



Dental Assisting National Board, Inc.

*Measuring Dental Assisting Excellence®*

# Recertification Requirements 2019

Access your certification information online at [www.danb.org](http://www.danb.org)



- Log on at any time to check your certification status
- Review current recertification requirements
- Renew online annually
- Explore state regulations

**Additional questions?**

Contact DANB at 1-800-367-3262 or [recertification@danb.org](mailto:recertification@danb.org)

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DANB is dedicated to upholding impartiality in carrying out its certification activities, managing conflicts of interest, and ensuring the objectivity of its certification activities.

## Annual DANB Recertification Requirements and Steps



### STEP 1: MAINTAIN

Maintain DANB-accepted, hands-on CPR, BLS or ACLS. See list of DANB-accepted providers below. CPR, BLS or ACLS does not count toward the required number of Continuing Dental Education (CDE) credits.



### STEP 2: EARN

Earn the required number of CDE credits based on the number of certifications held. Certificants are required to earn at least three credits in infection control annually.

See page 3 to learn more about the CDE categories. Use the *Recertification Recording Form* on p. 6 to track your credits and CPR, BLS or ACLS.



### STEP 3: SUBMIT

Submit your completed renewal application and fee. DANB will send your renewal notice by email nine weeks and by mail seven weeks before your certification expiration date.

Go to [www.danb.org](http://www.danb.org) up to nine weeks prior to your expiration date to renew online. You must renew annually with or without a notice from DANB. You will receive your new certificate and wallet card after you renew (if not selected for audit).

# of Certifications	CDE Credits	Annual Fee*
1	12	\$75
2	18	\$90
3	24	\$110
4	30	\$130
5	36	\$150
6	42	\$170

\*\$20 late fee added after expiration date

If you do not complete Steps 1 – 3 within three months after your expiration date:

- You are no longer DANB certified
- You may not use DANB trademarks or registered certification marks or present yourself to the public as being a DANB certificant, in any manner
- You will no longer benefit from the greater earning power, career mobility, peer recognition and overall enhanced employment opportunities that more than 38,000 DANB certificants enjoy

### CPR, BLS or ACLS Requirement

American Environmental Health and Safety  
 American Heart Association  
 American Red Cross  
 American Safety and Health Institute  
 Canadian Red Cross  
 Emergency Care and Safety Institute  
 Emergency First Response  
 Emergency Medical Training Associates  
 Emergency University\*

EMS Safety Services  
 Medic First Aid  
 Medical Training Associates  
 Military Training Network  
 National Safety Council (Green Cross)  
 ProCPR\*  
 Saudi Heart Association

\* Not all courses include a hands-on exam. Check with provider to be sure it will be accepted by DANB.

DANB only accepts courses from these providers. Courses must include CPR and a hands-on exam. Cards from other providers will not be accepted and may result in expiration of your DANB certification.

**Proof:** Front and back copy of card that includes issue and expiration dates, instructor's name and your name and/or signature.

## Continuing Dental Education Requirements

CDE must directly relate to the practice of dentistry or dental assisting to maintain or improve dental assisting knowledge. Programs must be at least 45 minutes to qualify. CDE credits are calculated in 15-minute increments (e.g., 45 minutes = .75 CDE credits, 1 hour = 1 CDE credit).

CDE credits must be earned during your renewal period. Your renewal period begins the date you earned your most recent DANB certification and ends once your three-month grace period has ended. Passing a DANB exam to earn initial DANB certification does not count toward CDE credits. CDE credits may not be applied retroactively.

DANB allows a grace period of three months from the date of certification expiration to complete the renewal process, including earning CDE credits and submitting the renewal form and payment. For example, if your certification expiration date is June 1, your grace period ends on Sep. 1. DANB will assess a late fee if you renew during your grace period. DANB will consider you certified during the grace period. If you do not renew by the end of the grace period, you are no longer DANB certified and may be required to retest to reinstate certification.

CDE credits have a two-year lifespan. Credits earned in excess of the number required in that renewal period may be carried over to the next renewal period. Retain proof of earned CDE credits for two years in the event of an audit.

### Maximum Annual CDE Credits by Category and Certification

CDE Category	CDA	COA	CPFDA	CRFDA	COMSA	CDPMA
1	12	12	12	12	12	5
2	3	3	3	3	3	6
3	12	12	12	12	12	6
4	3	3	3	3	3	3

### CATEGORY 1: CLINICAL PRACTICE

**All certificants, whether they hold one or more DANB certifications, must annually earn a minimum of three (3) CDE credits that meet the following requirements:**

- One CDE credit on OSHA's Bloodborne Pathogens standard (for example, certificants may use proof of meeting the federally mandated OSHA Bloodborne Pathogens standard training), and
- Two CDE credits on infection prevention, control or safety (for example, courses may include any topics listed in DANB's Infection Control exam blueprint, which includes but are not limited to information in the OSHA Bloodborne Pathogens standard).

All other credits in this category must directly relate to the clinical practice of dentistry, including dental materials, four-handed dentistry, infection control, radiology, expanded functions, behavior management, communication, and canine and feline dentistry.

#### Earn credits:

Attend lectures, seminars and table clinics; successfully complete home study and college courses; serve on an in-person DANB exam or DALE Foundation course development committee meeting; author/edit articles/textbooks

#### Calculate credits:

- Each hour of a lecture, seminar, table clinic, or home study course = One credit  
**Proof:** Certificate/letter of attendance/completion on sponsor letterhead with organization contact info, your name, course title and date, and hours
- Each college credit/unit = Four credits  
**Proof:** Transcript/official letter on letterhead with your name, course title and date, and credits/units.
- Each DANB or DALE Foundation meeting = Three credits  
**Proof:** Letter on organization letterhead verifying participation
- Each authored or edited article or text book = Two credits  
**Proof:** Completed publisher's evaluation with title, your name, publisher and publication date.

## Continuing Dental Education Requirements

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### CATEGORY 2: DENTAL OFFICE MANAGEMENT

Must directly relate to dental office management and practice communication, including dental practice acts, practice, time, risk and stress management, HIPAA, patient and staff motivation, computer courses, insurance, claims/billing, foreign language studies, American Sign Language, human resources, marketing and communication.

#### Earn credits:

Attend lectures, seminars and table clinics; successfully complete home study and college courses; serve on an in-person DANB exam or DALE Foundation course development committee; author/edit articles/textbooks

#### Calculate credits:

- Each hour of a lecture, seminar, table clinic, or home study course = One credit  
**Proof:** Certificate of completion, letter of attendance/completion on sponsor letterhead with organization contact info, your name, course title and date, and hours.
- Each college credit/unit = Four credits  
**Proof:** Transcript/official letter on letterhead with your name, course title and date, and credits/units.
- Each DANB or DALE Foundation meeting = Three credits  
**Proof:** Letter on organization letterhead verifying participation
- Each authored or edited article or text book = Two credits  
**Proof:** Copy of completed publisher's evaluation form, including title, author's name, publisher and publication date.

### CATEGORY 3: DANB EXAMS AND OTHER DENTAL-RELATED EXAMS

Credits must directly relate to passing DANB or other dental exams.

#### Earn credits:

Pass a DANB-administered exam (excluding initial certification exams), DANB Professional Development Exam Program (PDEP) module or non-DANB administered, dental-related, professionally proctored exam with at least 100 questions

#### Calculate credits:

- DANB-administered exam with < 100 questions = 6 credits; 100 or more questions = 12 credits; PDEP module = 12 credits  
**Proof:** Official results
- Timed non-DANB administered exam = Hour-for-hour credit; un-timed = One credit/100 questions  
**Proof:** Official exam results with date taken and exam description from exam organizer

### CATEGORY 4: VOLUNTEER SERVICE OR SCHOLARLY ACTIVITY

Must directly relate to dental-related volunteer service.

#### Earn credits:

Mission and voluntary clinic work and dental presentations. Does not include activities such as serving as an officer, chair or member of a dental organization or advisory committee.

#### Calculate credits:

- Each clock hour of service = One credit  
**Proof:** Certificate or letter of attendance/participation on sponsor letterhead with organization contact info, your name, and hours and date of service

## Background Information Policy and Questions

### Background Information Policy

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

Note: Any person being held on criminal charges or serving a sentence of confinement (e.g., prison, jail, home detention, or any 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.

### Background Information Questions

#### BIQ 1 Is your answer “yes” to either of the following?

- Since you last renewed your certification or applied for a DANB national certification or component exam, 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?

*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 Since you last renewed your certification or applied for a DANB national certification or component exam, have you 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 exam agency, or other professional body?
- Investigation by or dismissal from an educational institution for cheating or any other ethical violation?

#### BIQ 3 Since you last renewed your certification or applied for a DANB national certification or component exam, have you 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, judgment of conviction, sentencing order and termination of probation order, if applicable, and any other documentation deemed necessary by DANB.
- BIQ 2** For regulatory, credentialing or educational disciplinary action, an 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, official copies of all relevant court orders and related documents.

## Recertification Requirements Audit

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A percentage of DANB certificants are selected annually for audit of meeting the recertification requirements. While most audits are random, some are at DANB's discretion. You will receive instructions by email if audited and will be asked to provide:

- Proof of CDE credits earned during the current renewal period
- Copy of the CPR, BLS, or ACLS card(s) (front and back) held for the entire renewal period through the current date
- Any other documentation deemed necessary by DANB to validate you have met the requirements

Retain all documentation for two years in the event of audit.

If you fail to submit any required documentation for the audit, you will receive a notice by email indicating any deficiencies. You are encouraged to submit the additional proof, or, in some cases, use the grace period to earn additional CDE credits to comply with the audit. If you do not meet the requirements, you will fail the audit and will no longer be DANB certified.

Upon successful completion of an audit, you will be mailed a current certificate(s) and wallet card within two weeks.

## Emeritus Status

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Emeritus status allows certificants to retain DANB certification(s) last held as an honorary title. This is available for certificants who are retired from or, for medical reasons, are no longer employed in a dental office or dental assisting position. For more information, contact DANB at [recertification@danb.org](mailto:recertification@danb.org) or 1-800-367-3262.

## Use of DANB Certification Marks

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You may use a DANB mark after your name (e.g., Sue Smith, CDA) on a resume, business card, website, in a book or publication, and in other print and electronic media. You may display the mark on a nametag or uniform worn during the rendering or promotion of certified services, and on a wall plaque present at the place where you render or promote the certified services. If you earned DANB certification in the past but have not maintained the certification, you may not use the DANB mark. An individual who has been granted Emeritus status by DANB may only use the certification mark corresponding to the former credential followed by a hyphen and the word "Emeritus" (e.g. Jane Doe, CDA-Emeritus).

To protect against misuse of DANB marks, DANB sends reports of DANB certificants whose certifications have lapsed to state regulatory agencies. Misuse of DANB certification or service marks is grounds for discipline under DANB's Disciplinary Policy and Procedures, available at [www.danb.org](http://www.danb.org).

## Certification Reinstatement

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If your DANB certification expired, contact DANB at 1-800-367-3262 or [recertification@danb.org](mailto:recertification@danb.org) for information on your reinstatement options.

## Purpose of DANB's Recertification Requirements

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DANB recognizes the dynamic and emerging roles of DANB certificants in providing quality dental care to patients. DANB assists certificants in meeting these ever-changing roles by requiring annual CDE credits. DANB also requires maintenance of DANB-accepted, hands-on CPR, BLS or ACLS certification as it is vital to protecting the public since, as dental health care professionals, certificants must be prepared for medical emergencies.

DANB patterns its definition of CDE after that of the American Dental Association and defines CDE as educational activities that review existing concepts and techniques, convey information beyond the basic dental assisting education and training, and update knowledge on scientific advances and clinical and non-clinical practice-related subject matter, including evidence-based dentistry. DANB's objective is to provide the highest quality service to the public and profession by improving each certificant's clinical knowledge. All CDE credits should strengthen the critical inquiry and balanced judgment associated with the truly professional and scientific person, and should incorporate new knowledge and techniques, into the practice of dental assisting.

DANB's CDE requirement(s) are consistent with states that have mandatory dental assistant CDE requirements. DANB's requirements also enhance the continued competence of DANB certificants and promote DANB's goal of lifelong professional learning and development for its certificants.

## DANB Recertification Recording Form

As you complete each CDE credit and earn CPR, BLS or ACLS, update this form and retain proof of attendance/course completion for two years from the date each credit is earned.

### MY INFORMATION

Last Name  First Name

Email Address

Certification Number

Certification Expiration Date  /  /

### CPR, BLS, or ACLS

DANB-Accepted Provider	Issue Date	Expiration Date
	<input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/>
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### CDE CREDITS

Date	# Credits	Cat. #	Sponsor	Course Title
<input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>		
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### OSHA Bloodborne CDE CREDIT (1 required annually)

Date	# Credits	Cat. #	Sponsor	Course Title
<input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>		

### INFECTON CONTROL CDE CREDITS (2 required annually)

Date	# Credits	Cat. #	Sponsor	Course Title
<input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>		
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DANB certificants receive a pin for each certification earned and anniversary milestone gifts. Maintain your DANB certification annually to continue earning rewards and enjoying the many benefits!