



Date: March 31, 2010
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 February 12-13, 2010 Annual Meeting

Below please find a summary of major actions taken by the Directors of the Dental Assisting National Board, Inc. (DANB) at its February 12-13, 2010 Annual Board of Directors meeting.

The current DANB Board of Directors includes Howard Bell, D.D.S., Chair; Richard Hunt III, D.D.S., Vice Chair; Karen Minca, CDPMA, Secretary; and Directors Bruce Barrette, DDS; Carolyn Breen, CDA, RDH, EdD; Marlene Futterman, MA; Donna Kotyk, CDA, RDH, MA; Carol Oeder, CDA, COA, CDPMA, FADAA, LPN; and Carla Schneider, CDA, RDA. DANB's Executive Director Cindy Durley, MEd, MBA serves ex officio on DANB's Board. Cindy can be contacted at 1-866-357-3262 or cdurley@danb.org.

New Policies for DANB National Exam Candidates

- The DANB Board of Directors approved updating DANB policy for active military personnel, to include an additional option for providing proof of active duty. For some branches of the military, a photocopy of the military ID may not be provided as identification documentation due to homeland security concerns, or for some candidates it may be difficult to obtain a letter from a commanding officer documenting military service. Therefore, DANB will also now accept a military e-mail address as proof of active duty. The address will be verified by DANB's document review staff, and is deactivated upon completion of military service. Effective immediately, the documentation for active military personnel includes the following addition, in bold:

Active Military Personnel \$275

The \$275 fee includes an active military personnel deduction of \$25, providing the candidate submits appropriate documentation. If documentation of active duty is not submitted, the application is considered incomplete and will be returned to the sender. DANB will issue a refund within 30 days of notice of the incomplete application, minus the \$50 non-refundable application fee. To qualify for DANB's active military personnel rate, candidates must provide the following additional documentation for all pathways:

- *Photocopy (front and back) of the candidate's current/active military ID, or*
 - *A letter from the commanding officer indicating active duty status. If a letter is provided, it must verify the candidate's name, rank, Social Security number, station (location), and estimated time of separation, or*
 - **An active military e-mail address (this e-mail address will be verified by DANB upon approval of application).**
- Effective as of March 1, 2010, the CDA and COA Work Experience Statement policies now clarify that the verifying dentist must be licensed in the United States, US Territories or Canada in order to verify the candidate training.



The following statement has been added to the CDA/GC and COA/OA Work Experience statements:

Dentist's License Number:*

**The dentist must be licensed in the U.S., U.S. Territories or Canada in order to verify the candidate has been trained in the functions below. (However, it is acceptable if the dental assisting work experience was completed in another country.)*

DANB-Affiliated Foundation

- DANB's Board of Directors previously approved the development of a new education and research foundation to better meet the needs of dental assistants and other members of the dental team in the areas of supplemental education and professional research. At its February 2010 meeting, the Board selected the DALE Foundation as the name of the DANB-affiliated, separately incorporated non-profit foundation. The DALE Foundation is committed to **D**ental **A**ssisting **L**earning and **E**ducation in support of DANB's mission. The DALE Foundation has been formed to benefit the public by advancing dental assistants and promoting dental assistant certification, by developing quality supplemental education and conducting sound research to support and promote oral health.
- DANB is seeking nominations for the DALE Foundation's Board of Trustees to be received between March 24 and April 30, 2010. The composition of the DALE Foundation's initial Board of Trustees will include the current Chair of DANB's Board of Directors, the Immediate Past Chair of DANB's Board of Directors, another past DANB Board Chair, and six additional trustees with expertise in as many of these areas as possible:
 - Research
 - Education (dental, dental hygiene, dental assisting)
 - E-Learning
 - Employer (dentist)
 - Employment (dental office manager)
 - Public health
 - Corporate interests

DANB is asking that those who receive the solicitation or read this DANB Major Board Actions summary document from the February 2010 meeting consider nominating themselves or another qualified individual for consideration to be elected as a Founding Trustee on the DALE Foundation's Board of Trustees. The Nominating Committee to DANB's Board of Directors will accept nominations postmarked or received by email or fax on or before April 30, 2010. For nominations to be considered, they must include the following:

- Letter of interest from the individual being nominated (or self-nominated)
- Current resume/curriculum vita
- A letter of recommendation from an employer, supervisor, or co-worker; or from someone who has served with the nominee on a committee or board of a state or national oral healthcare organization



- Written response to DANB Interview Questions for Nomination to the DALE Foundation Board of Trustees. (DANB will provide these questions to all nominees who meet the April 30th deadline.)

DANB Charitable Contribution

- The Academy of General Dentistry (AGD) Foundation will host a silent auction fundraiser during its annual meeting in New Orleans, July 6-11, 2010. DANB's Board of Directors approved the donation of two gift baskets, each to include DANB totes, a DANB travel mug, a DANB exam preparation publication pack (including *The DANB Review* and *DANB's Glossary of Dental Assisting Terms*), a \$150 American Express gift card, and two e-learning gift certificates (one for DANB's Conventional Dental Radiography Review Course, and one for DANB's Assessment-Based Certificate Program: Accounts Receivable). Proceeds from the AGD Foundation's silent auction will help make dental care available to underserved populations and help the advancement of the dental profession by providing education programming, grants and outreach programs.

Board of Directors

- Mary Harrison, CDA, EFDA, EFODA, FADAA was elected to her first of two possible three-year terms on DANB's Board of Directors, from a slate of clinical dental assistant candidates nominated by the ADA. She will begin her first term on DANB's Board at the close of the August 2010 meeting.
- The DANB Board of Directors will vote on nominations for the open ADA nominee position on the DANB Board by conference call prior to its August 2010 meeting, after receipt of a slate of at least two dentist candidates from the ADA.
- Additional information about incoming and outgoing DANB Board Directors will be available in the fall issue of *Certified Press* as well as the summary of major board actions from the August 2010 meeting.

2010 Annual Board of Directors Meeting

- DANB's Board of Directors will hold its annual meeting in Chicago from August 12-15, 2010.

The first in-person meeting of the Board of Trustees of the DALE Foundation will be held in Chicago on August 11, 2010.