



Expanded Functions Exams for New Mexico Residents

2012 Exam Application

2012 Application and Exam Fees Valid Through December 31, 2012

This application packet provides information on and an application to take the DANB national Coronal Polish (CP), Sealants (SE) and Topical Fluoride (TF) exams that a dental assistant must successfully pass as part of the requirements to perform these duties in the state of New Mexico. Within guidelines established by law, the New Mexico Board of Dental Health care (NMBDHC) determines eligibility requirements, sets education and exam requirements, and issues certificates when requirements are met.

Advanced Certification in Expanded Functions. An application for certification and the New Mexico Jurisprudence Exam (take-home) can be downloaded from the NMBDHC website at www.rld.state.nm.us/dental under the forms section.

Clinical Radiography Certificate. To be certified by the state of New Mexico to perform radiographic procedures, individuals must pass DANB's national Certified Dental Assistant (CDA) or Radiation Health and Safety (RHS) exams, the New Mexico clinical radiography exams, and the New Mexico take-home jurisprudence exam (the latter two exams sponsored by the NMBDHC, not DANB). All qualifying exams for the New Mexico Clinical Radiography Certificate must be passed within a six-month period.

For questions regarding DANB **exams**, contact DANB at the address at the bottom of this page.

For questions regarding **New Mexico state requirements for advanced certification**, contact NMBDHC at P.O. Box 25101, Santa Fe, NM 87504-5101; 505-476-4680; or visit their website at www.rld.state.nm.us.

New Mexico Advanced Certification Requirements

The requirements for each Advanced Certification should be completed in the presented order.

Rubber Cup Coronal Polishing*	Application of Pit and Fissure Sealants*	Application of Topical Fluoride*
<ol style="list-style-type: none"> 1. Successfully complete an Approved Training Program on rubber cup coronal polishing; and/or 2. Assist with/observe five (5) cases of rubber cup coronal polishing on children and/or adults; and 3. Pass DANB's Coronal Polish (CP) exam; and 4. Apply to the NMBDHC for advanced certification in rubber cup coronal polishing (go to www.rld.state.nm.us/dental); and 5. Pass the New Mexico Jurisprudence Exam (take-home); and 6. Perform rubber cup coronal polishing under the personal supervision of a licensed dentist, dental hygienist, or dental assistant certified in rubber cup coronal polishing on five adults and/or children. 	<ol style="list-style-type: none"> 1. Have 2,080 hours of chairside dental assisting experience in the two years prior to application; and 2. Successfully complete an approved training program on pit and fissure sealant application; and 3. Assist with/observe 12 cases of application of pit and fissure sealants on children and/or adults; and 4. Pass DANB's Sealants (SE) exam; and 5. Apply to the NMBDHC for advanced certification in pit and fissure sealants (go to www.rld.state.nm.us/dental); and 6. Pass the New Mexico Jurisprudence Exam (take-home); and 7. Following successful completion of the exam, apply pit and fissure sealant under the personal supervision of a licensed dentist or dental hygienist on five patients. 	<ol style="list-style-type: none"> 1. Successfully complete an Approved Training Program on the use of topical fluoride; and/or 2. Assist with/observe five (5) cases of application of topical fluoride on children and/or adults; and 3. Pass DANB's Topical Fluoride (TF) exam; and 4. Apply to the NMBDHC for advanced certification in topical fluoride (go to www.rld.state.nm.us/dental); and 5. Pass the New Mexico Jurisprudence Exam (take-home); and 6. Perform application of topical fluoride under the personal supervision of a licensed dentist, dental hygienist, or dental assistant certified in application of topical fluoride on five adults and/or children.

*The NMBDHC will issue a certificate for rubber cup coronal polishing, application of pit and fissure sealants, and/or application of topical fluoride to DANB Certified Dental Assistants (CDAs) without being required to meet the other requirements of this section. To request a 2012 DANB CDA Exam Application Packet, visit www.danb.org to download a copy or call 1-800-367-3262.

Expanded Functions Exams for New Mexico Residents

Applying For a DANB Exam

3-4 week processing/ mailing time

1. Candidate mails/faxes exam application, documentation (if applicable) and fees to DANB.
2. DANB processes candidate exam application.
3. If the exam application is accepted as complete, DANB mails exam candidate a Test Admission Notice.

60-day window to schedule and take exam

4. Candidate schedules exam location, date and time with testing vendor Pearson VUE.
5. Candidate sits for DANB exam. An unofficial pass/fail report will be provided after completing the exam.

3-4 weeks from exam date

6. DANB mails exam candidate an Official Score Report.

Test Center Locations

DANB exams are administered on computer at Pearson VUE test centers all year.

New Mexico Computerized Testing Locations

Albuquerque Alamogordo Farmington

Submitting an Exam Application

Exam applications should be mailed or faxed to DANB. The candidate should read this packet carefully to ensure the application is submitted accurately with all the required documents and fees.

Signing and dating the application is required. By signing and dating the application, the candidate affirms that the application and documentation are accurate and that the candidate agrees to abide by all applicable DANB policies described in this packet, including the *Application Statements* on page 9. The signature also allows DANB to release test results to state regulatory agencies.

Payment Instructions

DANB accepts payment by check, money order or credit card (Visa, MasterCard, American Express or Discover). Check or money order payments must be payable to DANB. The application is a contract to test, and the check or credit card authorization is the contract to pay. The candidate should put his or her name on the check. DANB only accepts U.S. currency.

Returned Checks

If a candidate applies for an exam with a check that is returned by the bank for any reason (including but not limited to nonsufficient funds, stop payment, closed account or refer to maker), DANB will assess a \$25 nonsufficient funds (NSF) fee to the candidate's account and notify the candidate. The candidate will not be allowed to take the exam until a cashier's check or money order for the full application and

exam fee plus the \$25 NSF fee has been received. If full payment has not been received within 30 days, the application will be null and void and the candidate's account will remain on finance hold. The candidate must pay \$75 (the \$25 NSF fee and \$50 nonrefundable processing fee) before DANB will remove the finance hold and process any exam application. No new business will be allowed for the candidate until the finance hold has been removed.

Incomplete Applications

The candidate is responsible for submitting a complete application. Incomplete applications are returned to the candidate, and a letter indicating the reasons for the incomplete application will be sent to the candidate and the payer (if different). A refund for the exam fee, minus the \$50 nonrefundable application fee, will be sent within 30 days of notice of the incomplete application. Refunds will be made only to the payer.

An exam application is considered incomplete for reasons including but not limited to:

- Missing information (e.g., candidate and/or payment information)
- Appropriate documentation is not enclosed
- No date or signature
- Insufficient payment
- Expired exam application

Duplicate Application Policy

If two applications are received for the same exam, completed applications will be accepted, and duplicate payments will be returned, minus the \$50 nonrefundable application fee, within 30 days, after the payment clears.

Group Testing

Groups of four or more candidates can request to take any DANB exam on the same day, at or around the same time. Download the *Group Testing Form* from www.danb.org or contact DANB at 1-800-367-3262, ext. 452, with questions.

Candidates With Disabilities

DANB exams are designed to provide an equal opportunity for each candidate to demonstrate his or her clinical knowledge. The exam will be administered to best ensure that it accurately reflects a candidate's aptitude, achievement levels or other skills intended to be measured, rather than reflecting a candidate's impaired sensory, manual or speaking skills except where those skills are factors the examination purports to measure.

DANB adheres to the provisions outlined in the Americans with Disabilities Act. In accordance with this act, DANB will make every reasonable effort to offer the exams in a manner that is accessible to people with disabilities. If auxiliary aids or alternative arrangements are required, DANB will attempt to make the necessary provisions, unless providing

Expanded Functions Exams for New Mexico Residents

such would fundamentally alter the measurement of skills and knowledge the exam is intended to test, would result in undue burden, or would provide an unfair advantage to the disabled candidate.

To allow sufficient time to make the necessary arrangements for modifications or auxiliary aids, the candidate must submit the *Reasonable Accommodations Form* (found on www.danb.org) with the required documentation and exam application, specifying exactly what aid or modification is requested by a physician or psychologist. DANB will only accept the form found on www.danb.org. DANB reserves the right to authorize the use of auxiliary aids or modifications in such a way as to maintain the exam integrity and security. DANB examinations are administered only in the English language. Modifications will not be approved for a candidate who requests accommodations because English is a second language. Call 1-800-367-3262, ext. 452, with questions.

DANB's Nondiscrimination Policy

DANB does not discriminate in application, examination or certification activities on the basis of age, sex, gender identity, marital status, race, color, religion, national origin, sexual orientation or disability.

Taking the Same Exam in a 12-Month Period

The candidate is only allowed to pass the CP, SE, TF exams once within a 12-month period. Any DANB candidate or Certificant who applies to take CP, SE, or TF exams and already passed the exam within a 12-month period will be in violation of this policy. The application will be returned and the exam fee refunded, minus the \$50 nonrefundable application fee.

There is no limit on how many times the candidate can re-take a failed exam.

Scheduling a DANB Exam

Receiving the Test Admission Notice

DANB will send the candidate a *Test Admission Notice* within four weeks of receiving the completed exam application. The *Test Admission Notice* confirms that the candidate is eligible to take the exam and includes instructions to schedule the exam appointment.

The candidate must check the *Test Admission Notice* for any errors and report them to DANB immediately at 1-800-367-3262.

Call DANB immediately if:

- The exam the candidate registered for is not the one listed
- The candidate's name is spelled incorrectly
- The candidate's ID reflects a different name than the one used to register to test (e.g., married, maiden, hyphenated)

The name on the *Test Admission Notice* must match the ID that the candidate will bring to the test center. The middle name does not need to be spelled out, but the initial must match (e.g., "M" on the ID and "Mary" on the *Test Admission Notice* is acceptable and vice versa).

The candidate will be turned away from testing if the name on the ID does not match the *Test Admission Notice*. The candidate would need to reapply; see the *Rescheduling a Missed Exam* section in this packet for details.

The 60-Day Eligibility Window

The candidate must take the exam within the 60-day eligibility window listed on DANB's *Test Admission Notice*.

Scheduling an Appointment

The candidate should schedule the exam appointment as soon as he or she receives the *Test Admission Notice*. The *Test Admission Notice* includes instructions to schedule the exam appointment at a Pearson VUE location. To find the nearest testing center, visit www.vue.com/danb or see the *Test Center Locations* section in this packet.

Appointments are scheduled on a first-come, first-served basis. Test centers may have limited availability. Changes to test centers may occur without notice. DANB cannot guarantee the availability of specific test center locations, dates or times.

Exam Appointment Confirmation

After the candidate schedules the exam appointment, he or she will receive a confirmation via email (if the candidate's email address was included on the exam application) or regular mail.

Candidates should open and read all email and/or mail from Pearson VUE. There will be important information regarding the appointment.

Rescheduling an Exam or Extending an Eligibility Window

The candidate can reschedule an exam or extend the 60-day eligibility window. Regardless who paid for an exam, only the candidate may reschedule an exam.

Rescheduling Within the 60-Day Window

To reschedule the exam appointment within the 60-day window, the candidate must contact Pearson VUE. The candidate can reschedule the appointment up to 24 hours before his or her scheduled exam time at no additional fee. See the *Test Admission Notice* for Pearson VUE contact information.

Extending the 60-Day Window

The candidate may extend the exam window for a \$35 fee. The candidate must complete the following steps:

Expanded Functions Exams for New Mexico Residents

STEP 1: Cancel the appointment: The candidate must cancel his or her exam appointment with Pearson VUE at least 24 hours before the scheduled exam time. See the *Test Admission Notice* for Pearson VUE contact information.

STEP 2: Request to reschedule the 60-day window. Submit the *Request to Reschedule an Exam Eligibility Window* form and \$35 fee within **60 days after the end of the 60-day eligibility window**. Go to www.danb.org to download the form. Within three weeks, the candidate will receive a new *Test Admission Notice* with a new 60-day window. Note: A candidate may reschedule an exam up to three times. After the third reschedule, a current exam application with full fee must be submitted.

Rescheduling a Missed Exam*

If the candidate does not take a scheduled exam because the candidate missed the appointment (for any reason except a valid emergency) or the candidate was denied entry into the exam, the candidate may reapply for the exam with a reduced fee if the appropriate form is submitted to DANB within 30 days of the missed appointment date. DANB will contact the candidate with information on how to reschedule. The candidate must return the form and fee within 30 days of the appointment date, or the candidate must reapply for the exam and pay the full exam and application fee. *This policy only applies to the CP exam.

Rescheduling Due to an Emergency

If a candidate misses an exam due to a personal emergency, the candidate must submit a *Request to Reschedule Due to an Emergency* form explaining the emergency, including supporting documents. The candidate must submit the request within 30 days of the scheduled exam date. Download the form at www.danb.org. Call 1-800-367-3262 with any questions about what constitutes an emergency and appropriate supporting documentation. Approved requests will be rescheduled at no additional fee.

Canceling an Exam for a Refund

The candidate may cancel an exam if he or she no longer wishes to test. The candidate must submit a *Request to Cancel an Exam* form (available at www.danb.org) to **DANB at least two business days before the end of his or her eligibility window to receive a refund** (minus the \$35 cancellation fee and \$50 nonrefundable application fee). DANB will issue the refund to the payer. The candidate must **also** cancel the appointment with Pearson VUE at least 24 hours before the scheduled exam time. See the *Test Admission Notice* for Pearson VUE contact information.

When Pearson VUE Cancels an Exam

In the event of weather or other emergency, Pearson VUE will try to notify candidates by phone of a cancellation and will reschedule at no additional fee.

Taking a DANB Exam

What to Bring to the Exam Site

Bring the *Test Admission Notice* and one form of ID.

The ID must be a currently valid, non-expired government or school-issued photo and signature-bearing ID, in roman characters. A driver's license, passport, military ID card, state ID card, U.S. government-issued permanent resident card or current school year ID card are all acceptable. Test centers may use an electronic fingerprinting, palm vein and/or photographic security system for identification purposes only. Test centers may use a video/audio recording system to enhance exam security. The candidate must not bring any reference materials or notes into any exam area. The candidate will be provided with an erasable noteboard and pen to use during the exam. No visitors or unauthorized individuals will be permitted in any exam area during testing sessions.

Exam Environment

The candidate will receive a tutorial before the exam to help the candidate feel comfortable with the computerized format. Time spent on the tutorial will not count as part of the exam time period. The tutorial is not a practice test. The tutorial describes how to mark answers and return to questions for review and comment. The tutorial is also available on the DANB website at www.danb.org.

There are no breaks during the exam. Candidates may be excused to visit the restroom, one at a time. During the absence, the exam time clock will continue to run. No additional time will be provided. There is no requirement for specific clothing, but it is a good idea to wear comfortable clothing in layers to adjust for minor fluctuations in room temperature. It is also a good idea to wear soft-soled shoes to allow the candidate to leave his or her seat without disrupting others.

Late Arrival or Failure to Appear

If the candidate arrives more than 15 minutes after a scheduled appointment, the candidate will be accommodated at the discretion of the test center administrator. If the test center administrator is unable to accommodate the candidate, the candidate then forfeits the full application/exam fees, and the application is null and void; the candidate must reapply. If the candidate fails to appear for a scheduled exam, the candidate forfeits the full application/exam fees, and the application is null and void, unless the candidate qualified for an emergency reschedule (see section above).

Candidate Behavior Before, During and After an Exam

Improper behavior is not acceptable before, during or after an exam. DANB seeks to ensure a fair and equitable testing experience for all individuals and to ensure the security and reliability of the process. *DANB's Disciplinary Policy & Procedures* form, which is available at www.danb.org, contains

Expanded Functions Exams for New Mexico Residents

examples of improper behavior.

The behavior of each candidate taking the exam will be monitored. The exam is confidential. Any individual who removes or attempts to remove testing-related materials from the test center, or who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of DANB, will be subject to legal action. Any candidate or Certificant who engages in improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of certification or recertification. **DANB's Disciplinary Policy & Procedures document is available at www.danb.org.**

The test center administrator will notify DANB of anyone who talks during the exam, gives or receives assistance, or otherwise engages or appears to engage in dishonest or improper behavior before, during, or after the exam. Those candidates may be required to cease taking the exam and leave the test center. The test center administrator will send a report to DANB regarding the incident. After reviewing a reported incident, DANB will determine whether there is reason to believe that a candidate has engaged in cheating or other improper behavior, or has otherwise violated the security of the exam. If DANB determines that the incident report is valid, DANB may, at its discretion, pursuant to the procedures set forth in the *DANB Policy & Procedures for Disciplinary Review and Appeal* form, take disciplinary actions, including but not limited to the following:

- Order the candidate to retake the exam at a time and place to be determined by DANB
- Invalidate or refuse to release the score of the candidate
- Deny the candidate's current application for certification
- Require the candidate to wait a specified period of time before reapplying to take the exam
- Revoke the candidate's eligibility to sit for future exams
- Take a combination of any of the above actions or other action that DANB may deem appropriate.

If a test center administrator allows a candidate to take an exam that the candidate is not registered for, those results will not be valid. The original application will be considered null and void, and the full application and exam fees will be forfeited. The candidate will be required to reapply with a new application and payment of the full exam and application fees.

Exam Integrity

To ensure a consistently high-quality testing program, each exam is routinely reviewed for reliability and validity. Each exam question is statistically analyzed and evaluated for performance. DANB Exam Committees, with final DANB Board approval, establish passing standards (the minimum

score required to pass a particular DANB exam) using standard psychometric procedures for criterion-referenced tests. A candidate is expected to perform at or above the Board-established standard to pass each exam.

After the Exam

Name/Address Changes

The candidate must notify DANB of address changes or any errors in the candidate's name. Call 1-800-367-3262 or email danbmail@danb.org.

Contacting DANB

All communications sent to and from DANB are DANB's property. DANB cannot guarantee that communications will remain confidential; clients have no expectation of privacy with respect to items sent or received. DANB may disclose communications as necessary to comply with legal processes. DANB responds to phone and email messages within two business days.

Hand Scoring

DANB will hand score an exam on request. The candidate must submit a *Request for Hand Scoring of Exam Results* form and a \$25 hand scoring fee to DANB within 30 days after the official score date printed on the score report or certificate received. The form is available on DANB's website at www.danb.org. Hand scoring results of the exam are completed within 30 days of a request. If the pass/fail status is reversed as a result of the hand scoring, the \$25 fee will be refunded.

Official Exam Results

The candidate will receive preliminary results at the test center upon completing the exam. The candidate is not considered to have passed or failed an exam until DANB generates and mails the official score report(s) approximately two to four weeks after the exam was administered. Exam scores and certificates that are returned because of an undeliverable address will be held for 90 days. DANB will call the candidate to request a new mailing address. If DANB cannot reach the candidate and the 90-day period expires, DANB will destroy the original results. If the candidate contacts DANB with a name or address change after the 90-day period, DANB will release new results after the candidate submits a *Request for a Duplicate Score Report* form and/or a *Request for a Duplicate Certificate* form with a \$25 fee for each request.

Retaking an Exam

If the candidate takes a DANB-administered exam and does not pass, the candidate must reapply for the exam with a new application and fee in order to take the exam again. State laws may require additional schooling after failed attempts. Visit www.danb.org for contact information.

Expanded Functions Exams for New Mexico Residents

Release of Exam Results

Exam pass/fail results will not be released to employers or any individuals other than the candidate, except on written request of the candidate. DANB releases score reports or credential verifications to some state regulatory agencies. DANB also releases aggregate results to program directors for candidates who are graduates from or students in the program director's dental assisting programs.

Appealing a Decision

If a candidate wishes to appeal a DANB decision regarding eligibility, administrative or exam content issues, he or she may submit a *Request for Reconsideration Under DANB's Review and Appeal Process* form and a \$25 appeal fee to DANB's Executive Director within 30 days of the date on the DANB correspondence that prompts the candidate to appeal (e.g., date on the letter indicating the candidate's application was incomplete, date on candidate score report). The policy governing requests for reconsideration is available by contacting DANB's Coordinator, Executive Liaisons, at 1-800-367-3262, ext. 462.

Verification of Certificates and Certification

DANB will verify DANB certification, RHS and ICE exam pass/fail status and the effective date(s) of certification over the phone to anyone on request, since these items are matters of public record and may be disclosed. DANB will not verify passing status of state exams over the phone, but will verify if a candidate has earned a state certificate or license issued by DANB on behalf of a state board of dentistry. A *Request for Credential Verification* form is available at www.danb.org. Only a candidate or employer may request written credential verification; please see the *Request for Credential Verification* form on www.danb.org for details. DANB may offer credential verification on its website. See the *Application Statements* for more details.

Duplicate Score Reports

Duplicate score reports are available for exams taken within the last five years. The candidate must submit a *Request for a Duplicate Score Report* form and the \$25 fee for each score report request. Exam score reports older than five years are not available, although DANB will verify credentials earned more than five years ago.

Duplicate Certificates

Duplicate certificates are available for \$25. Any state certificate or license issued by DANB on behalf of a state board of dentistry, as well as for any national DANB exam where a certificate has been earned is available. Because DANB provides several opportunities for a candidate to correct errors, this \$25 duplicate certificate fee also applies for any reprint of a certificate due to a spelling error. Download the *Request for Duplicate Certificate* form at www.danb.org.

CPFDA Certification

The CP, SE and TF exams are three (3) of the four (4) component exams of DANB's Certified Preventive Functions Dental Assistant (CPFDA) Certification. By passing these three (3) exams, New Mexico candidates are two steps away from earning CPFDA certification. The next step toward Certification would be to pass the Topical Anesthetic (TA) exam within three (3) years of passing the other three exams. The final step is to submit appropriate eligibility documentation to DANB. Candidates will then earn CPFDA Certification. Candidates can visit www.danb.org to learn more about CPFDA Certification.

Exam Content and References

The exams are composed of multiple-choice questions. Areas tested in the exams are listed below by exam. A list of suggested references for the exams follows the exam blueprints. Contact DANB with any questions at 1-800-367-3262. All communications sent to or from DANB are the property of DANB.

Exam Blueprints

Coronal Polish Exam Blueprint

- I. **Dental and oral anatomy (8%)**
 - A. Dental arches
 - B. Dentitions
 - C. Tooth divisions
 - D. Surfaces
 - E. Anatomic structures
 - F. Tooth anatomy
 - G. Universal numbering system
- II. **Oral prophylaxis (7%)**
- III. **Objective of coronal polish (7%)**
- IV. **Dental deposits (15%)**
 - A. Dental plaque, dental calculus, materia alba
 1. Composition
 2. Characteristics
 3. Significance
 4. Relationship to disease
 5. Stages of formation
 6. Common locations
 - B. Stains
 1. Formation
 2. Classes
 - a. Extrinsic
 - b. Intrinsic
 - c. Exogenous
 - d. Endogenous
- V. **Polishing precautions (15%)**
 - A. Fulcrum
 1. Rules for location
 2. Reason for using
 - B. Handpiece
 1. Speed
 2. Pressure
 3. Control
 - C. Others

Expanded Functions Exams for New Mexico Residents

1. Adaptation of polishing cup
2. Heat production
3. Removal of tooth structure
4. Aerosol production
5. Demineralization
6. Restorations
7. Tooth sensitivity
8. Implants

VI. Patient education and recordkeeping (10%)

- A. Patient education and prevention
- B. Recordkeeping
 1. Health history
 2. Legal requirements

VII. Abrasives and polishing agents (8%)

- A. Characteristics
- B. Selection
 1. Indications
 2. Contraindications
- C. Application

VIII. Polishing technique (20%)

- A. Armamentarium
- B. Positioning (ergonomics)
 1. Patient
 2. Operator
 3. Equipment
- C. Disclosing
 1. Purpose
 2. Types
 3. Application
- D. Establish a pattern/sequence
- E. Stroke (polishing motion)
- F. Flossing
- G. Rinsing
- H. Evaluation

IX. Infection control/OSHA protocol (10%)

- A. Safety/standard precautions
 1. Operator
 2. Patient
- B. Cross-contamination
- C. Disinfection of treatment room/equipment

Coronal Polish component exam
Items: 100
Exam time: 75 minutes

Sealants Exam Blueprint

- I. **Purpose of sealants (10%)**
 - A. Bacteria collection in pit and fissures
 - B. Dental caries
 - C. Patient education
- II. **Indications and contraindications for sealant application (40%)**
- III. **Acid etching (10%)**
- IV. **Sealants (40%)**
 - A. Classification
 1. Methods of curing

2. Filled or unfilled
 3. Color
- B. Application
 1. Preparation of tooth
 2. Armamentarium
 3. Postoperative care
 - C. Infection control/OSHA protocol

Sealants component exam
Items: 50
Exam time: 45 minutes

Topical Fluoride Exam Blueprint

I. Basic information about fluoride (10%)

- A. Metabolism
- B. Fluoride in food and liquids
- C. Fluoride in medications and supplements
- D. Differences between topical and systemic fluoride

II. Indications and contraindications for topical fluoride (30%)

III. Benefits of topical fluoride (15%)

IV. Topical fluoride application (15%)

- A. Professional use
- B. Home use
- C. Determining appropriate method
- D. Preparation of teeth
- E. Infection control/OSHA protocol
- F. Armamentarium

V. Fluoride preparations (10%)

- A. Sodium fluoride
- B. Acidulated phosphate fluoride
- C. Stannous fluoride solution
- D. Varnish

VI. Adverse reactions (10%)

VII. Patient education (10%)

- A. Care of fluoridated products
- B. Post-treatment instructions
- C. Frequency of fluoride treatment

Topical Fluoride component exam
Items: 50
Exam time: 45 minutes

Exam Reference Materials

DANB Exam Committees use the list of textbooks and other reference materials below in constructing the CP, SE and TF exams. These lists do not include all textbooks and materials that are available for the study of dental assisting; they are simply the resources that the Exam Committee subject matter experts have determined to provide the latest information covering the knowledge needed to match or surpass a determined level of competency in the practice of dental assisting. Making the lists available is intended to be helpful to the candidate in preparing for the exams. It is not intended to be an endorsement for any of the publications listed. It is not necessary to

Expanded Functions Exams for New Mexico Residents

use any of these books in order to pass the exam; conversely, reading all of these books will not guarantee that you will pass the exam. Candidates should prepare for DANB's exams using as many different preparatory sources as possible. Candidates may obtain the reference materials listed by contacting the publisher directly or through various bookstores; some are available online.

1. *Clinical Practice of the Dental Hygienist*, 10th edition, 2009. Wilkins, E. M. Baltimore: Lippincott Williams & Wilkins.
2. *Dental Assisting: A Comprehensive Approach*, 3rd edition, 2008. Phinney, D. and Halstead, J. Clifton Park, NY: Thomson Delmar Learning.
3. *Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists*, 2nd edition, 2010. Hatrick, C., Eakle, W. and Bird, W. St. Louis: Saunders.
4. *Essentials of Dental Assisting*, 4th edition, 2007. Robinson, D. and Bird, D. St. Louis: Saunders/Elsevier.
5. *Essentials of Dental Hygiene: Clinical Skills*, 2006. Cooper, M. D. and Wiechmann, L. New Jersey: Pearson Education.
6. *Infection Control and Management of Hazardous Materials for the Dental Team*, 4th edition, 2010. Miller, C. and Palenik, C.
7. *Mosby's Comprehensive Review of Dental Hygiene*, 6th edition, 2006. Darby, M. L. St. Louis: Mosby/Elsevier.
8. *Pearson's Comprehensive Dental Assisting*, 2009. Tyler, L. New Jersey: Pearson Education.
9. *Primary Preventive Dentistry*, 6th edition, 2004. Harris, N. O. and Garcia-Godoy, F. New Jersey: Pearson Education.
10. *Torres and Ehrlich: Modern Dental Assisting*, 9th edition, 2009. Bird, D. and Robinson, D. St. Louis: Elsevier/Saunders.

Expanded Functions Exams for New Mexico Residents

Application Statements

Please read the following statements carefully. Candidate's signature on the application indicates understanding and agreement to be legally bound by these statements.

1. I hereby apply to the Dental Assisting National Board, Inc.(DANB) for examination by DANB and issuing of my exam scores to the New Mexico Board of Dental Health Care in accordance with and subject to the procedures and regulations of DANB and the New Mexico Board of Dental Health Care. Under penalty of perjury, I declare that the information provided on my application is true. I have read and agree to the requirements and conditions set forth in DANB's Expanded Functions Exams for New Mexico Residents application covering the administration of the New Mexico Advanced Certification Examination and DANB policies, including but not limited to DANB's Code of Professional Conduct. I agree to disqualification from the examination and to forfeiture and return to DANB of any scores granted me by the New Mexico Board of Dental Health Care based on DANB exam scores in the event that any of the answers or statements made by me in this application are false or in the event that I violate any DANB rules or regulations. I authorize DANB to make whatever inquiries and investigations it deems necessary to verify my credentials or professional standing.
2. I hereby release DANB, its directors, officers, examiners and agents from any and all liability arising out of or in connection with any action or omission by any of them in connection with the exam application, exam administration, state registration and/or state or national certification process, any examination given by DANB, any scoring relating thereto, the failure to issue me an exam application form, exam score report and/or certificate (state or national), or any demand for forfeiture or return of such application form, score report and/or certificate, and I agree to indemnify DANB and said persons and hold them harmless from any lawsuit, complaint, claim, loss, damage, cost, or expense, including attorneys' fees, arising out of or in connection with said exam application, administration, score reporting, state registration and/or state or national certification activities. I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR THE New Mexico Advanced Certification Examination RESTS SOLELY AND EXCLUSIVELY WITH DANB, BASED ON CRITERIA ESTABLISHED BY THE STATE OF NEW MEXICO, AND THAT THE DECISION OF DANB IS FINAL.

Notwithstanding the above, should I file suit against DANB, I agree that any such action shall be governed by and construed under the laws of the state of Illinois without regard to conflicts of law. I further agree that any such action shall be brought in the Circuit Court of Cook County in the state of Illinois, or the United States District Court for the Northern District of Illinois; I consent to the jurisdiction of such state and federal courts; and I agree that the venue of such courts is proper. I further agree that, should I not prevail in any such action, DANB shall be entitled to all costs, including reasonable attorneys' fees, incurred in connection with the litigation.

3. I understand that, except as provided below, this application and any information or material received or generated by DANB in connection with this application or the examination process will be kept confidential and will not be released unless I have authorized such release or the release is required by law. I understand that DANB will verify receipt of any DANB exam application and the date received, on request. I further understand and agree that DANB may also provide verification to anyone by phone, by mail or on DANB's website regarding whether I hold any DANB Certifications, including the Certified Dental Assistant (CDA), Certified Preventive Functions Dental Assistant (CPFDA), Certified Orthodontic Assistant (COA), Certified Dental Practice Management Administrator (CDPMA) or Certified Oral and Maxillofacial Surgery Assistant (COMSA) Certifications; any DANB Certificates of Competency, including the Radiation Health and Safety (RHS), Infection Control (ICE), Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA), and Topical Fluoride (TF) Certificates of Competency; and any state-specific certificates administered by DANB on behalf of a state regulatory body, including the Arizona Radiologic Proficiency Certificate, Arizona Coronal Polishing Certificate, Oregon Radiologic Proficiency Certificate, Oregon Expanded Functions Dental Assistant Certificate and Oregon Expanded Functions Orthodontic Dental Assistant Certificate. Phone and mail verification will be provided to anyone upon request and will consist of oral or written confirmation of whether I hold any of the DANB-administered credentials listed above and the effective dates for each credential. Online verification through DANB's website may consist of online display of my name, the DANB-administered credentials I hold and dates earned, current DANB Certification status, and my city and state of residence. My full address will not be posted online by DANB. I understand that if I do not want DANB to display my city and state of residence as part of the online credential verification process, then I must submit a written request for omission of this information to the following address: DANB Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611. (I understand that my name, credentials held [issued by DANB as described above] and current DANB Certification status will be displayed for everyone; opting out of display of information is only possible for an individual's city and state.)
4. I understand that by providing my email address on the application form, I am consenting to receive email messages from DANB and its affiliates related to their products and services or news affecting the dental assisting profession. I understand that DANB agrees not to provide my email address to any third party without my consent, and that I can request removal from DANB's email distribution list by following the directions contained in the Privacy Policy section of DANB's Terms and Conditions of Use of DANB.org, located at www.danb.org/termsandconditions.asp.
5. I authorize DANB to release my examination score(s) to state reporting agencies. I also authorize DANB to use information from my application and examination(s) for statistical analysis, providing that any personal identification is deleted.
6. I understand that I can be disqualified from taking or continuing to sit for an examination and from receiving examination scores if DANB determines through proctor observation, statistical analysis or any other means that I was engaged in collaborative, disruptive or other unacceptable behavior during the administration of or following the examination.
7. I understand that the content of the DANB examination is proprietary and strictly confidential information. I hereby agree that I will not disclose, either directly or indirectly, any question or any part of any question from the examination to any person or entity. I understand that the unauthorized receipt, retention, possession, copying or disclosure of any DANB examination materials, including but not limited to the content of any examination question, before, during or after the examination, may subject me to legal action. Such legal action may result in monetary damages and/or disciplinary action, including denial or revocation of exam scores.
8. I understand that for each application submitted, DANB will process the appropriate payment. If I fail to show up for an examination for which I have applied, and there is no documented DANB-accepted emergency, and I failed to comply with DANB cancellation policies, I am still obligated to pay the full examination fee. I further understand that taking the examination and then revoking payment constitutes the wrongful use of DANB products and services, and I may be subjected to legal action. I am obligated to pay for the examination whether I pass or fail. I agree not to dispute the examination fee. Passing candidates will not be eligible to retain their scores if the examination fee is not paid in full.





2012 Expanded Functions Exams for New Mexico Residents

This 2012 application will be accepted through December 31, 2012.

Please indicate which exam(s) you would like to take.

- CP exam (\$175)
- SE exam (\$100)
- TF exam (\$100)

1. Complete all items below. It is the candidate's responsibility to ensure this application is signed and dated, the Background Information questions are answered, and fees are included and properly completed and submitted to DANB. Incomplete applications will be returned with a refund minus the \$50 nonrefundable application fee for each exam.
2. Mail or fax completed application to DANB. Checks must include candidate's name and name of exam being taken.

Signature and Date

Must be signed and dated or the application will be returned as incomplete.

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all DANB policies and procedures. I understand that if this exam completes the requirements to earn CPFDA Certification, I attest to holding a current DANB-accepted CPR card. I further affirm that I have read and understood the application statements contained on page 9, and I intend to be legally bound by them. I understand that the \$50 application fee is not refundable under any circumstances.

Signature X _____ Date X _____

Background Information

All three questions in this section must be answered or application will be returned as incomplete.

Read the questions in their entirety on page 11. Failure to answer all three questions will result in the application being returned as incomplete. If you checked yes for any question, make sure to include documentation.

- No 1. Regarding felony convictions within the last five years
- No 2. Regarding having ever been disciplined by a regulatory board, credentialing agency or educational institution
- No 3. Regarding ever being declared mentally incompetent by a court of law

Candidate Information

Must be filled out completely or application will be returned as incomplete.

I am a U.S. citizen. Yes No Non-U.S. citizens will be provided a temporary number by DANB in lieu of a Social Security #.

I work in a state different than the one in which I reside. Yes No If yes, what state: _____

English is the language I speak at home. Yes No I work in a dental office. Yes No

I work in a dental office that uses: digital radiography automatic processing manual processing (check all that apply)

(Please type or print with a pen.)

Candidate's SSN

_____-_____-_____

Name (must match your ID exactly) _____
Last First Middle Name or Initial

Prior Name (if applicable) _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Phone Numbers: Office(____) _____ Home(____) _____ Cell(____) _____ Fax(____) _____

For office use only. CP (3641) SE (3643) TF (3642)

Exam Payment Information

Must be filled out completely or application will be returned as incomplete.

Candidate's Name _____ Candidate's SSN _____ - _____ - _____

- CP exam fee \$175
- SE exam fee \$100
- TF exam fee \$100

Office use only.
CP exam (3641) SE exam (3643) TF exam (3642)

- Check/Money Order (payable to the Dental Assisting National Board, Inc. or DANB)
- Credit card authorization below allows DANB to charge the credit card account.
DANB accepts Visa, MasterCard, Discover and American Express.

If you receive a DANB refund and reapply, do not submit the DANB refund check with your new application.

Credit Card Number _____ Expiration Date ____/____/____ Amount \$ _____

Cardholder's Name _____ Cardholder's Signature X _____

Cardholder's Billing Address _____ City _____

State _____ Zip _____ Daytime Phone Number (____) _____

By signing, the cardholder acknowledges intent to register for the aforementioned DANB exam in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Furthermore, the cardholder understands that the signature obtained at the exam administration shall be used to indicate receipt of purchase. A candidate who fails to show up for the exam for which he or she registered and has not cancelled the exam as described in this packet is still required to pay for the exam. (See Application Statements, page 9 for further requirements.)

Mail: DANB • 444 N. Michigan Ave., Suite 900 • Chicago, IL 60611 OR
Questions? 1-800-367-3262 or www.danb.org

Fax: 312-642-8507
Do not fax twice or you will be charged twice.

Expanded Functions Exams for New Mexico Residents

Background Information Policy and Questions

Background Information Policy

DANB national exam applications contain three background information questions that all exam candidates must answer. These questions require the DANB national exam candidate to disclose if he or she has had any felony convictions within the last five years or is currently serving a sentence for a felony conviction; has ever been disciplined by a regulatory, certifying or examination agency; has ever been investigated or dismissed by an educational institution for cheating or another ethical violation; or has ever been declared mentally incompetent by a court of law. DANB will review each response and make a determination, in consultation with legal counsel, on a case-by-case basis. DANB reserves the right, under extraordinary circumstances, to bring individuals for review under *DANB's Policy and Procedures for Disciplinary Review and Appeal*.

Background Information Questions

The candidate must answer each question in the box in the background information section on the exam application. Failure to answer the background information questions will result in an incomplete application.

1. Is your answer "yes" to either of the following?
 - In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time?
 - Are you currently serving a sentence of confinement, home detention, parole, probation, or other court-ordered supervision in connection with a felony conviction, including for any conviction that occurred more than five years ago?

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."

2. Have you ever been the subject of any of the following:
 - Suspension, revocation, or voluntary surrender of your dental assisting license, registration, or other state-recognized dental assisting credential?
 - Suspension, revocation, or voluntary surrender of a license, registration, or other state-recognized credential in any profession?
 - Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
 - Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure, or other recognized employment credential?
 - Disciplinary action by a professional regulatory board, certifying or examination agency, or other professional body?
 - Investigation by or dismissal from an educational institution for cheating or any other an ethical violation?
3. Have you ever been declared mentally incompetent by a court of law?

Documentation Required if a Candidate Answers "Yes"

If a candidate answers "yes" to any background information question, he or she 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.

The candidate must also provide official documentation related to each occurrence, as described in more detail below:

- For felony convictions (i.e., a "yes" answer to the first question), documentation may include a true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable; documents should show the offense underlying each conviction, the date of conviction, the penalties imposed by the court and evidence that all of the requirements imposed by the court were completed
- For regulatory, credentialing or educational disciplinary action (i.e., a "yes" answer to the second question), documentation may include a true and official statement from the disciplining agency or educational institution describing the offense and penalties imposed and, if applicable, providing evidence of completion or expiration of all penalties, including reinstatement of license or credential
- For a court declaration of mental incompetence (i.e., a "yes" answer to the third question), documentation may include true copies of all relevant court orders and related documents

Expanded Functions Exams for New Mexico Residents

Exam Checklist

Have you:

- Read the instructions and information in this application packet?
- Read and agreed to be bound by New Mexico and DANB rules, regulations, policies and procedures as noted in this application packet? (See Application Statements, page 9.)
- Filled out the Exam Application in its entirety?
- Signed and dated the Exam Application?
- Enclosed the application and exam fee or provided credit card information?
- Enclosed the *Reasonable Accommodations Form*, if needed? Note: This form can be found on www.danb.org.
- Made a copy of your entire application packet for your records?
- Addressed your envelope?
**Dental Assisting National Board
444 N. Michigan Ave., Suite 900
Chicago, IL 60611**

OR

prepared your information (credit card payments only) to be faxed?
Dental Assisting National Board fax: 312-642-8507

If you have not

- completed the application in full
- enclosed, signed and dated your application
- provided payment (check, money order, cashier's check) or payment information (credit card)

your application will be considered incomplete and will not be processed.

Incomplete applications will be returned, minus the \$50 nonrefundable application fee for each exam.