



Date: March 22, 2011
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 18-19, 2011 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 18-19, 2011 Annual Board of Directors meeting.

The DANB Board of Directors at this 2011 Meeting included Richard Hunt III, D.D.S., Chair; Carol Oeder, CDA, COA, CDPMA, FADAA, LPN, Vice-Chair; Karen Minca, CDPMA, Secretary; and Directors Carolyn Breen, CDA, RDH, Ed.D.; Marlene Futterman, M.A.; Mary Harrison, CDA, EFDA, EFODA, FADAA; Donna Kotyk, CDA, RDH, M.A.; and Frank Maggio, D.D.S. Director Bruce Barrette, D.D.S., was unable to attend due to severe weather conditions. 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.

Report of the Certificant Services Committee

DANB's Guidelines for CDE Approval

DANB's Board of Directors voted to revise the guidelines for DANB's Continuing Dental Education (CDE) approval. The Board approved the following revisions:

- Logo Language
Course Approved for DANB CDE Credit
Credits earned upon completion of this course may be used to meet DANB's Recertification Requirements. DANB is not affiliated with the sponsor of this course.
- Disclaimer Language
"Approved for DANB CDE Credit" indicates that a continuing education course meets certain specifications set forth by DANB for approval of continuing education courses and that credits earned upon completion of this course may be used to meet DANB's Recertification Requirements. DANB does not, however, endorse or recommend any particular continuing dental education course or course sponsor.
- Logo and Disclaimer Policies
DANB requires course providers who request the DANB-Approved Logo to submit a copy of their materials with the logo within 30 days of receiving the logo from DANB.

Sponsors with DANB-approved courses may be granted permission to publish the DANB-Approved Logo with disclaimer language in the course catalog only once (as opposed to next to each DANB-approved course description). If DANB grants permission for the course provider to place the disclaimer language and DANB-Approved Logo only once, the following rules must be followed:

- The sponsor may use the words "approved for DANB CDE credit" in the course description, followed by an asterisk or a numbered footnote
- At the bottom of the page where the asterisk or footnote appears, or at the end of the course listings, the sponsor must print the following disclaimer:

"Approved for DANB CDE Credit" indicates that a continuing education course meets certain specifications set forth by DANB for approval of continuing education courses and



that credits earned upon completion of this course may be used to meet DANB's Recertification Requirements. DANB does not, however, endorse or recommend any particular continuing dental education course or course sponsor.

If the sponsor wishes to display the DANB-Approved Logo, the logo can be placed next to the disclaimer language.

- When the DANB-Approved Logo is used, the following language must appear on the same page with the logo:

The DANB-Approved Logo is a trademark of the Dental Assisting National Board, Inc. (DANB) and is used under license.

- DANB's name or the DANB-Approved Logo may not be more prominent than the sponsor's name and logo, and may not appear in the header of the page describing the approved course.
 - The DANB-Approval Logo may appear only beside the text describing the approved course offering; use of the logo apart from the course description, such as display on the front cover of a course catalog or on a sponsor's Internet homepage, is not permitted.
 - The DANB-Approved Logo may not be altered in any way.
 - When the DANB-Approved Logo is used in a course catalog, the rules regarding the disclaimer language (described above) apply.
 - Failure to follow DANB's *Usage Guidelines for DANB Trademarks* may be grounds for revocation of DANB course approval.
- CDE Approval Fees
DANB's Board approved the following course approval fee structure, effective Jan. 1, 2012:

For Profit Organizations/Sponsors (all educational courses)	\$12 per hour (max \$72)
Nonprofit Organizations/Sponsors (all educational courses)	No fee
Gratis Programs (all educational courses)	No fee

Sources of CDE Hours

Currently, a Certificant may earn 12 CDE credits by passing any DANB exam. Historically, all of DANB's national exams were composed of at least 100 items. Twelve CDE credits were earned based not only on exam time but also on study time. DANB's Certified Preventive Dental Assistant (CPDA) credential is composed of four component exams: Coronal Polish (CP), Sealants (SE), Topical Fluoride (TF), and Topical Anesthetic (TA). The SE, TF and TA exams are all composed of 50 items. The CP exam is composed of 100 items.

DANB's Board approved updating DANB's recertification policy as follows (additions in bold, removal in strikethrough):

DANB Exams

*Certificants can earn twelve (12) hours of credit for successful completion of any DANB-administered exam **consisting of at least 100 questions**, excluding the first time a certification is passed.*

***Certificants can earn six (6) hours of credit for successful completion of any DANB-administered examination consisting of less than 100 questions, excluding the first time a certification is passed.** These examinations include any DANB national examination, ~~Professional Development~~*



~~Examination Program (PDEP module, or any DANB state- or agency-contracted examination that consists of at least 100 items. Four (4) CDE credits are awarded for each DANB state- or agency-contracted examination of less than 100 questions successfully completed.~~

Successful completion of non-DANB developed dental-related professionally proctored exams (consisting of at least 100 questions) will be awarded hour-for-hour credit, for the amount of time designated for the completion of the exam. If no time is specified, one hour will be allowed for every 100 questions.

Certificants can earn twelve (12) hours of credit for successful completion of any DANB Professional Development Examination Program (PDEP) module.

Reinstatement of Lapsed Credentials

The General Chairside (GC) Professional Development Examination Program (PDEP) module is used to reinstate lapsed credentials that have expired between 13 to 30 months. The GC PDEP is no longer available to Certificants. The GC PDEP module stopped being offered January 1, 2011 because the material was becoming outdated. DANB is transitioning PDEP to the Dental Auxiliary Learning and Education Foundation (the DALE Foundation). The first module the DALE Foundation will be developing will involve general chairside dental assisting. DANB will not be developing any additional PDEP modules. Certificants still need an avenue to reinstate their credentials that have been expired between 13 and 30 months.

DANB's Board approved using the Radiation Health and Safety (RHS) PDEP module in place of the GC PDEP module for reinstatement. The RHS PDEP module is the most recent module, created mid-2010.

The Board approved updating DANB's reinstatement policy as follows (additions in bold, removal in strikethrough):

Certified Dental Assistant (CDA)

CONTINUOUS CERTIFICATION:

When the Certificate has lapsed but the Certificant wishes to retain the same CE number and the same original date of Certification:

Reinstatement Program (lapsed between 3 and 12 months)

- Pay administrative reinstatement fee ~~(\$125)~~
- Pay back renewal fee for year **lapsed** ~~(\$55 2006 and \$65 2007 (includes \$10 late fee))~~
- Provide proof of required continuing dental education (12 credits hours per year for each year lapsed) and current DANB-Accepted CPR card

Professional Development Examination Program--PDEP (lapsed between 13 and 30 months)

- Pay administrative reinstatement fee ~~(\$125)~~
- Pay ~~GC~~ **RHS** PDEP fee ~~(\$65)~~
- Earn passing score on ~~GC~~ **RHS** PDEP examination
- Pay back renewal fee(s) for every year lapsed ~~(\$55 2004—2006 and \$65 2007 (includes \$10 late fee))~~
- Provide proof of required continuing dental education (12 credit hours per year for each year lapsed) and current DANB-Accepted CPR card



Release of Certificant Information Update

DANB's Board, in consultation with legal counsel, approved modifying DANB's release of information language on its website to match the release of information language in the 2011 Exam Application Packets. The following changes will be made to DANB's website release of information language (additions in bold, removal in strikethrough):

*I understand DANB verifies your certification status to anyone by phone, mail or on DANB's website regarding whether I hold any DANB Certifications, including Certified Dental Assistant (CDA), Certified Preventive Dental Assistant (CPDA), Certified Orthodontic Assistant (COA), Certified Dental Practice Management Administrator (CPDMA), or Certified Oral Maxillofacial Surgery Assistant (COMSA) Certifications; any DANB Certificates of Competency, including the Radiation Health and Safety (RHS), Infection Control (ICE), Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA), and Topical Fluoride (TF) Certificates of Competency; and any state-specific certificates administered by DANB on behalf of a state regulatory body, including Arizona Radiologic Proficiency Certificate, Arizona Coronal Polishing Certificate, Oregon Radiologic Proficiency Certificate, Oregon Expanded Functions Dental Assistant Certificate and Oregon Expanded Functions Orthodontic Dental Assistant Certificate. Phone and mail verification will be provided to anyone upon request and will consist of oral or written confirmation of whether I hold any of the DANB-administered credentials listed above and the effective dates for each credential. Online verification through DANB's website may consist of online display of my name, the DANB-administered credentials I hold and dates earned, current DANB Certification status, and my city and state of residence. My full address will not be posted online by DANB. ~~phone to anyone upon request, since the fact that you have or have not been certified and the effective date(s) of your certification are matters of public record and may be disclosed.~~ I understand that if I do not want DANB to display my city and state of residence as part of the online credential verification process, then I must submit a written request for omission of this information **to the following address: address provided below DANB Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611.** (I understand that my name, credentials held [issued by DANB as described above] and current DANB Certification status will be displayed for everyone; opting out of display of information is only possible for an individual's city and state.)*

DANB asks that the Request for Credential Verification form be completed before providing an official verification letter to DANB Certificants or employers.

~~I further understand and agree that DANB may provide online verification on DANB's website of the DANB-administered credentials or Certifications I hold; such verification of may consist of online display of my name, credentials held and dates earned, current Certification status, and my city and state of residence. My full address will not be posted online by DANB. I understand that if I do not want DANB to display my city and state of residence as part of the online credential verification process, then I must submit a written request for omission of this information to the address provided below.~~

I further understand and agree that DANB may, from time to time, provide my name and address along with the names and addresses of Certificants and those holding DANB Certificates of Competency RHS and/or ICE Certificates of Competency to dentists interested in hiring a DANB individual from their area, and to providers of continuing education opportunities. I further understand that this consent will remain in effect unless and until I submit a written request to have this information omitted from release.



~~Written requests to have this information omitted from release as provided above must be sent to: DANB Marketing & Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611.~~

I understand that by providing my e-mail address to DANB, I am consenting to receive e-mail messages from DANB and its affiliates related to their products and services or news affecting the dental assisting profession. I understand that DANB agrees not to provide my e-mail address to any third party without my consent, and that I can request removal from DANB's e-mail distribution list by following the directions contained in the Privacy Policy section of DANB's Terms and Conditions of Use of DANB.org, located at <http://www.danb.org/termsandconditions.asp>.

Recertification Audit Policy Update

Currently DANB does not have a policy specifying the documentation that must be submitted when a Certificant is audited. The lack of specifications causes confusion for Certificants. It also creates a wide variety of documentation submitted to DANB which can slow down the approval process. A CDE recording form is provided to all Certificants as part of the Recertification Requirements. The desired course information is all listed on this form. However, there is not a policy specifying the documentation required to submit for an audit.

DANB's Board approved adding the following documentation guidelines to the Recertification audit policy:

Required Audit Documentation

When submitting documentation for an audit the following must be included:

- **Certificant's name**
- **Certificant's certification number**
- **Course sponsor name**
- **Date of course**
- **Course title**
- **Brief description of the material presented**

Emeritus Status Requirement Update

DANB's Board voted to modify the Emeritus Policy to include Certified Preventive Dental Assistant certification (additions in bold, removal in strikethrough):

*DANB Certified Assistants (CDA, COA, COMSA, ~~and~~ CDPMA, **and CPDA**) may apply for "Emeritus Status" if they have maintained continuous current certification for four (4) of the five (5) years immediately preceding application and have:*

- *Become totally and permanently disabled; or,*
- *Retired from the field of dentistry/dental assisting at the age of 60 years or older; or,*
- *Retired from the field of dentistry/dental assisting with 35 years of continuous (without any breaks) DANB certification.*

Disability

Must submit two (2) letters stating that she/he is no longer working in the dental field due to disability:

- *One from the assistant requesting Emeritus Status and signed by the assistant; and*
- *One from the assistant's physician on his/her office letterhead stating that the assistant is physically and permanently unable to perform any duties required.*

Retirement

Must submit two (2) letters stating that she/he has retired and the date of retirement:

- *One from the assistant requesting Emeritus Status and signed by the assistant; and*



- One from the assistant's employer on letterhead and signed by the employer (or the assistant can provide proof of receiving social security benefits).

If a Certificant holds more than one credential, the Certificant will only earn "Emeritus Status" for those credentials that the Certificant maintained continuous current certification for four (4) of the five (5) years immediately preceding application.

Report of the Candidate Services Committee

DANB's Certified Preventive Dental Assistant (CPDA) Certification Program

In April 2011, DANB will introduce a new certification program, which will be available to all qualified candidates. The certification program, Certified Preventive Dental Assistant (CPDA), includes component exams on four functions: Coronal Polish, Sealants, Topical Fluoride and Topical Anesthetic. (DANB conducted pre-testing of this new certification program, including four component exams, between July and December 2010.) The CPDA application packet will be posted on DANB's website by March 31, 2011. The CPDA exam and the four individual component exams will be available for administration to qualified candidates at secure, proctored Pearson VUE testing centers, beginning April 1, 2011.

Currently, the dental practice acts in 35 states allow or do not prohibit dental assistants from performing all four of the CPDA functions. These duties are considered expanded functions in most states. Specifically, 43 dental practice acts allow dental assistants to perform coronal polishing procedures, 38 allow dental assistants to apply sealants, 45 allow dental assistants to apply topical fluoride, and 49 allow dental assistants to apply topical anesthetic.

The dental practice acts in 34 states have education, exam, and/or work experience requirements for dental assistants to perform coronal polishing; 28 dental practice acts have requirements for dental assistants to apply sealants; 25 dental practice acts have requirements for assistants to apply topical fluoride; 8 dental practice acts have requirements for assistants to apply topical anesthetic.

Please visit the DANB Examinations section of DANB's website, www.danb.org, to view and download the CPDA application packet, with information on eligibility requirements for this new DANB certification program.

CPDA and Component Exam Eligibility Requirements Update

DANB's Board approved allowing any candidate to earn the CPDA Certification mark. There are no eligibility requirements to take the four components of the CPDA exam. However, a candidate must meet eligibility requirements and submit required documentation to earn CPDA Certification.

Updates to the CPDA Pathways are below (additions in bold, removal in strikethrough):

Requirements common to Pathways I, II, III

- ~~Work in a state where all four CPDA functions are legally delegable~~
- Pass all four component exams within a 3-year period
- Hold current DANB-accepted CPR certification
- Verify knowledge- or performance-based competency in the four **CPDA** functions obtained through one (or more) of the following options (sub-eligibility pathways)
 - A. Successful completion of a course on the **CPDA** function offered by or within a CODA-accredited dental assisting program if the function is allowed to be performed by dental assistants in the state the program was given OR
 - B. Successful completion of a state dental board-approved course on the **CPDA** function OR
 - C. Dentist verification of competent performance of the **CPDA** function if the function is allowed to be performed by dental assistants in the state the dental assistant works



Specific Pathway eligibility requirements:

Pathway 1

- Current DANB CDA

Pathway 2

- Graduate of Commission on Dental Accreditation (CODA)-accredited assisting or hygiene program

Pathway 3

- OJT Dental Assistant (former DANB CDA)
 - DANB CDA lapsed no more than 2 years prior to application for **CPDA** exam or **CPDA** Certification AND
 - Minimum 3,500 hours work experience as a dental assistant accrued over the previous 4 years

Pathway 4

- RDH (If RDH license is issued in Alabama and candidate is not a CODA graduate, the candidate must meet requirements in Pathways I, II or III)
 - Work in a state where all four CPDA functions are legally delegable
 - Pass all four component exams within a 3-year period
 - Hold current DANB-accepted CPR certification
 - Minimum 3,500 hours work experience as a dental hygienist accrued over the previous 4 year period

Exam Programs Update

DANB's Board of Directors reviewed and approved the content validation study results and DANB's Exam Programs Committee recommendations for the Radiation Health and Safety (RHS) exam and the General Chairside (GC) exam. The Board also reviewed and approved updates to the Infection Control (ICE) exam blueprints. The updated exam blueprints can be found at <http://www.danb.org/Exams/examreferences.asp>.

In addition, the board reviewed and approved recommendations for updates to the exam reference materials for the RHS, ICE and GC exams. The updated exam reference materials can be found at <http://www.danb.org/PDFs/ExamReferenceMaterials.pdf>.

DANB's 2011 State Publications

DANB offers two publications that feature the most up-to-date dental assisting state requirements. The updated *DANB's 2011 State Career Ladder Templates for Dental Assistants* and *DANB's 2011 State Fact Booklet* are now available, and are ideal resources for dental assistants, educators, state legislators, oral healthcare organizations, and state dental boards.

DANB distributed a complimentary copy of both publications to key staff members of the American Dental Assistants Association, American Dental Educators Association, the American Dental Association's Commission on Dental Accreditation, Council on Dental Practice and the Council on Dental Education and Licensure.

The publication order form is available at www.danb.org/main/publications.asp.



Report of the Review Panel

At the beginning of the 2008-09 fiscal year, DANB began convening two quarterly Review Panel meetings to consider disciplinary cases, including cases that were referred to a Review Panel due to Background Information disclosures. At the August 2010 DANB Board of Directors meeting, the Board approved a standing Review Panel Committee to consider the Background Information cases and disciplinary matters.

DANB reports the dispensation of certain disciplinary cases in *Certified Press*; page two of the spring 2011 issue of *Certified Press* (www.danb.org/PDFs/CPSpring11.pdf) contains a report on the dispensation of cases considered in 2010.

In addition to reviewing Background Information cases and disciplinary matters, the Review Panel is also charged with reviewing *DANB's Policy and Procedures for Disciplinary Review and Appeal* and making recommendations for revision, when necessary, to DANB's Board of Directors. The DANB Board approved a number of changes to the discipline policy recommended by the Review Panel; the updated policy can be found at <http://www.danb.org/exams/disciplinepolicy.asp>.

DANB's Proposed CDA/GC Exam Pilot Study Status Update

At the August 2008 DANB Board meeting, DANB's Board of Directors approved a proposed pilot study of a new eligibility pathway for those wishing to take the full CDA exam or the GC component of the CDA.

Under this proposal, individuals who wish to participate in the three-year study must complete a dental assisting program that meets all of these criteria:

- Be housed within an institution accredited by a United States Department of Education (USDoE)-recognized accrediting agency, and
- Be at least one academic year in length (24 semester or trimester hours, or 36 quarter hours, or 900 clock hours), and
- At least one third of the required semester, trimester, quarter, or clock hours must be clinical, and
- Present a comprehensive dental assisting curriculum that teaches the content areas addressing all core duties performed by dental assistants, such as those addressed in the *CODA Standards for the Accreditation of Dental Assisting Programs*.

Dental assisting students who graduate from programs that meet the above criteria would be required to meet these eligibility prerequisites to be considered qualified by DANB to participate in the proposed pilot study:

- Graduate from high school or equivalent, and
- Graduate or complete a DANB-accepted vocational-technical dental assisting program that meets the above criteria, and
- Complete a minimum of 1 year of continuous full time work experience (at least 1,750 hours) as a dental assistant, and
- Hold DANB-accepted CPR certification.

For a number of reasons, in 2009, DANB decided to postpone a decision on whether to move forward with this study, until additional information can be gathered. At the August 2010 meeting, DANB's Board of Directors voted to solicit feedback from many of its communities of interest, and to provide this feedback for consideration by the American Dental Association's (ADA) Council on Dental Education and Licensure (CDEL), based on requirements defined in ADA's *Criteria for Recognition of a Certifying Board for Dental Assistants*.



DANB sent solicitations for feedback, along with background information about DANB's Proposed CDA/GC Exam Eligibility Pilot Study, via mail on March 1, 2011 and via e-mail on March 2, 2011 to the following communities of interest:

- American Dental Association
 - Council on Dental Education and Licensure
 - Council on Dental Practice
 - Constituent dental associations/societies
- Commission on Dental Accreditation
- American Dental Education Association
- American Dental Assistants Association
- American Association of Dental Boards
 - State dental boards

While DANB will base its final decision on a variety of factors, including and especially public protection considerations, DANB requested specific feedback from the communities of interest.

- *Does your organization or agency have any questions about DANB's proposed CDA/GC exam eligibility pilot study?*
- *Is your organization or agency in support of this proposed pilot study?*
 - *If so, what does your organization or agency see as the advantages to conducting it? Does your organization or agency perceive there to be any disadvantages?*
 - *If not, what does your organization or agency see as the disadvantages to conducting it? Does your organization or agency perceive there to be any advantages?*
- *If your organization or agency is uncertain as to whether it is in support of this proposed pilot study, please note this as well, plus any perceived advantages or disadvantages to conducting it.*

The communities of interest were requested to provide feedback to DANB by August 1, 2011, or to contact Cindy Durlley with an alternate date if the requested deadline cannot be met. DANB will aggregate the responses and will provide an executive summary to all respondents by December 31, 2011. The American Dental Association's Council on Dental Education and Licensure will receive a report on these data in DANB's 2011 Annual Report to CDEL (due October 1, 2011), including whether DANB plans to move forward with this proposed pilot study.

Board of Directors

Previously, DANB solicited slates of candidates from the American Dental Association for the position currently held by Richard Hunt III, D.D.S.; from the American Dental Educators Association for the position currently held by Donna Kotyk, CDA, RDH, M.A; and for the public position currently held by Marlene Futterman, M.A.

At its February 2011 meeting, the DANB Board of Directors elected Linda Golodner to serve as the Public Member. Ms. Golodner's professional background includes advocating for consumer rights in healthcare, food and product safety, as well as corporate social responsibility and fair labor standards. Ms. Golodner performed this advocacy through her varied positions on the Consumer League, Fair Labor Association, American National Standards Institute, Underwriters Laboratories, the National Commission on Certification of Physician Assistants, the Council for Public Interest in Anesthesia for the American Association of Nurse Anesthetists, the National Academy of Sciences, the National Institutes of Health, the Agency for Healthcare Research and Quality, and the Environmental Protection Agency, among other national organizations and federal agencies.

DANB's Board will vote on nominations for two upcoming DANB Board vacancies after the receipt of slates of candidates from ADA and ADEA. Additional information about incoming and outgoing DANB



Board Directors will be available in the fall issue of *Certified Press* as well as a summary of major board actions at the August 2011 meeting.

The DALE Foundation Board of Trustees The DALE Foundation was incorporated on March 17, 2010 as a nonprofit education and research foundation, with DANB as its Sole Member. As the Sole Member, DANB elects and can remove Trustees to the DALE Foundation's Board of Trustees. At its February 2011 meeting, DANB elected Teresa Duncan, M.S., and Ginny Jorgensen, CDA, EFDA, EFODA, A.A.S. Both served as founding Trustees to the DALE Foundation with initial one-year terms, and will now continue with the first of two possible three-year terms.

Upcoming DANB Board of Directors Meetings

DANB's Board of Directors will hold its 2011 Annual meeting in Chicago on August 26-28, 2011, and its Winter 2012 meeting on February 10-11, 2012. A strategic planning meeting will be held May 13, 2011. Additionally, DANB's Board of Directors may meet by conference call throughout the year, between its two scheduled in-person meetings.