



Report of Major Actions of the Board of Directors of the Dental Assisting National Board, Inc. Discussed at its Annual Meeting

August, 2004

Following each semi-annual meeting of the Board of Directors of the Dental Assisting National Board, Inc. (DANB), DANB publishes a Report of Major Actions of and Project Updates Discussed by the DANB Board of Directors. This report is provided to each organization with representation on the DANB Board of Directors, and to other members of DANB's communities of interest as desired, and will be followed by that meeting's minutes when approved. In addition, DANB publishes each Report of Major Actions of and Project Updates Discussed by the DANB Board of Directors on the DANB web site (www.danb.org).

This Report, which reflects DANB's Board of Directors' August 2004 actions, is organized using the following categories: *Stakeholder Outreach*; *Candidate Issues*; *Certificant Issues*; and *Board of Directors – Specific Initiatives*.

I. STAKEHOLDER OUTREACH

A. ADAA/DANB Alliance Activities

In order to provide a greater sense of longevity, the DANB Board approved the name change of the *ADAA/DANB Ad Hoc Committee to Enhance the Dental Assisting Profession* to the *ADAA/DANB Alliance*.

Upcoming projects for the Alliance include developing and distributing a newsletter to interested ADAA and DANB stakeholders following each meeting. This newsletter will serve to update stakeholders on activities the Alliance has completed thus far and its plans for future collaborative efforts.

B. Develop, Produce, and Distribute State Dental Boards FAQs

The Board directed DANB staff to develop FAQs for state dental boards, highlighting how boards might use DANB as a resource when considering modifying dental assisting requirements and functions in their state practice acts and administrative rules.

C. Explore the Development of Certifications for RHS and ICE

In August 2003, DANB's Strategic Planning and Marketing Committee launched an investigation into the possibility of developing certifications in Radiation Health and Safety and/or Infection Control. Currently, DANB offers knowledge-based RHS and ICE competency *certificates*. These are not *certifications* because they require no education (at least on the national level), have no recertification requirements, and offer no acronym designation to use after one's name.

Based upon the Committee's August 2004 recommendation, the Board approved a FY 2004-05 survey of individuals and DANB's communities of interest to assess the potential interest in certifications. The Board will receive a report at the Winter 2006 meeting.

D. Update on the DANB Web Site

The DANB web site continues to be a useful and effective method of communicating with DANB stakeholders. DANB has made many improvements to the site, including the following:

- New information about DANB

- The ability to download various DANB forms (exam rescheduling , exam cancellation, exam hand score requests, credential verification, publication order forms)
- Additional links to other related organizations
- Downloadable national and state exam applications

In August 2004, the DANB Board requested that the following updates be made to the site:

- Highlight the existence of new CDC Guidelines on Infection Control on DANB's homepage
- Link to the OSAP manual on interpreting the CDC Guidelines in the dental office, "From Policy to Practice"
- Link to DANB's ICE application within the CDA Candidate Guide

The Board also discussed the following possible future DANB web site updates:

- Develop scannable renewal notices and online renewal options
- Develop 'scan cards' for dental assistants to use to accumulate DANB-accepted and/or required CDE credit

E. Publish DANB's Guiding Principles

The list of *Guiding Principles for DANB Employees in Their Relationships With DANB Stakeholder Groups* is now available on DANB's web site (www.danb.org). DANB also plans to feature this list in a future issue of *Certified Press*. In addition, the Guiding Principles will be incorporated into DANB's employee interview and hiring process, and may be used to reinforce appropriate individual staff behavior, if necessary.

F. Develop DANB Articles for Other Publications

DANB will prepare articles to publish in other organizations' publications (i.e. *General Dentistry*, *AGD Impact*, *JADA*, *Journal of Dental Education*, *The Dental Assistant*); on topics such as:

- DANB/ADAA Study to Define and Rank Dental Assistant Core Competencies
- DANB Content Validation studies
- Results of CDA/GC PPIV, and other future DANB exam pilot pathways
- DANB dental assistant salary and benefits surveys

In a future issue of *Certified Press*, DANB will feature an article on DANB's Speaker's Bureau and its links to other Speakers' Bureaus.

II. CANDIDATE ISSUES

A. One-Time Extension of Pilot Pathway IV

At its August 2001 meeting, DANB's Board directed the Executive Director to create Pilot Pathway IV (PPIV) for graduates of DANB-accepted dental assisting vocational technical schools. The CDA/GC PPIV study was conducted from January 1, 2002 through December 31, 2003.

Based on the results of the study, in February 2004, DANB's Board of Directors directed the Executive Director not to implement a CDA/GC examination eligibility Pathway IV, because data do not support PPIV equivalence with current CDA/GC examination eligibility pathways.

In February 2004, DANB began receiving enough feedback from Pilot Pathway IV schools to determine that there may have been some confusion among educators and students regarding eligibility to register to take the CDA or GC examinations under the Pilot Pathway IV criteria.

In a special session, the DANB Board voted to allow a one-time extension of this testing opportunity for those who meet all three of the following conditions:

Condition 1: Students must have been accepted into dental assisting programs included in DANB's CDA/GC Exam Pilot Pathway IV study on or before December 31, 2003, and must not have already taken the CDA or GC Examination during the January 1, 2002 through December 31, 2003 study timeframe;

Condition 2: Pilot Pathway IV program directors must identify these students described in Condition 1 (through full name and social security number), and provide DANB with this information **no later than June 30, 2004;**

Condition 3: These students will be offered a **one-time opportunity** to take the entire CDA examination or the GC component of the CDA examination under Pilot Pathway IV criteria, as long as they meet all eligibility requirements under CDA/GC Pilot Pathway IV, and submit complete CDA or GC examination applications and fee to DANB, faxed or postmarked **no later than March 31, 2005.**

Dental assisting program directors from Pilot Pathway IV schools were instructed to complete a special DANB form, listing the names and social security numbers of all dental assisting students who qualify for this testing opportunity under Condition 1. They were to sign the form to indicate their understanding of the terms of this testing opportunity.

DANB then provided these program directors with special CDA/GC examination applications to distribute to these qualified students. Only the students on these program director-generated lists, using these special DANB CDA/GC examination applications, will be allowed to take the CDA or GC examinations under Pilot Pathway IV eligibility criteria.

DANB will accept these special CDA/GC examination applications faxed or postmarked by March 31, 2005. Incomplete applications will be returned, less a nonrefundable processing fee, with missing items defined. Corrections to applications originally deemed incomplete will only be accepted if they are faxed or postmarked by March 31, 2005. Applications received after the March 31, 2005 fax or postmark date will be returned after a nonrefundable processing fee is assessed. The March 31, 2005 deadline for receipt or postmark of CDA or GC exam applications that meet the three Conditions outlined above will not be extended under any circumstance.

DANB has received names of over 4,200 candidates qualified to test between now and March 31, 2005 under this one-time extension of Pilot Pathway IV. DANB informed the ADA's Commission on Dental Accreditation and the Council on Dental Education and Licensure at the same time as the Pilot Pathway IV programs were informed, in early May 2004.

B. Contacting Vo-Tech Schools

In August 2004, DANB's Board directed the Executive Director to contact all 170 dental assisting programs that meet PPIV study eligibility criteria (and are not also accredited by the ADA Commission on Dental Accreditation [CODA]), to inform them that their students could be eligible to take DANB's CDA exam or the GC component of the CDA exam immediately (instead of waiting until they meet DANB's 3,500 hours of work experience requirement under Pathway II) if these programs apply for and become accredited by the ADA CODA.

C. DANB To Increase Processing Fees in 2005 and Exam Fees in 2006

As a nonprofit organization, DANB draws the majority of its revenue from examination and renewal fees. The Board's fiduciary responsibility requires that it assess such fees at a level that covers costs and builds financial reserves to fund future initiatives and support the organization in times of economic downturn.

To keep pace with expenses and expanding programs and services, DANB's Board of Directors voted to increase the **exam application processing fee** to \$50.00 for all DANB exams, effective January 1, 2005. DANB policy dictates that if an application is incomplete, DANB will return the exam fee but retain the nonrefundable processing fee. Therefore, this processing fee increase will not affect candidates who fill out their exam applications properly and submit all required eligibility documentation. In FY 2003-04, 96% of all DANB exam candidates submitted complete applications, so this processing fee increase will affect only those 4% who do not comply with instructions and requirements.

The Board also voted to increase **exam fees** for FY 05-06 (see fee change schedule). DANB's national Certification Exam fees (CDA, COA, CDPMA-I, CDPMA-2) have remained the same for the last seven years, and fees for the component exams (RHS, ICE, GC, and OA) have not increased for the last four years. Rescheduling and cancellation fees will remain at \$35.

In 2006, the fees for DANB national exams will increase as follows:

	2004-5	2006
CDA exam	\$225	\$300
COA exam	\$225	\$300
CDPMA-1 (current CDAs)	\$120	\$165
CDPMA-2 (non-Certificants)	\$225	\$300
GC component exam	\$130	\$175
RHS component exam	\$120	\$150
ICE component exam	\$120	\$150
OA component exam	\$165	\$225

D. Modification of Candidate Services Committee Policies

1. The Board modified **Policy II.304.4 – Special Written Test Site** as noted, with changes underlined.

- Guarantee in writing a minimum of 20 candidates, or pay a Special Site Fee of \$100 (this fee covers shipping and staff time) for each requested testing date.
- A site can only act as a Special Written Test Site a maximum of 2 times per year.
- If a site cancels a Special Written Test Date, the examiner must pay a \$35 processing fee.
- A Special Written Test Date may be rescheduled once a year. If a site reschedules a Special Written Test Date, the examiner must pay a \$35 processing fee.

2. The Board modified **Policy II.502 – Candidate Identification** as noted, with changes underlined.

Written Format: The candidate will be required to show two forms of identification. The primary form must have both a photo and signature. The signature must match the name exactly as it is printed on the Test Admission Notice. The secondary form must have the candidate’s name imprinted (as on a credit card) or a signature on it exactly as the name is printed on the Test Admission Notice. The candidate should also bring two No. 2 pencils.

Computerized Format: The candidate will be required to show two forms of identification. The primary form must have both a photo and signature. The signature must match the name exactly as it is printed on the Test Admission Notice. The secondary form must have the candidate’s name imprinted (as on a credit card) or a signature on it exactly as the name is printed on the Test Admission Notice.

Candidates will be electronically fingerprinted and photographed for identification purposes only. Candidates may also be video/audio recorded during the examination.

3. The Board modified **Policy II.309.1 – Making Changes to Written Test Sites** as noted, with changes underlined.

A candidate who applies for an exam and is not able to take it at the scheduled time, may request to be rescheduled to a later date. (Call 1-800-FOR-DANB for the appropriate form.) To reschedule to the next written testing date, the candidate must submit a rescheduling form to DANB accompanied by a \$35 rescheduling fee. Requests to reschedule to another written exam date must be received by DANB at least two weeks before the exam date for which candidate originally applied. Candidates who wish to test at a different site than that at which they were originally assigned may change test sites only if the request is received by DANB at least two weeks before the exam date.

Rescheduling deadlines, requirements, and fees apply as described above.

III. CERTIFICANT ISSUES

A. Update on the DANB/ADAA Core Competencies Study

DANB’s Board reviewed the materials presented at the July 9, 2004 ADAA/DANB Forum, focusing on the work of the American Dental Assistants Association (ADAA)/DANB Alliance’s Survey to Rank and Define Core Dental Assisting Competencies – Phases I, II, and III.

In Phases I and II, surveys were mailed to CDAs, CDAs who also direct ADA-accredited dental assisting programs, and non-Certified dental assistants; in Phase III, the survey was sent to dentists. While the consistency in results among Phases I, II, and III was extremely encouraging, a direct statistical comparison could not be made because the rating scale of descriptors in Phases I & II were not identical to those in Phase III.

Therefore, in order to meet the Alliance's goal of presenting psychometrically defensible research, a final survey will be mailed to the same populations surveyed in Phases I and II. In this phase, Phase IV, DANB will use the same category descriptors (A-D) that were used in Phase III, in order to place dentist, CDA, and dental assisting educator (Program Director) results data on the same scale.

Ultimately, the DANB Board of Directors and the ADA Board of Trustees support the development of a "white paper" (position paper) defining core competencies for dental assistants, involving as many communities of interest in the dental and dental assisting arenas as express a desire to participate and to receive this information.

The next meeting of the ADA/DANB Alliance will be held in February 2005.

B. New Research Project Based on Core Competency Survey/Salary Survey Results

After the conclusion of Phase IV of the core competency survey, DANB will combine the results of its core competencies surveys and salary surveys to determine how long it takes, on average, to complete each of the 70 tasks listed in the core competency survey. (A variety of dental office software exists that estimates time per task for scheduling or billing purposes.) Using the average hourly salary for dentists, hygienists, and dental assistants, DANB will calculate how much it would cost an office to do each procedure, depending on which dental professional performed each task. Dentists and/or state dental boards could calculate the costs associated with all 70 tasks (if performed by a dentist, hygienist, or assistant), or any combination of these tasks, depending on which functions may be legally performed at the auxiliary level in each state. This study will demonstrate the value of a qualified expanded functions assistant to a dental office's bottom line.

C. DANB Merchandise Possibilities

In response to numerous requests from the public, DANB will investigate the possibility of offering merchandise (not tied to years of Certification) for purchase by Certificants, employers, family, friends, and others.

D. Emblems

DANB has been working with Dentalworkers.com to develop an online mechanism to verify that dental assistants who indicate that they are DANB Certified or that they have passed DANB's RHS or ICE exams have indeed earned these credentials. Thus, DANB has developed emblems to appear on these individuals' online profiles so that employers will know that only candidates whose resumes bear these official emblems are DANB Certified. In August 2004, the DANB Board approved emblems for the RHS and ICE exams.

E. Modification of Certificant Services Committee Policies

1. The DANB Board modified **Policy III.304.12 – Scholarly Activities** as noted, with changes underlined. Certificants may earn a maximum of three (3) CDE hours annually for specific scholarly activities.
 - Teach a professional course directly related to dentistry **or** dental assisting **or** present a continuing dental education program either of which are outside of the Certificant's normal employment teaching responsibilities. **Acceptable documentation:** Course outline/catalog or copy of program brochure listing the Certificant as Instructor.
 - Author a published article in a recognized dental or dental assisting journal. **Acceptable documentation:** Copy of published article (name and date of publication).
 - Participate in a DANB Exam Committee/validity study/PDEP development (Note: PDEP development participants cannot use PDEP to renew) or receive one (1) CDE hour for every two exam items accepted by DANB. **Acceptable documentation:** Letter from DANB

Certificants may earn all twelve (12) CDE hours required annually by DANB if they are currently enrolled in a college program to earn an advanced degree, but this option can be used for no more than five (5) consecutive years. Twelve (12) CDE hours per year may be earned if enrolled at least half time (earning 3 or more college credits/units)

in a BA, BS, MA or other recognized degree program. **Acceptable documentation:** Document from college registrar's office indicating currently enrolled status.

2. The DANB Board modified **Policy III.304.8 – Community Participation** as noted, with changes underlined.

Certificants may earn **a maximum of two (2) CDE hours** by participating in dental-related community service, and **an additional one (1) CDE hour** for writing at least a 250-word essay on how the volunteer service benefited the Certificant's professional growth. Examples include: International/national mission work, voluntary clinic work, or dental health presentations to students or groups. Community participation 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. Volunteer time should be at minimum two (2) hours. DANB will publicly recognize Certificants who complete and provide proof of mission work. **Acceptable documentation:** Certificate of completion, letter of attendance/participation, or similar documentation.

3. The DANB Board modified **Polices III.301 and III.303.11 – CPR Courses** as noted, with changes underlined.

Current certification in cardiopulmonary resuscitation (CPR) is required for annual renewal of DANB certification. Certificants may earn **a maximum of four (4) CDE hours** (hour credit may be less for refresher courses; credit depends on the length of the course) for successful completion of a CPR certification course that includes both written and hands-on (skills) assessment provided by one of the following organizations:

- **American Red Cross:** CPR for the Professional Rescuer; Adult, Infant and Child CPR; Adult CPR; Infant and Child CPR; Community CPR
- **American Heart Association:** BLS for Healthcare Providers; Heartsaver AED; Heartsaver AED with Pediatric CPR; Heartsaver First Aid; Heartsaver FACTS; Heartsaver CPR; Heartsaver CPR with AED; Healthcare Provider; ACLS Provider (Advanced Cardiac Life Support); ACLS EP (Experienced Provider); PALS (Pediatric Advanced Life Support) Provider; Heartsaver First Aid Instructor Course with Provider Skills
- **National Safety Council (Green Cross):** First Aid CPR; Infant and Child CPR; Adult and Child CPR; Standard CPR; Professional Rescuer CPR
- **American Safety and Health Institute:** CPR Pro; Medic First Aid; Basic Life Support for Professionals
- **Canadian Red Cross:** CPR-Level C; CPR for the Professional Rescuer

Other organizations or courses without both written/skills assessment will not be accepted. ~~Certificants may only count the CDE hours in the year that CPR is earned. Note: Two (2) year CPR cardholders can only apply the hours to recertification in the year CPR earned. In the second year, CPR hours will not count and the Certificant must earn the full number of hours from other categories.~~

4. The Board modified **Policy III.304.7 - Reading** as follows, with changes underlined.

Certificants may earn a maximum of one (1) CDE hour annually by reading at least six (6) technical dental articles published within your renewal period or one (1) dental textbook, published within the past five (5) years. Community libraries, dental offices, and the Internet are convenient sources of books and journals. To record reading activity, a log must be maintained that includes titles of book or article, name of journal, author, and date of publication. This written log earns the Certificant one (1) CDE hour. Certificants may earn an additional one (1) hour annually for writing a least a 50-word summary of each article or at least a 250-word summary of the textbook, highlighting the relevance of the information to the dental assisting profession. **Acceptable documentation:** Written log of articles and copy of each 50-word article summary or 250-word textbook summary.

Dental Assisting educators teaching at least half-time may earn a maximum of three (3) CDE credit hours annually by reviewing new reference materials (textbooks, CD-ROMs, audio-visuals, etc.) for possible adaptation into their curriculum. Acceptable documentation: Educators must provide a copy of the completed publisher's evaluation form returned to the publisher for any materials evaluated for adaptation.

5. The Board modified the following **Emeritus Status** policies as follows, with changes underlined.

Policy III.700 – Emeritus Status

Emeritus status does not require CE credits or payment of renewal fees. Emeritus is defined as: one who is retired from or, for medical reasons, is no longer employed in a dental office or dental assisting position; but who is permitted to retain, as an honorary title, the rank or credential last held.

DANB will issue Emeritus status to Certificants who meet specific requirements and who contact DANB in writing requesting such status. After status is awarded, recipient must use Certification acronym followed by Emeritus for identification; i.e., Sue Smith, CDA-Emeritus.

Policy III.701 – Emeritus Status

DANB Certified Assistant (CDA, COA, COMSA, CDPMA) may apply for Emeritus status if they have maintained continuous current Certification for four (4) of the five (5) years immediately preceding application 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.

Disability

Must provide a letter from the Certificant’s physician on his/her office letterhead stating that the Certificant is physically and permanently unable to perform any duties required.

Retirement

Must submit two (2) letters stating that the Certificant has retired and the date of retirement:

- A letter from the assistant requesting Emeritus status and signed by the assistant; and one or both of the following:
- A letter from the assistant’s employer on employer letterhead and signed by the employer, or
- The assistant must provide proof of receiving Social Security benefits.

Policy III.702 – Reinstatement of Current Certificant Status from Emeritus Status

An Emeritus Certificant who achieved Emeritus status within the past four (4) to thirty (30) months can reinstate her/his credential(s) to become currently Certified if the individual does the following:

- Pays administrative reinstatement fee (\$125) (for Emeritus – CDA, - COA, - CDPMA, or – COMSA), and
- Provides proof of required continuing education (12 credit hours per year for each year lapsed) and current DANB-accepted CPR (for Emeritus – CDA, - COA, - CDPMA, or – COMSA); or
- Pays for and passes the PDEP module (General Chairside for Emeritus – CDA, Orthodontic Assisting for Emeritus – COA) and provides proof of DANB-accepted CPR.

After DANB receives payment and the individual Emeritus-CDA or Emeritus-COA passes the appropriate PDEP examination, and the Emeritus-CDA or Emeritus –COA provides proof of required CDE hours for each year lapsed, the individual will be reinstated as a continuous DANB Certificant (CDA or COA) with the same original DANB Certification number and original Certification date.

Since there are currently no PDEP modules to reinstate the CDPMA or COMSA credentials, these Emeritus Certificants can only reinstate with discontinuous Certification, earning a new DANB Certification number and a new DANB Certification date.

IV. DANB BOARD OF DIRECTORS – SPECIFIC INITIATIVES

A. Strategic Planning and Marketing Committee Update

The Committee added an additional function to its list of overall duties and responsibilities. It reads “Regularly evaluate and prioritize stakeholder groups and needs as they relate to DANB’s Mission and Ends.”

The Committee also added a sixth end to its mission statement: “Provide information services for the dental assisting profession related to credentialing and recertification.” To this end, the Committee will “recommend development of DANB surveys and other information-gathering tools” and “recommend how results of these tools will be used and disseminated.”

B. DANB Contributions to National Organizations

Continuing its practice of offering annual financial support to several national organizations, the Board decided to make contributions to these organizations in FY 2004-05: ADA Foundation, Oral Health America, ADEA Gies Foundation, and National Association of Dental Assistants.

C. DANB Solicits Board Member Input

A DANB Board Committee Interest Form will be developed to solicit DANB Board member input for service on Committees that have no organizational representation specified (currently, Finance, Bylaws and Board Governance Document, Nominating, Performance and Salary Review, Strategic Planning and Marketing, and ADA/DANB Alliance).

D. Election of Officers of the DANB Board of Directors for FY 2004-05

The DANB Board elected the following new officers to serve during FY 2004-05: Esther Scherb, DMD, JD, Chair; Judith Andrews, CDA, RDA, FADAA, Vice-Chair; Carla Schneider, CDA, RDA; Secretary.

E. Dates of Upcoming DANB Board Meetings

The DANB Board of Directors will hold its Winter Meeting February 4-5, 2005, and its Annual Meeting August 12-13, 2005.

Distribution List

American Dental Association (Karen Hart and Diane Boehm, Council on Dental Education and Licensure; Sherin Tooks, Commission on Dental Accreditation)
American Dental Assistants Association (Larry Sepin, Executive Director; Debra Von Alman, CDA, President)
American Association of Dental Examiners (Molly Nadler, Executive Director)
American Dental Education Association (N. Karl Haden, Associate Executive Director)
Academy of General Dentistry (Gerald D. “Jay” Donohue, CAE, CMP, Executive Director)
American Association of Orthodontists (Thomas Watters, Executive Director)
Executive Directors or Administrators, State Boards of Dentistry

