



# Certified Assistant Emeritus Application

This form will be accepted through Dec. 31, 2023.

## Emeritus Information and FAQs

DANB offers emeritus status to certificants who have retired from or, for medical reasons, are no longer employed in a dental office or dental assisting position (e.g., dental assistant, dental assisting educator, community dental health coordinator).

After emeritus status is awarded, a certificant may use their certification mark followed by “Emeritus” for identification (e.g., Sue Smith, CDA-Emeritus). Emeritus status does not require earning CDE credits; maintenance of CPR, BLS or ACLS certification; or payment of renewal fees.

## What do I need to apply for emeritus status?

You must meet certain requirements and submit appropriate documentation with your application (next page).

### REQUIREMENTS

- Have maintained continuous certification for at least four of the previous five years for at least one of the currently held certifications **AND**
- Have become totally and permanently disabled **OR**
- Retired from the field of dentistry/dental assisting at age 60 or older **OR**
- Retired from the field of dentistry/dental assisting with 35 years of continuous DANB certification.

### DOCUMENTATION

If you are retired:

- A signed letter from you, requesting emeritus status, with a statement that you have retired and the date of your retirement
- A signed letter from your employer on company letterhead, with a statement that you have retired and the date of retirement — or, proof that you are receiving Social Security benefits

If you have become physically and permanently disabled:

- A signed letter from a physician on office letterhead stating that the certificant is physically and permanently unable to perform any duties required or proof of receiving disability benefits from the Social Security Administration
- A signed letter from you, requesting emeritus status, with a statement that you are physically and permanently disabled and the effective date

## Can I reinstate my DANB certification from emeritus status?

For various reasons, such as the desire to return to work, you may wish to reinstate your certification. CDAs and COAs who received emeritus status within the last four to 12 months can become reinstated as current, continuous DANB certificants with the original DANB certification number and date after the following requirements are met:

- Proof of DANB-approved CPR certification
- Proof of required CDEs, including Infection Control and Bloodborne Pathogens
- Payment of \$150 reinstatement fee
- Payment of past renewal fees, including late fees

## Have more questions?

Contact DANB with any questions at 1-800-367-3262.



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Contact DANB with any questions at 1-800-367-3262. Submit this form and documentation to:

Mail: DANB  
Attn: Recertification Department  
444 N. Michigan Ave., Suite 900  
Chicago, IL 60611

Email: [recertification@danb.org](mailto:recertification@danb.org)

## Request Certified Assistant Emeritus Status

- Check here if applying for emeritus status due to retirement, and submit the following documentation:
  - A dated letter from the certificant's former employer on letterhead and signed by the employer stating the certificant has retired and the date of retirement (or provide proof of receiving Social Security benefits).
- Check here if applying for emeritus status due to disability, and submit the following documentation:
  - A dated letter from certificant's physician on his/her office letterhead stating that certificant is physically and permanently unable to perform any duties required (or provide proof of receiving disability benefits from the Social Security Administration).

## Background Information Questions

Answer all three background information questions below. See the complete [Background Information Policy](https://www.danb.org/exams/forms-and-policies) at <https://www.danb.org/exams/forms-and-policies>.

1. Since you last renewed your certification, have you been convicted of any felonies or are you currently serving any sentences for felony convictions?
  - No       Yes
2. Since you last renewed your certification, have you been disciplined by a regulatory board, certifying agency or examination agency or education institution?
  - No       Yes
3. Since you last renewed your certification, have you ever been declared mentally incompetent by a court of law?
  - No       Yes

## Certificant Information

Date of Retirement/Disability (**required, mm/dd/yy**) \_\_\_\_\_ Certification Number \_\_\_\_\_

Name \_\_\_\_\_ DANB ID \_\_\_\_\_

Email (required) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature X \_\_\_\_\_ Date X \_\_\_\_\_

I hereby affirm that my answers to all questions are true and correct, I have met all eligibility requirements, and I will comply with all DANB policies and procedures.