



Note: This is for a limited research study. See page 3 for your eligibility.

# 2025 General Chairside Assisting Exam - Apprenticeship Research Packet

Includes policies, links to important documents, and essential information for DANB's 2025 GC Research Study- Apprenticeship.

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Note: Once you've earned your CDA certification, you will need to renew it annually. Visit [DANB's website](#) for more information.



## DANB Contact, Forms and Policies

Dental Assisting National Board  
444 N. Michigan Ave., Suite 900  
Chicago, IL 60611-3985  
[www.danb.org](http://www.danb.org)

1-800-367-3262  
[danbmail@danb.org](mailto:danbmail@danb.org)

Find all of DANB's policies and forms at [www.danb.org/exams/forms-and-policies](http://www.danb.org/exams/forms-and-policies).

## Important information

We are conducting a study to better understand how candidates with diverse levels of education and work experience perform on our certification exams. Our goal is to explore whether there are additional ways for individuals to qualify for certification outside of traditional educational requirements. By participating, you'll help us evaluate how diverse backgrounds contribute to success on the exam, which could lead to more inclusive certification pathways in the future. This research aims to ensure that anyone with valuable skills and experience has an opportunity to earn certification.

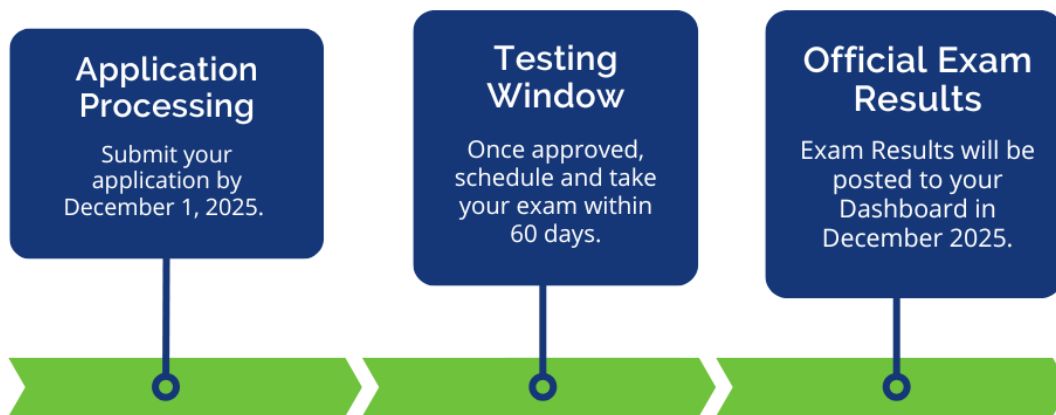
If you participate, here's what you need to know:

- You must take your exam in-person at Pearson Vue testing centers. Remote proctored testing is not permitted.
- You must take your exams within the original 60-day testing window, which will begin after the completion of their application. Testing windows cannot be extended.
- If you miss your exam appointment for any reason, you will not be able to schedule a new appointment or receive a refund.
- You will receive your exam results in December 2025. You cannot reapply for the exam until you receive your results.
- If you fail your exam, you can reapply.
- To accommodate these restrictions, the cost for this exam is \$95 rather than the standard \$270.

You must submit your application with all required documentation by 12/1/25. If you do not meet the eligibility requirements, or if your application is not approved, DANB will retain the non-refundable \$95 application fee. Once approved, you will receive a 60-day testing window to schedule and take the exam. The window will start immediately upon application approval.

Applications will be approved beginning in March 2025, and once approved, you will receive an email with instructions to schedule your exam appointment with Pearson VUE. You must take your exam within the 60-day testing window given. Exam appointments will be in-person only.

## Timeline



## Participant Eligibility

To qualify for the GC research project, you must meet the following requirements, and submit documentation verifying you completed the apprenticeship:

- Successful completion of a registered dental assisting apprenticeship program, approved by the U.S. Department of Labor or a state apprenticeship agency.

AND

- Current, DANB-accepted, hands-on CPR, BLS, or ACLS certification (see below).

## CPR, BLS or ACLS

**All GC pathways require current DANB-accepted, hands-on CPR, BLS or ACLS.**

### Required Documentation

Copy of the certificate or front and back of the card that includes issue and expiration dates, instructor's name and your name and/or signature. Must be current at time of application and exam. DANB issues a 60-day eligibility window upon authorizing the exam. CPR, BLS or ACLS must be current through the entire 60-day window.

DANB accepts CPR, BLS and ACLS from the providers below, and only if the course included CPR and a hands-on exam. Courses from other providers will not be accepted.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• American CPR Care Association*</li> <li>• American CPR Training</li> <li>• American Emergency Response Training</li> <li>• American Environmental Health and Safety</li> <li>• American Health Care Academy*</li> <li>• American Heart Association</li> <li>• American Red Cross</li> <li>• Canadian Red Cross</li> <li>• Emergency Care and Safety Institute</li> <li>• Emergency First Response</li> <li>• Emergency Medical Training Associates</li> <li>• Emergency University*</li> <li>• Medical Training Associates</li> <li>• Military Training Network</li> </ul> | <ul style="list-style-type: none"> <li>• National Safety Council (Green Cross)</li> <li>• Pacific Medical Training (BLS only through <a href="https://911coned.com">https://911coned.com</a>)</li> <li>• ProCPR*</li> <li>• Saudi Heart Association</li> <li>• Save a Heart of Utah</li> <li>• The Health and Safety Institute (HSI). This organization includes the following providers, which are all DANB approved:               <ul style="list-style-type: none"> <li>- American Safety and Health Institute (ASHI)</li> <li>- EMS Safety (EMS)</li> <li>- MEDIC First Aid</li> </ul> </li> </ul> |
|---|---|

\*Not all courses include a hands-on exam. Contact provider to be sure the course includes a hands-on skills assessment and will be accepted by DANB.

## Earning CDA certification

To earn CDA certification, you must pass the Radiation Health and Safety (RHS), Infection Control (ICE) and General Chairsides Assisting (GC) exams within a five-year period. The exams may be taken together or separately. There are no eligibility requirements to take the RHS and ICE exams.

Once you earn the CDA certification, you will be required to renew it annually. Please visit DANB's website for more information on DANB's certification renewal requirements.

### Congratulations on taking the first step toward earning DANB certification!

Earning DANB certification is one of the most important steps you can take in your career. DANB offers national certification exams, exams leading to certificates of knowledge-based competence and state-specific dental assisting exams. When you earn and maintain DANB certification, you demonstrate your professional commitment and show you have gained the education and experience to deliver a high standard of care.

### Preparing for Your Exam

#### 1. Review the exam outline

The exam outlines list the topics that will be covered on the exams and can help you identify areas you'll want to study.

#### 2. Make a study plan

Obtain study materials. Options include:

- Suggested reference list (included in exam outlines)
- Textbooks and other reference materials
- The DALE Foundation's review courses and study aids

#### 3. Make a study plan

See study strategies and exam day tips at [www.danb.org/exams/prepare-for-danb-exams](http://www.danb.org/exams/prepare-for-danb-exams)

### GC Exam Outlines and References

- [General Chairside Assisting \(GC\)](#)

We value your feedback and encourage you to share information about your experience. Please email [danbmail@danb.org](mailto:danbmail@danb.org) to provide feedback about your experience, including the application process or your experience on testing day.

## DANB ID Policy

On exam day, you must present one form of identification (ID) at your appointment.

Your ID must be:

- Currently valid, non-expired
- Photo-bearing
- In Roman characters
- Government-issued
- Signature-bearing
- The exact name as listed on your DANB account

**The printed name on your ID must match your name as it appears in DANB's database.** Differences due to marital status changes without supplemental documentation are not allowed. The middle name is not required and does not need to be spelled out, but, if used, the first letter of the middle name must match the spelled-out name. The ID must be original; copies of IDs are not acceptable.

If the name listed on your account does not exactly match your ID, a Name Change Request must be processed through your DANB Dashboard with acceptable documentation. Contact DANB if any assistance is needed.

Acceptable forms of identification include:

- U.S. driver's license
- Valid passport
- Military ID card
- U.S. ID card/State ID card
- A U.S. government-issued permanent resident card

Candidates who are under the age of 18 taking an online proctored exam are permitted to present a valid student ID as a form of identification, as long as their parent or legal guardian presents a DANB-accepted form of ID during check-in. In addition, for exams administered through online proctoring, the candidate's guardian must provide verbal consent during the check-in process.

Candidates will not be allowed to take the exam if the name on their ID does not match the registered name exactly, and they would need to reapply. See the Missed Exam Appointment section for details.

## Nondiscrimination Policy

DANB does not discriminate in application, examination, or certification activities on the basis of age, sex, gender identity, gender expression, pregnancy, ancestry, marital status, citizenship or immigration status, status as a veteran, race, ethnicity, color, religion, national origin, sexual orientation, other non-medically relevant factors, physical, mental or other disability, or medical condition.

## Accommodations for Candidates with Documented Disabilities

Please see the [Reasonable Accommodations form](#) for complete information on accommodations. Accommodations requests must be received with original application/prior to authorization.

### Scheduling an Exam Appointment

Once your application is approved, you will receive a notification from DANB by email that provides a link to schedule your exam. You will have 60 days from the date your application is approved to schedule and take your exam.

You should schedule the exam appointment as soon as you receive an email from DANB, as appointments may be limited. Instructions are provided by email and within your online DANB account to schedule the exam appointment. Specific in-person test center locations, dates or times cannot be guaranteed; changes to in-person test center locations and/or hours may occur without notice.

### Canceling or Rescheduling an Exam Appointment

All exams can be canceled or rescheduled online through Pearson VUE. Exams scheduled at a test center can be canceled or rescheduled up to 24 hours before the appointment time. Online proctored exams can be canceled or rescheduled up until the time of the exam. To cancel or reschedule your exam, please follow the steps below:

1. Log in to your DANB account to access your DANB Dashboard.
2. Select the exam you would like to reschedule under the heading "Applications in Process."
3. Click the "Schedule Exam" button.
4. Select your upcoming exam appointment within your Pearson VUE Dashboard.
5. Follow the prompts to cancel or reschedule your exam. Don't forget the last step, which includes a "Confirm" button.
6. Verify your new appointment or cancellation details in the automated email sent from Pearson VUE. If you did not receive an email from Pearson VUE, your exam appointment has not been canceled or rescheduled.

### Study Participation Restrictions

All study participants should be aware that they will not be able to extend their testing window and must complete their exam within their 60 day testing window. While exam appointments may be cancelled for the purpose of rescheduling, study participants are not eligible for a refund for any reason, including missed exam appointments for any reason.

### Taking an Exam at a Test Center

In addition to providing a DANB-accepted ID (see page 5), candidates may also be asked to comply with Pearson security systems which may include palm vein scans and/or photographic and video/audio recordings. These procedures are done to enhance exam security.

Candidates must not bring any reference materials or notes into any test center area. A locker will be provided to store any personal items, including mobile phones. No visitors or unauthorized individuals will be permitted in any test center area or building during testing sessions.

Candidates are not allowed to leave the building during the test time.

## Release of Exam Results

Exam pass/fail results will not be released to employers or any individuals other than the candidate, except on written request by the candidate. DANB releases official exam results or credential verifications to some state regulatory agencies. DANB also releases aggregate results to program directors for candidates who are graduates from or students in the program director's dental assisting program.

## Hand Scoring

DANB will hand score an exam on request. Candidates must submit a [Request for Hand Scoring of Exam Results form](#) and a hand scoring fee to DANB within 7 calendar days after the exam results are emailed to the candidate. Requests for hand scored exams are completed and provided to the candidate within 10 days of receipt. If the pass/fail status is reversed as a result of the hand scoring, the hand scoring fee will be refunded.

## Digital Badges

Digital badges are available for all DANB certifications and the Radiation Health and Safety (RHS) and Infection Control (ICE) certificates. DANB's digital badges are issued through Credly. For more information, visit our website at <https://www.danb.org/exams/digital-badges>

## Verification of Credentials

Online credential verification is available. DANB will also verify DANB certification, certificates of knowledge-based competence and the effective date(s) over the phone to anyone on request, since these items are matters of public record and may be disclosed. Only a candidate, certificant or employer may request written credential verification. DANB offers verification on its website. The [Candidate/Certificant Request for Credential Verification form](#) and the [Employer Request for Credential Verification](#) form are available on DANB's website.

## Request a Notarized Certificate

Candidates must submit a [Request to Notarize a Certificate form](#) and fee for each notarized certificate requested. Notarized certificate(s) will be mailed within 2-4 weeks. See the Request to Notarize a Certificate form for details.

## Duplicate Exam Results

Candidates must submit a [Request for Duplicate Exam Results form](#) and a duplicate exam fee for each official exam result requested. Official exam results older than five years are not available, although DANB will verify credentials earned more than five years ago.

## Duplicate Certificates

Candidates must submit a [Request for Duplicate Certificate form](#) and a duplicate certificate fee for each duplicate certificate requested.

## DANB Communications

All communications sent to and from DANB are DANB's property. DANB cannot guarantee that communications will remain confidential; clients have no expectation of privacy with respect to items sent or received. DANB may disclose communications as necessary to comply with legal processes. DANB responds to phone and email messages within three business days.

## Name Changes

To change the name on record, candidates must submit the [Name Change Request form](#) (also available online in their DANB account) with required documentation.

## Address, Phone Number, and Email Changes

To notify DANB of mailing address or phone number changes, candidates may log in to their online DANB account to update this information, or they may email [danbmail@danb.org](mailto:danbmail@danb.org). Candidates must email or call DANB (1-800-367-3262) to update their email address.

## Conditional Status

DANB may grant a conditional authorization to take DANB exams to a candidate who answered “yes” to a background information question and is in the process of completing court or regulatory agency requirements. Conditional status will be offered to an exam candidate only in certain circumstances at DANB’s discretion. A candidate who has been placed on conditional status will receive an official exam result and a certificate marked “conditional,” if earned.

If a person is conditionally certified or has received a conditional certificate of knowledge-based competence and/or official exam results, this means that the certification, certificate and/or results will remain valid only if certain conditions are met in a timely manner. In many cases, the conditions will include fulfillment of all obligations to a court of law or regulatory agency. Full details about conditional certification, certificates of knowledge-based competence and official exam results and related processes and procedures will be provided to each individual who is placed on conditional status by DANB..

## Certification Marks and Maintaining Certification

Certificants may use their certification marks:

- On a resume
- On a business card
- On a website
- In a book or publication
- In other print and electronic media
- On a nametag or uniform worn at work
- On a wall plaque displayed at the certificant’s workplace

If a candidate earned certification in the past but has not maintained certification, they may no longer use the mark. To maintain certification, certificants must annually:

- Earn the minimum of Continuing Dental Education (CDE) credits
- Answer Background Information Questions (not required for those who hold only the CDIPC and/or the DISIPC certifications)
- Maintain DANB-accepted, hands-on CPR, BLS or ACLS (not required for those who hold only the CDIPC and/or the DISIPC certifications)
- Pay the renewal fee

The requirements enhance the continued competence of DANB certificants and promote DANB’s goal of lifelong professional learning and development for its certificants. For more information, please visit <https://www.danb.org/certification/maintain-certification>

## Appealing a Decision

To appeal a DANB decision regarding eligibility, administrative or exam content issues, candidates may submit a [Level 1 Appeal](#) form and an appeal fee to DANB within 30 calendar days of the date on the DANB correspondence that prompts the candidate to appeal (e.g., date on the letter indicating the candidate’s application was incomplete, date on candidate’s exam results). The policy and form governing appeals are available at <https://www.danb.org/exams/forms-and-policies>



## Exam Security

**The exam is owned by DANB.** Any individual who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of DANB, will be subject to legal action. Any candidate who engages in improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of certification. The exam proctor will notify DANB of anyone who talks during the exam, gives or receives assistance, or otherwise engages or appears to engage in dishonest or improper behavior before, during or after the exam. Those candidates may have their exam terminated by the proctor.

After reviewing a reported incident, DANB will determine whether there is reason to believe that a candidate has engaged in cheating or other improper behavior or has otherwise violated the security of the exam. DANB may, at its discretion, pursuant to the procedures set forth in *DANB's Disciplinary Policy & Procedures*, take disciplinary action(s), including but not limited to the following:

- Order the candidate to retake the exam at a time and place to be determined by DANB
- Rescind or refuse to release the candidate's exam results
- Deny the candidate's current application for exam or certification
- Require the candidate to wait a specified period before reapplying to take the exam
- Temporarily or permanently revoke the candidate's eligibility to take future exams
- Take a combination of any of the above actions or such other action that may be deemed appropriate in the particular circumstances

If an exam proctor allows a candidate to take an exam that the candidate is not registered for, those exam results will not be valid.

## Exam Integrity

To ensure a consistently high-quality testing program, each exam is routinely reviewed for reliability and validity. Each exam question is statistically analyzed and evaluated for performance. A small number of pretest questions may appear on each DANB national exam. Pretest questions are new test items that DANB includes on each exam as a way to ensure the questions are an accurate measure of candidate knowledge. Pretest questions are randomly distributed throughout the exam and are not counted in the final exam result. Since candidates will not know which items are pretest questions, candidates should answer all exam questions to the best of their ability.

DANB's Board establishes passing standards (the exam pass point) using standard psychometric procedures for criterion referenced exams. A candidate must perform at or above the Board-established standard to pass the exam

## Fair Testing Policy

DANB seeks to ensure a fair and equitable testing experience for all individuals while ensuring the security and reliability of the process. Improper behavior is not acceptable before, during or after an exam appointment, and each candidate's behavior is monitored during testing. Consequences of improper behavior may include rescission of exam results and/or revocation of ability to take future exams. For examples of improper behavior, see [DANB's Disciplinary Policy & Procedures](#).

## Provide Your Feedback

We value your feedback and encourage you to share information about your experience. Please email [danbmail@danb.org](mailto:danbmail@danb.org) to provide feedback about your experience, including the application process or your experience on testing day

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ACCREDITED  
CERTIFICATION PROGRAM



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.

## Application Statements

Please read the following Application Statements carefully. The Application Statements apply to all DANB-administered national and state-specific exams, certificate and certification renewal applications. The candidate's signature on the application indicates understanding and agreement to be legally bound by these statements.

1. I hereby apply to the Dental Assisting National Board, Inc. (DANB) for examination, a certificate and/or certification, in accordance with and subject to the procedures and policies of DANB and the regulations and requirements of any state agency on behalf of which DANB administers an exam or certificate program. Under penalty of perjury, I declare that the information provided on my application is true. I have read and agree to the requirements and conditions set forth in the DANB application packet, and the Candidate Handbook or State Candidate Handbook if applicable, covering eligibility for and the administration of exams, certificates, the certification process, and DANB policies, including but not limited to DANB's Code of Professional Conduct and DANB's Disciplinary Policy & Procedures. I agree to disqualification from the exam, to denial of an exam result, certificate or certification, and to forfeiture and return to DANB of any exam result, certificate granted me by DANB, in the event that any of the answers or statements made by me in this application are false, or in the event that I violate any DANB rules or policies. I agree to comply with any investigation in which I am named, and I authorize DANB to make whatever inquiries and investigations it deems necessary to verify my eligibility, credentials or professional standing.
2. I hereby release DANB, its directors, officers, examiners and agents from any and all liability arising out of or in connection with any action or omission by any of them in connection with this application, the certification process, any exam administered by DANB, any scoring relating thereto, the failure to issue me an exam result, certificate, or any demand for forfeiture or return of such exam result, certificate, and I agree to indemnify DANB and said persons and hold them harmless from any lawsuit, complaint, claim, loss, damage, cost or expense, including attorneys' fees, arising out of or in connection with said credentialing activities which include all DANB-administered exams and certificates. I UNDERSTAND THAT THE DECISION AS TO WHETHER I HAVE MET REQUIREMENTS FOR ADMISSION TO A DANB-ADMINISTERED EXAM OR RECEIPT OF A DANB-ADMINISTERED EXAM RESULT, CERTIFICATE OR CERTIFICATION RESTS SOLELY AND EXCLUSIVELY WITH DANB AND THAT THE DECISION OF DANB IS FINAL. Notwithstanding the above, should I file suit against DANB, I agree that any such action shall be governed by and construed under the laws of the State of Illinois without regard to conflicts of law. I further agree that any such action shall be brought in the Circuit Court of Cook County in the State of Illinois, or the United States District Court for the Northern District of Illinois; I consent to the jurisdiction of such state and federal courts; and I agree that the venue of such courts is proper. I further agree that should I not prevail in any such action, DANB shall be entitled to all costs, including reasonable attorneys' fees, incurred in connection with the litigation.
3. I understand that except as provided below, this application and any information or material received or generated by DANB in connection with this application or the exam process will be kept confidential and will not be released unless I have authorized such release or the release is required by law. I understand that DANB will verify receipt of any DANB exam application and the date received, on request. I further understand and agree that DANB may also provide verification to anyone by phone, by mail or on DANB's website regarding whether I hold any DANB certifications, any DANB certificates of knowledge-based competence and any state-specific certificates administered by DANB on behalf of a state regulatory body. Phone and mail verification will be provided to anyone upon request and will consist of oral or written confirmation of whether I hold any DANB-administered credentials and the effective dates for each credential. Online verification through DANB's website may consist of online display of my name, the DANB-administered credentials I hold and dates earned, current DANB certification status, and my city and state of residence. My full address will not be posted online by DANB. I further understand and agree that DANB may, from time to time, provide my name, address, phone number to third parties (including but not limited to official DANB affiliates, potential employers; dental conference sponsors; federal, national or state organizations; or legislative committees or task forces proposing or informing stakeholders of legislation). 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. I understand that if I do not want DANB to display my city and state of residence as part of the online verification process, then I must submit a written request for omission of this information to the following address: DANB Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611. I understand that my name, credentials held [issued by DANB as described above] and current DANB certification status will be displayed for everyone; opting out of display of information is only possible for an individual's city and state..
4. I understand that by providing my email address and phone number on the application form, or by providing it through my online DANB account, I am consenting to receive email or text messages from DANB and its official affiliates related to their products and services or news affecting the oral healthcare profession. I understand that DANB agrees not to provide my email address to any other third party, excluding federal, national or state regulatory bodies, without my consent, and that I can request removal from DANB's email 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 [www.danb.org](http://www.danb.org).
5. I authorize DANB to release my exam results and credential status to state regulatory agencies. Individuals cannot opt out of DANB release of exam results or credential status to state regulatory agencies. I also authorize DANB to use information from my application and exam(s) for statistical analysis, providing that any personal identification is deleted..
6. I understand that I can be disqualified from taking or continuing to sit for an exam, from receiving exam results or certificate and from obtaining certification if DANB determines through proctor observation, statistical analysis or any other means that I was engaged in collaborative, disruptive or other unacceptable behavior before, during the administration of, or following the exam.
7. I understand that the content of all DANB exams is proprietary and strictly confidential information. I hereby agree that I will not disclose, either directly or indirectly, any question or any part of any question from the exam to any person or entity. I understand that the unauthorized receipt, retention, possession, copying or disclosure of any DANB exam materials, including but not limited to the content of any exam question, before, during or after the exam may subject me to legal action. Such legal action may result in monetary damages and/ or disciplinary action including rescinding exam results and denying or revoking certification. I agree to comply with any investigation regarding my behavior, acts or omissions, related to DANB exams, certificates and/or certifications.
8. I understand that for each application submitted, DANB will process the appropriate payment. If I fail to show up for an exam for which I have applied, and there is no documented DANB-accepted emergency, and I failed to comply with DANB cancellation policies, I am still obligated to pay the full exam fee. I further understand that taking the exam and then revoking payment constitutes the wrongful use of DANB products and services and I may be subjected to legal action. I am obligated to pay for the exam whether I pass or fail. I agree not to dispute the exam fee. Exam results will be rescinded if the exam fee is not paid in full.

## Background Information Policy

DANB is committed to promoting public safety by providing credentialing services to the dental community. To take DANB exams and earn DANB credentials, candidates should embody professional values that are in the best interest of patients.

Responses to the Background Information Questions (BIQs) allow DANB to make informed decisions regarding our credentials and ultimately the safety of our stakeholders. Requiring answers to the BIQs supports DANB's mission by removing or restricting the use of credentials to those who exhibit behavior inconsistent with DANB's Code of Professional Conduct.

National exam, certification renewal, certification reinstatement, and emeritus applications contain three background information questions (BIQs) that exam candidates and certificants ("DANB Individuals") are required to answer. Failure to answer the questions will result in the application being returned as incomplete. DANB Individuals must submit documentation, with their completed application, related to each affirmative response. DANB will review the documentation related to each affirmative response and make a case-by-case determination, in consultation with legal counsel, as to the candidate's eligibility to test, to earn certification or recertify. Dependent on specific disclosures made. DANB reserves the right to bring individuals for review under DANB's Disciplinary Policy & Procedures.

Note: Any person being held on criminal charges or serving a sentence of confinement (e.g., prison, jail, home detention, or any equivalent mode of confinement) for any offense, must be fully released from confinement before applying for and/or taking a DANB exam or before renewing or reinstating DANB certification.

## BACKGROUND INFORMATION QUESTIONS — DANB NATIONAL EXAM APPLICATIONS

### BIQ 1 Is your answer "yes" to either of the following?

- In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time?
- Are you currently serving a sentence of confinement, home detention, parole, probation, or other court-ordered supervision, or are you subject to a reporting requirement (e.g., sex offender or violent offender registry) in connection with any felony conviction received in your lifetime?

*It is not necessary to report misdemeanor convictions. If you are uncertain whether a conviction was for a felony or a misdemeanor, you must mark "yes."*

### BIQ 2 Have you ever been the subject of any of the following?

- Suspension, revocation, or voluntary surrender of your dental assisting license, registration, or other state recognized dental assisting credential?
- Suspension, revocation, or voluntary surrender of a license, registration, or other state-recognized credential in any profession?
- Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
- Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure, or other recognized employment credential?
- Disciplinary action by a professional regulatory board, certifying or examination agency, or other professional body?
- Investigation by or dismissal from an educational institution or employer for cheating, violating an educational institution's or other organization's code of conduct or similar document, or any other ethical violation?

### BIQ 3 Have you ever been declared mentally incompetent by a court of law?

## DOCUMENTATION REQUIRED IF A CANDIDATES ANSWERS "YES"

Documentation must be submitted with the completed exam application.

### Step 1 — Personal Statement

The candidate must attach a signed and dated personal statement describing the circumstances surrounding each occurrence, the offense or reason for the conviction or disciplinary action, the date of the adverse action, the penalties imposed, and the dates when penalties for each occurrence were or will be completed.

### Step 2 — Supporting Documentation

The candidate must also provide official documentation related to each occurrence, including but not limited to:

**BIQ 1** For felony convictions, judgment of conviction, sentencing order and termination of probation order, if applicable, and any other documentation deemed necessary by DANB.

**BIQ 2** For regulatory, credentialing or educational disciplinary action an official statement from the disciplining agency or educational institution describing the offense and penalties imposed (e.g., consent order, decision) and, if applicable, providing evidence of completion or expiration of all penalties, including reinstatement of license or credential.

**BIQ 3** For a court declaration of mental incompetence, official copies of all relevant court orders and related documents.