



Date: August 13-14, 2010
To: DANB Communities of Interest
From: Dental Assisting National Board, Inc. (DANB)
Re: Summary of Major Actions Taken by DANB's Board of Directors at the August 13-14, 2010 Annual Meeting

Below please find a summary of major actions taken by the Directors of the Dental Assisting National Board, Inc. (DANB) at its August 13-14, 2010 Annual Board of Directors meeting.

The DANB Board of Directors at this 2010 Annual Meeting includes Howard Bell, D.D.S., Chair; Richard Hunt III, D.D.S., Vice Chair; Karen Minca, CDPMA, Secretary; and Directors Bruce Barrette, D.D.S.; Carolyn Breen, CDA, RDH, Ed.D.; Marlene Futterman, M.A.; Donna Kotyk, CDA, RDH, M.A.; Carol Oeder, CDA, COA, CDPMA, FADAA, LPN; and Carla Schneider, CDA, RDA. DANB's Executive Director Cindy Durley, M.Ed., MBA serves ex officio on DANB's Board. Cindy can be contacted at 1-866-357-3262 or cdurley@danb.org.

New Policies for DANB National Exam Candidates

- DANB's Board of Directors approved adding an attestation to DANB's Radiation Health and Safety (RHS), Infection Control (ICE) and RHS/ICE exam applications whereby the candidate affirms, if successful performance on the exam leads to completion of the requirements for the Certified Dental Assistant (CDA) or Certified Orthodontic Assistant (COA) Certification, that he or she has current DANB-accepted CPR. The attestation will be added to the RHS, ICE and RHS/ICE applications in the print and online versions of the 2011 CDA and COA Candidate Guides. The current attestation statement would be modified as follows (additions in bold):

*I hereby affirm that my answers to all questions are true and correct; I have met all eligibility requirements, and will comply with all DANB policies and procedures. I further affirm that I have read and understood the application statements contained on page 12, and I intend to be legally bound by them. **I understand that if this exam (or exams on RHS/ICE application) complete(s) the requirements to earn CDA or COA Certification, I attest to holding a current DANB-accepted CPR card. I also understand that the \$50 application fee is not refundable under any circumstances.***

- DANB's Board of Directors approved modifications to Certified Oral Preventive Assistant (COPA) Pathways I, II, III, and IV. The COPA Certification exam program is currently being pre-tested by approximately 350 CDAs in the 32 states that allow qualified dental assistants to perform the four functions tested on the COPA exam: Coronal Polishing (CP), Sealant Application (SE), Application of Topical Fluoride (TF), and Application of Topical Anesthetic (TA). These updated pathways (additions in bold, removed text in strikethrough) will appear in the 2011 COPA Candidate Guide, available on or around January 1, 2011 for testing to begin April 1, 2011:



Pathway I

- Status as a current DANB CDA (**If the candidate is a current DANB CDA and a CODA graduate, the candidate should apply under Pathway I.**)
- Currently works in a state in which all four of the COPA functions are legally delegable to a dental assistant
- Current DANB-accepted CPR certification
- Verification of knowledge- or performance-based competency in the four COPA functions obtained through one of the following options (each COPA function must be verified individually as meeting education or experience prerequisites):
 - A) Successful completion of a course on the COPA function offered by or within a CODA-accredited dental assisting or dental hygiene program if the function is allowed to be performed by dental assistants in the state the program was given OR
 - B) Successful completion of a state dental board-approved course on the COPA function OR
 - C) Dentist verification of competent performance of the COPA function

Pathway 2

- Graduation from a Commission on Dental Accreditation (CODA)-accredited dental assisting ~~or dental hygiene~~ program. (**If the candidate is a current DANB CDA and a CODA graduate, the candidate should apply under Pathway 1.**)
- Currently works in a state in which all four of the COPA functions are legally delegable to a dental assistant.
- Current DANB-accepted CPR certification.
- Verification of knowledge- or performance-based competency in the four COPA functions obtained through one of the following options (each COPA function must be verified individually as meeting education or experience prerequisites):
 - A) Successful completion of a course on the COPA function offered by or within a CODA-accredited dental assisting or dental hygiene program if the function is allowed to be performed by dental assistants in the state the program was given **OR**
 - B) Successful completion of a state dental board-approved course on the COPA function **OR**
 - C) Dentist verification of competent performance of the COPA function

Pathway III

- On-the-job trained dental assistant.
- Currently works in a state in which all four of the COPA functions are legally delegable to a dental assistant
- DANB CDA lapsed no more than 2 years prior to application for COPA exam or COPA certification (If beyond 2 years, the candidate will need to reinstate and apply for COPA Certification through Pathway 1.)
- Minimum of 3,500 hours **current** work experience as a dental assistant accrued over a period of at least 2 years (24 months) to a maximum of 4 years (48 months); employment verified by a licensed dentist (**the candidate must be currently employed as a dental assistant**)



- Verification of knowledge-or performance-based competency in the four COPA functions obtained through one (or more) of the following options (each COPA function must be verified individually as meeting education or experience prerequisites):
 - A) Successful completion of a course on the four COPA functions offered by or within a CODA-accredited dental assisting or dental hygiene program, taught to the level of clinical competency (if the function is allowed to be performed by dental assistants in the state the program was given) OR
 - B) Successful completion of a state dental board-approved course on the COPA function OR
 - C) Dentist verification of competent performance of the COPA function

Pathway IV

- Current RDH license OR **graduation from a Commission on Dental Accreditation (CODA)-accredited dental hygiene program AND**
- Proof of current DANB-accepted CPR certification AND
- ~~○ Minimum of 3,500 hours work experience as a dental hygienist, accrued during the last four years [48 months]. Dentist can verify employment even if the candidate has worked for other dentists during the last four years. If a dental hygienist has worked for more than one dentist over a period of at least 2 years [24 months] to a maximum of 4 years [48 months], the candidate may alternately attach a letter on office letterhead from all dentists worked for during the last two to four years. Each letter must contain the license number and signature of the dentist. The Work Experience Statement must be completed and included in the application by at least one of the candidate's current/former dentist employers.~~
- ~~○ If RDH license is issued in Alabama and the candidate is not a graduate of a CODA-accredited dental hygiene program, candidate must meet the requirements of Pathway I, II or III.~~

COPA Certification Exam and Component Exam Fees, Effective January 1, 2011

DANB's Board of Directors established the following pricing structure for the COPA exam and its four component exams. Fees include a \$50 non-refundable application processing fee, and are in line with DANB fees for its other exams of similar length.

COPA exam	\$375 (all four components)
Coronal Polishing exam	\$175
Sealants	\$100
Topical Fluoride	\$100
Topical Anesthetic	\$100

Updated DANB 2011 Recertification Requirements

DANB's Board of Directors approved removing the reference to college courses from Category 9 (Scholarly Activity) because this already appears in Category 8 (College Courses). DANB's Board of Directors also approved modifying the last bullet of Category 8 (College Courses) to



allow DANB Certificants to take courses that are related to medicine or business, as opposed to restricting college courses only to those related directly to clinical dental assisting. These categories will be updated in DANB's 2011 Recertification Requirements as follows (additions in bold, removal in strikethrough):

Category 8: College Courses

CDE Credits: No Maximum

Accepted documentation: Grade report, transcript, letter of verification from instructor on school letterhead.

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

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

Certificants may earn all twelve CDE credits required annually by DANB if they are currently enrolled in a college program to earn an undergraduate or graduate degree, but this option can be used for no more than five consecutive years. Twelve CDE credits per year may be earned if enrolled at least half time (earning 3 or more college credits/units) in a B.A., B.S., M.A., or other recognized degree program. Accepted documentation is a document from the college registrar's office indicating currently enrolled status.

~~In order to be accepted by DANB to meet DANB's Recertification Requirements, college 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).~~
College courses must be related to medicine (including but not limited to dentistry, dental assisting, dental hygiene, nursing, anatomy/physiology, all biology, all chemistry, nutrition) or business (including but not limited to human resources, accounting, office management, business law). To avoid non-acceptance of credits, call DANB to ascertain whether a course is acceptable and at what CDE credit level.

Category 9: Scholarly Activity

CDE Credits: 3 Credits

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.

Additional Information: Certificants may earn a maximum of three CDE credits 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 includes course outline/catalog, or a copy of program brochure listing the Certificant as Instructor.
- Author a published article in a recognized dental or dental assisting journal. Accepted documentation includes a copy of the published article, including name and date of publication.
- Participate in a DANB Exam Committee, PDEP development (Note: PDEP development participants cannot use PDEP to renew), or receive one CDE credit for every two exam items accepted by DANB. Accepted documentation is a letter from DANB.
- ~~○ Certificants may earn all twelve CDE credits 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 CDE credits 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 is a document from the college registrar's office indicating currently enrolled status.~~

COPA Recertification Policies

As indicated earlier in this report, DANB is currently in the pre-testing phase of the new Certified Oral Preventive Assistant (COPA) exam. The first COPA certifications will be awarded in December 2010 at the end of the pre-testing phase to those who pass all four COPA component exams (CP, SE, TF, and TA). COPAs will be recertifying in December 2011. DANB's Board of Directors approved the definition, recertification requirements, and reinstatement policy for DANB's COPA Certification.

Definition of DANB Certified Oral Preventive Assistant (COPA)

A COPA is a dental assistant or dental hygienist who:

1. Meets the certification, education and/or experience prerequisites established by the Dental Assisting National Board (DANB), *AND*
2. Passes DANB's Certified Oral Preventive Assistant (COPA) exam which is comprised of component exams covering Coronal Polish (CP), Sealants (SE), Topical Anesthetic (TA), and Topical Fluoride (TF), *AND*
3. Is currently CPR certified, *AND*
4. Continues to maintain the Certification by meeting DANB Recertification Requirements (including continuing education, current CPR certification, and annual fee).

COPA Recertification Requirements

Individual COPA Certification would require:

- 12 CDE credits – All **MUST** be related to the clinical practice of dentistry or dental assisting. This includes categories 2, 4, 5, 6, 7, 8, and 9 from DANB's Recertification Requirements.
- DANB-accepted CPR certification (category 1 from DANB's Recertification Requirements)
- Yearly renewal fee of \$55 (\$60 as of January 1, 2012)



The following fee structure was approved to reflect the five DANB Certifications (addition in bold):

Number of Certifications	Required Annual CDE Credits	Yearly Annual Fee
1	12 credits (including CPR)	\$55
2	18 credits (including CPR)	\$80
3	24 credits (including CPR)	\$100
4	30 credits (including CPR)	\$125
5	36 credits (including CPR)	\$145

Reinstatement of COPA Certification

Certificants have the option of continuous certification or discontinuous certification. Both options are described below.

Continuous Certification

When the Certification has lapsed but the Certificant wishes to retain the same Certification Number and the same original date of Certification:

Reinstatement Program (lapsed between 3 and 12 months)

- Pay administrative reinstatement fee (\$125)
- Pay back renewal fee (including late fee) for year lapsed
- Provide proof of required continuing dental education (12 credits hours per year for each year lapsed) and current DANB-accepted CPR card

Coronal Polish Component Exam (lapsed 13+ months but not earned more than 3 years ago; SE, TA, and TF exams MUST have been taken and passed within 3 years of retaking CP)

- Pay administrative reinstatement fee (\$125)
- Pay exam fee (CP \$175)
- Pay back renewal fee(s) for every year lapsed (including late fees)
- Earn a passing score on CP exam
- Provide complete COPA certification application and supporting eligibility documentation/information including a current DANB-accepted CPR card

Full COPA Exam (credential earned more than 3 years ago)

- Pay administrative reinstatement fee (\$125)
- Pay back renewal fee(s) for every year lapsed (including late fees)
- Provide proof of required continuing dental education (12 credits hours per year for each year lapsed) and current DANB-accepted CPR card
- Provide complete COPA exam application and certification application, and supporting eligibility documentation/information
- Pay exam fee (\$375)
- Earn a passing score on the full COPA exam



Discontinuous Certification

When the Certification has lapsed but the Certificant has no need/desire to retain the same Certification Number or original date of Certification:

COPA Component (CP, SE, TA, TF or SE) Exam (lapsed 3+ months, and three or more of the COPA component exams taken and passed no more than 3 years ago [all four COPA component exams MUST be taken and passed within 3 years of each other])

- Provide complete exam application(s)
- Pay exam fee(s)
- Earn a passing score on COPA component exam(s) required to be taken
- Provide complete COPA certification application and supporting eligibility documentation/information including a current DANB-accepted CPR card

After an individual passes the component exam, the individual will receive a new original date of Certification (date the component exam(s) was passed) and receive a new Certification Number.

Full COPA Certification Exam (earned credential more than 3 years ago)

- Provide complete COPA exam application and certification application, and supporting eligibility documentation/information including a current DANB-accepted CPR card
- Pay exam fee (\$375)
- Earn a passing score on the full COPA exam

After an individual passes the COPA exam, the individual will receive a new original date of Certification and receive a new Certification Number.

DANB's Proposed CDA/GC Exam Pilot Study Status Update

In March 2008, the North Dakota Board of Dental Examiners asked DANB to consider applying hours completed in full academic year non-Commission on Dental Accreditation (CODA)-accredited dental assisting programs toward DANB's current CDA/GC Exam Eligibility Pathway II requirement of 3,500 hours of continuous dental assisting work experience. In addition to North Dakota, the State of New York has also expressed interest in a pilot study of a new proposed pathway.

North Dakota and New York are two of the many state dental boards that are finding that individuals who have completed dental assisting programs that are not CODA-accredited have spent significant time and money on their education, but may be no closer to meeting state education requirements or DANB CDA/GC exam eligibility requirements, especially if they have no work experience. Therefore, many state dental boards would like to provide some incentive for these individuals to remain in the dental assisting field and provide some type of credit for the time spent in these full academic year non-CODA-accredited programs. Furthermore, some states have insufficient CODA-accredited dental assisting programs to accommodate all of the dental assistants who wish to enroll.

Therefore, at the August 2008 DANB Board meeting, DANB's Board of Directors approved a proposed pilot study of a new eligibility pathway for those wishing to take the full CDA exam or the GC component of the CDA.



Under this proposal, individuals who wish to participate in the three-year study must complete a dental assisting program that meets all of these criteria:

- Be housed within an institution accredited by a United States Department of Education (USDoE)-recognized accrediting agency, and
- Be at least one academic year in length (24 semester or trimester hours, or 36 quarter hours, or 900 clock hours), and
- At least one third of the required semester, trimester, quarter, or clock hours must be clinical, and
- Present a comprehensive dental assisting curriculum that teaches the content areas addressing all core duties performed by dental assistants, such as those addressed in the CODA *Standards for the Accreditation of Dental Assisting Programs*.

Dental assisting students who graduate from programs that meet the above criteria would be required to meet these eligibility prerequisites to be considered qualified by DANB to participate in the proposed pilot study:

- Graduate from high school or equivalent, and
- Graduate or complete a DANB-accepted vocational-technical dental assisting program that meets the above criteria, and
- Complete a minimum of 1 year of continuous full time work experience (at least 1,750 hours) as a dental assistant, and
- Hold DANB-accepted CPR certification.

For a number of reasons, in 2009, DANB decided to postpone a decision on whether to move forward with this study, until additional information can be gathered. DANB presented information on the history of this proposal to American Dental Association's (ADA) Council on Dental Education and Licensure (CDEL) in person on April 30, 2010 and to ADA's Council on Dental Practice on May 13, 2010.

At the August 2010 meeting, DANB's Board of Directors voted to solicit feedback from many of its communities of interest, and to provide this feedback for consideration by CDEL, based on requirements defined by CDEL's *Criteria for Recognition of a Certifying Board for Dental Assistants*.

DANB will solicit feedback on this proposed CDA/GC exam pilot study from the following communities of interest:

- American Dental Association
 - Council on Dental Education and Licensure
 - Council on Dental Practice
 - Constituent dental associations/societies
- Commission on Dental Accreditation
- American Dental Education Association
- American Dental Assistants Association
- American Association of Dental Boards (formerly American Association of Dental Examiners)
 - State dental boards



Solicitations will mail in September 2010, and these communities of interest will be requested to provide feedback to DANB by July 1, 2011. DANB's Board of Directors will review this feedback at the August 2011 Board meeting and present information related to the feedback in DANB's 2011 Annual Report to CDEL, due October 1, 2011.

Ultimately, DANB's Board of Directors will consider these two criteria before determining whether to apply to CDEL in October 2011 for approval of this proposed study:

1. Responses to the proposal from DANB's communities of interest (as required by CDEL), and
2. Likelihood that a sufficient number of dental assistants will take DANB's GC exam during the proposed three-year pilot study (dates to be determined, but the proposed pilot study, if initiated, would begin no earlier than January 2012) to allow DANB to generalize pass/fail data from this exam candidate sample, to the pilot pathway population.

DANB Charitable Contribution

DANB's Board of Directors approved the donation of \$1000 to the ADAA Foundation for fiscal year 2010-2011. DANB's fiscal year extends from September 1 through August 31.

Board of Directors

DANB welcomed incoming Board Directors Mary Harrison, CDA, EFDA, EFODA, FADAA, and Frank Maggio, D.D.S. These two Directors each began the first of two possible three-year terms on the DANB Board of Directors at the close of the August 2010 meeting.

These Directors concluded their final terms of service on DANB's Board of Directors at the end of the August 2010 meeting: Howard C. Bell, D.D.S., and Carla Schneider, CDA, RDA. DANB thanks these oral health care professionals for their many years of service to DANB and to dental assistants.

The Board of Directors elected the following Directors to serve as DANB Board Officers during fiscal year 2010-2011: Richard Hunt III, D.D.S. as Chair; Carol Oeder, CDA, COA, CDPMA, FADAA, LPN, Vice Chair; and Karen Minca, CDPMA as Secretary.

Upcoming DANB Board of Directors Meetings

DANB's Board of Directors will hold its Winter 2011 meeting on February 18-19, 2011. DANB's Board voted to hold its 2011 Annual Meeting on August 26-28, 2011, and its Winter 2012 meeting on February 10-11, 2012. Additionally, DANB's Board of Directors often meets by conference call throughout the year, between its two scheduled in-person meetings.