



Date: September 25, 2012
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 Feb. 10-11, 2012, Annual Meeting

Below please find a summary of major actions taken by the Directors of the Dental Assisting National Board, Inc. (DANB) at its Feb. 10-11, 2012, Annual Meeting.

The DANB Directors who attended the February 2012 meeting were Chair Frank Maggio, D.D.S.; Vice Chair Carol Oeder, CDA, COA, CPFDA, CDPMA, FADAA, LPN; Secretary Mary Harrison, CDA, EFDA, EFODA, FADAA; Karen Minca, CDPMA; Patricia Capps, CDA, RDH, M.S.; Joanne Dawley, D.D.S.; and Jennifer Stone, CDA, EFDA. Board Director Linda Golodner, B.A., was unable to attend the meeting. 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.

Information from DANB's Candidate Services Committee

"Certificate of Competency" Name Change

The DANB Board of Directors approved updating the *General Scoring Procedures: Recognition of Successful Completion* (III.901.6) to change the document titled "Certificate of Competency" to "Certificate of Knowledge-Based Competency." It was brought to DANB's attention that the use of "Certificate of Competency" can be confused with assessing clinical competency. Therefore, DANB approved changing the following certificates to "Certificates of Knowledge-Based Competency" effective Jan. 1, 2013: Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA), and Topical Fluoride (TF). Effective June 2013: Oral and Dental Anatomy, Morphology, and Physiology (AMP), Impressions (IM), Temporary/Provisional Restorations (TMP), Isolation (IS), and Sealants (SE). Effective January 1, 2014: Radiation Health and Safety (RHS) and Infection Control (ICE).

Third-Party Test Centers

The DANB Board approved to discontinue the use of VUE third-party test centers (VTCs) for DANB computerized exams as of Jan. 1, 2013. DANB sent letters to CODA-accredited dental assisting program directors whose students had previously tested at VTC sites, explaining the exam security reasons behind the decision and providing the address of the nearest Pearson Professional Center (PPC). DANB also sent letters to the dental boards of Arizona, Oregon, and New Mexico regarding the VTC site closure and the distances between PPCs located within the state and neighboring states. DANB continues to test at PPC locations. (Update: In September 2012, DANB's Board revised this decision, to allow a small number of VTCs to remain as DANB testing sites because they were located at least 100 miles from a PPC, or in the case of a Hawaiian site, would require an airline flight to another island to test.)

Exam Eligibility Window

The DANB Board approved allowing exam candidates to request a cancellation of their exam up to the last day of their exam eligibility window, rather than two days prior, and to receive a partial refund provided that all other points in the exam cancellation policy are met.



Certified Orthodontic Assistant (COA) and Orthodontic Assistant (OA) Eligibility Pathways
Modifications to the eligibility pathways for the COA and OA exams removed “former CDA” from Pathway IV and added it to Pathway I.

The Board-approved modifications are as follows (additions **underlined and bold**, deletions stricken):

Pathway I

- A Current **or former** CDA, **or a current** RDH, or RDA credential **AND**
- Work experience in an orthodontic practice setting **AND**
- Current DANB-accepted CPR certification

Pathway IV

- Status as a current or previous DANB COA ~~or former CDA~~, **OR**
- Graduation from a DDS or DMD program accredited by the ADA **OR**
- Equivalent foreign dental degree program **AND**
- Current DANB-accepted CPR certification

Retest Policy Passed Exams

Effective Jan. 1, 2013, a candidate will only be allowed to retake a *passed* national DANB exam if it has been greater than five years (for RHS, ICE, GC, OA) or three years (for CP, SE, TA, TF) beyond the date that the candidate originally passed a specific DANB exam, unless specifically directed to retake the exam by DANB’s Recertification staff in order to recertify. New Mexico candidates continue to be allowed to retake and pass only the RHS exam twice in a 12-month period due to the New Mexico state board of dentistry requirements.

Submission of Intent to Graduate Documentation

The updated policy allows candidates an additional 90 days to submit appropriate graduation documentation (additions **underlined**; deletions ~~stricken~~):

Submit Intent to Graduate Letter from the Program Director on school letterhead indicating that the director believes that the candidate will complete the dental assisting program within 90 days following the date on the letter. The letter must be dated, and signed by the Program Director.

~~*A current year graduate may qualify to take the CDA examination or GC component examination if she/he will graduate no later than sixty (60) days after the examination date for which application is being made. Current year graduates may use the Intent to Graduate letter signed by the program director and printed on school letterhead.*~~

Scores and certificate will be held by DANB for all candidates who submit an Intent to Graduate letter as proof of anticipated graduation for Pathway I for the GC or CDA examinations. Once the DANB Graduation Documentation for Pathway I form and required proof of graduation (in the form of a diploma, official transcript or letter indicating the candidate has graduated signed by the Program Director on school letterhead) have been received by DANB from the candidate, the DANB exam scores and any certificates earned will be mailed to the candidate. If a candidate fails to submit the required documentation within 90 days from the date of testing, GC scores will become null and void, and RHS and ICE scores and certificates will be mailed to the candidate.

The candidate will be notified on the final notice letter that his or her GC exam results are null and void (revoked), that the candidate has an additional 90 days (180 days from the GC exam scored date) to submit the appropriate documentation. It is required that the graduation documentation provided specify that the candidate graduated on or within 90 days of the date indicated on the intent to graduate letter that was submitted with the original application. In addition, the candidate must submit a nonrefundable \$50



processing fee. The GC exam results will remain null and void after the final notice letter is sent, and after this final 90 day period has elapsed (total of 180 days), if the candidate does not provide proof of graduation that meets DANB's criteria and the \$50 nonrefundable document review fee, the candidate must retake the GC exam in order to earn CDA certification.

Information from DANB's Exam Programs Committee

Exam Blueprint Updates

DANB's Board approved changes to the exam blueprints and references lists for the RHS, ICE and GC component exams. In addition, the new exam blueprints for all DANB exams will no longer include highly detailed sub-points, in order to help protect DANB exam security. These changes are effective as of Jan. 1, 2013, and will be published on DANB's website prior to that date.

Certified Restorative Functions Dental Assistant (CRFDA)

Eligibility pathways for the CRFDA certification program were approved by the DANB Board. All of the CRFDA component exams must be passed within three years to earn CRFDA certification, and candidates must hold current CPR certification. The approved eligibility pathways are as follows:

Pathway I – Certified Dental Assistant (CDA) (must be current or lapsed no more than 2 years)

Pathway II – Commission on Dental Accreditation (CODA)-accredited dental assisting program graduate (no time limit on when they graduated; dental assisting programs only)

Pathway III – Successfully complete an EFDA or restorative course/program offered by an institution with a CODA-accredited dental assisting program (certificate of completion does not have to list functions, can simply state "expanded functions/duties" or "restorative") (Update: At the August 2012 DANB Board meeting, the DANB Board approved the addition of EFDA or restorative courses/programs offered by an institution with a CODA-accredited dental program as well.)

Work Experience Statement (Pathway III only)

Attestation signed by dentist attesting that the individual has been employed as a dental assistant having worked a minimum of 3500 hours within the past 2-4 years

The CRFDA certification exam will be comprised of the following component exams:

- Oral and Dental Anatomy, Morphology and Physiology (AMP - 105 questions)
- Impressions (IM - 80 questions)
- Temporary/Provisional Restorations (TMP - 80 questions)
- Isolation (IS - 60 questions)
- Sealants (SE - 50 questions)
- Restorative Functions (RF - 105 questions)

Candidates can take the CRFDA component exams separately, or in these groupings:

- Group 1 – AMP
- Group 2 – IM and TMP
- Group 3 – IS, SE, and RF

The CRFDA certification program will be pretested July - December 2012. After evaluation of pretest data, the CRFDA certification program will begin to be administered in June 2013. CRFDA exam applications and blueprints will be available by May 2013.



Entry Level Dental Assistant (ELDA)

The DANB Board approved a model for the development of the ELDA certification program. It was noted that staff will present draft ELDA exam component topics, eligibility prerequisites, exam fees, recertification requirements and renewal fees to the DANB Exam Programs Committee at its August 2012 meeting, based on the model approved by the DANB Board.

Report from the DALE Foundation

The DALE Foundation is the independent nonprofit DANB affiliate, whose mission is *to benefit the public by providing quality continuing education to dental professionals and conducting sound research to promote oral health*. The DALE Foundation's Board of Trustees held its winter meeting Feb. 9, 2012. All Trustees were present.

Online courses and study aids

Currently available as of February 2012:

- The DANB RHS Review
- The DANB ICE Review
- Convention Dental Radiography Review
- Accounts Receivable for the Dental Office
- HR fundamentals for the Dental Office
- Glossary of Dental Terms
- DANB RHS Practice Test
- The DANB GC Review Part I
- DANB ICE Practice Test

Currently under development as of February 2012:

- Your Career as a Dental Auxiliary
- Financial Reporting for the Dental Office
- AGD in-person ICE and RHS review courses
- DANB GC Practice Test
- DANB GC Review Part II
- Continuing Dental Education Articles (CDEA)

Report of the Review Panel Committee

DANB has 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 2012 issue (<http://www.danb.org/PDFs/CPSpring12.pdf>) contains a report on the cases considered in 2011. At the February 2012 meeting, the DANB Board approved a the addition of a new policy to its current policy on requiring court-related background information on exam candidates before determining their eligibility to test, and on certificants before allowing them to renew their DANB certification. This new written policy is related to individuals who are subject to confinement as a result of criminal activity, to be published in the 2013 application packets for DANB national exams and on 2013 certification renewal notices:

Any person being held on criminal charges or serving a sentence of confinement, including prison, jail, home detention, or an equivalent mode of confinement, for any offense, must be fully released from confinement before applying for and/or taking a DANB exam or before renewing or reinstating DANB Certification.



DANB Board of Directors

Carol Oeder CDA, COA, CPFDA, CDPMA, FADAA, LPN, was re-elected for the Certificant-at-large position and will begin her second term at the close of the August 2012 DANB Board of Directors meeting. Dr. Bradley Dean was elected from a slate of candidates from the American Association of Dental Boards (AADB), and will also begin the first of two possible terms at the close of the August 2012 board meeting.

Upcoming DANB Board of Directors Meetings

DANB's Board of Directors will hold its 2012 annual meeting on Aug. 10-11, and its winter 2012 meeting Jan. 25-26, 2013. Additionally, DANB's Board of Directors may meet by conference call throughout the year, between its two scheduled in-person meetings.