



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

August 2006

Following each 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 website (www.danb.org).

This Report, which reflects DANB's Board of Directors' August 2006 actions, is organized using the following categories: *Stakeholder Outreach*; *Candidate Issues*; *Certificant Issues*; and *Board of Directors – Specific Initiatives*.

I. STAKEHOLDER OUTREACH

A. DANB Response to ADA Workforce Task Force 2006

The Board discussed the appropriate response to the Report of the ADA Workforce Task Force 2006 and put forth the following points for inclusion in DANB's response (which will be delivered orally by Director Durley when she addresses the ADA reference committee that will hear testimony regarding the proposed model): (1) Address the correct use of credentialing terminology; (2) Support the concept of improving access to care through increased flexibility achieved by delegating expanded duties to qualified members of the dental team; and (3) Highlight the disparities in the current workforce models used in each state and emphasize that many look to DANB to provide nationally recognized and accredited exams that lend some uniformity to dental assistant requirements across the country; (4) Emphasize DANB's ability to work with each individual state to meet the needs of that state.

B. Career Ladder Templates Pricing Determined

The Board determined the pricing structure for the new publication *DANB's 2006 Career Ladder Templates for Dental Assistants*. DANB Certificants will pay \$45, affiliated personnel will pay \$65, and commercial purchasers will pay \$85. Alternatively, customers may purchase the template for one or more individual states; the fee for a single state template will be \$10.

Another available option will be to purchase a customized report based on Career Ladder Template data; the DANB Board set the fee for this service at \$250 per report.

C. Website Renavigation Project To Continue

The Board directed the Executive Director to continue the data-collection phase of DANB's website renavigation project, including the following tasks: (1) implement incentive program for website survey, (2) conduct telephone survey of callers to DANB's hotline, and (3) conduct staff interviews or distribute questionnaire to staff regarding stakeholder interactions. (*As of the date of the Board meeting, items 1 and 2 had already been completed.*)

D. Item Writing Workshop To Be Held

The Board directed the Executive Director to work with the ADAA to schedule a time to hold a DANB item writing workshop at the fall 2007 joint American Dental Association (ADA)/ADAA meeting in San Francisco, CA.

II. CANDIDATE ISSUES

A. Report on the State of DANB National Exams

Liz Koch, Associate Executive Director, reported that DANB's exam eligibility pathways (graduation from a dental assisting program accredited by the ADA's Commission on Dental Accreditation as compared to 3,500 hours of dental assisting work experience earned over a 24- to 48-month period) continue to yield statistically equivalent passing rates on the General Chairside (GC) component of the Certified Dental Assistant (CDA) exam, as desired.

Ms. Koch presented pass rates for the past eight years of DANB national exams. Current pass rates for the DANB CDA component exams are as expected; current pass rates for Orthodontic Assisting (OA), Certified Dental Practice Management Administrator-1 (CDPMA-1), and CDPMA-2 are lower than expected, but the small number of candidates taking these exams could account for this difference. DANB staff will conduct further focus group studies of dental practice managers to better determine the responsibilities of these employees.

Content validation studies for the OA and Radiation Health and Safety exams are underway and will be completed in FY 06-07.

B. Preliminary Results of 2005 Radiation Health and Safety Content Validation Study

Ms. Koch summarized the development of a survey to study the validity of the Radiation Health and Safety (RHS) examination content and presented some preliminary results. Further analysis will be performed and presented to the RHS Exam Committee at its October 20-22, 2006 meeting, after which all data and any recommendations emerging from the meeting will be presented to the Board at the February 2007 Board of Directors meeting.

C. Changes to Written Test Site Administration and Exam Fees

To enhance exam security and improve administrative efficiency, the Board voted to discontinue Special Test Site written exam administrations and cease accepting Special Test Site written exam contracts, effective January 1, 2007; and to strike Policy No. II.304, Policies for Selection of Special Testing Sites, from the Candidate Services Manual.

The Board also voted to increase the application fee for all written exams by \$40, effective January 1, 2008, to offset administrative costs associated with preparing, administering, and enhancing the security of DANB's written national exams.

D. Modification of Candidate Services Policies

1. The Board added the following new policy, as Policy II.409, Non-Candidate Payor Refund Policy, to the Candidate Services Manual, effective immediately:

"A non-candidate exam payor for a DANB exam may request that his/her exam fee payment be refunded if the candidate for whom he/she paid the exam does not test (a non-candidate payor is not able to cancel a DANB exam). In order for a refund to be processed, the following criteria must be met:

-The payor must contact DANB within three months of DANB processing the payment

-Refunds will not be processed until after a computerized exam candidate's 60-day eligibility window has expired or a written candidate's exam date has passed. If a candidate shows up to test, no refund will be provided.

If the above criteria are met, refunds will be processed minus the following fees: Exam fee – non-refundable application fee – Computerized testing vendor seat time fee (see current contract for fees) = Amount of refund."

2. The Board modified Policy II.306, Eligibility Documentation, in the Candidate Services manual as follows (added text is underlined):

"Acceptable documentation of high school graduation or equivalent should be either (1) a copy of high school diploma or GED certificate, or (2) an official transcript indicating graduation, proof of college or post secondary coursework, or official state agency graduation verification. Official documents must include a school seal, school stamp indicating the document is official, or be notarized."

3. The Board made the following additions to the portion of Policy II.601, Test Sites, dealing with establishing written exam sites (added text is underlined):

*"The following criteria will be use to establish test centers for **written** Certification Examinations:*

1. *Test centers will be established throughout the nation and in locations to provide reasonable access to all candidates.*
2. *An ADA-accredited dental assisting program will receive preference in establishing a test center when the program agrees to open its test center to all candidates in the geographic area up to the capacity of the test center.*
3. *A test center will be established in a non-accredited dental assisting program or other location when the anticipated candidate population in the geographic area requires addition of a test center.*
4. *A test center will be established at a site only if a facility is identified that provides candidates with reasonable access, lighting, ventilation, quiet and seating. Facility accommodations must allow for a secure and comfortable testing environment.*
5. *A test center will be established at a site only if one trained examiner and at least one trained proctor are identified in advance of testing. Examiner(s) and proctor(s) may be involved with a dental assisting program from which candidates are a participant. Training encompasses familiarity with and adherence to policies established in Procedures for Administering DANB Examinations.*
6. *A test center will be filled to capacity on a first come, first served basis.*
7. *All approved test centers administering written exams in February or October must be more than 100 miles from a Pearson Professional Testing Center or a VUE Testing Center.*
8. *Any institution in which an ADA-accredited dental assisting program resides may establish a written test center during the month of June, regardless of the distance from a Pearson Professional Testing Center or VUE Testing Center, as long as they meet the criteria established in 1–6 above."*

E. Results of RHS and CDPMA-1 Timing Study

Previous analysis had indicated that the time allotted for the Radiation Health and Safety and Certified Dental Practice Management Administrator-1 exam might not have been sufficient to allow most candidates to complete the exam. Collection and analysis of additional data suggest that the time allotted for these two exams is sufficient, and that no change in the time allotted for these two exams is required.

III. CERTIFICANT ISSUES

A. Preliminary Results of 2006 DANB Certificant Salary Survey Reported

Ms. Koch reported on the preliminary results of the 2006 DANB Certificant Salary Survey. A summary of these results will be published on DANB's website and highlighted in the Winter 2006 issue of *Certified Press*.

B. States To Receive Lists of Lapsed Certificants

The Board directed the Executive Director to begin distributing lists of lapsed Certificants to those states for which DANB already provides regular reports and to any other state dental boards that request receipt of such lists.

C. Disciplinary Proceedings Outcomes To Be Published

As the importance of DANB credentials increases nationwide, the number of discipline cases has also increased. Disciplinary sanctions meted out by DANB to Certificants, Certificate of Competency holders (Radiation Health and Safety, Infection Control), or others for violations of DANB policy occur on grounds such as misuse of DANB credentials and irregular behavior associated with DANB exams.

At the August 2006 meeting, the DANB Board voted to begin publishing the outcomes of disciplinary proceedings (including respondents' state of residence/employment but without respondents' identifying information) on DANB's website and in *Certified Press*.

D. Code of Ethics To Be Created

The Board charged the Strategic Planning and Marketing Committee with the creation of a Code of Ethics for DANB Certificants, for approval by the DANB Board of Directors at its February 2007 meeting.

E. Modification of Certificant Services Policies

1. The DANB Board added the following, as Policy III.905, to the Certificant Services Manual:

"To be listed on DANB's Speakers Bureau list, speakers must meet the following criteria:

- Speakers must have at least one year public speaking experience, AND
- Speakers must have conducted at least three speaking engagements.
- If speakers are from the dental profession, they must
 - o Have 3-5 years' experience as a clinical dental assistant and be DANB Certified, OR
 - o Be a dental assisting educator from an ADA-accredited dental assisting school, non-ADA-accredited dental assisting school, or a provider of continuing education courses and be DANB Certified, OR
 - o Be a registered dental hygienist or DDS/DMD.

The above criteria will be verified every three years for speakers on DANB's Speakers Bureau list."

2. The DANB Board accepted the following definition as the standard definition of CDA and voted to update the Certificant Services Manual accordingly:

"A CDA is a dental assistant, dental hygienist, or dentist who

1. meets the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), AND
2. passes DANB's Certified Dental Assistant (CDA) Examination, which is comprised of component exams covering Radiation Health and Safety (RHS), Infection Control (ICE), and General Chairside Assisting (GC), AND
3. is currently CPR certified, AND
4. continues to maintain the credential by meeting DANB Recertification Requirements (including continuing education, current CPR certification, and annual fee)."

3. The DANB Board added the following language, as underlined, to Policy III.303.5 of the Certificant Services Manual (DANB's 2007 Recertification Guidelines will also be updated to include this clarification):

"Home study course sponsors must be pre-approved by DANB and all courses delivered on the Internet are considered to be home study courses. A designated number of hours will be awarded after completing a pre-approved home study course. Home study courses can be obtained from the American Dental Assistants Association, the National Association of Dental Assistants and other agencies. It is the responsibility of the Certificants to ascertain whether a course has been pre-approved by DANB. All required CDE hours can be earned through home study courses. CDAs, COAs and COMSAs may take a maximum of three non-clinical home study course hours or a maximum of twelve clinical home study course hours. CDPMAs may take a maximum of six non-clinical home study course hours or a maximum of twelve clinical home study course hours."

IV. BOARD OF DIRECTORS – SPECIFIC INITIATIVES

A. Election of Officers of the DANB Board of Directors for FY 2006-07

The DANB Board elected the following new officers to serve during FY 2006-07: Carla Schneider, CDA, RDA, Chair; Brenda Fell, CDA, CDPMA, Vice Chair; and Howard Bell, DDS, Secretary.

B. Date of 2007 DANB Annual Board Meeting

The DANB Board of Directors will hold its Annual Meeting in Chicago on August 24-26, 2007.

Distribution List

American Dental Association (Dr. David Preble, Director, Dental Education; Sherin Tooks, Commission on Dental Accreditation; Karen Hart and Diane Boehm, Council on Dental Education and Licensure)
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 (Richard Valachovic, DMD, Executive Director; Associate Executive Director)
Academy of General Dentistry (Christie A. Tarantino, CAE, Interim Executive Director)
American Association of Orthodontists (Thomas Watters, Executive Director)
American Association of Oral and Maxillofacial Surgeons (Robert Rinaldi, PhD, Executive Director)
Executive Directors or Administrators, State Boards of Dentistry