

# DANB

## 2010

# Recertification Requirements

Dental Assisting National Board, Inc.  
444 N. Michigan Avenue, Suite 900  
Chicago, IL 60611  
1-800-FOR-DANB (800-367-3262)  
[www.danb.org](http://www.danb.org)



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# Steps to Renew Your DANB Certification

## Step 1: Earn your CDE credits.

Start earning your CDE credits as soon as your renewal period begins. This will help you to avoid the renewal late fee. For DANB Certificants who just earned certification, your renewal period begins upon earning your certification. For DANB Certified Assistants certified for one or more years, your annual renewal period begins on the anniversary of the date you earned and last renewed your DANB Certification. The number of required CDE credits and renewal fee depends upon the number of Certifications you hold. Keep track of your CDE credits on page 12. Current DANB-accepted CPR certification is required for annual renewal of DANB Certification; see page 7 for a complete listing.

<u>Number of Certifications</u>	<u>Required CDE Credits</u>	<u>Renewal Fee</u>
One (1) Certifications	12 Credits (including CPR)	\$55
Two (2) Certifications	18 Credits (including CPR)	\$80
Three (3) Certifications	24 Credits (including CPR)	\$100
Four (4) Certifications	30 Credits (including CPR)	\$125

## Step 2: Receive your renewal notice.

Six weeks before your expiration date, you will receive a renewal notice. Upon receiving your renewal notice, review the CDE credits you have earned and your CPR certification to ensure you have met DANB's requirements. If you have not yet earned all the required credits, including current DANB-accepted CPR, this is the time to complete these requirements!

## Step 3: Complete your renewal online, by regular mail, or by fax.

You will be asked to attest to the fact that you have earned the required and appropriate CDE credits, currently hold DANB-accepted CPR certification and answered DANB's background questions honestly. You will then pay your renewal fee. Fees are the same for online, regular mail or faxed renewals.

**Online:** Visit [www.danb.org/renewonline](http://www.danb.org/renewonline). You must have your renewal notice with you.

**Regular Mail:** Complete the renewal notice that you received in the mail, and send it to:  
Dental Assisting National Board, Inc.  
444 N. Michigan Ave., Suite 900  
Chicago, IL 60611-3985

**Fax:** Complete the renewal notice that you received in the mail, and fax to: 1-312-642-8507.

## Step 4: DANB reviews your renewal.

Upon receiving your renewal information, DANB will process your payment and ensure you have completed and attested to the information listed in Step 3.

## Step 5: DANB audits a percentage of recertification applications.

If you are selected for an audit, you will receive a letter in the mail asking you to submit proof of all CDE credits you earned during your renewal period and proof of DANB-accepted CPR certification.

## Step 6: Receive your new certificate and wallet card.

DANB will mail your new certificate and wallet card approximately 4 to 6 weeks after receiving your payment and verifying the information provided.

# Overview

## The Purpose of DANB's Recertification Requirements

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) credits.

DANB patterns its definition of CDE after that of the American Dental Association (ADA). CDE consists of educational activities designed to review existing concepts and techniques, to convey information beyond the basic dental assisting education and training, and to update knowledge on advances in scientific, clinical, and non-clinical practice-related subject matter, including evidence-based dentistry. The objective is to improve the knowledge, skills and ability of the individual to provide the highest quality of service to the public and the profession. All CDE should strengthen the habits of critical inquiry and balanced judgement that are associated with the truly professional and scientific person and should make it possible for new knowledge, as it becomes available, to be incorporated into the practice of dental assisting.

DANB requires a minimum of 12 CDE credits annually, which is consistent with states that have mandatory CDE requirements for dental assistants. The yearly CDE requirement enhances the continued competence of DANB Certified Assistants. Requiring yearly CDE credits 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 DANB Certificant is able to demonstrate competence.

## Release of Information

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 are matters of public record and may be disclosed. DANB asks that the Request for Credential Verification form be completed before providing an official verification letter to DANB Certificants or employers.

I further understand and agree that DANB may provide online verification on DANB's website of the DANB-administered credentials or Certifications I hold; such verification may consist of online display of my name, credentials held and dates earned, current 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 address provided below. I understand that by providing my e-mail address to DANB, I am consenting to receive e-mail 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 e-mail address to any third party without my consent, and that I can request removal from DANB's e-mail 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 <http://www.danb.org/termsandconditions.asp>.

I further understand and agree that DANB may, from time to time, provide my name and address along with the names and addresses of Certificants and those holding RHS and/or ICE Certificates of Competency to dentists interested in hiring a DANB individual from their area, and to providers of continuing education opportunities. I further understand that this consent will remain in effect unless and until I submit a written request to have this information omitted from release.

Written requests to have information omitted from release as provided above must be sent to: DANB, Marketing & Communications Department, 444 N. Michigan Ave., Suite 900 Chicago, IL 60611.

# Audit

## Verification of CDE Credits and DANB-Accepted CPR Certification

Each year, a percentage of DANB Certificants will be selected for verification (audit) of DANB-accepted CPR certification and CDE credits. While most audits are random, some may be at DANB's discretion. Should you be asked to participate in DANB's audit process, you must provide proof of CDE credits earned and current DANB-accepted CPR certification. Those selected for audit will be considered DANB Certified during the audit process. Specific instructions will be sent to those being audited. Upon successful completion of the audit, certification will be instated for the full renewal year.

All audit documentation must indicate:

- Certificant's name
- Certification Number
- Name of sponsor
- Date of course
- Number of CDE credits
- Subject matter
- Program title
- Program presenter

CDE has a two-year life span. Documentation (proof of CDE) should be retained for two years, in the event of subsequent audit. It is the responsibility of the DANB Certificant to obtain and retain documentation that verifies attendance at or participation in all CDE activities that will be used for renewal credit, including a current DANB-accepted CPR card (mandatory). See page 12 for a convenient form to track your CDE. Remember to keep appropriate documentation with this form.

## Emeritus Status

DANB Certified Assistants who have become disabled or are retired may apply for Emeritus status if they meet the following requirements:

- have maintained continuous current Certification for four of the five years immediately before applying for Emeritus status
- 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 the DANB Web site (at [www.danb.org/recert/recertrecognition.asp](http://www.danb.org/recert/recertrecognition.asp)) to view the complete DANB Policy on "Emeritus Status" or contact DANB at 1-800-FOR-DANB (800-367-3262), ext. 445. Once Emeritus status is earned, DANB Certificants must use this designation; i.e. Sue Smith, CDA-Emeritus.

# DANB Recertification Policies

## **Relevance to Practice of Dentistry or Dental Assisting**

All CDE must directly relate to the practice of dentistry or dental assisting to maintain or improve dental assisting knowledge or skill. 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.

## **Length of Program**

Programs must be at least 45 minutes in length in order to qualify for one 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).

## **Pre-certification CDE**

Education dated prior to a DANB Certificant's initial certification date cannot be used to meet DANB CDE requirements. DANB Certificants must earn the appropriate number of CDE credits during their first year of certification to maintain DANB Certification.

## **CDE Lifespan**

CDE has a two-year lifespan. DANB Certificants who carry over credits into the next renewal year must retain proof of 24 credits of CDE over a two-year period, in case they are chosen by DANB for audit.

## **Multiple Certifications**

It is possible to be DANB 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 certification maintained.

## **Renewal Timing and Certification Expiration**

A three-month CDE grace period is granted if the required CDE credits are not accumulated and appropriate fee is not received by the expiration date. An individual is considered DANB Certified during this three-month CDE grace period; however, a late fee of \$10 will be assessed. If DANB does not receive a response to renewal statement(s) within three months of the DANB Certificant's expiration date, the individual is no longer certified and cannot use the CDA, COA, COMSA, or CDPMA certification marks. DANB's certification marks are registered with the United States Patent and Trademark Office and only those individuals who have earned and maintained the marks are legally authorized to use them.

## **Misrepresentation of DANB Certification Marks**

Misuse of any DANB certification mark is grounds for discipline under DANB's Discipline Policies and Procedures (contact DANB for a copy). For reinstatement of a certification mark, contact DANB by phone at 1-800-FOR-DANB (800-367-3262), ext. 445, or by e-mail at [vspears@danb.org](mailto:vspears@danb.org).

## **Review and Appeal Policy and Procedures**

A copy of DANB's Review and Appeal Policy and Procedures is available at [www.danb.org/PDFs/AppealsPolicy.pdf](http://www.danb.org/PDFs/AppealsPolicy.pdf)

# Sample Timeline

A renewal notice will be mailed approximately 6 weeks prior to the expiration date. The Certificant will be asked to sign a statement attesting that CDE and CPR requirements have been met and to return the signed statement with the appropriate renewal fee to DANB postmarked by the expiration date. The Certificant can also renew online at [www.danb.org/renewonline](http://www.danb.org/renewonline). Renewal fees are not refundable. If the materials are not postmarked by the expiration date, a 3-month CDE grace period will begin and a \$10 late fee will be assessed. The Certificant is considered current during the grace period.

In the sample timeline below, this DANB Certificant's CDA® expires January 15, 2010.

<b>Dec. 1, 2009</b>	First renewal notice is mailed to the DANB Certificant.
<b>Jan. 15, 2010</b> <small>*DANB Certification expiration date</small>	A signed renewal notice and fee are due, postmarked by the renewal date.* If a signed renewal statement and fee have been received by DANB, your DANB Certification is renewed for another year.
<b>Jan. 16, 2010</b> <small>(past renewal date)</small>	If a signed renewal notice and fee have not been received by DANB, (postmarked by the renewal date), a DANB Certification grace period begins and a <b>\$10 late fee</b> is assessed. A second renewal notice is mailed 2 weeks after expiration date.
<b>Feb. 28, 2010</b> <small>(6 weeks past renewal date)</small>	If a signed renewal notice and fee have not been received by DANB, the DANB Certification CDE grace period continues. A final renewal notice is mailed.
<b>Mar. 31, 2010</b> <small>(10 weeks past renewal date)</small>	Reminder e-mail is sent to DANB Certificant if DANB has your current e-mail address. Please add DANB to your e-mail provider's white list to ensure receipt in your inbox.
<b>Apr. 16, 2010</b> <small>(3 months past renewal date)</small>	If a signed renewal notice and fee have not been received by DANB, (postmarked by the end of the grace period), the DANB CDE grace period is over and the individual is no longer DANB Certified. Call 1-800-FOR-DANB (800-367-3262), ext. 445 for reinstatement options.

## What happens if I do not recertify?

Your DANB Certification is valid for one year. Your expiration date is listed on your certificate and wallet card. If you do not renew your DANB Certification within three months of your expiration date:

- You are no longer DANB Certified.
- You may not use DANB Certification designations or registered certification marks (CDA, COA, COMSA, or CDPMA).
- You will no longer benefit from the greater earning power, career mobility, peer recognition, and overall enhanced employment opportunities that over 32,000 DANB Certificants enjoy.
- To protect against misuse of DANB certification marks, DANB sends reports of lapsed DANB Certificants to the state regulatory agencies on a regular basis.
- Misuse of any DANB certification or service mark is grounds for discipline under DANB's Discipline Policies and Procedures. To receive a copy of DANB's Discipline Policies and Procedures or the DANB complaint policy, call 1-800-FOR-DANB (800-367-3262), ext. 445, visit [www.danb.org](http://www.danb.org), or e-mail [vspears@danb.org](mailto:vspears@danb.org).

Each year, many lapsed Certificants reinstate. Avoid the late fees and reinstatement process by renewing before your expiration date!

# Abbreviated List

## Accepted Continuing Dental Education Categories

Category		Maximum Annual Credits	Accepted Documentation
1.	Mandatory DANB-Accepted CPR Certification	4 credits	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.
2.	Clinical Courses, seminars, table clinics, exhibits, and home study courses	<ul style="list-style-type: none"> <li>• CDE Credits: Clock-hour-for-clock-hour (no maximum)</li> <li>• Exhibit Credits: Maximum 2 credits; 1 per meeting</li> </ul>	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
3.	Non-Clinical Courses, seminars, table clinics, and home study courses	<ul style="list-style-type: none"> <li>• 3 Credits for CDAs, COAs, and COMSAs</li> <li>• 6 Credits for CDPMAs</li> </ul>	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
4.	Video or Audio Tapes from Convention Seminars	3 credits	Copy of the 250-word essay highlighting the meeting and course name
5.	Reading	2 credits	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 from for any materials evaluated for adoption.
6.	DANB Exams	12 credits	Copy of Certificate or Official DANB Score Report
7.	Community Participation	3 credits	Certificate of completion, letter of attendance/participation, or similar documentation
8.	College Courses	No maximum	Grade report, transcript, letter of verification from instructor on school letterhead
9.	Scholarly Activity	3 credits	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.

# CDE Categories

## Category 1: Mandatory DANB-Accepted CPR Certification

**CDE Credits:** 4 credits

### Accepted Documentation:

Copy of front and back of a current CPR card from one of the organizations listed below. 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.

### Additional Information:

Current certification in cardiopulmonary resuscitation is required for annual renewal of DANB certification. Certificants may earn a maximum of four CDE credits annually (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 a hands-on examination provided by the organizations below.

Courses from organizations other than those approved by DANB or course offerings from approved organizations without a hands-on examination will not be accepted. Certificants may only count the CDE credits in the year that CPR is earned.

Note: Two-year CPR card holders can only apply the credits to recertification in the year CPR is earned. In the second year, CPR credits will not count and the Certificant must earn the full number of credits from other categories.

### DANB-Accepted CPR Providers:

- **American Environmental Health and Safety**
- **American Heart Association**
- **American Red Cross**
- **American Safety and Health Institute**
- **Canadian Red Cross**
- **Emergency Care and Safety Institute**
- **Emergency First Response**
- **Emergency Medical Training Associates**
- **Medic First Aid**
- **Military Training Network**
- **National Safety Council (Green Cross)**
- **ProCPR** (added Feb. 2009) - Not all courses include the hands-on exam so check with provider before taking course to be sure it will be accepted by DANB.
- **Saudi Heart Association**

DANB accepts CPR certifications from the providers above, if the Certificant was given a hands-on examination. CPR must be part of the course. CPR certification from other providers or courses will not be accepted.

# CDE Categories

## Category 2: Clinical Courses, Seminars, Home Study Courses, Table Clinics and Exhibits

**CDE Credits:** Clock-hour-for-clock-hour (no maximum)

Exhibit Credits: Maximum 2 credits (1 credit 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.

### Additional Information:

Clinical courses are those lectures, courses, seminars, home study courses (text, video and internet based), 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, non-human dentistry (i.e., canine and feline dentistry) and others. See Category 3 for non-clinical practice management information.

For each clock hour that you attend and/or participate in one of these sessions you will receive one CDE credit. Additionally, a maximum of one credit 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 different meetings. All DANB-required CDE credits can be clinical in nature.

## Category 3: Non-Clinical Courses, Seminars, Home Study Courses and Table Clinics

**CDE Credits:** 3 Credits for CDAs, COAs, and COMSAs

6 Credits for CDPMAs

### 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.

### Additional Information:

Non-clinical courses are those lectures, courses, seminars, home study courses (text, video and internet based) and/or table clinics that are 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.

# CDE Categories

## Category 4: Video or Audio Tapes from Convention Seminars

**CDE Credits:** 3 Credits

**Accepted Documentation:**

Copy of the 250-word essay highlighting the meeting and course name.

**Additional Information:**

Certificants may earn a maximum of three CDE credits 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.

## Category 5: Reading

**CDE Credits:** 2 Credits

- Maximum of one credit for reading
- Additional one credit for written summary per below

**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.

**Additional Information:**

Certificants may earn a maximum of one CDE credit annually by reading at least six technical/dental articles published within your renewal period or one dental textbook, published within the past five 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 CDE credit. Certificants may earn an additional one CDE credit 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. The accepted documentation is a 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 CDE credit credits annually by reviewing new reference materials (textbooks, CD ROMs, audiovisuals, etc.) for possible adoption into their curriculum. The accepted documentation is a copy of the completed publisher's evaluation form for any materials evaluated for adoption.

# CDE Categories

## Category 6: DANB Exams

**CDE Credits:** 12 Credits

**Accepted Documentation:**

Copy of Certificate or Official DANB Score Report

**Additional Information:**

Twelve CDE credits 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 CDE credits 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 credit will be allowed for every 100 questions.

## Category 7: Community Participation

**CDE Credits:** 3 Credits

- Maximum of two credits for participation
- Additional one credit for written summary per below

**Accepted Documentation:**

Certificate of completion, letter of attendance/participation, or similar documentation

**Additional Information:**

Certificants may earn a maximum of two CDE credits by participating in dental-related community service and an additional one CDE credit 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 credits. DANB will publicly recognize Certificants who complete and provide proof of mission work.

**Did you know?** Many CDE courses that dental assistants attend or participate in are sponsored by ADA CERP and/or AGD PACE approved continuing education providers. These courses can be used to renew your DANB Certification(s). It is your responsibility to ensure you are earning CDE credits in the appropriate DANB CDE categories, as described in DANB's *Recertification Requirements*.

# CDE Categories

## 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

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). 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.

