

Dental Assisting National Board, Inc. (DANB)

Employer Request for Credential Verification

This form will be accepted through Dec. 31, 2019.



Contact DANB with questions at 1-800-367-3262.

Submit this form to:
DANB
Attn: Credential Verification
444 N. Michigan Ave., Suite 900
Chicago, IL 60611
Fax: 1-312-642-3550

Policy

If a candidate has earned any certificate(s) of knowledge-based competence and/or certification(s), or has passed a national DANB or state-specific exam(s), and the employer needs or wants written official verification, the employer must submit this form to DANB. An official verification is a letter to the dental assistant on DANB letterhead, verifying the assistant passed that particular DANB national or state exam or holds a particular DANB certification. It is not a duplicate certificate. Verification letters will be sent within 1-2 weeks of DANB receiving the completed request form.

Request Official Credential Verification

Please print clearly.

Candidate/Certificant DANB ID or Certificate Number \_\_\_\_\_

Candidate/Certificant Name \_\_\_\_\_
Last First MI

Candidate/Certificant Prior Name (if applicable) \_\_\_\_\_

Candidate/Certificant Email \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer Phone Number(s): Office (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Employer Email \_\_\_\_\_

Please select your preferred method of communication:

- Mail Fax Email

I hereby officially request a written verification by DANB of any certificate(s) of knowledge-based competence or certification(s), or passed a national DANB or state-specific exam(s) that the above candidate/certificant holds.

Employer Signature X \_\_\_\_\_ Date X \_\_\_\_\_

Candidate/Certificant Signature X \_\_\_\_\_ Date X \_\_\_\_\_

Verification letters are processed within 2 business days of receipt.

The DANB logo and the DANB pin design are registered trademarks of the Dental Assisting National Board, Inc. (DANB). NELDA®, CDA®, COA®, CPFDA®, CRFDA®, CDPMA®, COMSA®, DANB®, and Dental Assisting National Board® are registered certification marks of DANB. RHS®, ICE®, and Measuring Dental Assisting Excellence® are registered service marks of DANB. CERTIFIED DENTAL ASSISTANT™ is a certification mark of DANB. Mark of Dental Assisting Excellence™ and the DANB-Approved logo are service marks of DANB.