CDA and GC Pathway I

1. **Graduation (or anticipated graduation) from a Commission on Dental Accreditation (CODA)-accredited dental assisting or dental hygiene program or current Registered Dental Hygienist (RDH) license**

Required Documentation

For graduates:

- ❑ Enter the CODA-accredited program school code number (see pages 18-19) on the application.
- ❑ Enclose a photocopy of the candidate's certificate of completion/diploma or official transcript. (Transcript may not be a copy.) Document must show proof of program completion. A letter from a CODA-accredited dental assisting program on school letterhead indicating the candidate's name and date of graduation, signed and dated by the program director, may also be accepted.

For students scheduled to graduate within 90 days after application to test:

- ❑ Submit an *Intent to Graduate* letter that must include:
  - Student's name
  - Date the program director believes the student will complete the dental assisting program (must be within 90 days prior to anticipated graduation date)
  - Program director's signature and date signed (date cannot be prior to date of application)
  - Must be on school letterhead

Official exam results and certificates will be held by DANB for all candidates who submit an *Intent to Graduate* letter as proof of anticipated graduation, until required proof of graduation has been received by DANB. Once the exam is taken, the *DANB Graduation Documentation for Pathway I* form (available at www.danb.org) will be mailed to each candidate who submitted an *Intent to Graduate* letter. Program directors are required to notify DANB in writing should any student for whom this statement was provided fail to graduate. If a candidate fails to submit the required documentation within 90 days from the testing date, GC exam results will become invalid, and RHS and ICE exam results and certificates of knowledge-based competency will be mailed to the candidate, if applicable.

For Registered Dental Hygienists:

- ❑ Enclose a photocopy of the candidate's Registered Dental Hygienist (RDH) license (from any state except Alabama). Must be current at the date of application and exam.

2. **Current Cardiopulmonary Resuscitation (CPR), Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS) from a DANB-accepted provider; must be current at the date of application and exam.**

Required Documentation

- ❑ Enclose front and back copies of a valid, DANB-accepted CPR, BLS or ACLS card (see page 13).

CDA and GC Pathway II

1. **High school graduation or equivalent**

Required Documentation

For high school eligibility in the U.S. and Canada:

- ❑ Enclose a photocopy of the candidate's high school diploma, GED certificate or official transcript (transcript may not be a copy) indicating graduation (high school or GED institution must be a recognized school in the U.S. education system), or official state agency graduation verification of high school graduation; **or** proof of college or postsecondary coursework at an institution accredited by a U.S. Department of Education-recognized agency. Official documents must include a school seal, school stamp indicating the document is official, or must be notarized. For U.S. high school education verification, contact the state board of education. Any cost of such independent verification shall be the responsibility of the candidate. No other documentation will be considered.

For high school eligibility outside the U.S. and Canada:

- ❑ Enclose a photocopy of the candidate's high school diploma **or** a photocopy of transcript with graduation date **or** a photocopy of the postsecondary degree/college transcript **and** a photocopy of the document translation.
- ❑ Enclose an official equivalency report from an independent, DANB-accepted evaluator in a sealed envelope from the evaluator. If the equivalency report arrives with the application and is not in a sealed envelope from the evaluator, the application will be returned, minus the $50 nonrefundable application fee.
- ❑ An international graduate must submit his or her education credentials for evaluation to one of these DANB-accepted providers: **National Association of Credential Evaluation Services** (www.naces.org) or the **American Association of Collegiate Registrars and Admissions Officers** (ies.aacrao.org) at 202-296-3359, ext. 4600, or ies@aacrao.org. All costs shall be the responsibility of the candidate. DANB will return all original international documents to candidates.

2. **Minimum of 3,500 hours work experience as a dental assistant, accrued over a period of at least two years to a maximum of four years; employment must be verified by a licensed dentist.**

Required Documentation

- ❑ Enclose a completed *Employer Work Experience Statement* found on page 15. Dental assisting experience gained outside the United States/Canada may be used to qualify to take a DANB exam.

3. **Current Cardiopulmonary Resuscitation (CPR), Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS) from a DANB-accepted provider; must be current at the date of application and exam.**

Required Documentation

- ❑ Enclose front and back copies of a valid, DANB-accepted CPR, BLS or ACLS card (see page 13).