



DANB launches new entry-level certification

A new entry-level certification will soon be available for dental assistants who do not yet qualify for DANB's Certified Dental Assistant (CDA) certification. The new DANB certification will be called the National Entry Level Dental Assistant (NELDA) certification.

DANB has been working on the certification for more than two years. Originally, the certification was to be called Certified Entry Level Dental Assistant (CELDA). However, DANB believes the new certification name NELDA more accurately reflects the program while distinguishing it from the CDA certification.

"DANB's mission is to promote the public good by providing credentialing services to the dental community," says DANB Executive Director Cindy Durley, M.Ed., MBA. "Developing the NELDA certification will be an additional way for DANB to fulfill this mission."

To earn DANB's NELDA certification, a dental assistant must pass three component exams within three years:



- Radiation Health and Safety (RHS — 100 questions)
- Infection Control (ICE — 100 questions)
- Anatomy, Morphology and Physiology (AMP — 105 questions)

Candidates may be eligible to earn NELDA certification through one of three education pathways or one work experience pathway.

"The NELDA program is a new step on the dental assisting career ladder, with its own unique eligibility pathways for those who are not yet eligible for the CDA certification," Durley explains. "We look

forward to introducing this new credential as a way to support the dental assisting career ladder and to promote public protection."

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, COA, CPFDA or CRFDA certifications. More information about the NELDA certification eligibility pathways and renewal requirements will be available in the application packet, which will be posted on DANB's website in early 2015. To learn more, visit www.danb.org.

Winners selected for the 2014 ADAA/DANB Scholarship

The American Dental Assistants Association (ADAA) and DANB have announced the winners of the 2014 ADAA/DANB Scholarship.

The ADAA/DANB Scholarship is open to all ADAA members in good standing and is intended to help dental assistants turn their professional development plans into reality. When evaluating the applications, the scholarship committee looked for dental assistants who demonstrated a strong commitment to career growth and lifelong learning in the dental assisting profession.

The committee selected five recipients for the 2014 scholarship.

Kim Army, CDA, will apply her scholarship award toward a forensic odontology course that is part of her training for a statewide emergency response program; she was one of six dental assistants selected to participate in this special program. "We must constantly challenge our limits to allow ourselves to grow as individuals and professionals," she says.

Eden Cepala is completing a dental assisting program and then plans on earning national and state credentials. "Upon completion of the program, I hope to take and



Scholarship winners (clockwise from bottom left): Eden Cepala; Charles Tran, CDA; Kelli Fedder, CDA; Tyler Winter, CDA; and Kim Army, CDA.

pass the DANB national [Certified Dental Assistant] exam and state-specific [RDA] exam," she notes.

Kelli Fedder, CDA, plans to use her scholarship award toward a bachelor's degree, with the ultimate goal of becoming a dental assisting instructor. "I want to help other future dental assistants realize their potential and achieve great things," she says.

Charles Tran, CDA, plans to continue his education and earn additional DANB certifications. "My intention is to earn the Certified Preventive Functions Dental Assistant certification, but I do not plan on stopping there; I also intend to earn the Certified Restorative Functions Dental Assistant certification," he says.

Tyler Winter, CDA, will apply his scholarship toward a restorative functions program. "I am excited to have the opportunity to learn these skills and to be able to have a positive impact on the dental health of our patients," he says.

"The ADAA/DANB Scholarship is now in its second year, and we are proud to award these very deserving dental assistants and ADAA members with the funds that can help them advance their careers," says ADAA President Kimberly Bland, CDA, EFDA, M.Ed.

Scholarship winners recognize the value of certification

There were many qualified applicants for the ADAA/DANB Scholarship. What helped some of the winners stand out was their commitment to professional growth. Maintaining DANB certification has been an important achievement to many of the winners.

Kelli Fedder, CDA, says, "My DANB certification empowered me to go on and achieve the highest level of assisting in my state." She also notes that dental assistants who are DANB-certified are more interested in education and personal growth.

Tyler Winter, CDA, agrees. "I have a lot of pride writing 'CDA' after my name," he explains. "It not only reminds me of my hard work and commitment to the profession, but also lets patients know that they are getting the highest level of care."

According to Charles Tran, CDA, "Certificants are more committed to providing excellent customer service and satisfaction, while sustaining professionalism."

Kim Army, CDA, says DANB certification helps her stand out professionally. "If you inform patients of your credential, they are appreciative that we as assistants made the effort to pursue certification and that our employer values our knowledge and professionalism."

What does DANB certification mean to you? Share your thoughts at marketing@danb.org, and we'll publish some of your responses in future issues of *Certified Press* or on our Facebook page.

"Lifelong learning is a key tenet for both ADAA and DANB, and this year's winners clearly hold this principle, as well. We look forward to seeing them reach their goals," says DANB Board Chair Frank Maggio, D.D.S.

The ADAA/DANB Scholarship is a joint collaboration between the ADAA and DANB. Information about the 2015 ADAA/DANB Scholarship will be announced in the coming months. To learn more, visit www.dentalassistant.org or www.danb.org.

Get ready to celebrate DARW!

How will you be celebrating Dental Assistants Recognition Week? Send your photos and stories to marketing@danb.org, and we'll publish your news in the next issue of *Certified Press*.

Word from the Chair

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



As the New Year begins, it's a good time to review all that you have achieved. In this issue, we recognize several DANB certificants who have been in the spotlight.

On page 1, you can read about the ADA/DANB Scholarship winners, many of whom proudly hold DANB certification. On page 3, we highlight some of the industry leaders from the "Women in Dentistry" list published by *Dental Products Report*. This list includes DANB certificant Judy Zirkle, ADA Immediate Past President Lori Paschall, and DALE Foundation Board Trustee Teresa Duncan. Also on page 6, we recognize DANB and the DALE Foundation's own Cindy Durley, who was just installed as the President of the American Association of Dental Administrators, the national organization of state dental board and regional and national dental examining board chief executives/administrators.

We know many of you have had your own successes, and we'd love to hear about them. Email us at marketing@danb.org, and we'll share some of your stories in the upcoming Dental Assistants Recognition Week issue of *Certified Press*. And if you're looking to chart your course over the next year, please see the enclosed 2015 calendar with the theme of "This is your year," where you can take note of your goals and aspirations.

We know that bright things are in your future!

Sincerely,

Congratulations to Emeritus Certificants

May 1, 2014 – July 31, 2014

<u>Name/State</u>	<u>Certification Year</u>
Nancy Bish, CDA-Emeritus, CDPMA-Emeritus, COA-Emeritus, Anchorage, AK	1973
Carole Carter, CDA-Emeritus, Visalia, CA	2003
Susan Cash, CDA-Emeritus, Mount Dora, FL	1972
Linda Clark, CDA-Emeritus, Avon, IN	1978
Tatiana Frunza, CDA-Emeritus, Edison, NJ	2008
Carol Glesne-Koppes, CDA-Emeritus, COMSA-Emeritus, East Dubuque, IL	1977
Ethel Grove, CDA-Emeritus, Fayetteville, NC	1982
Rosanne Gull, CDA-Emeritus, Des Moines, IA	1974
Dorothy Heimer, CDA-Emeritus, Republic, MO	1966
Nancy Isaacson, CDA-Emeritus, Minneapolis, MN	2006
Judy Izzie, CDA-Emeritus, Cumming, GA	1977
Elizabeth Katchpole, CDA-Emeritus, Centerville, MA	1985
Gwen Kirk, CDA-Emeritus, Sherman, TX	1994
Linda Koch, CDA-Emeritus, Cherry Hill, NJ	1986
Janet Lang, CDA-Emeritus, Highland, IL	1969
Jacqueline Leadley, CDA-Emeritus, Madison, WI	1983
Diane Lynn, CDA-Emeritus, Waterloo, NE	1967
Jennifer Manning, CDA-Emeritus, San Diego, CA	1998
Karen Marks, CDA-Emeritus, Cape Canaveral, FL	1993
Dorothy Nelson, CDA-Emeritus, West Fargo, ND	1995
Joyce Parmeter, CDA-Emeritus, Albuquerque, NM	1982
Carolyn Roach, CDA-Emeritus, Townsend, TN	1971
Cecelia Robinson, CDA-Emeritus, West Concord, MA	1998
Constance Romo, CDA-Emeritus, Eden Prairie, MN	1976
Adaline Rossow, CDA-Emeritus, Windom, MN	1978
Nancy Ruocco, CDA-Emeritus, COA-Emeritus, Windham, NH	1985
Virginia Schroeder, CDA-Emeritus, Fort Myers Beach, FL	1992
Patsy Stokes Burch, CDA-Emeritus, Jonesville, NC	1990

For more information on Emeritus status, see DANB's [Recertification Requirements on page 4](#).

DANB enforces disciplinary policy

As part of its mission to protect the public, DANB is serious about enforcing its professional conduct and disciplinary policies. DANB individuals — including exam applicants, exam candidates, certificants and those who hold certificates of knowledge-based competency — are responsible for abiding by DANB's *Disciplinary Policy & Procedures* and *DANB's Code of Professional Conduct*. DANB may investigate individuals and impose sanctions for violations such as engaging in dishonest or irregular behavior, submitting fraudulent credentials, submitting falsified information to DANB, misusing DANB trademarks, compromising the security of DANB exams, or assisting others in violating DANB's policies.

DANB's disciplinary policy and code of professional conduct can be downloaded from DANB's website at www.danb.org > The Dental Community > Professional Standards. To report a DANB individual in violation of DANB policies, please visit the "Complaints Regarding Disciplinary Issues" section of DANB's website or contact Karen Capuano at kcapuano@danb.org or 1-800-367-3262, ext. 463.

The following list reflects cases that resulted in DANB disciplinary actions and sanctions from August 1, 2013, to July 31, 2014.

Case #1: Virginia

Circumstances: DANB received information from a dental assisting program director that a DANB exam candidate was previously dismissed from a dental assisting program. Further, DANB staff discovered that the candidate was convicted of a felony in 2000 for taking indecent liberties with children, and as a result, is registered as a violent sex offender in the state of Virginia.

Sanctions: The individual's eligibility to take any exam administered by DANB and for which DANB determines eligibility was permanently revoked. DANB notified the Virginia Board of Dentistry of the disciplinary action.

Case #2: New Jersey

Circumstances: An individual misrepresented herself as a current holder of DANB's CDA certification by submitting an altered CDA certificate to the New Jersey Department of Environmental Protection, Bureau of X-Ray Compliance in support of her ap-

plication for a New Jersey radiography license. The individual previously held the certification, but it had been lapsed for over 13 years.

Sanctions: The individual's eligibility to take exams administered by DANB and for which DANB determines eligibility was permanently revoked. Upon considering the individual's appeal, the DANB Review Panel upheld the disciplinary action. DANB notified the New Jersey State Board of Dentistry and the New Jersey Department of Environmental Protection, Bureau of X-ray Compliance of the disciplinary action. A Request for Discretionary Appeal of the Review Panel's decision was denied thereafter.

Case #3: Ohio

Circumstances: An individual submitted a fraudulent CDA certificate to a program director of an expanded functions dental assisting program.

Sanctions: The individual's eligibility to take exams administered by DANB and for which DANB determines eligibility was permanently revoked. DANB notified the Ohio State Dental Board of the disciplinary action.

Case #4: New Jersey

Circumstances: DANB staff discovered that a former certificant submitted falsified certificates of completion for certain Continuing Dental Education (CDE) courses in support of her application to reinstate her lapsed CDA certification.

Sanctions: DANB issued an advisory letter informing the former certificant that her application for reinstatement was denied. Further, should she wish to reinstate in the future, the matter will be reviewed by a review panel to determine if she will be eligible.

Case #5: Arizona

Circumstances: An employer notified DANB that an individual submitted an altered Arizona Radiologic Proficiency Certificate and falsely claimed to possess the Arizona Coronal Polishing Certificate.

Sanctions: The individual's eligibility to take exams administered by DANB and for which DANB determines eligibility was permanently revoked. DANB notified the Arizona State Board of Dental Examiners of the disciplinary action.

Case #6: Arizona

Circumstances: DANB discovered that an exam candidate copied items from the DALE Foundation's copyrighted DANB RHS Practice Test and created flashcards ("infringing material") and published them publicly online.

Sanctions: DANB issued an advisory letter to the individual concerning the incident, requiring that the individual remove the infringing material from the online site and to agree not to violate the DALE Foundation's or DANB's copyrights in the future.

Case #7: Maryland

Circumstances: An exam candidate applied for the RHS exam and submitted a credit card payment authorization for a third-party cardholder. After the candidate took the exam, DANB received a notice that a chargeback was issued against the \$195 exam fee payment on the basis of fraud/no cardholder authorization. The candidate stated that he had an agreement with the credit cardholder to pay for his exam, but that the cardholder reversed the charge after his credit card was compromised.

Sanctions: DANB issued an advisory letter. If the individual wishes to be eligible to take a DANB exam in the future, he must submit a detailed explanation and supporting documentation, if possible, regarding the alleged agreement with the credit cardholder. Further, he must pay his outstanding financial obligations to DANB. At that time, the case will go before a review panel to determine whether the individual will be permitted to sit for a DANB exam.

Case #8: Florida

Circumstances: A certificant submitted a falsified certificate of completion for a CDE course in response to DANB's audit after completing her certification renewal.

Sanctions: DANB issued an advisory letter informing the former certificant that her application for reinstatement was denied. Further, should she wish to reinstate in the future, the matter will be reviewed by a review panel to determine if she will be eligible.

Case #9: North Carolina

Circumstances: A former DANB certificant submitted a fraudulent CDA certificate, altered to change the certification expiration date, to a potential employer in an effort to obtain employment as a dental assistant.

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Notable names on “Top Women in Dentistry” report

In September, *Dental Products Report* profiled its “Top 25 Women in Dentistry” — featuring women who have made an impact on the dental industry, including dentists, hygienists, assistants and office managers, as well as women in key roles at companies that provide materials, instruments and education in the field of oral healthcare.

In the report, Dr. Shari Doninger explains the landscape of dentistry has changed significantly in the last 20 years, with the number of women dentists increasing by more than 210 percent. Nearly half of all practicing dentists are women, plus the majority of dental assistants, hygienists, and office managers are women. This shift means there are powerful numbers behind the female workforce in dentistry. Dr. Doninger says, “Women are definitely on the rise.”

Here, we spotlight the three dental auxiliaries who made the list and offer a closer look at their career paths, inspiration, and strategies for success: Judy Zirkle, CDA, RDA, M.Ed.; Lori Paschall, CDA, CPFDA, CRFDA, FADAA; and Teresa Duncan, M.S., FADIA, FAADOM.

For **Judy Zirkle, CDA, M.Ed.**, spending time as a patient in the dentist’s chair not only opened the door to a career in dental assisting, but also put her on a path to help the needy residents of her home county.

As a senior in high school, Zirkle accepted a part-time job offer from her dentist — and “my mother made me take it,” she says. She was trained on the job and went on to earn national DANB Certified Dental Assistant (CDA) certification and a New Jersey state x-ray license, ultimately logging 10 years of chairside experience in two different offices.



Judy Zirkle, CDA

Along the way, Zirkle taught classes at the Cumberland County Technical Education Center, which offered a 12-week evening program in dental assisting, but she could see the program didn’t meet the needs of local dentists. “Dentists wanted dental assistants who were trained and had certification,” she says.

Under Zirkle’s direction, changes were made to the dental assisting program, and it eventually became accredited by the Commission on Dental Accreditation and approved by the Department of Environmental Protection Bureau of X-ray Compliance and the New Jersey State Board of Dentistry. Now in its 23rd year, the 10-month certificate program accommodates 23 to 24 students, employs a second instructor, and has grown from four chairs to a lab with nine chairs plus a lecture room.

“Dentists are calling us now looking for qualified assistants,” Zirkle says, adding that “it’s nice to see the growth because the need is there.” In fact, for the past 20 years, 100 percent of program graduates found work in the field before and after graduation.

One of the program’s annual student projects is Give Kids a Smile, which provides dental services to underserved children. Students and graduates work with volunteer dentists and hygienists to provide screenings, treatments and education to area children; last year, more than 100 children attended the event. The school will be getting a new facility in 2016, and Zirkle hopes to eventually be able to provide similar services for young adults.

Zirkle, who holds a master’s degree in education, also works as a consultant for the New Jersey Education Association. She had a goal at one point to become an administrator, but for now, she says, “I still enjoy teaching; it’s a lot of fun.”

“Attitude is altitude,” Zirkle tells her students. “I can teach skills, but I can’t teach attitude. Stay positive,” she advises. “It’s dentistry; you have to smile!”

Lori Paschall, CDA, CPFDA, CRFDA, says she was stunned and honored to be named one of the “Top 25 Women in Dentistry” by *Dental Products Report*. “It was so humbling to see my name next to so many women who have truly made a difference in the world of dentistry,” Paschall says. “To be recognized by *Dental Products Report* is absolutely astonishing.”



Lori Paschall, CDA, CPFDA, CRFDA

Paschall always knew she wanted to work in the medical field and had an interest in dentistry thanks to her own dentist. “I never had a bad experience at the dentist,” she says. “I knew dental assisting was right for me because I was too squeamish to become a nurse.”

She made the decision to become an assistant and enrolled in a dental assisting program in central Florida, where she got her first hands-on experience.

Currently, Paschall works as a dental sales representative for Hu-Friedy and has been working in dental sales for the past 10 years. “My clinical background has given me the experience and knowledge of my customers, most of whom are dental assistants and office managers,” she explains. “Having walked a mile or two in my customer’s shoes has helped me build lasting relationships with many of them.”

Besides her work in dental sales, Paschall has served the American Dental Assistants Association (ADAA) at the local, state and national levels for several years. She served as ADAA President in 2014 and is now the Immediate Past President; she also serves as chair of the ADAA’s council on finance.

Paschall has shown her commitment to professional development and continuing education by holding several DANB certifications. In addition to DANB’s CDA certification, Paschall was also among the first to earn DANB’s Certified Preventive Functions Dental Assistant (CPFDA) certification in 2010 and the Certified Restorative Functions Dental Assistant (CRFDA) certification in 2013. These achievements place her in a select group of certificants who have earned and maintained both CPFDA and CRFDA certifications.

But for Paschall, going above and beyond is just part of a day’s work. “I do my job because I love what I do,” she states. “I’m truly blessed to be a part of dentistry.”

Teresa Duncan, M.S., FADIA, FAADOM, was named one of the Top 25 Women in Dentistry in the researchers and educators category — which is fitting, since she serves on the Board of Trustees for the DALE Foundation, the DANB affiliate dedicated to providing quality continuing education and conducting sound research to promote oral health.



Teresa Duncan

But her work with the DALE Foundation is just one of Duncan’s many notable achievements. She is the founder and President of Odyssey Management, a dental prac-

tice management consulting firm in Virginia, and a lifetime member of the American Association of Dental Office Managers (AADOM).

Prior to founding Odyssey Management in 2007, Duncan worked as a practice administrator for a private dental practice. Ms. Duncan has been offering individual consulting services since 1998, and has been a specialty coach in human resources and insurance at the Productive Dental Academy since 2010.

An active member of numerous organizations, Ms. Duncan is involved with the Association of Dental Implant Auxiliaries (ADIA), the Association of Certified Fraud Examiners, the Academy of Dental Management Consultants, the National Speakers Association, the American Association of Dental Consultants, and the Hu-Friedy Thought Leader program. She has earned Fellowship status from both ADIA and AADOM.

Duncan says she is proud to be named one of the top women in dentistry. However, she notes there were some challenges to overcome in forging her career. “It was scary to step out of the office into the educational and consulting side of dentistry,” she recounts. “I had to learn to set my own goals rather than depend on someone else’s idea of what was successful. With being your own boss, there’s always one more step that can be taken.”

In terms of the industry, women in dentistry have made strides to level the playing field, according to Duncan. “I work with many start-up dentists, and so many of them are women,” she says. “My consulting and speaking colleagues are mostly female as well. All around I see how well women are performing in our field, and it makes me smile.”

For those who are just starting out in dentistry, Duncan offers some universal advice: “Work with superstars!” She stresses that it’s important to work with an employer who respects your contributions. Duncan says her first employer, Dr. Dougherty, was formative in shaping her career. “He valued continuing education and never said no when I asked to attend classes,” she says. “All of those classes benefited both of us. Expand your knowledge base and your network — there’s no downside. Knowledge is power.”

DANB reports exam performance results

To maintain DANB’s high standards, meet accreditation standards established by the National Commission for Certifying Agencies (NCCA) and meet certifying board recognition criteria established by the American Dental Association (ADA), DANB regularly reviews its exams. On Sept. 5, 2014, DANB submitted its Annual Report with recent certification and exam figures to ADA’s Council on Dental Education and Licensure (CDEL).

As of Sept. 1, 2014, DANB reported 36,769 current certificants who held 37,762 DANB certifications, broken down as follows: 35,517 Certified Dental Assistant (CDA) certificants, 1,433 Certified Orthodontic Assistant (COA) certificants, 263 Certified Preventive Functions Dental Assistant (CPFDA) certificants, 76 Certified Restorative Functions Dental Assistant (CRFDA) certificants, 298 Certified Dental Practice Management Administrator (CDPMA) certificants, and 175 Certified Oral and Maxillofacial Surgery Assistant (COMSA) certificants.

DANB discontinued administering the COMSA exam in 2000 and the CDPMA exam in 2008; both exams were discontinued due to very low candidate volumes, which could call into question the reliability and validity of the exam results. DANB only administers exams and certification programs likely to meet accreditation standards of the NCCA. DANB’s CDA and COA certification programs, and the component exams they include, meet NCCA accreditation standards. DANB will apply for NCCA

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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.

November 24, 2014

A renewal notice is mailed to certificant.

January 15, 2015

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

January 16, 2015

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

February 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 will be calculated in 15-minute increments (e.g., 1 ½ hours = 1.5 CDE credits, 2 ¼ 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 and Procedures* (contact DANB for a copy).

CPR 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 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 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.

Cindy Durley installed as AADA president

Cindy Durley, M.Ed., MBA, Executive Director of DANB and the DALE Foundation, has been installed as the President of the American Association of Dental Administrators (AADA) for the 2014-2015 term. Previously, Durley served as AADA President-Elect from 2013-2014 and as Secretary from 2012-2013.



Durley says that the values of DANB align closely with those of state dental and regional dental and dental hygiene examining boards. "Public health and safety are two of the driving forces of our operations," she explains. "As AADA members, we come together to identify oral healthcare trends and devise best practices regarding administration issues. It is a privilege to serve as AADA President and work with the AADA members and their respective boards to further their missions of public protection."

The installation ceremony was held Oct. 6, 2014, during the AADA Annual Meeting in San Antonio, Texas. In presenting a slate of potential AADA officer candidates, the AADA's nominating committee told the AADA membership that Durley was being nominated in recognition of her long-standing service to the organization and excellent leadership skills.

The AADA is a national association that is focused on the successful administration of dental board operations as they relate to licensing and other state credentials, testing and disciplinary actions. AADA membership is available to all administrators of state dental boards, as well as of national and regional examining boards, including DANB as the national certification board for dental assistants.

The AADA is governed by an Executive Council that includes a treasurer and five additional officers: Secretary, Vice-President, President-Elect, President and Immediate Past-President. Each appointment serves a one-year term, with the exception of Treasurer; an individual can be re-elected to the position of AADA Treasurer for up to four consecutive three-year terms.

For more information about the AADA, go to aadadmin.org.

Disciplinary policy (cont. from p. 2)

Sanctions: The individual's eligibility to take exams administered by DANB and for which DANB determines eligibility was permanently revoked. DANB notified the North Carolina State Board of Dental Examiners of the disciplinary action.

Case #10: Pennsylvania

Circumstances: A certificant submitted falsified certificates of completion for CDE courses in response to DANB's audit after completing her certification renewal.

Sanctions: DANB issued an advisory letter informing the former certificant that her application for reinstatement was denied. Further, should she wish to reinstate in the future, the matter will be reviewed by a review panel to determine if she will be eligible.

Case #11: North Carolina

Circumstances: An individual submitted a fraudulent CDA certificate, altered to remove the certificant's name and certification expiration date, to a potential employer in an effort to obtain employment as a dental assistant.

Sanctions: The individual's eligibility to take exams administered by DANB and for which DANB determines eligibility was permanently revoked. DANB notified the North Carolina State Board of Dental Examiners of the disciplinary action.

DANB reports exam performance results (cont. from p. 3)

accreditation of its CPFDA certification program in 2015, when this program meets NCCA's initial criteria for accreditation evaluation.

Pathway pass rates review

Each year, DANB applies inferential statistics to passing rates of candidates who take the General Chairside Assisting (GC) component of the CDA exam through exam eligibility Pathway I (graduates of CODA-accredited dental assisting programs) and Pathway II (candidates who are on-the-job trained, with at least 3,500 hours of dental assisting work experience acquired over a 24- to 48-month period).

At its August 2014 meeting, DANB's Board of Directors reviewed passing rate comparison results for these two GC exam eligibility pathways. Performance data have been compared each year since 1998.

DANB will continue to monitor GC pass rates by eligibility pathway, and will report to CDEL again in October 2015.

Pass/Fail Results for DANB National Exams

	FY 12-13	FY 13-14
CDA		
Total candidates	2136	2122
Pass	1489	1500
Fail	647	622
Pass Rate	70%	71%
GC only		
Total candidates	1971	2234
Pass	1641	1909
Fail	330	325
Pass Rate	83%	85%
ICE only		
Total candidates	2892	2741
Pass	2506	2383
Fail	386	358
Pass Rate	87%	87%
RHS only		
Total candidates	9384	9304
Pass	6571	6398
Fail	2813	2906
Pass Rate	70%	69%
COA		
Total candidates	74	61
Pass	50	31
Fail	24	30
Pass Rate	68%	51%
OA only		
Total candidates	54	52
Pass	42	42
Fail	12	10
Pass Rate	78%	81%

	FY 12-13	FY 13-14
RHS/ICE		
Total candidates	1342	1541
Pass	835	928
Fail	507	613
Pass Rate	62%	60%

	FY 12-13	FY 13-14
CPFDA*		
Total candidates	20	20
Pass	10	6
Fail	10	14
Pass Rate	50%	30%

	FY 12-13	FY 13-14
CP		
Total candidates	517	468
Pass	380	327
Fail	137	141
Pass Rate	74%	70%

	FY 12-13	FY 13-14
SE		
Total candidates	47	34
Pass	30	27
Fail	17	7
Pass Rate	64%	79%

	FY 12-13	FY 13-14
TF		
Total candidates	37	23
Pass	17	11
Fail	20	12
Pass Rate	46%	48%

	FY 12-13	FY 13-14
TA		
Total candidates	8	8
Pass	7	7
Fail	1	1
Pass Rate	88%	88%

	FY 12-13	FY 13-14
CRFDA*		
Total candidates	See below	

Note: DANB pre-tested the CRFDA component exams with over 100 eligible candidates in FY 12-13. These candidates were administered a number of CRFDA component exams in combinations available only during the pre-test period (IS/RF; AMP/IM/TMP; and AMP/IM/TMP/IS), which is why there are not FY 13-14 candidate numbers for these combinations.

	FY 12-13	FY 13-14
AMP		
Total candidates	5	12
Pass	5	12
Fail	0	0
Pass Rate	100%	100%

	FY 12-13	FY 13-14
RF		
Total candidates	1	1
Pass	1	1
Fail	0	0
Pass Rate	100%	100%

	FY 12-13	FY 13-14
IM		
Total candidates	n/a	1
Pass	n/a	1
Fail	n/a	0
Pass Rate	n/a	100%

	FY 12-13	FY 13-14
TMP		
Total candidates	n/a	2
Pass	n/a	2
Fail	n/a	0
Pass Rate	n/a	100%

	FY 12-13	FY 13-14
IS		
Total candidates	n/a	1
Pass	n/a	1
Fail	n/a	0
Pass Rate	n/a	100%

	FY 12-13	FY 13-14
IM/TMP		
Total candidates	3	10
Pass	2	9
Fail	1	1
Pass Rate	67%	90%

	FY 12-13	FY 13-14
IS/SE/RF		
Total candidates	4	10
Pass	2	7
Fail	2	3
Pass Rate	50%	70%

	FY 12-13	FY 13-14
IS/RF		
Total candidates	112	n/a
Pass	87	n/a
Fail	25	n/a
Pass Rate	78%	n/a

	FY 12-13	FY 13-14
AMP/IM/TMP		
Total candidates	109	n/a
Pass	82	n/a
Fail	27	n/a
Pass Rate	75%	n/a

	FY 12-13	FY 13-14
AMP/IM/TMP/IS		
Total candidates	69	n/a
Pass	14	n/a
Fail	55	n/a
Pass Rate	20%	n/a

Total national exams: 18,645 (represents ~89% of all DANB exams administered in FY 13-14, testing a total of 20,854 candidates [the balance taking DANB state-specific exams]).

**The CDA pass rate reflects those who passed all three CDA component exams (GC, RHS, ICE) in the same exam administration. The COA pass rate reflects those who passed both COA component exams (OA, ICE) in the same exam administration. The RHS/ICE pass rate reflects those who passed both the RHS and ICE exams in the same exam administration. The CPFDA pass rate reflects those who passed the four CPFDA component exams (CP, SE, TF, TA) in one administration. DANB launched the CRFDA certification program in May 2013. Unlike the other DANB certification programs, the CRFDA component exams are not offered in one test administration called "CRFDA" due to seat time requirements.*

Lisa Spradley named AADOM Office Manager of the Year

A commitment to continuing education, a spirit of leadership, and an emphasis on building patient relationships are just a few of the reasons why Lisa Spradley, FAADOM, was named the 2014 Office Manager of the Year by the American Association of Dental Office Managers (AADOM).

Spradley has worked in the front office of a dental practice for almost 20 years. She currently works in a dental practice in Hattiesburg, Mississippi. Although she knew she was nominated for the Office Manager of the Year award, she says it was a shock to find out she won.

"It was very overwhelming," Spradley recounts. "I had been through some life-changing events this year, and it meant a lot for me to win. It was very emotional."

Spradley applies that same heart and passion to running the front office. "The best reward is strengthening our patient relationships," she explains. "We know that all of the other tasks will get done, but building the patient relationships should always be a priority."

In addition to the patient side, Spradley is keenly aware of what it takes to foster a sense of teamwork among staff in the front and back office. "You have to be willing to share the responsibility," she says. "No one person can do everything. We need to realize that, start to delegate, and trust the team to get the job done."

In addition to her daily work as an office manager, Spradley is a contributor to publications such as *Dentistry IQ*, *The Dental Geek*, the *AADOM Observer* and *AGD Impact*; she also runs her own consulting business and blog through her website *Front Desk Lady*.



Spradley is an ambassador and lifetime member of AADOM and received her Fellowship in 2012. As part of meeting her Fellowship requirements, she has completed several courses through the DALE Foundation, including Accounts Receivable for the Dental Office, Financial Reporting for the Dental Office, and HR Fundamentals for the Dental Office.

Her involvement with AADOM and the decision to earn Fellowship speaks to her drive to continue her education and pursue lifelong learning. "I joined AADOM because I was looking to be part of a group that offered me the opportunity to keep learning," Spradley explains. "The clinical team keeps up with CE, but it's not a mandate for us up front. I feel that I can do a better job for my team and in my business when I'm on top of everything that's happening."

Spradley says that even when she doesn't know the answers, she has a network of those who can help her find what she's looking for. "The dental community is full of people who want to help each other and share the knowledge," she says.

One of the ways Spradley connects with the dental community is through the study club she founded three years ago. The club began humbly, with Spradley reaching out to other office managers to see if they would be interested in getting together a few times a year to discuss different topics or listen to a guest speaker. She says her doctor has been supportive of the club by providing dinner during the meeting and allowing the group to gather in an office meeting room. "It's a great way for us to come together and expand our knowledge," she notes.

Spradley acknowledges that the job of an office manager isn't easy and making the transition from the back to the front office comes with challenges. "My first advice would be to have some thick skin," she says. "Members of the clinical team can be good administrators because they know what's happening in the back, but it isn't always easy to go from being one of the team to being the person who oversees the team."

In addition to managing the transition to this type of new role in a dental practice, Spradley also recommends leading by example. "Show people by both your words and your actions what it is that you want them to do," she explains. "That really sets the tone for the office. And, of course, we have to foster a patient-friendly environment. At the end of the day, it's all about how many lives we can positively influence."

The DALE Foundation celebrates in the Lone Star State

In October, the DALE Foundation hosted a reception during the American Dental Association's and American Dental Assistants Association's Annual Meetings in San Antonio. Dental assistants and dentists gathered to learn more about the DALE Foundation, try out e-learning products and network with fellow industry professionals. One reception attendee said, "The reception was a great way to learn about new CE and meet other people in the profession in a fun atmosphere."

The next DALE Foundation reception will be held during the 2015 Texas Meeting in May. Reception date, time and location are to be determined. To attend, RSVP to Istevens@dalefoundation.org by May 4, 2015.



Reception attendees enjoy refreshments while networking and learning about DALE Foundation courses in San Antonio.

DALE Foundation courses meet state requirements

Many of the DALE Foundation's courses are worth CDE credits that may be applied toward DANB recertification or state continuing education requirements in some states. In addition, the DALE Foundation's courses can be used to meet initial employment requirements for dental assistants in some states.

Successful completion of the DALE Foundation's DANB RHS Review course, for instance, can be used to meet all or partial state radiography requirements for dental assistants in Georgia, Kentucky, Ohio and Virginia.*

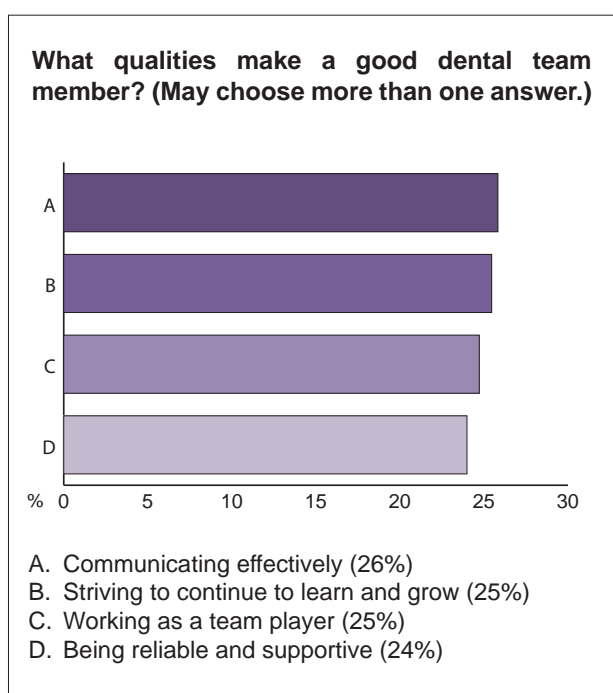
Additionally, a Verification of Participation form after completing the DANB ICE Review course is accepted to meet New Hampshire Board of Dental Examiners education requirements in infection control; the New Hampshire Board of Dental Examiners requires dental assistants to complete a course in infection control in order to perform specific expanded functions.

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.

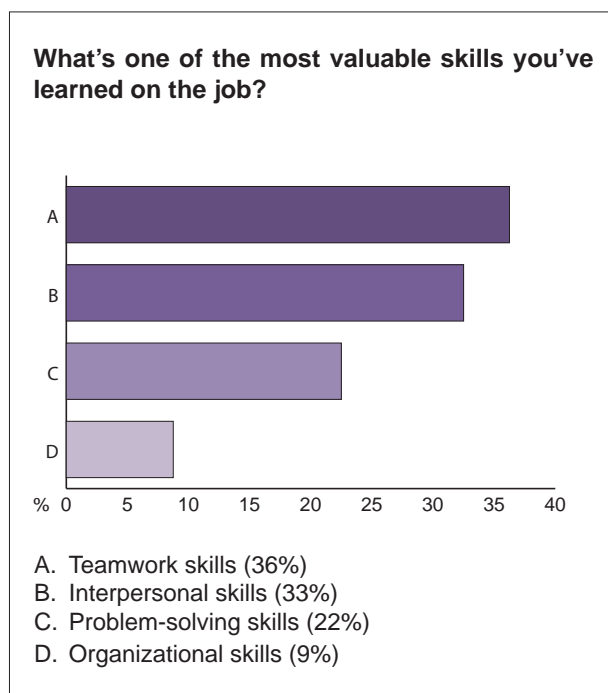
**Additional requirements may apply. Check with your state's dental board for complete information.*

Cast your vote!

In August, the DALE Foundation asked what qualities make a good dental team member. According to the poll results, communicating effectively sets a good dental team member apart from others.



In the September poll, the DALE Foundation asked: "What's one of the most valuable skills you've learned on the job?" According to the poll results, the most valuable skill is teamwork.



Go to www.dalefoundation.org and cast your vote in January's poll!

Indiana MOM looking for volunteers

The Indiana Mission of Mercy is looking for volunteers for its upcoming events.

To learn more, visit www.indianamom.org.

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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.

115736 **210517**
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RSVP to the DALE Foundation reception at the Texas Meeting

Join your fellow dental assistants, dental office managers and educators at the DALE Foundation's reception during the Texas Meeting in San Antonio in May 2015.

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 location to be announced.

Attendees must RSVP by May 4, 2015, to lstevens@dalefoundation.org

Calendar of Events

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

Rocky Mountain Dental Convention
Jan. 22-24, Denver, CO
rmdconline.com

Yankee Dental Congress
Jan. 29-31, Boston, MA
www.yankeedental.com

Chicago Dental Society Midwinter Meeting
Feb. 26-28, Chicago, IL
www.cds.org/Midwinter_Meeting/Midwinter_Meeting.aspx

Thomas P. Hinman Dental Meeting
March 26-28, Atlanta, GA
www.hinman.org

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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.