



Dental Assisting National Board, Inc.
Measuring Dental Assisting Excellence®

Date: January 10, 2012
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 annual meeting held August 26-28, 2011

Below please find a summary of major actions taken by the Directors of the Dental Assisting National Board, Inc. (DANB) at its annual Board of Directors meeting, held August 26-28, 2011, and by conference call during September 2011.

The DANB Directors who attended the August 2011 meeting were Chair Richard Hunt III, D.D.S.; Vice Chair Carol Oeder, CDA, COA, CPFDA, CDPMA, FADAA, LPN; Secretary Karen Minca, CDPMA; Marlene Futterman, M.A.; Mary Harrison, CDA, EFDA, EFODA, FADAA; Donna Kotyk, CDA, RDH, M.A.; and Frank Maggio, D.D.S. Incoming Board Directors Patricia Capps, CDA, RDH, M.S.; Joanne Dawley, D.D.S.; and Linda Golodner, B.A., also attended as part of their New Director Orientation. 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.

Information from the Certificant Services Committee

DANB's Board of Directors voted to offer a certificate frame program for DANB Certificants. Information about how to purchase frames for DANB certificates will be mailed to DANB Certificants after they earn or renew their DANB certification.

DANB's Board of Directors approved the revisions to the categories of *DANB's 2012 Recertification Requirements*. *DANB's 2012 Recertification Requirements* will be mailed out to DANB Certificants, published in DANB's *Certified Press*, and posted on DANB's website by Dec. 1, 2011.

The categories for *DANB's 2012 Recertification Requirements* were reorganized to enhance Certificant understanding and ease of compliance:

Category 1: Clinical Practice

Clinical practice CDE can be earned by attending those lectures, courses, seminars, home study courses (text, video and Internet based) and/or table clinics that are directly related to the clinical practice of dentistry or dental assisting. In addition, clinical practice CDE can be earned by viewing video from dental meeting seminars and/or reading articles and textbooks related to clinical practice and then writing summaries. This category includes but is not limited to:

- Attendance at, or participation in, clinical professional development lectures, courses (including home study courses) and/or table clinics that are directly related to clinical knowledge and duties that would be chairside: dental materials, four-handed dentistry, infection control, radiology, expanded functions, non-human dentistry (i.e., canine and feline dentistry) and others.
- Viewing video from dental meeting seminars on clinical topics and writing a 250-word summary for each seminar.
- Reading articles or textbooks on clinical topics and writing a 250-word summary per article or textbook.
- Completing scientific-oriented college courses.

Category 2: Dental Office Management

Dental office management CDE can be earned by attending those lectures, courses, seminars, home study courses (text, video and Internet based) and/or table clinics that are directly related to dental practice management. This category also includes courses and seminars covering dental practice acts and trends in dental assisting. These courses must be directly related to allowable duties for dental

assistants. In addition, dental office management CDE can be earned by viewing video from dental meeting seminars and/or reading articles and textbooks related to dental office management and then writing summaries. This category includes but is not limited to:

- Attendance at, or participation in, dental office management lectures, courses (including home study courses) and/or table clinics that are directly related to dental office management and practice communication services: practice management, HIPAA, stress management, patient and staff motivation, computer courses (college courses, software training, etc.), insurance, claims/billing, foreign language studies, American Sign Language.
- Viewing video from dental meeting seminars on dental office management topics and writing a 250-word summary for each seminar.
- Reading articles or textbooks on dental office management and writing a 250-word summary per article or textbook.
- Completing dental office management-related college courses.

Category 3: DANB Exams

Certificants can earn CDE credits for successful completion of any DANB-administered examination, excluding the first time a certification exam is passed. These examinations include any DANB national examination or any DANB state or agency-contracted examination.

CDE credits may also be earned by successful completion of non-DANB-developed, dental-related, professionally proctored exams consisting of at least 100 questions.

Certificants can earn 12 credits for successful completion of any DANB Professional Development Examination Program (PDEP) module.

Category 4: Volunteer Service and Providing CDE

Certificants may earn a maximum three (3) CDE credits by participating in dental-related community volunteer service or by providing CDE.

Examples of volunteer service include: international/national mission work, voluntary clinic work or dental health presentations to students or groups. Volunteer service also includes serving on a DANB Exam Committee. Community service 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.

Examples of scholarly activity include: teaching a professional course directly related to dentistry or dental assisting that is outside the Certificant's normal employment teaching responsibilities, presenting a CDE program that is outside the Certificant's normal employment teaching responsibilities, or authoring a published article in a recognized dental or dental assisting journal.

Information from the Candidate Services Committee

DANB's Board of Directors approved changes to DANB's rescheduling policy. Effective Sept. 1, 2011, exam candidates who miss an exam appointment because they were turned away from the testing center or did not show up for the testing appointment can submit a *Request to Reschedule a Missed Exam Appointment* form for a reduced application fee, as long as the candidates submit their applications within 30 days after the missed exam appointment date. The new rescheduling policy will be published in DANB's 2012 exam application packets.

Beginning Jan. 1, 2012, DANB's application packets will expire on Dec. 31 of each year. The 2011 applications will still be accepted through March 31, 2012.

Exam Programs Update

OA Blueprint Updates

The COA certification is comprised of two component exams: Orthodontic Assisting (OA) and Infection Control (ICE). DANB's Board approved changes to the Orthodontic Assisting (OA) exam blueprint and references list. These changes are effective as of April 1, 2012, and will be published on DANB's website by Dec. 31, 2011.

Launch of CPFDA

In April 2011, DANB launched the Certified Preventive Functions Dental Assistant (CPFDA™) certification exam. DANB's CPFDA certification consists of four component exams: Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA) and Topical Fluoride (TF). There are no eligibility requirements to sit for the CP, SE, TA or TF component exams. However, to earn CPFDA certification, a candidate must qualify under one of four pathways. All pathways require holding current DANB-accepted CPR certification. Please see *DANB's CPFDA Application Packet* for eligibility pathway information. There are currently more than 200 CPFDA's nationwide, working in 34 states.

Plans for CRFDA

Recognizing that many states are considering allowing qualified dental assistants to perform restorative functions, DANB's Board of Directors approved the development of a new national certification program, the Certified Restorative Functions Dental Assistant (CRFDA™). DANB is developing tables and charts comparing state requirements for delegating restorative functions to dental assistants. DANB will use these tables to develop a proposal for the functions and component exams that will constitute the CRFDA certification, along with the certification program eligibility requirements. After gathering feedback from select communities of interest, DANB's Exam Programs Committee will make CRFDA program recommendations to DANB's Board of Directors at the Board's February 10-11, 2012, meeting. DANB will begin pretesting the CRFDA certification exam in 2012 and plans to launch the program in 2013.

Plans for ELDA

DANB's Board of Directors also approved the development of a new Entry Level Dental Assistant (ELDA™) certification program (see description in the following section). DANB's ELDA certification program would provide state dental boards with a means of assessing the knowledge-based competencies of those entering the dental assisting workforce who have not completed a CODA-accredited dental assisting program (but who may have invested in other educational or training opportunities) to perform entry-level dental assisting tasks. Those who participate in the ELDA certification program would not otherwise be qualified to take DANB's Certified Dental Assistant (CDA) exam (or the General Chairside or GC component of the CDA). DANB expects the ELDA certification program to be available in 2013.

DANB's Proposed CDA/GC Exam Pilot Study Status Update

In March 2011, the Dental Assisting National Board, Inc. (DANB) contacted its communities of interest for feedback on a proposal to conduct a pilot study to determine whether results would support the establishment of a new eligibility pathway to the full Certified Dental Assistant (CDA®) exam and the General Chairside Assisting (GC) component of DANB's CDA exam. If conducted, the proposed CDA/GC pilot study would determine if graduates of one-year dental assisting programs that are not accredited by the Commission on Dental Accreditation (CODA) but are located within vocational-technical ("voc-tech") programs in educational institutions accredited by United States Department of Education-recognized agencies could use this one year of study to substitute for one of the two years of dental assisting work experience (3,500 hours worked over a 24- to 48-month period) required by CDA/GC Pathway II.

Specifically, if the pilot pathway study were conducted, DANB would use inferential statistics to evaluate whether the aggregate pass rate on the GC component of the CDA exam for dental assistants who graduated from these voc-tech dental assisting programs and completed one year of dental assisting work experience (1,750 hours completed over a 12- to 24-month period) is statistically equivalent to the aggregate GC exam pass rate of the CODA-accredited dental assisting program graduates, considered by DANB to be the "gold standard."

Response Summary

DANB mailed letters to 108 national organizations, councils, commissions, state dental boards and state dental associations considered to be among DANB's communities of interest, requesting feedback on this proposed study. DANB received responses from a total of 39 groups, for a response rate of 36%. DANB received a total of **22** (56%) responses in support of the proposed pilot study: eight from state dental associations, 14 from state dental boards and none from national dental organizations. DANB received a total of **eight** (21%) responses in opposition to the proposed pilot study: four from national dental organizations, three from state dental associations and one from a state dental board. DANB received a total of **one** (2%) mixed response from a national dental organization. Finally, DANB received a total of **eight** (21%) neutral responses: two from state dental associations and six from state dental boards.

Interestingly, some of the letters received in opposition to the proposed pilot study expressed a misunderstanding of the study, assuming that by conducting this study, DANB would be serving as the accrediting agency for the voc-tech dental assisting programs. DANB has no interest in accrediting educational programs. DANB's proposal established criteria for participation in a research study. The proposed study criteria were not standards or criteria for accreditation as defined by the United States Department of Education. In fact, if DANB were to accredit dental assisting programs, DANB would no longer be in compliance with the *National Commission for Certifying Agencies (NCCA) Standards for the Accreditation of Certification Programs*.

As an analogy, DANB specifies criteria for cardiopulmonary resuscitation (CPR) providers and courses to meet DANB certification eligibility pathways and recertification requirements. DANB is not accrediting CPR courses; rather, DANB is identifying minimum criteria to meet DANB certification standards.

DANB Board Decision

After review of aggregate and specific feedback received from DANB's communities of interest, DANB's Board deliberated on how best to serve its public protection mission with regard to dental assistants who are not currently eligible for existing DANB CDA certification.

DANB's Board decided that DANB will not conduct the proposed CDA/GC pilot study as previously contemplated but instead will continue to further its public protection mission — a mission it shares with the state dental boards — by evaluating the entry-level minimum competency of these non-CODA-accredited dental assisting program graduates through a brand-new basic skills dental assisting credentialing program: the Entry Level Dental Assistant (ELDA™) certification.

Entry Level Dental Assistant (ELDA™)

Like DANB's CDA, the ELDA certification program will include DANB's assessment of dental assistant knowledge in dental radiation health and safety, and in infection control and occupational safety, requiring the candidate to pass the DANB Radiation Health and Safety (RHS) and Infection Control (ICE) exams — since these exams assess basic knowledge required to perform these dental assisting duties, at any level. The ELDA certification will differ from the CDA certification in assessing the knowledge required in chairside dental assisting. The ELDA certification program's basic chairside functions component exam will address information required of an assistant who is just entering the field, and it is here where the line that defines the minimally competent entry-level dental assistants, as evidenced by performance on the ELDA exam, will differ from what is required for a dental assistant to pass the GC component of the CDA exam.

This new entry-level, basic skills DANB credentialing program will provide state dental boards with a means of assessing the preparedness (knowledge-based competency) of those entering the dental assisting workforce who have not completed CODA-accredited dental assisting programs (but who may have invested in other educational or training opportunities**) to perform entry-level dental assisting tasks. The need for this information was specifically identified by many of the 21 state dental boards and state dental associations that wrote in support of the proposed CDA/GC pilot study.

**Although the eligibility pathways have not yet been completely defined, it is likely that entry to this new DANB basic skills credentialing program will be accessible to:

- graduates of dental assisting programs that are not CODA-accredited but are located in institutions accredited by United States Department of Education-recognized agencies
- graduates of high school-based dental assisting programs
- dental assistants who have less than two years of work experience.

None of these groups currently qualify to take DANB's CDA certification exam.

In connection with its consideration of this entry-level dental assistant credential, DANB has identified the following career ladder built on DANB's knowledge-based competency assessments for dental assistants:

DANB Career Ladder

Level 1. Earn one or more of these DANB certificates of competency:

- Radiation Health and Safety (RHS®)
- Infection Control (ICE®)

Level 2. Earn DANB's basic skills, entry-level dental assistant credential (which DANB will call the Entry Level Dental Assistant or ELDA™ certification)

Level 3. Earn DANB's Certified Dental Assistant (CDA®) and/or Certified Orthodontic Assistant (COA®) certifications

Level 4. Earn DANB's Certified Preventive Functions Dental Assistant (CPFDA™) and/or Certified Restorative Functions Dental Assistant (CRFDA™) expanded functions certifications

Next Steps

DANB will begin developing the Entry Level Dental Assistant (ELDA™) certification in 2012, including developing the new exam items for the basic chairside functions component of the ELDA exam. The full ELDA certification program will be available to qualified dental assistants in 2013.

Dental assistants will be able to work toward any level in this career ladder that best meets their goals and the exams, certifications, or other credentials recognized or required in the states where they work. It is DANB's intention to introduce this new basic skills or entry-level credentialing program in a way that makes it clear to employers, dental assistants and state regulators that it is an entry-level assessment of preparedness to work as a dental assistant, and not a substitute or replacement for DANB's CDA certification.

DANB will publish information about the development of the new ELDA certification program in press releases to DANB's communities of interest, on DANB's website and in its quarterly newsletter, *Certified Press*.

Report from the DALE Foundation

The DALE Foundation was incorporated on March 17, 2010, as a nonprofit education and research foundation, with DANB as its sole member. As the sole member, DANB elects and removes Trustees to the DALE Foundation's Board of Trustees. At its August 2011 meeting, DANB elected the following Trustees to serve as officers: Steven Fink, D.M.D., as President; Darci Barr, CDA, EFDA, B.S., as President-Elect; and Virginia Jorgensen, CDA, EFDA, EFODA, A.A.S., as Secretary-Treasurer.

Carla Schneider, CDA, RDA, completed her term as DALE Foundation President and assumed the role of Immediate Past President, beginning September 1, 2011.

The DALE Foundation Board of Trustees recommended and the DANB Board of Directors elected Brenda Fell, CDA, CDPMA, to the DALE Foundation Board of Trustees, to fill the vacancy left by the resignation of Lori Gagliardi, CDA, RDA, RDH, Ed.D. (for the period September 1, 2011, through August 31, 2012).

The DALE Foundation Board of Trustees recommended and the DANB Board of Directors re-elected Anita Craig, M.S., (who will complete her first term as a founding Trustee August 31, 2012) to her first of two possible three-year terms on the DALE Foundation Board of Trustees (term is September 1, 2012, through August 31, 2015).

The DALE Foundation launched its website, www.dalefoundation.org, on August 12, 2011. The website offers a variety of review courses and study aids for dental auxiliaries, including dental assistants, dental office managers and educators. The following courses and study aids are currently available for purchase through the DALE Foundation:

- Conventional Dental Radiography Review
- DANB RHS Review
- DANB ICE Review
- DANB RHS Practice Test
- Glossary of Dental Terms
- Accounts Receivable for the Dental Office
- HR Fundamentals for the Dental Office

The DALE Foundation will offer these additional online courses in 2012: the DANB GC Review Course Part 1, the DANB ICE Practice Test and the DANB GC Practice Test. The DALE Foundation will begin conducting a learners' needs assessment later this year. The DANB RHS Practice Test and the Glossary of Dental Terms are now also available for use on mobile devices. Also in development for 2012, the DANB ICE Practice Test and the DANB GC Practice Test will be available as mobile applications as well.

DANB Charitable Contribution

DANB's Board of Directors approved the donation of \$1500 to the ADAA's Juliette A. Southard/Oral-B Laboratories Scholarship for fiscal year 2011-2012. DANB's fiscal year extends from September 1 through August 31.

Board of Directors

DANB welcomed incoming Board Directors Patricia Capps, CDA, RDH, M.S.; Joanne Dawley, D.D.S.; and Linda Golodner, B.A. 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 2011 meeting.

The following Directors concluded their final terms of service on DANB's Board of Directors at the end of the August 2011 meeting: Richard F. Hunt III, D.D.S.; Marlene Futterman, M.A.; and Donna Kotyk, CDA, RDH, M.A. DANB thanks these oral healthcare 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 2011-2012: Frank Maggio, D.D.S., as Chair; Carol Oeder, CDA, COA, CPFDA, CDPMA, FADAA, LPN, Vice Chair; and Mary Harrison, CDA, EFDA, EFODA, FADAA, as Secretary.

DANB's Board will vote on nominations for two upcoming DANB Board vacancies after the receipt of slates of candidates from AADB and ADAA.

Upcoming DANB Board of Directors Meetings

DANB's Board of Directors will hold its winter 2012 meeting February 10-11, 2012, and its annual 2012 meeting August 10-12, 2012. The winter 2013 meeting will be held Jan. 25-26, 2013.

Additionally, DANB's Board of Directors may meet by conference call throughout the year, between its two scheduled in-person meetings.