STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.

DENTAL BOARD OF CALIFORNIA
2005 Evergreen Street, Suite 1550, Sacramento, CA 95815
P (916) 263-2300 F (916) 263-2140 www.dbc.ca.gov

NOTICE OF PUBLIC MEETING – Notice is hereby given that a public meeting of the Dental Board of California will be held as follows:

AMENDED AGENDA
Thursday, April 4, 2013

Department of Consumer Affairs
1747 North Market Blvd., Hearing Room
Sacramento, CA 95834
(916)263-2300

General Notice: *Public comments will be taken on agenda items at the time the specific item is raised. The Board may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. Time limitations for discussion and comment will be determined by the President. For verification of the meeting, call (916) 263-2300 or access the Board's Web Site at* ***www.dbc.ca.gov****. This Board meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Karen M. Fischer, Interim Executive Officer, at 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, or by phone at (916) 263-2300. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation*

Thursday, April 4, 2013

10:00 A.M. DENTAL BOARD OF CALIFORNIA – FULL BOARD – OPEN SESSION

ROLL CALL ..... Establishment of a Quorum

AGENDA ITEM 1 ..... Election of Dental Board Officer - Secretary

AGENDA ITEM 2 ..... Discussion and Possible Action Regarding the Subcommittee's Recommendation to Appoint a member to the Dental Assisting Council

CLOSED SESSION – FULL BOARD*
Deliberate and Take Action on Personnel Matters
*Pursuant to Government Code §11126(a)(1), the Board will convene in closed session to:
a) Interview Candidates for Executive Officer Position
b) Select and Appoint and Executive Officer

OPEN SESSION RESUMES UPON ADJOURNMENT OF CLOSED SESSION

Announcement Regarding Closed Session

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA
Note: The Board may not discuss or take action on any matter raised during the Public Comment section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 and 11125.7(a)).

FUTURE AGENDA ITEMS
Stakeholders Are Encouraged to Propose Items for Possible Consideration by the Board at a Future Meeting

BOARD MEMBER COMMENTS FOR ITEMS NOT ON THE AGENDA
Note: The Board may not discuss or take action on any matter raised during the Board Member Comments section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting.

ADJOURNMENT

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MEMORANDUM

DATE	March 27, 2013
TO	Dental Board of California
FROM	Linda Byers, Executive Assistant Dental Board of California
SUBJECT	**Agenda Item 1:** Election of Dental Board of California Secretary

With the departure of Dr. Olinger**,** Board Secretary, the Board is tasked with electing a new Secretary to finish the term.

Business and Professions Code, Section 1606: Election of Officers
The board shall elect a president, a vice president and a secretary from its membership.

STATE OF CALIFORNIA
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MEMORANDUM

DATE	March 28, 2013
TO	Dental Board of California
FROM	Karen M. Fischer, Interim Executive Officer
SUBJECT	**Agenda Item 2:** Discussion and Possible Action Regarding the Subcommittee's Recommendations to Appoint a Dental Assisting Council Member

As a result of the Sunset Review process, legislation was signed by Governor Edmund G. Brown Jr. (SB 540, Chapter 385, 2011 statutes) which required the Dental Board of California (Board) to establish a seven member Dental Assisting Council (Council) which considers all matters relating to dental assistants in California and makes appropriate recommendations to the Board and the standing Committees of the Board. The members of the Council include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

In February 2012, the Board appointed members to the Council in staggered terms in accordance with Business & Profession Code Section 1742(g): Of the initial appointments, one member shall serve a term of one year, one member shall serve a term of two years, two members shall serve a term of three years, and one member shall serve a term of four years, as determined by the Board.

The initial appointment to the one year term position has expired. The Board posted a recruitment notice on its website and sent out an email blast. Four applications were received. Three applications are included in this packet, One applicant did not meet the qualifications and was not considered. A subcommittee of Dr. Le and Ms. Forsythe called the three candidates and interviewed them on the telephone. A subcommittee recommendation may be presented to the full Board for consideration.

The Board should consider the following qualifications in accordance with Business & Professions Code, Section 1742 when considering the Subcommittee's recommendations and its appointment to the Council.

SECTION 1742 QUALIFICATION REQUIREMENTS FOR THIS VACANCY:
Applicants must meet the following minimum requirements to be eligible for appointment.

The candidate shall be employed as a faculty member of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years.

The candidate shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

TERM OF OFFICE:
The term of office for this appointment will be four years.

The candidates to be considered for membership on the Dental Assisting Council by the Board are as follows:

Benson Dimaranan, RDA
Michele Jawad, RDA
Denise Romero, RDA

Action Requested:
1. After review and discussion, staff requests a motion to appoint a member to the Dental Assisting Council.

BENSON DIMARANAN

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.
DENTAL BOARD OF CALIFORNIA
2005 Evergreen Street, Suite 1550, Sacramento, California 95815
P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov

RECEIVED
FEB 07 2013
DENTAL BOARD OF CALIFORNIA

APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL OF THE DENTAL BOARD OF CALIFORNIA

PLEASE PRINT

NAME BENSON B. DIMARANAN

ADDRESS [redacted]

PHONE NO [redacted]

EMAIL AD [redacted]

California License Type and Number: RDA 62124 Expiration date: 08-31-2014

**** By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.***

PLEASE READ THIS APPLICATION IN ITS ENTIRETY.

COUNCIL COMPOSITION: The Dental Assisting Council is a seven member Council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

RESPONSIBILITIES: The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing Committees of the Board including, but not limited to, the following areas:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

QUALIFICATIONS: The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

TERM OF OFFICE: Of the initial appointments, one member shall serve a term of one year, one member shall serve a term of two years, two members shall serve a term of three years, and one member shall serve a term of four years, as determined by the Board. After the initial appointments have expired, each new appointment will serve for a term of four years.

TRAVEL: The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses necessarily incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive $100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103.)

OTHER TIME COMMITMENTS: Council members may be required to participate in Ethics Orientation and Sexual Harassment Prevention Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

IN ORDER TO ASSIST THE BOARD IN DETERMINING ELIGIBILITY FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL PURSUANT TO BUSINESS & PROFESSIONS CODE SECTION 1742, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below.
RDA PROGRAM – NO
DA & CERTIFICATION PROGRAM - YES
DOWNEY ADULT SCHOOL
[redacted]

3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.
NO

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years? Yes or No (please circle one)

5. Are you employed by a current member of the Dental Board? Yes or No (please circle one)

6. Have you served on the Dental Assisting Forum? Yes or No (please circle one)

7. Do you have a financial interest in any registered dental assisting school? Yes or No (please circle one). If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

8. Are you willing to comply with conflict of interest requirements that apply to board members? Yes or No (please circle one)

In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.

Employment references, not to exceed three (3) will be accepted but are not required.

An interview may be done as part of the application process.

Notice on Collection of Personal Information

Collection and Use of Personal Information. The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

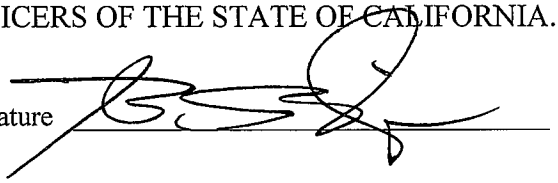
Providing Personal Information Is Voluntary. You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

Access to Your Information. You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

Possible Disclosure of Personal Information.
We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.
The information you provide may also be disclosed in the following circumstances:
- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

Contact Information. For questions about this notice, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed at the top of this application.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature  Date 02-01-13

APPLICATIONS MUST BE RECEIVED BY THE DENTAL BOARD BY MARCH 1, 2013

SUBMIT A COVER LETTER, COMPLETED APPLICATION, RESUME, AND ADDITIONAL EMPLOYMENT REFERENCES TO:

Karen M. Fischer, Interim Executive Officer
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815
(916) 263-2300

NEW ANNOUNCEMENTS

RECRUITMENT NOTICE
DENTAL ASSISTING COUNCIL OF
THE DENTAL BOARD OF CALIFORNIA

Legislation signed by Governor Edmund G. Brown Jr. required the Dental Board of California (Board) to establish a seven member Dental Assisting Council which considers all matters relating to dental assistants in California and makes appropriate recommendations to the Board and the standing Committees of the Board. In March 2013, the initial term of one of the appointments to the Dental Assisting Council expires. Therefore, the Board is now accepting applications from qualified registered dental assistants (RDAs) and registered dental assistants in extended functions (RDAEFs) to fill this vacancy. The appointment to this vacancy is required to be employed as a faculty member of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Please refer to the application for any additional qualification requirements. If you are interested, please complete the application and return it along with a cover letter and resume to the Dental Board. **Applications must be received by the Dental Board by Friday, March 1, 2013.**

Benson B. Dimaranan
[redacted]

Employment Reference:

A Dental Group
Dr. Elizabeth D. Marcelo
[redacted]

Danette E. Ergina, DMD, Inc.
Dr. Danette E. Ergina
[redacted]

Downey Adult School
Dental Assisting Program
Continuing Dental Education
Brenda Jeter, HR Manager
[redacted]

DENTAL BOARD OF CALIFORNIA

Licensee Name:	DIMARANAN BENSON BERMUDEZ
License Type:	REGISTERED DENTAL ASSISTANT
License Number:	62124
License Status:	**RENEWED/CURRENT** Definition
Expiration Date:	August 31, 2014
Issue Date:	June 30, 2004
License or Registration Class:	ALL
County:	ORANGE
Actions:	No

Related Licenses/Registrations/Permits

No records returned

Disciplinary Actions

No information available from this agency

Public Record Action(s)

This information is updated Monday through Friday - Last updated: JAN-31-2013

Disclaimer
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Back

DIMARANAN, BENSON > Document:

New Search Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts.

Last Name: DIMARANAN
First Name: BENSON
Middle Name: BERMUDEZ

Last Known County of Employment:
Adverse and Commission Actions Indicator:

Note: Please verify County of Employment is current
Note: If flag is displayed, click on Adverse and Commission Actions tab below

Current Document | All Documents | Adverse and Commission Actions

1 - 1 of 1

	Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date	Grade	Special Grade
>	101245548	Designated Subjects Vocational Education Teaching Credential: Full Time	Clear	Valid	7/1/2010	8/1/2015	7/1/2006		

Authorization/Subjects

1 - 2 of 2

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
R4FV	This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in technical, trade, or vocational courses that shall be part of a program of technical, trade, or vocational education.	DS	Dental Services	MAJ	
R4FV	This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in technical, trade, or vocational courses that shall be part of a program of technical, trade, or vocational education.	MOS	Medical Office Services	MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirer

Renewal Code	Renewal Description	Additional Description
R20	To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years.	TC Code Not Required

Employment Restrictions

No Records

DIMARANAN, BENSON > Document:

New Search Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts.

Last Name: DIMARANAN **Last Known County of Employment:** Note: Please verify County of Employment is current
First Name: BENSON **Adverse and Commission Actions Indicator:** Note: If flag is displayed, click on Adverse and Commission Actions tab below
Middle Name: BERMUDEZ

Current Document | **All Documents** | Adverse and Commission Actions

1 - 3 of 3

	Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date	Grade	Special Grade
>	101245548	Designated Subjects Vocational Education Teaching Credential: Full Time	Clear	Valid	7/1/2010	8/1/2015	7/1/2006		
>	060302657	Designated Subjects Vocational Education Teaching Credential: Full Time	Preliminary	Valid	7/1/2006	8/1/2011	7/1/2006		
>	060041813	Designated Subjects Vocational Education Teaching Credential: Part Time	Preliminary	Valid	7/1/2005	8/1/2010	7/1/2005		

Authorization/Subjects

1 - 2 of 2

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Renewal Code	Renewal Description	Additional Description
R20	To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years.	TC Code Not Required

Benson B. Dimaranan
[redacted]

February 1, 2013

Ms. Karen Fisher
Dental Board of California
2005 Evergreen Street, Suite# 1550,
Sacramento, CA 95815

RE: Diversion Evaluation Committee Member

To Whom It May Concern:

In response to your advertisement in the Dental Board of California website in regards to a position to be part of the Dental Assisting Council Member, I have attached my curriculum vitae for the open position that you are seeking to fill.

As a result of my vast training and continuous pursuance of my education, I have acquired excellent skills and virtues in the teaching aspect of the dental field. My practical and hands-on experience, theoretical understanding of the dental field and experience in Clinical and Administrative Dental Assisting Classroom instruction may be of great interest to your company.

My outstanding qualifications as a professional Dental Auxiliary, both in chairside and administrative Dental Assisting, have been my sole training ground in developing my teaching skills. I believe that for one to be an excellent leader, one should be an excellent follower first. With this in mind, my ideology of training myself by subordination and cooperation have greatly influence my teaching techniques and my understanding of how students can learn in the most efficient way possible.

I have also the pleasure of working with the Dental Board of California as one of the Dental Consultants as well as Subject Matter Experts/ Site Evaluators. Through my participation with the board I gained a wide array of experience and knowledge in the curriculum application process of dental program through out the state of California. In addition to this, I offer strong decision-making skills, a high degree of self-motivation and competitive records in the field of academia, some aspects that can never be overlooked in identifying a well-rounded professional.

Being goal oriented, I enthusiastically thrive on challenging assignments. My ambitious persona makes me an individual who strives for excellence and perfection in my work. Also, I am a highly motivated individual with a record of achievements and leadership in my academic accomplishments, extra-curricular activities and my continuing dental educations, as well as diverse work background. I keep in mind that training and education goes hand in hand when it comes to achieving the highest of all career goals and that attitude blends in consideration to fully achieve success in the profession.

I am hopeful that you can use someone of my particular background, abilities and skills to be of great service for your organization's current necessities. If you have any questions, feel free to contact me at [redacted] or email me at dentalci@yahoo.com.

Thank you for your kind consideration regarding this matter.

Respectfully yours,

Benson B. Dimaranan

Benson B. Dimaranan

[redacted]

OBJECTIVE

Experienced Registered Dental Assistant, energetic professional educator seeking to experience various education-related activities and expand training capabilities in the dental field.

SKILLS PROFILE

Dental Program Coordinator/ Instructor

- Instruct Secondary and Post secondary students in all aspects of dentistry, including four handed dentistry, dental material, instruments, dental specialties, dental radiology, exposing and developing dental x-ray films, film mounting, infection control, HIPAA privacy requirements, California dental practice act, front office skills, dental billing, management of laboratory cases, coordinate public relation projects, and supervise students for internship.

Dental Board of CA- Subject Matter Expert/ Site Evaluation Team Consultants

- Reviews curriculum applications submitted to the Dental Board of California for various educational institutions; Performs site visitation prior to approval with the board; Determines deficiencies in the curriculum and analyzes necessities for program applicants; Recommends valid and complete curriculum applications for final board approval. Developed the examination standards for the new RDA state written examination.

Book and Exam Writer

- Create supplemental materials for Dental Instruments text references.

Curriculum Development

- Develop innovative curriculum to instruct individual students, small groups, and classes; Organize time, space and resources to balance heavy workloads and stringent deadlines; Use unconventional methods and resources to educate students in Theoretical, Administrative, Clinical and Practical Hands-on Dental Assisting; Create efficient ways for students to smoothly learn and enhance their skills and to apply them in a live clinical setting.

Dental Consultant/ Trainer

- Monitor sterilization room; Monitor all the instruments; Check all the dental staff for proper attire and sterilization procedures; Conduct a weekly meeting for sterilization updates; Educate new dental staff for proper OSHA guidelines and dental office guideline; Update all the OSHA and MSDS folders; Check and evaluate sterilization book and manuals; Check all the charts for materials data fact sheets and inventory, sterilization supplies; Educate staff with compliance issues and update Dental Auxiliary duties; Impose organizational strategies in both the front office and back office area; Teach front office staff billing strategies and inspect insurance activities such as verifications, follow ups and billing.

Registered Dental Assistant

- Prepares treatment rooms, instruments and tray setups for dental procedures; Greets and prepares patients for treatment; Exposes and mounts dental diagnostic x-rays; Assists the dentist during examinations and treatment procedures; Conducts work in compliance with office policies and procedures, safety, OSHA, MSDS and HIPAA guidelines; Records medical and dental history, vital signs and treatment information in patient records; Make temporary restorations; Applies and remove fluoride; Coronal polishing; Mouth mirror inspection; Take

Impressions for diagnostic cast, opposing models, bleaching trays and temporary crowns and bridges; Sizing and fabricate temporary crowns; Temporary cementation and removal of temporary crowns; Place and remove dental rubber dams; Place and remove wedges and matrix bands; Provides patient for oral hygiene instructions prescribed by dentist; Participates in the achievement of patient satisfaction and office production goals by working efficiently and providing a high level of patient service; Assists other Dental Board of California/RDA duties as needed.

Financial Coordinator/ Biller

- Front office maintenance-Maintains patient data to include required regulatory chart documents, personal information, treatment consultation documentation, account history transactions; Communicates payment options including insurance benefits, financing, Care Credit and payment plans; Contacts insurance company and patients regarding outstanding balances; Updates patient accounts consistently and without error to reflect current outstanding balances; Researches and resolves insurance billing issues; Sends delinquent accounts to collections; Processes insurance payments; Credits insurance payments to patient accounts in computerized system; Creates and mails insurance claims and statements; Rebills insurance companies and other third parties to secure payment for patients; Responds to patient billing and statement inquiries.

Orthodontic Assistant

- Providing chair side support to orthodontist; Monitoring and reinforcing patient comfort; Exposing, developing and mounting dental radiographs; Patient education (hygiene instruction, and Office policy) as directed by orthodontist; Aiding and monitoring instrument sterilization, tray set up, operatory disinfection and barrier protection; Restocking of dental/ortho materials and supplies; Patient health history review and coverage status; Charting as instructed by DDS/Orthodontist; Remove orthodontic bands; Remove- place and ligate arch wires; Fluoride application; Take impressions and pour up diagnostic and opposing models; Remove ligature ties; Remove and place orthodontic separators; Mouth mirror inspection; Maintenance of dental hand piece, equipment and units; Daily set up and shut down all the system; Assists other Dental Board of California/ RDA and OAP duties as needed.

EMPLOYMENT HISTORY

Mosby, Inc. an affiliate of Elsevier, Inc. — Maryland Heights, MO
Book Contributor and Exam Writer — September 2010 to Present

Dental Board of California — Sacramento, CA
SME/ RDA Written Exam Writer — November 2009 to Present
SME/ SET Consultant — May 2009 to February 2011

Downey Adult School — Downey, CA
Dental Program Coordinator and Instructor — April 2008 to Present

Southeast Regional Occupational Program — Cerritos, CA
Dental Assisting and Radiology Instructor — September 2005 to September 2008

Danette E. Ergina, DMD, Inc. — Lakewood, CA
RDA/ Financial Coordinator — December 2000 to January 2007

Anaheim, CA

7 Day Dental Inc. November 2004 to December 2005
Orthodontic Assistant

A Dental Group Artesia, CA
Chairside Dental Assistant November 2000 to July 2004

Constancia Angeles, DMD Los Angeles, CA
Dental Biller/ Chairside Dental Assistant May 2001 to June 2002

CERTIFICATIONS, LICENSES AND CREDENTIALS

Continuing Educations, License and Certifications

- October 22, 2012 CASAS eTests Online Proctor Certification- CASAS
- August 20, 2010 Orthodontic Assistant Permit – Downey Adult School
- July 17, 2010 Clinical Placement/ Removal of Microimplants- Abari Ortho
- June 14, 2010 8-hr Infection Control Certification – Downey Adult School
- April 13, 2010 Dental Practice Act for Dental Assistants – Downey Adult School
- August 31, 2009 Pit & Fissure Sealant Certification– Dental Career Institute
- August 9, 2009 California Dental Practice Act and Infection Control- IDAC
- June 7, 2009 CAD/ CAM Technology - IDAC
- April 13, 2008 Keys to a Successful Dental CEO - IDAC
- December 02, 2007 California Dental Practice Act and Infection Control - IDAC
- October 14, 2007 Smart Endodontics - IDAC
- June 04, 2007 Appliance Therapy – Space Maintainers
- September 05, 2006 Ultrasonic Scaling Certification – PDE/Professional Dental Enterprises
- September 05, 2006 Temporary Crown Techniques – PDE/Professional Dental Enterprises
- February 17, 2006 Radiation Safety & Dental Radiographic Refresh Course - Emory University
- January 22, 2006 California Dental Practice Act and Infection Control -Risk Management - PDS
- Nov 06, 2005 Dr. Farran's One Day MBA for Dental Office - IDAC
- Nov 05, 2005 Dental Insurance Billing and Coding – Cerritos College
- July 29, 2005 Six System for the Success of a Dental Practice / Management – Pro-Dentec ADA CERP
- April 01, 2005 Contemporary Periodontics for the general practice – Pro-Dentec ADA CERP
- Dec 05, 2004 California Law and Infection Control – AGD
- Nov 07, 2004 Managing the medically complex patients – IDAC
- Sept 19, 2004 Aesthetic Dental Treatments and Material 2004 – IDAC
- Sept 17, 2004 OSHA Training – B-N., Inc
- June 24, 2004 Temporarization Hands-On Course – 3M ESPE
- Aug 23, 2003 California Law and HIPAA – UCLA
- Aug 08, 2003 Calculus and Plaque removal – HSI
- June 08, 2003 Coronal Polishing Certification – My Dentist
- April 28, 2003 One hour Toothbrush Instruction techniques – Oral B
- April 10, 2003 HIPAA – Kimbel, Morrow and Associates
- Feb 13, 2001 Dental Assistant Certification – Cerritos SEROP
- Jan 17, 2001 Dental X-ray Certification – Cerritos SEROP
- June 1999 to March 2000 Junior College – Dominican College of Art and Health Sciences

Teaching Credentials and Teaching Methodology

- April 17, 2010 - Level 2 / Instructional Practice of Adult & Career Technical Education – University of San Diego
- February 27, 2009 – Pit & Fissure Sealant Teaching Methodology – CADAT
- February 19, 2009 – Orthodontic Assisting Teaching Methodology – DAS
- February 17, 2009 – Infection Control Teaching Methodology – DAS
- February 7, 2009 – Ultrasonic Scaling Teaching Methodology –Dental Pros
- May 31, 2008 - Health Education for Teachers – University of San Diego
- March 14, 2008 - Radiation Safety Teaching Methodology - CADAT
- March 14, 2008 - Coronal Polishing Teaching Methodology – CADAT
- Dec 13, 2006 - Level 1 / Principles of Adult & Vocational Instruction University of San Diego

California Professional License

- January 07, 2010 – Registered Pharmacy Technician – Pharmacy Board of CA RPhT# 97878
- November 05, 2006 – California Notary Public / Commission Number 1702780
- July 01, 2006 Full-time Designated Dental & Medical Office Teaching Credential State of California
- July 01, 2005 Part-time Designated Dental Teaching Credential State Of California
- June 30, 2004 Registered Dental Assistant – Dental Board of CA RDA# 62124

Groups and Association

- 2010-2011 – California Association of Dental Assisting Teachers - Board of Directors – Appointed as Council
- California Council for Adult Education – CCAE Member
- California Teachers Association – CTA Member
- California Association of Dental Assisting Teachers – CADAT Member
- Association of Professional Notaries & Certified Signing Agents -APN & CSA Member

Teaching Workshop

- April 20, 2012 – Sealant Workshop- CADAT
- April 20, 2012 – Facial Anatomy in Clay- CADAT
- April 02, 2011 – Curriculum Development- CADAT
- April 01, 2011 – Measure of Competency- CADAT
- April 24, 2010 – Infection Control Product Selection & Use of Teaching Methodology- CADAT
- April 24, 2010 – Teaching Anatomy and Morphology with eHuman- CADAT
- April 24, 2010 – Intraoral & Extraoral Photography for RDA – CADAT
- April 23, 2010 – Facebow Transfer and Bite Registration Techniques - CADAT
- April 22, 2010 – Educational Standards Dentsply Review of Intraoral X-ray Devices and CAD/CAM Technology Review - CADAT
- February 28, 2009 – Legislative Update AB2637- CADAT
- February 28, 2009 – Dental Table Clinics- CADAT
- February 28, 2009 – Legislative Panel Discussion - CADAT
- February 28, 2009 - Creative Teaching Techniques - CADAT
- February 27, 2009 – CEREC and CAD/CAM Technology- CADAT
- March 16, 2008 - 2008 Continuing Dental Education Regulations - CADAT

- March 15, 2008 - Dental Educators Roundtable Discussion- CADAT
- March 15, 2008 - Technology in the Classroom - CADAT
- March 15, 2008 - Educational Dental Regulations - CADAT

ADDITIONAL INFORMATION

Committed to exemplify well-rounded qualifications of the Dental professional and utilize the standards of proper Dental Care with my professional practice; Continuously update myself with the changing and improving regulatory language of the
Registered Dental Assistant.

DAS DOWNEY ADULT SCHOOL
CAREER AND EDUCATION CENTER

12340 Woodruff Ave.
Downey, CA 90241

Benson B. Dimaranan, RPhT, RDA
Dental Program Coordinator

[redacted]

MICHELE JAWAD

Michele V. Jawad, RDA, CDA, BSHA, MAEd
[redacted]

RECEIVED
FEB 27 2013
DENTAL BOARD
OF CALIFORNIA

February 23, 2013

To: Dental Board of California
From: Michele Jawad RDA
Re: Dental Assisting Council Application

Dear Dental Board of California,

I hope you will consider my application to serve on the Dental Assisting Council. Dental Assisting has been my chosen career since graduating high school. I have stayed with the same employer whose office is also part of the community I live in. I feel strongly about the benefits of a healthcare career and those we help in our field.

I also am an active community member and volunteer within my city and the surrounding areas. Many of my volunteer opportunities have to do with the health and wellbeing of our citizens. Because of the love for my profession I went back to school and earned my degrees in order to teach vocationally. I know firsthand what a wonderful job dental assisting can be and wanted to give back to my profession by turning out skilled dental assistants.

Since teaching I have become more involved in large scale volunteer events such as RAM, and CDA Cares. I take my students with me in order for them to get hands on experience but to also see the difference they can make in people's lives. I enjoy volunteering in various aspects of my life and I would be honored to volunteer on the Dental Assisting Council.

I hope you will consider me for the position. I would be happy to provide various references for you from the Dentists I work for as well as fellow faculty members upon request.

I look forward to hearing from you.

Sincerely,

Michele Jawad CDA, RDA, MA

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.
DENTAL BOARD OF CALIFORNIA
2005 Evergreen Street, Suite 1550, Sacramento, California 95815
P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov

APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL OF THE DENTAL BOARD OF CALIFORNIA

PLEASE PRINT

NAME Michele V. Sawad

ADDRESS [redacted]

PHONE N[redacted]

EMAIL A[redacted]

California License Type and Number: 69419 RDA Expiration date: 1/31/15

**** By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.***

PLEASE READ THIS APPLICATION IN ITS ENTIRETY.

COUNCIL COMPOSITION: The Dental Assisting Council is a seven member Council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

RESPONSIBILITIES: The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing Committees of the Board including, but not limited to, the following areas:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

QUALIFICATIONS: The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

TERM OF OFFICE: Of the initial appointments, one member shall serve a term of one year, one member shall serve a term of two years, two members shall serve a term of three years, and one member shall serve a term of four years, as determined by the Board. After the initial appointments have expired, each new appointment will serve for a term of four years.

TRAVEL: The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses necessarily incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive $100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103.)

OTHER TIME COMMITMENTS: Council members may be required to participate in Ethics Orientation and Sexual Harassment Prevention Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

IN ORDER TO ASSIST THE BOARD IN DETERMINING ELIGIBILITY FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL PURSUANT TO BUSINESS & PROFESSIONS CODE SECTION 1742, PLEASE ANSWER THE FOLLOWING QUESTIONS:

Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

California Association of Dental Assisting Teachers

Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below.
Heald College Hayward 25500 Industrial Blvd Hayward CA 94545
Carrington College 1555 E 14th St. San Leandro CA 94578
Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.
Drs. Roeder, Liu, Singh, & Starks DDS. 914 The Alameda Berk CA 94707

Have you maintained a current and active RDA or RDAEF license for the past 5 years?
Yes ☑ or No ☐ (please check one)

Are you employed by a current member of the Dental Board? Yes ☐ or No ☑ (please check one)

Have you served on the Dental Assisting Forum? Yes ☐ or No ☑ (please check one)

Do you have a financial interest in any registered dental assisting school? Yes ☐ or No ☑ (please check one). If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

Are you willing to comply with conflict of interest requirements that apply to board members? Yes ☑ or No ☐ (please check one)

In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.

Employment references, not to exceed three (3) will be accepted but are not required.

An interview may be done as part of the application process.

Notice on Collection of Personal Information

Collection and Use of Personal Information. The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

Providing Personal Information Is Voluntary. You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

Access to Your Information. You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

Possible Disclosure of Personal Information.
We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.
The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

Contact Information. For questions about this notice, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed at the top of this application.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature _____ Date 2/23/13

APPLICATIONS MUST BE RECEIVED BY THE DENTAL BOARD BY MARCH 1, 2013

SUBMIT A COVER LETTER, COMPLETED APPLICATION, RESUME, AND ADDITIONAL EMPLOYMENT REFERENCES TO:

Karen M. Fischer, Interim Executive Officer
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815
(916) 263-2300

February 19, 2013

Ms. Karen Fischer
Interim Executive Officer
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815-3831

RE: Support of Ms. Michele Jawad for the Dental Assisting Council

Dear Ms. Fischer:

The California Association of Dental Assisting Teachers would like to take this opportunity to provide to you and the Dental Board our letter of support for Ms. Michele Jawad to fill the next available position for an educator on the Dental Assisting Council.

Ms. Jawad has attended Dental Board meetings over the past year, is very familiar with the relevant issues facing dental assisting, and possesses a solid track record of effective leadership over several years of service to the dental community. Her background as demonstrated by her resume will speak for itself.

Our profession and the dental assisting community will be greatly served by Ms. Jawad's representation on the Dental Assisting Council.

Respectfully Submitted,

Colleen Kirby-Banas

Colleen Kirby-Banas, CDA, RDAEF, BS, MS
President - CADAT

Michele V. Jawad, RDA, CDA, BSHA, MA.Ed

[redacted]

Education
Contra Costa College, Dental Assisting & AA Liberal Studies
University of Phoenix, Bachelor of Science Health Administration
January 2009
University of California, Berkeley Extension – Certificate earned February, 2009. Vocational Education and Instruction
University of Phoenix, Master Degree in Adult Education & Training with a concentration in online learning
July, 2010
Adult & Vocational Teaching Credential, July 14, 2012

Continuing Education Courses: OSHA Review 2007 & 2008, California Dental Practice Act 2007, First Smiles; Dental health begins at birth 2007, Adult Education in vocational programs, 2008.

Employment: Drs. Baer, Roeder, Liu, Stark, & Singh DDS
914 The Alameda, Berkeley CA 94707: 1985-present

Western Career College, San Leandro: 11/07 – 2/10, Adjunct

Heald College, Hayward: 7/10-present, Faculty

Job Experience: 28 years at a large practice of five dentists.

Jobs performed: Back and front office manager, inventory supply manager, office trainer in OSHA, HIPPA, Compliance officer, employee reviews. Training of new DA's. Reception, bookkeeping, and assisting.

Licenses and degrees: Registered Dental Assistant, Certified Dental Assistant, AA in Liberal Studies, Vocational education certificate summer 2009, Bachelor of Science Health Administration January 2009.
Certificate of completion Adult and Vocational Education, UC Berkeley.
Master's in Adult Education and training July, 2010.

Professional service affiliations and positions

California Dental Association, Allied Member board member outreach (2007-2009).

- Assisted with recruiting membership
- Idea sharing with other allied members
- CDA guest delegate

California Dental Assistants Association (2006-present)

American Dental Education Association (2008-present)

American Dental Assistants Association (2006-present)

California Association of Dental Assisting Teachers (2007-present).

- Attend meetings and trainings offered

CADAT – California Association of Dental Assisting Teachers

- Member of the Board of Directors, 2010-current

California Dental Association, Guest delegate representing allied professionals (November, 2011)

Courses Taught

- Pit and Fissure Sealants
- Coronal Polishing
- Dental Law & Ethics
- Dental X-ray
- Dental Anatomy
- Dental Microbiology & infection control
- Dental Public Health

Accomplishments

Evolve Elsevier contributor textbook on *Professionalism in Healthcare,* 2011
Brought "Mock Boards" to our campus for RDA students

DENISE ROMERO

RECEIVED
FEB 07 2013
DENTAL BOARD
OF CALIFORNIA

To: Karen Fisher: Interim Executive Officer and Dental Board of California

This application and attached resume is pursuant for the Dental Assisting Council position. I am currently on the Dental Board of California's Dental Assisting council and I would like to continue my service as a member of the Dental Assisting council.

I am a dental assisting instructor for Pasadena City College. I teach in a majority of the dental assisting courses offered including: radiology, infection control, sealants, coronal polishing and RDA duties just to name a few. I have created and modified curriculum for many dental assisting courses. The unique experience I can provide to the Dental Board of California, include the practical application of procedures acquired during my seventeen years as a Registered Dental Assistant. During this field experience I have been fortunate to work in a variety of settings including: general dentistry, orthodontics and pedodontics.

For the past five years I have worked diligently to transition my career to the academic setting. I worked for five years as a full-time instructor at Everest College, which gave me the opportunity to see how a private school operates. In addition to working at Pasadena City College and Alhambra High school ROP, I also go into dental offices and teach the 8 hour infection control and the 2 hour Dental Practice Act. This has given me a unique opportunity to see how dental offices are complying with the infection control regulations. I believe my experience in all three academic settings: community college, private college and ROP gives me an advantage to understanding there diversity.

My educational background includes: A designated subjects teaching credential, BA in Business Administration, Master's degree in Education: curriculum and Instruction. My professional licenses include: RDA, OA, and CDA. I also currently serve on the Executive Board for CADAT.

I believe my seventeen years experience in the dental field and the year I severed on the Dental Assisting council has provided me an insight needed to continue in this position.

Thank you for your consideration,

Denise Romero, RDA, OA, CDA, MA

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.
DENTAL BOARD OF CALIFORNIA
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APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL OF THE DENTAL BOARD OF CALIFORNIA

PLEASE PRINT

NAME Denise M. Romero

ADDRESS [redacted]

PHONE N[redacted]

EMAIL A[redacted]

California License Type and Number: RDA 45548 OA 11 Expiration date: 5/31/2014

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IN ORDER TO ASSIST THE BOARD IN DETERMINING ELIGIBILITY FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL PURSUANT TO BUSINESS & PROFESSIONS CODE SECTION 1742, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below. Yes

Pasadena City College
1570 E. Colorado blvd.
Pasadena, CA 911065
10/2008 - present

3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years? (Yes) or No (please circle one)

5. Are you employed by a current member of the Dental Board? Yes or (No) (please circle one)

6. Have you served on the Dental Assisting Forum? Yes or (No) (please circle one)

I have served on Dental Assisting Council: Vice Chair

7. Do you have a financial interest in any registered dental assisting school? Yes or (No) (please circle one). If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

8. Are you willing to comply with conflict of interest requirements that apply to board members? (Yes) or No (please circle one)

In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.

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Providing Personal Information Is Voluntary. You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

Access to Your Information. You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

Possible Disclosure of Personal Information.
We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.
The information you provide may also be disclosed in the following circumstances:
- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

Contact Information. For questions about this notice, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed at the top of this application.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature Denise M Romero Date 2/2/2013

APPLICATIONS MUST BE RECEIVED BY THE DENTAL BOARD BY MARCH 1, 2013

SUBMIT A COVER LETTER, COMPLETED APPLICATION, RESUME, AND ADDITIONAL EMPLOYMENT REFERENCES TO:

Karen M. Fischer, Interim Executive Officer
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815
(916) 263-2300

[redacted]

DENISE ROMERO, RDA, OA, CDA, MA

EDUCATION

1993 - 1994 Cerritos College Norwalk, Ca
general education

1994-1995 Cerritos College

- Certificate, Dental Assisting Program
- X-ray license
- Coronal polishing license
- Sealant license

1996-1998 Cerritos College

- Associates Degree in Dental Science

1998-2001

- Perquisites to the Dental Hygiene program (Microbiology, Anatomy and Physiology, Chemistry, ect.)

2008 California State University-Long Beach

- Designated Subjects Teaching Credential

2009- Everest University

- Bachelor's Degree-Business Administration

2010- California State University Dominguez Hills

- Master's Degree Curriculum and Instruction

PROFESSIONAL EXPERIENCE

2008-present Pasadena City College Pasadena, Ca
Dental Assisting Instructor

- DA 110 Dental Essentials
- DA 108 Infection Control
- DA 140 Radiology
- DA 135 RDA duties

- DA 125 USC Clinical Experience
- DA 123 Dental Advanced Chairside
- DA 200 Skills Lab

5/2007-7/2010 Dental Assisting Instructor Anaheim, Ca

Everest College

- Instructor of lab and lecture of accredited dental assisting program.
- Curriculum utilized in lab and lecture approved by COMDA.
- Maintain all student records including lab and lecture (check off, x-rays, RDA practicum, unit tests, etc.)
- Developing calendars for lab and lecture for each modular (semester).
- Participate in staff development activities to upgrade teaching skills.

2002-2007 D and J Dental(owner) Norwalk, CA

Dental Sales Representative

- Represent Oc-1dental supply, CDS dental supply
- Provide competitive prices from dealers for my clients.
- Receive and place orders for dental supplies for existing customers
- Maintain good customer service and attend professional functions (ex. California Dental Association convention)

RDA, pediatric dentistry Irvine, CA

2006-2007 Dr. Clara Lee

- Coronal polishing
- X-rays including digital pano
- Chairside assisting to dentist
- Taking impressions
- All RDA duties

RDA, dental assistant, general dentistry

2000-2004 Dr. Marcus Dunsworth Long Beach, CA

- Take and develop patient x-rays
- Chairside assist the doctor
- Perform procedures on the patient he requests (ex.

Temporary crown.)

- Take impressions of patients teeth
- Sterilize instruments and maintain clean operatory after procedures
- Maintain dental equipment (x-ray film processor, evacuation system, ect.)
- Ensure office was always in OSHA compliance
- Maintain all MSDS (material safety data sheets)
- Ensure all dental equipment meets OSHA and state code.
- Provide weekly tests (spore tests) on sterilizers
- Train new dental assistants in office and chairside procedures
- Order all dental supplies
- Make dental appliances (ex. Bleach trays, night guards)
- Schedule patient appointments
- Bill insurance and account collections

RDA, dental assistant, Orthodontics

1999-2000	Lakewood Dental Arts	Lakewood, CA
1998-1999	Dr. David Bates	Newport Beach, CA

- Perform the procedures on the patients that the dentist requests (adjusting braces, retainer, ect.)
- Take and develop x-rays
- Chairside assist the dentist in various procedures
- Take molds of patients teeth
- Patient education, oral hygiene and appliance compliance instructions

RDA, dental assistant, General dentistry

1996-1998	Dr. Jack Williams	Long Beach, CA

- Coronal polishing on patients
- All other dental assisting duties listed above.

PROFESSIONAL LICENSES

RDA-Registered dental assistant
Coronal polishing license
Dental Radiology license

Sealants
Orthodontic Assistant Permit
Ultrasonic Scaling
CPR adult and infant
Teaching Credential

PROFESSIONAL MEMBERSHIPS

CADAT-Executive Board of Directors
Vice Chairman-Dental Board of California Dental Assisting Council