



Report of Major Actions of the Board of Directors of the Dental Assisting National Board Inc. Discussed at its Annual Meeting February, 15-16, 2008

Following each 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. 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).

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1. Update on DANB National Exam Content Validation Studies

In order to ensure that the content on DANB national exams reflects clinical dental assisting concepts and practice, DANB conducts Content Validation Studies for each national examination approximately every five years. Content Validation Studies are conducted on the three components of DANB's Certified Dental Assistant (CDA) exam: Radiation Health and Safety (RHS), Infection Control (ICE), and General Chairside Assisting (GC); and on the Orthodontic Assisting (OA) component of the Certified Orthodontic Assistant (COA) exam.

DANB testing and measurement staff members have collected and analyzed the data for the OA Content Validation study, and will present the findings to the OA Exam Committee when it meets August 1-3, 2008.

DANB staff members have collected the results for the GC study, will analyze these in the first quarter of 2008, and will present them for GC Exam Committee review by conference call prior to the August 2008 meeting of DANB's Board of Directors. The DANB Board will receive any GC Exam Committee recommendations for exam content change at that time.

DANB staff plans to develop surveys for the ICE Content Validation Study during the first quarter of 2008 and mail surveys beginning May 1, 2008.

2. Report of the Radiation Health and Safety Exam Committee

The Board accepted the RHS Exam Committee's recommendations regarding the RHS Exam Blueprint. The Committee recommended phasing out items that are specific to conventional radiography, as more dental offices convert to digital radiography.

The Board accepted the RHS Exam Committee's recommendation that DANB not create a separate digital radiography exam at this time as requested by the United States Air Force, for two primary reasons: (1) the wide variety of digital radiography equipment manufactured and used today would make it very difficult to write reliable and unbiased test items related to operation of digital radiography equipment, and (2) without such items, it is unlikely that enough digital radiography questions could be developed to support a stand-alone digital radiography exam. In addition, when DANB's Executive Director conducted an informal survey of state dental board administrators on this topic, the majority noted that at this time, fewer than half of all dentists licensed in their states relied solely or primarily on the use of digital rather than conventional radiography equipment; for this reason, most states would not yet recognize a DANB exam addressing only digital radiography concepts to meet their respective dental radiography requirements for dental assistants.

3. DANB Military Testing Update

DANB has been contacted independently by the Army, Air Force, and Navy to work to integrate DANB national dental assisting exams into their respective dental assisting curricula. Per federal government mandate, these three branches of the military must integrate their various dental assisting curricula into one standard curriculum by October 1, 2010. Because of this mandate to integrate the curricula and because the United States Air Force curriculum is currently the only military dental assisting education accredited by the Commission on Dental Accreditation, DANB arranged a meeting with representatives of these three service branches and

CODA staff, to discuss the curriculum integration, DANB exams, and the process of working to maintain or extend CODA accreditation to the integrated curriculum.

DANB has plans to continue to work with representatives of the Air Force, Army, and Navy to provide computerized DANB testing through Defense Activities for Non-Traditional Education Services (DANTES) and other secure on-base testing sites.

4. Status of the CDPMA Exam

Ensuring the strength and validity of DANB's CDA, COA, and Certified Dental Practice Management Administrator (CDPMA) credentials is of utmost importance to DANB, which is why DANB regularly monitors exam and item performance. After extensive review of candidates' performance on the CDPMA exam, and considering the relatively low number of candidates, the DANB Board approved discontinuation of the current CDPMA exams. DANB staff will conduct further research regarding the creation of a new Dental Office Manager Certification.

DANB conducted CDPMA focus groups at Fall 2007 meetings of the American Dental Assistants Association (ADAA) and the American Association of Dental Office Managers (AADOM). Results from these focus groups indicate that the scope of the dental office manager's role is expanding, with many managers entering the field with strong business backgrounds rather than the traditional dental assistant background. In addition, the role of a manager of a solo practice may differ widely from that of a group practice or multi-site practice manager.

Dental practice managers are an integral part of the professional dental team, and DANB believes that it is important that any related DANB Certification exam accurately reflect the duties and core competencies of this position.

DANB will stop accepting applications for the CDPMA exam as of June 1, 2008 and will conduct quantitative surveys of dental office managers nationwide to determine 'next steps.' In the meantime, those holding the CDPMA credential are not affected by this change, as DANB continues to recognize the credential and require CDPMAs to meet DANB Recertification Requirements to maintain it.

5. Effect of New DANB Background Information Questions on National Exam Candidates and DANB Certificants

DANB included three Background Information questions on its 2008 national exam applications and annual Certification renewal notices. All DANB national exam applicants and current DANB Certified Assistants are now asked to respond to these questions, which relate to prior conviction of a crime, revocation or suspension or voluntary surrender of a professional credential, or a court declaration of mental incompetence.

These Background Information questions reflect DANB's mission of public protection, proactively support DANB's Code of Professional Conduct, and are in line with national trends in hiring and credentialing practices. A "yes" answer to one or more of these questions does not necessarily disqualify applicants from applying or Certificants from renewing, particularly if the applicant or Certificant has met all requirements imposed by the officiating court or governmental authority.

In asking these Background Information questions, DANB is not performing criminal background checks on DANB national exam applicants or Certificants. Rather, DANB asks that each applicant or Certificant self-disclose reportable background information. However, failure to disclose reportable information to DANB constitutes a violation of DANB's disciplinary policy and may lead to disciplinary action.

Based on response volume to date, these questions will have no impact on the vast majority of the approximately 12,000 DANB national exam applicants or approximately 32,000 renewing Certificants in contact with DANB annually. (These questions are not asked of an additional approximately 5,000 individuals applying for DANB state-specific exams.) In the first three months that the new policy was in effect, only about 1 percent of Certificants and 1 percent of national exam candidates responded affirmatively to the Background Information questions.

6. Revisions to DANB National Exam Candidate Policies

Candidate Identification

DANB national exam candidates are now required to provide one form (rather than the previously-required two forms) of currently valid, non-expired, government-issued photo-bearing identification, with signature. This change brings DANB's Candidate ID policy in line with other major professional testing agencies.

Retest Opportunities for Candidate Retest on DANB National Exams

Candidates/certificants will be allowed to take and **pass** the same DANB national certification exam [CDA, COA, CDPMA] or component exam [ICE, RHS, GC, OA] only **once** within a 12-month period. (This does not preclude a candidate/certificant from taking and passing **different** certification or component exams within the same 12-month period.) If the candidate is from the state of New Mexico and applying for the DANB RHS exam, he or she will be allowed to take and pass the RHS exam no more than two (2) times in a 12-month period. *Please note that those who take a DANB exam and fail may retake the exam any number of times each year.* (The state of New Mexico requires successful completion of a state clinical radiological exam within 6-months of passing the New Mexico state radiation health and safety exam, or the DANB national RHS exam).

Any DANB candidate/certificant who applies to take a DANB national certification [CDA, COA, CDPMA] exam or component exam [ICE, RHS, GC, OA] and has

previously passed the same national certification exam (or the component as part of the national certification exam, or as a stand-alone component) in the previous 12-month period, will be in violation of this policy and will have his or her application denied and returned, with a refund of the full application fees. Beginning April 1, 2009, any candidate/certificant in violation of this policy will have his or her application denied and returned, and will be assessed the \$50 processing fee.

Any DANB candidate/certificant from the state of New Mexico who applies for the DANB RHS exam and has previously passed the RHS exam twice within the previous 12-month period, will be in violation of this policy and will have his or her application denied and returned, with a refund of the full application fees. Beginning April 1, 2009, any candidate/certificant in violation of this policy will have his or her application denied and returned, and will be assessed the \$50 processing fee.

This policy was developed to protect the security of DANB's exams and related item banks from over-exposure.

7. DANB Strategic Priorities 2008-2010

DANB held a meeting of its Strategic Planning and Marketing Committee in October 2007. These four Strategic Priorities were identified for 2008-2010:

Visibility: *DANB Certification will be acknowledged by the dental community as the standard used to measure competency for dental assistants.*

Accessibility: *DANB will enhance accessibility to its exams.*

Testing Growth and Diversity: *DANB will increase the number and type of dental exams it provides.*

Collaboration: *DANB will collaborate with dental membership organizations and testing agencies in order to enhance the effective, efficient, and safe delivery of dental care with respect to the role of dental assistants.*

In addition, DANB's SPM Committee and Board recognize that in order to accomplish these strategic priorities, there are some mission-critical tasks that must be accomplished in the **Global/Infrastructure** area.

8. DANB Board Evaluation Instruments

DANB's Board drafted a Collective Board Assessment and a Board Director Self-Assessment evaluation instrument, each to be administered to Board Directors annually. In addition, the Board approved an exit interview process for Board members.

9. Re-Election of Three DANB Board Directors to a Second Three-Year Term

DANB's Board of Directors re-elected Donna Kotyk, CDA, RDH to a second three-year term on the Board, to begin at the close of the August 2008 meeting. Ms. Kotyk was originally nominated by the American Dental Education Association (ADEA).

DANB's Board of Directors re-elected Richard Hunt, III, DDS to a second three-year term on the Board, to begin at the close of the August 2008 meeting. Dr. Hunt was originally nominated by the American Dental Association (ADA).

DANB's Board of Directors re-elected Marlene Futterman, MA to a second three-year term as the Board's Public Member.

10. Dates of Upcoming DANB Board Meetings

The DANB Board of Directors will hold its Annual Meeting on August 22-24, 2008 and its next Winter Meeting on February 13-14, 2009.

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American Association of Dental Examiners (*Molly Nadler, Executive Director*)

American Dental Education Association (*Richard Valachovic, DMD, Executive Director*)

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