



Date: Sept. 25, 2013
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. 16-17, 2013, 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. 16-17, 2013, Annual Meeting.

The DANB Directors who attended the August 2013 meeting were Chair Frank Maggio, D.D.S.; Vice Chair Carol Oeder, CDA, COA, CPFDA, CRFDA, CDPMA, FADAA, LPN; Secretary Mary Harrison, CDA, EFDA, EFODA, FADAA; Patricia Capps, CDA, RDH, M.S.; Joanne Dawley, D.D.S.; D. Bradley Dean, D.D.S., M.S.; Linda Golodner, B.A.; Katharine Noble, B.S.N.H., CDA, RDA; and Denise Romero, CDA, RDA, M.A.

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

Update on DANB certification reinstatement policy

DANB's Board approved the Certificant Services Committee's recommended changes to DANB's certification reinstatement policies.

Per the Certificant Services Committee's recommendations, the policy regarding reinstatement of lapsed credentials has been updated to reduce the time by which a candidate must apply for reinstatement to 12 months after the certification expired. This policy change is effective immediately.

Any former certificant who contacts DANB wishing to reinstate his or her certification will be held to the one-year lapsed reinstatement policy. Any former certificant currently in the reinstatement process will be allowed to use the current three-year policy.

The Board also approved the Committee's recommendations to update the policy regarding reinstatement fees and late fees. Effective March 4, 2013, while the reinstatement fee is non-refundable, the renewal and late fees are refundable (when submitted for reinstatement only), if the former certificant is found to be ineligible for reinstatement.

Information from DANB's Candidate Services Committee

Update on DANB candidate policy

DANB's Board confirmed the Candidate Services Committee's recommendations made earlier this year:

- To extend the period candidates are allowed to reschedule a missed exam appointment from 30 days to 60 days after the missed exam appointment
- To extend the period candidates are allowed to apply to reschedule a testing window from 60 days to up to 120 days after the end of the original testing window (the fee is \$55 for days 1-60 and \$110 for days 61-120)



- To extend the period candidates are allowed to apply for an emergency reschedule from 30 days to up to 60 days after the missed exam appointment

These changes were effective as of April 20, 2013.

Information from DANB's Examination Programs Committee

Changes to exam blueprints

DANB's Board approved the Examination Program Committee's recommended changes to the Radiation Health and Safety (RHS) exam blueprints. The new RHS exam blueprints will be published on DANB's website. The focus of DANB's RHS exam is transitioning to reflect a national movement among dental offices from conventional film to digital imaging, as identified by RHS exam candidate responses to related questions on the RHS exam application over the past few years. However, the RHS exam will continue to include some questions on conventional film-based processing, since not all dental offices use digital imaging.

Upcoming job analysis (content validation study)

DANB will be conducting a national job analysis on the RHS exam in 2013 and the Infection Control (ICE) exam in 2014.

Update on the CELDA certification program

On June 17, DANB hosted a forum to discuss the proposed parameters of its new certification program: Certified Entry Level Dental Assistant (CELDA). Representatives and other individuals from DANB's communities of interest attended the forum. DANB's CELDA certification is in the development stage and is expected to be launched mid-2014.

The CELDA certification program is another way in which DANB fulfills its mission to promote the public good by providing credentialing services to the dental community. Additionally, DANB's CELDA certification program provides a new opportunity on the career ladder for entry-level dental assistants.

Like DANB's other certification programs, there will be a number of different eligibility pathways to earn CELDA certification. It is important to note the CELDA certification program will be a new step on the career ladder, with its own unique eligibility pathways for those who do not yet qualify for DANB's full CDA certification.

With the new CELDA certification, DANB's vision of the career ladder includes:

- Passing DANB's Radiation Health and Safety (RHS) and Infection Control (ICE) exams
- Earning DANB's CELDA certification (for those not yet eligible for DANB's CDA or COA certifications)
- Earning DANB's CDA and/or Certified Orthodontic Assistant (COA) certification
- Earning DANB's Certified Preventive Functions Dental Assistant (CPFDA) and/or Certified Restorative Functions Dental Assistant (CRFDA) certification

Specific information related to proposed component exams making up the CELDA certification program, including proposed CELDA certification eligibility pathways and recertification requirements, was distributed to representatives of a number of DANB's communities of interest in late August 2013, with a request for feedback by Jan. 15, 2014. DANB's Board of Directors will review this feedback at its winter meeting, Jan. 30-Feb.1, 2014. Additional information on



this certification will be distributed to all DANB communities of interest via email, *Certified Press* and DANB's website.

Update on new PDEP modules

In order to best serve DANB certificants, DANB will continue to offer Professional Development Exam Program (PDEP) modules until this program is transferred to the DALE Foundation, DANB's independent affiliate, through its Continuing Dental Education Articles (CDEA™) offerings.

The latest change in this process is the discontinuation of DANB's Radiation Health and Safety (RHS) PDEP as of Jan. 1, 2014. However, certificants who have already received a renewal notice that lists RHS PDEP will still be able to order this program if this renewal notice is mailed in with payment. DANB's Pediatric Dentistry and Sedation in Pediatric Dentistry PDEP modules will continue to be available to all certificants. Eventually, all of DANB's PDEP modules will be transferred to the DALE Foundation. Complete transition of DANB's PDEP modules to the DALE Foundation will take place in 2015.

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.

As a result, ADAA and DANB formed a task force to work together on issues of mutual importance to the oral healthcare professions — specifically: dental assistants and how they can best assist employer dentists in providing oral healthcare.

DANB's Board reviewed the summary of the February 2013 ADAA/DANB Task Force meeting and discussed the next steps in task force activities.

ADAA/DANB Scholarship Committee

DANB and the ADAA formed a joint committee to establish parameters for an ADAA/DANB Scholarship, to be supported with matching funds from both organizations and to be awarded each year at the ADAA Annual Meeting. The committee met a number of times in late 2012 and throughout 2013 to identify scholarship criteria and parameters, and to establish evaluation criteria and process.

The ADAA/DANB Scholarship program launched in June, and applications were accepted through Aug. 31, 2013. The scholarship is open to all ADAA members and student members in good standing. The inaugural call for applications resulted in 34 responses. The scholarship committee will review the applications and announce the winner(s) at the 2013 ADAA Annual Session in October. The winner(s) will also be announced through each organization's communication channels, including website, newsletter, social media and email blasts.

Report from the DALE Foundation

The DALE Foundation is the independent nonprofit DANB affiliate; its 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 on Aug. 15, 2013. All Trustees were present.

The DALE Foundation offers the following products:

- Conventional Dental Radiography Review
- DANB RHS Review
- DANB ICE Review
- DANB GC Review Part I
- DANB GC Review Part II
- DANB RHS Practice Test
- DANB ICE Practice Test
- DANB GC Practice Test
- Accounts Receivable for the Dental Office
- HR Fundamentals for the Dental Office
- Financial Reporting for the Dental Office
- Behavioral Guidance and Management for the Pediatric Dental Patient
- Dental Cements and Adhesives
- Glossary of Dental Terms

Coming soon:

- Orthodontic Assisting (OA) Practice Test
- Anatomy, Morphology and Physiology (AMP) Practice Test
- Continuing Dental Education Articles (CDEA) modules — interactive online articles on various oral healthcare topics of interest to dental auxiliaries

With DANB support, the DALE Foundation will be conducting research in 2014 and 2015 to determine educational resource needs of dental auxiliary learners and educators.

Upcoming meetings of the DALE Foundation Board of Trustees

The DALE Foundation Board of Trustees will hold its winter 2014 meeting Jan. 30, 2014, and its annual meeting Aug. 14, 2014. Additionally, Trustees may meet by conference call throughout the year, between its two scheduled in-person meetings.

DANB Board Directors

DANB welcomed incoming Board Director Denise Romero, CDA, RDA, M.A., who DANB's Board elected from a slate of ADAA member nominees, to fill the vacancy left by the resignation of Jennifer Stone, CDA, EFDA. Ms. Romero's interim term will conclude Aug. 31, 2015. She will then be eligible to be considered for election to as many as two possible three-year terms on the DANB Board of Directors.

Election of DANB Board Officers for FY 2013-14

DANB's Board of Directors elected these members to serve as Board officers during FY 13-14:

Chair: Frank A. Maggio, D.D.S.
Vice Chair: Carol Oeder, CDA, COA, CPFDA, CRFDA, CDPMA, FADAA, LPN
Secretary: Mary Harrison, CDA, EFDA, EFODA, FADAA



Upcoming DANB Board of Directors Meetings

DANB's Board of Directors will hold its winter 2014 meeting Jan. 31-Feb. 1, 2014, and its annual meeting Aug. 15-16, 2014.

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