



**To: DANB Communities of Interest**  
**From: Dental Assisting National Board, Inc. (DANB)**  
**Re: Summary of major actions taken by DANB's Board of Directors at the Jan. 30-31, Winter Meeting**

Below please find a summary of major actions taken by the DANB Board of Directors at its Jan. 30-31, 2015, Winter Meeting.

The DANB Directors who attended the meeting were Chair Frank Maggio, D.D.S.; Vice Chair Carol Oeder, CDA, COA, CPFDA, CRFDA, CDPMA, FADAA, LPN; Secretary Mary Harrison, CDA, EFDA, EFODA, FADAA; Patricia Capps, CDA, RDH, M.S.; Joanne Dawley, D.D.S.; Linda Golodner, B.A.; Katharine Noble, B.S.N.H., CDA, RDA, HMC (FMF); and Denise Romero, CDA, RDA, M.A.

DANB's Executive Director Cindy Durley, M.Ed., MBA, serves ex officio on DANB's Board. Cindy can be contacted at 1-866-357-3262 or [cdurley@danb.org](mailto:cdurley@danb.org).

## **DANB Exam Program Updates**

### Update on DANB's NELDA certification

The National Entry Level Dental Assistant (NELDA) certification program eligibility and renewal requirements were finalized at the August 2014 Annual Board meeting, and the NELDA certification program launched in April 2015.

NELDA certification is a new step on the dental assisting career ladder, with its own unique eligibility pathways. This certification is available only for those who do not yet qualify for DANB's CDA certification.

### Overview of DANB's NELDA certification

1. Three component exams, which must be passed within three years to earn NELDA certification:
  - Radiation Health and Safety (RHS) — 100 questions
  - Infection Control (ICE) — 100 questions
  - Anatomy, Morphology and Physiology (AMP) — 105 questions
2. NELDA eligibility requirements, evaluated after passing the three component exams:
  - Hold current CPR, BLS or ACLS certification and meet requirements of
    - One of three education pathways **or**
    - One work experience pathway
3. NELDA renewal requirements — annual renewal for up to four years:
  - Hold current CPR, BLS or ACLS certification **and**
  - Complete six CDE credits annually, all in clinical topics

More information about NELDA certification is available on DANB's website.



## **DANB Candidate Services Updates**

### Updates to DANB's CRFDA certification program

DANB's Certified Restorative Functions Dental Assistant (CRFDA) certification program was launched in 2013. DANB's CRFDA certification program is made up of six component exams:

- Anatomy, Morphology and Physiology (AMP)
- Impressions (IM)
- Temporaries (TMP)
- Isolation (IS)
- Sealants (SE)
- Restorative Functions (RF)

To earn CRFDA certification, a candidate must pass all six component exams within a three-year period. There are no eligibility requirements to take AMP, IM, TMP, IS or SE exams. There are requirements to take the RF exam and earn CRFDA certification.

At the Winter 2014 meeting, DANB's Board of Directors approved changes to the eligibility requirements of DANB's CRFDA certification program, effective immediately. These changes will allow individuals who hold a current RDH license the opportunity to take DANB's RF exam and earn CRFDA certification — which allows DANB to offer the same assessment of knowledge-based competency for both assistants and hygienists. As with all of DANB's national certification programs, it is the state's/employer's responsibility to assess the clinical competency of the candidate.

The changes are indicated below (additions in **bold**, deletions in ~~striketrough~~).

#### *Pathway I*

1. *Current or former DANB CDA certificant whose certification lapsed no more than two years ago. (If lapsed for more than two years, please contact DANB for reinstatement options.)*

#### *Pathway II*

1. *Graduation from a Commission on Dental Accreditation (CODA)-accredited dental assisting **or dental hygiene program or current Registered Dental Hygienist (RDH) license. If the RDH license is issued in Alabama and the candidate is not a graduate of a CODA-accredited dental hygiene program, the candidate must meet the requirements of Pathway I.***

#### *Pathway III*

1. *Completion of an Expanded Functions Dental **Auxiliary Assisting** or restorative course/program offered by an institution with a CODA-accredited dental assisting, dental hygiene or dental program. Each function does not have to be listed separately, but the documentation must indicate that expanded functions/duties or restorative functions/duties were included in the course curriculum. AND*
2. *Minimum of 3,500 hours work experience as a dental assistant, accrued during the previous two to four years; employment must be verified by a licensed dentist.*



For all pathways, candidates must hold current DANB-accepted, hands-on cardiopulmonary resuscitation (CPR), basic life support (BLS) or advanced cardiac life support (ACLS); must be current at the date of the application and exam.

## **DANB Policy Updates**

### Updates to DANB's Disciplinary Policy

DANB's Board of Directors approved changes to DANB's Disciplinary Policy, effective immediately. Changes to key areas are noted below. Additions are in **bold**.

#### *I.B. Fraudulent **DANB** Credentials **or Other Fraudulent Eligibility Documents***

*Any DANB Individual or any other individual who*

- 1. manufactures, modifies, reproduces, distributes or uses a fraudulent or otherwise unauthorized DANB certificate, DANB designation, or any other document or designation conferred by DANB by virtue of a contract with a state or other third-party agency or organization;*
- 2. otherwise falsely claims to be certified by DANB or to possess credentials or certificates conferred by DANB; or*
- 3. **manufactures, modifies, or reproduces a fraudulent document in support of eligibility for a DANB exam, certification or recertification (e.g., proof of education; continuing education; employer verification; or CPR, BLS or ACLS certificate)***
- 4. assists another individual to do any of the above*

*may be subject to disciplinary action, including but not limited to denial or revocation of eligibility, certification or recertification. Any individual who engages in such irregular behavior also may be subject to legal action.*

### Updates to DANB's Mailing List Rental Policy

DANB's Board of Directors approved changes to DANB's Mailing List Rental Policy, effective immediately. These changes are made to allow for more flexibility in mailing list rentals. Additions are in **bold**, deletions in ~~strikethrough~~.

#### ***Sale Rental of DANB Individual Certificate Mailing Lists***

*Mailing lists ~~may will only~~ be provided **for use by** ~~to potential employers, DANB approved sponsors of continuing education programs, and sponsors of dental conferences~~ **third parties (e.g., potential employers, dental conference sponsors, federal, national or state organizations or legislative committees or task forces proposing or informing stakeholders of legislation)**. DANB has the right to refuse the rental of its mailing lists at its discretion.*

*The information required to complete an order is:*

- Name of company (if you are mailing house, names of your company and client).*
- Organization status (profit or non-profit)*
- Payment method*



- *Standard or rush service*
- *Disk/label preference*
- *Type of labels (e.g., NJ CDAs)*
- *Usage (e.g., direct mail or home study courses)*
- *Sample of item to be sent (if actual item is in development, copy is sufficient)*

## **DANB Certificant Services Updates**

### Updates to Recertification Requirements

Effective Jan. 1, 2016, each year, all DANB certificants must earn a minimum of two Continuing Dental Education (CDE) credits in infection control, such as instrument sterilization and reprocessing. Courses on OSHA Bloodborne Pathogens standard training will not count.

This updated requirement will be reflected in DANB's 2016 *Recertification Requirements*, which will be available on DANB's website by the end of the year. Candidates will not be denied renewal if the infection control minimum is not met until the policy has been in effect for one full year, or as of Jan. 1, 2017.

DANB will communicate this update to certificants via *Certified Press* and email messages.

## **DANB Nominating Committee Update**

### Certificant at Large Nominations

On Dec. 5, 2014, DANB put out a call for nominations for the certificant-at-large position on DANB's Board of Directors. To be considered, the nominee must:

- Hold DANB certification (CDA, COA, CRFDA, CPFDA, COMSA or CDPMA)
- Work full- or part-time in the dental assisting field, with a minimum of three years of work experience

To be considered, nominees must have submitted the following:

- Nominee's resume, including the individual's name, address, email and phone number
- Letter of interest from the nominee detailing his or her interest in serving on the Board
- Letter of recommendation

The deadline to submit nominations was Dec. 31, 2014.

There were 88 total nominations submitted, with 68 of those being eligible and complete. The Nominating Committee reviewed the 68 eligible nominations and narrowed down the finalists via a scoring rubric and follow-up discussion. The Nominating Committee selected four finalists, which were published in the spring 2015 issue of *Certified Press*, along with instructions on how certificants can cast their votes. Certificant votes were then tallied and provided to the Nominating Committee.

The Nominating Committee will recommend its top candidate for the certificant-at-large position to the DANB Board, and election will take place no later than May 31, 2015.

The certificant-at-large position on DANB's Board is elected to serve for a maximum of two three-year terms. This new Board member will be invited to participate in a New Director Orientation at the DANB office in June or July 2015, and will be invited to attend the August



2015 Board meeting as a participant without a vote (as part of this orientation). The newly elected certificant-at-large would begin his or her first term as a DANB Board Director at the conclusion of DANB's Annual Meeting in August 2015.

## **Update on DANB Collaborations**

### **Infection Control Consortium**

The Infection Control Consortium was formed in November 2013 by four organizations: the American Dental Assistants Association (ADAA), American Dental Education Association (ADEA), Dental Assisting National Board (DANB), and Organization for Safety, Asepsis and Prevention (OSAP).

In addition to these organizations, the consortium was supported by participation from subject matter experts and staff liaisons from the American Association of Dental Boards (AADB), American Dental Association (ADA), Academy of General Dentistry (AGD), and Centers for Disease Control and Prevention (CDC).

The Infection Control Consortium is concluding its work and preparing final documents. DANB and the other organizations participating in the consortium will communicate with stakeholders and communities of interest when there are updates to share.

### **ADAA/DANB Alliance update**

At the invitation of the ADAA, DANB participated in the ADAA/DANB Forum during the 2014 ADAA Annual Session. DANB considers the ADAA/DANB Forum as part of the ongoing efforts of DANB and ADAA collaboration, and another way to communicate directly to ADAA membership about DANB and the DALE Foundation.

The ADAA/DANB Forum was held on Oct. 10, 2014. Topics presented included the history of the ADAA/DANB Alliance, an update on the Infection Control Consortium, an update on the 2014 ADAA/DANB Scholarship, and an update from DANB and the DALE Foundation.

## **Report from the DALE Foundation**

The DALE Foundation is the independent nonprofit DANB affiliate; its mission is *to benefit the public by providing quality continuing education to dental professionals and conducting sound research to promote oral health*. The DALE Foundation's Board of Trustees held its Annual Meeting on Jan. 29, 2015. All Trustees were present.

The DALE Foundation offers the following products, all available online:

- Conventional Dental Radiography Review
- DANB RHS Review
- DANB ICE Review
- DANB GC Review Part I
- DANB GC Review Part II
- DANB RHS Practice Test
- DANB ICE Practice Test
- DANB GC Practice Test
- DANB OA Practice Test
- DANB AMP Practice Test



- Accounts Receivable for the Dental Office
- HR Fundamentals for the Dental Office
- Financial Reporting for the Dental Office
- Behavioral Guidance and Management for the Pediatric Dental Patient
- Dental Cements and Adhesives
- Glossary of Dental Terms
- Pediatric Dentistry
- Sedation in Pediatric Dentistry
- Your Career as a Dental Assistant
- Sample Glossary of Dental Terms

Coming soon:

- DANB CP Practice Test
- DANB AMP Review

The DALE Foundation is recognized as an approved CE provider by the American Dental Association and the Academy of General Dentistry.

With support from DANB, the DALE Foundation is currently conducting research in two areas:

- To determine the educational resource needs of dental auxiliary learners and educators
- To determine the value of CDA certification to the dental practice

The DALE Foundation also provided research support to DANB for the 2014 Salary Survey. The research was conducted in 2014, and the results will be published later this year.

### **Upcoming DALE Foundation Board of Directors Meetings**

The DALE Foundation Board of Trustees will hold its next annual meeting Aug. 20, 2015, and its next winter meeting on Feb. 18, 2016. Additionally, the Board of Trustees may meet by conference call throughout the year, between its two scheduled in-person meetings.

### **Upcoming DANB Board of Directors Meetings**

DANB's Board of Directors will hold its next annual meeting Aug. 21-22, 2015, and its next winter meeting on Feb. 19, 2016. Additionally, DANB's Board of Directors may meet by conference call throughout the year, between its two scheduled in-person meetings.

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