



Commission on Dental Accreditation

February 24, 2016

Dr. Leon Richards  
Chancellor  
Kapi'olani Community College  
4303 Diamond Head Rd.  
Ilima 213  
Honolulu, HI 96816

**Re: Dental Assisting Program**

Dear Chancellor Richards:

At its February 4, 2016 meeting, the Commission on Dental Accreditation (CODA) considered the progress report on the dental assisting program sponsored by the Kapi'olani Community College in Honolulu, Hawaii.

Following careful review of the information provided, the Commission determined that the recommendations cited in the February 5, 2015 site visit report have been met and adopted a resolution to change the program's accreditation status to "approval without reporting requirements." The definitions of accreditation classifications are enclosed. No additional information is requested at this time from the program. The next site visit for the program is scheduled for **2021**.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed as soon as possible of anticipated major changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting major program changes are enclosed.

***Note: The program's documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any sensitive personally identifiable information ("Sensitive Information" or "PII") as outlined in "Privacy and Data Security Requirements for Institutions" (see below). Similarly, such documentation must not contain any identifiable patient information ("PHI"); therefore, no "patient identifiers" may be included (see below). This applies whether or not the program is required to comply with HIPAA.***

***Before sending documents such as self-studies or faculty CVs to CODA, institutions must fully and appropriately redact all PII and all PHI all patient identifiers such that the PII and patient identifiers cannot be read or otherwise reconstructed. Covering information with ink is not an appropriate means of redaction.***

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***If the program/institution submits documentation that does not comply with the directives on PHI and PII (noted above), CODA will assess a penalty fee of \$1000 to the institution; a resubmission that continues to contain PHI or PII will be assessed an additional \$1000 fee.***

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of “approval without reporting requirements”*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is: <http://www.ada.org/en/coda>.

If this office can be of any assistance to you, please contact the Allied accreditation managers, Ms. Alyson Ackerman at [ackermana@ada.org](mailto:ackermana@ada.org) or 1-800-621-8099, extension 4660, or Ms. Patrice Renfrow at [renfrowp@ada.org](mailto:renfrowp@ada.org) or 1-800-621-8099, extension 2695.

Sincerely,



Alyson Ackerman, MPA  
Manager, Allied Dental Education  
Commission on Dental Accreditation

AA/kk

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Sent via e-mail:

CODA Accreditation Status Definitions  
Reporting Program Changes in Accredited Programs  
Electronic Submission Guidelines for General Correspondence  
Link to Evaluation and Operational Policies and  
Procedures <http://www.ada.org/coda/policies-and-guidelines>  
Link to Accreditation Standards for Dental Assisting Education  
Programs <http://www.ada.org/coda/current-accreditation-standards>

cc: Dr. Patricia O'Hagan, dean, Health Unit  
Ms. Sheila Kitamura, program director, Dental Assisting  
Dr. Karen West, chair, Commission on Dental Accreditation (CODA)  
Dr. Sherin Tooks, director, Commission on Dental Accreditation, CODA  
Ms. Patrice Renfrow, manager, Allied Dental Education, CODA  
Mr. Herman Bounds, director, Accreditation Division, U.S. Department of  
Education (via CODA website)  
State Boards of Dentistry (via CODA website)  
Institutional Accreditors (via CODA website)