



Dental Assisting  
National Board

# 2024 AZCP Certificate Application Packet

Includes an application for the:

- Arizona Coronal Polishing (AZCP) certificate

To earn the AZCP certificate, a candidate must:

1. Have passed DANB's Coronal Polishing (CP) exam
2. Submit the Clinical Skills Affidavit with the certificate application

## 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)

When applying for a DANB-issued state certificate, you are responsible for reading, understanding, and complying with the policies and procedures in the [State Candidate Handbook](#).

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

DANB accepts the forms found in this packet through December 31, 2024.

# Arizona Coronal Polishing Certificate Requirements

**Coronal Polishing Definition:** The Arizona Dental Practice Act states: “A dental assistant may polish the natural and restored surfaces of the teeth under either the general supervision of a dentist or the direct supervision of an affiliated practice dental hygienist licensed pursuant to this chapter if the assistant has passed an examination approved by the Board” (Section 32-1291B). The Arizona Administrative Code further defines ‘polish’: “‘Polish’ means, for the purposes of A.R.S. Section 32-1291(B) only, a procedure limited to the removal of plaque and extrinsic stain from exposed natural and restored tooth surfaces that utilizes an appropriate rotary instrument with rubber cup or brush and polishing agent. A licensee or dental assistant shall not represent that this procedure alone constitutes an oral prophylaxis.”

To perform coronal polishing procedures in Arizona under the general supervision of a licensed dentist or under the direct supervision of a licensed affiliated practice dental hygienist, a dental assistant must hold an Arizona Coronal Polishing (AZCP) Certificate. To qualify, one must:

1. Pass DANB’s Coronal Polishing (CP) exam (administered by DANB)

**AND**

2. Submit to DANB an Arizona Coronal Polishing Certificate application (p. 4), **including** an Arizona Coronal Polishing Clinical Skills Affidavit (p. 5) completed by a licensed dentist, a licensed dental hygienist, or a coronal polishing course educator/instructor who holds the AZCP certificate

**AND**

3. Receive the Arizona Coronal Polishing Certificate from DANB.

(Note: Beginning 6/1/2023, any educator or course instructor signing the Clinical Skills Affidavit must be a dentist or licensed hygienist or must hold the AZCP certificate)

Inquiries regarding the Arizona dental practice act and regulations should be addressed to: Arizona State Board of Dental Examiners, 1740 W. Adams St., Suite 2470, Phoenix, AZ 85007, or 602-242-1492.

**Questions regarding the DANB CP exam and issuance of the AZCP certificate should be directed to DANB at 800-367-3262 or danbmail@danb.org.**

The Dental Assisting National Board, Inc. (DANB), under agreement with the Arizona State Board of Dental Examiners (ASBDE), administers the complete certificate program, a service that includes providing exam information, distributing applications, testing and issuing certificates.

This certificate application packet provides information and the requirements for dental assistants applying for the Arizona Coronal Polishing (AZCP) certificate.

**Before submitting this certificate application, apply for the CP exam online at [www.danb.org](http://www.danb.org). Exam candidates will be responsible for reading, understanding and complying with the policies and procedures in the *Candidate Handbook*, available at <https://www.danb.org/exams/forms-and-policies>.**

# 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 on the application form, or by providing it through my online DANB account, I am consenting to receive email 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.



# 2024 AZCP Certificate Application

This application will be accepted through December 31, 2024.

1. Candidate must submit a completed Clinical Skills Affidavit (page 5).
2. Candidate must sign, date and submit the application and the nonrefundable certificate fee to DANB.  
**Incomplete applications will be denied.**
3. Mail or email completed application and supporting documentation to DANB. Full payment is required at the time of application.

## Section A: Signature and Date (Please sign and date with a pen.)

*I hereby request an Arizona Coronal Polishing Certificate upon successful completion of the Coronal Polishing exam. 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 and ASBDE policies and procedures. I further affirm that I have read and understood the Application Statements contained in this packet, and I intend to be legally bound by them. I understand that the certificate fee is not refundable under any circumstances. I hereby apply in accordance with the rules and regulations governing the certificate. I hereby agree that prior or subsequent to issuance, the ASBDE or DANB may investigate my eligibility and may refuse to issue the certificate and such refusal may not and shall not be questioned by me in any court of law or equity or other tribunal, nor shall I have any claim in the event of such refusal to a return of the certificate fee accompanying the exam application.*

Signature  Date

## Section B: Candidate Information (Please type or print with a pen.)

SSN

Name (must match current ID exactly):

Last  First  Middle Name/Initial

Prior Name (if applicable)  Email (required)

Home Address  City  State  Zip

Phone Numbers:

Office  Home  Cell

## Section C: Payment (Please type or print with a pen.)

Check/Money Order payable to DANB (must include candidate's name and be in U.S. dollars)

AZCP Certificate  
3716

Credit Card Authorization (VISA, MasterCard, Discover & American Express accepted): Amount **\$50.00** (nonrefundable)

Credit Card Number       CVV  Expiration  /

Cardholder's Name

Cardholder's Billing Address  City

State  Zip  Daytime Phone Number

Cardholder's Signature

By signing, the cardholder acknowledges intent to apply for the certificate shown above in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. (See the *Application Statements* for further requirements.)



# 2024 AZCP Clinical Skills Affidavit

This form will be accepted through December 31, 2024.

1. A licensed dentist, a licensed dental hygienist, or a coronal polishing course educator/instructor who holds the AZCP certificate must sign, date and complete all sections on this form.
2. Mail or email completed clinical skills affidavit and completed Arizona Coronal Polishing Certificate application (p. 4) to DANB. Full payment is required at the time of application.

## Section A: Licensed Dentist/Course Provider/Educator Information (Please type or print with a pen.)

Name  Email (required)

License Number  State License Issued

Educational Institution or Course Number

Address  City  State  Zip

Phone Number

## Section B: Clinical Skills (Please type or print with a pen.)

In the spaces below, please record the date upon which the candidate completed each requirement:

**Candidate observes coronal polishing as part of oral prophylaxis in at least one (1) patient with permanent dentition:**

Date

**Candidate observes coronal polishing as part of oral prophylaxis in at least one (1) patient with primary and/or mixed dentition:**

Date

**Candidate polishes coronal surfaces of teeth as part of oral prophylaxis in at least two (2) patients with permanent dentition:**

Date

Date

**Candidate polishes coronal surfaces of teeth as part of oral prophylaxis in at least two (2) patients with primary and/or mixed dentition:**

Date

Date

## Section C: Licensed Dentist/Course Provider/Educator Signature and Date (Please sign and date with a pen.)

I hereby certify that  has successfully completed the requirements on the dates indicated above.  
Candidate's Name

Signature  Date

# Application Checklist

Have you:

- Passed DANB's Coronal Polishing exam?
- Read the instructions and information in this application packet?
- Read and agreed to be bound by Arizona and DANB rules, regulations, policies and procedures as noted in this application packet? (See Application Statements, p. 3)
- Filled out the certificate application in its entirety?
- Signed and dated the certificate application (p. 4)?
- Enclosed the application and certificate fee or provided credit card information?
- Enclosed completed Clinical Skills Affidavit (p. 5)?
- Made a copy of your entire application packet for your records?
- Addressed your envelope OR prepared your information to be emailed?

**Mail to:**

Dental Assisting National Board, Inc. (DANB)  
444 N. Michigan Ave., Suite 900  
Chicago, IL 60611

**Email credit card payments only to:**

financefax@danb.org

If you have not:

- completed the application in full,
- signed, dated and enclosed your application with supporting documentation, and
- provided payment (check, money order, cashier's check) or payment information (credit card)

**your application will be considered incomplete and will not be processed.**

**Incomplete applications will be denied, and the \$50 nonrefundable certificate fee will be retained.**