

Radiological Health and Safety Examination Instructions (for Certification and Recertification)

Step 1: The Written Exam DA1000 (to be completed by Dental Assistants who have never taken the written examination)

- To take the written exam, go to <http://www.doh.ihs.gov> and log in. Click on the blue tab “CDE,” click on the blue tab “Catalog,” and then click on course number DA1000 (the last course offered in the “Assistant” category). This will take you to the DA1000 Course Detail page.
- The written exam can be accessed by clicking on the “Take the Exam” link in the “Additional Information” section of the Course Detail page. The user must be logged in to see the “Additional Information” section.
- The DA can re-take the test until a passing score is achieved. Once the DA has passed the course, he/she will not have to take the written exam again.
- After successfully completing the exam in DA1000, a certificate can be printed by the DA. Click on the blue tab “My CDE.” At the top right of the screen, there is a list of “Completed Courses.” At the end of the list of completed courses, click on more... Scroll down the list of completed courses and click “Print Certificate” for DA1000.

Note: If the DA has previously passed the written test, then the Supervisor moves directly to Step 2 and clicks on “I certify that this Dental Assistant has previously completed the Radiological Health and Safety Written Examination.”

Step 2: Radiology Clinical Competency Evaluation (to be completed by the Dental Chief/Supervisor)

- Each DA needs to demonstrate his/her competence with 10 patients.
- The DA’s supervisor must enter the clinical evaluations into the online system. To enter the evaluations, the supervisor goes to <http://www.doh.ihs.gov/> and logs in. Click on the “Directory” tab and search for the DA’s name.
- Click on the DA’s name to bring up his/her directory listing. Under his/her name in the listing should be a drop down menu. If no menu appears, you are not assigned as the DA’s supervisor. Please send an email to Marybeth.kinney@comcast.net to correct the supervisor setting.
- Using the dropdown menu, select “Add Radiology Clinical Eval” and click “GO”.

- If the DA has previously passed the written exam, click on “I certify that this Dental Assistant has previously completed the Radiological Health and Safety Examination.” If the DA has not completed the written exam, the supervisor will be unable to proceed with the clinical evaluation.
- Once the written exam has been completed, you will be presented with an online form to enter each clinical evaluation. As each evaluation is entered, documentation will appear at the bottom of the screen.
- Once the supervisor has entered the required 10 clinical evaluations, a certificate can be printed by clicking PDF Format Clinical Certificate Available Here. Please fill in the DA’s Name and the Effectiveness Dates within the PDF before printing the certificate.

Note: For study guides, forms, and other resources, go to www.doh.ihs.gov. Click on the blue link in the Clinic sub menu, “Radiology.”