



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

February 2006

Following each semiannual meeting of the Board of Directors of the Dental Assisting National Board, Inc. (DANB), DANB publishes a Report of Major Actions of and Project Updates Discussed by the DANB Board of Directors. This report is 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 website ([www.danb.org](http://www.danb.org)).

This Report, which reflects DANB's Board of Directors' February 2006 actions, is organized using the following categories: *Stakeholder Outreach*; *Candidate Issues*; *Certificant Issues*; and *Board of Directors – Specific Initiatives*.

## **I. STAKEHOLDER OUTREACH**

### **A. Timelines and Budgets To Be Developed**

The Board directed DANB's Executive Director to develop timelines and budgets for the following DANB priorities, for the next two or more fiscal years:

- Develop item writing workshop program
- Launch website renavigation project
- Study potential development of Infection Control (ICE)/Radiation Health & Safety (RHS) certification
- Develop online DANB credential verification tool
- Submit DANB research reports to appropriate publications (specifically, upcoming RHS validation study)
- Begin to record/store employer contact information from applications
- Pursue answers to questions about Dental Assistants Recognition Week (DARW) sponsorship
- Contact qualified Tennessee Registered Dental Assistant (TNRDA) examinees to offer General Chairside (GC) exam reciprocity
- Work on Dentalworkers.com emblem display implementation project
- Discuss development (or codevelopment with the American Dental Assistants Association [ADAA]) of marketing kits for dentists/state regulators (including FAQs and info on DANB's facilitation of state exam committees)
- Application for ACE college credit for passing DANB exams

### **B. Preliminary Summary of DANB's Web Tracking Software Reports and Online Site Visitor Survey**

Executive Director Durley presented the Board with a Preliminary Summary of DANB's Web Tracking Software reports and Online Site Visitor Survey. On September 2, 2005, DANB installed NetTracker web analytics software to gather data related to the number of visits/visitors to selected key pages of DANB's website. This data helped to assist staff in developing plans for the website renavigation.

During the period from September 2, 2005 through January 16, 2006, the overall website traffic overview averaged nearly 17,000 visits per month, or about 550 per day. During the period in question, the day of the week on which the DANB website received the most visits was Wednesday, and the time of day when the DANB website received the most visits/visitors was between 1PM and 2PM CST.

Staff will continue to collect data and will report to the Strategic Planning and Marketing Committee at its April 2006 meeting.

### C. ADAA/DANB Alliance Outreach

The Board directed Executive Director Durley to invite the staff liaison to the ADA's new Task Force on Workforce Models to attend the next ADAA/DANB Alliance Committee meeting on February 26, 2006 in Chicago.

## II. CANDIDATE ISSUES

### A. Time Allotment for DANB Exams To Be Monitored

According to Director Koch, testing literature indicates that 90-95% of all competency-based exam candidates should be able to complete an exam in the allotted amount of time. The Board directed staff to continue monitoring time allotment on candidate exam completion data for the RHS and CDPMA1 exams and present data at the August 2006 Board meeting. If study results warrant, the Board may consider extending the time period for the RHS and CDPMA1 exams from 1 hour and 15 minutes to 1 hour and 30 minutes starting January 1, 2007.

### B. Modification of Candidate Services Policies

1. The Board voted to add the following change, as underlined, to Policy II.602.1 of the Candidate Services Manual.

"DANB offers an honorarium of \$100 per hour to Readers for candidates approved for this Special Accommodation under the Americans with Disabilities Act, based on the length of the exam. When a Special Accommodation request of only additional time is approved, the Examiner will be paid an additional \$25 per hour for each hours approved beyond the first 4 hours. If a separate room and Proctor are needed, a Proctor will be paid \$30 for 4 hours and \$10 for each additional hour."

2. The Board voted to add the following change, as underlined, to Policy II.408.1 of the Candidate Services Manual.

"An individual who has taken any DANB Certificate exam may request that a copy of the Certificate be notarized. They must submit a Request to Notarize a Certificate form and pay the appropriate fees as listed below:

- A \$10 notarization fee will be required for individuals who submit a written request form before their certificate is printed.
- A \$35 notarization fee (\$10 notarization fee + \$25 duplicate certificate fee) will be required for individuals who submit a written request form after their certificates have been printed and mailed.
- A \$10 notarization fee will be required for individual who mail their certificates, along with a written request form, to DANB to be notarized.

### C. Request for New Pilot Study Considered

The Board voted to deny a request from an orthodontic training organization for DANB to conduct a pilot study for a new eligibility pathway for the Certified Orthodontic Assistant (COA) examination, based on the following reasons:

- There needs to be a comparison of the curriculum to the Orthodontic Assisting (OA) Task Analysis to verify that sufficient content coverage/ infrastructure exists to meet all areas of the exam; for example, infection control and radiology.
- There is no information to say if this organization has any form of national and/or regional accreditation, which was a minimum standard for Voc Tech programs during the DANB 2002-03 CDA/GC Pilot Pathway IV study.
- It could be that some of the duties taught are illegal in one or more states.

## III. CERTIFICANT ISSUES

### A. State Dental Boards To Be Notified of Lapsed DANB Certifications

The Board directed the Executive Director to notify state dental boards of lapsed DANB Certifications on a monthly basis. DANB's 2007 Recertification Guidelines will be amended to reflect this change.

## **B. Modification of Certificant Services Policies**

1. The Board voted to add the following to Certificant Services Manual Policy 111.405:

*"If a Certificant's certificate and/or wallet card is stolen or destroyed in a natural or manmade disaster, the Certificant must provide DANB with a copy of an official report. Upon receipt of an official report DANB will issue a new certificate and/or wallet card free of charge."*

## **IV. BOARD OF DIRECTORS – SPECIFIC INITIATIVES**

### **A. Recommendations to Enhance Exam Committee Membership**

The Board made the following recommendations to enhance and increase DANB Exam Committee membership:

- Unless there are extenuating circumstances, an Exam Committee member who misses two meetings in a row will lose his or her position on the committee.
- To direct the Executive Director to contact the following organizations to solicit dentist exam committee members:
  - o ADA Council on Dental Education and Licensure
  - o AGD and ADA for current/former exam committee members
  - o State Boards of Dentistry for names of former examiners.

### **B. Approval of 2006 DANB CDA Salary Survey Instrument**

The Board approved the content of DANB's 2006 CDA Salary Survey, to be distributed to a stratified sample of DANB Certificants during the first quarter of 2006. Results will be reviewed by DANB's Board in August 2006, and published in the Fall 2006 issue of *Certified Press*.

### **C. Slate of Candidates for Certificant-at-Large Position Approved**

The Board approved the slate of three candidates proposed by the Nominating Committee for the Certificant-at-Large position on the DANB Board of Directors. The candidates' biographies and a voting ballot will be published in the Spring 2006 issue of *Certified Press*. These candidates are: Karen Minca, CDPMA (Michigan); Cindy Ovard, CDA, RDA (California); and incumbent Patricia Sippel, CDA (Pennsylvania).

### **D. DANB Board Elections To Be Held**

The second and final term on the DANB Board for ADA clinical assistant representative Judith Andrews, CDA, RDA will expire at the close of the August 2006 meeting. The Board discussed holding an election to fill this position before the August 2006 Board of Directors meeting, based on nominations requested but not yet received from the ADA.

The first of two possible terms for ADA educator representative Brenda Fell, CDA, CDPMA will expire at the close of the August 2006 meeting. The Board discussed holding an election to fill this position, which would include the possibility of re-electing Director Fell as an incumbent.

AADE representative Paul Stubbs, DDS will end the first of two possible terms on the DANB Board at the close of the August 2006 meeting. Dr. Stubbs has chosen not to run for a second term. The Board discussed holding an election to fill this position before the August 2006 Board of Directors meeting, based on nominations requested but not yet received from the AADE.

The Board voted to hold a meeting of the Nominating Committee and Board before the August 2006 Board meeting, pending receipt of slates of candidates for the ADA clinical assistant, ADA educator, and AADE representative positions. An election will take place by conference call or written ballot 30-45 days before the August 2006 meeting.

### **E. Requests for Contributions Discussed**

The Board received thanks for its prior contributions to the ADEA Gies Foundation, the National Association of Dental Assistants, and the ADAA. In response to a request for a contribution to the ADA Foundation's Disaster Response Relief Fund, the Board directed the Executive Director to write a letter stating DANB's intent to revisit this request in FY 06-07 and explaining the actions DANB has taken thus far to help Hurricane Katrina survivors.

### **F. Winter 2007 Meeting Date Selected**

The Board selected February 16-17, 2007 as the date for the Winter 2007 Board meeting to be held in Chicago, IL.

### **G. DANB Office Move Update**

The Board reviewed information related to the status of DANB's plans to move to a new office space on April 7, 2006. DANB's new office will be located at 444 N. Michigan Ave., Ste. 900, Chicago, IL 60611. DANB phone and fax numbers and email addresses will remain the same.

### **Distribution List**

American Dental Association (Dr. David Preble, Director, Dental Education; Sherin Took, Commission on Dental Accreditation; Karen Hart and Diane Boehm, Council on Dental Education and Licensure)  
American Dental Assistants Association (Larry Sepin, Executive Director; Debra Von Alman, CDA, President)  
American Association of Dental Examiners (Molly Nadler, Executive Director)  
American Dental Education Association (Richard Valachovic, DMD, Executive Director; Associate Executive Director)  
Academy of General Dentistry (Christie A. Tarantino, CAE, Interim Executive Director)  
American Association of Orthodontists (Thomas Watters, Executive Director)  
American Association of Oral and Maxillofacial Surgeons (Robert Rinaldi, PhD, Executive Director)  
Executive Directors or Administrators, State Boards of Dentistry