



Dental Assisting National Board, Inc.

Measuring Dental Assisting Excellence®

Recertification Requirements 2017

Access your certification information online at 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

Annual DANB Recertification Requirements and Steps

Personal
Pride

Professional
Advantage

Greater
Earning
Power

Career
Advancement

Enhanced
Career
Mobility



STEP 1: MAINTAIN

Maintain DANB-accepted, hands-on CPR, BLS or ACLS certification. See list of DANB-accepted providers below. CPR, BLS or ACLS certification 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 two 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 certification.



STEP 3: SUBMIT

Submit your signed renewal notice and pay the renewal fee. DANB will send your renewal notice by email nine weeks and by mail seven weeks before your certification expiration date. If you do not receive your notice, please go to www.danb.org up to nine weeks prior to your expiration date to renew. Please note that you must renew annually with or without a notice from DANB. You will receive your new certificate and wallet card after you renew.

Recertification Credits and Fees

# of Certifications	CDE Credits	Annual Fee*
1	12	\$65
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 37,000 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: Card must include 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 submission of 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*

Credits must directly relate to the clinical practice of dentistry or dental assisting.

- Lectures, online or home study courses, and table clinics on topics including dental materials, four-handed dentistry, infection control, radiology, expanded functions, behavior management (e.g., children, patients with learning disabilities), chairside patient communication, non-human dentistry (i.e., canine and feline dentistry).

Proof: Certificate of completion, letter of attendance/completion on sponsor letterhead including sponsoring organization name and contact information, CDE meeting printout or similar documentation. Documentation must include your name, course title, course completion date and credits/hours received.

Credits: One CDE credit for each clock hour of attendance/participation in a session.

- Authoring or editing articles or text books on clinical topics.

Proof: Copy of the completed publisher's evaluation form for any materials evaluated for adoption, including title, author's name, publisher and publication date.

Credits: Two CDE credits for each article/book published.

- Scientific-oriented college courses.

Proof: Transcript, grade report, or letter from instructor on school/organization letterhead, verifying course completion. Documentation must include your name, course title, course completion date and college credits/units received.

Credits: Four CDE credits for each college credit/unit.



*All certificants, whether they hold one or more DANB certifications, must annually earn a minimum of two (2) CDE credits in infection prevention, control or safety (for example, courses may include any topics listed in DANB's Infection Control exam blueprint, which includes but is not limited to information on OSHA's Bloodborne Pathogens standard).

Continuing Dental Education Requirements

CATEGORY 2: DENTAL OFFICE MANAGEMENT

Credits must directly relate to dental office management and practice communication.

1. Dental office management lectures, online and home study courses, and table clinics on topics including dental practice acts, practice management, time management, risk management, stress management, HIPAA, patient motivation (e.g., keeping appointments), staff motivation (e.g., leadership, goal setting), computer courses (e.g., software training), insurance, claims/billing, foreign language studies, American Sign Language, human resources, marketing (e.g., yourself, your office) and front desk/office communication.

Proof: Certificate of completion, letter of attendance/completion on sponsor letterhead including sponsoring organization name and contact information, CDE printout or similar documentation. Documentation must be official and must include your name, course title, course completion date and credit hours received.

Credits: One CDE credit for each clock hour of attendance and/or participation in a session.

2. Dental office management-related college courses.

Proof: Transcript, grade report, or letter from instructor on school/organization letterhead, verifying course completion, including your name, title of course, date course was completed and number of college credits/units.

Credits: Four CDE credits for each college credit/unit.

CATEGORY 3: DANB EXAMS AND OTHER DENTAL-RELATED EXAMS

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

1. Passing of DANB-administered exams, excluding exams used to earn initial certification. Exams also include DANB Professional Development Examination Program (PDEP) modules.

Proof: Name of the DANB exam or PDEP module, and the date taken.

Credits: 100 item exams or DANB PDEP module = 12 CDE credits. Less than 100 item exams = six CDE credits.

2. Passing other dental-related, professionally proctored exams of at least 100 items.

Proof: Official certificate or exam result, including date taken and exam description from the exam organizers.

Credits: One CDE credit for each clock hour designated for the exam completion, excluding official exam breaks. If no time is specified, one CDE credit will be allowed for every 100 items.

CATEGORY 4: VOLUNTEER SERVICE OR SCHOLARLY ACTIVITY

Credits must directly relate to participating in dental-related community volunteer service or by participation in scholarly activities.

1. Volunteer service includes mission work, voluntary clinic work, dental health presentations, or serving on a DANB exam committee. Community service does not include serving on a dental assisting program advisory committee or as an officer and/or committee chair for a national, state or local dental assisting organization.

Proof: Certificate of completion, letter of attendance/participation or similar documentation, on letterhead of the sponsoring service organization including sponsoring organization contact information.

Credits: One clock hour of participation is worth one CDE credit up to a maximum of three CDE credits.

2. Scholarly activity includes teaching a professional course or CDE program directly related to dentistry or dental assisting outside your normal employment teaching responsibilities.

Proof: Certificate of completion, letter of attendance/participation or similar documentation, on letterhead of the sponsoring service organization including sponsoring service organization contact information.

Credits: Three CDE credits will be earned for scholarly activities.

Recertification Requirements Audit

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 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
- Completed *Recertification Recording Form*
- 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 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 receive a current certificate(s) and wallet card within two weeks.

Emeritus Status

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 or 1-800-367-3262.

Use of DANB Certification Marks

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.

Certification Reinstatement

If your DANB certification expired, contact DANB at 1-800-367-3262, ext. 465, or recertification@danb.org for information on your reinstatement options.

Purpose of DANB's Recertification Requirements

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 certification, 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

Provider	Issue Date	Expiration Date
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CDE CREDITS

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INFECTION CONTROL CDE CREDITS (2 required annually)

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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!