

## *Intent to Graduate Letter Instructions*



The current DANB Policy on submitting an Intent to Graduate Letter appears below. If you have any questions, contact DANB's Testing Department at 1-800 FOR-DANB, ext. 452.

Fax this form to DANB, Attn: Testing Dept. at 312-642-3550 or mail to DANB, Attn: Testing Dept., 444 N. Michigan Ave., Suite 900, Chicago, IL 60611.

### **DANB's Policy on Submitting an Intent to Graduate Letter**

Students scheduled to graduate from a CODA-accredited dental assisting program may submit an Intent to Graduate Letter (one copy per student) from the program director on school letterhead indicating that the director believes that the candidate will complete the dental assisting program within ninety (90) days of the date of the letter.

A current-year graduate may qualify to take DANB's Certified Dental Assistant (CDA) Exam or its General Chairside (GC) component exam if s/he will graduate no later than sixty (60) days after the exam date for which the application is being made.

Current-year graduates may use an Intent to Graduate Letter signed by the program director and printed on school letterhead. Program directors are required to notify DANB **in writing** should any student for whom this statement was provided fails to graduate. In those cases, candidates' GC exam scores will be null and void.

A Program Director may also modify the wording of the Intent to Graduate Letter to create a Verification Letter that

can be used in place of a final diploma or other proof of graduation. Simply state that the candidate has completed all of the requirements of the dental assisting program successfully, listing the date of completion/graduation.

An Intent to Graduate Letter/Verification Letter or proof of graduation must be part of the application package for current-year graduates. DANB will return all CDA and GC applications that do not include the Intent to Graduate Letter or other proof of graduation (Pathway I only) and will assess a \$50 application processing fee.

Scores and certificates will be held by DANB for all candidates who submit an Intent to Graduate letter as proof of anticipated graduation, until the *DANB Graduation Documentation for Pathway I* form (see page 2) and required proof of graduation have been received by DANB. If a candidate fails to submit the required documentation within 90 days from the testing date, GC scores will become null and void, and RHS and ICE scores and certificates will be mailed to the candidate, if applicable.

### **Intent to Graduate—Sample Wording**

Actual information **must be printed on school letterhead** and is a **required** part of the documentation for a Pathway I application. The letter should contain the following:

Candidate name

Social Security number

CODA-accredited dental assisting program graduation information:

- Scheduled graduation date
- School code (ID number)
- School name

*It is my current belief that this student will meet the eligibility requirements of the Dental Assisting National Board's (DANB's) Certified Dental Assistant (CDA®) or General Chairside (GC®) examinations.*

Program Director (signature)

Program Director (print name)

Date Signed

## Dental Assisting National Board, Inc.® (DANB)®

Graduation Documentation for Pathway I  
(GC & CDA candidates only)



Measuring Dental Assisting Excellence™

This form must be completed by candidates (within 90 days from their testing date) who submit Intent to Graduate letters. Contact Jane Hanson with any questions at 1-800-FOR-DANB ext. 452.

Submit this form and documentation to:

DANB, Attn: Jane Hanson  
444 N. Michigan Ave. Ste 900  
Chicago, IL 60611  
Fax: 312-642-3550

Exam Date: \_\_\_\_\_ Date Due (90 days): \_\_\_\_\_  
(Must be within 90 days beyond exam date)

### DANB's Policy on Submitting Proof of Graduation

Scores and certificates will be held by DANB for all candidates who submit an Intent to Graduate letter as proof of anticipated graduation for Pathway I for the GC or CDA examinations. Once the DANB Graduation Documentation for Pathway I form and required proof of graduation have been received by DANB from the candidate, the DANB exam scores and any certificates earned will be mailed to the candidate. If a candidate fails to submit the required documentation within 90 days from the date of testing, GC scores will become null and void, and RHS and ICE scores and certificates will be mailed to the candidate (if applicable).

### Proof of Graduation Documentation

**If the candidate graduated, submit one of the following within the Graduation Documentation for Pathway I form within the 90-day window:**

- A copy of the certificate of completion/diploma
- An official transcript (documentation must show proof of program completion). Official transcripts may not be faxed.
- A graduation verification letter from the program director on school letterhead, including the candidate's name, date of completion from the dental assisting program, program director's signature and date signed.

**If no documents are received within the 90-day window:**

The candidate's RHS and ICE scores and certificates will be released after 90 days (if applicable). The GC scores will become null and void. No refunds will be issued.

### Candidate Information

Name (print or type) \_\_\_\_\_ Candidate's SS# \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

Name, if different, at time of application \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) Work(\_\_\_\_\_) \_\_\_\_\_ Home(\_\_\_\_\_) \_\_\_\_\_ Cell(\_\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_\_) \_\_\_\_\_

Signature *X* \_\_\_\_\_ Date: \_\_\_\_\_