



Steps for Renewing Your DANB Certification

Your DANB Certification must be renewed each year. Please follow the steps in the guide below. For more specific information please see DANB's current Recertification Requirements. For questions please see DANB's website (www.danb.org) or call Vickie Spears, Assistant Director, Recertification at 1-800-FOR-DANB, ext. 445.

1. Earn Continuing Dental Education

Continuing Dental Education (CDE) is required to renew your DANB Certification. Listed in the chart below are the number of CDE hours that are required, based on the number of DANB credentials that you hold. You must earn CDE hours for every year you renew, including your first year of DANB Certification.

Number of DANB Credentials	Required CDE Hours (Including CPR Hours)
1	12
2	18
3	24
4	30

There are many different ways to earn CDE hours.

Examples include:

- Attending dental-related courses, seminars or table clinics
- Complete DANB approved home study courses
- Read and summarize journal articles
- Take and pass DANB's take-home exam, PDEP
- Volunteer in the community

Pages 2 through 4 of DANB's Recertification Requirements contain a complete listing of categories in which CDE can be earned and the maximum number of hours allowed for each category.

2. Maintain Current Status of Cardiopulmonary Resuscitation (CPR) Certification

To renew DANB Certification, **your CPR Certification must be current.** Two year CPR card holders can only apply the hours towards DANB recertification in the year the CPR was earned. In the second year, CPR hours will not count and the Certificant must earn the full number of CDE hours from other categories.

3. Submit Your Renewal Notice and Fee to DANB

Approximately **6 weeks before your expiration date** you will receive a renewal notice. Your renewal fee is based on the number of DANB Credentials that you hold. **Review and sign the statement** on the renewal notice attesting to having earned the required number of CDE hours. Along with your signed renewal form, you must answer the Background Information Questions, and mail or fax in your renewal fee.

Number of DANB Credentials	Renewal Fees*
1	\$55
2	\$80
3	\$100
4	\$125

*fees do not include the \$10 late fee

Do NOT send in proof of your CDE hours with your renewal notice and renewal fee. If you are audited DANB will contact you, asking for proof of CDE. **Keep a file of proof of the CDE hours you earned in the event you are audited.**

To avoid a \$10 late fee make sure your signed renewal notice and renewal fee are postmarked by your expiration date.

4. A Renewed DANB Certificate Will Be Issued

DANB will mail your new certificate(s) approximately 4 to 6 weeks after receiving your signed renewal notice and renewal fee.