



# COMMISSION OHIO DENTAL ASSISTANT CERTIFICATION

## ABOUT THE COMMISSION

The Commission on Ohio Dental Assistant Certification is a non-profit organization whose mission is to provide a pathway for dental assistants to achieve credentialing in Ohio.

Members of the commission are currently certified through The Dental Assisting National Board (DANB) or The Commission on Ohio Dental Assistant Certification (CODA) or both. Both state and nationally certified assistants volunteer to work with The Commission on Ohio Dental Assistant Certification.

State and national certification are recognized by the Ohio State Dental Board as a pathway to apply for a Radiology Certificate and meet the requirement to apply to an EFDA, Coronal Polishing or Pit & Fissure Sealant programs in Ohio.

## CONTACTING THE COMMISSION

Questions not answered in this brochure can be addressed via phone, fax or e-mail. Please leave both a daytime and evening phone number.

Phone/ Fax: 330-668-9985

E-Mail: [OhioCODAexam@aol.com](mailto:OhioCODAexam@aol.com)

Web: <http://www.codacertification.org/>

## WHO IS ELIGIBLE TO TAKE THE EXAM

Ohio certification is available to any individual who:

- Has a minimum of 12 months continuous full time work experience in the dental profession by the date of the exam or
- Is enrolled in or a graduate of a dental assisting program.

**NOTE:** Current students must have completed 50% of the program at the time they take the exam.

The Commission will not discriminate in application, examination or certification activities on the basis of age, sex, race, color, religion, national origin, handicap, sexual preference, or marital status. The birth year of all applicants is requested as part of the identification data.

## GENERAL EXAMINATION INFORMATION

1. No questions concerning the content of the written test may be asked during examination sessions.
2. No reference materials or notes may be brought to examination sessions.
3. No visitors or unauthorized individuals will be permitted in the testing session.
4. Examinations shall be held on dates and in locations specified by the Commission.
5. Applicants will receive confirmation and information approximately **sixty days** prior to their examination date.
6. Exam registration is from 8-8:30 a.m.
  - **Applicants arriving late for the examination will be admitted but will not be allowed extra time beyond the time schedule for completion of the exam.**
7. ALL candidates taking any part of the examination **MUST BE IN UNIFORM.** Failure to meet uniform requirements will result in a reduction of points on the applicant's clinical score.

## UNIFORM REQUIREMENTS

- Professional uniform or scrubs
- Lab Coat to meet OSHA standards
- Applicants are to supply their own eye protection
- Nails: No Acrylics or Polish
- Clean shoes, **no** canvas shoes
- Name tags should NOT be worn for examination
- Hair off of collar and away from face
- Appropriate undergarments
- Jewelry limited to: Watch, wedding rings, one pair small stud earrings
- Tattoos or body modifications must not be visible
- **Applicants are not permitted to have cell phones on the test site.**



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## APPLICATION PROCESS

### Submit the following:

- Completed Application
- Proof of current CPR
- Notarized letter of recommendation from Employer or Dental Assisting Instructor
- Proper Fee

### NOTE:

- Incomplete applications will be returned.
- Applications are accepted on a first-come basis.
- Applications received after the deadline or if exam is full will be held for the next examination.
- **Persons with disabilities needing assistance should notify the Commission in writing at the time of application.**

## EXAMINATION FEES

Exam fees must accompany the application.

- Full Exam: \$65.00
- An applicant who fails a portion of the examination will be required to retake only the portion failed. A new application must be completed and CPR must be current at time of retake. Fees for retaking a portion of the exam are:

1 part:	\$25.00
2 parts:	\$50.00
All Parts:	\$65.00
- Retakes must be completed within two (2) years of the original exam date or the applicant must complete the entire application process and retake the full exam
- Examination fees are **not** refundable.
- Applicants who apply for the examination and wish to reschedule to a different date must request to do so in writing at least 60 days before the exam date. Requests less than 60 days are subject to a reprocessing fee of \$20.00.
- All fees are to be paid by check or money order. School purchase orders will be invoiced prior to the exam and must be prepaid.

## EXAMINATION FEES Continued

- Checks or Money Orders should be made payable to:  
**Commission Ohio Dental Assistant Certification**  
And mailed to:  
Commission Ohio Dental Assistant Certification  
1501 Centerview Drive  
Copley, Ohio 44321
- Checks returned by the bank for insufficient funds will be charged a fee of \$20.00 plus any bank charges incurred by the Commission.

## APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL INFORMATION AND THE PROPER FEE IS RECEIVED

Candidates are responsible to protect the integrity of their answers during the test. If cheating is detected during the examination, or evidence of cheating is disclosed at the time the answer sheets are being scored, those involved, whether they be the copiers or those copied from, will be failed. This warning notice will be in effect and applicable to all parts of the examination.

Any person falsifying information or caught cheating on the examination will be barred for taking the exam for life.

Applicants failing the examination three (3) times will be required to complete additional education before retaking the examination the fourth time. Examples of additional education are seminars, formal course work, or self-study courses. Evidence of completed additional education must be included with the application to take the exam for the fourth time.



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## EXAMINATION CONTENT

The exam consists of three parts: Written, Clinical and Radiology. An applicant must pass ALL THREE parts of the exam to be a Certified Ohio Dental Assistant.

### I. The written exam consists of approximately 250 multiple-choice questions.

#### Topics Include:

- Chairside Skills
- Office Procedures
- Dental Anatomy
- Dental Specialties
- Dental Materials
- Sterilization/OSHA
- Preventive Procedures
- Dental/Medical Emergency Skills

### II. The clinical exam consists of basic dental assisting tasks.

#### Tasks Include:

- Dental Materials
- Patient Education
- Matrix Retainers
- Chairside
- Dental Insurance
- Instrument Identification
- Bur Identification

### III. The radiology portion of the exam consists of:

- 101 Written questions
- Mounting x-rays
- Exposing x-ray

**NOTE: HOLDING A CURRENT RADIOLOGY CERTIFICATE DOES NOT EXEMPT APPLICANT FROM TAKING AND PASSING THE RADIOLOGY PORTION OF THE EXAM.**

## CORRESPONDENCE

When contacting the Commission concerning your exam, include applicant's name, the date examination was taken and the last 4 numbers of your social security number.

## EXAM RESULTS

- Released only in writing
- Results for students enrolled in a program will be released to the school
- Applicants wishing to have their exam results reevaluated must submit their request in writing to the Commission within **10 days** of postmark on results. The request must include a copy of the exam results and the reason for the request.

## INSIGNIA OF CERTIFIED OHIO DENTAL ASSISTANT

The Initials **CODA** can only be used after the name of **CURRENTLY** Certified Ohio Dental Assistant.

## DUPLICATE OR REPLACEMENT CERTIFICATES

Requests for a new certificate must be in writing. A copy of the current certificate with the desired changes should be sent with the request and the proper fee. Cost of a new certificate will be \$10.00.

## REFERENCE MATERIAL

The commission does not recommend or endorse any particular reference book.

## NAME OR ADDRESS CHANGES

Should be mailed or emailed to the:  
**Commission on Ohio Dental Assistant Certification**



# COMMISSION OHIO DENTAL ASSISTANT CERTIFICATION

## KEEPING YOUR CODA CURRENT

To maintain current status you must renew **each** year. The expiration date is December 31 of EACH YEAR and is printed on your wallet card enclosed with your Certificate. New wallet card and recertification forms are sent with each renewal.

Complete the renewal form showing continuing education taken since your last renewal. Mail the completed form with the proper fee by December each year to the address on the form.

## CONTINUING EDUCATION AND FEES

- Submit 12 Hours of continuing education and fee of \$20.00 each year.
- Postmarked after December 31: Submit 12 hours of continuing education and a fee of \$30.00.
- **If certification is not renewed by March 31 your Ohio Certification will be considered delinquent.** Contact the Commission to determine how to reinstate your CODA.
- ***Ohio Certification not current for two or more years will require retaking the examination.***

NOTE: It is not necessary to send documentation of CE programs/seminars attended. Keep this information for your records. The Commission may request copies of documentation if questions arise. Documentation sent with your renewal is not kept and cannot be returned.

## ACCEPTABLE FORMS OF CONTINUING EDUCATION

- Educational programs must be at least 45 minutes in length to qualify for one (1) hour of credit. (Example: A 5-hour program/seminar is equal to 5 continuing education credits.)
- Continuing Education **MUST BE DIRECTLY** related to the practice of dental assisting or dentistry.
- Attendance at a dental assisting or dental seminar, workshop is typical acceptable forms of continuing education.

## ACCEPTABLE FORMS OF CONTINUING EDUCATION Continued

- **College courses** not related to dentistry are subject to approval by the Commission.
- **Community Participation:** The Commission recognizes the educational value of participation in dental-related community projects. Recertification credits are granted for community participation on the basis of one (1) credit for every two (2) clock hours of participation, up to four (4) CE credits for community participation may be used each year.
- Hours for CPR retraining, OSHA updates and Radiology review courses may be used for renewal.
- Home study and online courses approved by the ADA, AGD, ADAA or DANB.
- EFDA TRAINING: Persons enrolled in or who complete EFDA training **after** achieving Ohio Certification may use this training for two years CE credit. **Proof of enrollment or successful completion of EFDA training must be submitted with the proper fee EACH YEAR.**