



Date: September 25, 2009
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 August 21-23, 2009 Annual Meeting

Below please find a summary of major actions taken by the Directors of the Dental Assisting National Board, Inc. (DANB) at its August 21-23, 2009 Annual Board of Directors meeting.

At this meeting, the DANB Board of Directors was composed of Officers Brenda Fell, CDA, CDPMA, Chair; Howard Bell, D.D.S., Vice Chair; Patricia Sippel, CDA, Secretary and Directors Marlene Futterman, MA; Richard Hunt III, D.D.S.; Donna Kotyk, CDA, RDH; Karen Minca, CDPMA; Carla Schneider, CDA, RDA; and James Watkins, DDS. For further information, contact DANB's Executive Director Cindy Durley, MEd, MBA at 1-866-357-3262 or cdurley@danb.org.

New Policies for DANB National Exam Candidates

- The DANB Board approved removing the restriction of "continuous" from the current work experience policy. Effective August 24, 2009, DANB will now accommodate dental assistants applying to take the Certified Dental Assistant (CDA) or Certified Orthodontic Assistant (COA) certification exams or the General Chairside (GC) or Orthodontic Assisting (OA) component exams through eligibility Pathway II, who have small gaps in their dental assisting work experience. This accommodation will be made as long as CDA, COA, GC, and OA exam candidates applying through Pathway II have accrued 3,500 hours of work experience between a minimum of at least two years [24 months] (if employed full time) and at least four years [48 months] (if employed part time).

DANB staff is reviewing incomplete CDA, COA, GC and OA applications back through August 1, 2008 to determine if any Pathway II candidates who applied before this policy change will now meet DANB exam eligibility requirements. Those candidates who meet all current eligibility requirements will be offered the opportunity to reapply, less the \$50 nonrefundable application fee.

- Effective August 24, 2009, candidates who have not scheduled an exam appointment, or have canceled a scheduled exam appointment, have the option to reschedule a computerized exam window for up to 60 days after the end of their 60-day exam eligibility windows for a \$35 rescheduling fee. Prior to August 24, 2009, candidates had to contact DANB at least 2 business days before their 60-day exam eligibility windows expired to reschedule an exam eligibility window.
- Beginning January 1, 2010, candidates requesting Special Accommodations under the Americans with Disabilities Act will be required to provide documentation of a disability recognized under this Act. The documentation must:



- clearly state the diagnosed disability or disabilities
- describe the functional limitations resulting from the disability or disabilities
- be current — i.e., completed within the last 5 years for learning disability (LD), last 6 months for psychiatric disabilities, or last 3 years for ADHD and all other disabilities (NOTE: this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
- include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested
- include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
- describe the specific accommodations requested (this would be modified to include the list that DANB currently provides: time and a half or double-time, separate room, reader, other).
- adequately support each of the requested testing accommodation(s)
- be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).

The last bullet reflects current policy. The expanded, updated policy is now in line with best practices employed by other national testing and certification organizations, including the Educational Testing Services. The policy update will help to ensure that DANB provides special accommodations in a more consistent manner to only those who qualify under the provisions of this Act.

- To enhance exam security, the written CDA and RHS exams will no longer be administered effective January 1, 2010. Because over 95% of DANB exam candidates take these exams at proctored, secure computer testing centers, this change affects fewer than 100 candidates.
- Also beginning January 1, 2010, candidates can only reschedule a DANB exam up to three times before being required to reapply with the full fees and new application. Previously, DANB policy did not limit the number of times a candidate could reschedule an exam.
- Beginning April 1, 2010, DANB will offer the Radiation Health and Safety (RHS) and Infection Control (ICE) exams as a packaged testing event (that is, both exams offered back-to-back during one testing appointment) for an exam fee of \$220 (\$80 less than taking the exams as separate testing events). As is true when taking these two exams separately, candidates who pass one or more of these component exams will earn either Certificates of Competency in Radiation Health and Safety or in Infection Control, or in both.



- DANB has begun developing five new national expanded functions exams and plans to begin administering the exams in 2010. The five new DANB national expanded functions exams will test knowledge required to competently perform these functions: Coronal Polishing, Applying Topical Fluoride, Applying Sealants, Applying Topical Anesthetic, and Scaling for Plaque-Induced Gingivitis Patients.
- Because of the increasing availability of fraudulent and unrecognized high school diplomas through the Internet, the DANB Board of Directors approved a change to the Proof of High School or Equivalent Policy, which applies to requirements for eligibility to apply to take DANB's CDA, GC, COA, and OA exams through the work experience pathway. The change, effective August 24, 2009, requires that the high school must be a recognized school in the US Education System. Proof of postsecondary education must be from a US Department of Education (USDoE)-recognized institution.

Updated DANB 2010 Recertification Requirements

- The DANB Board approved the redesign of the 2010 DANB Recertification Requirements to be easier to read and navigate. The new DANB Recertification Requirements design will be available on DANB's website, www.danb.org, in December 2009.
- DANB will update Scholarly Activity (CDE category 10 in DANB's Recertification Requirements) and no longer award CDE for completing job analysis surveys. Instead, DANB will offer a different type of incentive for participation in this vital activity that helps to ensure the validity of DANB exams: an opportunity to earn a VISA or MasterCard gift card.
- The 2010 DANB Recertification Requirements will also replace the term "CDE hours" with "CDE credits." This terminology change will be implemented to eliminate confusion caused by the fact that not all CDE credits are counted hour-for-hour. This change aligns DANB terminology with terminology used to describe completion of continuing education in other areas of oral health care and in other professions.

Exam and Renewal Fees

- With the exception of a \$10 increase in DANB's self-assessment exam program, Professional Development Exam Program (PDEP), effective January 1, 2010, DANB will institute no renewal or exam fee increases in 2010. DANB's exam fees have not increased since 2006, and DANB renewal fees have not increased since 2007.
- In order to keep up with inflation, DANB's Board of Directors has approved moderate exam fee increases in 2011. Beginning January 1, 2011, CDA and COA exam fees will increase to \$375, while the GC, RHS, ICE and OA component exams will each increase by \$25. While these new fees will be published in the 2011 CDA and COA Candidate Guides, available January 1, 2011, DANB will continue to accept 2010 CDA, COA, RHS, ICE, GC, and OA exam applications with current exam fees, through March 31, 2011.



- DANB's Board of Directors also approved a \$5 increase in its certification renewal fee, to \$60 to renew one DANB Certification, effective with Certificants whose expiration date is January 1, 2012 or thereafter.
- DANB's \$50 nonrefundable exam application processing fee will not increase.

Update on DANB's Proposed CDA/GC Exam Pilot Pathway Study

- In August 2008, DANB's Board of Directors proposed a pilot study of a new eligibility pathway for those wishing to take the full CDA exam or the GC component of the CDA. Under this proposal, individuals who wish to participate in the three-year study must complete a dental assisting program that meets all of these criteria:
 - Be housed within an institution accredited by a USDoE-recognized accrediting agency, and
 - Be at least one academic year in length (25 semester or trimester hours, or 36 quarter hours, or 900 clock hours), and
 - Present a comprehensive dental assisting curriculum that teaches the content areas addressing all core duties performed by dental assistants, such as those addressed in the Commission on Dental Accreditation (CODA) Standards for the Accreditation of Dental Assisting Programs.
- Dental assisting students who graduate from programs that meet the above criteria would be required to meet these eligibility prerequisites to be considered qualified by DANB to participate in the proposed pilot study:
 - Graduate from high school or equivalent, and
 - Graduate or complete a DANB-accepted vocational-technical dental assisting program that meets the above criteria, and
 - Complete a minimum of 1 year of continuous full time work experience (at least 1,750 hours) as a dental assistant, and
 - Hold DANB-accepted CPR certification.
- At the August 2009 meeting, DANB's Board of Directors voted to postpone the start date of the proposed CDA/GC Pilot Pathway study by one year, from January 1, 2010 to January 1, 2011.
 - Planning to postpone the start of the proposed pilot study allows DANB more time to gather feedback from communities of interest, and to provide this feedback for consideration by the ADA Council on Dental Education and Licensure (CDEL), under CDEL's *Criteria for Recognition of a Certifying Board for Dental Assistants*.
 - Postponing the proposed pilot study also allows more time for qualified dental assisting programs to apply. Without a minimum number of prospective dental assistant CDA/GC exam candidates to participate in the proposed study, passing results data cannot be analyzed. Currently, of approximately 200 dental assisting programs that meet the proposed pilot study criteria and are not CODA-accredited, only 19 programs have applied to participate, and of these 19, only 15 meet DANB's participation criteria. If an insufficient number of non-CODA-accredited dental assisting programs that meet DANB criteria apply to



participate, DANB will no longer consider undertaking the proposed CDA/GC exam pilot pathway study.

- If the study is initiated, it will begin January 1, 2011 and conclude December 31, 2013.
- At the August 2009 meeting, DANB's Board of Directors clarified the clock hour requirement for participating programs, requiring that at least 300 hours of the 900 required clock hours be clinical.

Managing the Development of New Dental Assisting Products and Services

- At its August 21-23, 2009 meeting, DANB's Board of Directors considered various ways to ensure that DANB's governing body and staff were best structured to manage the growing workload, maintain separation of key staff and Board functions to avoid real or perceived conflicts of interest, and therefore to enhance the opportunity for success of online dental assisting assessment-based certificate programs, exam review courses, and other examination preparation materials, such as an online glossary.
- DANB's Board of Directors approved the development of a new education and research foundation for this purpose. DANB's Board of Directors has established a Task Force, scheduled to meet October 30, 2009, to define the mission and develop the bylaws for this new foundation.

Board of Directors

- DANB welcomed incoming Board Directors Dr. Bruce Barrette, DDS, AADE Nominee; Dr. Carolyn Breen, CDA, RDA, RDH, EdD, ADAA Educator Nominee; and Certificant-at-Large Ms. Carol Oeder, CDA, COA, CDPMA, FADAA, LPN. These three Directors each began the first of two possible three-year terms on the DANB Board of Directors at the close of the August 2009 meeting.
- These Directors concluded their final terms of service on DANB's Board of Directors at the end of the August 2009 meeting: Brenda Fell, CDA, CDPMA; Patricia Sippel, CDA; and James Watkins, DDS, DANB thanks these oral health care professionals for their many years of service to DANB and to dental assistants.
- The Board of Directors elected the following Directors to serve as DANB Board Officers during fiscal year 2009-2010: Howard C. Bell, DDS as Chair; Richard Hunt III, DDS as Vice-Chair; and Karen Minca, CDPMA as Secretary.

Upcoming DANB Board of Directors Meetings

- DANB's Board of Directors will hold its next in-person meeting February 12-13, 2010. DANB's Board voted to hold its 2010 Annual Meeting August 12-15, 2010, and its Winter 2011 meeting on February 18-19, 2011.