

POLICY FOR ACCEPTABLE APPLICATION PROCEDURES AND
CONTINUING EDUCATION GUIDELINES FOR SPONSORS OF
CONTINUING EDUCATION

Preamble: The purpose of this policy is to clarify and define acceptable application procedures, topic, content and curriculum for continuing education courses provided by approved sponsors of the Ohio State Dental Board.

Each organization or entity which wishes to provide continuing education (CE) courses, acceptable for credit towards dental, dental hygiene, and dental assistant radiographer licensure renewal must follow the guidelines set forth in O.R.C. Sections 4715.141 and 4715.25 and O.A.C. Sections 4715-8-01 through 4715-8-04.

Each application must be submitted thirty (30) days prior to a regularly scheduled meeting of the Board and will be reviewed and considered for approval by the *Education Committee*. In order to be considered by the *Education Committee* each original application must be completed in its entirety to include all of the following:

- Listing of proposed course/program offerings and course/program goals for the current biennium
- Three (3) of the Evaluation Form For Biennial Sponsor Continuing Education Courses¹;
- Any supplemental documentation; and
- The appropriate fee.

Any application which does not include **ALL** of the above in the format requested on the application will not be considered and returned via regular U.S. Mail to the applicant with a letter indicating the missing information.

Applications which provide the criteria listed above and are submitted thirty (30) days prior to a regularly scheduled Board meeting will be considered by the *Education Committee*. If the application is not submitted

¹ Biennial Sponsors who do not plan on providing three (3) courses/programs at the time of application should indicate such by letter and enclose the information with their application materials.

thirty (30) days prior, it will be processed at the **next** regularly scheduled meeting.

Course(s)/Program(s) offered to dental licensees should reflect appropriate didactic and clinical training for subject matter as defined by the American Dental Association's definition of dentistry, which states in pertinent part:

“Dentistry is defined as the evaluation, diagnosis, prevention and/or treatment (nonsurgical, surgical or related procedures) of diseases, disorders and/or conditions of the oral cavity, maxillofacial area and/or the adjacent and associated structures and their impact on the human body...”

Courses being considered for approval as acceptable CE for dental and dental hygiene licensure renewal must contain at least fifty percent (50%) of the subject content listed in ORC Section 4715.141(A)(1) through (A)(7) as they relate to the practice of dentistry. Examples of course content that will not be accepted for CE credit include, but are not limited to, the following:

1. Practice management
2. Money management; the licensee's personal finances or personal business matters
3. Basic education or cultural subjects not related to the practice of dentistry
4. Teaching of the use of the Internet
5. General physical fitness or the licensee's personal health
6. Presentations by political or public figures or other persons that do not deal primarily with dental practice
7. Motivational courses
8. Alternative medicine/theory which have no scientific basis

Any courses provided prior to Board approval, although acceptable in content, will not be considered accepted for CE credit towards dental and dental hygiene licensure renewal.

(Rev. June 21, 2001; April 19, 2001, Original January 20, 2000)