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Understanding Dental Assisting Job Titles/Roles Assists in Career Options

In October 2006, the American Dental Association's (ADA's) House of Delegates passed resolutions supporting the development of two new workforce models for dental auxiliaries: Oral Prevention Assistant (OPA) and Community Dental Health Coordinator (CDHC). Developed by the ADA's Workforce Task Force, these two new job titles have caused a good deal of conversation as groups and individuals within the oral healthcare community are evaluating if the current designation of job functions in their state best serve the public and if the new models can result in benefits to access to care.

While the OPA and CDHC are at this time two models suggested by the ADA, this serves as a reminder to dental assistants to understand what job titles and allowable functions for that title are currently designated in his/her state dental practice act.

Within the past year alone, California and Washington have passed legislation adding new job title designations that are currently scheduled to take effect in 2008. In September 2006, California passed a law establishing four new job titles: Registered Orthodontic Assistant, Registered Restorative Assistant, Registered Oral and Maxillofacial Surgery Assistant, and Registered Restorative Assistant in Expanded Functions. In May of this year, the state of Washington passed legislation for all dental assistants to be registered as RDAs (Registered Dental Assistants). The law also created a license for an expanded functions dental auxiliary.

The chart on this page illustrates the various job titles given to different job function levels across the United States. Some job titles are directly from the state's dental practice act. Others are from a

state's administrative rules, noted specifically, or implied by definition. In an effort to see a pattern, there is an overlay column on the left-hand side of the chart entitled, Standardized National Job Titles from the ADA/DANB Position Paper (see side-bar story below, left). By positioning a standardized job title structure as a ruler, per se, one can attempt to discern if a national view of career ladder patterns for dental assistants might exist.

Attempting to view a "national road map of job titles" by referencing this chart is misleading, however. The flaw in such a chart is that a dental assistant's job title varies, even if he or she is allowed to perform the same duty, depending on the state in which the dental assistant is employed.

For example, to be considered qualified to perform coronal polishing procedures, here are the various titles a dental assistant must be qualified to hold, depending on the state in which this coronal polishing procedure was being performed:

- Advanced Dental Assistant (ADA) (SD)
- Certified Ohio Dental Assistant (CODA) (OH)
- DANB Certified Dental Assistant (CDA) (MA, MO, NC, OH)
- Dental Assistant II (DA II) (NC)
- Dental Assistant Qualified in Coronal Polishing (DA Qualified in Coronal Polishing) (AZ, KY, NE, NM, KS, IL)
- Dental Assistant Qualified in Expanded Functions (DAQEF) (MO, NH)

Continued on page 3

Standardized National Job Titles from the ADA/DANB Position Paper*

Expanded Functions Dental Assistant

DANB Certified Dental Assistant or Registered Dental Assistant

Dental Assistant

Entry Level

Dental Assisting Job Titles in the U.S.

Expanded Function(s) Dental Assistant-EFDA (FL, ID, ME, OH, OR, PA, VT)	Registered Dental Assistant Qualified In or To Perform Expanded/Extended Duties/Functions-(CA, MI, MN, TN)	Registered Dental Assistant with Expanded Duties Training-(IA)
Expanded Duties Dental Assistant-EDDA (CO, GA, LA, OK, SC)	Registered Restorative Assistant in Extended Functions-(CA)	
Dental Assistant Qualified In or To Perform Expanded Duties/Functions (IL, MO, NH, TX, WV)	<i>In addition to these 'conceptually global' dental assisting designations, some states have specific qualifications to provide assistants with permits, licenses, endorsements, or certificates in specific expanded functions. (Other states allow qualified dental assistants to perform some or all of these duties, plus others, under the more conceptually global 'umbrella' term of RDA, EFDA, etc.) The states listed below provide specific endorsements/permits/certificates/registrations/licenses for these functions:</i>	
Dental Assistant with State Certification in Expanded Functions-(NM)	Monitoring nitrous oxide/oxygen analgesia (or sedation) administration (AR, CA, IL, MI, NC, NH, OK, SC, SD, TN, TX, WV)	Coronal polishing (AZ, AR, CA, CO, IL, KY, KS, NC, NE, NH, NM, OK, TN)
Dental Assistant with Expanded Duties Training-(KS)	Administering & monitoring nitrous oxide/oxygen analgesia (or sedation) (KS, MN)	Pit and fissure sealants/fluoride varnish (CA, IL, MN, ND, NM, OK, TN, TX, WA)
Advanced Dental Assistant-(SD)	Inducing, administering, & monitoring nitrous oxide/oxygen analgesia (or sedation) (CO)	Place, condense, and carve amalgam (MI)
Dental Assistant Qualified in General Duties-(MD)	Licensed Expanded Function Dental Auxiliary-(2008-WA)	Restorative and prosthetic duties (TN)
Dental Assistant with State Certification in Expanded Functions-(NM)	Anesthesia administration (VA)	In-office whitening (NH)
Dental Assistant with Expanded Duties Training-(KS)	<i>In some states, this section is the highest level of dental assistant, equivalent to EFDA's in other states.</i>	
Advanced Dental Assistant-(SD)	Registered Dental Assistant (RDA) (AR, CA, IA, MI, MN, ND, NJ, TN, TX) (2008-WA)	Dental Assistant II (NC)
Dental Assistant Qualified in General Duties-(MD)	Registered Restorative Assistant (2008-CA)	Graduate Dental Assistant (NH)
Licensed Expanded Function Dental Auxiliary-(2008-WA)	Dental Assistant (AK, AL, AR, AZ, CO, CT, DC, DE, FL, GA, HI, ID, IL, IN, KS, KY, LA, MD, ME, MI, MN, MO, MS, ND, NE, NH, NM, NV, OK, OR, PA, RI, SC, SD, TX, UT, VA, WA, WI, WV, WY)	Formally-Trained Dental Assistant (MA)
Dental Assistant with State Certification in Expanded Functions-(NM)	Dental Auxiliary (MT)	Certified Ohio Dental Assistant (OH)
Dental Assistant with Expanded Duties Training-(KS)	Dental Assistant I (NC)	State-licensed "certified dental assistant" (NY)
Advanced Dental Assistant-(SD)	Practical Dental Assistant-(TN)	On-The-Job Trained Dental Assistant-(MA)
Dental Assistant Qualified in General Duties-(MD)	Basic Qualified Personnel-(OH)	Qualified Dental Assistant-(ND)
Licensed Expanded Function Dental Auxiliary-(2008-WA)	Unlicensed Dental Assistant-(CA, NY)	Unregistered Dental Assistant-(NJ)
Dental Assistant with State Certification in Expanded Functions-(NM)	Dental Assistant with a Limited Permit-(NY)	Dental Assistant Trainee-(IA)

See page 7 for Orthodontic Assisting and Oral & Maxillofacial Surgery Assistant Job-Titles

In May 2006, the Dental Assisting National Board, Inc. (DANB) published DANB's 2006 State Career Ladder Templates for Dental Assistants. This publication was a result of the DANB/ADAA Study to Define and Rank Core Competencies for Dental Assistants, a five-year study that began in 2000. The study was the basis for the *Position Paper of the ADA/DANB Alliance: Addressing A Uniform National Model For the Dental Assisting Profession* that was distributed throughout the oral healthcare and legislative communities in September 2006.

Recommendations were made by DANB and the ADAA to consider a movement towards a standardized national model for dental assistants, based on the research gathered by the study. The four recommended job title designations were: **Entry Level Dental Assistant, Dental Assistant, Certified or Registered Dental Assistant, and Expanded Functions Dental Assistant.**

*Taken from Position Paper of the ADA/DANB Alliance: Addressing A Uniform National Model For the Dental Assisting Profession

Congratulations to Emeritus Certificants

May 1 - July 15, 2007

Name/State	Certification Date
Diane Walker, TN	8/3/1987
Sandra Meeks, NC	7/19/1991
Linda Martin, CA	10/11/1990
Judith Bielstein, TX	12/19/1996
Laura Santos, CA	7/23/1971
Tyona Collins, KY	9/24/1986
Donna Pospesel, NY	2/11/2000
Mary Jean Foege, IL	8/18/1993
Janet Knowlton, MI	7/24/1992
Jeanne Christie, WA	3/2/1992
Gail D'Andrea, IN	7/28/1988
Linda Howard, TN	9/18/1981
Loretta Sutton Bradford, OK	8/1/1972
Judy Payne, MI	7/21/1989

For DANB's policy regarding Emeritus Status Certificants, see the DANB Recertification Guidelines on page 4 of this issue. There are currently 908 DANB Emeritus Status Certificants. For information on earning Emeritus Status, contact Vickie Spears, Assistant Director, Recertification, at 1-800-FOR-DANB x445.

DANB Briefs

New Ortho Assisting Module for PDEP

An Orthodontic Assisting (OA) module joins DANB's Professional Development Examination Program (PDEP). Like the Infection Control (ICE), Radiation Health & Safety (RHS), and the General Chairside (GC) modules, the new OA module provides DANB Certificants an opportunity to renew certification and lapsed Certificants the ability to reinstate DANB credentials.

Designed with the busy professional in mind, PDEP is taken at home and submitted to DANB for scoring within three months. Renewing credentials with PDEP is an efficient way to stay current with the latest information and challenge one's own dental assisting comprehension and knowledge. By taking and passing the PDEP, the dental assistant professional will earn 12 continuing dental education (CDE) hours per module. Those who pass the exam will receive a Certificate of Completion. This document serves as proof of meeting the DANB Recertification Requirements.

DANB Certificants whose credentials have expired between four and 12 months after the three-month grace period may use PDEP as one of the options to satisfy the requirements of 12 CDE hours needed for recertification. DANB Certificants whose credentials have expired between 13 and 30 months after the three-month grace period are now able to reinstate the credential by passing a PDEP module and providing proof of completion of all past and current required CDE hours. (Contact DANB to determine which PDEP module can be used to reinstate your credential.) Payment of past-due renewal, reinstatement, and PDEP fees are required for all reinstatement requests.

Report Says Melatonin Shows Promise in Fight Against Periodontal Diseases

Melatonin may promote bone formation and stimulate the body's immune response, which are two factors that can affect a person's periodontal health according to a literature review in the June 2007 (Vol. 78, No. 6) issue of the *Journal of Periodontology*.

The authors of the study conducted an extensive review of literature to evaluate the potential effects of melatonin on the oral cavity, such as: melatonin as an antioxidant and free radical scavenger; melatonin as a promoter of bone formation; and melatonin in and periodontal disease. The review found strong evidence that melatonin may play a key role in periodontal health by helping to maintain bone levels in the oral cavity through suppressing the cells that work during bone resorption, and enhancing the body's host response to the periodontal bacteria. One of the most devastating effects of periodontal disease is bone loss in the jaw that often leads to tooth loss.

Word from the Chair

Carla Schneider, CDA, RDA
Chair, DANB Board of Directors



It has been an exciting and busy year for DANB. I am writing this to you during DANB's annual August Board of Director's meeting where we review and discuss the work DANB has been doing since our last meeting in February. It is amazing to see the amount of work that is produced around here in only six months!

DANB has been receiving a lot of positive feedback about the state information that we posted on our website last October. The American Dental Association's (ADA's) Council on Dental Practice has linked its section of the ADA website to this DANB feature and representatives from the American Association of Dental Hygienists (AADH) told our Director of Marketing & Communications that they refer to this state information on dental assistants all the time. We also sent out an article about this resource to each of the State Dental and Dental Assistant Associations/Societies. The Dental Associations of Florida and South Dakota and the Dental Society of Illinois have published this story in their communications to their members! If you see this article published in any of the state publications you receive, we would love to hear about it. Please contact us via email at danbmail@danb.org or call us at 1-800-FOR-DANB.

In addition, as more states are considering expanding their practice acts, as they relate to the role of dental assistants, DANB is receiving requests to consult with the state dental associations to serve as a resource for information. We can now see that developing the *Career Ladder Templates* as one of the results of the work done through the ADA/DANB Alliance on the *DANB/ADAA Study to Define and Rank Core Competencies for Dental Assistants* is benefitting not only the dental assistants, but the oral healthcare profession as a whole!

Another bit of news that we are excited about is the plan to release new editions of each of our national DANB exam study guides. The new editions of *The DANB Review*, *DANB Glossary of Dental Assisting Terms* and *DANB's Task Analysis* will all go into production in early 2008. Also, we are currently in the final stages of producing a new edition of *DANB's Item Writing Guide*, to arrive in time for our first-ever Item Writing Workshop that is being held September 26th, during the ADA/ADAA annual meeting in San Francisco (see the Fall issue of *Certified Press*).

And finally, during the ADA/ADAA annual meeting DANB is hosting focus groups to hear from Dental Office Managers about the nature of their job responsibilities and how their role as part of the dental team is reflected by DANB's current Certified Dental Practice Management Administrator (CDPMA); information from these focus groups will assist DANB in developing a future version of the credential. Similar focus groups are being held at the annual meeting of the American Association of Dental Office Managers. See page 6 of this issue for more information on each of these opportunities.

That's all I have time to report for now.
I'd best get back to the meeting. Until next time...

Recent studies have shown that salivary melatonin levels may actually vary according to the degree of periodontal disease, indicating that melatonin may act to protect the body from periodontal bacteria and inflammation.

DANB in the News

DANB made the news recently – the Academy of General Dentistry's news. A letter-to-the-editor from Executive Director Cindy Durley appeared in *AGD Impact*, the June 2007 edition. The topic was infection control in response to a March 2007 article that said it can be difficult for dentists to take charge of all aspects of the dental office's infection control program. Ms. Durley said she agreed with the article and that the writer's assertion was borne out by research DANB conducted. The DANB research, a survey, showed that a full 60 percent of credentialed dental assistants perform infection control duties and 19 percent said they act as the office's Occupational Safety and Health Administration (OSHA) compliance officer.

Ms. Durley said DANB helps dentists make sure that their staff members meet national and federal infection control and occupational safety standards by offering what is the only national examination to assess oral healthcare workers' knowledge-based competency in infection control and occupational safety – the 100-question Infection Control Examination (ICE). She went on to explain that the ICE exam assesses the dental assistant's ability to understand and apply current OSHA standards and Centers for Disease Control and Prevention (CDC) guidelines.

Possible Link Between Bone Drugs and Mandibular Health

According to an article in the *Chicago Tribune* a new study discovered a link between bisphosphonates (drugs used to treat bone cancer, osteoporosis and other diseases) and serious mandibular problems. Researchers from the University of Texas Medical Branch in

Galveston identified more than 14,000 people with cancer who had been treated with bisphosphonates in the form of the medications pamidronate or zoledronic acid and more than 28,000 who had not received these medications. After six years about 5.5 percent of those who had used bisphosphonates had undergone facial or mandibular surgery or had inflammation of the mandibular, compared with 0.3 percent of those who did not use them. The study appeared online in the *Journal of the National Cancer Institute*.

Immigrant Tooth Decay/Gingival Infection Linked to Ethnicity/Country of Origin

Ethnicity and country of origin predispose U.S. immigrants to tooth decay and gingival disease according to findings by a New York University College of Dentistry research team. The largest-ever study on the oral health of immigrants to the U.S. analyzed caries and periodontal disease rates in more than 1,500 Chinese, Haitian, Indian, West Indian, and Puerto Rican, Dominican, and Central and South American immigrants of Hispanic origin living in New York City. The research team leader, Dr. Gustavo D. Cruz said the differences are deeply rooted in an immigrant's country of origin where early cultural influences can set the stage for oral health problems later in life. The findings were presented at the annual scientific meeting of the International Association for Dental Research in New Orleans in the spring.



DANB is a member of the National Organization for Competency Assurance (NOCA). The National Commission For Certifying Agencies (NCCA), a NOCA Commission with responsibility for evaluating credentialing programs, has accredited DANB national certification exam programs, (CDA, COA, and CDPMA), including DANB component exams (RHS, ICE, GC, and OA) and found DANB programs meet NCCA's highest standards, thus helping to assure validity, reliability, and objectivity in the testing process.

Dental Assisting Job Titles Continued from page 1

- Expanded Duties Dental Assistant (EDDA) (OK)
- Expanded Functions Dental Assistant (EFDA) (FL, ID, OR)
- Registered Expanded Functions Dental Auxiliary (EFDA) (WA)
- Formally Trained Dental Assistant (FTA) (MA)
- Registered Dental Assistant (RDA) (MN, AR, MI, ND)
- Registered Dental Assistant Qualified to Perform Expanded Functions (RDA Qualified to Perform Expanded Functions) (TN)
- Registered Dental Assistant with Coronal Polish Certificate (RDA with Coronal Polish Certificate) (AR, CA, TN)

Here's another example of a title that could cause confusion: Should a dental assistant move from one state to another and wonder what duties he or she can now perform there? *Dental Assistant* may be the only job title in some states, such as Alabama. In Alabama, all dental assistants are allowed to apply topical fluoride without any formal education or credentialing, while Dental Assistants in the State of Washington cannot. That state will soon require dental assistants who wish to apply topical fluoride to complete special training, pass an examination, and apply to the state to register as an Expanded Functions Dental Auxiliary. In addition, a Dental Assistant in Texas is allowed to perform different duties than someone employed as a Dental Assistant in Arizona.

While a national study of job titles and defined or implied career ladders for dental assistants is fascinating and often frustrating due to the many variations, it is more importantly critical for dental assistants to know what job titles their state dental practice act defines and allows, and what duties are legally allowed to be delegated to qualified dental assistants so they can perform them in their role on the dental team. It is unfortunate that the work load of the office may lead to a situation where a dental assistant is asked to

perform, or makes a decision to perform a function that he/she may not be qualified or legally allowed to perform. Accessing DANB's website (www.danb.org) to identify state-specific dental assisting titles, required qualifications, and allowable duties is a way to promote safe and legal dental assisting practice.

DANB's role in the oral healthcare community is to provide assessment and measurement tools to identify and promote the competency of this valuable member of the dental team. (DANB's national Certification exam programs [Certified Dental Assistant and Certified Orthodontic Assistant], which contain DANB component exams (Radiation Health & Safety, Infection Control, General Chairside and Orthodontic Assisting) and DANB's Certified Dental Practice Management Administrator exam program are accredited by the National Commission for Certifying Agencies (NCCA) a commission of the National Organization for Competency Assurance (NOCA) with the responsibility for evaluating credentialing programs.)

DANB's Certified Dental Assistant (CDA) credential is currently the only measure of dental assisting competency that draws nationwide recognition and participation:

- **35 states recognize or require** successful performance on a **national DANB dental assisting exam** (the CDA exam, the Certified Orthodontic Assistant [COA] exam, or one or more component exams) for dental assistants to meet state regulations or as a prerequisite to **performing expanded functions (including radiology)**.
- **38 states recognize more than one level** of dental assistant in their practice acts.
- **39 states recognize or require education, registration, national certification, licensing, or some type of credentialing to perform advanced or expanded functions (excluding radiography)**.
- **38 states recognize or require education, registra-**

tion, national certification, licensing, or some type of credentialing to perform dental radiography procedures.

- **29 states** of the 38 mentioned above, **recognize or require** that dental assistants **pass DANB's Radiation Health and Safety (RHS) examination or CDA exam** in order **to expose dental radiographs.**

As evidenced by the chart on page 1 and the paragraphs above, states such as California and Washington are respecting the critical role of the dental assistant by adding new job titles and enacting new legislation or adopting new administrative rules addressing and often expanding the practice of dental assisting. Understanding how job titles are used appropriately, whether a dental assistant is "Registered" or "Certified," or holds some other job title in his or her state, is no longer an option, but a requirement to understanding what a state law requires to perform specific functions. Refer to the article on this page to begin to understand the meaning of different designations so you can better defend and use the professional DANB Certification you have earned.

As mentioned briefly above, DANB provides another valuable, must-have resource. In October 2006, DANB posted all of the state career ladder templates (see side-bar story, page 1) for visitors to download from our website (www.danb.org). DANB stakeholders, including Certificants, employers, educators, regulators, members of the public and others now have access to individual state dental practice requirements in easy-to-read charts. DANB Certificants have made the choice to be part of a profession that directly makes a difference in the quality of oral healthcare delivery. Certificants should not sell their careers short by not knowing what options they have to grow in the profession in the states in which they are employed. DANB Certificants make a valuable contribution to the promotion and delivery of quality oral healthcare!▲

What You Need to Know About Credentialing Terms

DANB makes it a point from time to time to publish definitions of credentialing terms. Knowing the different meanings is essential for DANB Certificants to know as part of representing the best and the brightest in the dental assisting profession. It is important to know and defend what earning DANB Certification means, the competency and skills that lie behind it and how it differs from other terms.

Credentialing is an umbrella term that includes the concepts of *accreditation, licensure, registration, professional certification, and certificate programs* (assessment-based certificate vs. certificate of attendance or participation – the latter of which is not a credential but is sometimes confused with one).

Essentially a method for maintaining quality standards of education and performance and, in some cases, for stimulating continued self-improvement, the credentialing process confirms occupational identity from an entity that is an acknowledged authority in the profession. When conducted correctly, credentialing (in the form of accreditation, licensure, some forms of registration, or a professional certification program) assures that an independent, highly qualified and recognized third party (the credentialing body) has examined an individual, program, product or service and found it to meet defined, published, psychometrically sound, and legally defensible standards.

Nearly every profession uses credentialing to establish criteria for fairness, quality, competence, and/or safety for professional services, products, or education endeavors. In some cases, professions voluntarily develop quality standards of practice; a profession may also be regulated by the state or federal government. Credentialing programs serve many purposes such as protecting the public; establishing standards for professional knowledge, skills and practice; assuring consumers that professionals have met standards of practice; and meeting the requirements of governmental regulators. When a qualified agent grants formal recognition to, or records the recognition status of individuals who meet predetermined and standardized criteria, this process is known as **credentialing**. The same term is used when this process is used for organizations, institutions, programs, processes, services or products.

Under the umbrella of credentialing, **accreditation** is the *voluntary* process by which a nongovernmental agency grants a time-limited recognition to an institution, orga-

nization, business, or other entity after verifying that it has met predetermined and standardized criteria.

Licensure is the *mandatory* process by which a governmental agency grants time-limited permission to an individual to engage in a given occupation after verifying that he/she has met predetermined and standardized criteria.

Registration has at least three meanings. The first is the governmental process by which a governmental agency grants a time-limited status on a registry, determined by specified knowledge-based requirements (e.g., experience, education, examination), thereby authorizing those individuals to practice, similar to licensure. Its purpose is to maintain a continuous record of past and current occupational status of that individual, and to provide title protection.

A second meaning of registration is simply a listing of practitioners maintained by a governmental entity, without educational, experiential, or competency-based requirements; for example, maintaining a list of practitioners on a state 'registry.'

A third use of the term registration is a professional designation defined by a governmental entity in professional regulations or rules. However, the governmental regulatory body does not itself maintain a listing or registry of those who purport to meet registration requirements. Verification and authentication of such individuals are left to the employer of the individual claiming to be registered.

Professional certification is the voluntary process by which a nongovernmental entity grants a time-limited recognition to an individual after verifying that he or she has met predetermined and standardized criteria. It is the vehicle that a profession or occupation uses to regulate itself, using standards developed through a consensus-driven process, based on existing legal and psychometric requirements. The holder of a professional certification is called a **certificant**.

Sometimes governmental agencies recognize a professional certification as meeting state regulatory requirements. For example, DANB exams (CDA, COA, RHS, and ICE) are recognized as meeting requirements in 37 states.

A **certificate program** is a comprehensive training program on a topic for which participants receive a certificate after completion of the course work and success-

fully demonstrate attainment of the course objectives. While certificate programs are a type of credentialing, they may not be held to the objective standards required of the other types of credentialing programs. One who completes a professional certificate program is known as a **certificate holder**.

There are three types of certificate programs: knowledge-based, curriculum-based, and attendance- or participation-based.

A **knowledge-based certificate** emphasizes a relatively narrow scope of specialized knowledge used in performing duties or tasks required by a certain profession or occupation. A certificate is issued after the individual passes an assessment instrument.

A **curriculum-based certificate** is issued after an individual completes a course or series of courses and passes an assessment instrument. The content of the assessment is limited to the course content and therefore may not be completely representative of professional practice. If used for regulatory purposes, the assessment instruments in certificate programs must be developed, analyzed and scored according to strict psychometric standards.

A **certificate of attendance or participation** is issued after an individual attends or participates in a particular meeting or course. Usually, there is no knowledge assessed prior to issuing this type of certificate. Of all items listed in this article, a certificate of attendance or participation is not a credential, because the recipients are not required to meet professional or trade standards.

Hopefully this article clarifies the definitions that fall under the credentialing umbrella and aids dental assistants in their understanding of credentialing terms and concepts better. Being able to use the varied terms listed in this article helps convey information more accurately which, ultimately, reduces confusion and misunderstanding. And that's especially important in a profession that is evolving and growing so rapidly across the country.▲

The copy above is taken from *The NOCA Guide to Understanding Credentialing Concepts* published by the National Organization for Competency Assurance (NOCA) in 2005. (You can download the complete document by visiting www.danb.org.) NOCA members and the credentialing community are currently working on a document to further define features that distinguish certificate programs from professional certifications. DANB will follow up with details in the Winter 2008 issue of *Certified Press*.

Learn About Your State's Dental Assisting Rules & Regulations With These Two Valuable DANB Publications

DANB's 2007 State Career Ladder Templates for Dental Assistants contains information drawn from state dental practice acts, arranged in an easy-to-use, reader-friendly format. Readers can follow each state's chart to understand the different dental assisting job designations and the education required for each level. The templates also contain lists of which functions are/are not permitted by law. The layout makes it simple to compare state laws and requirements to each other. The complete publication is available for purchase.



DANB's 2007 State Fact Booklet: A Complete Listing by State of Required DANB Examinations and Excerpts from State Practice Acts is updated every year. The new volume offers essential information pertinent to the dental assisting profession. This volume contains the most up-to-date state dental practice acts, rules, and regulations for the radiology and expanded functions duties specific to each state. It also contains a listing of DANB exams that are accepted in each state, State Board of Dentistry contact information, and updated ADA-accredited school listings.

To order DANB's State Career Ladder Templates or DANB's State Fact Booklet, call 1-800-FOR-DANB to request an order form or download the order form at www.danb.org.

DANB Welcomes Another To The Team



DANB's Professional Development Examination Program (PDEP) has an all new module:

Orthodontic Assisting!

Joining the General Chairside (GC), Infection Control (ICE) and Radiation Health & Safety (RHS) PDEP modules, Orthodontic Assisting (OA) has just been released to now offer you *four different options* to choose from to earn the annual CDE hours required for your DANB Certification renewal.

This convenient, in-home testing program, available only to current or former DANB Certificants, challenges you to advance your professional knowledge using pertinent content materials researched and selected by DANB's Exam Committees.

PDEP allows you to control your own testing pace within a six-month period and offers scoring by DANB on a monthly schedule. This allows you to apply your 12 CDE hours to your annual Certificant renewal requirement, under Category 7 (DANB exams) of the DANB Recertification Guidelines. PDEP hours only apply to your renewal requirements *after* passing PDEP.

For more information, call 1-800-FOR-DANB and speak to a Client Service Representative or visit www.danb.org.



RENEWING YOUR CERTIFICATION

Your initial certificate is valid for one year. The expiration date is listed on the certificate. If you do not renew, you are no longer certified and may not use the designation or credential. A renewal notice will be mailed approximately six weeks prior to the expiration date. Certificants are asked to sign a statement attesting that CDE and CPR requirements have been met, and to return the statement with the appropriate renewal fee to DANB. **Renewal fees are not refundable.**

Credentials	CDE Hours (including CPR)	Renewal Fee*
One (1)	12 Hours	\$55
Two (2)	18 Hours	\$80
Three (3)	24 Hours	\$100
Four (4)	30 Hours	\$125

*A late fee of \$10 will be assessed after the Certificate expiration date, but within the three-month grace period.

If DANB does not receive a response to renewal statement(s) within three (3) months of your expiration date, you are no longer certified and cannot use the CDA, COA, COMSA, or CDPMA acronym. To protect against misuse of the DANB credential, DANB sends reports of lapsed DANB Certificants to the state regulatory agencies on a regular basis.

A **sample timeline** illustrates the DANB Certification renewal process. In this example, the individual's CDA expires January 15, 2007.

December 1, 2006	A renewal notice is sent to Certificant.
January 15, 2007	Signed statement and fee are due by this date or DANB Certification expires.
January 16, 2007	Grace period begins. \$10 late fee assessed. If fee not received, second notice sent.
March 15, 2007	Grace period continues. If fee not received, Final Notice (Drop Back In postcard) sent.
April 16, 2007	Fees and signed statement are not received. Grace period ends. Individual is no longer DANB Certified. Call 1-800-FOR-DANB for reinstatement options.

Please note that due to feedback from DANB Certificants, the number of renewal notices being sent before the renewal deadline has been reduced from three (3) to one (1).

DANB RECERTIFICATION POLICY

- I. **All continuing dental education must directly relate to the practice of dentistry or dental assisting to maintain or improve dental assisting knowledge or skill.** Note: Except for Home Study Courses, CDE does **not** need to be pre-approved by DANB in order to be accepted as meeting DANB Recertification requirements. Call DANB prior to participation in education if you have questions about content.
- II. Programs must be at least 45 minutes in length in order to qualify for one (1) CDE credit. Credit for a CDE course will be calculated in 15-minute increments (i.e., 1 1/2 hours = 1.5 CDE credits; 2 3/4 hours = 2.75 CDE credits).
- III. Education dated prior to initial certification date cannot be used to meet DANB CDE requirements. Certificants must earn appropriate number of CDE hours during the first year of certification to maintain certification.
- IV. Education has a two- (2) year lifespan. Certificants who carry over credits into the next renewal year must retain proof of 24 hours of CDE over a two-year period.
- V. **Multiple Certification:** It is possible to be certified in each of four areas: CDA, COA, COMSA, and CDPMA. Renewal requirements are set at approximately 50% increase over basic requirements for each additional credential maintained.
- VI. **Renewal Timing and Expiration:** A three-month grace period is granted if the required CDE hours are not accumulated and appropriate fee is not received by the expiration date. An individual is considered certified during this three-month grace period; however, a late fee of \$10 will be assessed. If DANB does not receive a response to renewal statement(s) within three (3) months of your expiration date, you are no longer certified and cannot use the CDA, COA, COMSA, or CDPMA acronym. **Misuse of any DANB credential is grounds for discipline under DANB's Discipline Policies and Procedures (contact DANB for a copy). For reinstatement of a credential, contact DANB by phone at 1-800-FOR-DANB, ext. 445 or by email at recert@danb.org.**
- VII. **Emeritus Status:** DANB Certified Assistants may apply for Emeritus status if they have maintained continuous current Certification for four (4) of the five (5) years immediately preceding application and have: become totally and permanently disabled, **or** retired from the field of dentistry/dental assisting at age 60 years or older, **or** retired from the field of dentistry/dental assisting with 35 years of continuous (without any breaks) DANB Certification. Please visit DANB's website (at www.danb.org/recert/recertrecognition.asp) to view the complete DANB Policy on "Emeritus Status" or contact DANB at 1-800-FOR-DANB, extension 445. Once Emeritus Status is earned, Certificants must use this designation; i.e., Sue Smith, CDA-Emeritus.

DANB verifies your certification status by mail or phone to anyone upon request, since the fact that you have or have not been certified and the effective date(s) of your certification(s) are a matter of public record and may be disclosed.

In addition, unless you choose not to allow it, from time to time, DANB will provide the names and addresses of certificants to dentists interested in hiring a DANB Certificant (CDA, COA, CDPMA, COMSA) or someone who has passed the Radiation Health and Safety or Infection Control examination from their area, and to providers of continuing education opportunities. DANB may also post current certificant status (certificant name, certification[s] earned, state in which certificant resides, and date of certification) on DANB's website.

If you do NOT wish to receive non-DANB mailings at your home address (i.e., current job opportunities, continuing education offerings, etc.), or you do NOT agree to allow DANB to publish your certification status (your name, certification(s) earned, state in which you reside, and date of your certification) on DANB's website, **you must** send a written request to have this information *omitted* from release or publication to: DANB, Attn: Director of Marketing and Communications, 444 N. Michigan Ave., Ste. 900, Chicago, IL, 60611.

LEADING BY EXAMPLE

DANB recognizes the dynamic and emerging roles of Certified Assistants in providing quality care to patients in a dental setting. DANB assists Certified Dental Assistants (CDAs), Certified Orthodontic Assistants (COAs), Certified Oral and Maxillofacial Surgery Assistants (COMSAs), and Certified Dental Practice Management Administrators (CDPMAs) in meeting these ever-changing roles by requiring Continuing Dental Education (CDE) hours. DANB requires a minimum of twelve (12) CDE hours annually, which is in line with states

that have mandatory CDE requirements for dental assistants. The yearly CDE requirement enhances the continued competence of Certified Assistants. Requiring yearly CDE hours emphasizes the importance of lifelong professional learning and development. DANB's credentials are known in the dental community as a Mark of Dental Assisting Excellence. This measure of excellence can be maintained only if each Certificant is able to demonstrate competence.

CONTINUING DENTAL EDUCATION (CDE) REQUIREMENTS / AUDIT PROCEDURES

To renew a certification, the Certificant must earn and retain proof of twelve (12) hours of acceptable CDE by the expiration date. A recertification notice will be mailed approximately eight weeks prior to the expiration date. The Certificant will be asked to sign a statement attesting that CDE requirements have been met, and to return the statement to DANB with the appropriate renewal fee. Renewal fees are not refundable.

hours and CPR. Those selected for verification (audit) will be considered certified during the time that they are providing proof of their continuing education. Specific instructions will be sent to those audited.

Some DANB Certificants will be randomly selected for verification (audit) of their CDE

Upon successful completion of the audit, certification will be instated for the full year. Proof of continuing education should be retained for two years, in case of subsequent audit. Certificants not selected for audit will have their certification renewed for a full year.

DO NOT SEND DOCUMENTATION UNLESS REQUESTED. MATERIALS WILL NOT BE RETURNED OR RETAINED BY DANB.

DENTAL EDUCATION SOURCES/CATEGORIES FOR CDE HOURS

Recertification can be earned through accumulating the required number of CDE hours and paying the appropriate renewal fee. It is the responsibility of the certificant to obtain and retain documentation that verifies participation in all CDE activities that will be used for renewal credit. All documentation must indicate name, CE number, name of sponsor, date of course, number of CDE hours, subject matter, program title, and program presenter.

MANDATORY CPR CERTIFICATION

- CDE Hours: Maximum 4 hours**
Accepted Documentation: Copy of front and back of a current CPR card. The card must be dated and signed or imprinted with the instructor's name and have the Certificant's name or signature on the card.

NOTE: Two-(2) year CPR card holders can only apply the hours to recertification in the year CPR is earned. In the second year, CPR hours will not count and the Certificant must earn the full number of hours from other categories. Current certification in cardiopulmonary resuscitation (CPR) is required for annual renewal of DANB certification. Certificants may earn a **maximum of four (4) CDE hours annually (hour credit may be less for refresher courses; credit depends on the length of the course)** for successful completion of a CPR certification course that includes both written and hands-on (skills) assessment provided by: **American Red Cross:** • CPR for the Professional Rescuer • CPR for the Professional Rescuer/Instructor • Adult, Infant and Child CPR • Adult, Infant and Child CPR/Instructor • Adult CPR • Adult CPR/Instructor • Infant and Child CPR • Infant and Child CPR/Instructor • Community CPR • Community CPR/Instructor • Military Training Network **American Heart Association:** • BLS (Basic Life Support) for Healthcare Providers • BLS (Basic Life Support) for Healthcare Providers/Instructor • Heartsaver First Aid • Heartsaver First Aid/Instructor • ACLS Provider (Advanced Cardiac Life Support) • ACLS Provider (Advanced Cardiac Life Support)/Instructor • ACLS EP (Experienced Provider) • ACLS EP (Experienced Provider)/Instructor • PALS (Pediatric Advanced Life Support) Provider • PALS (Pediatric Advanced Life Support) Provider/Instructor • Heartsaver Pediatric First Aid **Emergency Medical Training Associates:** • Adult One Rescuer with Barrier & Infant/Child CPR (Pediatric Emergencies must be taken.) **Emergency First Response** • Primary Care (CPR) **National Safety Council (Green Cross):** • CPR & AED • CPR & AED/Instructor • Pediatric First Aid, CPR & AED • Pediatric First Aid, CPR & AED/Instructor • Standard First Aid, CPR & AED • Standard First Aid, CPR & AED/Instructor • Professional Rescuer CPR & AED • Professional Rescuer CPR & AED/Instructor **American Safety and Health Institute:** • CPR Pro • CPR for the Community Workplace • ACLS (Advanced Cardiac Life Support) • PALS (Pediatric Advanced Life Support) • Basic Instructor • Advanced Instructor **Medic First Aid:** • Basic Life Support for Professionals **ECSI (Emergency Care and Safety Institute):** • First Aid, CPR & AED Standard • First Aid, CPR & AED Standard/Instructor • CPR & AED • CPR & AED/Instructor • Professional Rescuer CPR • Professional Rescuer CPR/Instructor **American EHS (Environmental Health and Safety):** • Advanced/Healthcare CPR • Health & Safety Instructor **Canadian Red Cross:** See American Red Cross (same CPR cards accepted) **Saudi Heart Association** Courses from organizations other than those approved by DANB or courses from approved organizations without both written/skills assessment will not be accepted. Certificants may only count the CDE hours in the year that CPR is earned.

CLINICAL COURSES, SEMINARS, TABLE CLINICS & EXHIBITS

- CDE Hours: Hour for Hour (no maximum)**
Exhibit Hours: Maximum 2 hours (1 hour per meeting)
Accepted Documentation: Certificate of completion, DANB approval code, Letter of attendance/completion, Meeting badge (exhibits), Meeting badge/program page (table clinics or free on-site lecture), CDE printout from meeting, or similar documentation

Clinical courses are those on-site lectures, courses, seminars, and/or table clinics that are **directly related to the clinical practice of dentistry or dental assisting**. This category includes, but is not limited to attendance at, or participation in **clinical** professional development courses that are **directly related to skills, knowledge, and duties that would be chairside:** dental materials, four-handed dentistry, infection control, radiology, expanded functions, and others. See Category 3 for non-clinical practice management information.

For each hour that you attend and/or participate in one of these sessions you will receive one (1) CDE credit. Additionally, a **maximum of one (1) hour** may be earned for reviewing exhibits at dental and/or dental assisting meetings sponsored by recognized dental groups. This can be done a maximum of twice each year at **two (2) different meetings**. All CDE credits can be clinical in nature.

NON-CLINICAL COURSES, SEMINARS & TABLE CLINICS Formerly called ELECTIVES (including PRACTICE MANAGEMENT)

- CDE Hours: Maximum 3 hours for CDAs, COAs, & COMSAs**
Maximum 6 hours for CDPMAs
Accepted Documentation: Certificate of completion, DANB approval code, Letter of attendance/completion, Meeting badge, Program page (table clinics or free on-site lecture), CDE printout from meeting, or other like documentation

• CDAs, COAs, and COMSAs may earn a **maximum of three (3) CDE hours annually**.
• CDPMAs can earn a **maximum of six (6) CDE hours annually** (as practice management is the focus of CDPMA certification).

This category includes but is not limited to attendance at or participation in **non-clinical** professional development courses that are **directly related to dental practice management/practice communication services:** practice management, HIPAA, stress management, patient and staff motivation, computer courses (college class, software training, etc.), insurance, claims/billing, foreign language studies, American Sign Language, and non-scientific related college courses. This category also includes courses and seminars covering dental practice acts and trends in dental assisting. These courses must be directly related to allowable duties for dental assistants.

HOME STUDY COURSES: TEXT-AUDIO-VIDEO-INTERNET

- CDE Hours: Maximum hours vary; see below**
Accepted Documentation: Certificate of completion, DANB approval code, Letter of completion, or other like documentation

Home study courses must be pre-approved by DANB. A designated number of hours will be awarded after completing a pre-approved home study course. Home study courses can be obtained from the American Dental Assistants Association and other agencies. To avoid non-acceptance of credits, ask course sponsor if the course is DANB-approved. If not, encourage them to call 1-800-FOR-DANB for course approval. **CDAs, COAs, and COMSAs** may take a maximum of three non-clinical home study course hours or a maximum of 12 clinical home study course hours. **CDPMAs** may take a maximum of six non-clinical home study course hours or a maximum of 12 clinical home study course hours.

VIDEO OR AUDIO TAPES FROM CONVENTION SEMINARS

- CDE Hours: Maximum 3 hours**
Accepted Documentation: Copy of the 250-word essay (highlighting the meeting & course name)

Certificants may earn a maximum of **three (3) CDE hours annually** by viewing or listening to a taped CDE course presented at a local, state, regional, or national dental meeting and writing a minimum 250-word summary of that course presentation.

READING

- CDE Hours: Maximum 2 hours**
Accepted Documentation: Written log of articles and copy of each 50-word article summary or 250-word textbook summary. Educators may submit a copy of the completed publisher's evaluation form for any materials evaluated for adoption (see below)

Certificants may earn a **maximum of one (1) CDE hour annually by reading** at least six (6) technical/dental articles published within your renewal period or one (1) dental textbook, published within the past five (5) years. Community libraries, dental offices, and the Internet are convenient sources of books and journals. To record reading activity, a log must be maintained that includes title of book or article, name of journal, author, and date of publication. This written log earns the certificant **one (1) CDE hour**. Certificants may **earn an additional one (1) CDE hour annually** for writing at least a 50-word summary of each article or at least a 250-word summary of the textbook, highlighting the relevance of the information to the dental assisting profession. (*Accepted documentation: written log of articles and copy of each 50-word article summary or 250-word textbook summary*)

Dental assisting educators teaching at least half-time may earn a maximum of three (3) CDE credit hours annually by reviewing new reference materials (textbooks, CD ROMs, audio-visuals, etc.) for possible adoption into their curriculum. (*Accepted documentation: copy of the completed publisher's evaluation form for any materials evaluated for adoption*)

DANB EXAMS

- CDE Hours: Maximum 12 hours**
Accepted Documentation: Copy of Certificate or Official DANB Score Report

Twelve (12) CDE hours are awarded for each DANB-administered examination successfully completed, excluding the first time a certification exam is passed. These examinations include any DANB national examination, DANB Professional Development Examination Program (PDEP), or any DANB state or agency-contracted examination that consists of at least 100 items. **Four (4) CDE hours are awarded for each DANB-administered** state or agency-contracted examination that is less than 100 items. Successful completion of non-DANB-developed dental-related professionally proctored exams (consisting of at least 100 questions) will be awarded hour for hour credit, for the amount of time designated for the completion of the exam. If no time is specified, one hour will be allowed for every 100 questions.

COMMUNITY PARTICIPATION

- CDE Hours: Maximum 3 hours**
Accepted Documentation: Certificate of completion, Letter of attendance/participation, or similar documentation

Certificants may earn a **maximum of two (2) CDE hours** by participating in dental-related community service and an **additional one (1) CDE hour** for writing at least a 250-word essay on how the volunteer service benefited the certificant's professional growth. Examples include: international/national mission work, voluntary clinic work, or dental health presentations to students or groups. Community participation does not include activities such as 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. Volunteer time should be at minimum two (2) hours. DANB will publicly recognize Certificants who complete and provide proof of mission work.

COLLEGE COURSES

- CDE Hours: No Maximum**
Accepted Documentation: Grade report, Transcript, Letter of Verification (from instructor on school letterhead)

CDE hours are awarded for each scientific-oriented college credit/unit successfully completed at the following levels:

- **Three (3) College Credits/Units = Twelve (12) CDE hours**
- **Two (2) College Credits/Units = Six (6) CDE hours**
- **One (1) College Credit/Unit = Three (3) CDE hours**

Courses must directly relate to the practice of dentistry or dental assisting (i.e., dentistry, dental assisting, dental hygiene, anatomy/physiology, all biology, all chemistry, nutrition). To avoid non-acceptance of credits, call DANB to ascertain whether a course is acceptable and at what CDE hour level.

SCHOLARLY ACTIVITY

- CDE Hours: Maximum 3 hours**
Accepted Documentation: Course outline/catalog, copy of program brochure listing the Certificant as Instructor, copy of published article (including name and date of publication), letter from DANB, document from college registrar's office indicating currently enrolled status (see below)

Certificants may earn a **maximum of three (3) CDE hours annually** for each of the following scholarly activities:

- Teach a professional course directly related to dentistry or dental assisting **or** present a continuing dental education program, either of which are outside of the Certificant's normal employment teaching responsibilities. (*Accepted documentation: course outline/catalog, copy of program brochure listing the Certificant as Instructor*)
- Author a published article in a recognized dental or dental assisting journal. (*Accepted documentation: copy of published article, including name and date of publication*)
- Participate in a DANB Exam Committee/validity study/PDEP development (Note: PDEP development participants cannot use PDEP to renew) **or** receive one (1) CDE hour for every two (2) exam items accepted by DANB. (*Accepted documentation: letter from DANB*)
- Certificants may earn all twelve (12) CDE hours required annually by DANB if they are currently enrolled in a college program to earn an advanced degree, but this option can be used for no more than five consecutive years. Twelve (12) CDE hours per year may be earned if enrolled at least half-time (earning 3 or more college credits/units) in a BA, BS, MA, or other recognized degree program. (*Accepted documentation: Document from college registrar's office indicating currently enrolled status.*)

New DANB Certificants listing can be viewed at www.danb.org

National Survey Says Consumers Get The Message: Oral Health IS Health

New findings from the National Oral Health Survey show that consumers are paying attention to the research about connections between oral and systemic health, and that they see their dentists as playing an active role in their overall health and well being. A phone survey of 1,000 adults across the U.S. was commissioned by Oral Health America, an independent advocacy organization dedicated to improving oral health, and developed by the Center for Social Development and Education (CSDE) at the University of Massachusetts at Boston.

The goal of the survey was to gain a better understanding of public perceptions of oral health and oral healthcare. The survey results indicate that the public has expectations about how their dental care ties into general healthcare.

According to respondents, there is a significant relationship between dental health and overall health. Those who rate their dental health as excellent were likely to rate their overall health as excellent, and those who rate their dental health as poor were likely to rate their overall health as poor.

Indeed, 78 percent of the public viewed dental health as a part of their overall health. However, respondents said that only 58 percent of dentists talked to their patients about overall health and 51 percent talked about the relationship between overall health and dental health.

Additionally, nearly three-quarters of the public reported that they received x-rays in their most recent visit to the dentist (72 percent), but only half (56 percent) saw x-rays as important, particularly in comparison to those who saw checking for periodontal disease (85 percent) and oral cancer as important (83 percent).

The public views all health promotion activities (e.g. brushing twice per day, yearly physical check-up, dental check-up every six months, flossing daily, exercising 20 minutes per day, eating a low fat diet) as important. However, some of the activities (brushing twice daily, yearly physical check-up) were viewed as more important than others (flossing daily, eating a low-fat diet). There appears to be a relationship between how important these activities are perceived and how convenient or inconvenient they are to maintain.

As expected, the public is much less likely to have dental insurance (56 percent) than general health coverage (88 percent). But dental insurance plays a major role in the maintenance of oral health. Of those who have dental insurance, 87 percent visited a dentist in the past twelve months. Of those who do not have dental insurance, only 60 percent visited a dentist in the past twelve months.▲

Hands-On Ortho Clinical Efficiency Retreat

The Academy of Orthodontic Assisting (AOA) is holding a Clinical Efficiency Retreat December 1-2, 2007 in St. Louis. The hands-on, two-day training workshop is designed specifically for orthodontic assistants. It is expected that the course will help new assistants gain confidence to work on patients and will be a refresher course for more experienced assistants.

The Retreat will be held from 9:00 am to 5:00 pm at St. Louis University and lunch will be provided both days. Participants will earn 12 Continuing Education (CE) credits. The AOA is the only staff training program endorsed by the American Association of Orthodontists (AAO).

Participants will work with mannequins and with one another. Some of the skills they will learn include:

- Taking alginate impressions
- Separating impressions and cleaning
- Pouring working models
- Trimming working models
- Bite Registration
- Photographic techniques
- Panoramic X-ray techniques
- Cephalometric X-ray techniques
- Elastomeric ligature placement

For more information or to sign up for the Retreat, please contact the Academy of Orthodontic Assisting toll free at 877-976-4536.

DANB Focus Groups Target Dental Office Managers

To address the needs of an important, ever-changing front office profession, DANB will host several focus groups in the upcoming months on its Certified Dental Practice Management Administrator (CDPMA) credential. DANB wants to hear directly from Dental Office Managers about how the profession is evolving.

The first CDPMA focus group will be held immediately following the ADA/DANB Alliance Forum on September 29 in conjunction with the American Dental Assistants Association (ADAA) Annual Conference in San Francisco.

The ADAA attests to the uniqueness of dental office managers by having a special informational category for them on their membership application where incoming members can state if they are administrators. This gives the ADAA an

informal count of the number of administrator members in their ranks which helps the ADAA evaluate the needs of the membership in order to serve them better.

The ADA/DANB Alliance Forum will be held from 1:00 to 2:00 pm and the CDPMA focus group will convene immediately afterwards. Pre-registration is welcome but not required.

DANB also will host three focus groups concurrently during the third annual American Association of Dental Office Managers (AADOM) meeting at the Mall of America in Minneapolis, MN on Saturday, October 27 from 3:30 - 4:30 pm. Each is limited to a total of 10 individuals.

Participants must pre-register in order to take part in the focus groups at the AADOM meeting. Information on this organization and their annual meeting is given in the story below. You can also visit their website at www.dentalmanagers.com.

How to Sign Up For DANB's CDPMA Focus Groups

Only individuals who work solely or primarily as office managers or business assistants are eligible to participate in the DANB focus groups at the ADAA or AADOM meeting. Please contact DANB's Krin Thompson, Coordinator, Executive Liaisons at 1-800-FOR-DANB, extension 462 or email her at execliaison2@danb.org to register.

AADOM to host 3rd Annual Meeting at Mall of America

The American Association of Dental Office Managers (AADOM) will host its third annual conference October 26-27 in Bloomington, Minnesota at the Mall of America. The conference is an educational and networking event for dental office managers. All attendees will receive 10 continuing education (CE) credits from AADOM and 10 non-clinical continuing dental education (CDE) hours from DANB.

The keynote speaker for this year's conference is Janice Hurley-Traylor, an image expert, who will present the session, "The Power of Your Professional Image in the Dental Practice". Attendees can enter to win a free professional makeover with Hurley-Traylor valued at more than \$3,000.

The AADOM is an organization of professional of-

fice managers, patient coordinators, insurance and financial coordinators, and treatment coordinators of general and specialized dental practices. It is the goal of the Association to create and maintain a network of dental office managers throughout the country in order to share resources and information to achieve the highest level of professional development.

The AADOM works to provide educational opportunities for its members and provide scholarships for continuing education. It also works to help dental office managers achieve professional development and it uses its collective bargaining power to establish discounts from vendors and suppliers for members.

Anyone interested in registering for the conference can call (732) 842-9977 or visit the association's website at www.dentalmanagers.com.▲



Notable DANB Dates

Be sure to visit the DANB booth at upcoming conventions and meetings listed below. Bring your current DANB wallet card to receive your credential ribbon and a special gift.

<u>2007 Convention/Host</u>	<u>Location/Contact Info</u>	<u>Dates</u>
Ohio Dental Association Annual Session CDA Exam Special Administration-Sept. 15	Columbus, OH www.oda.org	September 13-16
ADA Annual Session/ADAA Annual Meeting DANB's Item Writing Workshop-Sept. 26 ADAA/DANB Alliance Forum-Sept. 29 DANB's CDPMA Focus Group-Sept. 29	San Francisco, CA www.ada.org www.dentalassistant.org	September 27-30
3rd Annual Dental Office Managers Meeting DANB CDPMA Focus Groups-Oct. 27	Minneapolis, MN www.dentalmanagers.com	October 26-27

DANB Headquarters Closed for Thanksgiving—November 22-23, 2007

Greater New York Dental Meeting	New York, NY www.gnydm.com	November 23-28
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DANB Headquarters Closed for Christmas Holiday—December 24-25, 2007

Report of DANB Disciplinary Actions

As the importance of DANB credentials increases nationwide, the number of discipline cases has also increased. This Report of DANB's Disciplinary Actions contains a list of sanctions meted out by DANB to Certificants, Certificate of Competency holders (RHS, ICE), or others for violations of DANB policy, such as misuse of DANB credentials and irregular behavior associated with DANB exams.

Each case below contains the following information: individual identification by state, grounds for disciplinary action against the individual (based on DANB's Discipline Policy), the decision of DANB's Informal Hearing Committee and/or Formal Hearing Committee (both made up of members of DANB's Board of Directors), and the sanctions imposed.

As the nationally recognized testing and credentialing agency for dental assistants, DANB has a responsibility to its stakeholders to ensure that DANB credentials are only used by those who have earned them, and that DANB's exam content is secure, among other concepts important to promoting DANB's public protection mission and role. If you know of anyone in violation of DANB policies, please go to www.danb.org and click on "Complaints Regarding Disciplinary Issues."

Case #1

Complaint: *Fraudulent representation on resume as having a CDA credential from a failing CDA exam candidate*
State: *New Hampshire*

Circumstances: The individual's employer contacted DANB for verification of credentials and faxed DANB a copy of the résumé and cover letter containing false statements about the individual's CDA status. DANB staff referred the matter to an Informal Hearing Committee for possible disciplinary action.

Grounds for Action: Documented evidence of professional misconduct. Documented evidence of unethical conduct, which, in the judgment of DANB, represents a significant threat to patient well-being.

Decision: Guilty

Sanctions: Prohibit respondent from taking the CDA Exam or any other exam administered by DANB and for which DANB determines eligibility for a period of at least five (5) years. Require that, after five years have elapsed, respondent must petition the DANB Board of Directors to be allowed to take the CDA Exam or another DANB-administered exam, at which point DANB will determine whether to accept his or her application. Notify the New Hampshire Board of Dental Examiners that respondent has been disciplined by DANB for misrepresenting himself or herself as a CDA.

Case #2

Complaint: *Fraudulent state radiology certificate was submitted to DANB (and prospective employer) as evidence of having met state regulatory requirements*
State: *Oregon/Washington*

Circumstances: Individual requested a duplicate of a state radiologic proficiency certificate and submitted a copy of a fraudulent certificate as evidence of having previously earned the certification in question.

Grounds for Action: Intentional misstatement of material fact or deliberate failure to provide relevant information to DANB during the application process or at any other time. Obtaining or attempting to achieve a passing score on an exam or to obtain certification or recertification by fraud, deception, or when ineli-

gible, or assisting another person to do any of the above. Documented evidence of professional misconduct and unethical conduct, which, in the judgment of DANB, represents a significant threat to patient well being.

Decision: Guilty

Sanctions: Prohibit respondent from taking the CDA Exam or any other exam administered by DANB and for which DANB determines eligibility for a period of at least five (5) years. Require that, after five years have elapsed, respondent must petition the DANB Board of Directors before being allowed to take the CDA Exam or another DANB-administered exam. Notify the Oregon Board of Dentistry and the Washington State Dental Quality Assurance Commission that respondent has been disciplined by DANB for submitting a falsified document to DANB and that he or she has been denied permission to sit for any DANB-administered exam for a period of five years.

Case #3

Complaint: *Fraudulent representation and documentation related to candidate identification*
State: *Maryland*

Circumstances: A DANB exam candidate who had taken and failed one or more components of the CDA exam was accused of misrepresenting himself or herself as a successful DANB exam candidate and holder of a DANB certificate of competency in Radiation Health and Safety (RHS) and, in furtherance of that misrepresentation, of submitting to his or her employer two fraudulent certificates, purported to be from DANB.

Grounds for Action: Reproducing, distributing, or using a fraudulent or otherwise unauthorized DANB certificate, or assisting another person to do any of the above. Documented evidence of professional misconduct and unethical conduct, which, in the judgment of DANB, represents a significant threat to patient well being.

Decision: Guilty

Sanctions: Prohibit respondent from taking the CDA Exam or any other exam administered by DANB and for which DANB determines eligibility for a period of at least five (5) years. Require that, after five years have elapsed, respondent must petition the DANB Board of Directors before being allowed to take the CDA Exam or another DANB-administered exam. Require respondent to provide proof of completion of a course in professional ethics before applying for any exam in the future (determination as to eligibility for future exams will be made at the time of application, after expiration of sanction period). The respondent must submit a content summary or outline of any course he or she proposes to take to fulfill this requirement to DANB's Board of Directors for review and approval before he or she attends the course. Notify the Maryland State Board of Dental Examiners that respondent has not passed DANB's RHS Exam and does not hold DANB's RHS Certificate of Competency and that the respondent has been disciplined by DANB for submitting a falsified document to DANB.▲

Congratulations for 50 Years!

DANB would like to congratulate Cora Lee Kelly of Evansville, Indiana on her 50-year anniversary as a DANB Certificant. To commemorate her anniversary, DANB is enrolling Ms. Kelley in The Samuel D. Harris National Museum of Dentistry Courtyard Commemoration Program (NMD). The NMD is a Smithsonian Museum affiliate and designated by Congress as the official museum of the dental profession. It is located in Baltimore, Maryland.

Dental Assisting Job Titles Continued from chart on page 1

Orthodontic Dental Assistant Job Titles		
DANB Certified Orthodontic Assistant ^{-(MA)}	Limited Registered Orthodontic Assistant ^{-(NJ)}	
Expanded Functions Orthodontic Assistant ^{-(OR)}	Dental Assistant Qualified in Orthodontics ^{-(MD)}	
Registered Orthodontic Assistant ^{-(2008-CA)}		
Oral & Maxillofacial Surgery Assistant Job Titles		
Anesthesia Assistant ^{-(NH)}	Registered Oral & Maxillofacial Surgery Assistant ^{-(VA)}	Dental Assistant Qualified in Anesthesia Administration ^{-(VA)}

ADA Commission Seeking Site Visitors and Review Committee Members

The American Dental Association's (ADA) Commission on Dental Accreditation (CODA) is looking for qualified site visitors and is also seeking nominations to fill upcoming vacancies on review committees. The Commission serves as the nationally recognized accrediting agency for dental, advanced dental, and allied dental education programs in the United States. It receives its accreditation authority from the acceptance of the dental community and by the United States Department of Education (USDE), a governmental agency.

As the number of CODA-accredited dental assisting programs is on the rise, the CODA continues to seek additional qualified individuals to serve as dental assisting site visitors. Minimum qualifications to serve as a CODA-site visitor are as follows:

1. DANB Certification as a Certified Dental Assistant (CDA).
2. Full-time or part-time appointment with a CODA-accredited dental assisting program and an equivalent of three years full-time dental assisting education experience.
3. A baccalaureate degree or previous service as a Commission-appointed site visitor.
4. Completion of course work in educational methodology.
5. Letter(s) of recommendation in support of the nomination, including a letter of recommendation from the administration of the employing institution.

The CODA grants site visitor appointments each January. Individuals who are selected to serve as CODA-site visitors will receive comprehensive training at the ADA Headquarters, and can expect to participate in one to three site visits per year. Nominations that are to be considered should be submitted no later than December 1, 2007. For further information or to request a nomination form, please contact Ms. Gwen Welling, Interim Manager, Dental Assisting Education at the Commission on Dental Accreditation, by calling 1-800-621-8099 ext. 2695 or e-mailing wellingg@ada.org. Additionally, current accreditation information is available at the Commission's website at www.ada.org.

The Commission is also working to fill positions on its review committees. Review committee members are responsible for reviewing all policy matters, site visit reports, progress reports, applications for accreditation and special reports on accredited programs. Each review committee's comments and recommendations on policy matters and accreditation status are included in a report, which is submitted to the Commission for final action. Duties may include participating in site visits and ad hoc committees, as well as review committee responsibilities. Review committee members are appointed for one four-year term beginning and ending in October. Members of the Commission and review committees are reimbursed for travel related expenses for meetings.

Nominees should understand that they will be required to make a significant time commitment. Review committee members serve as consultants to the Commission and are required to complete the web-based Site-Visitor Training prior to serving on the committee. The self-paced instructional manual on the Commission's policies, procedures and standards takes approximately six to eight hours to complete. Review committee members will also be required to become familiar with the CODA Training Manual and participate in a full day of training at ADA headquarters. Additionally, in order to facilitate committee activities, committee members are expected to be accessible and able to communicate by fax, electronic mail and the Commission's web-based communication tools. Review committee meetings are conducted approximately three weeks prior to the Commission meetings and the meeting duration can typically be up to two days in length.

Please submit review committee nominations by March 1, 2007 to Paul J. Doheart, at the office of the Director of the Commission on Dental Accreditation, 211 E. Chicago Ave., Chicago, IL 60611, (312-440-4653), or to doheartyp@ada.org.



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You Could Be Next!

Match your CE number with one of the randomly selected numbers listed below. Notify the DANB Marketing Department within 30 days of this newsletter's mailing to claim your \$50 prize. Be sure to include your name, address, and CE number.

104598	171354
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155788	197106

The DANB Mission

DANB's mission is to promote the public good by providing credentialing services to the dental community. DANB accomplishes and measures the success of this mission through:

- a properly governed, financially secure, administratively sound organization;
- valid dental assisting exams;
- dental assisting recertification process integrity;
- visible, valuable and accessible DANB credentials;
- testing services for groups within the oral healthcare community; and
- information services for the oral healthcare community related to dental assisting credentialing and recertification.

DANB National Written Exam Dates

Mark your calendars for these written exam administration dates and deadlines for 2008.

<u>2008 Written Exam Date</u>	<u>Application Deadline</u>
February 22 or 23	January 11, 2008
June 13 or 14	May 2, 2008
October 10 or 11	August 29, 2008

Remember: Computerized exams can be taken year-round and do not have deadlines.

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