



NOTICE OF PUBLIC MEETING – Notice is hereby given that a public meeting of the Dental Assisting Committee of the Dental Board of California will be held as follows:

NOTICE OF DENTAL ASSISTING COMMITTEE MEETING

Monday, November 7, 2011

Upon Conclusion of Licensing, Certification and Permits Committee Meeting
Sportsmen's Lodge, 12825 Ventura Blvd.
Studio City, CA 91604
818-769-4700 or 916-263-2300

CALL TO ORDER

ROLL CALL AND ESTABLISHMENT OF QUORUM

DA 1 – Approval of the August 11, 2011 Dental Assisting Committee Meeting Minutes

DA 2 – Update Regarding Status of Dental Assisting Programs and Courses

DA 3 – Update from Subcommittee Regarding the Survey of Registered Dental Assistants in Extended Functions (RDAEF) Licensees for the Purpose of Analysis of Workforce and Barrier to Care Issues

DA 4 – Discussion and Possible Action Regarding Consideration of the Dental Assisting National Board (DANB) CPR List of Recognized Providers for Use by California Registered Dental Assistant Programs

DA 5 – Discussion and Possible Action Regarding the Possibility of Splitting the RDAEF Examination into Two Separate Parts

DA 6 – Discussion and Possible Action Regarding Consideration of the Dental Assisting National Board (DANB) Certified Orthodontic Assistant Examination as an Acceptable Alternative for the Orthodontic Assistant Permit

DA 7 – Discussion and Possible Action Regarding the Dental Assisting Council Appointment Process

PUBLIC COMMENT

ADJOURNMENT

DENTAL ASSISTING COMMITTEE

Chair – Judith Forsythe, RDA
Vice Chair – Bruce Whitcher, DDS
Fran Burton, Public Member
Luis Dominicis, DDS
Huong Le, DDS
Tom Olinger, DDS

Public comments will be taken on agenda items at the time the specific item is raised. The Committee may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. Time limitations for discussion and comment will be determined by the President. For verification of the meeting, call (916) 263-2300 or access the Board's Web Site at www.dbc.ca.gov. This Committee meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Richard DeCuir, Executive Officer at 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, or by phone at (916) 263-2300. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.



**Dental Assisting Committee
Meeting Minutes
Thursday, August 11, 2011
1625 North Market Blvd., 1st Floor Hearing Room, S-102
Sacramento, CA 95834
DRAFT**

Members Present:

Judith Forsythe, RDA, Chair
Bruce Witcher, DDS, Vice Chair
Fran Burton, Public Member
Luis Dominicis, DDS
Huong Le, DDS
Thomas Olinger, DDS

Members Absent:

Staff Present:

Richard DeCuir, Executive Officer
Kim A. Trefry, Enforcement Chief
Karen Fischer, Administrative Analyst
Sarah Wallace, Legislative/Regulatory Analyst
Linda Byers, Executive Assistant
Kristy Shellans, DCA Senior Staff Counsel
Greg Salute, Deputy Attorney General
Dawn Dill, Dental Assisting Program Manager
Tanya Webber, Dental Assisting Program Analyst
Georgetta Coleman-Griffith, Special Consultant

ROLL CALL AND ESTABLISHMENT OF QUORUM

Ms. Judith Forsythe, Chair, called the committee meeting to order at 1:01 p.m. and established a quorum.

DA 1 - Approval of the May 19, 2011 Dental Assisting Committee Meeting Minutes

M/S/C (Witcher/Olinger) to approve the May 19, 2011, Dental Assisting Committee meeting minutes. The motion passed unanimously.

DA 2 – Update Regarding Status of Dental Assisting Programs and Courses

Tanya Webber, Dental Assisting Program Analyst, reported that the Board has not had the authority to approve or deny applications for registered dental assistant programs, registered dental assistant in extended functions programs, infection control courses, orthodontic assisting permit courses, or dental sedation assistant permit courses since January 1, 2011 when the authorizing statutes were repealed. Ms. Webber reported that there are currently eighteen applications being reviewed, including eight registered

dental assistant program applications pending review with a consultant, as well as six infection control course applications and four orthodontic assistant permit course applications that have been reviewed and are in the process of being notified of deficiencies. These applications cannot be approved until the Board's new regulations relating the Dental Assisting Educational Programs and Courses become effective.

Ms. Webber noted that there are a total of thirty-three applications currently under review including the eighteen applications pending regulatory authority, and fifteen applications for radiation safety courses, coronal polishing courses, pit and fissure sealant courses, and ultrasonic scaling courses that are pending responses from the course providers to address deficiencies identified during application review. Ms. Webber reported that the average turnaround time for application review is approximately thirty to forty-five days. Richard DeCuir, Executive Officer, stated that this is a great improvement from when the dental assisting program first came under the Board and the average turnaround time was seven to eight months and there were eighty-six applications pending review, some of which had been pending in excess of one-and-a-half to two years. Ms. Georgetta Coleman-Griffith, Special Consultant, clarified that in most cases the typical turnaround time for application review has been approximately two weeks, while a thirty to forty day turnaround time is typical for an application in which deficiencies have been identified.

Sarah Wallace, Legislative and Regulatory Analyst, reported that the Board's Dental Assisting Educational Program and Course proposed regulations had been submitted to the Department of Consumer Affairs on May 26th and had been granted a ninety day extension of time to submit the final rulemaking to the Office of Administrative Law. She reported that the file had been approved by the Director of the Department of Consumer Affairs and the Secretary of the State and Consumer Services Agency and was currently pending review at the Department of Finance. The regulatory file is due to the Office of Administrative Law by August 30th.

DA 3 – Update on Examination Dates and Sites for the Registered Dental Assistant (RDA) Practical Exam

Ms. Forsythe reported that this item was previously discussed during the Examination Committee meeting.

Dawn Dill, Dental Assisting Program Manager, added that while looking for examination sites it is important to take into consideration the number of candidates in the examination area and the time of year that the site is being utilized. She stated that August is a time of year when all programs have students graduating. Ms. Dill stated that after the August examination, she will run geographical reports based on where the candidates are from to get a better idea of how many candidates travel from different areas in California to assist in determining what other examination sites the Board should consider utilizing to minimize traveling costs for examination candidates.

DA 4 – Update on Registered Dental Assistant (RDA) Written Examination. Presentation by Tracy Montez, PhD, Applied Measurement Services

Dr. Tracy Montez reported that the new contract for another round in the registered dental assistant written examination development began in March. She is currently working on moving test items into an item banking software that is used by most boards and bureaus within Department of Consumer Affairs so that the items and historical

information can be maintained in a secure manner. Dr. Montez reported that the first examination development workshop was held in July and a second workshop had been scheduled for September.

Dr. Montez provided the Board with a handout regarding some examination topics that had been discussed in the past. She reported that the examination content areas had been ordered by those that are more difficult or challenging for candidates. She reminded the Board that the examination does not have pass points for each content area; rather there is a pass point for the overall examination. Those areas that are most challenging for candidates relate to infection control and restorative and aesthetic dentistry; there seems to be some basic infection control procedures with which candidates are struggling. She reported that from a statistical perspective, the reliability of the exam is high and the difficulty of the exam is consistent with the passing rate. The passing scores demonstrate continuity with the exam. The range of scores and the sample is based on 2,130 candidates that have taken the exam.

Dr. Montez explained that the Board previously expressed interest in seeing statistics regarding the correlation between passing rates and candidate exam qualification. Dr. Montez was able to obtain an ad hoc report that enabled her to crunch some numbers based on a sample of 3,830 candidates from across 2009 and 2010 examinations. She explained that the sample is a combination of candidates from before the exam was revised and after the exam was revised. Of the sample, 65% qualified for the exam through graduation from a California board-approved program (ACE), 2.2% qualified for the exam through completion of a non-approved educational program (MEO), and 32% qualified for the exam through the completion of 15 months of work experience (OJT). Of those candidates that qualified through ACE, 42% passed the examination. Of those candidates that qualified through MEO, 1 % passed the examination. Of those candidates that qualified through OJT, 15% passed the examination. Some Board members expressed confusion with the statistics as presented. Richard DeCuir, Executive Officer, requested statistics be provided that correlate the qualifications for examination to the pass rates for the first, second, and third time the examination is taken by a candidate. Dr. Witcher requested that the practical examination be included in the comparison.

Dr. Earl Johnson, member of the public, expressed concern that people taking the examination do not know how the exam is weighted and that the exam is currently a disadvantage to those candidates qualifying through on the job training. He believes there is a disadvantage because those who qualify through educational programs are taught the material on the test.

Dr. Montez reminded the Board that licensed registered dental assistants were involved in the development of the examination and it is defensible in terms of the content tested and the way it is weighted. However, Dr. Montez noted that candidates qualifying through OJT are not exposed to the same content and variety of training material as those who go through the educational process. She is looking at how to assist OJT candidates to better prepare for the examination. Some of the current issues being explored include revising the reference list located in the PSI RDA Candidate Information Bulletin to more accurately reflect primary textbooks used to educate and train future RDAs. Additionally, Dr. Montez is exploring the possibility of providing feedback reports to candidates failing the RDA written examination, and creating a

comprehensive RDA candidate handbook or information bulletin. It was noted that an occupational analysis may need to be completed in the future for this exam.

DA 5 – Update from Subcommittee Regarding the Survey of RDAEF Licensees for the Purpose of Analysis of Workforce and Barrier to Care Issues

Denise Johnson, Assistant Executive Officer, reported that a survey was mailed to the Program Directors of 3 RDAEF educational programs on June 8, 2011. Only one response was received and follow-up letters were sent. Karen Wyant, Dental Assisting Alliance, asked what the purpose of the survey was and why all RDAEF licensees were not surveyed. Judy Forsythe, RDA, clarified that the purpose of the survey was to determine where the RDAEF's are practicing and analyze the workforce. Ms. Johnson clarified that at the May 2011 meeting, during the meeting, Ms. Joan Greenfield, Program Director for J Productions and Sacramento City College, commented that she was in contact with former students and could provide statistics for Northern California. Based on Ms. Greenfield's comment, the Board felt it would be most appropriate to send the survey out to the RDAEF educational programs to gather relevant survey data.

Public Comment:

There was no further public comment.

Adjournment:

The committee adjourned at 1:32 p.m.



MEMORANDUM

DATE	October 18, 2011
TO	Dental Assisting Committee Dental Board Members
FROM	Tanya Webber, Associate Governmental Program Analyst Georgetta Griffith, Consultant Dental Board of California
SUBJECT	Agenda Item DA 2: Update Regarding Status of Dental Assisting Programs and Courses

The adoption of the new regulations will allow staff to finalize the review and approval of Registered Dental Assistant Educational Programs, Infection Control Courses, Orthodontic Assistant Permit Courses, Dental Sedation Assistant Permit Courses, and Registered Dental Assistant in Extended Functions Programs.

The table below identifies the current pending applications. There are a total of 21 applications. Once the regulations become effective, 5 of the 21 applications can be given Board approval. The remaining applications have been reviewed by staff, and are pending a response from the course provider.

PROGRAM/COURSE	# of Applications
Registered Dental Assistant Program	8
Infection Control Course	6
Orthodontic Assistant Course	6
Dental Sedation Assistant Course	1

All providers of dental assisting programs and courses affected by the new regulations, who currently possess Board approval, will be informed and sent a notice of compliance, which must be returned within 90 days of the effective date. All pending applicants affected by the new regulations will be notified of the adoption of the new requirements, and informed to update their applications to comply with the new requirements.

Attached is a list of the approved and pending applications for dental assisting program and course providers. At this time, there are no denied applications.

Additionally, at the request of Dr. Luis Dominicis, enclosed is a list of currently approved dental assisting programs and courses.

APPROVED PROGRAMS AND COURSES
(as of 10/18/11)

Provider	Application Received	Approval Date	RDA Program	RDAEF Program	Radiation Safety	Coronal Polishing	Pit & Fissure Sealants	Ultrasonic Scaling	Infection Control	Dental Sedation Assistant	Orthodontic Assistant
Valley School for Dental Assisting	7/13/11	8/5/11						X			
Charter College - Long Beach*	4/18/11	8/16/11			X						
Ihab M. Hanna D.D.S. (aka Redwood City Dental Institute)*	4/26/11	9/8/11				X					
Charter College - Long Beach*	5/6/11	9/30/11				X					
Dental Advantage	7/19/11	9/8/11					X				
Pacific Dental Services - Rancho Cucamonga	8/1/11	10/12/11					X				
Santa Rosa Junior College	8/17/11	10/13/11			X						

***Note: The applications of these providers exceeded the average approval time due to deficiencies in their application.**

PENDING PROGRAMS AND COURSES (as of 10/18/11)

Provider	Application Received	RDA Program	RDAEF Program	Radiation Safety	Coronal Polishing	Pit & Fissure Sealants	Ultrasonic Scaling	Infection Control	Dental Sedation Assistant	Orthodontic Assistant
Make a Smile	4/4/11							X		
Four-D College - Victorville	4/8/11							X		
Charter College - Long Beach	4/18/11							X		
Joel F. Brodsky DDS Inc.	4/18/11									X
Health Quest Academy LLC	4/26/11							X		
Valley School for Dental Assisting	5/6/11							X		
UEI College - Anaheim*	5/13/11	X								
UEI College - San Marcos*	5/13/11	X								
UEI College - San Bernardino*	5/13/11	X								
Dental Courses For You*	5/17/11			X						
Southland Dental/Lin Dental Corp*	5/18/11							X		
Stormberg, Dr. Kurt	6/1/11									X
San Bernardino County ROP/Morongo	6/3/11	X								
UEI College - Gardena*	6/6/11	X								
North-West College - Glendale	6/14/11			X						
North-West College - Glendale	6/14/11				X					

Provider	Application Received	RDA Program	RDAEF Program	Radiation Safety	Coronal Polishing	Pit & Fissure Sealants	Ultrasonic Scaling	Infection Control	Dental Sedation Assistant	Orthodontic Assistant
Riverside County Office of Education CTE/DA Program	6/16/11				X					
Riverside County Office of Education CTE/DA Program	6/16/11					X				
Riverside County Office of Education CTE/DA Program	6/16/11						X			
Dental Specialties Institute, Inc.	6/21/11									X
All Stars Orthodontics*	6/21/11									X
UEI College - Riverside*	7/13/11	X								
Four-D College - Victorville	7/29/11	X								
Four-D College - Colton	7/29/11	X								
Pacific Dental Services - Rancho Cucamonga*	8/11/11				X					
Bella Smile	8/26/11									X
Charter College - Long Beach*	9/8/11					X				
Adrian Vogt	9/13/11									X
Ohanian Dental Corporation	9/14/11			X						
Charter College - Oxnard	9/30/11			X						
Richard Bruckner DDS	10/12/11								X	

***Note: The applications of these providers have been reviewed by staff, and deficiencies have been sent. Staff is currently waiting to receive the provider's corrections to their deficiencies.**



MEMORANDUM

DATE	October 18, 2011
TO	Dental Assisting Committee Dental Board of California
FROM	Denise Johnson, Assistant Executive Officer Dental Board of California
SUBJECT	Agenda Item DA 3: Update from Subcommittee Regarding the Survey of Registered Dental Assistants in Extended Functions (RDAEF) Licensees for the Purpose of Analysis of Workforce and Barrier to Care Issues

Background

Since the August 2011 meeting, the Board subcommittee worked on revising the survey to send to all currently licensed RDAEFs. The subcommittee has used Survey Monkey, a web-based survey developer, to aid in the administration of the revised survey. Unfortunately, the Board does not collect email addresses from licensees. However, letters can be sent out to all RDAEF licensees requesting their participation in completing the revised survey via Survey Monkey.

The subcommittee will be providing more information at the Board meeting regarding the implementation and timeline regarding this agenda item.

Action Requested:

No action necessary.



MEMORANDUM

DATE	October 18, 2011
TO	Dental Assisting Committee Dental Board of California
FROM	Dawn Dill, Manager, Dental Assisting Program Dental Board of California
SUBJECT	Agenda Item DA 4: Discussion and Possible Action Regarding Consideration of the Dental Assisting National Board (DANB) CPR List of Recognized Providers for Use by California Registered Dental Assistant Programs.

Background

The California Association of Dental Assisting Teachers (CADAT) submitted a letter (attached) requesting this item be placed on the agenda because California Registered Dental Assisting (RDA) programs are required to teach curriculum beyond standard Basic Life Support (BLS) courses, including medical/dental emergencies, first aid, and care of the compromised patient. CADAT believes the BLS coursework necessary to meet examination, application and licensure requirements for RDA program graduates can easily be met utilizing the providers recognized by Dental Assisting National Board (DANB). CADAT also believes this will eliminate a barrier to the educational and examination application process by allowing Board-approved programs to use providers from a more comprehensive and broad list than the current Board requirements allow. CADAT has provided a list of DANB accepted BLS providers (attached). Richard DeCuir, Dental Board Executive Officer, was advised by CADAT, that the DANB approved BLS providers issue American Heart Association (AHA) or American Red Cross (ARC) certification cards.

The Board's new regulations relative to dental assisting educational programs and courses become effective on November 11, 2011. The new regulations require a RDA program to provide a course in BLS by an instructor approved by ARC or AHA, or any other course approved by the Board as equivalent (Cal. Code of Regs., Title 16, Section 1070.2(d)(9)(D)).

At its February 2011 meeting, the Dental Assisting Committee and the Board discussed the possibility of accepting DANB accepted BLS providers as "Board-approved" courses for RDA programs. Kristy Shellans, Board Legal Counsel, advised the Board that it has the authority to approve a course if it is deemed equivalent, but that the Board had not developed any standards to determine the criteria for course equivalency. Ms. Shellans cautioned the Board against approving courses without some standard of equivalency

being established through regulations. The Committee and the Board directed staff to develop equivalency standards CPR courses to be placed into regulation and bring back at a future meeting. Since the February meeting, the Board has been presented with the need for several regulatory packages and has established a priority list of needed regulations. The regulations for the Board's equivalency standards for CPR have not been included in the Board's priority list.

Currently, when applicants are evaluated for licensure, staff accepts BLS certification regardless of the provider, as long as the card bears the symbol of the ARC or the AHA. If the DANB approved providers issue cards to their students that bear the symbol of the ARC or the AHA, as Mr. DeCuir has been advised by CADAT, then those BLS courses will be accepted as a requirement for licensure.

Additionally, the Board's current regulations relative to continuing education courses and providers (Cal. Code of Regs., Title 16, Section 1016(b)(C)) specify that the mandatory requirement for certification in BLS shall be met by completion of either: (1) an AHA or ARC course in BLS, or (2) a BLS course taught by a provider approved by the American Dental Association's Continuing Education Recognition Programs (CERP) or the Academy of General Dentistry's Program Approval for Continuing Education (PACE). The continuing education regulations specify that a BLS course shall include all of the following:

1. Instruction in both adult and pediatric CPR, including 2-rescuer scenarios;
2. Instruction in foreign-body airway obstruction;
3. Instruction in relief of choking for adults, child and infants;
4. Instruction in the use of automated external defibrillation with CPR; and;
5. A live, in-person skills practice session, a skills test and a written examination.

Since, the Board has deemed CERP and PACE providers acceptable relative to continuing education, the Committee and Board may wish to deem CERP and PACE as Board-approved equivalent providers for BLS courses for RDA programs and applicants for initial RDA licensure.

Staff Recommendations:

Following the discussion, the Committee may wish to do one or both of the following:

- Recommend to the full Board for consideration a policy to accept CERP and PACE approved BLS courses as a requirement of initial RDA licensure.
- Recommend to the full Board for consideration revisiting the need for the Board to include CPR equivalency standards as a regulatory priority.



Dr. John Bettinger, President
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815

RE: Request for November 2011 Dental Assisting Committee Agenda Item

Consideration of the Dental Assisting National Board (DANB) CPR List of Recognized Providers for Use by California RDA Programs

Dear Dr. Bettinger and Members,

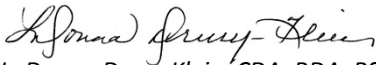
CADAT would like to request that the above stated agenda item be brought before the Board during the November 2011 Dental Assisting Committee meeting. We have had the opportunity to provide a list of the DANB-recognized providers to the Chair and Vice Chair of the Committee as well as input from the DANB Executive Director, Cindy Durley, as to their process for consideration.

Given that California RDA programs are required to teach, at significant depth, curriculum beyond standard Basic Life Support (BLS) courses, including medical/dental emergencies, first aid, and care of the compromised patient, we believe that the BLS coursework necessary to meet examination application and licensure requirements for RDA program graduates can easily be met utilizing the providers recognized by DANB. By doing so, the Board will eliminate a barrier to the educational and examination application process by allowing programs to use providers from a list more comprehensive and broad than the current Dental Board requirements allow.

Once licensed, RDAs would be required to follow the current DBC regulations for CPR renewal as stated in CCR 1016 for Continuing Education which more prescriptively define the acceptable parameters of BLS courses.

We appreciate your consideration.

Thank you,


LaDonna Drury-Klein, CDA, RDA, BS
Executive Director, CADAT

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 (CPR) is required for annual renewal of DANB certification. Certificants may earn a maximum of four CDE credits annually (credit depends on the length of the course and may be less for refresher courses) 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: 3wo-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**
- **Emergency University** - Not all courses include the hands-on exam, so check with provider before taking course to be sure it will be accepted by DANB
- **EMS Safety Services**
- **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.



MEMORANDUM

DATE	October 26, 2011
TO	Dental Assisting Committee Dental Board of California
FROM	Dawn Dill, Manager, Dental Assisting Program Dental Board of California
SUBJECT	Agenda Item DA 5: Discussion and Possible Action Regarding the Possibility of Splitting the RDAEF Examination into Two Separate Parts

Background

At the May 2011 meeting, the Board discussed the Dental Assisting Forum's recommendation to split the existing RDAEF examination into two separate components. The clinical portion of the exam would be considered Part I and the practical portion would be considered Part II; if a candidate fails either test component, Part I or Part II, then that one component could be retested. The Board directed staff to study the issue of exam validity and psychometric aspects and asked for an opinion from the Department of Consumer Affairs' Office of Professional Examination Services (OPES).

Currently, the RDAEF examination consists of four required procedures: (1) cord retraction, (2) final impression, (3) composite restoration, and (4) amalgam restoration. The procedures for cord retraction and final impression are conducted during the clinical portion of the exam; the composite restoration and the amalgam restoration are conducted during the practical portion of the exam. If a candidate fails any of the procedures during the exam, then the candidate must retake the entire examination again to qualify for licensure.

Board staff contacted OPES to discuss the exam validity and psychometric aspects of splitting the examination into two components. OPES believes it appropriate for the Board to make a determination on changing the format of the exam provided the psychometric concerns are taken into consideration. OPES expressed the following concerns:

- **OPES Psychometric Concerns:**

If the examination was to be split into two components, and a candidate passed one portion and not the other, OPES would be concerned that the candidate may not maintain minimum competence in the not-retested skills for the time between an initial (passed in part, failed in part) and a final (complete passed) pair of

examinations. If a candidate's skills do deteriorate over time, then all skills should be retested to maintain the validity of the RDAEF examination.

- **OPES Patient/Consumer Protection Concerns:**

If the examination was to be split into two components, and a candidate passed one portion and not the other, OPES would be concerned that a candidate may be tempted to ask a patient **not** to visit a dentist so that the candidate can re-administer the procedure on the patient for the next examination. The purpose of the licensure examination is to protect the public by verifying that each licensed professional has achieved the level of minimal acceptable competence in all important areas of the profession.

Action Requested:

Discuss the OPES concerns with splitting the RDAEF examination into two components, and determine if a recommendation should be forwarded to the Board to do so.



MEMORANDUM

DATE	October 18, 2011
TO	Dental Assisting Committee Dental Board of California
FROM	Dawn Dill, Manager, Dental Assisting Program
SUBJECT	Agenda Item DA 6 Discussion and Possible Action Regarding Accepting the DANB Orthodontic Assistant Exam

Background

The Board began administering the Orthodontic Assistant written examination this year. The exam was developed and written utilizing California dentists who specialize in Orthodontics as Subject Matter Experts (SME) by the Department of Consumer Affairs, Office of Professional Examination Services (OPES). Some of the reference materials used were provided by the SME's.

To date, 22 candidates have taken the examination. The pass rate for a first time applicant is 65%. The exam consists of approximately 60 multiple-choice questions. Candidates are given 60 minutes to complete the examination. The examination contains questions relating to the following areas:

- Orthodontic Bands (30%) – This area assesses the candidate's ability to size, fit, cement and remove orthodontic bands.
- Orthodontic Brackets (38%) – This area assesses the candidate's ability to place and remove orthodontic brackets.
- Orthodontic Cement Removal (12%) – This area assesses the candidate's ability to remove excess cement.
- Orthodontic Archwires (20%) – This area assesses the candidate's ability to place and ligate archwires.

The Orthodontic Assistant written examination given by the Dental Assisting National Board (DANB) consists of 210 multiple-choice questions. Candidates are given 165 minutes to complete the examination. The examination contains questions relating to the following areas:

- Collection and recording of clinical data (15%)
- Orthodontic Procedures (36%)
- Chairside dental materials (preparation, manipulation, application) (6%)

- Lab materials and procedures (6%)
- Patient education and oral health management (9%)
- Prevention and management of emergencies (6%)
- Office operations (3%)
- Radiation health and safety (19%)

DANB candidates are also required to take a 100 multiple-choice written examination in Infection Control to become a Certified Orthodontic Assistant (COA). The DANB COA exam is recognized or required in Maryland, Massachusetts, New Jersey and Oregon.

At this time we are finalizing the bidding document with the DCA Contracts Unit, for the Orthodontic Assistant (OA) written examination. We expect to send the document out to potential bidders by October 20, 2011. The bidders will be given 10 days to respond, after which the bids will be reviewed and the contract awarded to the winning bidder. The contract will then be submitted to the DCA Contracts Unit for processing. We anticipate having a fully executed contract and work around the first part of the new year.

Action

The Board may choose to accept, reject or table acceptance of DANB's Orthodontic Assistant examination as an alternative or option for candidate's who are applying for the California Orthodontic Assistant Permit.



Dr. John Bettinger, President
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815

RE: Request for November 2011 Dental Assisting Committee Agenda Item

Consideration of the Dental Assisting National Board (DANB) Certified Orthodontic Assistant Examination as an Acceptable Alternative for the OA Permit

Dear Dr. Bettinger and Members,

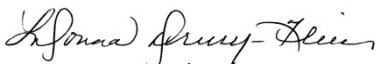
Earlier this year, concerns were raised during a dental assisting forum regarding the content of the questions developed and used for the Orthodontic Assistant Permit (OAP) examination. Upon further review, CADAT felt it necessary to bring this and other concerns to the attention of the Executive Officer, Richard DeCuir, and DA Committee Chair, Judith Forsythe. Such concerns included the following:

- Antiquated or irrelevant examination resources cited
- Orthodontists used as SMEs without access to OAP course educational regulations for guidance as to curriculum content and the candidate's knowledge of the subject area
- Examination questions not consistent with the allowable duties of an OA

On September 12, 2011, representatives from CADAT met with Board staff and Ms. Forsythe to discuss, among other matters, the possibility of establishing a new workgroup to review the bank of OAP examination questions and determine an appropriate path forward to correct these matters; meanwhile, CADAT asked if the Board could consider the DANB national board examination, the Certified Orthodontic Assistant (COA), as an alternative or option for permit candidates.

CADAT will be happy to provide any information the Board may need to assist in such a consideration; specific pages from the current DANB Candidate Guide for the COA are attached for your review.

Thank you,


LaDonna Druzy-Klein, CDA, RDA, BS
Executive Director, CADAT

Measuring Dental Assisting Excellence®

Dental Assisting National Board, Inc.



2011 COA Exam Application Packet

This packet includes applications for the following exams:

- **Certified Orthodontic Assistant (COA®)**
OA and ICE component exams taken in the same test administration
- **Orthodontic Assisting (OA)**
- **Infection Control (ICE®)**

DANB accepts 2011 exam applications through **March 31, 2012.**

Dental Assisting National Board, Inc.

444 N. Michigan Ave., Suite 900, Chicago, IL 60611-3985
1-800-367-3262 Fax: 312-642-8507 E-mail: danbmail@danb.org

www.danb.org

About DANB

Since its inception in 1948, DANB has worked within and has had the support of the dental community. The American Dental Association recognizes DANB as the national certification board for dental assistants.

The following organizations assist DANB in developing its dental assisting exams by recommending subject matter experts to DANB's Exam Committees:

- American Dental Association
- Academy of General Dentistry
- Academy of Oral and Maxillofacial Radiology
- American Association of Orthodontists
- Organization for Safety, Asepsis and Prevention

DANB's nine-member Board of Directors is elected by DANB from a slate of candidates nominated by:

- American Association of Dental Boards
- American Dental Education Association
- American Dental Assistants Association
- American Dental Association
- DANB Certificants
- The Public

2010-2011 DANB Board of Directors

Chair

Richard Hunt III, D.D.S.

Vice Chair

Carol Oeder, CDA, COA, CDPMA, FADAA, LPN

Secretary

Karen Minca, CDPMA

Bruce Barrette, D.D.S.

Carolyn Breen, CDA, RDA, RDH, Ed.D.

Marlene Futterman, M.A.

Mary Harrison, CDA, EFDA, EFODA, FADAA

Donna Kotyk, CDA, RDH, M.A.

Frank Maggio, D.D.S.

DANB Executive Director
Cynthia C. Durley, M.Ed., MBA

DANB's Mission

The Dental Assisting National Board, Inc. (DANB) is a nonprofit organization. DANB's mission is to promote the public good by providing credentialing services to the dental community.

We accomplish and measure the success of this mission through the creation of valid dental assisting exams; re-certification requirement integrity; and valuable, visible and accessible DANB exams, certificates and certifications.

We also provide testing services to the oral healthcare community, and information services and resources related to dental assisting credentialing to support DANB's mission. In order to accomplish these critical outcomes, DANB is committed to a properly governed, financially secure and administratively sound organization.

DANB Certifications

Dental assistants who meet the eligibility and examination requirements may earn DANB Certification in the following areas:

- Certified Dental Assistant – CDA®
- Certified Orthodontic Assistant – COA®
- Certified Preventive Dental Assistant – CPDA™

In addition to these national certifications, DANB offers Certificates of Competency in:

- Radiation Health and Safety (RHS®)
- Infection Control (ICE®)
- Coronal Polish (CP)
- Sealants (SE)
- Topical Fluoride (TF)
- Topical Anesthetic (TA)

Passing each of these exams allows a dental assistant to demonstrate knowledge-based competency in these respective areas, which are important to the health and safety of oral healthcare workers and patients alike. The RHS and ICE exams are components of the CDA exam. ICE is also a component of the COA exam.

DANB Certification and exams leading to Certificates of Competency are currently recognized by 38 state boards of dentistry, the District of Columbia and other state dental regulatory agencies.

Information and applications for CDA and CPDA Certification exams and component exams (GC, RHS, CP, SE, TF and TA) can be found in separate DANB exam application packets. Visit www.danb.org or call 1-800-367-3262.

DANB is a member of the Institute for Credentialing Excellence. The National Commission For Certifying Agencies (NCCA), an Institute for Credentialing Excellence commission with responsibility for accrediting certification programs, has evaluated DANB national certification programs (CDA and COA), including DANB component exams (RHS, ICE, GC and OA), and finds that DANB programs meet NCCA's highest standards, thus helping to assure validity, reliability and objectivity in the testing process. DANB Executive Director Cindy Durley, M.Ed., MBA, completed a six-year term on the NCCA (Chair in 2003 and 2004) and five years as an Institute for Credentialing Excellence Board Director, serving as President in 2006. DANB Chief Operating Officer Liz Koch, M.P.H., M.Ed., began her first three-year term as an NCCA Commissioner in 2009.



Recognition of DANB Exams

DANB's CDA, COA, RHS, ICE and OA exams are recognized or required in 38 states, the District of Columbia, the Department of Veterans Affairs and the U.S. Air Force. Learn more about meeting dental assisting requirements by visiting DANB's website at www.danb.org.

Recognition of DANB's COA Exam

DANB's COA exam is recognized or required to perform expanded functions in Maryland, Massachusetts, New Jersey and Oregon.

Recognition of DANB's ICE Exam

DANB's ICE exam is one component of the COA and CDA exams. A passing score on the ICE exam earns the candidate a Certificate of Competency, which meets state requirements for infection control* in Iowa, New York and North Dakota.

DANB's State-Specific Exams

DANB administers state-specific expanded functions exams in Delaware, Maryland, Missouri, New Jersey, New York, Oregon and Washington.

U.S. Military and Federal Agencies Recognition

DANB's CDA exam and RHS Certificate of Competency meet the Department of Veterans Affairs requirement for expanded duties dental assistant designation. The Indian Health Services and all branches of the U.S. Military encourage DANB Certification. DANB's CDA exam is approved for the GIs-to-Jobs program under the Montgomery Bill. DANB is collaborating with the Air Force Dental Service (AFDS) to administer the RHS and ICE exams, leading to Certificates of Competency in these two important areas of dental assisting.



Recognition of DANB's CDA Exam

DANB's CDA exam is recognized or required to perform expanded functions* in Arkansas, Georgia, Idaho, Illinois, Iowa, Maine, Maryland, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New Mexico, New York,

North Carolina, North Dakota, Ohio, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Vermont, Virginia and Washington. DANB's CDA exam meets state requirements to expose radiographs* in Arkansas, Indiana, Minnesota, Mississippi, Nebraska, Ohio, South Dakota, Tennessee, Texas, Vermont and Wyoming.

Recognition of DANB's RHS Exam

DANB's RHS exam is recognized or required in 20 states, plus the District of Columbia. A passing score on DANB's RHS exam earns the candidate a Certificate of Competency, which meets state requirements to expose radiographs* in Arizona, Colorado, Connecticut, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Montana, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Oregon, Pennsylvania, South Carolina, Utah and Virginia, and the District of Columbia.

**Additional requirements may apply. Visit www.danb.org or check with the state dental board for more information.*

Exam Review Materials



The DALE Foundation, the official DANB affiliate, offers interactive online e-learning courses and study aids to help dental assistants prepare for DANB exams. The DALE Foundation also offers courses in front office management topics.

Visit www.dalefoundation.org.

About the DALE Foundation

The Dental Auxiliary Learning and Education Foundation (the DALE Foundation) was established in March 2010 as a separately incorporated nonprofit foundation. The DALE Foundation's mission is to benefit the public by providing quality education and conducting sound research to promote oral health.

DANB's Review Publications.

DANB offers two print publications to help candidates prepare for DANB exams:

The DANB Review, 3rd edition — An exam preparation tool for DANB's General Chairside Assisting, Radiation Health and Safety, Infection Control, and Orthodontic Assisting exams, *The DANB Review* features practice questions, answers, rationales and references.

DANB's Glossary of Dental Assisting Terms — *DANB's Glossary of Dental Assisting Terms* is a comprehensive guide to applied practical and clinical dental terminology. This reference tool will help familiarize the candidate with vocabulary he or she might encounter on the DANB examinations as well as in the office/clinical setting.

Visit www.danb.org to learn more or to order.

Blueprints for each exam are available for free at www.danb.org.

How to Apply for the Exams

Submit the Application

1. The candidate is responsible for ensuring that his or her application is properly completed and all required documentation (see pages 12-13), including appropriate application and exam fees, is properly submitted to DANB.

2. Mail or fax the completed application and supporting documentation with the proper exam fee or complete credit card information to DANB. Visa, MasterCard, Discover and American Express credit card payments are accepted. DANB accepts checks and money order payment (payable to DANB) with exam applications that are submitted by mail only. The name of the exam being taken must be written on the check or money order.

DANB Exam Fees

Exam	Exam fees	Individual military
COA	\$375	\$350
OA	\$250	\$245
ICE	\$175	\$170

All exam fees include a nonrefundable \$50 application fee.

Active Military Personnel

Active military personnel receive a deduction of \$25 if taking the COA exam, or \$5 if taking the OA or ICE only, providing the candidate submits appropriate documentation: a photocopy (front and back) of the current/active military ID OR a letter from the commanding officer OR an active military e-mail address (this e-mail address will be verified by DANB upon approval of application). If a letter is provided, it must verify the candidate's name, rank, Social Security number, station (location) and estimated time of separation. If documentation of active duty is not submitted, the application is considered incomplete and will be returned to the sender. DANB will issue a refund within 30 days of notice of the incomplete application, minus the \$50 nonrefundable application fee.

Certified Orthodontic Assistant (COA) Exam

The COA exam includes both component exams (OA and ICE) taken in the same test administration.

Orthodontic Assisting (OA) Exam

The OA exam is a component exam of DANB's national COA exam and may be taken in a separate test administration.

ICE Exam

The ICE exam is a component exam of the COA exam and may be taken in a separate test administration.

Exam Checklist

- Fill out application completely
- Sign and date application
- Include all required pathway documentation
- Answer Background Information questions and include documentation, if necessary
- Include proper payment

Certified Orthodontic Assistant (COA) Exam

The COA exam consists of 310 multiple-choice items. Testing topics are outlined below. Testing time is four hours. The COA exam is made up of two component exams (OA and ICE). The candidate must meet minimum performance standards on each component exam to earn a COA Certification. These components are:

Orthodontic Assisting

210 multiple-choice items
2¾ hours testing time

Topics	% on exam
Collection and recording of clinical data	15
Orthodontic procedures	36
Chairside dental materials (preparation, manipulation, application)	6
Lab materials and procedures	6
Patient education and oral health management	9
Prevention and management of emergencies	6
Office operations	3
Radiation health and safety	19

Infection Control* (ICE)

100 multiple-choice items
1¼ hours testing time

Topics	% on exam
Patient and dental healthcare worker education	10
Prevent cross-contamination and disease transmission	20
Maintain aseptic conditions	10
Perform sterilization procedures	15
Environmental asepsis	15
Occupational safety	30

*Questions in this component refer to the 2003 CDC Guidelines.



MEMORANDUM

DATE	October 19, 2011
TO	Dental Assisting Committee Dental Board of California
FROM	Denise Johnson, Assistant Executive Officer Dental Board of California
SUBJECT	Agenda Item DA 7: Discussion and Possible Action Regarding the Dental Assisting Council Appointment Process

Background:

On September 30, 2011, Governor Brown signed into law Senate Bill 540 (Chapter 385, Statutes of 2011) which extends the licensing, regulatory, and enforcement authority of the Dental Board of California (Board) until January 1, 2016. One of the biggest changes made in this bill, was the creation of the Dental Assisting Council (Council). The purpose of the Council is to consider all matters relating to dental assistants in California and make recommendations to the Board relating to dental assisting matters. The bill specifies that the Board will make the initial appointments to the Council by May 1, 2012.

Dr. Bruce Witcher and Ms. Judy Forsythe, RDA, will provide a verbal report to the Committee regarding a proposed Council appointment process.