

**AMERICAN
DENTAL
ASSISTANTS
ASSOCIATION**

LEGISLATIVE GUIDE

REVISED 2006

**ADAA POLICY ON LEGISLATIVE OBJECTIVES
LEGISLATIVE DEFINITIONS
DO'S AND DON'TS
ADAA LEGISLATIVE ASSISTANCE PROGRAM
SAMPLE LETTERS
INTERNET**

**AMERICAN DENTAL ASSISTANTS ASSOCIATION
SUITE 1730
35 East Wacker Drive
CHICAGO, IL 60601
(312) 541-1550
FAX: (312) 541-1496
www.dentalassistant.org
Adaa1@aol.com**

**ADAA
LEGISLATIVE GUIDE
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ADAA POLICY ON LEGISLATIVE OBJECTIVES

The primary legislative objective of the American Dental Assistants Association is to initiate and support measures that will promote the health and welfare of the American public.

Of particular merit are those proposals that will enhance the availability of quality medical and dental care to all Americans.

It is generally accepted that a substantial percentage of the United States population has unmet dental care needs, and that two of the main factors contributing to this situation are the price and availability of dental services. The American Dental Assistants Association believes that access to dental care can be increased by a more extensive utilization of qualified dental auxiliaries. Evidence derived from many research studies clearly indicated that the employment of expanded function dental auxiliaries with the appropriate training and supervision to complete restorations and perform other advanced procedures can indeed increase dentist productivity without undermining patient satisfaction or detracting from the quality of care. It is this Association's contention, therefore, that any restrictions of the **delegability** of expanded duties to competent dental auxiliaries under the supervision of a licensed dentist are contrary to the public interest.

It is imperative, however, that only competent and well-trained dental auxiliaries be allowed to perform expanded functions. The research literature establishes that specially trained auxiliaries are able to undertake advanced procedures effectively. This Association is not aware of any studies demonstrating that auxiliaries without special training can be safely assigned expanded duties. If unqualified personnel were permitted to undertake potentially patient-jeopardizing functions, it is quite conceivable that the costs resulting from the incompetent services rendered could outweigh the benefits resulting from an increased consumption of dental care services. The American Dental Assistants Association consequently maintains that assistants performing expanded functions must:

1. Be certified by the Dental Assisting National Board, Inc., or furnish proof of equivalent knowledge of necessary dental assisting principles and equivalent competence in necessary dental assisting skills.
2. Demonstrate proof of competence in the expanded functions legally delegable to expanded function dental assistants. (1979 HOD)

ADAA POLICY ON DELEGATION OF EXPANDED FUNCTION DUTIES

The American Dental Assistants Association joins the other dental health care professions in their concern that the highest quality of comprehensive dental care be made available to the greatest number of people. In our judgment, the supply of dental care can be increased by a more intensive and extensive utilization of qualified dental auxiliaries, without any deterioration of the quality of care. Numerous studies have substantiated the proposition that the delegation of expanded functions to appropriately trained dental auxiliaries will enhance the productivity and efficiency of the dental care delivery team.

As a result, the American Dental Assistants Association believes that expanded duties should be delegated to those dental assistants who have the knowledge and skill needed to provide quality treatment to the consumer-patient. A necessary requirement for expanded duties within an educational setting meeting the standards established by the American Dental Association's Commission on Dental Accreditation. The prerequisite for entrance into such expanded duty training courses should be demonstration of competence in basic chairside dental assisting through the passing of a national or state credential sanctioned by the National Commission of Health Certifying Agencies (e.g., licensure, registration, certification) or educational achievement within a program accredited by the Commission on Dental Accreditation. A standardized national or state examination testing proficiency in expanded duties should be given to the expanded function dental assistants after successful completion of the expanded duty training program. (1981 HOD)

LEGISLATIVE DEFINITIONS

Act, Law, or Statute: When a bill is passed and signed by the Governor or is allowed to become a law without his signature it may be called an act, a law or a statute.

Amendatory Veto: The Governor may amend or delete portions of a bill without vetoing it entirely.

Appropriation: The amount of money authorized by the General Assembly for State spending is called the appropriation.

Assistant Floor Leader or Whip: Chosen by the legislative leader of his party who rounds up the members of his party when a critical bill is up for a vote.

Bill: A proposed law or draft of a law presented to the legislature for enactment. It is identified as HB (House Bill) or SB (Senate Bill).

By Request: Indicates that a legislator is sponsoring for a constituent or group a bill with which he is not in complete agreement.

Calendar: The daily printed order of legislative business. Each house has a separate calendar.

Caucus: A meeting (outside of chambers) of the members of the House or Senate who belong to the same political party to discuss party policy on particular issues.

Committee Bill: Generally the work product of a subcommittee, such legislation would be introduced by the Committee sponsoring it. A member of that committee handles it on the floor.

Commissions: Generally composed of both legislators and public members, it is primarily designed to study and propose legislation on specific and usually more complex issues. Commissions can be either temporary or permanent.

Committee of the Whole: The entire membership of the House or Senate. It may be convened to hear testimony on bills of unusual interest.

Conference Committee: A committee set up for the sole purpose of reconciling disagreements between the House and Senate on amendments to a bill.

Consent Calendar: Those bills that are agreed upon by both the majority and minority leadership as being non-controversial, although bills can be removed by a challenge procedure. They are voted on without debate in one roll call.

Constitutional Majority: A majority is of the entire elected membership, regardless of death or absences. No ordinary bill passes without a majority in both houses.

Deficiency or Supplemental Appropriation: An appropriation made to provide funds until the end of the current budget period.

First Reading: Introduction of bills.

Fiscal Note: The sponsor of legislation having a fiscal impact may be required to file a statement as to the estimated cost of such. This may also apply to legislation with judicial or pension impact.

House Proposal: Allows a House member to submit for consideration a written outline for possible legislation, subject to committee action. A proposal may be prelude to a committee bill.

Joint Resolution: A resolution (designated by House of origin as H.J.R. or S.J.R.) requiring action of both Houses. It is used to convey opinions or may be related to joint obligations; it is also used to ratify amendments to the U.S. Constitution; it may be used to convey opinion on a national issue on which the General Assembly “memorializes” the Congress or the President. Joint resolutions are required in order to call a constitutional convention or submit a constitutional amendment to the people. Joint resolutions do not require gubernatorial approval.

Joint Session: A meeting of the House and Senate together. They are primarily ceremonial, to install the Governor and state officers, to hear the Governor’s budget and other messages, or to hear a distinguished guest. Bills are never passed in a joint session.

Journal: The printed daily proceedings of each house.

Legislative Council: A fact-finding and research agency for the legislature. It makes no recommendations.

Legislative Liaison: Persons designated by state agencies to act as their “lobbyist”. However, they do not register as lobbyists and also have access to the floors of both chambers.

Legislative Reference Bureau: The bill-drafting agency for legislators and State agencies. Between sessions it studies statutes and simplification. It prepares the weekly Legislative Synopsis and Digest.

Line Item Veto: The Governor may veto an item in an appropriation bill without vetoing the entire bill. He can also reduce an appropriation. Both actions are subject to override by the General Assembly.

Majority Leader: The leader of the majority party in each house. His party members choose him. He has the responsibility for debate on bills that have party support or opposition; he decides floor tactics. He assists in the selection of committee members of his party.

Minority Leader: Has the same duties as the Majority Leader in each house but for the Minority party. He assists in the selection of committee members of his party.

Minority Spokesman: Designated by the Minority Leader, this person serves as the chief spokesman for the minority members of a standing committee.

Perfunctory Session: An abbreviated but official meeting in order to conduct formal business and other “housekeeping chores”. No roll call votes are permitted.

Postponed Consideration: Legislation which has not received the required number of votes for passage, may, at the request of the sponsor, be placed on the order of “Postponed Consideration” where it can be given a second opportunity for passage at a later date.

President: Chosen by members of the majority party of the Senate. He presides and has a number of significant responsibilities.

Resolution: A simple resolution voted on in one house only (designated H.R. or S.R.). It is used to adopt the rules of the house, to honor some person or achievement, or as a memorial and expression of condolence on a death. It requires no action by the Governor.

Roll Calls: Records for the record each individual legislator’s vote on 3rd reading, contested amendments and conference committee reports. A “verified” roll call is when each legislator is called by name and records his vote orally.

Rules: Procedures adopted in each biennium by each chamber governing organization, conduct, order of business, bill procedure and so forth.

Rules Committee: Composed of leadership from both parties, its most powerful function is to determine which bills will be given a committee hearing in the even-numbered year.

Second Reading: The stage in bill passage where amendments on the floor are taken up.

Short Debate Calendar: Used in the House, this device is for bills reported out of a committee unanimously or upon a recommendation of screening committees. It limits debate on the bill to a 2-minute presentation by a proponent, and an opponent with one minute to close.

Sine Die: Final Adjournment. No day set for reconvening.

Speaker of the House: Chosen by members of the majority party of the House. He presides and has other significant responsibilities.

Special Session: Called by either the Governor or the joint leadership of both houses. Its purpose is to take up specific issues determined beforehand.

Table: This term indicates the bill is dead and not to be acted upon, although the rules of both houses outline methods for a tabled bill to become reactivated.

Third Reading: Final passage stage for a bill.

Veto: If the Governor disapproves of a bill, he may veto it and return it to the house of origin with his objections. A veto may be overridden by a vote of both houses. If he has reduced an appropriation by veto, this can be overridden. He may also recommend changes in a bill, which the Assembly may accept by vote or override.

Whip: Assistant floor leader in each house for each party. They assist with strategy and round up members for voting.

HOW A BILL BECOMES A LAW IN THE GENERAL ASSEMBLY

Any bill may originate in either the House or the Senate and the procedure is nearly identical in each.

A Bill is introduced by a sponsor, given a number and printed. This is 1st Reading. The Bill is then assigned to a particular committee.

The Committee Considers the Bill in a public hearing.

The Committee may vote “Do Pass”, or “Do Pass as Amended”. (The Committee may also assign it to a sub-committee.) In the house, a majority of the total committee membership is necessary to report a bill out. In the Senate, a bill needs the affirmative vote of a majority of the quorum present. On a “Do Pass” motion, if the bill does not receive the necessary votes, it remains in committee.

The Committee may also vote “Do Not Pass”, in which case the Bill is usually dead.

The Bill is then placed on the Calendar for vote on amendments from the Committee or any member of the Chamber. This is 2nd Reading.

If amendments are offered, they are adopted by a majority vote of those voting on each amendment.

After 2nd Reading (and on another), it moves to 3rd Reading position where a final vote will be taken.

If the bill received at least the majority vote it moves to the other Chamber and the above process is repeated.

When the bill goes to the other Chamber it retains its original number, but a new sponsor will be needed.

If the Bill receives a majority vote in both Chambers, it then goes to the Governor.

The Governor may approve, veto, and amend or, if an appropriation bill, he may strike an entire amount or reduce the amount.

If the Governor vetoes or amends a bill it is returned to the originating Chamber for acceptance or for an override of the Governor’s action.

Note: The above does not begin to set forth all of the many variations that are possible in the passage of legislation. Our purpose is to outline the normal procedures.

HOW TO READ A BILL

Each piece of legislation that is introduced in the General Assembly takes the form of a “Bill”. Unless the bill successfully passes all of the stages in both Chambers of the General Assembly and is signed by the Governor, it never becomes law.

BILL NUMBERS AND ASSEMBLY TITLE

On the cover of each Bill will appear the Bill Number. It signifies the Chamber in which the proposal was originated (HB is a House Bill, SB is a Senate Bill) and the sequence number as it was introduced (House Bill 2949 is the 2949th House Bill introduced in the General Assembly).

OPPOSITE CHAMBER REFERENCE

Once a Bill successfully passes from one Chamber to the next, the Bill is reprinted and the second Chamber is indicated on the cover sheet: “S” or “Senate” is a House Bill in the Senate: “H” or “House” is a Senate Bill in the House.

INTRODUCTION DATE AND SPONSOR

On the cover of each Bill will appear the date and at least one sponsor (from the Chamber where the Bill originates). The first sponsor that is listed is considered the primary or chief sponsor of the legislation. That person is responsible for maneuvering the legislation successfully through his/her Chamber and on to the opposite Chamber. He/She must find at least one legislator to sponsor the Bill when it gets to the other Chamber. A Bill may have as many sponsors as there are legislators in that particular Chamber – usually these “co-sponsors” will be listed alphabetically after the chief sponsor.

SYNOPSIS AND STATUTORY REFERENCE

Each Bill will have a brief – usually one or two sentence – description on its cover. Although this will permit the reader to discover the issue of the legislation proposed, it may be misleading and incomplete if amendments have altered the thrust of the Bill.

Included with the synopsis of the Bill will be the Chamber, Paragraph, and Section of State Statutes that will be affected if the Bill is successfully enacted.

LEGISLATIVE REFERENCE BUREAU CODE

There appears throughout the pages of the Bill a Legislative Reference Bureau Code. This number is only used by a Reference Bureau Staff and is not commonly designated as a reference.

INTRODUCTORY DESCRIPTION

On the bottom of the cover of each bill will appear the words, “A BILL FOR”. This is a formality of printing that is read during each reading of the Bill. It is combined with the introductory statement at the top of the first page of the Bill.

The introductory sentence of each Bill will describe whether the Bill is “AN ACT” - a new section in the statutes, or “AN ACT to amend” a revision or addition to existing state statutes.

Bills introduced in the General Assembly generally fall into two categories – those which amend existing statutes and those which are new law. All Bills except appropriation Bills must be limited to a single subject.

ENROLLED AND ENGROSSED

On the top left corner of each bill that has passed at least one Chamber is the word “engrossed” or “enrolled” (sometimes abbreviated “enr”). “Engrossed” Bills have passed one Chamber, have been retyped to incorporate all amendments added in the first Chamber, and are ready to be considered by the second Chamber. “Enrolled” bills have passed both Chambers, have been retyped to incorporate all amendments passed by the legislature, and are ready to be considered by the Governor.

SPECIFIC STATUTORY REFERENCE

The text that immediately follows the enacting clause refers to the section of the law being amended and gives the date as initially approved.

DELETION

After the statutory reference appears the text of the statutes as they presently exist. The deletion of language being proposed by the bill is made by placing hyphens through the text this is to be deleted.

NEW WORDING

All new language of bills will take two forms. First, if the bill is an act to amend, the new wording will be regular type – not underlined (because the entire text is new) and the “enacting clause” will be the only underlined portion of that bill.

EFFECTIVE DATE

Each bill may designate the date when the bill will go into effect. The majority of bills will have a uniform effective date as determined by the members of the General Assembly. The bill can specify a different effective date or an immediate date.

TYPES OF LEGISLATION

Bills constitute the most common type of legislation considered by the General Assembly. Appropriation Bills include funds for personal services, contractual services, travel, commodities, equipment, permanent improvements, land, electronic data processing, operation of automotive equipment, telecommunications, and contingencies for the State. By passing an appropriation bill, the General Assembly is simply authorizing an agency of state government to expend a certain amount of money.

RESOLUTIONS

(HR “House Resolution” or SR “Senate Resolution”) usually commemorating a significant event or occurrence in the State (i.e. Veteran POWs returning home, birthdays of citizens, accomplishments of a legislator’s constituents, etc.) Procedural matters (rules, establishment of committees, committee assignments) are also governed by resolutions. This legislation **ONLY** has to successfully pass the chamber where it has been introduced. Resolutions do not have to be signed by the Governor.

JOINT RESOLUTIONS

(H.J.R. “House Joint Resolution” or S.J.R. “Senate Joint Resolution”) are the same in format as the Resolutions; however, both chambers must successfully pass the legislation.

CONSTITUTIONAL AMENDMENTS

(H.C.A. “House Constitutional Amendments” or S.C.A. “Senate Constitutional Amendments”) are proposed to change the State’s Constitution. It must be passed by the members of each chamber and placed on the next statewide ballot for the citizen’s vote. These amendments are a special for the citizen’s vote. These amendments are a special form of a joint resolution.

SAMPLE RULES OF THE HOUSE AND SENATE

Early in each session, the House and Senate adopt rules to govern their operating procedures. Read and become familiar with all of the new rules once the House and Senate have formally accepted them.

Sample rules applicable to House and Senate

*Registered lobbyists, including former members, are not permitted on the floor. Legislative Liaisons from State agencies have access to the floor.

*Both Houses establish a regular order of business, although it may be changed upon a majority vote of the membership elected.

*In even-numbered years, all bills are referred to the Rules Committees, which determine if a standing committee will hear the bill. This does not apply to appropriation matters implementing the State budget or bills introduced by a standing committee.

*Bills are given a six-day posting notice before committee hearing, unless suspended by a majority vote.

*Bills recommend “Do not pass” are permanently tabled, unless a written motion to discharge is filed within the next legislative day.

*Bills having amendments on them, which the original house must concur or non-concur in, may have those amendments taken up separately. A motion may also be made to recede, or not to recede and request a Conference Committee.

*Conference Committees consist of members from each chamber appointed by the House Majority Leader and be the Minority Leader.

*Committee and subcommittees are open to the public, unless otherwise voted by members elected.

Sample rules applicable only to the Senate

*For a bill to be reported favorably out of committee, it must receive a majority vote of those appointed to the committee. A bill may be voted on twice in committee.

*If a piece of legislation is posted, and witnesses are present to testify, they will be given a chance to do so either orally, written or both. The witness must fill out a “Record of Committee Witness” form.

*A bill may not be called for hearing if the chief sponsor is not present, except by written authorization of the sponsor.

*Amendments are offered on Second Reading, although a motion to strike the enacting clause takes precedence over other amendments.

*Bills assigned to Committee are heard within 60 days. If not heard, they are reported out "Do not pass". A motion to recommit may be made and approved by a majority vote of those elected.

*Amendments are offered on 2nd Reading and shall be printed and circulated at the request of 5 Senators before a vote is taken.

*A bill may have up to 5 chief sponsors. Co-sponsors are added with the approval of the chief support.

*Committee bills must be approved by a majority of the Committee membership and do not have individual sponsors.

SAMPLE LEGISLATIVE COMMITTEES

There are three types of legislative committees – standing, service, and ad hoc. Standing committees are primarily concerned with screening the large number of bills which are introduced at each legislative session. Service committees are committees which have been set up for a special purpose only. These would include Conference Committees (a committee set up for the purpose of reconciling disagreements between the House and Senate on amendments to a bill), investigative committees (those set up to conduct studies or investigate problem areas), Senate or House Commissions, and Joint Commissions.

Senate

In the Senate, there are standing committees and service committees. The Committee on Committees does selection for membership on these committees, excluding the Committee on Rules. This committee is classified as a service committee and its membership is derived from a Vote of the entire Senate.

The Committee on Rules consists of the President, Majority Leader and Minority members appointed by the Minority Leader.

Members may service on more than one committee, but may be the chairman on only one. Members of the majority party chair committees.

In the Senate, the standing committees are:

- Agriculture, Conservation and Ecology
- Appropriations I
- Appropriations II
- Education – Elementary & Secondary
- Education – Higher
- Elections & Reapportionment
- Executive
- Finance & Credit Regulations
- Industry & Labor
- Insurance & Licensed Activities
- Judiciary I
- Judiciary II
- Labor & Commerce
- Local Government
- Pension, Personnel & Veterans Affairs
- Revenue
- Transportation.

Senate Service Committees are:

Committee on Assignment of Bills
Committee on Committees
Committee on Rules
Executive Appointments & Administration

House

In the House, the Speaker determines the size and membership of the majority members to all committees. The minority leader is responsible for appointing the minority members. In addition to the regular membership of each standing committee, the Speaker, Majority Leader, Assistant Majority Leaders, Majority Whips, Minority Leader, Assistant Minority Leaders, and Minority Whips serve as non-voting ex officio members, although such leaders may also be appointed to standing committees as voting members.

The House standing committees are:

Agriculture
Appropriations I
Appropriations II
Cities & Villages
Counties & Townships
Elections
Elementary & Secondary Education
Environment, Energy & Natural Resources
Executive
Financial Institutions
Higher Education
Human Resources
Insurance
Judiciary I
Judiciary II
Labor & Commerce
Motor Vehicles
Public Utilities
Revenue
State Government Organization
Transportation
Veteran's Affairs, Registration & Regulation

The House service committees are:

Assignment of Bills
Certificates of Appreciation
Rules

SUPPORT ORGANIZATIONS

The membership of many dental assistants associations and societies is small. In order to be heard by our legislators and organized dentistry, it is important to establish a “power base” of people, willing to support our cause.

It is therefore, suggested that the following groups be contacted, within your state, as possible sources for this support:

- 1) Federation of Business and Professional Women
- 2) League of Women Voters
- 3) American Association of University Women
- 4) (State) Department of Radiological Health
- 5) (State) Education Association
- 6) Public
 - Television (public opinion spots)
 - Newspapers (letters to editors or public opinion columns)
- 7) Chamber of Commerce
 - Register constituent with city and state chambers
 - Place names of our members willing to speak to issue on their speakers lists.
- 8) Parent/Teacher Associations
- 9) Civic Organizations
 - (State) Jaycees
 - (State) Kiwanis
 - (State) Zonta
 - American Association of Retire Persons (AARP)

In order to get support from any large organization, it is important to establish and present them with a position paper. This paper should be no more than two pages and less than five hundred words. It must include educational and occupational standards. You must have a “saleable” product to offer these groups.

HOW TO LOBBY: CONVINCING GOVERNMENT THAT YOUR BILL SHOULD BE ENACTED

Most of the bills submitted to the General Assembly do not pass. Some bills are altered significantly by legislative amendments; others negotiate each channel of the legislative process only to be vetoed or amended by the governor. What can private lobby groups do to convince government that the legislation they support should be enacted? Or that bills they oppose should be defeated?

First of all even the finest lobbying effort can be stymied. Some legislative ideas simply have to wait for their time to come – others may never make it. The basic ingredients for legislative success are the right attitude, a reasonable piece of legislation, a good sponsor, hard work by you and the members of your organization, good timing and a certain amount of luck.

The Attitude

Your group will not be successful if your attitude is negative. If you think that the legislative process is a fraud or that legislators are stupid, you will fail. You will fail because legislators, who are also politicians, have a pretty good understanding of human nature and are experts in detecting insincerity.

Before considering the “product” which is the proposal supported by your organization, it must be remembered that your bill is competing with many others for the attention of legislators. Sometimes organizations get so wrapped up in their own program that they do not notice the programs of other groups or individuals that may affect their own – until it is too late.

The first task is to refine your proposal into very specific language and to determine where it should be placed in the statutes. There are only a few legislative maxims, which have universal acceptance. One of them is that it is easier to amend an existing law than it is to draft an entirely new act. Repealing a law is more difficult than either of these courses.

The Opposition

Next, it must be remembered that the legislature is composed mainly of individuals who have had prior legislative experience. This may have been on a county board, a school board, a city council or the General Assembly itself. They will not quickly pass legislation, which brings about any radical change. They may do so in time, but not usually on the first go-round. This means that usually your legislative proposal should be drafted so as to minimize its controversial aspects.

Public Benefit

When drafting a proposal, an organization must look at it in terms of the public benefit. It is not sufficient to assert that a bill will be good for your particular group. That usually is obvious to a legislator. What he really wants to know is: (1) How will the public benefit, particularly those in his district? (2) Who opposes the bill and – not as important – who supports it? and (3) Will it cost anything, and if so, how much?

There are those who think that legislation can be “slipped through” without serious scrutiny. While this does happen, it is more the exception than the rule.

Lobbying

Armed with background information, a well-written bill and a sponsor, you are ready to lobby. Basically, lobbying is communicating. Legislators are usually approachable, but they are very busy and they have many bills, numbers, sponsors and lobbyists all going around in their heads. To help them remember you and your cause, prepare a fact sheet with all of the relevant data set forth on one piece of paper. It doesn't need to be fancy, but it should be neat and concise. If you can, emphasize the relevance of your bill to the legislator's district. Do not forget to lobby with the staff of your sponsor. They are very important. Be persistent, but be courteous and realize that legislators may not give you an immediate commitment. Enlist allies and have constituents write. Make no threats and make no promises. Never deceive or embarrass a legislator. If he asks for more information, provide it. If he tells you that he is voting against you, don't get mad at him; there will be other bills in the future. Always be reasonable. You do not want to create enemies; you want to make friends.

Some people think that it is necessary to wine and dine a legislator in order to get his attention and his vote. That is one of the more persistent fictions about lobbying.

It is wise to have constituents of the sponsor write to him and thank him for sponsoring the bill. In fact, it is always desirable for legislators to be commended for their support. The media and the public do not shrink from criticizing a legislator, but often forget that it is necessary to say “thank you for your help.”

When not formerly lobbying one can take information from legislator's office to another and ask for the legislator's vote. The best form of lobbying is asking for an appointment with the legislator to have his/her undivided attention. Legislator's aides are the very persons that any group would want to contact. These men or women feed information to their Senator or Representative. Do not be disappointed if an aide asks to speak with you. They are more readily available and will listen to what you say and relay your message to their legislator. Follow up every meeting with a thank you note.

Ask if the legislator has an analysis of the bill. Sometimes the interpretation is not stating the intent of the bill. Carefully bring this to the attention of the legislator, it may have been misread and requires further clarification.

STRATEGY TIPS ON LOBBYING

*Consider using past presidents on the legislative committee; usually they are committed to the association, know how it operates and have political connections.

*Lobbyists usually spend more time opposing proposed legislation than in supporting bills.

*In developing legislative strategy, consider these basic points:

1. Anticipate events
2. Avoid surprises
3. Propose only those changes absolutely necessary and which cannot be made in any other way. In other words, "If it ain't broke, don't fix it."
4. When listing reasons why legislation should be adopted, always list first how it will meet the public needs; list later how it will meet the needs of the dental profession.
5. Establish and utilize an intelligence network; share ideas with common groups.
6. Talk to the legislature's committee chairman and other leaders; try and determine what they plan to introduce.
7. Ditto for regulators and committee staff members of both parties.
8. Establish fruitful rapport with legislative-regulatory staffs, especially secretaries.
9. Don't wait until the last minute to determine what others plan to do.

*In developing your action plan, consider these basic points:

1. Define the problem
2. Learn all of the pertinent background
3. Identify alternative solutions, get reaction from those concerned, and "avoid surprises."
4. Organize your members to avoid panic situations
5. Advise your members through (a) Newsletters, etc. (b) Local and state meetings.
6. Get a good sponsor
7. Get the concerned legislative committee to give you their (staff) analysis of the bill
8. Work on the swing votes (touch base with the people you know will support you, forget the ones you know will oppose you and concentrate on the undecided)
9. Timeliness is critical; know when to move
10. Ferret out the opposition
11. Know when to shut up; don't talk your bill to death, especially when you've already won the day
12. Never send a form letter or a duplicate letter
13. Join forces with other groups, associations, etc. to kill or pass legislation; coalitions are almost an absolute necessity
14. Remember the governor's office; do your homework here because, obviously the bill can be killed there also.

15. When lobbying, be honest, accurate, reliable and timely
16. Always keep your perspective (of who you are and whom you represent) and keep your sense of humor.
17. When trying to decide whom to back or support, always remember it is easier to work with a “believer” than to make a convert.
18. NONINVOLVEMENT MEANS GIVING AWAY THE GAME BALL.

*Tips on inspiring and maintaining membership interest.

1. Keep them informed so they will respond when needed
2. Get them to visit the Legislature, attend committee hearings
3. Urge them to become personally acquainted with legislators
4. Keep track of legislative votes
5. Issue periodic legislative reports, identifying key bills and the association’s position on each.

*Don’t call in the volunteer leaders to testify unless absolutely necessary and **KNOW THE COMMITTEE VOTE BEFORE YOU GO IN.**

*When selecting sponsors, pick from where your constituent strength lies and select someone knowledgeable in your field (Don’t pick a farmer to sponsor electronics legislation).

*Legislators want to talk to your No. 1 person, not hired hands.

*Be very careful in selecting your legislative contact persons to make sure they have credibility and will not try to act as “surrogate lobbyists”.

*Praise legislators.

*Involve your legislators in seminars (forum conferences) etc.

MORE TIPS

*Approach your grass roots program like any management problem – you must have a plan with identifiable problems and alternative solutions – and it must be saleable to your members.

*Try and develop at least one volunteer contact per legislator.

*Legislators vote first for their friends and second for those who helped get them elected.

*Drive-in programs for association members (to the Legislature) are excellent, but demonstrations should be avoided.

*Make a clear cleavage between socializing and business when dealing with a legislator (don't invite him to lunch and talk his arm off about your bill.)

*If you plan to oppose a legislator's bill, advise him first as a matter of courtesy. To do otherwise, damages your credibility over-all.

*Keep up your legislator's contacts, even if you don't have pressing legislation but **DON'T WASTE HIS TIME.**

*Provide legislators and candidates with other lobbying contacts as a service.

The Process

The machinery of the legislative process is both simple and complex. Observing the General Assembly and its committees at work over several sessions is one good way of understanding the labyrinthine legislative process. Seeking the advice and counsel of legislators and professional lobbyists is another.

You will need to know if you must register as a lobbyist, so get a copy of the law and the required forms from the index division of the Secretary of State. Reporting requirements are simple.

The Sponsor

Select a good sponsor for your bill. Like a good pitcher, a good sponsor may be 70 percent of winning. Some tips on selecting sponsoring legislators are:

1. Trying to pick someone who is on the committee to which your bill is most likely to be referred.
2. Try to pick someone who has a high degree of credibility among his fellow legislators.
3. Try to pick someone from the majority party.
4. Try to pick someone who has some knowledge of the subject matter and background of your bill.
5. A good sponsor is one who can handle questions and an amendment from the floor, speaks concisely, and enjoys a good relationship with the leadership of his party.

In many cases some bills are carried from term to term for legislators. It is indeed beneficial to have a sponsor be a member of the majority in House or Senate but, be sure to have representation with the minority group in case the bill is held in committee indefinitely. Keep both the minority and majority leaders in both the House and Senate well informed about your bill and how it will affect their constituents.

Education of Legislators

You can never underestimate the power of education when it comes to informing our legislators on the issue. Legislators understand the law and it's process, they are not educated about the practice of dentistry and therefore must be carefully taught. When introducing a bill to a legislator be sure that you have given him/her written testimony of what the issue is you are addressing. Write a short letter explaining exactly what the bill will accomplish. After you have mailed every legislator information about the bill, follow up with a phone call to committee members and ask for a short meeting to better explain your side of the issue. If legislators only hear one perspective they assume that there is no other side to the issue. This is very important when try to get a bill passed.

HOW TO SELECT A LOBBYIST

The selection of the right lobbyist to represent your organization in legislative matters is a most important one.

He/She should posses the following qualities:

1. At least five (5) years experience in some aspect of public law.
2. Familiarity with the process of legislation, i.e., how bills are drafted.
3. Familiarity with the rule-making process
4. Familiarity with the administration of agencies, which license dentists and auxiliaries.
5. He/She should show perseverance, commitment and a working knowledge of the specific process on which one desires to have a impact.
6. He/She must be willing to accept the challenge.

DO'S AND DON'T'S

- *Do know your legislator's full name.
- *Do use plain or personal stationery. If you are writing as the representative of a group, use organizational letterhead. Be sure your name and address is on the letter.
- *Do use first class mail.
- *Do put your address on the envelope.
- *Do be complete enough to give pertinent reasons and facts. Always be courteous.
- *Do write when you are instructed to do so; do not put it off.
- *Do follow through. Let your legislators know you are watching their record with deep interest.
- *Do write a letter of appreciation when your legislators do something that meets your approval.
- *Do try to know your legislators personally.

- *Don't guess at facts or base your letters on rumors.
- *Don't use mimeographed letter, printed post cards or form letters under any circumstances.
- *Don't use generalities or be wordy.
- *Don't leave out essential details.
- *Don't use threats or promises . . . ever.
- *Don't inject party politics or criticize legislators or other organizations.
- *Don't get mixed up on the name, number or the contents of the bill.

HOW TO WRITE TESTIMONY

A. Introduction

1. Identify yourself (the person presenting the testimony) in the first paragraph.
 - a. If testifying as an individual, give name and address,
 - b. If representing a group, give your name and the name of the group.
2. Give the reason for your interest in the subject of the hearing or committee meeting.
 - a. If testifying as an individual, explain why the bill or administrative rules or proposed action by a governing body would affect you.
 - b. If representing a group, explain the group's interest and how you know that other members of the group share the opinions expressed in the testimony.

B. Testimony

1. When giving testimony one should say the group he/she represents but also say what position is held with the group other than a member. In a case of dental assisting law policies from both state and national associations should be presented.

C. Conclusion

1. If the body of the statement is long or complex, summarize it in one paragraph.
2. State clearly whether you support or oppose the subject under discussion.
3. Thank the committee or governing body for the opportunity to express your opinions.

D. Rules to observe

1. Be clear, concise, and brief. You may be limited in time. Be prepared to give only part of the testimony, with the statement that you are presenting written copies of the full statement for their later study.
2. You do not have to technical, but pertinent technical material may be attached to the testimony and mentioned in it.
3. Stay on the subject being discussed.
4. Be sure you explain why you think something is good, as well as why you may disagree with it.
5. If relevant, refer to present laws or procedures and how the proposed bill would affect them.

6. When testifying locally, try to use local examples.
7. If relevant, indicate that you support adequate financing for the proposed program if you support the program.
8. Do not become emotional or engage in name-calling.
9. Do not indicate that you expect the body receiving the testimony to make a final decision contrary to what you want – act as though you expect them to agree with you at least eventually.
10. In most cases, a scholarly treatise, full of technical terms and long words, will not be received as well as one written in simple terms, in layman's language.
11. Remember that the local president must approve testimony given in the name of a local society.
12. Remember that testimony given in the name of the state must have the approval of the state president.

HOW TO COMMUNICATE WITH LAWMAKERS

As leaders in your community, you and colleagues have an opportunity to establish continuous, effective communications with your lawmaker that will have an impact on the outcome of legislation important to dentistry. Personal meetings and written communications are the most common forms of ongoing contact and are the easiest ways to begin developing solid working relationships with your lawmaker and their staff.

Meeting With Your Lawmaker

You may meet personally with your lawmaker and his or her staff to discuss a specific issue or to introduce yourself as a local constituent and politically active dentist. Here are a few pointers for a successful meeting:

1. Unless you already know your lawmaker, you should write, rather than phone, to request an appointment. Be sure to explain that you are a dentist in the community and, if you want to discuss an issue, explain what topic you wish to address.
2. Do not overlook the opportunity to meet with a staff aide, particularly if he or she is working closely with the lawmaker on an issue of concern to dentistry.
3. If you want to meet to discuss a specific issue, it is important to be familiar with key aspects of the issue before the meeting. You should, however, be prepared to discuss how an issue affects you, your practice and your profession. Finally, concentrate on one issue only.
4. Try to be concise and well organized in the meeting. You will likely have only 15 or 20 minutes for the meeting, and you should be able to state your views in half that time or less so you can listen to the lawmaker's views.
5. The meeting should be an exchange of ideas, not a lecture. Your lawmaker will welcome advice on the issues that affect you and should be open to constructive alternatives.
6. If you do not know the answer to a question, do not try to guess or tell the lawmaker what you think he or she wants to hear. Instead, say you will look into the question and get back to the lawmaker with an answer as soon as possible. Ask for the name of a staff person you can contact. This is a great way to initiate a second contact with the office and get to know the legislative staff that handles that particular issue.
7. Be sure to have a one-page summary – on your letterhead – of key points about the issue and your position to leave with the lawmaker after the meeting is concluded.
8. After the meeting, follow up with a thank you letter and re-emphasize key points, which were discussed. You also may write a note of thanks to those staff people who helped to arrange or participated in the meeting. Also send any data or information that you may have promised to provide.

LETTER WRITING TIPS

When it is not possible to schedule a personal meeting prior to votes on legislation that affect dentistry, it is important that you write your lawmaker to inform him or her of your position. When writing to a lawmaker, keep the following guidelines in mind:

1. Use your dental practice letterhead when writing to your lawmaker. Personal stationery should be used if your home address is in the district of the lawmaker and your office is in another district. Most legislators will not answer mail that is not from their district.
2. Address the letter correctly. On the envelope and in the inside address refer to the elected official as “The Honorable (*name of legislator*)”
3. Address the letter as follows:

Member of the U.S. House of Representatives:

The Honorable (name)
United States House of Representatives
Washington, D.C. 20515

Dear Congressman or Congresswoman (name)

Members of the U.S. Senate:

The Honorable (name)
United States Senate
Washington, D.C. 20510

Member of (your state) State Senate:

The Honorable (name)
(Your) State Senate
State House

Dear Senator (name)

Members of the (your state) House of Representatives:

The Honorable (name)
(Your State) House of Representatives
State House

NOTE:

When writing to the Chair of a Committee or the Speaker of the House, it is proper to address them as Dear Mr. Chairman or Madam Chairwoman, or as Dear Mr. Speaker.

Include your own return address and telephone number in the letter, if it is not on the letterhead.

4. State the reason for writing. Identify the subject clearly, use the bill number and title, writing about proposed legislation and indicate which committee or subcommittee is dealing with the bill.
5. If appropriate, provide brief background information about your practice (e.g., number of employees, length of time in community, etc.)
6. Keep your comments short and to the point. Cover only one issue per letter. If possible, keep your letter to one page.
7. If you are communicating your views about an issue, explain how the issue would affect you, your family, your practice, and what impact it would have on your community or state.
8. Know your facts. Communicating inaccurate statements and half-truths will damage your credibility.
9. If you know how your lawmaker stands on the issue, acknowledge this position in your letter. When it agrees with your own, don't spare the praise. When it conflicts with your view, be courteous, but do not hesitate to state your beliefs and request that the lawmaker reconsiders his or her position.
10. If you have written previously on the same issue, acknowledge any reply that you received. Do not become a "pen pal," however, by writing so often that your letters become annoyances.
11. Be reasonable. Don't ask the impossible. Don't make threats or refer to campaign contributions. Be courteous and respectful in all communications.
12. Be constructive. If a bill deals with a problem but seems to represent the wrong solution, propose constructive alternatives when there is appropriate policy.
13. Ask your lawmaker to respond and share his or her position on the issue with you and how they intend to vote.
14. Avoid form letters or stereotyped phrases and sentences that give the appearance of form letters. Communications written in your own words that cite your own expertise are more effective.
15. Don't forget to write when your lawmaker does something that deserves approval or thanks. A word of appreciation is rare and will be noticed.
16. By the same token, you may write to express your disappointment when the lawmaker does not support your position on an issue and votes against your interests. This must not be a rude or threatening communication, but merely a letter letting the lawmaker know that you follow his or her actions. Always leave the possibility open that the lawmaker will support your view on future issues.

Sample Letter Format

DATE

INSIDE ADDRESS

SALUTATION

1ST PARAGRAPH

2ND PARAGRAPH

CLOSING PARAGRAPH

SINCERELY,

NAME

**SAMPLE LETTER
TO INTERESTED
CONSUMER GROUPS**

The Honorable

Dear

As a Certified Dental Assistant, I wish to express my concern that the interest of the dental consumer as well as the profession of dental assisting could be adversely affected. I was disappointed and very angry to see the omission of dental assistants' concerns that were not addressed in the

_____. As a health care professional, I am concerned with dental health care delivery, training, and education of the dental assistant; and the health, safety, and welfare of the dental consumer. Dental assistants are responsible for direct patient care, including infection control protocol/implementation, and performing procedures, which place themselves at risk for occupational exposure. I wish to **STRONGLY** voice my concern with the quality of care given by **IMPROPERLY** trained and **UNQUALIFIED** dental assistants, which place the dental patient at **RISK**.

To continue to allow dental assistants to perform intraoral functions without the **BENEFIT** of **EDUCATION** and **CREDENTIALING** to prove **COMPETENCY** is **JEOPARDIZING** the health and welfare of dental consumers and allied health personnel. I ask that you consider supporting legislation that will **REINSTATE** the dental board and addition of **CREDENTIALING** for dental assistants. As a citizen of _____ and a vital part of the dental health care team, I **EXPECT** that **QUALIFIED** and **CREDENTIALLED** personnel provide dental health care services. **PLEASE LEND YOUR SUPPORT** to legislation that would insure the dental consumers of _____ are receiving the highest quality of care available by **CREDENTIALLED** and **PROPERLY TRAINED** dental assistants. Your vote will confirm your **SUPPORT AND CONCERN** for the dental patient consumer. Thank you for your consideration and attention to this urgent matter.

Very Sincerely,

SAMPLE LEGISLATIVE LETTER

Date _____

The Honorable _____
_____ House of Representatives

The Honorable _____
_____ Senate

Dear Mr. _____

Dear Senator _____

As a dental assistant, I wish to express my concern that the interest of the dental consumer as well as the profession of dental assisting could be adversely affected. I was disappointed to see the omission of dental assistants' concerns was not addressed in the _____.

_____. As a health care professional, I am concerned with dental health care delivery, training, and education of the dental assistant; and the health, safety, and welfare of the dental consumer. Dental assistants are responsible for direct patient care, including infection control protocol/implementations, and performing procedures that place themselves at risk for occupational exposure. I wish to **STRONGLY** voice my concern with the quality of care given by improperly trained and unqualified dental assistants that place the dental patient at risk.

To continue to allow dental assistants to perform intraoral functions without the benefit of education and credentialing to prove competency is jeopardizing the health and welfare of dental consumers and allied health personnel. I ask that you consider supporting legislation that will include the addition of credentialing for dental assistants. As a citizen of _____ and a vital part of the dental health care team, I expect that qualified and credentialed personnel provide dental health care services. Please lend you support to legislation, which would insure the dental consumers of _____ are receiving the highest quality of care available by credentialed and properly trained dental assistants. Your vote will confirm your support and concern for the dental patient consumer. Thank you for your consideration and attention.

Very Sincerely,

SAMPLE LEGISLATIVE LETTER

Next to a personal visit, a personal letter is most effective. Please use plain or personal stationary. Include your name, address and phone number on your letter. Write simply and sincerely about the facts, goals, and policies. We must keep our legislators informed about how we feel about any legislation that affects the welfare/safety of the dental consumer.

The addresses are as follows:

The Honorable _____
_____ House of Representatives
Address
City, State, Zip

or The Honorable _____
_____ Senator
Address
City, State, Zip

Dear Mr. _____

Dear Senator _____

A situation has come to my attention that I feel concerns every person who enters a dental office for treatment.

I understand that the persons who assist the dentist are not required to prove their competency to perform their duties through education, registration, or any form of credentialing. I find this situation unacceptable.

It seems reasonable to me that the dental assistant, who works in my mouth, cleans and disinfects the instruments, etc., and mixes the materials that go into my mouth, should have to be licensed, registered, or credentialed to prove competency in the field of dental assisting in the state of _____. Anything less threatens the quality of care that I receive.

Please support legislation that will license or credential properly trained dental assistants.

Sincerely,
Name
Address
Phone Number

TO:

This letter is in support of the _____ legislative efforts to pursue mandatory registration/credentialing and continuing education for all dental assistants in the state of _____. The American Dental Assistants Association supports the policy of mandatory credentialing and continuing education for all dental assistants to protect the welfare of the dental patient and allied health personnel.

To better allow you an understanding of our position, please find the enclosed documents, which will serve to define and detail this important issue:

The Position Paper of the ADAA Task Force to Investigate Mandatory Education and Credentialing for Dental Assistants

States Which Recognize More Than One Category of Dental Assistants (ADAA Position Paper – Appendix B)

National Association of Policies on Delegation of Duties for Dental Auxiliaries

It is our hope and intent that the information provided will better inform you on the issue of mandatory credentialing and continuing education for dental assistants. Achievement of this goal is attainable with the mutual support and combined efforts of the _____ and _____. On behalf of the ADAA, I would like to ask that you and your organization open meaningful dialogue with the _____ to discuss this matter in depth. Your support and attention to this request would be greatly appreciated.

Thank you for your consideration.

Very Sincerely,

SAMPLE EXPANDED FUNCTIONS LETTER

Dear Sirs:

I am writing in regards to the _____
_____. I would specifically like to address my concerns pertaining to the issue of dental assistants not being required to furnish proof of competency or continuing education requirements related to performing intraoral functions. Dental assistants are responsible for direct patient care that includes infection control protocol and implementation, and performing procedures, which put them at risk for occupational exposure. I am concerned with the quality of dental care given by the untrained dental assistant that can result in risk to both the dental consumer and themselves. As a dental health care professional, I feel there is an obligation to both the dental consumer and profession to keep current on procedures, which directly affects the practice of dentistry, the safety of the public and the health care provider.

I support and endorse the efforts and policies of the _____ Dental Assistants which define a qualified and properly trained dental assistant as one who has obtained the Certified Dental Assistant credential through the Dental Assisting National Board, or furnished proof of competency as having (two 2) years clinical experience and continuing education in the areas of dental radiology, infection control, CPR, nitrous oxide monitoring, and related procedures potentially hazardous to the dental patient and health care professional. It should be noted that many dental assistants have voluntarily educated and credentialed themselves as a personal and professional choice. However, the lack of recognition for education and credentialing efforts have had a direct affect on the shortage of qualified and properly trained dental assistants continuing in the profession.

Professionally accepted standards for dental assisting must be based on what is best for the consumer and in the interest of the profession. I ask that the _____ consider the following when making recommendations to the State Board:

- Recognize the Certified Dental Assistant credential
- A more definitive description of “qualified or properly trained” dental assistant
- Require continuing education for dental assistants
- Establish a liaison committee and/or representation to the _____ to address issues affecting dental assisting.

As a certified dental assistant, I support credentialing and continuing education requirements for all dental assisting, protecting the dental consumer, and better defining the role of the dental assistant as a vital member of the dental health care team. Thank you for your consideration and attention.

Sincerely,

cc:

SAMPLE LEGISLATION LETTER

THE HONORABLE

Dear _____:

Please support Bill _____, which will be placed on the floor of _____ for passage.

It legislates to allow the use of Expanded Function Dental Assistants. This system has been in use for over 20 years. It requires appropriate education at state sanctioned programs.

It is PRO-CONSUMER, PRO-ACCESS, and PRO-JOBS! The use of auxiliaries in dentistry is similar to the use of nurses in physician's offices. To date there has never been a complaint filed in the 20 years that this system has been in use. The GENERAL ACCOUNTING OFFICE of the FEDERAL GOVERNMENT has authored studies that show that EFDAs are extremely competent as well as cost effective.

_____ wished to do away with this valuable adjunct. Access to care for not only those that can afford treatment but, those at poverty level will be severely compromised.

PLEASE VOTE YES!

Very Sincerely,

**PROCEDURES AND ADHERING
TO IRS REGULATIONS
ON LEGISLATIVE ACTIVITIES**

The following applies only to ADAA National or an ADAA State Association that has earmarked \$2,000 or more for legislative activities:

- 1) ADAA indicates on or with dues statement total amount of funds to be distributed to State Associations and provides the amount that cannot be tax deductible.
- 2) State Associations must communicate to their members via their journal, newsletter or by letter the amount of funds that have been earmarked for legislative activities and the amount that is not tax-deductible from state association dues.
- 3) State Associations who do not comply with procedures will be held separately accountable on their own State and Federal proxy tax. The IRS will assess penalties and interest.
- 4) It is imperative that State Associations keep accurate records on funds budgeted and funds disbursed for possible audit by the IRS.
- 5) Any variance incurred during a fiscal year, whether over or under the amount designated for lobbying activities, must be, according to IRS regulations, included in the total for the following fiscal year.
- 6) It is advisable to contact your accountant if you have any questions or need further assistance.

FORM 042-M

Back of invoice lower right paragraph changed to read as follows:

Dues to the ADAA may be deductible to members for Federal income tax purposes as ordinary and necessary business expenses, minus an amount of \$.48 used for lobbying activities. Consult your State Chapter for the portion of their dues that may not be deductible. Dues are not deductible as charitable contributions. Please consult your tax advisor for individual assistance in specific member situations.

STATISTICAL DATA

The statistical data needed to effectively show the distribution of certified or registered dental assistants, registered dental hygienists, dentists and graduates from the accredited dental assisting programs in your state may be obtained from the following sources:

- A. Dental Assisting National Board
Certifying Board of the ADAA
444 N Michigan Ave, Ste. 900
Chicago, IL 60611-3985
(800) FOR DANB
www.DANB.org
 - 1. List of Certified Dental Assistants.

- B. State Board of Dentistry (see list at end of guide)
 - 1. Registered Dental Assistants
 - 2. Registered Dental Hygienists
 - 3. Dentists

- C. Commission on Dental Accreditation
American Dental Association
211 E. Chicago Avenue
Chicago, IL 60611
(312) 440-2500
 - 1. List of accredited dental assisting programs.

- C. American Dental Association
211 E. Chicago Avenue
Chicago, IL 60611
www.ADA.org
 - 1. List of Surveys
 - 2. Expanded Functions
 - 3. Links to other surveys

INTERNET SOURCES

The Internet now provides access to a wealth of information. By using the Internet, state and local information such as: legislator contact information, legislative activities, state practice acts, up to date status of bills, statistical data are readily available. E-mail is an excellent contact method both for legislators, ADA officers, staff and members.

Internet Access

www.dentalassistant.org
American Dental Assistant Association

www.DANB.org
Dental Assisting National Board

<http://www.ada.org>
The American Dental Association web site offers the following information: *Washington Weekly Update*, legislative and regulatory issues, and ADPAC, including links to state dental associations and other related dental web sites.

<http://vote-smart.org>
Project Vote Smart. Information on candidates and issues for local state and federal levels

<http://www.congress.org>
Contact congressional members by e-mail at the U.S. Congress homepage.

<http://thomas.loc.gov>
Federal legislative information on pending bills

<http://www.house.gov>
The U.S. House of Representatives official web site

<http://www.whitehouse.gov>
The official White House web site

State web sites – Each state has a web site with information on legislative sessions, pending bills, legislative activities, state dental practice act information, state board of dentistry and information about the state government.

INFORMATION SOURCES

*Legislative Synopsis and Digest: Printed at the end of each week during the legislative session, the Digest records the movement of bills, indicates sponsors, amendments, fiscal notes, and statutory citations.

*Calendars: Printed daily for the House and the Senate, it contains a listing of all bills and resolutions, which may be acted on that day, as well as a schedule of all committee hearings. Available from the Clerk of the House and the Secretary of the State.

*Senate and House Journals: These are the official documents listing the daily proceedings and actions of the House and the Senate. Including roll calls, amendments, and veto messages. Available through the Clerk of the House and Secretary of the Senate.

*Bill Copies: Copies of all bills and adopted amendments may be obtained through the Bill Rooms of the House and the Senate. Bills from previous sessions are available from the Legislative Reference Bureau.

*Committee Report: Available for public inspection at the offices of the Secretary of the Senate, Clerk of the House, and the Archives Division, these documents contain the date of committee hearings, subject matter discussed, members in attendance and their votes, and all formal committee action.

*Transcripts of Debate: In the House and Senate are filed with the Secretary of State and are available to the public. Copies are available at cost.

*State Budget: Discusses the state fiscal structure, classifies state departments and agencies listing their function. Available from the Bureau of the Budget.

*Handbook of State Government: Provides quick reference to the membership in both Houses, their districts, addresses, the Executive Branch, and the Constitution. Available through the offices of the Clerk of the House and Secretary of the Senate.

*Dental Practice Acts: Legislation that defines responsibilities and authority of all in the dental profession. Copies through state senators' and representatives' offices.

*State Dental Professional Organizations: The State Dental Society can be very helpful. Ask to speak with the government relations person and explain how your bill would be better enable the dentist to practice dentistry in your State. Dental Hygiene associations can be very helpful in aiding to a bill being passed.

Legal Provisions for Delegating Functions to Dental Assistants and to Dental Hygienists.

Division of Educational Measurements
American Dental Association
211 E. Chicago Avenue
Chicago, Illinois 60611
(312) 440-2500

State Legislative SourceBook

Government Research Service
701 Jackson, Room 304
Topeka, KS 66603
(800) 346-6898

How Our Laws Are Made (Document 99-158)

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

If You Want Air Time

National Association of Broadcasters
1771 N. Street, NW
Washington, D.C. 20036
(202) 429-5300

CONCLUSION

We hope you find the information in this manual useful in your participation in the legislative and other governmental processes. Productive involvement requires not only commitment and dedication to a cause, but a great deal of patience and willingness to consider compromise.

Whenever you bring a concern to the attention of elected officials, try always to offer constructive ideas or potential remedies at the same time. In this way, you can be viewed as part of the solution rather than part of the problem.

If you have any questions on any of the material in this guide, please feel free to contact a member of the ADAA Legislative Committee or an ADAA officer or trustee.

INDIVIDUAL STATE REGULATION AGENCY INFORMATION

ALABAMA

Name of the agency that provides the regulation:

5346 Stadium Trace Pkwy, Ste 112
Hoover, AL 35244
(205) 985-7267

www.dentalboard.org

Board structure: five dentists, one dental hygienist

ALASKA

Name of the agency that provides the regulation:

AK State Board of Dental Examiners
Division of Occupational Licensure
P.O. Box 110806,
Juneau, AK 99811-0806
(907) 465-2542

www.dced.state.ak.us/occ

Board structure: six dentists, two dental hygienists, and one public member

ARIZONA

Name of the agency that provides the regulation:

AZ State Board of Dental Examiners
5060 N. 19th Ave #406
Phoenix, AZ 85015
(602) 242-1492

www.azdentalboard.org

Board structure: six licensed dentists, two licensed dental hygienists and three public members

ARKANSAS

Name of the agency that provides the regulation:

AR State Board of Dental Examiners
101 E. Capitol, Suite 111
Little Rock, AR 72201
(501) 682-3543

www.asbde.org

Board structure: six licensed dentists, one licensed dental hygienist, one public member, one to represent the elderly.

CALIFORNIA

Name of the agency that provides the regulation:

Dental Board of California
Committee on Dental Auxiliaries
1428 Howe Avenue, Suite 58
Sacramento, CA 95825
(916) 263-2595

www.dbc.ca.gov
www.comda.ca.gov

Board structure: eight practicing dentists, one registered dental hygienist, one registered dental assistant, and four public members.

COLORADO

Name of the agency that provides the regulation:

CO State Board of Dental Examiners
1560 Broadway, Suite 1310
Denver, CO 80202
(303) 894-7758

www.dora.state.co.us/DENTAL

Board structure: five dentists, two dental hygienists, and three public members

CONNECTICUT

Name of the agency that provides the regulation:

CT State Dental Commission/ Dept. of Public Health
410 Capitol Ave MS #12 APP
P.O. Box 340308
Hartford, CT 06134-0308
(860) 509-7590

www.dph.state.ct.us

Board structure: six practicing dentists, three public members

DELAWARE

Name of the agency that provides the regulation:

DE Division of Public Health
DE State Board of Dental Examiners
861 Silver Lake Blvd., Cannon Bldg.
Suite 203
Dover, DE 19904
(302) 739-2711

www.state.de.us/research/profreg/dental.htm

DISTRICT OF COLUMBIA

Name of the agency that provides the regulation:

Dept of Health – DC Board of Dentistry
825 N. Capitol St., NE-Rm. #2224
Washington, DC 20002
(202) 442-9431

www.dchealth.dc.gov

Board structure: five licensed dentists, one licensed dental hygienist, and one consumer.

FLORIDA

Name of the agency that provides the regulation:

Florida Board of Dentistry
4052 Bald Cypress Way – Bin C08
Tallahassee, FL 32399
(850) 921-4474

www.doh.state.fl.us/mqa

Board structure: five dentists, two dental hygienists, and one public member

GEORGIA

Name of the agency that provides the regulation:

Georgia Board of Dentistry
237 Coliseum Drive
Macon, GA 31217
(478) 207-1685

www.sos.state.ga.us/plb/dentistry

Board structure: nine dentists, one dental hygienist, and one consumer member

HAWAII

Name of the agency that provides the regulation:

HI State Board of Dental Examiners
Dept. of Commerce & Consumer Affairs, P.O. Box 3469
Honolulu, HI 96801
(808) 586-3000

www.state.hi.us/dcca/pvl/areas_dentist.html

Board structure: eight dentists, two dental hygienists, and two public members

IDAHO

Name of the agency that provides the regulation:

Idaho State Board of Dentistry
708 ½ W. Franklin St
Boise, ID 83720
(208) 334-3247

www2.state.id.us/isbd

Board structure: five dentists, two dental hygienists, and one public member

ILLINOIS

Name of the agency that provides the regulation:

Illinois State Board of Dentistry
Dept. of Professional Regulation & Education
320 W Washington, 3rd Floor
Springfield, IL 62786
(217) 782-7645

www.dpr.state.il.us/WHO/dent.asp

Board structure: eight dentists, two dental hygienists, and one public member

INDIANA

Name of the agency that provides the regulation:

Indiana Indoor and Radiologic Health
Indiana State Dept. of Health
2 Meridian Street, 5th Floor
Indianapolis, IN 46204
(317) 233-7565

Board structure: eight dentists, one dental hygienist, and one public member

IOWA

Name of the agency that provides the regulation:

IA Board of Dental Examiners
400 SW 8th St., Suite D
Des Moines, IA 50309-4687
(515) 281-5157

www.state.ia.us/dentalboard

Board structure: five dentists, two dental hygienists, and two public members

KANSAS

Name of the agency that provides the regulation:

Kansas Dental Board
900 SW Jackson, Room 564-5
Topeka, KS 66612-1230
(785) 296-6400

www.accesskansas.org/kdb

Board structure: six licensed and qualified resident dentists (one from each congressional district and two at-large), two licensed and qualified resident dental hygienists, and one representative from the general public.

KENTUCKY

Name of the agency that provides the regulation:

Kentucky Board of Dentistry
10101 Linn Station Rd. #540
Louisville, KY 40223
(502) 423-0573

<http://dentistry.state.ky.us>

LOUISIANA

Name of the agency that provides the regulation:

Louisiana State Board of Dentistry
365 Canal Street, Suite 2680
New Orleans, LA 70130
(504) 568-8574

www.lsbdb.org

Board structure: one dentist, one dental hygienist

MAINE

Name of the agency that provides the regulation:

Maine Board of Dental Examiners
143 State House Station/Two Bangor Street
Augusta, ME 04333-0143
(207) 287-3333

www.mainedental.org

Board structure: five dentists, one dental hygienist, one denturist and one representative of the public

MARYLAND

Name of the agency that provides the regulation:

MD State Board of Dental Examiners
The Benjamin Rush Building/Spring Grove Hospital Ctr., 55 Wade Ave
Baltimore, MD 21228
(410) 402-8500

www.dhmd.state.md.us/dental

Board structure: nine dentists, three dental hygienists, and three consumer members

MASSACHUSETTS

Name of the agency that provides the regulation:

Massachusetts Board of Dentistry
239 Causeway Street, Suite 500
Boston, MA 02114
(617) 727-2197

www.state.ma.us/reg/boards/dn

Board structure: six dentists, two dental assistant advisors, one public member

MICHIGAN

Name of the agency that provides the regulation:

Michigan Board of Dentistry
P.O. Box 30670
Lansing, MI 48909-8170
(517) 335-1752

Board structure: ten dentists, five dental hygienists, three public members, and one registered dental assistant

MINNESOTA

Name of the agency that provides the regulation:

Minnesota Board of Dentistry
2829 University Ave SE, Suite 450
Minneapolis, MN 55414
(612) 617-2260

www.dentalboard.state.mn.us

Board structure: five dentists, one registered dental hygienist, one registered dental assistant, and two public members

MISSISSIPPI

Name of the agency that provides the regulation:

MS State Board of Dental Examiners
600 East Amite Street, Ste. 100
Jackson, MS 39201-2801
(601) 944-9622

www.msbde.state.ms.us

Board structure: seven licensed and actively practicing dentists and one licensed and actively practicing dental hygienist

MISSOURI

Name of the agency that provides the regulation:

Missouri Dental Board
3605 Missouri Blvd, Box 1367
Jefferson City, MO 65102
(573) 751-0040

www.ded.state.mo.us/regulatorylicensing/pofessionalregistration/

Board structure: five dentists, one dental hygienist, and one public member

MONTANA

Name of the agency that provides the regulation:

MT Board of Dentistry, Dept of Labor and Industry, P.O. Box 1728
Helena, MT 59624-1728
(406) 841-2390

www.discoveringmontana.com/dli/bsd

Board structure: five dentists, one denturist, two dental hygienists, and two public members (one must be a senior citizen)

NEBRASKA

Name of the agency that provides the regulation:

NE Board of Dentistry, NE State Office Bldg, HHS Regulation and Licensure, Credentialing Division
301 Centennial Mall South, 3rd floor
P.O. Box 94986
Lincoln, NE 68509-4986
(402) 471-2115

www.hhs.state.ne.us/crl/crlindex.htm

NEVADA

Name of the agency that provides the regulation:

NV State Board of Dental Examiners
2295-B Renaissance Drive
Las Vegas, Nevada 89119
(702) 486-7044

www.nvdentalboard.org/index.html

Board structure: seven licensed dentists, two licensed dental hygienists, and one public member

NEW HAMPSHIRE

Name of the agency that provides the regulation:

NH Board of Dental Examiners
2 Industrial Park Drive
Concord, NH 03301-8520
(603) 271-4561

www.state.nh.us/dental

Board structure: six dentists, two dental hygienists, and one public member

NEW JERSEY

Name of the agency that provides the regulation:

New Jersey Board of Dentistry
P.O. Box 45005
Newark, NJ 07101
(973) 504-6405

www.state.nj.us/lps/ca/medical.htm#den3

Board structure: eight dentists, one dental hygienist, and two public members

NEW MEXICO

Name of the agency that provides the regulation:

NM Board of Dental Health Care
2055 Pacheco Street, Ste. 400
Santa Fe, NM 87504
(505) 476-7125

www.rld.state.nm.us/b&c/dental/index.htm

Board structure: five dentists, two dental hygienists, and two public members

NEW YORK

Name of the agency that provides the regulation:

New York State Board for Dentistry
89 Washington Avenue
Albany, New York 12234
(518) 474-3817

www.nysed.gov/prof/dent.htm

Board structure: thirteen dentists licensed in this state for at least five years, three dental hygienists licensed in

this state for at least five years, and one certified dental assistant licensed in this state for at least one year.

NORTH CAROLINA

Name of the agency that provides the regulation:

NC State Board of Dental Examiners
15100 Weston Parkway, Ste. 101
Cary, NC 27513
(919) 678-8223

www.ncdentalboard.org

Board structure: six dentists, one dental hygienist, and one public member

NORTH DAKOTA

Name of the agency that provides the regulation:

ND State Board of Dental Examiners
P.O. Box 7246
Bismarck, ND 58507-7246
(701) 258-8600

www.nddentalboard.org

Board structure: four dentists, one dental hygienist, and two public members

OHIO

Name of the agency that provides the regulation:

Ohio State Dental Board
77 South High Street
Columbus, OH 43266-0306
(614) 466-2580

www.state.oh.us/den

Board structure: five dentists, one dental hygienist, and one public member

OKLAHOMA

Name of the agency that provides the regulation:

Oklahoma Board of Dentistry
201 N.E. 38th Terrace, No. 2
Oklahoma City, OK 73105
(405) 524-9037

www.dentist.state.ok.us

Board structure: eight dentists, one dental hygienist, and two public members

OREGON

Name of the agency that provides the regulation:

Oregon Board of Dentistry
1515 SW 5th, Ste. 602
Portland, OR 97201-5451
(503) 229-5520

www.oregondentistry.org

Board structure: six dentists, two dental hygienists, and one public member

PENNSYLVANIA

Name of the agency that provides the regulation:

PA State Board of Dentistry
P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 787-7769

www.dos.state.pa.us

Board structure: Consists of the Secretary of Health (or his designee), the Director of the Bureau of Consumer Protection in the Office of the Attorney General or his designee), the

Commissioner of Professional and Occupational Affairs and ten members, who shall be appointed by the Governor with the advice and consent of a majority of the members elected to the Senate. Two shall represent the public at large.

RHODE ISLAND

Name of the agency that provides the regulation:

RI State Board of Examiners in Dentistry
3 Capitol Hill, Room 104
Providence, RI 02908-5097
(401) 222-1392

Board structure: seven dentists, two dental hygienists, and four public members

SOUTH CAROLINA

Name of the agency that provides the regulation:

SC State Board of Dentistry
P.O. Box 11329
Columbia, SC 29211-1329
(803) 896-4596

www.llr.state.sc.us/pol/dentistry/default.htm

Board structure: seven dentists, one dental hygienist, and one public member

SOUTH DAKOTA

Name of the agency that provides the regulation:

SD State Board of Dentistry
P.O. Box 1037
Pierre, SD 57501-1037
(605) 224-7426

www.state.sd.us/dcr/dentistry

Board structure: five dentists, one dental hygienist, and one public member

TENNESSEE

Name of the agency that provides the regulation:

Tennessee Board of Dentistry
1ST Floor, Cordell Hull Bldg.
425 5th Ave N
Nashville, TN 37247-1010
(888) 310-4650 x 25073

www2.state.tn.us/health/Boards/Dentistry

Board structure: seven practicing dentists, two practicing dental hygienists, one practicing registered dental assistant, and one citizen member

TEXAS

Name of the agency that provides the regulation:

TX State Board of Dental Examiners
333 Guadalupe St, Twr. 3, Ste 800
Austin, TX 78701
(512) 463-7452

www.tsbde.state.tx.us

Board structure: ten dentists, two dental hygienists, and six public members

UTAH

Name of the agency that provides the regulation:

Utah Dentists and Dental Hygienists
Licensing Board, P.O. Box 146741
Salt Lake City, UT 84114-6741
(801) 530-6511

www.dopl.utah.gov/licensing/dental.html

Board structure: six licensed dentists, two licensed dental hygienists, and one member

of the general public

VERMONT

Name of the agency that provides the regulation:

VT State Board of Dental Examiners
109 State Street
Montpellier, VT 05609-1106
(802) 828-2465

www.vtprofessionals.org/opr1/dentists

Board structure: six dentists, one dental hygienist, and one public member

VIRGINIA

Name of the agency that provides the regulation:

Virginia Board of Dentistry
6603 W. Broad Street, 5th Floor
Richmond, VA 23230-1712
(804) 662-9906

www.dhp.state.va.us/dentistry/default.htm

Board structure: seven dentists, one citizen member and two dental hygienists

WASHINGTON

Name of the agency that provides the regulation:

WA State Dental Health Care
Quality Assurance Commission
310 Israel Rd SE
P.O. Box 47867
Tumwater, WA 98501-7867
(360) 236-4700

www.doh.wa.gov/A-Z.htm

Board structure: thirteen dentists, and two public members

WEST VIRGINIA

Name of the agency that provides the regulation:

WV Board of Dental Examiners
P.O. Drawer 1459
Beckley, WV 25802-1459
(877) 914-8266

www.wvdentalboard.org

Board structure: five dentists, one dental hygienist, one certified dental assistant, and one public member

WISCONSIN

Name of the agency that provides the regulation:

WI Dentistry Examining Board
P.O. Box 8935
1400 E. Washington Ave
Madison, WI 53708
(608) 266-2811

WYOMING

Name of the agency that provides the regulation:

Wyoming Board of Dental Examiners
2020 Carey Ave, Suite 201
Cheyenne, WY 82002
(307) 777-6529

<http://plboards.state.wy.us/dental/index.asp>

Board structure: five dentists, and one dental hygienist