

2022 Recertification Requirements

Access your certification information online at www.danb.org

- Log on at any time to check your certification status
- Review current recertification requirements
- Renew online annually
- Explore state regulations



Additional questions?

Contact DANB at 1-800-367-3262 or recertification@danb.org

IMPORTANT: If you hold only the CDIPC and/or DISIPC certification(s), please reference [DANB's CDIPC and DISIPC Recertification Requirements packet](#).

Recertification CDE Credits and Fees

The chart below shows the CDE credit and renewal fee requirements based on the number of DANB certifications you hold. The total CDE credits and annual fees are the same, regardless of which DANB certifications you hold. However, there are differences in the number of CDE credits in infection control you must earn, depending on your certifications. Infection control CDE credits are part of the total CDE credits, not additional credits.

# of Certifications	Total CDE Credits	Annual Fee*
1	12	\$75
2	18	\$90
3	24	\$110
4	30	\$130
5	36	\$150
6	42	\$170

*\$20 late fee added after expiration date

Upon submission of your annual renewal, you agree to DANB's recertification requirements, policies, and procedures. Renewal fees are non-refundable under any circumstances.

Infection Control CDE Requirements

CDA, COA, CPFDA, CRFDA, CDPMA and COMSA

You must earn 2 CDE credits in infection control and 1 CDE credit in bloodborne pathogens.

CDIPC and/or DISIPC

You must earn 6 CDE credits in infection control for each certification. If you hold both CDIPC and DISIPC certification, you need to earn 12 total CDE credits in infection control. The infection control credits you earn for CDIPC and DISIPC certification can be applied to meet the infection control requirements for the other DANB certifications.

The infection control credits required for CDIPC and DISIPC must be from a provider approved by:

- American Dental Association – Continuing Education Recognition Program (ADA-CERP)
[View ADA-CERP approved providers](#)
- Academy of General Dentistry – Program Approval for Continuing Education (AGD-PACE)
[View AGD-PACE approved providers](#)

OSAP and the DALE Foundation are ADA-CERP approved providers.

Examples

If you hold CDA and CDIPC certification, you need to earn 18 total CDE credits. Of those 18 credits, you would need 1 in bloodborne pathogens, and 5 in infection control.

If you hold CDA, CDIPC and DISIPC certification, you need to earn 24 total CDE credits. Of those 24 credits, you would need 1 in bloodborne pathogens, and 11 in infection control.

If you hold CDA, COA and CDIPC certification, you need to earn 24 total CDE credits. Of those 24 credits, you would need 1 in bloodborne pathogens, and 5 in infection control.

RECERTIFICATION REQUIREMENTS

# of Certifications	Total CDE Credits	Infection Control CDE Credits
2 (CDIPC or DISIPC plus another DANB certification)	18	6 (out of 18)
3 (CDIPC and DISIPC plus another DANB certification)	24	12 (out of 24)
3 (CDIPC or DISIPC plus 2 other DANB certifications)	24	6 (out of 24)
4 (CDIPC and DISIPC plus 2 other DANB certifications)	30	12 (out of 30)
4 (CDIPC or DISIPC plus 3 other DANB certifications)	30	6 (out of 30)

Steps to Recertify

DANB certification is valid for one year. Renewing your certification annually protects your DANB credential and shows your commitment to the dental assisting profession.



STEP 1: MAINTAIN CPR: (CPR is not required for those who hold CDIPC and/or DISIPC certification only.)

Maintain DANB-accepted, hands-on CPR, BLS or ACLS. See list of DANB-accepted providers below. CPR, BLS or ACLS does not count toward the required number of Continuing Dental Education (CDE) credits.



STEP 2: EARN CDE

Earn the required number of CDE credits based on the number of certifications held. Please refer to the required CDE chart on page 2. Learn more about the CDE categories beginning on page 5.



STEP 3: SUBMIT APPLICATION AND FEE

Submit your completed renewal application and fee. DANB will send a renewal notification by email nine weeks prior to your certification expiration date and will mail a renewal letter five weeks before your certification expiration date. Go to www.danb.org up to nine weeks prior to your expiration date to renew online. You must renew annually with or without a notice from DANB. You will receive your new certificate and wallet card after you renew (if not selected for audit).

If you do not complete Steps 1 – 3 within the three-month grace period after your expiration date:

- You are no longer DANB certified
- You may not use DANB trademarks or registered certification marks or present yourself to the public as being a DANB certificant, in any manner
- You will no longer benefit from the greater earning power, career mobility, peer recognition and overall enhanced employment opportunities that more than 36,000 DANB certificants enjoy.
- If your DANB CDA, COA, CPFDA, CRFDA, CDIPC or DISIPC certification has expired, an additional reinstatement fee, proof of meeting the CDE and DANB-accepted CPR requirements may be required to reinstate. In some cases, retesting all or some of the certification component exams is required. NELDA, CDPMA and COMSA certifications cannot be reinstated.

Please contact recertification@danb.org for reinstatement option(s).

CPR, BLS or ACLS Requirement

DANB only accepts courses from these providers. Courses must include CPR and a hands-on exam. Cards from other providers will not be accepted and may result in expiration of your DANB certification.

Proof: Copy of the certificate or front and back of card that includes issue and expiration dates, instructor’s name and your name and/or signature.

- American CPR Care Association*
- American CPR Training
- American Environmental Health and Safety
- American Health Care Academy*
- 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*
- EMS Safety Services
- Medic First Aid
- Medical Training Associates
- Military Training Network
- National Safety Council (Green Cross)
- Pacific Medical Training (BLS only through <https://911coned.com>)
- ProCPR*
- Saudi Heart Association

*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.

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DANB is dedicated to upholding impartiality in carrying out its certification activities, managing conflicts of interest, and ensuring the objectivity of its certification activities.

CDE Requirements

CDE must directly relate to the practice of dentistry or dental assisting to maintain or improve dental assisting knowledge. Programs must be at least 45 minutes to qualify. CDE credits are calculated in 15-minute increments (e.g., 45 minutes = .75 CDE credits, 1 hour = 1 CDE credit).

CDE credits must be earned during your renewal period. Your renewal period begins the date you earned your most recent DANB certification and ends on the last day of your three-month grace period. Passing a DANB exam to earn initial DANB certification does not count toward CDE credits. CDE credits may not be applied retroactively.

DANB allows a grace period of three months from the date of certification expiration to complete the renewal process, including earning CDE credits and submitting the renewal and payment. For example, if your certification expiration date is June 1, your grace period ends on Sep. 1. DANB will assess a late fee if you renew during your grace period. DANB will consider you certified during the grace period. If you do not renew by the end of the grace period, you are no longer DANB certified and may be required to retest to reinstate certification.

CDE credits have a two-year lifespan. Credits earned in excess of the number required in that renewal period may be carried over to the next renewal period. Retain proof of earned CDE credits for two years in the event of an audit.

CATEGORY 1: CLINICAL PRACTICE

Infection Control Requirement

If you hold the CDIPC and/or DISIPC certification, you must obtain 6 infection control credits for CDIPC and 6 infection control credits for DISIPC annually, no matter how many certifications you hold. Credits for CDIPC and DISIPC cannot be earned in any other Category and must be from an ADA-CERP or AGD-PACE approved provider. You may apply the dental infection control credits earned for DISIPC or CDIPC certification toward the credits needed for your other DANB certifications.

All certificants, whether they hold one or more DANB certifications, must annually earn a minimum of three (3) CDE credits that meet the following requirements:

- One CDE credit on OSHA's Bloodborne Pathogens standard. Certificants may use proof of meeting federally mandated OSHA Bloodborne Pathogens standard training, or other dental-related courses that focus on Bloodborne Pathogens, and
- Two CDE credits on infection prevention, control or safety (for example, courses may include any topics listed in DANB's Infection Control exam blueprint, which includes but are not limited to information in the OSHA Bloodborne Pathogens standard).

CDPMA certificants can earn a maximum of 5 CDE credits in this category.

All other credits in this category must directly relate to the clinical practice of dentistry, including dental materials, four-handed dentistry, infection control, radiology, expanded functions, behavior management, communication, and canine and feline dentistry.

Earn credits:

Attend lectures, seminars and table clinics; successfully complete home study, online and college courses; serve on an in-person DANB exam or DALE Foundation course development committee meeting; author/edit articles/textbooks.

Calculate credits:

- Each hour of a lecture, seminar, table clinic, online or home study course = One credit
Proof: Certificate/letter of attendance/completion on sponsor letterhead with organization contact info, your name, course title and date, and hours
- Each college credit/unit = Four credits
Proof: Transcript/official letter on letterhead with your name, course title and date, and credits/units.
- Each DANB or DALE Foundation meeting = Three credits
Proof: Letter on organization letterhead verifying participation
- Each authored or edited article or textbook = Two credits
Proof: Completed publisher's evaluation with title, your name, publisher and publication date.

CATEGORY 2: DENTAL OFFICE MANAGEMENT

CDPMA certificants can earn a maximum of 6 CDE credits in this category. All other certificants can earn a maximum of 3 credits in this category. If you earn more than the maximum allowed credits in this category, the additional credits will not count towards your current renewal period but may be carried over to the next renewal period.

Credits in this category must directly relate to dental office management and practice communication, including dental practice acts; practice, time, risk and stress management; HIPAA; patient and staff motivation; computer courses; insurance; claims/billing; foreign language studies; American Sign Language; human resources; marketing; and communication.

Earn credits:

Attend lectures, seminars and table clinics; successfully complete home study, online and college courses; serve on an in-person DANB exam or DALE Foundation course development committee; author/edit articles/textbooks.

Calculate credits:

- Each hour of a lecture, seminar, table clinic, online or home study course = One credit
Proof: Certificate of completion, letter of attendance/completion on sponsor letterhead with organization contact info, your name, course title and date, and hours.
- Each college credit/unit = Four credits
Proof: Transcript/official letter on letterhead with your name, course title and date, and credits/units.
- Each DANB or DALE Foundation committee meeting = Three credits
Proof: Letter on organization letterhead verifying participation
- Each authored or edited article or textbook = Two credits
Proof: Copy of completed publisher's evaluation form, including title, author's name, publisher and publication date.

CATEGORY 3: DANB EXAMS AND OTHER DENTAL-RELATED EXAMS

Credits must directly relate to passing DANB or other dental exams.

Earn credits:

Pass a DANB-administered exam (excluding initial certification exams) or non-DANB administered, dental-related, professionally proctored exam with at least 100 questions.

Calculate credits:

- DANB-administered exam with < 100 questions = 6 credits; 100 or more questions = 12 credits
Proof: Official results
- Timed non-DANB administered exam = Hour-for-hour credit; un-timed = One credit/100 questions
Proof: Official exam results with date taken and exam description from exam organizer

CATEGORY 4: VOLUNTEER SERVICE OR SCHOLARLY ACTIVITY

A maximum of 3 credits can be used from Category 4. If you earn more than 3 credits in this category and only hold one certification, the additional credits will not count toward your current renewal period but may be carried over to the next renewal period. Credits in this Category must relate directly relate to dental-related volunteer service.

Earn credits:

Mission and voluntary clinic work and dental presentations. Does not include activities such as serving as an officer, chair or member of a dental organization or advisory committee.

Calculate credits:

- Each clock hour of service = One credit

Proof: Certificate or letter of attendance/participation on sponsor letterhead with organization contact info, your name, hours and date of service.

Background Information Policy

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

BIQ 1 Since you last renewed your certification or applied for a DANB national certification exam or national component exam:

- 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 reporting requirement (e.g., sex offender or violent offender registry) in connection with a felony conviction?

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 Since you last renewed your certification or applied for a DANB national certification exam or national component exam, have you 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 exam agency, or other professional body?
- Investigation by or dismissal from an educational institution or employer for cheating or any other ethical violation?

BIQ 3 Since you last renewed your certification or applied for a DANB national certification exam or national component exam, have you been declared mentally incompetent by a court of law?

DOCUMENTATION

If a certificant answers “yes” to any of the questions, he/she must submit appropriate documentation. Please refer to DANB’s Background Information Policy (www.danb.org) concerning appropriate documentation. DANB will make a determination, in consultation with legal counsel, on a case-by-case basis. Dependent on specific disclosures, DANB reserves the right to bring individuals for review under DANB’s Disciplinary Policy & Procedures.

Recertification Requirements Audit

A percentage of DANB certificants are selected annually for audit of meeting the recertification requirements. While most audits are random, some are at DANB's discretion. You will receive instructions by email if audited and will be asked to provide:

- Proof of CDE credits earned during the current renewal period, including the infection control and bloodborne pathogens requirements for your certification. Please refer to the charts on page 2.
- Copy of the CPR, BLS, or ACLS card(s) (front and back) held for the entire renewal period through the current date.
- Any other documentation deemed necessary by DANB to validate you have met the requirements.

Retain all documentation for two years in the event of audit.

If you fail to submit any required documentation for the audit, you will receive a notice by email indicating any deficiencies. You are encouraged to submit the additional proof, or, in some cases, use the grace period to earn additional CDE credits to comply with the audit. If you do not meet the requirements, you will fail the audit and will no longer be DANB certified.

Upon successful completion of an audit, you will be mailed a current certificate(s) and wallet card within four weeks.

Emeritus Status

Emeritus status allows certificants to retain DANB certification(s) last held as an honorary title. This is available for certificants who are retired from or, for medical reasons, are no longer employed in a dental office or dental assisting position. For more information, contact DANB at recertification@danb.org or 1-800-367-3262.

Use of DANB Certification Marks

You may use a DANB mark after your name (e.g., Sue Smith, CDA) on a resume, business card, website, in a book or publication, and in other print and electronic media. You may display the mark on a nametag or uniform worn during the rendering or promotion of certified services, and on a wall plaque present at the place where you render or promote the certified services. If you earned DANB certification in the past but have not maintained the certification, you may not use the DANB mark. An individual who has been granted Emeritus status by DANB may only use the certification mark corresponding to the former credential followed by a hyphen and the word "Emeritus" (e.g., Jane Doe, CDA-Emeritus).

To protect against misuse of DANB marks, DANB sends reports of DANB certificants whose certifications have lapsed to state regulatory agencies. Misuse of DANB certification or service marks is grounds for discipline under DANB's Disciplinary Policy and Procedures, available at www.danb.org.

Certification Reinstatement

If your DANB certification expired, contact DANB at 1-800-367-3262 or recertification@danb.org for information on your reinstatement options.

Purpose of DANB's Recertification Requirements

DANB recognizes the dynamic and emerging roles of DANB certificants in providing quality dental care to patients. DANB assists certificants in meeting these ever-changing roles by requiring annual CDE credits. DANB also requires maintenance of DANB-accepted, hands-on CPR, BLS or ACLS certification as it is vital to protecting the public since, as dental health care professionals, certificants must be prepared for medical emergencies.

DANB patterns its definition of CDE after that of the American Dental Association and defines CDE as educational activities that review existing concepts and techniques, convey information beyond the basic dental assisting education and training, and update knowledge on scientific advances and clinical and non-clinical practice-related subject matter, including evidence-based dentistry. DANB's objective is to provide the highest quality service to the public and profession by improving each certificant's clinical knowledge. All CDE credits should strengthen the critical inquiry and balanced judgment associated with the truly professional and scientific person, and should incorporate new knowledge and techniques, into the practice of dental assisting.

DANB's CDE requirement(s) are consistent with states that have mandatory dental assistant CDE requirements. DANB's requirements also enhance the continued competence of DANB certificants and promote DANB's goal of lifelong professional learning and development for its certificants.