

Dental Assisting National Board, Inc.

Certified Assistant Emeritus Application

This application will be accepted through Dec. 31, 2018.



Measuring Dental Assisting Excellence®

Contact DANB with any questions at 1-800-367-3262.

Submit this form and documentation to:

DANB

Attn: Recertification Department

444 N. Michigan Ave., Suite 900

Chicago, IL 60611

Fax: 1-312-642-3550

Policy

The Dental Assisting National Board, Inc. (DANB) offers Emeritus status to certificants who have retired from or, for medical reasons, is no longer employed in a dental office or dental assisting position (e.g., dental assistant, dental assisting educator, community dental health coordinator).

After Emeritus status is awarded, the certificant must use his/her certification mark followed by "Emeritus" for identification (e.g., Sue Smith, CDA-Emeritus). Emeritus status does not require maintenance of CDE credits, CPR, BLS or ACLS certification or payment of renewal fees.

To be eligible for Emeritus status a DANB® certificant must meet the following requirements:

- 1. Have maintained continuous certification for at least four of the previous five years for at least one of the currently held certifications AND
2. Have become totally and permanently disabled OR
3. Retired from the field of dentistry/dental assisting at age 60 or older OR
4. Retired from the field of dentistry/dental assisting with 35 years of continuous DANB certification

Request Certified Assistant Emeritus Status

- Check here if applying for Emeritus status due to retirement, and submit the following documentation:
- A dated letter from the certificant's former employer on letterhead and signed by the employer stating the certificant has retired and the date of retirement (or provide proof of receiving Social Security benefits)
Check here if applying for Emeritus status due to disability, and submit the following documentation:
- A dated letter from certificant's physician on his/her office letterhead stating that certificant is physically and permanently unable to perform any duties required (or provide proof of receiving disability benefits from the Social Security Administration)

Background Information Questions

- 1. In the last five years have you been convicted of any felonies or are you currently serving any sentences for felony convictions?
2. Have you ever been disciplined by a regulatory board, certifying agency or examination agency or education institution?
3. Have you ever been declared mentally incompetent by a court of law?

Certificant Information

Date of Retirement/Disability Certification Number
Name (print or type)
Home Address
City State Zip Phone Number()
Signature X Date X

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all DANB policies and procedures.

Background Information Policy and Questions

Background Information Policy

DANB national exam applications contain three background information questions (BIQs) that exam candidates are required to answer. Failure to answer the questions will result in the exam application being returned as incomplete. Candidates must submit documentation, with his/her completed exam application, related to each affirmative response. DANB will review the documentation and make a case-by-case determination, in consultation with legal counsel, as to the candidate's eligibility to test, earn certification or recertify. Dependent on specific disclosures made, DANB reserves the right to bring individuals for review under *DANB's Disciplinary Policy & Procedures*.

Background Information Questions

BIQ 1 Is your answer "yes" to either of the following?

- In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time?
- Are you currently serving a sentence of confinement, home detention, parole, probation, or other court-ordered supervision, or are you subject to a reporting requirement (e.g., sex offender or violent offender registry) in connection with **any** felony conviction received in your lifetime?

It is not necessary to report misdemeanor convictions.

If you are uncertain whether a conviction was for a felony or a misdemeanor, you must mark "yes."

BIQ 2 Have you ever been the subject of any of the following?

- Suspension, revocation, or voluntary surrender of your dental assisting license, registration, or other state-recognized dental assisting credential?
- Suspension, revocation, or voluntary surrender of a license, registration, or other state-recognized credential in any profession?
- Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
- Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure, or other recognized employment credential?
- Disciplinary action by a professional regulatory board, certifying or examination agency, or other professional body?
- Investigation by or dismissal from an educational institution for cheating or any other ethical violation?

BIQ 3 Have you ever been declared mentally incompetent by a court of law?

Documentation Required If a Candidate Answers "Yes"

Documentation must be submitted with the completed exam application.

Step 1 — Personal Statement

The candidate must attach a signed and dated personal statement describing the circumstances surrounding each occurrence, the offense or reason for the conviction or disciplinary action, the date of the adverse action, the penalties imposed, and the dates when penalties for each occurrence were or will be completed.

Step 2 — Supporting Documentation

The candidate must also provide **official** documentation related to each occurrence, including but not limited to:

- BIQ 1** For felony convictions, a true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable, and any other documentation deemed necessary by DANB. Any person being held on criminal charges or serving a sentence of confinement (e.g., prison, jail, home detention, any equivalent mode of confinement), for any offense, must be fully released from confinement before applying for and/or taking a DANB exam.
- BIQ 2** For regulatory, credentialing or educational disciplinary action, a true and official statement from the disciplining agency or educational institution describing the offense and penalties imposed (e.g., consent order, decision) and, if applicable, providing evidence of completion or expiration of all penalties, including reinstatement of license or credential.
- BIQ 3** For a court declaration of mental incompetence, true court copies of all relevant court orders and related documents.

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