificate does not authorize the holder to use letters after his or her name.

Licensure is a time-limited designation issued by state governmental agencies to individuals who have met specific requirements. Licensure is required for many professions, but only some states license dental assistants. Licensure often requires completion of education and passing one or more exams.

Registration, like licensure, is issued at the state level for dental assistants. Similarly, each state that offers registration will have its own requirements, varying from paying a fee to be on a state roster, to taking a course, to completing formal education and passing one or more exams.

Membership is a different concept in that it is not a credential or designation. Members belong to an organization, society or group — usually joining by filling out a form and paying dues. For example, the American Dental Assistants Association is one of the national membership associations for dental assistants. Those who earn DANB certification are not "members" of DANB — they are DANB certificants.

Karen L. Comisi elected to DANB Board of Directors

Karen L. Comisi, CDA, RDA, FADAA, has been elected to DANB's Board of Directors. Ms. Comisi was elected in April 2015 to fill a vacancy on the DANB Board following the resignation of Dr. Brad Dean. This position is to be held by a member of the American Association of Dental Boards. Ms. Comisi's interim term will conclude August 31, 2015, after which she will begin the first of a possible two three-year terms.

Ms. Comisi has been a dental assistant for over 30 years and is currently the Office Manager and Chief Financial Officer at Dental Care with a Difference, PC. She earned national DANB Certified Dental Assistant (CDA) certification in 1998, followed by New York state licensure later that year.

"Dental assistants are asked to do more today than ever, often without instruction," says Ms. Comisi. "Employing a DANB Certified Dental Assistant promotes the safety of the patient with advanced knowledge of clinical chairside procedures and a greater understanding of important infection control measures."

In 2011, Ms. Comisi was appointed as the dental assistant on the New York State Board for



"My goal is to do whatever I can do to move the profession of dental assisting forward. Education and experience are necessary in any field, especially where patient care and safety are involved."
—Karen L. Comisi, CDA, RDA, FADAA

Dentistry. There, she currently chairs the Reference Manual Committee and the Committee on Dental Assistant Law, Rules and Regulations; she has also served as a member of the Dental License Health Project, Allowable Procedures and Collaborative Hygiene committees.

"With the changes occurring throughout the United States in regards to dental assisting, I am hopeful that DANB will be called upon for guidance," says Ms. Comisi. "My goal is to do whatever I can do to move the profession of dental assisting forward. Education and experience are necessary in any field, especially where patient care and safety are involved."

Early notice: exam and renewal fee increases in 2016

As a reminder, DANB's exam and renewal fees will increase slightly on **Jan. 1, 2016**. DANB has not raised exam fees since 2011, or renewal fees since 2012, and is proud of its success at holding these costs down during this time.

Certificants who are interested in earning additional

DANB certifications may want to take the exams in 2015, before fees increase.

DANB's renewal fee for one certification will increase by \$5. To view a full list of exam fee increases, see the Fall 2014 issue of *Certified Press* or visit www.danb.org.

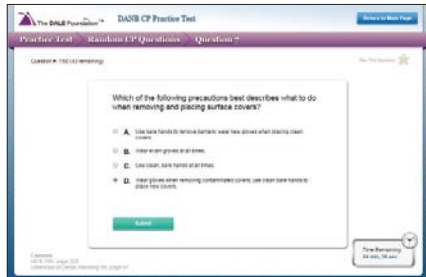
New review products now available

Whether you're looking to prepare for a DANB certification exam, maintain your current DANB certification or enhance your dental assisting skills, the DALE Foundation's practice tests and continuing education courses can help you improve your clinical knowledge. To that end, this spring the DALE Foundation launched two new products: the DANB CP Practice Test and the DANB AMP Review course.

These new materials can help individuals prepare for DANB's Certified Preventive Functions Dental Assistant (CPFDA) and Certified Restorative Functions Dental Assistant (CRFDA) component exams and advance even higher on the certification ladder.

The DANB CP Practice Test

The DALE Foundation's DANB CP Practice Test can help you test your understanding of oral anatomy



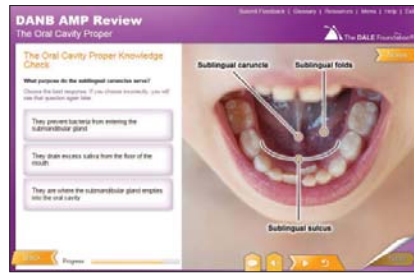
and dental morphology, enhance your understanding of dental deposits, and increase your awareness of polishing objectives and precautions. This practice test helps you prepare for the DANB Coronal Polish (CP) exam, a component of DANB's CPFDA certification.

"So many times I hear people who take a practice test say it was nothing like the actual test," says subject matter expert Cindy Ovard, CDA, B.V.Ed. "My favorite feature in this practice test is that it reflects the same types of questions in the CP exam, which makes it a better study aid for the actual test."

While questions are not from actual DANB exams, the practice test was designed using the DANB exam blueprint and applies DANB's item writing principles. The DANB CP Practice Test provides multiple ways to study and learn.

The DANB AMP Review

The DALE Foundation's DANB AMP Review course serves as an excellent preparation for the DANB Anatomy, Morphology and Physiol-



ogy (AMP) exam, a component of DANB's National Entry Level Dental Assistant (NELDA) and CRFDA certifications, or as a way to earn CDE credits to renew your certification.

"The scope and depth of the material that is presented is visual and engaging — it is not boring or static,"

says subject matter expert Donna Kotyk, CDA, M.A., who helped develop the review course. "This course was designed to look at the body from the outside to the inside, peeling away layers as one moves through the body systems. It is exciting to see how the muscles, veins or arteries, for example, exist within the skeleton in a somewhat three-dimensional way."

The DALE Foundation's online courses and study aids provide individuals with the flexibility to learn at their own pace, within their own schedules. They also offer multiple ways for learners to customize their experience to meet their personal study preferences. Visit www.dalefoundation.org for more information on these new products and other DALE Foundation resources.

The DALE Foundation approved as CE sponsor in Iowa

The Iowa Dental Board approved the DALE Foundation as a continuing education (CE) sponsor, effective Nov. 20, 2014, through Aug. 31, 2016.

The state board's rules require that CE courses be directly related to the clinical practice of dentistry. The following DALE Foundation online courses were included in the approval:

- Behavioral Guidance and Management for the Pediatric Dental Patient
- Continuing Dental Education Articles
- Conventional Dental Radiography Review
- DANB AMP Review
- DANB ICE Review
- DANB GC Review Part I
- DANB GC Review Part II
- DANB RHS Review
- Dental Cements and Adhesives

Many of the DALE Foundation's courses are worth credits that may be applied toward state CE requirements or DANB recertification.

The DALE Foundation is also recognized as a CE provider in California, Maryland and Ohio. In addition, the DALE Foundation is recognized in 12 other states through its designation as an approved CE provider by the American Dental Association Continuing Education Recognition Program (ADA CERP) and the Academy of General Dentistry's Program Approval for Continuing Education (AGD PACE).

Many of the DALE Foundation's courses are worth credits that may be applied toward state CE requirements or DANB recertification. In addition, the DALE

Foundation's courses can be used to meet initial employment requirements for dental assistants in some states. For example, successful completion of the DALE Foundation's DANB RHS Review course can be used to meet all or partial state radiography requirements for dental assistants in Georgia, Kentucky, Ohio and Virginia.*

Successfully completing the DANB ICE Review course is also accepted to meet New Hampshire Board of Dental Examiners education requirements in infection control.

Information about additional state-specific requirements is available from the DALE Foundation's website, 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.

Liz Koch Memorial Scholarship winners to be announced soon

The DALE Foundation is gearing up to announce the winners of the second annual Liz Koch Memorial Scholarship. The DALE Foundation launched this scholarship last year to honor Liz Koch and her many years of service and contributions in support of dental assistants. Liz believed in the potential of DANB and the DALE Foundation, but even more so, she believed in the potential of others. This memorial scholarship embodies Liz's values and belief in the power of lifelong learning.

Open to all dental assistants, DANB certificants and other healthcare professionals, the Liz Koch Memorial Scholarship is intended to help oral healthcare professionals reach their professional development goals and support their mentorship activities.

Winners will each receive between \$250 and \$1,000, plus access to three continuing education products of their choice from the DALE Foundation catalog. Winners will be chosen based on their in-



terest in and commitment to the oral healthcare profession, as well as mentorship experiences.

To contribute to the Liz Koch Memorial Scholarship, donate at www.dalefoundation.org or mail a check to the DALE Foundation, 444 N. Michigan Ave., Suite 970, Chicago, IL 60611.



Celebrating in New Jersey

In May, the DALE Foundation hosted a reception at the Garden State Dental Conference in Princeton, New Jersey. Staff shared information with dentists and their teams about resources from the DALE Foundation. The next DALE Foundation reception will be held Nov. 5 from 5:30-8:30 p.m. at the American Dental Association Meeting in Washington, D.C. RSVP by Nov. 2 to lstevens@dalefoundation.org.

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Contact DANB

444 N. Michigan Ave., Suite 900
Chicago, IL 60611
1-800-367-3262
Fax: 312-642-8507

Client Services

danbmail@danb.org; 1-800-367-3262

Recertification/Audit/CDE

dbridgeman@danb.org; ext. 451

Marketing

marketing@danb.org; ext. 419

Certified Press

communications@danb.org; ext. 419

Exam Application/Document Review

khotsenpiller@danb.org; ext. 452

Test Administration

kslagoski@danb.org; ext. 444

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akuenster@danb.org; ext. 420

Appeals/Disciplinary Issues

kcapuano@danb.org; ext. 463

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hremijas@danb.org; ext. 414

State Issues

klandsberg@danb.org; ext. 431

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Dental Assisting National Board, Inc.

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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 within 30 days to claim your \$50 prize. Be sure to include your name, address and certification number.

212573	218568
220925	196923
101481	217810

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RSVP to the DALE Foundation reception at the ADA Meeting

Join your fellow dental assistants, dental office managers and educators at the DALE Foundation reception during the American Dental Association (ADA) Meeting in Washington, D.C.

Attendees can try out e-learning courses and study aids, enjoy light refreshments, network with fellow dental professionals and enter to win raffle prizes. The reception will take place Nov. 5 from 5:30-8:30 p.m. RSVP by Nov. 2 to lstevens@dalefoundation.org.

Calendar of Events

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

AADOM Dental Managers Conference
Aug. 28-30, Nashville, TN
www.dentalmanagersconference.com

Chesapeake Dental Conference
Sept. 25-27, Ocean City, MD
www.msda.com/cdc-at-a-glance.html

American Dental Association Meeting
Nov. 5-8, Washington, DC
www.ada.org/en/meeting

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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.