



Date: September 7, 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 Aug. 10-11, 2012, Annual Meeting

Below please find a summary of major actions taken by the Directors of the Dental Assisting National Board, Inc. (DANB) at its Aug. 10-11, 2012, Annual Meeting.

The DANB Directors who attended the August 2012 meeting were Chair Frank Maggio, D.D.S.; Vice Chair Carol Oeder, CDA, COA, CPFDA, CDPMA, FADAA, LPN; Secretary Mary Harrison, CDA, EFDA, EFODA, FADAA; Karen Minca, CDPMA; Patricia Capps, CDA, RDH, M.S.; Joanne Dawley, D.D.S.; and Linda Golodner, B.A. Incoming Board Directors Katharine Noble, B.S.N.H., CDA, RDA, and D. Bradley Dean, D.D.S., M.S., PA, also attended as part of their orientation. Board Director Jennifer Stone, CDA, EFDA, was unable to attend the meeting. 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 DANB's Certificant Services Committee

Certified Preventive Functions Dental Assistant (CPFDA)

After pretesting in 2010, April 2011 marked the launch of a new DANB national certification program for expanded functions dental assistants: The Certified Preventive Functions Dental Assistant (CPFDA) comprises four component exams:

Coronal Polish (CP)
Sealants (SE)
Topical Anesthetic (TA)
Topical Fluoride (TF)

Because states establish their own requirements for dental assistants to qualify to perform one or more of these functions, DANB has established no eligibility prerequisites for these individual components of the CPFDA certification. There **are** DANB eligibility requirements to earn the CPFDA certification. Currently, the states of Arizona and New Mexico require dental assistants who wish to perform coronal polish procedures to pass DANB's CP exam, and the state of Ohio recognizes passing DANB's CP exam as one way to meet that state's requirements. New Mexico also requires its assistants to pass DANB's SE and TF exams in order to perform those functions.

There are currently nearly 300 CPFDA's nationwide, working in 38 states.

At the August 2012 Board meeting, DANB recognized Continuing Dental Education (CDE) credits in dental office management as eligible to meet some of the 12 CDE credits required for CPFDA's to meet DANB's annual recertification requirements.



Cardiopulmonary Resuscitation (CPR) requirements

After discussion, DANB's Board determined to continue to uphold its decision to require CPR both to earn DANB certification and to renew it, but not to award additional CDE credit for CPR toward meeting DANB's Recertification Requirements. The Board determined previously that because CPR is a required component of DANB certification and is also a required component for maintaining licensure in many states, it should not also count toward annual renewal CDE credits so that certificants will be encouraged to seek additional courses, exams or volunteer work that will enhance their knowledge and make them a more valuable member of the dental team.

Information from DANB's Candidate Services Committee

Audits of exam candidate eligibility documents

DANB currently requires receipt of a photocopy of the candidate's certificate of completion/diploma or official transcript (e.g., from high school, general equivalency diploma [GED], or Commission on Dental Accreditation [CODA]-accredited dental assisting programs) from candidates applying for DANB exams with such eligibility requirements; for example, a photocopy of a CODA-accredited dental assisting program diploma or certificate of completion, official transcript or program director letter on letterhead must be submitted as proof of graduation. Such documentation provides proof of a candidate's eligibility to take the Certified Dental Assistant (CDA) exam's General Chairside (GC) component exam. Effective Jan. 1, 2013, DANB will also conduct periodic audits of eligibility documentation.

Information from DANB's Examination Programs Committee

Item-specific comment time during exam administration

To further increase the security of DANB exams, the DANB Board approved removal of item-specific comment time during computerized exam administration, and directed staff to create a general comment section for exam candidates. Candidates will still have the opportunity to make comments, and staff may be able to tie comments back to specific items if needed.

DANB's Certified Restorative Functions Dental Assistant (CRFDA™) certification program

Recognizing that many states have recently added or are considering the addition of restorative functions to the list of duties that can be delegated to qualified dental assistants, DANB is developing a new national certification program: the Certified Restorative Functions Dental Assistant (CRFDA™).

After evaluating which functions related to restorative dentistry are currently allowed in or being considered by many states, and in consultation with a variety of DANB's communities of interest, DANB's Board has established these component exams for the CRFDA certification:

Anatomy, Morphology and Physiology (AMP)

Impressions (IM)

Temporaries (TMP)

Isolation (IS)

Sealants (SE—same component exam as required for CPFDA)

Restorative Functions (RF)



Because states establish their own requirements for dental assistants to qualify to perform one or more of these functions, DANB has established no eligibility prerequisites for the individual components of the CRFDA exam (AMP, IM, TMP, IS or SE). There will be DANB eligibility requirements to take the RF component exam and to earn CRFDA certification.

DANB is currently pretesting the CRFDA exam program through 2012. The CRFDA certification program will be available in 2013.

DANB's Entry Level Dental Assistant (ELDA™) certification program

At its August 2012 meeting, DANB's Board of Directors approved the following regarding the ELDA certification program:

Exam components

Anatomy, Morphology and Physiology (AMP—same component as required for CRFDA)
Radiation Health and Safety (RHS—same component as required for CDA)
Infection Control Exam (ICE—same component as required for CDA and COA)
Basic chairside assisting component (specifics to be developed)

Eligibility prerequisites

Pathway I: Graduate from a dental assisting program that is not CODA-accredited but instead is provided within an educational institution accredited by a United States Department of Education (USDE)-recognized agency

Pathway II: Complete at least 1,750 but no more than 3,499 hours of dental assisting work experience, verified by a licensed dentist

Pathway III: Complete a dental assisting program that is part of a high school curriculum

In addition, all proposed ELDA eligibility pathways would require a current DANB-accepted card in CPR, basic life support (BLS) or advanced cardiac life support (ACLS).

Recertification Requirements

DANB will require ELDA to renew this certification annually by earning 12 CDE credits and maintaining current CPR, BLS or ACLS certificates. Individuals will only be able to hold the ELDA certification for up to four years. At that time, they will be eligible to take the General Chairside Assisting (GC) component exam of the CDA examination (if they have worked at least 3,500 hours as a dental assistant over a 24- to 48-month period). Recertification requirements are similar to existing requirements in that the certificant will renew annually. The certificant will be required to earn the same total 12 CDE credits (with the same maximums per category as the CDA — a maximum of 12 CDE in clinical practice, maximum of 3 CDE credits in dental office management, maximum of 12 CDE credits in DANB or other dental-related exams and maximum of 3 CDE credits in volunteer work/scholarly activity). The same audit rules apply.

Once CDA certification is earned or the maximum four years to hold ELDA certification is reached (whichever comes first), the ELDA certification would lapse and the individual would no longer be able to renew the ELDA certification.

Those who hold the ELDA certification will not be eligible for Emeritus status.



DANB Fee Increases

DANB's exam fees and recertification fees will remain the same for at least another year. However, fees to reschedule a DANB exam, to hand score DANB exam results and to reinstate a lapsed DANB certification will increase as follows effective Jan. 1, 2013:

Fee to reschedule a DANB exam: \$55 (was \$35)

Fee to hand score a DANB exam: \$50 (was \$25)

Fee to reinstate a DANB certification (upon meeting reinstatement requirements): \$150 (was \$125)

DANB's Strategic Priorities for 2012-2015

DANB has developed a new strategic plan for 2012 through 2015, with the following goals:

- The oral healthcare community will recognize and value DANB exams and certifications
- Key markets will seek DANB certifications, testing services and information resources
- Exam candidates and certificants will maintain and expand their relationship with DANB
- States and individual dental assistants will have access to DANB exams, certifications and certificates of knowledge-based competency that meet their needs at various levels on the dental assistant career ladder
- The organized oral healthcare community will collaborate, cooperate or coordinate with DANB as a respected ally
- Dental assisting will be served by a testing and certification organization appreciated for its operational integrity, effectiveness and efficiency

Report from the DALE Foundation

The DALE Foundation is the independent nonprofit DANB affiliate, whose mission is *to benefit the public by providing quality continuing education to dental professionals and conducting sound research to promote oral health*. The DALE Foundation's Board of Trustees held its Annual Meeting in Chicago Aug. 9, 2012. All Trustees were present.

Online courses and study aids

Currently available

- Conventional Dental Radiography Review
- DANB RHS Review
- DANB ICE Review
- DANB GC Review-Part I
- DANB RHS Practice Test
- DANB ICE Practice Test
- Accounts Receivable for the Dental Office
- HR Fundamentals for the Dental Office



Available by the close of 2012

- DANB GC Practice Test
- DANB GC Review Part II
- Financial Reporting for the Dental Office
- Behavioral Management and Guidance for the Pediatric Dental Patient

Future of in-person DALE Foundation courses

The DALE Foundation was selected by the Academy of General Dentistry (AGD) to offer two in-person courses at the 2012 AGD Annual Meeting on June 23, 2012, in Philadelphia: the DALE Foundation's DANB RHS Review course and the DANB ICE Review course. Both courses were well-received. The DALE Foundation's DANB ICE Review Course will also be delivered in conjunction with the 2013 Chicago Midwinter Dental Meeting on Feb. 23, 2012, followed by a DALE Foundation reception at the McCormick Place Hilton Chicago Hotel.

The DALE Foundation Board of Trustees established a task force to address other options for in-person DALE Foundation course delivery.

DALE Foundation Officers Elected for FY 12-13

These individuals will succeed to these officer positions in FY 12-13:

President: Darci Barr, CDA, EFDA, B.S.
Immediate Past President: Steve Fink, D.M.D.

The DALE Foundation Board elected these individuals to fill the remaining two officer positions for FY 12-13:

President-Elect: Ginny Jorgensen, CDA, EFDA, EFODA, A.A.S.
Secretary-Treasurer: Teresa Duncan, M.S.

ADAA and DANB

ADAA/DANB Task Force

There has been a long-standing desire by both the American Dental Assistants Association (ADAA) and DANB to work toward developing a uniform national model for the dental assisting profession, given how widely each state's dental practice act varies related to duties delegated to dental assistants and the requirements to perform these duties. ADAA and DANB formed a task force, with this charge:

To determine ways in which DANB and the ADAA can work together to establish parameters for education, knowledge-based competency assessment, and recognition of on-the-job-trained (OJT) dental assistants

This task force held its first meeting on July 11, 2012, and also discussed the concept of "entry level dental assistant." Following a report from the ADAA/DANB Task Force, both the ADAA Board of Trustees and the DANB Board of Directors agreed to continue to work together on issues of mutual importance to the oral healthcare professions, and specifically to dental assistants and how they can best assist employer dentists in providing oral healthcare. The



ADAA/DANB Task Force will meet again on Oct. 17, 2012, in conjunction with the 2012 ADAA Annual Meeting.

ADAA/DANB Scholarship Committee

DANB and the ADAA formed a joint committee to establish parameters for an ADAA/DANB Scholarship, to be established with matching funds from both organizations, and to be awarded each year at the ADAA Annual Meeting. Both ADAA and DANB hope to award this first ADAA/DANB Scholarship in 2013.

DANB Charitable Contribution

DANB's Board of Directors approved the donation of \$1500 to support the ADAA Foundation's scholarship funds 2012-2013. DANB's fiscal year extends from September 1 through August 31.

DANB Board of Directors

DANB welcomed incoming Board Directors Katharine Noble, B.S.N.H., CDA, RDA, and D. Bradley Dean, D.D.S., M.S., PA. Each began the first of two possible three-year terms on the DANB Board of Directors at the close of the August 2012 meeting.

Director Karen Minca, CDPMA, concluded her final term of service on DANB's Board of Directors at the end of the August 2012 meeting. DANB thanks her for her 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 2012-2013: Frank Maggio, D.D.S., as Chair; Carol Oeder, CDA, COA, CPFDA, CDPMA, FADAA, LPN, as Vice Chair; and Mary Harrison, CDA, EFDA, EFODA, FADAA, as Secretary.

Upcoming DANB Board of Directors Meetings

DANB's Board of Directors will hold its winter 2013 meeting Jan. 25-26, 2013, and its annual 2013 meeting Aug. 16-17, 2013. The winter 2014 meeting will be held Jan. 31-Feb 1, 2014.

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