

DANB Group Testing Checklist



Below is a checklist to review before submitting exam applications. Please consult your CDA or COA Candidate Guide for the complete requirements. This checklist applies only to DANB national exams, but you may also use the group form for state exams.

Please feel free to contact Jane Hanson, Senior Coordinator, Testing, with any questions or concerns by calling 1-800-FOR-DANB ex. 452, or e-mailing jhanson@danb.org. Fax application to 312-642-3550.

Application Checklist

Things to look for when sending in CDA, GC, RHS, ICE, COA or OA applications:

1) Are the applications:

- For the correct exams?
- Currently valid applications? (Applications are no longer accepted after March 31 of the following year.)
- Completed with names printed exactly as they appear on IDs?
- Signed and dated?
- Completed with background information question answered and documentation provided, if necessary?

2) Additional documentation is required when taking the CDA* or GC exams.

Has the candidate:

- Provided a copy (front and back) of his/her current CPR card?
(needed for all pathways)
- Checked the pathway on the application and enclosed proof of pathway eligibility documents?
 - Pathway I - Proof of graduation **or** intent to graduate letter from a CODA-accredited dental assisting or dental hygiene program
 - Pathway II - Work Experience Statement **and** proof of high school completion

**Please consult the COA Candidate Guide for COA and OA required documentation.*

FINAL CHECK!

Has everyone:

- Been listed on the group form?
- Submitted a complete application with proper documentation, when necessary?
- Provided full payment?

If a candidate in your packet does not wish to test with the group, please add a note to the application indicating that the candidate should be processed as an individual.