



DISIPC™ and CDIPC™ CANDIDATE HANDBOOK Pretest Event

This packet contains the eligibility requirements and important policy information for the pretest event for the OSAP-DANB DISIPC and CDIPC certification exams:

- Dental Industry Specialist in Infection Prevention and Control™ (DISIPC™)
- Certified in Dental Infection Prevention and Control™ (CDIPC™)

Please review this information carefully. The OSAP-DANB Candidate Handbook includes eligibility requirements and policies. You are responsible for understanding and complying with the policies and procedures provided in this handbook when applying for or taking an OSAP-DANB exam.

To apply for the OSAP-DANB certification pretest event, please visit dentalinfectioncontrol.org.

The deadline to apply is June 30, 2021.

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ABOUT US

OSAP

The Organization for Safety, Asepsis and Prevention (OSAP) is the only nonprofit membership association for oral healthcare professionals that focuses exclusively on infection prevention and patient and provider safety. OSAP's mission is to be the leading provider of infection prevention and control education, training, and credentialing that supports safe dental visits.

DANB

The Dental Assisting National Board (DANB) is recognized by the American Dental Association (ADA) as the national certification board for dental assistants. DANB's mission is to promote the public good by providing credentialing services to the dental community.

The DALE Foundation

The Dental Advancement through Learning and Education Foundation (the DALE Foundation) is the official DANB affiliate. The DALE Foundation's mission is to benefit the public by providing quality education and conducting sound research to promote oral health. The DALE Foundation is a nonprofit organization and was founded by DANB in 2010.

OSAP-DANB-DALE Foundation Collaboration

OSAP, DANB and the DALE Foundation have come together to develop a comprehensive dental infection prevention and control education and certification initiative. To learn more, visit dentalinfectioncontrol.org.

OSAP-DANB DISIPC Certification

The OSAP-DANB Dental Industry Specialist in Infection Prevention and Control™ (DISIPC™) is a professional certification that is intended for dental practice managers; sales representatives, customer service personnel, service technicians, and other professionals who work for the companies that manufacture or distribute products, equipment, or services to the dental profession; as well as those without healthcare experience* who inspect or investigate dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting, or public health authorities. See the exam eligibility pathways section for more detail.

**Healthcare professionals (e.g., D.D.S.; D.M.D; RDH; certified, registered and/or licensed dental assistant; or licensed, registered or certified healthcare professional)*

OSAP-DANB CDIPC Certification

The OSAP-DANB Certified in Dental Infection Prevention and Control™ (CDIPC™) is a professional certification that is intended for all dental team members who perform infection prevention and control in a dental setting; supervise or educate those who perform infection prevention and control; and those healthcare professionals* who inspect or investigate dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting, or public health authorities. See the exam eligibility pathways section for more detail.

**Healthcare professionals (e.g., D.D.S.; D.M.D; RDH; certified, registered and/or licensed dental assistant; or licensed, registered or certified healthcare professional)*

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DANB is a member of the Institute for Credentialing Excellence. The National Commission for Certifying Agencies (NCCA), an Institute for Credentialing Excellence commission with responsibility for accrediting certification programs, has evaluated DANB national certification programs (CDA and COA), including DANB component exams (RHS, ICE, GC and OA), and finds that DANB programs meet NCCA's highest standards, thus helping to assure validity, reliability and objectivity in the testing process.



DANB has met the International Accreditation Service (IAS) Accreditation Criteria for Bodies Operating Certification of Persons (AC474) and has demonstrated compliance with ISO/IEC Standard 17024:2012, Conformity assessment – General Requirements for Bodies Operating Certification of Persons and has been accredited as a Personnel Certification Body, commencing September 22, 2015, to provide certifications for Certified Dental Assistant (CDA) and Certified Orthodontic Assistant (COA) certifications.

EXAM ELIGIBILITY

DISIPC Exam Pathways

Pathway I

EDUCATION

Complete the education requirements in **steps 1 and 2** below.

1. Hold the OSAP-DALE Foundation Dental Infection Prevention and Control Certificate™

Documentation: None; verification records maintained by the DALE Foundation

AND

2. Complete **ONE** of education options a-f below:

- a. DALE Foundation's DANB ICE Review course

Documentation: None; records maintained by the DALE Foundation

- b. From Policy to Practice: OSAP's Guide to the CDC Guidelines

Documentation: None; records maintained by OSAP

- c. OSAP's OSHA & CDC Guidelines: OSAP Interact Training System

Documentation: None; records maintained by OSAP

- d. OSAP Dental Infection Control Boot Camp™

Documentation: None; records maintained by OSAP

- e. Graduate from a Commission on Dental Accreditation (CODA)-accredited dental assisting or dental laboratory technology program

Documentation: Copy of certificate or diploma, or original/official transcript sent to DANB directly by the school

- f. Hold a life sciences, applied life sciences or related professional healthcare degree (i.e., associate, bachelor's, master's or doctorate). See p. 10 for list of accepted degrees.

Documentation: Copy of diploma or original/official transcript sent to DANB directly by the school

EXPERIENCE

Complete at least 1,040 hours of work experience through one of the following options that best describes your role:

OPTION 1

Dental practice manager

Documentation: Work Experience Form

OPTION 2

Sales representatives, customer service personnel, service technicians and other professionals who work for the companies that manufacture or distribute products, equipment or services to the dental profession who are not healthcare professionals*

Those who are **not healthcare professionals (e.g., D.D.S; D.M.D.; RDH; certified, registered and/or licensed dental assistant; or licensed, registered or certified healthcare professional)*

Documentation: Work Experience Form

OPTION 3

Those who are **not** healthcare professionals* who Investigate or inspect dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting or public health authorities

Those who are **not healthcare professionals (e.g., D.D.S; D.M.D.; RDH; certified, registered and/or licensed dental assistant; or licensed, registered or certified healthcare professional)*

Documentation: Work Experience Form

Pathway II

Hold OSAP-DANB Certified in Dental Infection Prevention and Control (CDIPC) certification

Documentation: None; not part of pretest event

CDIPC Exam Pathways

Pathway I

EDUCATION

Meet **one** of the following educational options:

OPTION 1

DANB's Infection Control (ICE) certificate earned within the past 5 years

Documentation: None; verification records maintained by DANB

OPTION 2

Current DANB Certified Dental Assistant (CDA), Certified Orthodontic Assistant (COA) or National Entry Level Dental Assistant (NELDA) certification

Documentation: None; verification records maintained by DANB

OPTION 3

Current OSAP-DANB Dental Industry Specialist in Infection Prevention and Control (DISIPC) certification

Documentation: None; not part of pretest event

OPTION 4

See page 7 for details.

OPTION 4

Complete the education requirements in **steps 1 and 2** below.

1. Hold the OSAP-DALE Foundation Dental Infection Prevention and Control Certificate

Documentation: None; verification records maintained by the DALE Foundation

AND

2. Complete **ONE** of education options a-f below:

- a. DALE Foundation's DANB ICE Review course

Documentation: None; records maintained by the DALE Foundation

- b. From Policy to Practice: OSAP's Guide to the CDC Guidelines

Documentation: None; records maintained by OSAP

- c. OSAP's OSHA & CDC Guidelines: OSAP Interact Training System

Documentation: None; records maintained by OSAP

- d. OSAP Dental Infection Control Boot Camp

Documentation: None; records maintained by OSAP

- e. Graduate from a Commission on Dental Accreditation (CODA)-accredited dental assisting or dental laboratory technology program

Documentation: Copy of certificate or diploma, or original/official transcript sent to DANB directly by the school

- f. Hold a life sciences, applied life sciences or related professional healthcare degree (i.e., associate, bachelor's, master's or doctorate). See p. 10 for list of accepted degrees.

Documentation: Copy of diploma or original/official transcript sent to DANB directly by the school

EXPERIENCE

Complete at least 1,040 hours of work experience applying U.S. federal infection prevention and control guidelines and standards* in dental settings within the previous 3 years through **one** of the following options that best describes your role.

OPTION 1

Performing infection prevention and control protocols based on these guidelines and standards in a dental setting (e.g., dental assistant, dental hygienist)

Documentation: Work Experience Form

OPTION 2

Supervising individuals who implement these guidelines and standards in a dental setting (e.g., dentist, dental office manager)

Documentation: Work Experience Form

OPTION 3

Providing education or consulting services on these guidelines and standards in a dental setting (e.g., faculty teaching dental infection prevention and control, company educators, consultants)

Documentation: Work Experience Form

OPTION 4

Healthcare professionals* who investigate or inspect dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting or public health authorities

**Healthcare professionals (e.g., D.D.S; D.M.D.; RDH; certified, registered, and/or licensed dental assistant; licensed, registered or certified healthcare professional)*

Documentation: Work Experience Form

**CDC Guidelines for Infection Control in Dental Healthcare Settings (2003); CDC Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care (2016); OSHA Hazard Communication Standard; and OSHA Bloodborne Pathogens Standard (1910.1030).*

Pathway II

Hold **one** or more of the OSAP-DANB-DALE Foundation ICCSC*-recognized infection control certifications that are accredited by the National Commission on Certifying Agencies (NCCA) or the American National Standards Institute (ANSI).

**Infection Control Certificate/Certification Steering Commission (ICCCSC): A policy- and communications-focused commission of the OSAP-DANB-DALE Foundation Collaboration*

OPTION 1

Current International Association of Healthcare Central Service Materiel Management (IAHCSMM) Certified Registered Central Services Technician (CRCST) certification

Documentation: Copy of certificate or credential verification letter from IAHCSMM

OPTION 2

Current Association for Certifying Board in Infection Control (CBIC) Certified in Infection Control (CIC) certification

Documentation: Copy of certificate or credential verification letter from CBIC

OPTION 3

Current Certification Board for Sterile Processing and Distribution (CBSPD) Certified Sterile Processing and Distribution Technician (CSPDT) certification

Documentation: Copy of certificate or credential verification letter from CBSPD

EDUCATION

Complete the education requirements in **steps 1 and 2** below.

1. Hold the OSAP-DALE Foundation Dental Infection Prevention and Control Certificate

Documentation: None; verification records maintained by the DALE Foundation **AND**

2. Complete **ONE** of education options a-f below:

- a. DALE Foundation's DANB ICE Review course

Documentation: None; records maintained by the DALE Foundation

- b. From Policy to Practice: OSAP's Guide to the CDC Guidelines

Documentation: None; records maintained by OSAP

- c. OSAP's OSHA & CDC Guidelines: OSAP Interact Training System

Documentation: None; records maintained by OSAP

- d. OSAP Dental Infection Control Boot Camp

Documentation: None; records maintained by OSAP

- e. Graduate from a Commission on Dental Accreditation (CODA)-accredited dental assisting or dental laboratory technology program

Documentation: Copy of certificate or diploma, or original/official transcript sent to DANB directly by the school

- f. Hold a life sciences, applied life sciences or related professional healthcare degree (i.e., associate, bachelor's, master's or doctorate). See p. 10 for list of accepted degrees.

Documentation: Copy of diploma or original/official transcript sent to DANB directly by the school

Accepted Degrees for DISIPC and CDIPC Eligibility Pathways

The following majors are accepted for the life sciences, applied life sciences or related professional healthcare degrees (**i.e., associate, bachelor's, master's or doctorate**). The degree must be from an educational institution accredited by an agency recognized by the U.S. Department of Education (or similar federal agency in another country). If you don't find your healthcare life sciences or applied life sciences degree on this list, please contact DANB at danbmail@danb.org.

Oral Healthcare Degrees

- Dental
- Dental hygiene
- Dental assisting*
- Community Dental Health Coordinator
- Dental therapist (and other state- or federal agency-specific mid-level provider titles)

** Must be an associate degree or higher*

Other Professional Healthcare Degrees

- Medicine
- Nursing
- Physical therapy
- Physician assistant

Life Sciences or Applied Life Sciences Degrees

- Anatomy
- Biochemistry
- Biological anthropology
- Biology
- Botany
- Cell biology
- Developmental biology
- Ecology
- Environmental health
- Epidemiology
- Food science
- Genetics
- Genomics
- Histology
- Immunotherapy
- Immunology
- Microbiology
- Molecular biology
- Neuroscience
- Pharmacology
- Physiology
- Population biology
- Toxicology
- Zoology

APPLICATION STATEMENTS

Please read the following Application Statements carefully. These statements apply to all OSAP-DANB national exams. 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 and certification by DANB, in accordance with and subject to the procedures and regulations of DANB. 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 application packet and Candidate Handbook for OSAP-DANB exams and certification programs. These materials address eligibility for and the administration of certification exams, the certification process, and related policies, including but not limited to the OSAP-DANB-DALE Foundation Code of Professional Conduct and the DANB Code of Professional Conduct. I agree to disqualification from the exam, to denial of certification, and to forfeiture and return to DANB of any 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 OSAP-DANB rules or regulations. I authorize DANB to make whatever inquiries and investigations it deems necessary to verify my credentials or professional standing.
2. I hereby release OSAP, DANB, and their respective 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 given by DANB, any scoring relating thereto, the failure to issue me a certificate, or any demand for forfeiture or return of such 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 certification activities. I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR A NATIONAL 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 OSAP-DANB certification, 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 of the DANB-administered credentials listed above 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 OSAP-DANB or 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 and 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 OSAP-DANB or 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, I am consenting to receive email messages from OSAP, DANB and the DALE Foundation related to their products and services or news affecting the dental infection prevention and control profession. I understand that OSAP, DANB and the DALE Foundation agree not to provide my email address to any other third party without my consent, and that I can request removal from the OSAP, DANB and DALE Foundation email distribution lists by clicking on the "unsubscribe" link at the bottom of the email I receive from OSAP, DANB or the DALE Foundation. For more details, please see the Privacy Policy section of DANB's Terms and Conditions of Use of DANB.org at www.danb.org.
5. I authorize DANB to release my exam results to state regulatory agencies. Individuals cannot opt out of DANB release of exam results 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 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 during the administration of or following the exam.
7. I understand that the content of all OSAP-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 OSAP-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.
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.

APPLYING FOR AN EXAM

Timeline

Overview of exam timeline once DANB receives your application and payment.

| | |
|-------------------------|--|
| June 1, 2021 | Candidates may begin to apply for the pretest. |
| June 30, 2021 | Last day to apply for pretest. |
| July 19-23, 2021 | DANB notifies candidates who are accepted for the pretest and candidates may begin scheduling their pretest exams. Candidates have 60 days to schedule and take their exams. |
| December 2021 | Exam results posted in candidate's account and certificates mailed to those who earned certification. |

ID Policy

When taking an exam, the candidate must present one form of identification (ID) at their exam appointment.

The candidate's ID must be:

- Currently valid, non-expired
- Photo-bearing
- In roman (not italic) characters
- Government-issued
- Signature-bearing
- The exact name as listed in their online DANB account

Minors ID policy: Minors are defined as individuals who are under the age of 18. In addition to or instead of any of the approved forms of ID below, minors are permitted to present a valid student ID as a form of identification.

The printed name on the ID must match the name as it appears in DANB's database. Differences due to cultural naming customs, marital status changes without supplemental documentation, and nicknames are not allowed. The middle name is not required and does not need to be spelled out, but, if used, the first letter of the middle name must match the spelled-out name.

If the name in the candidate's online DANB account and ID do not match, the candidate must download and submit the [Name Change Request Form](#) with acceptable documentation at least one full business day prior to the exam appointment.

Acceptable forms of identification include:

- U.S. driver's license
- Valid passport
- Military ID card
- State ID
- A U.S. government-issued permanent resident card (commonly known as the green card, formerly known as the alien registration card)
- Any other U.S.-government issued ID card bearing the candidate's photograph and signature
- Student ID, if a minor

Submitting an Exam Application

When applying for an OSAP-DANB exam, candidates agree to abide by all applicable DANB policies as well as those of DANB's testing provider, Pearson VUE.

DANB and Pearson VUE communicate by email. Providing a valid and unique email address on all applications is required. If a valid and unique email address is not provided, the application is considered incomplete.

APPLYING TO TWO PRETEST EVENTS

Candidates will only be allowed to pretest for either the OSAP-DANB CDIPC exam or the OSAP-DANB DISIPC exam, but not both. Candidates are encouraged to only apply for one exam. If a candidate applies for both the DISIPC and CDIPC pretest exams, the candidate will only be authorized for one exam. In this case, DANB will determine which exam the candidate will be authorized to take. Candidates will only be authorized to test if they meet the eligibility criteria and if there is space available.

APPLYING TO TAKE AN EXAM

All OSAP-DANB exams are offered nationwide at Pearson VUE test centers. Locate a test center at <https://home.pearsonvue.com/Test-takers.aspx>.

Pretest exam applications may be submitted online through dentalinfectioncontrol.org.

Signing and dating the application is required. By signing and dating the application, the candidate affirms that the application and documentation are accurate and that the candidate agrees to abide by all applicable policies described in this handbook and the exam application. This includes understanding that any stated application fees are not refundable under any circumstances. The signature allows DANB to release exam results to state regulatory agencies.

FOR ALL CANDIDATES WHO WORK IN A STATE OTHER THAN WHERE THEY RESIDE

If the candidate works out of state, the candidate must fill in the work state on the application. Failure to include out-of-state work information could affect the candidate's ability to meet their state requirements, as the exam results will not be sent to the appropriate state regulatory agency.

Payment Information

For the DISIPC and CDIPC pretest, DANB accepts payment by credit card (Visa, MasterCard, American Express or Discover). The application is a contract between DANB and the candidate to test, and the credit card authorization is the contract between DANB and the payer to pay. The standard application fee for DISIPC and CDIPC exams is \$450 each. For the pretest event, the application fees for the DISIPC and CDIPC exams are \$75 each (the price of the nonrefundable application fee). Candidates who submit incomplete applications will forfeit the \$75 application fee. Candidates who submit complete applications and meet the requirements but are not selected for the pretest will be refunded the \$75 application fee.

Group Testing

Group testing is not allowed for the DISIPC or CDIPC pretests. This is to ensure the pretests include a broad sample of qualified exam candidates, representing as many DISIPC and CDIPC education and experience eligibility pathways, corporations, educational institutions, and states as possible.

Incomplete Exam Applications

It is the responsibility of the candidate to ensure the application is complete. If an application is considered incomplete, the candidate will be notified by email and will forfeit the \$75 nonrefundable application fee.

An application is considered incomplete for reasons including but not limited to:

- Missing information (e.g., candidate and/or payment information)
- Failure to provide appropriate documentation
- Insufficient payment
- Failure to provide a valid personal email address that is unique to the candidate; DANB does not allow candidates to share email addresses
- Failure to submit [DANB Parent/Guardian Consent Form](#) for exam candidates under age 18

Retaking a Passed Exam

Candidates may take and pass OSAP-DANB exams only once unless directed to retake the exam by DANB staff to reinstate a certification(s) or to meet state regulatory requirements. Any candidate who otherwise applies to take an OSAP-DANB exam and has previously passed that exam will be in violation of this policy and will have their application denied and refunded minus the \$75 nonrefundable application fee.

Retaking a Failed Exam

If the candidate does not pass the exam during the pretest event, the candidate may reapply for the exam at full fee (\$450) when the pretest event is over and the application is available to all candidates. There is no limit on how many times a candidate may retake a failed exam.

Nondiscrimination Policy

OSAP and DANB do not discriminate in application, exam or certification activities on the basis of age, sex, gender identity, marital status, race, color, religion, national origin, sexual orientation or disability.

Reasonable Accommodations for Candidates with Documented Disabilities

OSAP-DANB exams are designed to provide an equal opportunity for each candidate to demonstrate their knowledge-based competence. The exam will be administered to best ensure that it accurately reflects a candidate's aptitude or achievement levels intended to be measured, rather than reflecting a candidate's impaired sensory, manual or speaking skills except where those skills are factors the exam purports to measure.

DANB adheres to the provisions outlined in the Americans with Disabilities Act. In accordance with this act, DANB will make every reasonable effort to offer the exams in a manner that is accessible to people with documented disabilities.

DANB reserves the right to authorize the use of auxiliary aids or modifications in such a way as to maintain exam integrity and security. OSAP-DANB exams are administered only in the English language. Modifications will not be approved for a candidate who requests accommodations because English is a second language.

Candidates who provide DANB-accepted documentation of a disability may request time extension, a private room, and/or a reader. DANB will attempt to provide the necessary provisions, unless providing such would fundamentally alter the measurement of knowledge the exam is intended to test, would result in undue burden, or would provide an unfair advantage to a candidate with disabilities.

If the candidate requires accommodations to test, the candidate must request specific accommodations and submit supporting documentation with the exam application through their online account or with a paper application. The request forms and documentation must specify exactly what aid or modification is requested by a qualified professional.

Minor Testing Policy

Exam candidates who are under 18 years old will need to obtain consent from their parent or legal guardian. The [Parent/Guardian Consent Form](#) can be downloaded from DANB's website. The exam candidate's application will not be considered complete unless the [Parent/Guardian Consent Form](#) is completed and submitted to DANB. A separate consent form must be submitted with each exam application. See ID policy on page 12 for more details.

SCHEDULING AN EXAM

Receiving Authorization to Test

Upon DANB approval of the candidate's exam application and any required documentation, the candidate will receive an email with a link to schedule the exam appointment within their testing window. This link is also available in the candidate's online DANB account.

The candidate should check their online DANB account for any errors and report them to DANB immediately at danbmail@danb.org or 1-800-367-3262. For example:

- Exam name is incorrect
- Candidate's name is spelled incorrectly
- Candidate's ID reflects a different name (e.g., married, maiden, hyphenated, mother's last name)

The candidate will not be allowed to take the exam if the name on the ID does not match the registered name exactly; the candidate would need to reapply. See the ID Policy section for complete identification requirements and see the Missed Exam Appointment section for details on reapplying.

60-Day Testing Window

Once an application has been approved, the candidate will have 60 days to schedule and take the exam. The window will start immediately upon application approval.

Scheduling an Exam Appointment

The candidate should schedule the exam appointment as soon as they receive an email from DANB, as appointments may be limited. Instructions are provided by email and within the candidate's online DANB account to schedule the exam appointment. Specific test center locations, dates or times cannot be guaranteed; changes to test center locations and/or hours may occur without notice.

Exam Appointment Confirmation

After the exam appointment is scheduled, Pearson VUE will email an appointment confirmation. The candidate must read all correspondence from Pearson VUE, as it will contain critical exam appointment information. Contact Pearson VUE to request a duplicate confirmation email.

Rescheduling an Exam Appointment

Candidates may reschedule a test center exam appointment as long as they do so within the 60-day window. To request to reschedule the exam, the candidate must log in to their account at www.danb.org. The appointment may be rescheduled up to 24 hours before the scheduled appointment. Only the candidate may reschedule an exam appointment.

Canceling a Testing Window

The pretest exam fee is nonrefundable. If a candidate cancels their exam appointment and does not wish to test, they will forfeit the \$75 nonrefundable application fee.

Missed Exam Appointment

If the candidate arrives more than 15 minutes after an exam appointment start time, the candidate will be accommodated at the discretion of the test center administrator. If the administrator is unable to accommodate the candidate, or if the candidate does not take a scheduled exam because the candidate missed the appointment (for any reason except a valid emergency) or the candidate was denied entry, the candidate will not be able to take the exam and will forfeit the \$75 nonrefundable application fee.

Pearson VUE Canceled Exam Appointment

In the event of an emergency, Pearson VUE will notify candidates by email if their exam appointment is canceled. Candidates will be able to reschedule their exam appointment at no additional fee as long as they are able to do so within the 60-day window.

TAKING AN EXAM

What to Bring to the Test Center

Candidates must bring one form of **DANB-accepted ID** to the test center. See the ID Policy section for complete ID requirements.

Test centers may use an electronic fingerprinting, palm vein and/or photographic security system for identification purposes only. Test centers may use a video/audio recording system to enhance exam security. The candidate must not bring any reference materials or notes into any test center area. A locker will be provided at the test center to store any personal items. The candidate will be provided with an erasable note board and marker to use during the exam. No visitors or unauthorized individuals will be permitted in any test center area or building during testing sessions.

Test Center Environment

There are no breaks during the exam. Candidates may be excused to visit the restroom, one at a time. Candidates are not allowed to leave the building during the test time. During the absence, the exam time clock will continue to run. No additional time will be provided.

Candidate Behavior Before, During and After the Exam Appointment

A Non-Disclosure Agreement will be presented to the candidate before the test begins. The candidate must read, acknowledge, and agree to the terms and conditions of the document. The behavior of each candidate taking an exam will be monitored. Improper behavior is not acceptable before, during or after an exam appointment. DANB seeks to ensure a fair and equitable testing experience for all individuals and to ensure the security and reliability of the process. *DANB's Disciplinary Policy & Procedures* document, which is available at www.danb.org, contains examples of improper behavior.

Any violation of the requirements in this document may result in immediate termination of your exam and loss of your application fee. DANB will be notified and you will face disciplinary action up to and including a permanent ban from taking any DANB-administered exams in the future and revocation of any exam results, certificates or certifications already earned.

EXAM SECURITY AND INTEGRITY

Exam Security

The exam is owned by DANB. Any individual who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of DANB, will be subject to legal action. Any candidate or certificant who engages in improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of certification or recertification. The exam proctor will notify DANB of anyone who talks during the exam, gives or receives assistance, or otherwise engages or appears to engage in dishonest or improper behavior before, during or after the exam. Those candidates may have their exam terminated by the proctor.

After reviewing a reported incident, DANB will determine whether there is reason to believe that a candidate has engaged in cheating or other improper behavior or has otherwise violated the security of the exam. DANB may, at its discretion, pursuant to the procedures set forth in *DANB's Disciplinary Policy & Procedures*, take disciplinary action(s), including but not limited to the following:

- Order the candidate to retake the exam at a time and place to be determined by DANB
- Rescind or refuse to release the candidate's exam results
- Deny the candidate's current application for exam or certification
- Require the candidate to wait a specified period before reapplying to take the exam
- Temporarily or permanently revoke the candidate's eligibility to take future exams
- Take a combination of any of the above actions or such other action that may be deemed appropriate in the particular circumstances

If an exam proctor allows a candidate to take an exam that the candidate is not registered for, those exam results will not be valid.

Exam Integrity

To ensure a consistently high-quality testing program, each exam is routinely reviewed for reliability and validity. Each exam question is statistically analyzed and evaluated for performance.

DANB's Board establishes passing standards (the exam pass point) using standard psychometric procedures for criterion-referenced exams. A candidate must perform at or above the Board-established standard to pass each exam.

Fair Testing Policy

DANB seeks to ensure a fair and equitable testing experience for all individuals while ensuring the security and reliability of the process. Improper behavior is not acceptable before, during or after an exam appointment, and each candidate's behavior is monitored during testing. Consequences of improper behavior may include invalidation of exam results and/or revocation of ability to take future exams. For examples of improper behavior, see *DANB's Disciplinary Policy & Procedures*, available at <https://www.danb.org>.

AFTER THE EXAM

Name Changes

To change the name on record, you must submit the [Name Change Request Form](#) and required documentation.

Email or Mailing Address Changes

To notify DANB of email or mailing address changes, you may log in to your online DANB account to update this information, or you may email danbmail@danb.org.

Communications

All communications sent to and from DANB are DANB's property. DANB cannot guarantee that communications will remain confidential; clients have no expectation of privacy with respect to items sent or received. DANB may disclose communications as necessary to comply with legal processes. DANB responds to phone and email messages within two business days.

Hand Scoring

DANB will hand score an exam on request. You must submit a [Request for Hand Scoring of Exam Results Form](#) and a \$75 hand scoring fee to DANB within 7 calendar days after exam results are released to the candidate. Requests for hand scored exams are completed and provided to the candidate within 10 days of receipt. If the pass/fail status is reversed as a result of the hand scoring, the \$75 fee will be refunded.

Official Exam Results

You are not considered to have passed or failed an exam until DANB issues the official exam results. DANB will mail or email the official exam results and any earned certificates before the end of the year. Exam results are not released over the phone. Individuals will be able to see their pass/fail status in their DANB account.

On the official exam results, DANB presents exam results as a pass or fail. DANB provides domain performance ratings for candidates who receive a fail status, which provide useful information regarding performance in each of the content areas on the exam. Domain results are rated as Moderate or Critical. Domain performance ratings are provided to assist a candidate while preparing to retake the exam and cannot be used in any way to determine overall passing status.

Official exam results and certificates that are returned because of an undeliverable address will be held for 90 days. After the 90 days expires, you must submit a [Request for Duplicate Exam Results Form](#) and/or a [Request for a Duplicate Certificate Form](#) with a \$50 fee for each request.

Duplicate Exam Results

You must submit a [Request for Duplicate Exam Results Form](#) and the \$50 fee for each official exam result requested. Official exam results older than five years are not available, although DANB will verify credentials earned more than five years ago.

Duplicate Certificates

You must submit a [Request for a Duplicate Certificate Form](#) and the \$50 fee for each duplicate certificate requested.

The \$50 duplicate certificate fee also applies for any reprint of a certificate due to a spelling error.

Request a Notarized Certificate

You must submit a [Request to Notarize a Certificate Form](#) and notarization fee for each notarized certificate requested. Notarized certificate(s) will be mailed within 2-3 weeks.

A \$10 nonrefundable administrative fee will be required for individuals who submit the request before their official exam results and certificates or before their renewal certificates are printed. A \$60 fee (\$10 administrative fee + \$50 duplicate certificate fee) will be required for individuals who submit the request after their original certificate(s) has/have been printed and mailed. A \$10 administrative fee will be required for individuals who mail their original certificate(s), along with the completed request form, to DANB to be notarized.

Release of Exam Results

Exam pass/fail results are provided to the candidate by email. Passing candidates will receive a certificate by mail. Exam pass/fail results will not be released to employers or any individuals other than the candidate, except on written request of the candidate. DANB releases official exam results or credential verifications to some state regulatory agencies. DANB also releases aggregate results to program directors for candidates who are graduates from or students enrolled in educational programs awarding certificates or degrees such as those listed on page 10.

Verification of Credentials

DANB will verify OSAP-DANB certification and the effective date(s) over the phone to anyone on request, since these items are matters of public record and may be disclosed. Candidates may submit requests using the [Candidate/Certificant Request for Credential Verification Form](#). Only a candidate, certificant or employer may request written credential verification. DANB offers verification on its website. See the Application Statements for more details.

Certification Marks and Maintaining Certification

Those who pass an OSAP-DANB certification exam are considered certificants. Certificants must maintain their certifications by meeting *OSAP-DANB DISIPC and CDIPC Recertification Requirements*.

Certificants may use the applicable DISIPC and/or CDIPC certification mark(s):

- On a resume
- On a business card
- On a website
- Through the OSAP-DANB digital badge
- In a book or publication
- In other print and electronic media
- On a nametag or uniform worn at work
- On a wall plaque displayed at the certificant's workplace

Certificants who earned certification in the past but have not maintained certification may no longer use the mark.

To maintain certification, certificants must annually:

- Earn the minimum number of Continuing Education (CE) credits
- Pay the renewal fee

The requirements enhance the continued competence of certificants who hold an OSAP-DANB certification and promote both OSAP's and DANB's goal of lifelong professional learning and development for these certificants. For more information, please visit <https://www.danb.org/Maintain-Certification/Recertification.aspx>.

Appealing a Decision

To appeal a DANB decision regarding eligibility, administrative or exam content issues, you may submit a *Request for Reconsideration* (Level 1 Appeal) form and a \$50 appeal fee to DANB's Executive Director within 30 calendar days of the date on the DANB correspondence that prompts the candidate to appeal (e.g., date on the letter indicating the candidate's application was incomplete, date on candidate's exam results). The policy and form governing appeals are available at www.danb.org/About-DANB/Forms-Used-on-This-Site.aspx.



DISIPC Pretest Exam—Pathway I Experience Option 1: Dental Practice Manager 2021 Employer Work Experience Statement

This form will be accepted through June 30, 2021.

Please complete this fillable form OR print with a pen and scan for uploading. The form must be filled out completely or application will be incomplete. **Please note:** If you are not currently employed, you may still apply to test and have a prior employer complete the form.

Name of Exam Candidate: _____

Name of Dental Practice/Organization _____

Address _____

City _____ State _____ Zip _____

Supervisor Name _____

Supervisor Title _____

Supervisor Direct Office Phone or Work Cell _____

Supervisor Email (for verification, if needed) _____

I hereby attest that the above-named candidate has a minimum of 1,040 hours of work experience as a dental practice manager. I am verifying all employment even if the candidate has worked for other employers in prior years.

Dates candidate has been employed in this role: From ___ / ___ to ___ / ___

Dates of previous employment (if applicable): From ___ / ___ to ___ / ___

Signature of Supervisor _____

Date: ___ / ___ / ___



DISIPC Pretest Exam—Pathway I
Experience Option 2: Employees who work for
dental distributors, manufacturers, and service providers*
2021 Employer Work Experience Statement

This form will be accepted through June 30, 2021.

Sales representatives, customer service personnel, service technicians, and other professionals who work for the companies that manufacture or distribute products, equipment, or services to the dental profession who are **not practicing healthcare professionals (e.g., D.D.S.; D.M.D.; RDH; certified, registered and/or licensed dental assistant; or licensed, registered or certified healthcare professional)*

Please complete this fillable form OR print with a pen and scan for uploading. The form must be filled out completely or application will be incomplete. **Please note:** If you are not currently employed, you may still apply to test and have a prior employer complete the form.

Name of Exam Candidate: _____

Name of Business _____

Address _____

City _____ State _____ Zip _____

Supervisor Name _____

Supervisor Title _____

Supervisor Direct Office Phone or Work Cell _____

Supervisor Email (for verification, if needed) _____

I hereby attest that the above-named candidate has a minimum of at least 1,040 hours of work experience as a sales representative, customer service personnel, service technician, or other professional for a company that manufactures or distributes products, equipment, or services. I am verifying all employment even if the candidate has worked for other employers in prior years.

Dates candidate has been employed in this role: From ___ / ___ to ___ / ___

Dates of previous employment (if applicable): From ___ / ___ to ___ / ___

Signature of Supervisor _____

Date: ___ / ___ / ___



DISIPC Pretest Exam—Pathway I Experience Option 3: Inspector/Investigator* 2021 Employer Work Experience Statement

This form will be accepted through June 30, 2021.

Those who are **not practicing healthcare professionals (e.g., D.D.S; D.M.D.; RDH; certified, registered and/or licensed dental assistant; or licensed, registered or certified healthcare professional) who investigate or inspect dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting, or public health authorities*

Please complete this fillable form OR print with a pen and scan for uploading. The form must be filled out completely or application will be incomplete. **Please note:** If you are not currently employed, you may still apply to test and have a prior employer complete the form.

Name of Exam Candidate: _____

Name of Government Agency/Accrediting Body _____

Address _____

City _____ State _____ Zip _____

Supervisor Name _____

Supervisor Title _____

Supervisor Direct Office Phone or Work Cell _____

Supervisor Email (for verification, if needed) _____

I hereby attest that the above-named candidate has a minimum of 1,040 hours of work experience investigating or inspecting dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting, or public health authorities. I am verifying all employment even if the candidate has worked for other employers in prior years.

Dates candidate has been employed in this role: From ___ / ___ to ___ / ___

Dates of previous employment (if applicable): From ___ / ___ to ___ / ___

Signature of Supervisor _____

Date: ___ / ___ / ___



CDIPC Pretest Exam—Pathway I
Experience Option 1: Performing infection prevention and control*
2021 Employer Work Experience Statement

This form will be accepted through June 30, 2021.

**Performing infection prevention and control protocols based on these guidelines and standards in a dental setting (e.g., dental assistant; dental hygienist; or licensed, registered or certified healthcare professional)*

Please complete this fillable form OR print with a pen and scan for uploading. The form must be filled out completely or application will be incomplete. **Please note:** If you are not currently employed, you may still apply to test and have a prior employer complete the form.

Name of Exam Candidate: _____

Name of Dental Practice/Organization _____

Address _____

City _____ State _____ Zip _____

Supervisor Name _____

Supervisor Title _____

Supervisor Direct Office Phone or Work Cell _____

Supervisor Email (for verification, if needed) _____

I hereby attest that the above-named candidate has a minimum of 1,040 hours of work experience performing infection prevention and control protocols based on U.S. federal infection prevention and control guidelines and standards in a dental setting within the previous 3 years. I am verifying all employment even if the candidate has worked for other employers in prior years.

Dates candidate has been employed in this role: From ___ / ___ to ___ / ___

Dates of previous employment (if applicable): From ___ / ___ to ___ / ___

Signature of Supervisor _____

Date: ___ / ___ / ___



CDIPC Pretest Exam—Pathway I Experience Option 2: Supervisor* 2021 Employer Work Experience Statement

This form will be accepted through June 30, 2021.

**Supervising individuals who implement these guidelines and standards in a dental setting (e.g., dentist, dental office manager)*

Please complete this fillable form OR print with a pen and scan for uploading. The form must be filled out completely or application will be incomplete. **Please note:** If you are not currently employed, you may still apply to test and have a prior employer complete the form.

Name of Exam Candidate: _____

Name of Dental Practice/Organization _____

Office Phone _____

Address _____

City _____ State _____ Zip _____

Supervisor/Practice Owner Name* _____

Supervisor/Practice Owner Title* _____

Supervisor/Practice Owner Direct Office Phone or Work Cell* _____

Supervisor/Practice Owner Email (for verification, if needed)* _____

**If the exam candidate is the practice/organization owner and has no supervisor, write "N/A: Self Employed".*

I hereby attest that the above-named candidate has a minimum of 1,040 hours of work experience supervising individuals who implement U.S. federal infection prevention and control guidelines and standards in a dental setting within the previous 3 years. I am verifying all employment even if the candidate has worked for other employers in prior years.

Dates candidate has been employed in this role: From ___ / ___ to ___ / ___

Dates of previous employment (if applicable): From ___ / ___ to ___ / ___

Signature of Supervisor _____ Date: ___ / ___ / ___

If you have no supervisor, please sign the attestation statement below.

I attest that, under penalty of perjury and potential revocation of any earned certification, that I have performed at least 1,040 hours of work experience within the previous 3 years performing infection prevention and control protocols based on U.S. federal infection prevention and control guidelines and standards in a dental or educational setting.

Signature of Exam Candidate _____ Date: ___ / ___ / ___



**CDIPC Pretest Exam—Pathway I
Experience Option 3: Educator or Consultant*
2021 Employer Work Experience Statement**

This form will be accepted through June 30, 2021.

**Providing education or consulting services on these guidelines and standards in a dental setting (e.g., faculty teaching dental infection prevention and control, company educators, consultants)*

Please complete this fillable form OR print with a pen and scan for uploading. The form must be filled out completely or application will be incomplete. **Please note:** If you are not currently employed, you may still apply to test and have a prior employer complete the form.

Name of Exam Candidate: _____

Name of Educational Institution/Company _____

Address _____

City _____ State _____ Zip _____

Supervisor/Owner Name* _____

Supervisor/Owner Title* _____

Supervisor/Owner Direct Office Phone or Work Cell* _____

Supervisor/Owner Email (for verification, if needed)* _____

**If the exam candidate is the company owner and has no supervisor, write "N/A: Self Employed".*

I hereby attest that the above-named candidate has a minimum of 1,040 hours of work experience providing education or consulting services on U.S. federal infection prevention and control guidelines and standards in a dental setting within the previous 3 years. I am verifying all employment even if the candidate has worked for other employers in prior years.

Dates candidate has been employed in this role: From ___ / ___ to ___ / ___

Dates of previous employment (if applicable): From ___ / ___ to ___ / ___

Signature of Supervisor _____

Date: ___ / ___ / ___

If you have no supervisor, please sign the attestation statement below.

I attest that, under penalty of perjury and potential revocation of any earned certification, that I have performed at least 1,040 hours of work experience within the previous 3 years performing infection prevention and control protocols based on U.S. federal infection prevention and control guidelines and standards in a dental or educational setting.

Signature of Exam Candidate _____

Date: ___ / ___ / ___



CDIPC Pretest Exam—Pathway I Experience Option 4: Investigator/Inspector* 2021 Employer Work Experience Statement

This form will be accepted through June 30, 2021.

**Healthcare professionals (e.g., D.D.S; D.M.D.; RDH; certified, registered, and/or licensed dental assistant; or licensed, registered or certified healthcare professional) who investigate or inspect dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting, or public health authorities*

Please complete this fillable form OR print with a pen and scan for uploading. The form must be filled out completely or application will be incomplete. **Please note:** If you are not currently employed, you may still apply to test and have a prior employer complete the form.

Name of Exam Candidate: _____

Name of Government Agency/Accrediting Body _____

Address _____

City _____ State _____ Zip _____

Supervisor Name _____

Supervisor Title _____

Supervisor Direct Office Phone or Work Cell _____

Supervisor Email (for verification, if needed) _____

I hereby attest that the above-named candidate has a minimum of 1,040 hours of work experience investigating or inspecting dental settings for compliance with federal infection prevention and control guidelines and standards on behalf of government, regulatory, accrediting, or public health authorities within the previous 3 years. I am verifying all employment even if the candidate has worked for other employers in prior years.

Dates candidate has been employed in this role: From ___ / ___ to ___ / ___

Dates of previous employment (if applicable): From ___ / ___ to ___ / ___

Signature of Supervisor _____

Date: ___ / ___ / ___



OSAP-DANB Dental Industry Specialist in Infection Prevention and Control (DISIPC)™

Exam Outline and Suggested References

The OSAP-DANB DISIPC exam assesses knowledge-based competence.

The purpose of the OSAP-DANB DISIPC exam is to ensure that individuals meet the minimum national standard for knowledge-based competence in dental infection prevention and control for the industry specialist. See dentalinfectioncontrol.org for DISIPC exam eligibility requirements.

Effective 05/14/2021

OSAP-DANB DISIPC

Exam Outline Overview

Exam Weighting by Domain

- I. Regulatory and Occupational Safety (15%)
- II. Prevention of Disease Transmission (45%)
- III. Infection Control Protocols (40%)

Pretest Exam Details

- Number of Multiple-Choice Questions: 170 (Pretest event only)
- Time for Exam: 130 minutes (Pretest event only)

Overall performance on the exam determines the candidate's pass/fail status.

The OSAP-DANB DISIPC exam pretest will only be administered in-person at a Pearson VUE test center.

If you participate in this pretest event your exam results will not be available immediately. You will be notified of your exam results and certification status no later than December 31, 2021.

OSAP-DANB DISIPC Exam Outline

Organization for Safety, Asepsis and Prevention (OSAP) and Dental Assisting National Board (DANB) exams are created using the exam outline, which is reviewed by subject matter experts including those from the fields of oral healthcare and dental infection prevention and control. The outline was developed using a content validation study (CVS), which included a job analysis survey where industry specialists in dental infection prevention and control were surveyed about how often tasks are performed and how important competent performance of tasks is to the health and safety of the public. OSAP's Board of directors and members participated in the CVS and development of this exam outline. DANB's Board of Directors reviewed and approved this exam outline.

I: Regulatory and Occupational Safety (15%)

A. Describe differences between laws, rules, regulations, standards and guidelines as they apply to dental infection prevention and control.

1. CDC Guidelines.
2. OSHA Standards and Regulations.
3. State laws and rules.

B. Explain OSHA Hazard Communication Standards as they relate to storage and hazardous waste disposal protocols found on safety data sheets (SDS).

II: Prevention of Disease Transmission (45%)

A. Describe disease transmission concepts, including but not limited to:

1. chain of infection.
2. modes of transmission.
3. cross-contamination.

B. Describe exposure prevention precautions, including but not limited to:

1. standard precautions.
2. transmission-based precautions.
3. personal protective equipment (PPE).
4. engineering, work practice and administrative controls.

C. Describe dental unit water quality, including but not limited to:

1. formation of biofilm and associated risks.
2. sequence for flushing and shocking waterlines.
3. types of products used for maintaining and shocking waterlines.
4. methods of testing dental unit water quality.

III: Infection Control Procedures (40%)

A. Describe CDC guidelines for instrument processing, including but not limited to:

1. sequence of instrument processing.
2. cleaning/decontamination workflow.
3. preparing and packaging instruments for sterilization/disinfection.
4. sterilization and monitoring.
5. storage of instruments.
6. conditions and factors that impact instrument processing.
7. handpiece sterilization protocol.
8. maintenance of sterilization equipment.

B. Describe environmental infection control concepts and procedures, including but not limited to:

1. housekeeping and clinical surfaces.
2. cleaning/disinfecting products.
3. surface barriers.

C. Describe types of and disposal procedures related to regulated medical waste.

D. Describe how to maintain infection control supplies, including but not limited to:

1. follow manufacturers' instructions for use (IFUs).
2. rotation and storage of instruments and supplies.
3. single-use and disposable items.

OSAP-DANB DISIPC Exam Suggested References

OSAP-DANB DISIPC exam item writers use the following suggested exam preparation references to develop this exam. These are resources that subject matter experts determined as providing the most up-to-date information needed to meet or surpass a determined level of competence on this exam.

This list is intended to help prepare you to take this exam is not intended to be comprehensive or an endorsement of any of the publications listed. You should prepare for the OSAP-DANB DISIPC exam using as many different study materials as possible. Any one reference will likely not include all the material required to study to take the exam.

Suggested Exam Preparation References

1. Centers for Disease Control and Prevention (CDC). www.cdc.gov.
 - *Guidelines for Infection Control in Dental Health-Care Settings — 2003* (MMWR, Vol. 52, RR 17). www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm
 - *Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Division of Oral Health; 2016. www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/index.html
2. U.S. Department of Labor, Occupational Safety and Health Administration (OSHA). www.osha.gov.
 - *Hazard Communication Standard* (Code of Federal Regulations #29, Part 1910.1200)
 - *Bloodborne Pathogens Standard* (1910.1030). www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030
3. Miller, Chris. *Infection Control and Management of Hazardous Materials for the Dental Team*. 6th ed. St. Louis, MO: Elsevier/Mosby, 2018. **[This edition only.]**

Additional/Optional Study Resources

1. The Organization for Safety and Asepsis (OSAP). www.osap.org.
 - *From Policy to Practice: OSAP's Guide to the Guidelines*
 - *OSAP Dental Infection Control Bootcamp™*
 - *OSAP's OSHA & CDC Guidelines: Interact Training System*
2. The DALE Foundation. www.dalefoundation.org.
 - *The DALE Foundation's DANB ICE Review*
 - *The DALE Foundation's DANB ICE Practice Test*
3. OSAP-DALE Foundation. www.dentalinfectioncontrol.org
 - *OSAP-DALE Foundation Dental Infection Prevention and Control eHandbook*
 - *Understanding CDC's Summary of Infection Prevention Practices in Dental Settings*
 - *General Aspects of Instrument Processing*



OSAP-DANB Certified in Dental Infection Prevention and Control (CDIPC)™

Exam Outline and Suggested References

The OSAP-DANB CDIPC exam assesses knowledge-based competence.

The purpose of the OSAP-DANB CDIPC exam is to ensure that individuals meet the minimum national standard for knowledge-based competence in dental infection prevention and control for the clinician. See dentalinfectioncontrol.org for CDIPC exam eligibility requirements.

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Effective 05/14/2021

OSAP-DANB CDIPC

Exam Outline Overview

Exam Weighting by Domain

- I. Policies and Administrative Responsibilities (15%)
- II. Patient and Dental Health Care Provider Protection (25%)
- III. Environmental Asepsis and Disinfection (30%)
- IV. Sterilization and Instrument Processing (30%)

Pretest Exam Details

- Number of Multiple-Choice Questions: 200 (Pretest event only)
- Time for Exam: 150 minutes (Pretest event only)

Overall performance on the exam determines the candidate's pass/fail status.

The OSAP-DANB CDIPC exam pretest will only be administered in-person at a Pearson VUE test center.

If you participate in this pretest event your exam results will not be available immediately. You will be notified of your exam results and certification status no later than December 31, 2021.

OSAP-DANB CDIPC Exam Outline

Organization for Safety, Asepsis and Prevention (OSAP) and Dental Assisting National Board (DANB) exams are created using the exam outline, which is reviewed by subject matter experts including those from the fields of oral healthcare and dental infection prevention and control. The outline was developed using a content validation study (CVS), which included a job analysis survey where clinicians who perform dental infection prevention and control tasks were surveyed about how often tasks are performed and how important competent performance of tasks is to the health and safety of the public. OSAP's Board of directors and members participated in the CVS and development of this exam outline. DANB's Board of Directors reviewed and approved this exam outline.

I: Policies and Administrative Responsibilities (15%)

A. Describe laws, rules, regulations, standards and guidelines as they apply to dental infection prevention and control, including but not limited to:

1. develop, review, and update infection prevention and control policies and procedures.
2. evaluate infection prevention and control programs and compliance.
3. maintain manufacturer's instructions for use and reuse of devices.
4. select and maintain personal protective equipment (PPE).
5. follow Centers for Disease Control and Prevention (CDC) immunization recommendations for healthcare personnel.

B. Explain hazard communication standards as they relate to infection prevention and control practices and products, including but not limited to:

1. handling, use, storage and disposal of disinfection and sterilization chemicals.
2. safety data sheets.
3. documentation of regulated medical waste disposal.

C. Describe how to select, receive/inspect, store, maintain and document infection prevention and control supplies inventory.

II: Patient and Dental Healthcare Personnel Protection (25%)

A. Infection prevention and control concepts, including but not limited to:

1. describe chain of infection.
2. identify modes of infectious disease transmission.
3. describe transmission of emerging diseases.

B. Patient and dental healthcare personnel safety

1. Identify how to maintain aseptic conditions.
2. Describe how to apply standard precautions to prevent the spread of infectious diseases.
3. Describe patient clinical safety precautions, including safety eyewear.
4. Identify hand hygiene protocols based on procedure, including selection of product and duration.
5. Describe how to protect the patient and dental healthcare personnel by using PPE.
 - a. Select PPE for use based on task.
 - b. Describe PPE protocols, including but not limited to:
 - i. donning.
 - ii. doffing.
 - iii. preparing for reuse.
 - iv. disposal.
6. Describe how to prevent backflow in low-volume evacuation.

C. Occupational exposure and safety

1. Describe protocols for exposure prevention and post-exposure management.
2. Identify sharps safety, including but not limited to:
 - a. engineering and work practice controls.
 - b. selection, evaluation and use of sharps safety devices.
 - c. safe injection practices.
3. Identify personnel work restrictions as they apply to medical conditions and work-related illnesses.

III: Environmental Asepsis and Disinfection (30%)

A. Infection prevention and control protocols to prevent cross-contamination.

B. Manufacturers' Instructions for Use (IFUs).

C. Surface Asepsis

1. Describe procedures and preparation of products for cleaning/disinfection contaminated surfaces.
2. Describe use of surface barriers, including but not limited to:
 - a. selection.
 - b. placement.
 - c. removal and disposal.

D. Infection prevention and control protocols, including but not limited to:

1. radiography.
2. laboratory materials/equipment.
3. evacuation systems.
4. handling biological materials.
5. high-tech devices.
6. laser/electrosurgery plumes or surgical smoke.
7. oral surgical procedures.
8. technique for parenteral medications.

E. Dental unit water quality protocols, including but not limited to:

1. maintaining water quality.
2. monitoring and testing.
3. improvement methods.
4. use of sterile irrigation water.
5. boil-water advisories and procedures.

F. Incoming/outgoing lab cases and laboratory equipment processing protocols.

G. Disposal procedures, including but not limited to:

1. waste types.
2. disposable items.

IV: Sterilization and Instrument Processing (30%)

A. Sterilization/disinfection procedures based on Spaulding classifications.

B. Instrument processing procedures, including but not limited to:

1. preparing work area for reprocessing contaminated items.
2. transporting and receiving items.
3. cleaning and/or decontaminating items.
4. inspecting items for cleanliness and functionality.
5. following manufacturer's instructions for reprocessing items.
6. selecting packaging method and materials.
7. assembling, packaging and labeling items, including slow-speed/high-speed handpieces (with or without motors).
8. selecting and placing biological, chemical, and/or mechanical indicators.
9. loading and unloading sterilizer.
10. preparing work area for sterile storage.
11. storing and distributing sterile items to point-of-use.
12. immediate use sterilization.

C. Sterilization documentation.

1. Document sterilization load contents.
2. Record instrument processing in sterilization logbook.

D. Sterilization monitoring.

1. Examine package integrity (pre-sterilization, post-sterilization).
2. Respond to sterilization failure and device malfunctions.
3. Interpret output of sterilization tests and follow sign-off procedures.

OSAP-DANB CDIPC Exam Suggested References

OSAP-DANB CDIPC exam item writers use the following suggested exam preparation references to develop this exam. These are resources that subject matter experts determined as providing the most up-to-date information needed to meet or surpass a determined level of competence on this exam.

This list is intended to help prepare you to take this exam is not intended to be comprehensive or an endorsement of any of the publications listed. You should prepare for the OSAP-DANB CDIPC exam using as many different study materials as possible. Any one reference will likely not include all the material required to study to take the exam.

Suggested Exam Preparation References

1. Centers for Disease Control and Prevention (CDC). www.cdc.gov.
 - *Guidelines for Infection Control in Dental Health-Care Settings — 2003* (MMWR, Vol. 52, RR 17). www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm
 - *Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Division of Oral Health; 2016. www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/index.html
2. U.S. Department of Labor, Occupational Safety and Health Administration (OSHA). www.osha.gov.
 - *Hazard Communication standard* (Code of Federal Regulations #29, Part 1910). <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200>
 - *Bloodborne Pathogens Standard* (1910.1030). www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030
3. Miller, Chris. *Infection Control and Management of Hazardous Materials for the Dental Team*. 6th ed. St. Louis, MO: Elsevier/Mosby, 2018. **[This edition only.]**

Additional/Optional Study Resources

1. Bird, Doni L., and Debbie S. Robinson. *Essentials of Dental Assisting*. 6th ed. St. Louis, MO: Elsevier/Saunders, 2017. **[This edition only.]**
2. Bird, Doni L., and Debbie S. Robinson. *Modern Dental Assisting*. 12th ed. St. Louis, MO: Elsevier/Saunders, 2018. **[This edition only.]**
3. Phinney, Donna J., and Judy H. Halstead. *Dental Assisting: A Comprehensive Approach*. 5th ed. Clifton Park, NY: Delmar, 2018. **[This edition only.]**
4. The Organization for Safety and Asepsis (OSAP). www.osap.org.
 - From Policy to Practice: OSAP's Guide to the Guidelines
 - OSAP Dental Infection Control Bootcamp™
 - OSAP's OSHA & CDC Guidelines: Interact Training System

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5. The DALE Foundation. www.dalefoundation.org.
 - *DANB ICE Review*
 - *DANB ICE Practice Test*

6. OSAP-DALE Foundation. www.dentalinfectioncontrol.org
 - *OSAP-DALE Foundation Dental Infection Prevention and Control eHandbook*
 - *Understanding CDC's Summary of Infection Prevention Practices in Dental Settings*
 - *General Aspects of Instrument Processing*