



STATE OF IOWA

IOWA DENTAL BOARD

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

JILL STUECKER
EXECUTIVE DIRECTOR

May 18, 2017

Dear Iowa Dental Assistants Association:

The 2017 renewal season for dental assistants begins July 1, 2017. To streamline this process, we will be asking dental assistants to renew their registration online this year. Online renewals are automated, and renewal cards will be mailed within 3 to 5 business days. Individuals who elect to apply by paper will receive their renewal cards within 4 to 6 weeks. *Please note that renewals cannot be submitted prior to July 1.*

Reminder notices will be *emailed* to all currently registered assistants in late June. Registrants should ensure they have a valid email address on file with the Board by the end of June. To verify or update an email address, registrants should log into AMANDA - the Iowa Dental Board online database system - using their Enterprise A&A account information and left click on "User Profile". The email address, which can be edited, is listed at the bottom of the page.

Click [HERE](#) to access AMANDA, or visit the Dental Board homepage at <http://www.dentalboard.iowa.gov/> and click on "Online Services" at the top of the page. Registrants without an A&A account should register for one by clicking "Create an Account" at the top of the page. Anyone who has used the online system (AMANDA) previously already has an A&A account. If you have used our online system previously, you *must* have your username to log in. Usernames generally follow the format of [FirstName.LastName@IowaID](#), though, this may vary depending upon the user name that you selected upon creation of your account. Once you have your username you can click on "forgot password" at the top of the page to reset it. ***The dental board does not retain passwords.***

Please note that name changes cannot be completed as part of the renewal process. In order to ensure that a name change is reflected on the renewal card it must be completed by June 30, 2017.

To provide proof of a name change, registrants can submit a marriage certificate, divorce decree, or other legal document substantiating the change. This should be submitted by mail, fax or email to the Board office.

Iowa Dental Board, 400 SW 8th St, Suite D
Des Moines, IA 50309-4687
Fax: 515-281-7969 / Email at ldb@iowa.gov

Thank you for helping us to provide accurate and timely renewals to your members. Please don't hesitate to contact Christel Braness with questions at christel.braness@iowa.gov or 515-242-6369.

Sincerely,

Jill Stuecker, M.A., M.P.A.
Executive Director