



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

February, 2003

At its August 2002 meeting the Board of Directors of the Dental Assisting National Board, Inc. (DANB) voted to develop a report of major Board actions following each Board meeting. A *Report of Major Actions of and Project Updates Discussed by the DANB Board of Directors* will be provided to each organization with representation on the DANB Board of Directors, and to other members of DANB's communities of interest as desired, and will be followed by that meeting's minutes when approved. In addition, DANB publishes each *Report of Major Actions of and Project Updates Discussed by the DANB Board of Directors* on the DANB web site, www.danb.org.

In this report, actions are grouped according to their relevance to a particular DANB stakeholder group (candidates, certificants, Board, etc.). Points I - VIII most directly pertain to candidates, point IX pertains to multiple stakeholder groups, particularly candidates and certificants, points X - XV most directly pertain to certificants, and points XVI - XXI most directly pertain to organizations with representation on the DANB Board.

I. Update on DANB Conversion from Thompson Prometric to Pearson VUE (formerly NCS Pearson) for Computerized Administration of DANB Examinations

As DANB discussed in the Summer 2002 and Fall 2002 issues of *Certified Press*, effective January 1, 2003, DANB began to administer its examinations on computer at Pearson Professional Centers (PPCs), owned and operated by Pearson VUE (formerly NCS Pearson).

So that the transition would appear virtually seamless to candidates, DANB negotiated an interim contract with Thompson Prometric, due to expire March 31, 2003. Candidates who applied to test before December 11, 2002 received a Test Admission Notice with a toll-free appointment number for Prometric sites. Candidates who applied to test after December 11, 2002 received a Test Admission Notice with a toll-free appointment number (and information on how to register on-line) for Pearson Professional Centers.

Because DANB provides candidates with 60-day eligibility windows within which to make their testing appointments, there was a period of time between January 1 and February 18, 2003 during which DANB candidates were testing at both Prometric and Pearson computerized test sites.

The transition period is complete and was successful. DANB candidates are now testing solely at Pearson Professional Centers. See DANB's 2003 CDA Candidate Guide or check DANB's web site at www.danb.org for available PPCs.

Pearson VUE offers DANB candidates and other stakeholders additional advantages, including

- 'real time' on-line candidate appointment registration
- owner-operated, not franchised, testing centers, which provides greater control over Administrator and Proctor training
- coordination of group testing (available to at least 4 candidates who wish to test together at a site on a specific date)
- opening additional Vue Testing Centers (VTCs -Pearson test sites for the IT community) in states that contract with DANB to develop and deliver state-specific dental assisting examinations (as well as those states that require DANB national examinations, on request)

- working with institutions/community colleges with ADA-accredited dental assisting programs that are at least 50 miles from a VTC and 100 miles from a PPC, and that have the required hardware and software, to deliver proctored national DANB examinations at the computer centers in these schools.

II. Modification of Candidate Services Policy II.602.2 Examiner/Proctor Eligibility Criteria

The DANB Board modified Candidate Services Policy II.602.2 as noted, with changes struckthrough or underlined:

DANB prefers that neither Examiners nor Proctors should be dental assisting educators nor personnel integrally involved in a dental assisting program or benefit from review of candidates' answer sheets or a Certification Examination. serve as DANB Examiners or Proctors. However, in areas in which it is difficult to obtain Examiners or Proctors, dental assisting program directors, educators, and staff members, along with independent individuals, may administer any DANB examination. All persons that act as DANB Examiners or Proctors must sign and be bound by DANB's Confidentiality Policy. Examiners and Proctors must be familiar with and adhere to policies established in "Procedures for Administering DANB Examinations."

III. Modification to Policy Surrounding Release of Program Performance Reports (Candidate Services Policy II.901.2b) and Planned Survey

The DANB Board modified Candidate Services Policy II.901.2b as noted, with additions underlined:

DANB shall produce and distribute student performance reports to educational programs accredited by the American Dental Association at least semiannually based on DANB's needs and the needs of the dental assisting programs. Program directors will be issued their report mid-July for exams scored 1/1 - 6/30, and mid-January for exams scored 7/1 - 12/31 each year.

Any requests for a special Program Performance Report must be submitted in writing and authorized by the dental assisting program director.

In addition, DANB staff will be surveying dental assisting program directors to solicit suggestions for improvements to these Program Performance Reports, to provide these dental assisting programs with the most useful information for ongoing outcomes assessment.

IV. DANB National Examination Content Validation Studies

In order to provide empirical evidence that DANB's national dental assisting examinations measure knowledge about the tasks actually performed by dental assistants nationwide, DANB conducts content validation studies on each national DANB examination every five years. General Chairside Assisting was studied in FY 2000-01, and Infection Control was studied in FY 2001-02. DANB will conduct a content validation study for Radiation Health and Safety in FY 2002-03. Results of all DANB content validation studies are used to update DANB's *Task Analysis*, which forms the basis for the development of DANB national examination outlines and content coverage.

V. Task Analysis and Reference List Updates

DANB maintains and publishes a *Task Analysis* for its national dental assisting examinations. The *Task Analysis* is a compilation of the outlines DANB's national examination committees use to construct DANB national exams. These outlines are updated every three to five years to reflect results of DANB's examination content validation studies – that is, what tasks are dental assistants performing clinically across the nation, how frequently are they being performed, and how important are these tasks to the dental assistant's job. DANB's national examination committees review the results of these content validation studies, and determine whether the exam outline contents and the percentage of questions asked in each content area need to change to reflect any changes in practice. The Board approved changes to DANB's Dental Practice Management, General Chairside, Infection Control, and Radiation Health and Safety task analyses, to be reflected in these DANB examinations administered beginning in

2004. Most of these changes are minor, and were made for the following reasons:

- Creation of consistent language between the task analysis and the respective exam
- Improved description of what will be tested on DANB national exams
- Incorporation of smaller content areas (those with DANB exam content coverage weightings of less than 5%) into larger ones; when a content area is broader, DANB's ability to measure a candidate's knowledge in that area becomes more precise.

DANB will provide the specifics of these changes to all ADA-accredited and CDA/GC Pilot Pathway IV dental assisting programs. DANB communities of interest will also be copied on these memos.

DANB's exam committees also review DANB-recommended references each year. These were reviewed, textbook listings were updated to reflect the most current editions, and some older books and articles were replaced with more recently-published materials. These updates will be reflected in the 2004 Candidate Guides.

VI. Update on CDA/GC Examination Eligibility Pilot Pathway IV

At the August 2001 Board meeting, the Board directed the Executive Director to create a pilot pathway (pathway IV) for graduates of DANB-accepted dental assisting vocational technical schools. Requirements for Pathway IV include:

- High school graduation or equivalent **AND**
- Graduation or completion of a DANB-accepted vocational-technical dental assisting program **AND**
- Minimum of six months full-time work experience (at least 600 hours accumulated over a 6 month period) as a dental assistant verified by dentist-employer **AND**
- Cardiopulmonary Resuscitation (CPR) earned within two years prior to the examination date for which the application is being made.

Data

From 1/1/02 to 12/31/02, a total of 214 candidates tested under CDA/GC pilot pathway IV. The breakdown of exams and results are in the table below.

Exam	# Pass	# Fail	Total N (pathway IV)	% Passing – P*	% Passing–T*	Total N 2001
CDA	22	6	28	79%	80%	1704
CDA – GC	23	5	28	82%	85%	1704
CDA – ICE	27	1	28	96%	90%	1704
CDA – RHS	24	4	28	86%	90%	1704
GC	7	1	8	88%	87%	981
ICE	21	1	22	95%	91%	1327
RHS	154	30	184	84%	83%	4061

*% Passing – P** = pilot pathway only

*% Passing – T** = overall pass rate for pathways I – III, 2001 data

Total N 2001 = number of candidates from pathways I – III yielding these pass rates in 2001

Currently the number of candidates is an insufficient sample size to provide results that can be meaningfully compared.

The American Dental Association's Dental Assisting Review Committee requested a breakdown of CDA/GC Examination Pilot Pathway IV results by state and program, if possible. Currently, our numbers are too small to make any meaningful comparisons among states and among programs.

DANB will continue to collect these data for CDA and GC examination applications postmarked through December 31, 2003. If the number of CDA/GC Examination Pilot Pathway IV candidates is sufficiently large, DANB will report descriptive statistics on pass/fail results by state for all four CDA/GC exam eligibility pathways. DANB will only provide pass/fail results by school to the schools themselves (both Pathway I and Pilot Pathway IV schools).

VII. Request from the American Dental Association's Council on Dental Education and Licensure Regarding DANB's Work Experience Requirement for Certified Orthodontic Assistant (COA) Examination Candidates

Since the inception of the COA examination (1986) and the CDPMA examination (1983), candidates applying under Pathway I (and also Pathway IV) have been required to provide proof of work experience verified by their employer. However, DANB has never specified a minimum amount of work experience required for examination eligibility, as is done for the CDA examination.

DANB asked the ADA's Council on Dental Education and Licensure (CDEL) to approve eligibility changes to COA Pathway IV. At its November 2002 meeting, the CDEL agreed, but requested clarification regarding whether there *should* be a specified amount of work experience required in Pathway IV for the COA and OA examinations.

Upon review, the DANB Board supports retaining current policy that recommends no specific amount of work experience for candidates applying to take the COA or OA examinations (or the CDPMA examination). Rationale for retaining this policy is based on the fact that, when there is more than one way to gain eligibility to take a certification examination, national testing and measurement standards require that all pathways yield similar levels of opportunities for candidates to pass.

DANB routinely conducts studies to compare pass rates on the CDA examination and General Chairsides component examination between graduates of ADA-accredited dental assisting programs and those who were trained on the job. While there are formal education programs for general dental assistants, there are few, and in some years, no such programs for orthodontic assistants. When DANB initiated the **COA** examination in 1986, there were no formal education programs for orthodontic assistants. Therefore, there were no benchmarks against which to ascertain pass rate equivalence. Because of this, DANB had no way of establishing a minimum number of years of work experience in the orthodontic assisting field as a COA eligibility prerequisite without assigning one arbitrarily.

Therefore, beginning in 1986 and thereafter, the DANB Board decided to allow the candidate and his or her employer to determine at what point in the candidate's orthodontic assisting career he or she felt competent to challenge the COA examination. And, because under COA Pathway IV, DANB is already requiring that the candidate challenging the COA examination without formal orthodontic assisting education also be a previous CDA with work experience (or COA who wishes to retest to renew certification), the amount of work experience is likely to be secondary to the knowledge the candidate obtained on his or her way to applying for the COA examination.

For additional detail about these studies and how examination eligibility pathway equivalence is established and reviewed, contact Cindy Durley at cdurley@danb.org to request a copy of DANB's letter to the CDEL addressing this topic.

VIII. DANB's Planned Move to Computerized Adaptive Testing (CAT) in 2004

The DANB Board approved the conversion of its national examination programs to Computerized Adaptive Testing (CAT) effective with examinations administered in January 2004. CAT is a state-of-the-art, efficient type of testing used by many national certification agencies, among them the National Council of State Boards of Nursing and the American Society of Clinical Pathologists.

CAT provides a more precise measure of a candidate's ability, surpassing group-based measures of examination reliability. Using CAT methodology, each candidate receives an examination unique to him or her, tailored to the

individual's ability. The computer adapts the exam, item by item, based on the level of knowledge the candidate is demonstrating as she or he works through the exam. Besides more precisely measuring a candidate's ability, this format provides greater exam security because individual items are exposed to fewer candidates throughout the year. Easy items are not 'wasted' on candidates with high ability, while difficult items are not given to those with low ability.

Because CAT is accomplished within the network of the computerized system, the 'adaptive' process is completely invisible to the candidate. The DANB examinations will still be based on the same content outlines and percentage of content area coverage as they are now. They will also be the same length with the same amount of time allotted to complete the exam. Standard setting under CAT will also remain the same as when DANB exams were not adaptive. The minimum passing point, calculated using the Objective Standard Setting method of Rasch measurement, will be the same for all candidates challenging a given DANB examination. The minimum passing point is considered the level that demonstrates minimal competency or mastery of the body of dental assisting knowledge evaluated on the exam. In order to pass a DANB exam, a candidate must answer enough difficult questions correctly to achieve a score at or above the level that is predetermined and reviewed each year by the DANB Exam Committees.

DANB will continue to offer its national examinations in written form. By definition, written forms of an examination are static. Therefore, CAT is not possible with written exams. DANB written exams will still benefit from conversion to CAT because the written exams will be constructed with items drawn from the newly expanded items pool. And because the items are calibrated for difficulty to accommodate for CAT, the structure of the written exams will be built using a more precise system of measurement. With the minimum passing score equated to the same level for both the written and computerized tests, improvements afforded to DANB exams due to CAT will be echoed throughout the entire DANB exam system.

IX. Policy on DANB Release of Candidate/Certificant Information

For at least twenty years, DANB has provided Certificant names and addresses to interested potential employers and to providers of DANB-approved continuing dental education courses. With the advent of the Internet, a wider range of individuals will soon have access to Certificant information. Therefore, the DANB Board of Directors developed a policy to provide certificants the opportunity to refuse disclosure of their certification status, unless such information were required by a state regulatory body or a court of law.

DANB published the new policy in the *2003 DANB CDA Candidate Guide* and the *2003 DANB Recertification Guidelines*, and in these documents on DANB's web site (www.danb.org):

DANB verifies your certification status by mail or phone upon request, since the fact that you have or have not been certified and the effective date(s) of your certification(s) are a matter of public record and may be disclosed.

In addition, unless you choose not to allow it, from time to time, DANB will provide the names and addresses of certificants to employers interested in hiring a DANB Certificant (CDA, COA, CDPMA, COMSA) or someone who has passed the Radiation Health and Safety (RHS) or Infection Control (ICE) examination from their area, and to providers of continuing education opportunities. DANB may also post current certificant status (certificant name, certification(s) earned, state in which certificant resides, and date of certification) on DANB's web site.

If you do NOT wish to receive non-DANB mailings at your home address (i.e., current job opportunities, continuing education offerings, etc.), or you do NOT agree to allow DANB to publish your certification status (your name, certification(s) earned, state in which you reside, and date of your certification) on DANB's web site, you MUST send a written request to have this information omitted from release or publication to: DANB Marketing Coordinator, DANB, 676 N. St. Clair, Suite 1880, Chicago, Illinois, 60611.

X. Certificant Recognition Program Update

The program began in December 2002, with the delivery of DANB Certification pins to all Certificants renewing in 2002 (so that pin accessories may be attached as DANB anniversaries are celebrated). Anniversary gift items for all

2002 and early 2003 DANB anniversaries have begun to mail. DANB will mail gifts to Certificants celebrating five-, ten-, fifteen- year and subsequent DANB anniversaries on a monthly basis.

DANB has added staff members to the Marketing and Communications Department, in part to assist in implementing this and other programs of benefit to DANB certificants and other stakeholders.

XI. Confirmation of Modification to DANB Recertification Guidelines, Effective January 1, 2003

Currently, DANB Recertification Guidelines state that *Some DANB Certificants will be randomly selected for verification (audit) of their CDE hours and CPR status.* The Board was aware of at least one instance where DANB audited a Certificant as part of a disciplinary sanction – not a random occurrence. DANB does acknowledge use of the audit as one of several disciplinary sanctions. Therefore, the Board approved the modification to DANB Recertification Guidelines (and any related documents), as follows:

DANB Certificants may be selected for verification (audit) of their CDE hours and CPR Certification. While most audits are random, some may be at DANB's discretion.

XII. "I Passed the DANB Audit" Recognition

In December 2002, DANB received a suggestion requesting that DANB formally recognize those Certificants who passed their CDE audit. This recognition would acknowledge the Certificant's commitment to maintaining DANB Certification and recognizing the importance of CDE. This recognition award would replace the current 'audit pass' letter. The Board also approved the inclusion of a special notation for those earning and submitting proof of completion of CDE hours at a level above the required number of hours.

In addition, the Board voted to survey Certificant interest in DANB evaluation of CDE hours on request. If an interest is expressed, and the Board concurs, DANB would evaluate Certificant CDE outside of the audit process, providing the participating Certificant special recognition for this review. DANB will conduct this survey in Spring/Summer 2003, and the Board's Certificant Services Committee will review the findings of this survey at the August 2003 meeting.

XIII. New DANB Certificant Policies: *Misrepresentation of Certificant Status, Complaint and Investigation Process, and Complaint Information Release Authorization*

The Board approved a formal complaint and investigation process for complaints including but not limited to misuse of a DANB credential, false attestation on a renewal form regarding obtaining CDE hours and maintaining current CPR certification, inaccurate claims of DANB Certification, and other grounds for sanctions under DANB's Discipline Policy and Procedures. DANB's Complaint and Investigation Process was made effective immediately upon Board vote. Copies of documents related to this process are available from DANB on request.

XIV. Update on ADA/DANB Survey to Rank and Define Core Dental Assisting Competencies – Phases I and II

DANB's Board reviewed the January 11, 2003 work of the ADA/DANB Ad Hoc Committee to Enhance the Dental Assisting Profession. The Board accepted this Committee's report, the "Update on the Survey to Define Core Dental Assisting Competencies, Phases I and II and Proposed Future Directions and Timeline."

The DANB Board encourages the ADA's DARC and the ADEA to participate in this research process by inviting representatives of these organizations to attend upcoming meetings of the ADA/DANB Ad Hoc Committee to Enhance the Dental Assisting Profession.

Ultimately, the DANB Board of Directors supports the development of a 'white paper' (***position paper***) defining core competencies for dental assistants, involving as many communities of interest in the dental and dental assisting

arenas as express a desire to receive this information. Pending further discussion with ADAA, 'next steps' in this study could include:

- a. Working with the ADA's DARC and/or CODA to link results of Phase I and II (and Phase III, if conducted) survey to Core Curricula Requirements of ADA-accredited dental assisting programs;
- b. Conducting a 'Phase III' of the Core Competency survey with dentists and dental assisting educators from CDA/GC Pilot Pathway IV, modifying dental assisting category definitions to be more generic;
- c. Contacting ADEA representatives for a history and copy of the protocol this group used to develop and gain acceptance of core competencies for dentists and dental hygienists, and contacting any other groups or individuals that come to the attention of DANB or ADAA, who might have worked on similar projects in the past;
- d. Contacting coordinator of ADEA's Allied Health Educator's conference to assess their interest in having the ADAA/DANB Ad Hoc Committee present a workshop on Core Competencies research at ADEA's June 2004 meeting, in the hopes of obtaining input and buy-in from ADEA to this process. ADAA/DANB Ad Hoc Committee discussed holding our committee meeting concurrently with this conference.
- e. Contacting the ADAA Manager of Education to determine ADAA's interest in attendees/scheduling/time availability to bring this Ad Hoc Committee presentation described in 'd' to the 2004 AGD/ADAA Annual Meeting as part of the Annual Meeting program;
- f. If cost-feasible, resurveying CDAs, dental assisting educators from ADA-accredited programs, and non-CDAs using updated category definitions, focusing more on the concept of ranking 'tasks' rather than assisting levels, and change the levels labels to 'A, B, C, or D,' to see if data results are equivalent; include an open-ended question to gather additional core competencies tasks we may have omitted in the first survey design;
- g. Compiling data from all participant groups (which the Ad Hoc Committee hopes includes, at minimum, ADA and ADEA) to see how the Core Competencies research might align with DANB's task analysis and assessing what education and credentials/examinations should be associated with these levels of dental assisting defined by this Core Competencies research;
- h. Corroborating this compilation and assessment from 'g' empirically by surveying DAs, CDAs, ADA-accredited educators, Pilot Path IV educators, and dentists again.
- i. Working with representatives of DANB, ADAA, ADA, ADEA (and perhaps other organizations within dental assisting communities of interest - such as AGD, AAO, AADE) on a position paper ('white paper') proposal to provide to state dental boards and other interested parties;
- j. Creating a Marketing Plan to provide information to oral healthcare stakeholders (as described by Ad Hoc Committee's prior work) on these Dental Assisting Core Competencies levels and minimum dental assisting education and credentials recommended by this research, as supported by ADAA, DANB, ADA, AGD, ADEA, etc.

XV. Results of Survey of Dental Assisting Educators Regarding DANB Communication and Services

Per the Board's directive at the August 2002 meeting, DANB surveyed directors of ADA-accredited dental assisting programs and DANB-accepted vocational-technical programs under GC/CDA Pilot Pathway IV, to determine their level of satisfaction with DANB communications and services. Ninety-six educators, representing 31 states, responded, for a response rate of 36%. This response rate is sufficiently large to allow DANB to generalize the results to the population as a whole. Highlights in clued the following:

- 49% of dental assisting students enrolled in formal education programs take DANB national dental assisting examinations

- 70% of these students take the CDA examination by individual component (General Chairside, Radiation Health and Safety, and Infection Control) instead of in the form of one comprehensive CDA examination
- Average program size for respondents is 28 students
- 91% found DANB publications useful, particularly *The DANB Review* (91%), *DANB's Glossary of Dental Assisting Terms* (89%), and *DANB's Task Analysis* (84%)
- Overall, 83% of respondents rated DANB's communications with dental assisting educators as good (58%) or excellent (25%)
- In terms of suggestions for improving services, 32% recommended improving DANB's phone service, 21% requested receipt of any changes by e-mail, and 17% mentioned a concern about the cost of the exams relative to students' ability to pay. 13% would like DANB to provide an exam review course, and 13% are interested in a DANB workshop on testing for educators.

Additional results will be published in the Spring 2003 issue of DANB's *Certified Press*.

XVI. Proposed Bylaws Changes

The DANB Board is proposing a change to its Bylaws to address mid-term vacancies on DANB's Board of Directors (Article IV, Section 7), an addition to address a timeframe within which a representative organization should provide a slate of candidates for consideration by the DANB Board of Directors (Article IV, Section 3.J). In addition, the Board is proposing a modification to Article IV, Section 4.B Election and Terms of Office, to clarify whether or not a former DANB Board Director can return to serve more than two full three-year terms, if that former Director were elected to fill a mid-term vacancy on the DANB Board. A copy of DANB's current Bylaws, with these proposed changes highlighted in strikethrough and boldface, is attached.

XVII. Election of Director – American Association of Dental Examiners Representative

According to DANB's Bylaws, DANB's Board of Directors would normally elect the representative of the American Association of Dental Examiners (AADE) to the DANB Board at this Winter meeting, to assume the directorship when the term of current AADE Representative to the DANB Board, Lea Erickson, DDS, MSPH expires at the conclusion of the August 2003 meeting.

However, the DANB Board postponed this election until the AADE Executive Council has an opportunity to propose a slate of candidates, following its meeting later this March.

XVIII. Election of Director - American Dental Assistants Association Representative

The first term of one of three American Dental Assistants Association (ADAA) representatives to the DANB Board of Directors will expire at the close of the August 2003 meeting. DANB's Bylaws allows for a representative organization's re-nomination of an incumbent DANB Director if a second term still remains. ADAA re-nominated Judith Andrews, CDA, RDA, FADAA to be considered for election to a second three-year term on the DANB Board. The DANB Board of Directors re-elected Ms. Andrews. Her second and final three-year term will begin at the close of the August 2003 Annual Meeting, and will expire at the close of the August 2006 Annual Meeting.

XIX. Election of Director - Certificant-At-Large

The second and final three-year term as Certificant-At-Large to DANB's Board of Directors will expire for Judy E. Anoff, CDA at the close of DANB's August 2003 Annual Meeting. DANB called for nominations to fill this vacancy in the Fall 2002 issue of DANB's quarterly newsletter, *Certified Press*. DANB received nominations for 13 highly qualified candidates. DANB's Nominating Committee selected four: LaDonna Drury-Klein, CDA, RDA, BS (CA), Sandra Rodier, CDA, RDA, AAS (NJ), Patricia Sippel, CDA (PA), and Barbara Traines, CDA, MEd (AZ).

A ballot was sent to all DANB certificants in mid-December 2002. Voter response was nearly six times as great as any in the past! DANB's Board of Directors confirmed the majority vote of DANB certificants by electing Patricia Sippel, CDA to her first of two possible three-year terms to DANB's Board of Directors. Ms. Sippel will attend a

new member orientation and the August 2003 meeting as an observer. Her term will begin at the close of the August 2003 meeting, and will expire at the close of the August 2006 Annual Meeting of DANB's Board of Directors.

XX. Opening on the DANB Board – ADAA Dental Assisting Educator Representative

Kathleen Brown, CDA, RDA, BES, the American Dental Assistants Association (ADAA) dental assisting educator representative to the DANB Board, resigned her position on the Board, effective at the close of this Winter 2003 meeting.

Kathy's position on the DANB Board was due to expire at the close of the August 2004 Annual Meeting of DANB's Board of Directors. Therefore, the DANB Board of Directors currently has a vacancy that extends from now through the end of the August 2004 meeting. According to DANB Bylaws, whomever DANB elects to fill this vacancy could then be eligible to complete two additional three-year terms on the DANB Board of Directors.

The DANB Board has requested that ADAA provide a slate of at least two dental assistant nominees (including personal statements of interest and current resumes) at its earliest convenience. According to DANB Bylaws, each nominee for this position must be a dental assisting educator at a dental assisting program accredited by the American Dental Association's Commission on Dental Accreditation. The DANB Board will then hold a vote by mail ballot or during a meeting by conference call to duly elect a new ADAA representative to the DANB Board.

XXI. Dates of Upcoming DANB Board Meetings

The DANB Board of Directors will hold its Annual Meeting on August 22-24, 2003, and its Winter Meeting on February 6-8, 2004.

Submitted By

*Lynn R. Smith, CDA, BS
Secretary, DANB Board of Directors*

March 26, 2003

Distribution List

American Dental Association (*Judy Nix and Diane Boehm, Council on Dental Education and Licensure; Karen Hart and Sherin Tooks, Commission on Dental Accreditation*)
American Dental Assistants Association (*Larry Sepin, Executive Director; Karen Waide, President*)
American Association of Dental Examiners (*Molly Nadler, Executive Director*)
American Dental Education Association (*N. Karl Haden Associate Executive Director*)
Academy of General Dentistry (*Harold E. Donnell, Executive Director*)
American Association of Orthodontists (*Larry Mickey, Director, Communications and staff liaison to the Council on Orthodontic Practice*)