



June 3, 2013

Ms. Noel Taxin  
Utah Dental and Dental Hygiene Licensing Board  
P.O. Box 146741  
Salt Lake City, UT 84114

Dear Ms. Taxin:

Enclosed is the invoice for 2013-2014 AADB membership dues for your agency along with some brochures on the benefits of being an AADB member. I hope you will share these brochures with your board members.

AADB is embarking on a course to enhance the services and programs available to the dental boards. The Assessment Services Program (ASP) is a comprehensive program of review services designed to assist dental boards throughout the discipline process and includes two major components: Dentist-Professional Review and Evaluation Program (D-PREP) and the Expert Review Assessment (ERA).

Leadership wants the AADB to be relevant and has implemented a strategic planning process encouraging member participation and better service for the needs of the members. The Strategic Planning Task Force will review AADB governance structure, program offerings, role in advocacy, research of best practices by dental boards and office operations. In addition, AADB is developing an Ethics Guideline for dental boards and has appointed a Program Committee to expand input into program content with committee members representing all constituencies of membership.

AADB welcomes your suggestions for improving its services and programs to assist your dental board in fulfilling its duties.

Thank you for your continued support. If you have any questions, please contact me at 1-800-621-8099, ext. 7464 or [jtarrant@dentalboards.org](mailto:jtarrant@dentalboards.org).

Sincerely,

James Tarrant  
Executive Director

cc: Dr. Mina Paul  
Enc.

## APPLICATION

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office Telephone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Birthdate: \_\_\_\_\_

Type of Membership (Please check one)

Active Member \$322  
 Associate Member \$89  
 Life Member (if member for  
10 years and age 70) \$0  
 Life Member (if member  
for six consecutive years) \$1,500

(Dues are for the fiscal year 2013-2014 which runs from 7/1/2013 - 6/30/2014)

Send payment to:

AADB  
211 E. Chicago Ave., Ste. 760  
Chicago, IL 60611

OR

If paying by Visa or MasterCard you can join on our website: [www.dentalboards.org](http://www.dentalboards.org)

Questions? Please call the Central Office:

1-800-621-8099, ext. 7464

## VALUES HELD BY AADB

- AADB values meeting the needs of all its members.
- AADB values the protection of the public whenever it seeks dental care.
- AADB values the enhancement of the dental profession's image
- AADB values collaborative relationships within organized dentistry among educators, accreditors, examiners, and regulators.

# AADB

**American  
Association  
of  
Dental Boards**

**MEMBERSHIP  
BROCHURE  
2013-2014**

THE AMERICAN ASSOCIATION OF DENTAL BOARDS (AADB) was founded in 1882. It is comprised of state dental boards, the District of Columbia, Puerto Rico and the Virgin Islands, as well as both past and present members of those boards, board administrators, board attorneys, and dental and dental hygiene educators. The AADB focuses on licensure and competency issues. Among its goals are the sharing of information and developing collaborative relationships between examiners and educators.

A CLEARINGHOUSE FOR BOARD ACTIONS is one of the Association's many activities. The Clearinghouse is intended to restrict the ability of incompetent practitioners to move from state to state. Information indicating whether or not an individual has been involved in a board action can be obtained on request or by referral to a periodic report published by the AADB. Whereas the National Practitioner Data Bank has information beginning September 1990, the AADB has data going back to 1984.

THE ASSOCIATION is administered through its Central Office at 211 E. Chicago Ave., Suite 760, Chicago, IL 60611, which can be reached by calling (312) 440-7464 or 1-800-621-8099 ext. 7464, fax (312) 440-3525. The AADB officers represent each of the four sections of the country into which the AADB divides its membership. Also, there is a dental hygienist member-at-large who is an officer representing dental hygienists, an administrator member and a public member.

AADB APPOINTS four members to the Council on Dental Education and Licensure (CDEL); four members to the Commission on Dental Accreditation (CODA), one member to the CODA Appeals Board, and six members to the Joint Commission on National Dental Examinations (JCNDE). These groups have a direct impact on the issues facing dental licensing boards.

The ADA CDEL is responsible for recommending policies related to education and licensure, as well as recognizing the dental specialties. CODA is responsible for the evaluation and accreditation of all dental, allied dental and advanced dental education programs. JCNDE conducts written dental and dental hygiene licensing examinations called National Boards and makes rules and regulations for the conduct of those examinations and the certification of successful candidates. The AADB also appoints a member to the Dental Assisting National Board (DANB). In addition, the AADB represents dental boards on the Executive Committee of the National Practitioner Data Bank.

TWO NATIONAL MEETINGS are held annually: the Annual Meeting and the Mid-Year Meeting. The Annual Meeting is scheduled on the two days preceding the ADA Annual Session in the same city. The Mid-Year Meeting is scheduled in the spring and is held in conjunction with the National Dental Examiners' Advisory Forum at the ADA Headquarters in Chicago. These functions provide members an opportunity to meet and discuss licensure issues with prominent speakers and other examiners.

THE BULLETIN, the Association's quarterly newsletter and other mailings distributed throughout the year not only provide useful information to individual members but also are of great value to state boards and their members.

ONLINE CE COURSES are now offered on the AADB website ([www.dentalboards.org](http://www.dentalboards.org)). These courses are geared to be used by dental practitioners as risk management tools and by state dental boards as a disciplinary device. The courses can be taken online and after successful completion, practitioners can print out a certificate for their boards. In addition, the AADB is a PACE approved provider. Credit hours for AGD members who complete a course will have the certificate automatically sent to the AGD.

## TO BECOME A MEMBER

COMPLETE the online membership form if paying by Visa or MasterCard –

[www.dentalboards.org](http://www.dentalboards.org)

or fill out the form on the back of this page and mail it with a check to: AADB, 211 E. Chicago Ave., Ste. 760, Chicago, IL 60611. We look forward to having you join us.

### Membership Categories:

Active Member – Board member, former board member, an administrator or a board attorney. \$322

Associate Member – anyone who is employed to examine on behalf of a dental board or a specialty board (recognized by the American Dental Association), is employed by a specialty board agency member or is an educator. \$89

Life Member – active member who has: maintained membership for ten consecutive years and reached age 70. \$0

maintained membership for six consecutive years. \$1,500

**STATE BOARD PARTICIPATION ON SITE VISIT TEAMS:** It is the policy of the Commission on Dental Accreditation that the state board of dentistry is notified when an accreditation visit will be conducted in its jurisdiction. The Commission believes that state boards of dentistry have a legitimate interest in the accreditation process and, therefore, strongly urges institutions to invite a member of the state board of dentistry to participate in Commission site visits. The Commission also encourages state boards of dentistry to accept invitations to participate in the site visit process

(Reaffirmed: 07/07; 07/01; 12/85; 01/00)

The following procedures are used in implementing this policy:

1. Correspondence will be directed to an institution notifying it of a pending accreditation visit and will include a copy of Commission policy on state board participation. The institution is urged to invite the state board to send a representative. The Commission copies the state board on this correspondence.
2. The institution notifies the Commission of its decision to invite/not invite a state board representative. If a state board representative is to be present, that representative will receive the same background information as other team members.
3. The state board submits the names of at least two of its representatives to the Commission.
4. The Commission provides the names of all site visit members, including the two state board representatives, to the institution. The institution will be able to choose one of the state board representatives. If any site visit member is unacceptable to the institution, the Commission must be informed in writing.
5. The state board representative, if authorized to participate in the site visit by the institution, receives the Self-Study document from the institution and background information from the Commission prior to the site visit.
6. The state board representative participates during all site visit conferences and executive sessions.
7. In the event the chairman of the site visit committee determines that a vote is necessary to make a recommendation on accreditation status to the Commission, only team members representing the Commission will be allowed to vote.
8. The state board of dentistry reimburses its representatives for expenses incurred during the site visit.

(Reaffirmed: 07/07; 07/01; 12/75; 12/78; 5/81; 12/82)

## **Role and Responsibility of State Board of Dentistry Representatives on Visiting Committees**

From the two names submitted by the state board of dentistry to the Commission, the institution - in consultation with the Commission - will select one representative to participate in the accreditation site visit. The state board representative is encouraged to be in attendance for the entire site visit, including all scheduled conferences and during executive sessions of the visiting committee.

The state board representative participates in an accreditation site visit in order to develop a better understanding of the accreditation site visit process and its role in ensuring the competence of graduates for the protection of the public.

The dental, advanced dental and allied dental education programs are evaluated utilizing the Commission's approved accreditation standards for each respective discipline.

While on site the state boards representative:

- provides assistance in interpreting the state's dental practice act and/or provides background on other issues related to dental practice and licensure within the state.

on allied dental education visits:

- assists the team in assessing the practice needs of employer-dentists in the community and in reviewing those aspects of the program which may involve the delegation of expanded functions.

on dental school visits:

- functions primarily as a clinical consultant, working closely with the clinical specialist member(s) who evaluate the adequacy of the preclinical and clinical program(s) and the clinical competency of students.

Following the site visit, state board representatives may be asked to provide either a written or oral report to their boards. Questions frequently arise regarding what information can be included in those reports while honoring the *Agreement of Confidentiality* that was signed before the site visit. The following are some general guidelines.

### **What You May Share:**

- Information about the Commission's accreditation standards, process and policies

### **What You May Not Share:**

- The school's self-study
- Previous site visit reports and correspondence provided to you as background information
- Information revealed by faculty or students/residents during interviews and conferences
- The verbal or written findings and recommendations of the visiting committee
- Any other information provided in confidence during the conduct of an accreditation visit.

The Commission staff is available to answer any questions you may have before, during or after a site visit.

(CODA: 08/86)

(Modified based on 01/00 action)(reaffirmed: 07/04)

**Attention: Please complete and return by e-mail to Lorraine Lewis at [lewisl@ada.org](mailto:lewisl@ada.org) or by FAX (312/587-5105).**

## State Board Participation Form

**Name of Institution; City/State:** \_\_\_\_\_

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**Please check the appropriate statement:**

\_\_\_\_\_ Please **DO** invite the state board of dentistry to participate in the upcoming site evaluation.

\_\_\_\_\_ A state board representative is **NOT** to be invited to participate in the upcoming site evaluation.

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**Name:** \_\_\_\_\_  
*(Please Type or Print)*

**Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_