



**Date:** April 15, 2013  
**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 Jan. 25-26, 2013, Annual Meeting

Below please find a summary of major actions taken by the Directors of the Dental Assisting National Board, Inc. (DANB) at its Jan. 25-26, 2013, Annual Meeting.

The DANB Directors who attended the January 2013 meeting were Chair Frank Maggio, D.D.S.; Vice Chair Carol Oeder, CDA, COA, CPFDA, CRFDA, CDPMA, FADAA, LPN; Secretary Mary Harrison, CDA, EFDA, EFODA, FADAA; Patricia Capps, CDA, RDH, M.S.; Joanne Dawley, D.D.S.; Linda Golodner, B.A.; and Katharine Noble, B.S.N.H., CDA, RDA. Board Director D. Bradley Dean, D.D.S., M.S., P.A., was in attendance on Saturday, Jan. 26 only; Board Director Jennifer Stone, CDA, EFDA, 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 Certificant Services Committee**

Update on DANB certification reinstatement policy

DANB’s Board approved the Certificant Services Committee’s recommended changes to DANB’s certification reinstatement policies.

Under the old policy, a certificant whose DANB certification had lapsed anywhere from four to 60 months could apply for continuous reinstatement of any DANB certification. The reinstated certification would appear to have not lapsed. The new reinstatement policy is outlined below. The new policy is the same for all certifications — offering continuous reinstatement from four months through 36 months (three years) and discontinuous certification beyond 36 months lapsed.

**Updated Table for Continuous Reinstatement**

Lapsed time	Reinstatement fee	Back renewal/late fees	CDE for each year lapsed and/or most recent full year certified	CPR for each year lapsed	PDEP*	Total fees due
4-12 months	\$150	\$60+\$15=\$75	12 CDE	Yes	n/a	\$225
13-24 months	\$150	\$120+\$30=\$150	24 CDE	Yes	\$75	\$375
25-36 months	\$150	\$180+45=\$225	36 CDE	Yes	\$75	\$450

\*DANB’s Professional Development Exam Program (PDEP) is a self-assessment based on current articles published in various oral healthcare journals.



Individuals who have allowed DANB certification to lapse beyond the 36-month time frame or who choose not to reinstate “continuous certification” must retake and pass all components of the DANB certification exam(s) for any DANB certifications they want to reinstate. This process is known as “discontinuous reinstatement.”

## **Information from DANB’s Candidate Services Committee**

### **Update to CPFDA certification eligibility requirements**

DANB’s Board approved the Candidate Services Committee’s recommendation to update the Certified Preventive Functions Dental Assistant (CPFDA) certification eligibility requirements. The new requirements are outlined below.

Pathways I, II, III and IV require current DANB-accepted CPR. In addition, the following specific eligibility pathway requirements must be met:

#### Pathway I:

1. Current DANB CDA certification
2. Verification of knowledge- or performance-based competency in each of the four CPFDA functions. Each function must be verified individually through one of the following options. For options a and b, each function does not have to be listed separately. The documentation must indicate that expanded functions/duties or preventive functions/duties were included in the course curriculum.
  - a. Successful completion of a course on the CPFDA function offered by or within a CODA- accredited dental assisting program, or
  - b. Successful completion of a state dental board-approved course on the CPFDA function, or
  - c. Dentist verification of knowledge or performance of the CPFDA function

#### Pathway II:

1. Graduation from a CODA-accredited dental assisting or dental hygiene program
2. Verification of knowledge- or performance-based competency in each of the four CPFDA functions. Each function must be verified individually through one of the following options. For options a and b, each function does not have to be listed separately. The documentation must indicate that expanded functions/duties or preventive functions/duties were included in the course curriculum.
  - a. Successful completion of a course on the CPFDA function offered by or within a CODA- accredited dental assisting program, or
  - b. Successful completion of a state dental board-approved course on the CPFDA function, or
  - c. Dentist verification of knowledge or performance of the CPFDA function

#### Pathway III:

1. Former DANB CDA whose certification lapsed no more than two years ago (if beyond two years, the candidate will need to reinstate and apply for CPFDA certification through Pathway I), and
2. Minimum of 3,500 hours work experience as a dental assistant, accrued over the previous four years; employment must be verified by a licensed dentist, and
3. Verification of knowledge- or performance-based competency in each of the four CPFDA functions. Each function must be verified individually through one of the following options. For options a and b, each function does not have to be listed separately. The documentation



must indicate that expanded functions/duties or preventive functions/duties were included in the course curriculum.

- a. Successful completion of a course on the CPFDA function offered by or within a CODA accredited dental assisting program, or
- b. Successful completion of a state dental board-approved course on the CPFDA function, or
- c. Dentist verification of knowledge or performance of the CPFDA function

Pathway IV:

1. Current Registered Dental Hygienist (RDH) license, AND
2. Minimum of 3,500 hours work experience as a dental hygienist, accrued over the previous four years (employment must be verified by a licensed dentist)

As a reminder, the CPFDA certification exam consists of four component exams, which may be taken separately:

- Coronal Polish (CP)
- Sealants (SE)
- Topical Anesthesia (TA)
- Topical Fluoride (TF)

DANB's CPFDA certification program has been available since April 2011. As of April 2013, there are more than 260 CPFDA working in more than 40 states. Individual states determine regulations and eligibility requirements to perform one or more of the four CPFDA functions.

## **Information from DANB's Examination Programs Committee**

### **Changes to exam blueprints**

In 2012, the RHS, ICE and GC exam committees reviewed the exam blueprints and proposed changes to streamline the blueprints. DANB's Board approved the committees' recommended changes to the blueprints. The updated blueprints were recently published on DANB's website at [www.danb.org](http://www.danb.org) and in the 2013 Certified Dental Assistant (CDA) and Certified Orthodontic Assistant (COA) application packets.

### **Update on the CRFDA certification program**

The new DANB Certified Restorative Functions Dental Assistant (CRFDA) component exams were pretested from Aug. 1, 2012, through Nov. 30, 2012. DANB's Board reviewed the Examination Programs Committee's CRFDA pretest data and approved the committee's recommended passing standards. The CRFDA component exam results, certificates and certifications, if earned, were mailed to pretest candidates at the end of January 2013. DANB officially launched the CRFDA certification program in April 2013, with the publication of the CRFDA component exams application packet on its website.

As a reminder, the CRFDA certification program consists of component exams, which may be taken separately:

- Anatomy, Morphology and Physiology (AMP)
- Isolation (IS)
- Impressions (IMP)
- Temporaries (TMP)
- Sealants (SE)
- Restorative Functions (RF)



While DANB determines eligibility requirements for CRFDA certifications, individual states determine whether any of the CRFDA functions can be delegated to dental assistants and, if so, any eligibility requirements.

#### Update on the CELDA certification program

DANB's Board approved of renaming the Entry Level Dental Assistant certification program to Certified Entry Level Dental Assistant (CELD) certification. DANB will hold a CELDA forum for representatives of its communities of interest in summer 2013 (invitations will be forthcoming). Additional information on this certification will be distributed to communities of interest via email, *Certified Press* and DANB's website.

#### Update on new PDEP modules

In order to best serve DANB certificants, DANB will continue to offer PDEP modules until this program is transferred to the DALE Foundation, DANB's independent affiliate, through its Continuing Dental Education Articles (CDEA™) offerings. DANB continues to offer the Radiation Health and Safety and Pediatric Dentistry PDEP modules. Additionally, a new PDEP module on sedation for pediatric dental patients will be released in summer 2013. Information about this new PDEP module will be distributed to DANB's communities of interest via email, *Certified Press* and DANB's website.

#### Report from the DALE Foundation

The DALE Foundation is the independent nonprofit DANB affiliate; its 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 Annual Meeting on Jan. 24, 2013. All Trustees were present.

#### Online courses and study aids

Currently available

- Conventional Dental Radiography Review
- DANB RHS Review
- DANB ICE Review
- DANB GC Review Part I
- DANB GC Review Part II
- DANB RHS Practice Test
- DANB ICE Practice Test
- DANB GC Practice Test
- Accounts Receivable for the Dental Office
- HR Fundamentals for the Dental Office
- Financial Reporting for the Dental Office
- Behavioral Guidance and Management for the Pediatric Dental Patient
- Glossary of Dental Terms

Coming in 2013

- CDEA modules — interactive online articles on various oral healthcare topics of interest to dental auxiliaries



### Upcoming Board of Trustees meetings

The DALE Foundation Board of Trustees will hold its annual 2013 meeting on Aug. 15, 2013. The winter 2014 meeting will be held Jan. 30, 2014. Additionally, Trustees may meet by conference call throughout the year, between its two scheduled in-person meetings.

### ADAA and DANB

#### ADAA/DANB Task Force

There has been a long-standing desire by both the American Dental Assistants Association (ADAA) and DANB to work toward developing a uniform national model for the dental assisting profession, given how widely each state's dental practice act varies related to duties delegated to dental assistants and the requirements to perform these duties.

As a result, ADAA and DANB formed a task force, which meets regularly to work together on issues of mutual importance to the oral healthcare professions, and specifically to dental assistants and how they can best assist employer dentists in providing oral healthcare.

#### ADAA/DANB Scholarship Committee

DANB and the ADAA formed a joint committee to establish parameters for an ADAA/DANB Scholarship, to be established with matching funds from both organizations and to be awarded each year at the ADAA Annual Meeting. The committee met to identify scholarship criteria and parameters. Both ADAA and DANB hope to award this first ADAA/DANB Scholarship in 2013. Once this scholarship program begins accepting applications, communities of interest will be notified via the ADAA and DANB's communication channels, including each organization's website, newsletter and email blasts.

### Upcoming DANB Board of Directors Meetings

DANB's Board of Directors will hold its annual 2013 meeting Aug. 16-17, 2013. The winter 2014 meeting will be held Jan. 31-Feb. 1, 2014.

Additionally, DANB's Board of Directors may meet by conference call throughout the year, between its two scheduled in-person meetings.