

## Liz Koch Memorial Scholarship Parameters

### Purpose

The Liz Koch Memorial Scholarship was established in memory of Liz Koch, Chief Operating Officer of the Dental Assisting National Board, Inc. (DANB) and the DALE Foundation. Liz was a strong believer in continuing education and lifelong learning. This scholarship honors her dedication to encouraging and elevating dental assistants at all stages of their careers.

### About Liz Koch

Liz Koch joined the DANB staff in 2001, holding positions as Assistant Director and then Director of Testing and Measurement; she was named DANB Chief Operating Officer in 2006. In addition to her remarkable impact on DANB, Liz played an instrumental role working with DANB's Board of Directors, DANB staff and the inaugural DALE Foundation Board of Trustees to establish the DALE Foundation, the official DANB affiliate.

Liz served as Chief Operating Officer of DANB and the DALE Foundation until her untimely passing in 2011. Liz had many professional achievements, including earning three master's degrees in industrial and organizational psychology, public health, and education. Her professional affiliations included the American Society of Association Executives, Chicago Area Testing Organizations, the Institute for Credentialing Excellence and the National Commission for Certifying Agencies.

Liz believed in the potential of DANB and the DALE Foundation, but even more so, she believed in the potential of others. The Liz Koch Memorial Scholarship embodies Liz's values and beliefs.

### Application Criteria

To be considered for the Liz Koch Memorial Scholarship, applicants must be eligible in one of two categories:

#### Category 1

Category 1 is meant for those have been DANB certified for at least two years. To be eligible under category 1, applicants must:

- Hold at least one current DANB certification at the time of application and receipt of award
- Have been DANB certified for at least two years
- Have an account with the DALE Foundation (create a free account at <https://www.dalefoundation.org/>)
- Be at least 18 years old

#### Category 2

Category 2 is meant for those who are not DANB certified or for those who have been DANB certified for less than two years. To be eligible under category 2, applicants must:

- Have an account with the DALE Foundation (create a free account at <https://www.dalefoundation.org/>)
- Be at least 16 years old

In both categories, applicants cannot be current employees or family members of current employees of the DALE Foundation or DANB; or current members or family members of the DALE Foundation Board of Trustees, DANB Board of Directors, or Liz Koch Memorial Scholarship Committee.

### Application Submissions

Applicants in both categories must submit the following materials:

1. Letter of intent
2. Completed and signed application and scholarship agreement
3. Completed background information questions (category 2 only)
4. Documents supporting the professional development plan (see "Use of Scholarship Funds" section on page 2 for sample documentation). Documentation must be provided or the application will be considered incomplete.
5. Two letters of recommendation from dental professionals (educator, employer, colleague, etc.)

All application materials must be submitted in one email (either as one PDF attachment or as multiple attachments to one email). The application, letter of intent and letters of recommendation must be typed. Handwritten materials will not be accepted other than the signature if you are unable to sign electronically. Incomplete applications will not be considered. All scholarship materials must be submitted to [scholarship@dalefoundation.org](mailto:scholarship@dalefoundation.org) by **May 25, 2020**.

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### Award Selection and Amount

There will be at least one winner per category. Each winner will receive between \$250 and \$1000, depending on the costs associated with the recipient's plan for professional development and the funds available. Winners will also receive access to three products of their choice from the DALE Foundation catalog. In category 1, applicants will be evaluated on their commitment to lifelong learning beyond DANB's Recertification Requirements. In category 2, applicants will be evaluated on their interest in or commitment to the oral healthcare field. In both categories, applicants will be evaluated on their professional development plan; the plan should address two key areas — oral healthcare career development and mentoring others in ways that promote oral health or the oral healthcare professions.

### Use of Scholarship Funds

Scholarship funds can be used for professional development activities intended to advance the recipients' knowledge, skills or abilities in the oral healthcare profession, including but not limited to:

- Purchasing continuing education (CE) courses from any ADA CERP, AGD PACE, SHRM or AADOM-approved CDE sponsor/provider
  - The scholarship can be used toward CE courses that the applicant completes between Jan. 1, 2020, and June 30, 2021.
  - **Sample documentation:** Documents must include the course provider, title, description, number of CE credits and fee. If the course will be offered in person rather than online, the course date and location must also be specified.
- Registration for any state, regional or national dental conference
  - The scholarship can be used toward reimbursement of registration fees for dental conferences the applicant attends between Jan. 1, 2020, and June 30, 2021.
  - **Sample documentation:** Documents must include the conference name, location, dates, fees and, if available, a summary of courses the applicant attended or plans to attend.
- Reimbursement of fees for DANB exam(s) for which DANB deems the applicant qualified to take
  - The scholarship can be used toward DANB exam(s) the applicant applies for between June 1, 2019, and June 30, 2021.
- DANB certification renewal fee
  - Funds for certification renewal must be applied by June 30, 2021.
- DANB certification reinstatement fee
  - If the applicant allowed DANB certification to lapse and wishes to reinstate, the scholarship recipient must apply for DANB certification reinstatement by June 30, 2021.
- Enrollment in college courses
  - Courses must be offered by an institution of post-secondary education accredited by an agency recognized by the U.S. Department of Education.
  - The applicant must enroll in the course(s) described in the application by June 30, 2021.
  - **Sample documentation:** Documents may include a printout from the course catalog or other document that includes the course or program title and description.
- Establishing or working with an established mentoring program
  - The applicant must submit a detailed description of a mentoring program he or she has developed or is working with that promotes oral healthcare or the oral healthcare professions.
- Open category, to be defined by applicant, if professional development activities do not fit into the options described above

## Liz Koch Memorial Scholarship Application

All scholarship materials must be submitted to [scholarship@dalefoundation.org](mailto:scholarship@dalefoundation.org) by May 25, 2020.

### Personal Data

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street/PO Box/Suite)

Address \_\_\_\_\_  
(City) (State) (Zip)

DANB certification # (if applicable) \_\_\_\_\_ Application category: category 1  category 2   
(Check one. See page 1 for category descriptions.)

Email address \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_

### Background Information Questions *(Category 2 only)*

Applicants applying through category 2 must answer all three questions. The application will be considered incomplete if all the questions are not answered. For additional information, refer to DANB's Background Information Policy available at [www.danb.org](http://www.danb.org). If you answer "yes" to any of the questions below, the DALE Foundation will follow up with you for more information.

- Is your answer "yes" to either of the following?
  - In the last five years, have you been convicted of, or pled guilty or no contest to, a felony or any crime punishable by the confinement in a state or federal prison for any length of time?
  - Are you currently serving a sentence of confinement, home detention, parole, probation, or other court-ordered supervision, or are you subject to a reporting requirement (e.g., sex offender or violent offender registry) in connection with **any** felony conviction received in your lifetime?  
Yes  No
- Have you ever been the subject of any of the following?
  - Suspension, revocation, or voluntary surrender of your dental assisting license, registration, or other state-recognized dental assisting credential?
  - Suspension, revocation, or voluntary surrender of a license, registration, or other state-recognized credential in any profession?
  - Loss of authorization to practice dental assisting or any profession as an employee of the federal government?
  - Loss of authorization to practice dental assisting or any profession in a jurisdiction that does not require registration, licensure, or other recognized employment credential?
  - Disciplinary action by a professional regulatory board, certifying or examination agency, or other professional body?
  - Investigation by or dismissal from an educational institution for cheating or any other ethical violation?  
Yes  No
- Have you ever been declared mentally incompetent by a court of law? Yes  No

### Scholarship Agreement

I promise to use the scholarship funds for the professional development purposes that I, the recipient, outlined in my scholarship application. I have read and understand the "Use of Scholarship Funds" section on page 2. I understand that if I, the scholarship recipient, fail to comply with the terms of the Scholarship Agreement, the Liz Koch Memorial Scholarship will be regarded as an interest-bearing loan and is to be repaid to the DALE Foundation. Interest will be calculated at the U.S. prime rate on the date the DALE Foundation Scholarship Committee first determines that repayment is required. If required, repayment must be made by a date to be determined by the Scholarship Committee on a case-by-case basis. I agree to abide by DANB's Code of Professional Conduct. I agree to allow my name, photo and statements submitted in the scholarship application to be used in scholarship- and marketing-related communications from the DALE Foundation and DANB. I agree to report back to the Scholarship Committee, in writing, one year after the scholarship is awarded, with an update on how I am progressing in my professional development plan.

Signature X \_\_\_\_\_ Date X \_\_\_\_\_

## **Letter of Intent**

Describe your plan for your professional development in 250 to 1,000 words. Your letter should outline how you intend to use the funds and specific costs associated with your plan. *Please see page 2 for additional areas the letter should address, the list of acceptable use of funds and required documentation.*