



Report of Major Actions of the Board of Directors of the Dental Assisting National Board, Inc. Discussed at its Annual Meeting August 2007

Following each 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. 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 2007 actions, is organized using the following categories: *Stakeholder Outreach*; *Candidate Issues*; *Certificant Issues*; and *Board of Directors – Specific Initiatives*.

I. STAKEHOLDER OUTREACH

A. Canadian Designation DANBC

The Board discussed issuing an alternative designation to the existing U.S. designation "CDA" for DANB Certificants living and/or working in Canada. DANB had previously investigated the feasibility of registering "CDA" as a trademark in Canada. The investigation revealed widespread varying uses of the designation "CDA" across a number of Canadian provinces, leading DANB to conclude that the mark "CDA" might not be capable of serving as a distinctive mark in Canada.

Nevertheless, DANB's Board of Directors determined that DANB Certificants living and/or working in Canada should be granted a mark clearly signifying that they are Certified by DANB and distinguishing such Certification from other dental assisting credentials used in Canada. Therefore, DANB's Board of Directors determined that DANB will issue the designation "DANBC" to all CDAs residing in Canada. DANB will also provide CDAs residing in the United States with the opportunity to use the "DANBC" mark if they provide evidence that they plan to work as dental assistants in Canada. Such assistants will be receive strict instructions that "DANBC" is only to be used by DANB CDAs in Canada and that CDAs who work in the United States should continue to use only the "CDA" designation.

"DANBC" rules for use will be published on DANB's website and in the 2008 CDA Candidate Guide.

"DANBC" certificates will be provided to qualified CDAs beginning in the first quarter of 2008.

B. DANB's Policy and Procedures for Disciplinary Review and Appeal

DANB's Board updated and revised DANB's Disciplinary Policy and Procedures, now renamed *DANB's Policy and Procedures for Disciplinary Review and Appeal*, to incorporate reference to *DANB's Code of Professional Conduct*, to address several policy issues not directly addressed in the former version—particularly in the area of grounds for disciplinary sanctions—and to modify procedures for conducting disciplinary reviews.

C. State-Specific Dental Assisting Information Available on DANB's Website, www.danb.org

To help dentists and dental assistants keep current regarding changes to the field of dental assisting and the requirements in each state, DANB created a feature on its website that provides information about allowed dental assisting functions and related requirements in each state.

DANB website visitors can access this simple-to-use feature by clicking the "State Specific Information" button on DANB's Internet home page. This section provides the following information related to dental assisting practice in every state across the country:

- At-a-glance job titles for each level of the dental assisting career ladder;
- Links to easy-to-read charts listing functions and requirements, that clearly show the titles for each level of dental assisting, the duties dental assistants are allowed to perform at each level under what specific level of supervision (if applicable), the education, training, exams and/or credentials that are required in order to perform those duties, and the duties that are restricted across all levels;
- Links to information about which DANB exams are recognized or required in each state;
- A link to the state board of dentistry website, to ensure that the most recent information is posted, or in case any additional information about the practice of dental assisting is needed.

DANB updates this state-specific information during a formal annual review process, and also as it becomes available during the year through legislative monitoring or through communication with state regulators.

D. CDPMA Focus Groups

Because of low participation in DANB's Certified Dental Practice Management Administrator program, DANB will be conducting research to answer a variety of questions about the dental practice management profession, such as: What tasks and functions do dental practice managers perform? Is there a core body of knowledge reflective of all dental practice managers? How many types of dental practice managers exist, and should there be different certification exam focuses for each type?

DANB will conduct focus groups of current CDPMAs as well as others who are not currently DANB Certified but who work as dental practice administrators/managers, to answer these and other critical questions. The first focus groups will be convened on Saturday, September 29th at the American Dental Assistants Association (ADAA) meeting, immediately following the ADAA/DANB Forum. The second focus groups will be convened on Saturday, October 27th during the annual meeting of the American Association of Dental Office Managers (AADOM). After evaluating the qualitative results of these focus groups, DANB is likely to follow up with a quantitative survey.

E. DANB Plans to Work with Communities of Interest to Create Two New Certification Programs to Support ADA's 2006 Auxiliary Workforce Models Resolution

DANB's Board of Directors determined that DANB will move forward with plans to support the two new models for dental auxiliaries recently recommended by the ADA, by initiating contact with the ADA and related communities of interest to discuss the development of two new professional certifications for dental auxiliaries: Certified Oral Prevention Assistant (COPA) and Certified Community Dental Health Coordinator (CCDHC). Development of these new certifications will be based on the OPA and CDHC curriculum models defined by the ADA, as they were initially presented or as they may be modified following ADA pilot testing.

II. CANDIDATE ISSUES

A. Revising Criteria for DANB Acceptance of CPR Courses

The Board adopted the following criteria for approval of CPR courses and approved revising Candidate Services Policy II.203.1 and Certificant Services Policy III.300.1 to include these criteria:

Cardiopulmonary resuscitation (CPR) courses considered for approval by DANB must meet each of the following criteria:

- *Written assessment*
- *Hands-on/clinical skills assessment*
- *Course must address adult, infant AND child CPR training*
- *Course must include related training in bloodborne pathogens*
- *Course must include training in responding to emergencies*
- *CPR-granting organization must be national or international in scope OR if state-wide in scope, a CPR-granting organization must meet the following criteria:*
 - *Provide documentation that demonstrates that the course follows American Heart Association or American Red Cross Guidelines for CPR AND*
 - *Be approved/accepted by a state dental/medical organization or agency, and must provide proof of this approval in the form of a letter from the organization.*

B. DANB Acceptance of Online CPR Courses

DANB's Board of Directors discussed DANB's CPR acceptance policy in light of the fact that some CPR courses are offered online. DANB accepts online CPR courses as long as they comply with all DANB CPR criteria, as noted above. As an example, if a DANB exam candidate or Certificant earned or renewed CPR certification to meet DANB examination eligibility or Certification renewal requirements by taking an online course that meets the above DANB criteria, that individual would also be required to complete and provide proof of passing a hands-on/clinical CPR skills assessment.

C. Adding RDH License as Proof of Graduating from a CODA-Accredited School

Registered Dental Hygienists (RDHs) meet CDA/GC exam Pathway I eligibility requirements if they provide documentation indicating that they have graduated from a dental hygiene program accredited by the Commission on Dental Accreditation (CODA). Because all states except Alabama require that dental hygienists graduate from a CODA-accredited dental hygiene program in order to become RDHs in those states, DANB's related CDA/GC Pathway I documentation policy now reads:

Candidates who hold a current or expired Registered Dental Hygienist (RDH) license from any state but Alabama may submit a copy of their RDH license to fulfill the CDA/GC eligibility documentation requirement for Pathway I: Graduation from an ADA-accredited dental assisting or dental hygiene program.

D. Testing Candidates (and Renewing Certificants) with a Criminal History

The Board adopted the requirement that all DANB national examination candidates and all DANB Certificants must disclose to DANB, effective January 1, 2008, if they have been:

- convicted of a felony;
- the subject of adjudication by a court or governmental regulatory body that they have violated a federal or state law, rule, or regulation;
- judged by a court of law to be mentally incompetent;

- the subject of any suspension of loss of dental assisting registration, licensure, or state-recognized credential, or loss of authorization to work as an employee of the federal government or in a state or jurisdiction not requiring licensure, registration, or other recognized dental assisting employment credential.

If candidates or Certificants reply in the affirmative to any of these questions on their DANB national exam applications or Certification renewal statements, they will be required to describe the principal facts and outcome on a separate, attached sheet, including any appropriate related documentation. DANB will review all such disclosures individually and, in consultation with legal counsel, will make a case-by-case determination as to an individual’s eligibility for DANB examinations or DANB Certification or renewal of Certification.

E. Department of Labor Job Corps Training Standards for Dental Assistants

At the August 2007 meeting, DANB’s Board received an update about DANB’s work with the United States Department of Labor in connection with the Department’s Job Corps program. In 2007, the U.S. Department of Labor mandated that national certifications related to specific Job Corps Training Standards be integrated into the specific vocational curriculum. DANB was asked to work with Department of Labor consultants to integrate DANB certification examination requirements and *Task Analysis* content into the U. S. Department of Labor National Office of Job Corps’ “Career Guide for the Health Care Industry: Dental Assistant Program–Based on DANB Certified Dental Assistant Certification.”

F. Results of Annual Comparison of Passing Rates from CDA/GC Candidates Eligible to Test via Pathway I and II

At the Board’s August 23-26, 2007 meeting, Directors reviewed passing rates comparison results for Pathway I and II exam eligibility pathways from the period of 4/1/06 to 7/15/07. Analysis of the data revealed that the performance of these two pathways for the current year is statistically equivalent. These results support continuation of the requirement of 3,500 hours of work experience for those assistants who are not graduates of ADA-accredited dental assisting programs (that is, neither increasing this work experience requirement to more than 2 years, nor decreasing it to fewer than 2 years).

G. Revised Schedule for DANB Content Validation Studies

The Board approved an updated schedule for content validation studies. The results of these studies are used in development of exam blueprints. DANB’s Certified Dental Assistant (CDA) examination is comprised of the Radiation Health and Safety (RHS), Infection Control (ICE) and General Chairside (GC) component exams. DANB’s Certified Orthodontic Assisting (COA) examination is comprised of the ICE and Orthodontic Assisting (OA) component exams.

CONTENT VALIDATION STUDY SCHEDULE

	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10
RHS	X		X		
ICE			X		X
GC		X			
OA		X		X	

III. CERTIFICANT ISSUES

A. Modification of Certificant Services Policy

The Board approved the following revisions to Policy III.303.5 of the Certificant Services Manual, effective January 1, 2008 (additions underlined; deletions stricken):

~~“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. This category includes completion of any Internet-based, text, audio, or video courses completed at home. 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 CDE hours or a maximum of twelve clinical home study course hours CDE hours. CDPMAs may take a maximum of six non-clinical home study course CDE hours or a maximum of twelve clinical home study course CDE hours.~~

B. Statement to be Added to the 2008 DANB Recertification Requirements

The Board approved the addition of the following statement to the 2008 DANB Recertification Requirements:

DANB Approval of CDE Courses or Sponsors Approved By ADA CERP or AGD PACE
Many CDE courses that dental assistants attend or participate in are sponsored by ADA CERP and/or AGD PACE-approved continuing education providers. These courses can be used to renew your DANB Certification(s). It is your responsibility to ensure that you are earning CDE hours in the appropriate DANB CDE categories, as described in DANB’s Recertification Requirements.

C. DANB’s Recertification Guidelines Renamed

The Board voted to approve the renaming of DANB’s Recertification Guidelines to “DANB’s Recertification Requirements,” effective immediately.

D. Revised Definitions of CDPMA and COMSA

The Board revised the standard definitions of CDPMA and COMSA as follows (additions are underlined; deletions are stricken):

A Certified Dental Practice Management Administrator (CDPMA) is a dental assistant, dental hygienist, ~~or dentist,~~ or person with management experience 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 Practice Management Administrator (CDPMA) Examination, 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).

A Certified Oral and Maxillofacial Surgery Assistant (COMSA) is a dental assistant, dental hygienist, ~~or dentist,~~ or other healthcare professional who

1. met the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), AND

2. *passed DANB's Certified Oral and Maxillofacial Surgery Assistant (COMSA) Examination, which is comprised of component exams covering Infection Control (ICE) and Oral and Maxillofacial Surgery Assisting (OMS)* 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).*

** Effective January 1, 2000, the COMSA examination was discontinued due to low participation. However, DANB continues to recognize those who have earned the COMSA credential and maintain it annually by meeting DANB's Recertification Requirements.*

E. DANB's Code of Professional Conduct Established

DANB's Board of Directors has established a *DANB Code of Professional Conduct* to promote quality and ethical practice and to assist "DANB Individuals" (defined as DANB examination applicants, DANB examination candidates, DANB Certificants [CDAs, COAs, CDPMAs, COMSAs] and those who hold DANB Certificates of Competency [RHS, ICE]) in understanding their ethical responsibilities to patients, employers, professional colleagues (including fellow DANB Individuals), the dental assisting profession, and the public. The *DANB Code of Professional Conduct* includes a DANB Individual's responsibilities to patients, employers, colleagues, the profession and DANB.

F. 2008 CDA Salary Survey

Every two years, DANB conducts a survey of DANB Certificant compensation and benefits. The most recent survey was conducted in 2006, with the next survey planned for 2008. The results of the DANB's 2006 Salary Survey indicate that DANB-Certified assistants continue to earn a higher hourly wage than dental assistants who are not DANB Certified. In addition, DANB Certificants tend to remain in the profession and in the employ of the same dentist/employer approximately a third longer than assistants not Certified by DANB. These results have been consistent since 2002, the first year during which this survey was conducted.

IV. BOARD OF DIRECTORS – SPECIFIC INITIATIVES

A. Election of Officers of the DANB Board of Directors for FY 2007-08

The DANB Board re-elected the following officers to serve during FY 2007-08: Carla Schneider, CDA, RDA, Chair; Brenda Fell, CDA, CDPMA, Vice Chair; and Howard Bell, DDS, Secretary.

B. Date of 2008 DANB Annual Board Meeting

The DANB Board of Directors will hold its Annual Meeting in Chicago on August 22-24, 2008.

For information about this report, contact:

Cynthia C. Durley, MEd, MBA
Executive Director
Dental Assisting National Board, Inc.
444 N. Michigan Avenue, Suite 900
Chicago, IL 60611
1-800-FOR-DANB
cdurley@danb.org

Distribution List

American Dental Association (Dr. Anthony Ziebert, Director, Commission on Dental Accreditation; Gwen Welling, RDH, MS, Interim Manager, Dental Assisting Education and Dental Laboratory Technology Education, Commission on Dental Accreditation; Karen Hart, Director, Council on Dental Education and Licensure; Dr. James Willey, Director, Council on Dental Practice; Joan Dietrich, Manager, Council on Dental Practice)

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