



Ohio State Dental Board

77 South High Street, 18th Floor
Columbus, Ohio 43215-6135

Phone #: 614/466-2580
Fax #: 614/752-8995

www.dental.ohio.gov

Dear Dental Assistant Radiographer Candidate:

This application packet contains all the information and application materials necessary to become certified in the state of Ohio as a dental assistant radiographer.

In addition to a detailed checklist of step-by-step instructions to assist you in reaching your goal, you will find enclosed:

- ◆ The Ohio State Dental Board (Board) law and rules governing the certification and practice of dental assistant radiographers (pages 3-4);
- ◆ A listing of Initial Training Program providers (page 5) for those dental assistants who are not currently certified through the Dental Assisting National Board (DANB) or the Ohio Commission on Dental Assistant Certification (OCDAC);
- ◆ The Ohio State Dental Board Dental Assistant Radiographer Application (pages 6-7) along with instructions and a listing of required supplemental documentation (page 2).

Our goal is to successfully guide and assist you through the certification process. Should you have any questions, concerns or comments, please feel free to contact the Dental Board office. Our staff will be happy to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lili C. Reitz". The signature is fluid and cursive, with a large loop at the end.

LILI C. REITZ, Esq.
Executive Director

Step by Step Instructions For Your Personal Use for Obtaining A Dental Assistant Radiographer Certificate in the State of Ohio

STEP 1 Determine which process to use to apply for your dental assistant radiographer certification.

- Yes** Are you a currently certified dental assistant, certified through
- No** the Dental Assisting National Board (DANB); or the Ohio Commission on Dental Assistant Certification (OCDAC)?
If you answered yes, skip to STEP 3
- Yes** Do you hold a current license, certificate, or credential from another state that uses standards that are at least equal to those standards for the state of Ohio? (See Ohio Administrative Code Section 4715-12-04(A) and (B) for course curriculum standards)
- No** If you answered yes, skip to STEP 3
If you answered "NO" to the first two (2) questions, then you must complete a seven (7)-hour initial training program which includes a clinical component (STEP 2), and submit a dental assistant radiographer application to the Ohio State Dental Board (STEP 3).

STEP 2 Complete a Board-approved Seven-hour (7) Initial Training Program in Dental Radiography.

- _____ On the listing provided on page 5, contact a Board-approved Dental Assistant Radiographer Program. Schedule and attend the seven (7)-hour Initial Training course.
- _____ Upon completion of the first seven (7) hours you will receive a letter/documentation from the sponsor that allows you sixty (60) days to complete the clinical component of the course.
- _____ Once you have completed the clinical component to the satisfaction of your employer/supervising dentist, an attestation from the employer/supervising dentist must be submitted to the sponsor indicating completion of the clinical component.
- _____ Upon receipt of the employer/supervising dentist attestation, the sponsor will issue you a certificate of completion for the Initial Training course

STEP 3 Submit a certificate application to the Ohio State Dental Board in order to become certified as a dental assistant radiographer in the state of Ohio.

Complete the application on the back of this packet in its entirety and mail the application, fee, and supplemental documentation to:

Ohio State Dental Board, 77 S. High St., 18th Floor, Columbus, OH 43215-6135

Information/documentation that MUST be submitted with your application includes:

For those completing the seven (7) hour initial training program

- _____ Certificate of completion of the Initial Training course
- For Certified Dental Assistants**
- _____ Proof of current certification from the Dental Assisting National Board, Inc. (DANB) showing expiration date;
- OR**
- _____ Proof of current certification from the Ohio Commission on Dental Assistant Certification (OCDAC) showing expiration date.

For Applicants Who Hold a Current License, Certificate or Credential from Another State

- _____ Proof of certificate, license or credential for the state in which you hold the documentation; **AND**
- _____ Documentation of requirements from the state in which you hold the radiography certificate, license or credential.

All Applicants

- _____ Attach to the application in the space indicated a color application or passport type photograph of the applicant taken not more than six (6) months prior to the date of application;
- _____ Application Fee of \$25.00;
- _____ Proof of immunity to or inoculation against the Hepatitis B virus.
- _____ Ensure that you have included your Social Security Number on the application as it is required to facilitate reporting to the federal Healthcare Integrity & Protection Data Bank (42 USC Section 1320a-7e(b), 5 USC Section 552a and 45 CFR pt 61) and accurate identification under Ohio's Child Support Enforcement Law (ORC Section 3123.50). It may also be used for other investigative/enforcement purposes.

Ohio State Dental Board

Ohio Revised Code Sections 4715.51 through 4715.57

and

Ohio Administrative Code Sections 4715-12-01 through 4715-12-05

Dental Assistant Radiographer Guidelines

4715.51 Definitions.

As used in sections 4715.52 to 4715.57 of the Revised Code, “dental x-ray machine operator” means an individual who, under the direct supervision of a dentist, performs standard, diagnostic, radiologic procedures for the purpose of contributing to the provision of dental care to a dental patient. As used in this section, “standard, diagnostic, radiologic procedures” means those procedures involved in using dental equipment that emits ionizing radiation, as defined in section 4773.01 of the Revised Code.

4715.52 Certificate required; exceptions.

- (A) Except as provided in division (B) of this section, no person shall practice or hold that person out as a dental x-ray machine operator without a valid certificate issued under section 4715.53 of the Revised Code.
- (B) Division (A) of this section does not apply to any of the following:
 - (1) Dentists or dental hygienists licensed under this chapter;
 - (2) As specified in 42 C.F.R. 75, radiologic personnel employed by the federal government or serving in a branch of the armed forces of the United States;
 - (3) Students engaging in any of the activities performed by dental x-ray machine operators as an integral part of a program of study leading to receipt of a license or certificate issued under this chapter, a license issued under Chapter 4734. or Chapter 4773. of the Revised Code, or a certificate issued under Chapter 4731. of the Revised Code.

4715.53 Application for certificate; requirements for issuance; renewal; disciplinary actions.

- (A) Each individual seeking a certificate to practice as a dental x-ray machine operator shall apply to the state dental board on a form the board shall prescribe and provide. The application shall be accompanied by an application fee of twenty-five dollars.
- (B) The board shall review all applications received and issue a dental x-ray machine operator certificate to each applicant who submits evidence satisfactory to the board of one of the following:
 - (1) The applicant holds certification from the dental assisting national board or the Ohio commission on dental assistant certification.
 - (2) The applicant holds a license, certificate, permit, registration, or other credential issued by another state that the board determines uses standards for dental x-ray machine operators that are at least equal to those established under this chapter.
 - (3) The applicant has successfully completed an educational program consisting of at least seven hours of instruction in dental x-ray machine operation that meets either of the following requirements:
 - (a) Has been approved by the board in accordance with section 4715.57 of the Revised Code;
 - (b) Is conducted by an institution accredited by the American dental association commission on dental accreditation.
- (C) A certificate issued under this section expires two years after it is issued and may be renewed if the certificate holder does both of the following:
 - (1) Certifies to the board that the certificate holder has completed at least two hours of instruction in dental x-ray machine operation approved by the board in accordance with section 4715.57 of the Revised Code during the two-year period preceding the date of the renewal application is received by the board.
 - (2) Submits a renewal fee of twenty-five dollars to the board.

Renewals shall be made in accordance with the standard renewal procedure established under Chapter 4745. of the Revised Code.

4715.56 Supervision of radiologic procedures.

A dental x-ray machine operator may perform radiologic procedures only if a dentist is providing direct supervision. Direct supervision does not require the dentist to observe each radiologic procedure performed by the operator, but does require that he be present at the location where the operator is performing radiologic procedures for purposes of consulting with and directing the operator while performing the procedures.

4715.57 Approval of educational programs.

- (A) Each person seeking approval for an educational program in dental x-ray machine operation shall apply to the state dental board on a form the board shall prescribe and provide. The application shall be accompanied by the fee established in rules adopted under division (C) of this section.
- (B) The board shall approve educational programs that meet the standards established in rules adopted under division (C) of this section. The approval shall be valid until surrendered by the program or suspended or revoked by the board. A program’s approval may be suspended or revoked if the program does not comply with applicable requirements of this chapter or rules adopted under it.
- (C) The board shall adopt rules to implement and administer this section. The rules shall be adopted in accordance with Chapter 119. of the Revised Code and shall be no less stringent than any applicable standards specified in 42 C.F.R. 75. The rules shall do at least both of the following:
 - (1) Establish the fee that must accompany each application for approval of an educational program;
 - (2) Establish standards that an educational program must meet to be approved by the board.

4715-12-01 Permissible practices of a dental assistant radiographer; supervision required; license to be displayed.

- (A) A dental assistant radiographer may perform standard, diagnostic, radiologic procedures for the purpose of contributing to the provision of dental care to a dental patient.
- (B) A dental assistant radiographer may perform radiologic procedures only under the direct supervision of the supervising dentist.
- (C) The license must be displayed in a conspicuous location in the office in which the dental assistant radiographer is employed or shall be kept on file at the teaching institution and be made immediately available upon the request of an agent of the board.

4715-12-02 Application for license; requirements; exceptions.

- (A) Each person who desires to perform the duties of a dental assistant radiographer shall file with the secretary of the state dental board a written application for a dental assistant radiographer’s certificate. Each applicant for a dental assistant radiographer’s certificate shall pay an application fee of twenty-five dollars. Each applicant shall furnish satisfactory proof of the following on a form prescribed and provided by the state dental board:
 - (1) Except as provided in paragraph (B) of this rule, he has completed a board-approved dental radiographer training program presented by either of the following:
 - (a) an accredited educational institution or program; or
 - (b) a permanent sponsor of continuing education as listed in paragraph (A)(1) to (A)(9) of rule 4715-8-02 of the Administrative Code.
- (B) A dental assistant radiographer shall be exempt from the initial training and licensing examination requirements provided in paragraph (A) of this section if either of the following apply:
 - (1) He holds current certification as a dental assistant from the “Dental Assisting National Board” or the “Ohio Commission on Dental Assistant Certification”; or
 - (2) A dental assistant radiographer shall be exempt from the initial training and licensing examination requirements provided in paragraph (A) of this section if either of the following apply:
 - (1) He holds current certification as a dental assistant from the “Dental Assisting National Board” or the “Ohio Commission on Dental Assistant Certification”; or
 - (2) He holds a current license, certificate, or other credential issued by another state that the board determines uses standards for dental assistant radiographers that are at least equal to those established by these rules.

4715-12-03 Certificate renewal.

- (A) Each person who is certified as a dental assistant radiographer shall on or before the first day of January of each odd-numbered year, register with the state dental board. The registration shall be made on a form prescribed by the board, and shall include the certificate holder's name, address, hours of continuing education in radiation technology from a board-approved biennial or permanent sponsor during the two-year period immediately preceding renewal, and such other reasonable information as the board may consider necessary, and shall include a payment of a biennial registration fee of twenty-five dollars. This certificate shall be in effect for the two-year period beginning on the first day of January of the odd-numbered year, and ending on the last day of December of the following even-numbered year, and shall be renewed in accordance with the standard renewal procedure of sections 4745.01 to 4745.03 of the Revised Code. The failure of a certificate holder to renew his registration in accordance with this section shall result in an automatic suspension of his certificate to practice as a dental assistant radiographer.
- (B) Any dental assistant radiographer whose license has been suspended under this section must immediately cease taking x-rays until said license has been reinstated. If the licensee has not reinstated the license prior to one year from the date of automatic suspension, the licensee must file an application for reinstatement, and prior to reinstatement satisfactorily complete no less than two hours of continuing education approved in advance by the board. Within one year of the date of automatic suspension, the license may be reinstated by the payment of his biennial registration fee of twenty-five dollars, and in addition thereto fifteen dollars to cover costs of the reinstatement.
- (C) The dental assistant radiographer's license may not be retired.

4715-12-04 Accreditation of education programs; application; fee; suspension; revocation.

- (A) Any permanent sponsor wishing to offer dental assistant radiographer's training to dental assistants preparing to sit for the "Dental Assisting National Board" examination, must offer a curriculum of at least seven hours to include the following subjects:
- (1) Radiation physics;
 - (2) Radiation biology;
 - (3) Radiation health, safety and protection;
 - (4) X-ray films and radiographic film quality;
 - (5) Radiographic techniques;
 - (6) Darkroom and processing techniques; and
 - (7) Film mounting.
- This curriculum may be presented as a correspondence course.
- (B) Clinical experience making a variety of radiographs and radiographic surveys must be part of the course curriculum. The clinical experience must be completed within sixty days of completing the seven subjects of the curriculum.
- The clinical experience may be performed in the dental office in which the dental assistant is employed or is serving an externship. The employing/supervising dentist must certify to the sponsor of the dental assistant radiography training program that the clinical experience was completed.
- (C) Permanent sponsors wishing to obtain accreditation of radiologic education programs must apply on a form prescribed and provided by the state dental board, and must submit a fee of fifty dollars.
- (D) All programs submitted will be reviewed by the board. Upon approval the permanent sponsor may offer programs which will qualify the licensee to take the dental assistant radiographer's examination offered by the "Dental Assisting National Board."
- (E) The accreditation or approval shall be valid until surrendered by the program, or suspended or revoked by the board. A program's accreditation or approval may be suspended or revoked if the program does not comply with applicable requirements of the Revised Code or these rules.

4715-12-05 Continuing education requirements.

- (A) Every person licensed to practice as a dental assistant radiographer and required to register with the state dental board shall provide proof to the board at the time of applying for a renewal of registration that in the preceding two years the registrant has completed a minimum of two hours of continuing education in dental radiation technology. Certification shall be made upon the application for registration prescribed by the board pursuant to section 4715.53 of the revised code.
- (B) Continuing education programs may be developed and offered to dental assistant radiographers by any of the following agencies or organizations:

- (1) National, state, district, or local dental associations affiliated with the American Dental Association or National Dental Association;
 - (2) National, state, district, or local dental hygienists' associations affiliated with the American Dental Hygienists' Association;
 - (3) National, state, district, or local dental assistants associations affiliated with the American Dental Assistant Association.
 - (4) Accredited dental colleges or schools;
 - (5) Accredited dental hygiene colleges or schools;
 - (6) Other organizations, schools, paraprofessional programs, or agencies approved by the state dental board.
- (C) Continuing radiation technology programs include, but are not limited to, programs that address any of the following:
- (1) Radiation physics;
 - (2) Radiation biology;
 - (3) Radiation health, safety and protection;
 - (4) X-ray films and radiographic film quality;
 - (5) Radiographic techniques;
 - (6) Darkroom and processing techniques; and
 - (7) Film mounting.
- (D) A licensed dental assistant radiographer shall retain in his records for a period of at least four years such receipts, vouchers, or certificates as may be necessary to document completion of continuing education programs. With cause, the board may request such documentation from licensed dental assistant radiographers, and the board may request such documentation from licensed dental assistant radiographers at random without cause.
- (E) The board may excuse licensed dental assistant radiographers, as a group or as individuals, from all or any part of the requirements of this rule because of an unusual circumstance, emergency, or special hardship.
- (F) Failure to comply with the requirements of this rule constitutes a failure to renew registration pursuant to section 4715.53 of the revised code.

Ohio State Dental Board

Approved Dental Assistant Radiographer Programs

Akron Dental Society

Rita Rocci, Executive Director
565 Wolf Ledges Parkway
Akron, Ohio 44311
(330) 376-3551

Akron Institute

Kelly Greissing, CDA
1600 S Arlington St, Suite 100
Akron, Ohio 44306
(330) 724-1600

Boecker College-Cincinnati

Vicki Donohau, Lead Dental Faculty
11499 Chester Road, Suite 200
Cincinnati, Ohio 45246
(513) 771-2795

Case Western Reserve University School of Dentistry

Ronald Lemmo DDS, CE Coordinator
10900 Euclid Avenue
Cleveland, Ohio 44106-4905
(216) 368-6761

Children's Hospital Dental Clinic

Nancy Goldman, Dental Clinic Manager
700 Children's Drive
Columbus, Ohio 43205
(614) 722-6213
Initial program for staff only.

Choffin Career Center Adult Dental Education

Paula J. Oliver CDA, EFDA,
200 East Wood Street
Youngstown, Ohio 44503
(330) 744-8749

Cincinnati Dental Society

Vicki Nixon, Executive Director
9200 Montgomery Road, Suite 21A
Cincinnati, Ohio 45242
(513) 984-3443

Clark State Community College

Diane Goodrich, Program Manager
570 E Leffel Lane
PO Box 570
Springfield, Ohio 45505
(937) 328-6047

Columbus Dental Society

Pauline Mowrey, Executive Director
663-F Park Meadow Road
Westerville, Ohio 43081
(614) 895-2371

Cleveland Institute of Dent-Med Asst

Linda Butcher, CDA
5733 Hopkins Road
Mentor, Ohio 44060
(440) 946-9530

Cuyahoga Community College

Mary Lou Gerosky RDH, M.Ed., Director
2900 Community College Avenue
Cleveland, Ohio 44115-3196
(216) 987-3075

DATS/Cleveland East

Dr. Stuart Katz
24100 Chagrin Boulevard, #170
Beachwood, Ohio 44122
(216) 464-6300

Dayton Dental Society

Lynn R. Ballard, Executive Director
436 Patterson Road
Dayton, Ohio 454194306
(937) 294-2808

Greater Cleveland Dental Society

Carla Alderice, Executive Director
200 Treeworth Blvd.
Broadview Hts., Ohio 44147
(440) 717-1891

Hocking Valley Dental Society

Anthony DiNapoli, DDS
784 East Main Street, Suite B
Lancaster, Ohio 43130
(740) 687-5811

Jefferson Community College

Andrea Bell, Coordinator
Continuing Education Department
4000 Sunset Boulevard
Steubenville, Ohio 43952
(740) 264-5591 Ext. 177

Lakeland Community College

Cont. Education for Health Professionals
Kathleen Porath, Coordinator
7700 Clocktower Drive
Kirtland, Ohio 44094-5198
(440) 975-4703

Lorain County Community College

Gayle M. Petty, CE Program Coordinator
1005 Abbe Road North
Elyria, Ohio 44035-1691
(800) 995-5222 Ext. 7190

Lorain County JVS

Adult Career Center
Chris Fletcher, Supervisor
15181 State Route 58
Oberlin, Ohio 44074
(440) 774-1051 Ext. 251

Madison Adult Education

Sonja Pluck, Director
600 Esley Lane
Mansfield, Ohio 44905
(419) 589-6363

Medical University of Ohio

Department of Dentistry
William J. Davis DDS, MS, Director
3000 Arlington Avenue
Toledo, Ohio 43614
(419) 383-4547

Miami-Jacobs Career College

Mary Percell
110 N Patterson Blvd
Dayton, Ohio 45402
(937) 461-5174 ext 118

Northeast Ohio Dental Assistant Academy

Mindy Mallett, CDA, EFDA, School Dir.
9571 Mentor Avenue
Mentor, Ohio 44060
(440) 352-5725

Ohio Business College

Carole Landes, CDA
1880 E Dublin-Granville Rd
Columbus, Ohio 43229
(614) 891-5030

Ohio Dental Association

1370 Dublin Road
Columbus, Ohio 43215
(614) 486-2700

For current contact information for the following programs, please contact the ODA: *Central Ohio Dental Society, Hocking Valley Dental Society, Lorain County Dental Society, Mad River Valley Dental Society, W.D. Miller Dental Society (Program 1) - Licking County Joint Voc. School, North Central Ohio Dental Society, Northeastern Ohio Dental Society, Western Ohio Dental Society*

Ohio Dental Hygienists Association

Denise Bowers RDH
309 Cherry Blossom Court
Elida, Ohio 45807
(419) 339-0309

Ohio Institute of Health Careers

Tammy Riley
631 Griswold Road
Elyria, Ohio 44035
(440) 324-2293

Ohio State University College of Dentistry

Lonnie Robinson
305 West 12th Avenue, Box 168
Columbus, Ohio 43210-1241
(614) 292-9790

Owens Community College

PO Box 10,000
Toledo, Ohio 458403600
(419) 661-7290

Polaris Career Center

Margaret M. Bertin
School of Accredited Dental Assisting
7285 Old Oak Boulevard
Middleburg Heights, Ohio 44130-3375
(440) 891-7750

Portage Lakes Career Center

Elizabeth Walchuck, CDA
4401 Shriver Road
Uniontown, Ohio 44232
(330) 896-8200

Remington College- Cleveland West Campus

26350 Brookpark Road
North Olmsted, Ohio 44070
(216) 475-7520

Ross Institute of Medical & Dental Tech.

Constance Monville, Reg. V. Pres./Dir. Ed-Dent Prg
11590 Century Blvd, Suite 210
Cincinnati, Ohio 45246
(513) 851-8500

Sinclair Community College

Pamela Edwards RDH, Chairperson
444 West Third Street
Dayton, Ohio 45402-1460
(937) 226-2779

Springfield Clark JVS Adult Technical Center

Janet Webb, RN, Health Care Coordinator
1901 Selma Road
Springfield, Ohio 45505
(937) 325-9213 or

Stark County Dental Society

Laura deForest, Executive Director
4565 Dressler Rd NW, Suite LL2
Canton, Ohio 44718
(330) 493-1123

Stark State College

Russell J. O'Neill, Director of Cont. Ed.
6200 Frank Avenue NW
Canton, Ohio 44720-7299
(330) 966-5455

Toledo Dental Society

Beverly Graham, Executive Director
4895 Monroe Street, #103
Toledo, Ohio 43623
(419) 474-8611
Presently offering initial and CE through DANB Home Study Course.

University of Kentucky Chandler Medical Center, Cont. Ed.

Elaine Stafford, Conference Coordinator
1117 South Limestone Street
Lexington, Kentucky 40503-1057
(859) 323-8187

University of Michigan School of Dentistry

Office of Continuing Dental Education
1011 North University, Room G 508
Ann Arbor, MI 48109-1078
(734) 763-5070
Offers one or two three-day courses each year.
Capacity is 14 students.

Youngstown State University Eastern Ohio Health Education Network

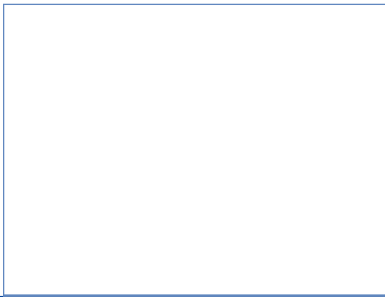
Margaret Drummond, Program Coordinator
410 Wick Avenue
Youngstown, Ohio 44555-0001
(330) 742-2390



Ohio State Dental Board

77 South High Street, 18th Floor Phone #: 614/466-2580
Columbus, Ohio 43215-6135 Fax #: 614/752-8995

www.dental.ohio.gov



APPLICATION FORM FOR A CERTIFICATE TO PRACTICE DENTAL RADIOGRAPHY IN THE STATE OF OHIO

Do Not Write In This Space

1. Present Legal Name (Print) Last First Middle Maiden (If applicable)

2. Address * Number and Street City State Zip Code County

3. Phone No 4. E-Mail

5. Name as you wish it to appear on your certificate (Type or Print)

6. Place of Birth City State County

7. Date of Birth Age Sex Male Soc. Sec. No. Female

8. Color of Hair Color of eyes Height Weight

9. Employer's Name and Address

* A post office box is unacceptable Spouse's Name (if applicable):

For this application to be processed, a color passport type photograph of the applicant taken not more than six (6) months prior to the date of application, must be attached in this space.

This Section to be Completed by Dental Assistants Certified through the Dental Assisting National Board (DANB) OR The Ohio Commission on Dental Assistant Certification (OCDAC) OR Who Hold a License, Certification, or Credential from another state whose standards are at least equal to those of the Ohio State Dental Board.

9. Do you hold current certification from the Dental Assisting National Board (DANB) or the Ohio Commission on Dental Assistant Certification (OCDAC)? If YES, attach copies of documentation. Yes No

10. Do you hold a License, Certificate or other credential in Dental Radiography from another state? If YES, attach copies of documentation. Yes No

This Section to be Completed by Dental Assistants Who Completed the 7-hour Board-approved Initial Training Program

11. Have you completed an Ohio State Dental Board approved 7-hour Initial Training Program in dental radiography? If YES, attach copies of Certificate of Course Completion. Course Date: _____ Yes No

**A non-refundable application fee of \$25.00 MUST be submitted with this application.
The certified check or money order must be made out to:**

Treasurer, State of Ohio or Ohio State Dental Board

