

**OHIO STATE DENTAL BOARD
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COLUMBUS, OHIO 43215-6135
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INITIAL RADIOLOGY SPONSOR APPLICATION

The **Ohio State Dental Board** (Board) may approve permanent sponsors to conduct initial training programs for Dental Assistant Radiographers, upon receipt of the enclosed application. To ensure speedy review of your sponsorship application, please be certain to do the following:

1. Make certain that your program is eligible for approval. Only **permanent** sponsors of continuing education may conduct initial training programs.
2. Closely review the enclosed rules and statutes governing initial training program requirements to ensure that your course of study covers all mandated areas.
3. Fully complete the application and forward it to the Board with a \$67.50 application fee, check payable to the **Ohio State Dental Board**.

Your application will be reviewed at the Board meeting following receipt of a **complete** application. Please contact the Board office for a current meeting schedule. You will be notified in writing of the Board's acceptance or denial of your application as soon as possible following the meeting.

Ohio State Dental Board
Dental Assistant Radiographer Guidelines

4715.51 DENTAL X-RAY MACHINE OPERATOR 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.

Effective Date: 10-29-1995; 05-12-2006

4715.52 UNLICENSED PRACTICE.

- (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.

Effective Date: 10-20-1995; 05-12-2006

4715.53 LICENSE QUALIFICATIONS.

- (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 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.

Effective Date: 10-20-1994; 05-12-2006

4715.56 DENTIST 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.

Effective Date: 10-20-1994

4715.57 CONTINUING EDUCATION ACCREDITATION.

- (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.

Effective Date: 10-20-1994; 05-12-2006

4715-12-01 PERMISSIBLE PRACTICES OF A DENTAL ASSISTANT RADIOGRAPHER; SUPERVISION REQUIRED; CERTIFICATE 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 certificate 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.

Effective: 10-09-06

Prior Effective Dates: 03-03-95; 04-04-02

4715-12-02 APPLICATION FOR CERTIFICATE; 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 radiography 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 paragraphs (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 requirements provided in paragraph (A) of this rule 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 state dental board rules.

Effective: 10-09-06

Prior Effective Dates: 03-03-95; 04-04-02; 11-01-04

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, certificate number, proof of having completed at least two 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 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 rule shall result in an automatic suspension of his certificate to practice as a dental assistant radiographer.
- (B) Any dental assistant radiographer whose certificate has been suspended under this section must immediately cease taking x-rays until said certificate has been reinstated. If the certificate holder has not reinstated the certificate prior to one year from the date of automatic suspension, the certificate holder must file an application for reinstatement, and prior to reinstatement satisfactorily complete not less than two hours of continuing education approved in advance by the board. Within one year of the date of automatic suspension, the certificate holder 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 certificate may not be retired.

Effective: 10-09-06

Prior Effective Dates: 03-03-95; 04-04-02

4715-12-04 ACCREDITATION OF EDUCATION PROGRAMS; APPLICATION; FEE; SUSPENSION; REVOCATION.

- (A) Any permanent sponsor wishing to offer dental assistant radiographer's training 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 after completion of 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 sixty-seven dollars and fifty cents.
- (D) All programs submitted will be reviewed by the board. 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 state dental board rules.

Effective: 10-09-2006

Prior Effective Dates: 03-03-95; 04-04-02; 11-01-04

4715-12-05 CONTINUING EDUCATION REQUIREMENTS.

- (A) Every person certified 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 assistants 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 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 dental assistant radiographers, and the board may request such documentation from dental assistant radiographers at random without cause.
- (E) The board may excuse 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.

Effective: 10-09-06

Prior Effective Dates: 04-04-02

APPLICATION FOR SPONSORSHIP OF INITIAL TRAINING COURSES, DENTAL RADIOGRAPHY

NAME OF PERMANENT SPONSOR PROVIDING COURSE

STREET ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

PLEASE LIST THE PROPOSED DENTAL ASSISTANT RADIOGRAPHY TRAINING COURSE(S) AND, IF APPLICABLE, INSTRUCTOR(S).

COURSE TITLE

COURSE INSTRUCTOR

PLEASE ATTACH THE FOLLOWING INFORMATION FOR EACH PROPOSED COURSE:

1. DETAILED COURSE CURRICULUM

Course curriculum must include the following subjects: Radiation physics; radiation biology; radiation health, safety and protection; x-ray films and radiographic film quality; radiographic techniques; darkroom and processing techniques; film mounting; and clinical experience sufficient to develop proficiency in making a variety of radiographs and radiographic surveys.

- 2. COURSE DURATION** (Didactic portion must be at least seven (7) hours in length. Clinical portion must be sufficient to develop proficiency in making a variety of radiographs and radiographic surveys.):
- Clinical
 - Didactic

3. NAME OF COURSE INSTRUCTOR(S)

4. PROOF OF EXPERTISE AND COMPETENCE OF COURSE INSTRUCTOR(S) IN THE PLANNED LEARNING EXPERIENCE

5. DESCRIPTION OF FACILITIES AND EQUIPMENT USED FOR INSTRUCTION

OVER

CONTACT PERSON

Please include name, address and telephone number of person responsible for administration of the training program.

The contact person shall be responsible for the following:

1. Filing all information necessary for provider approval.
2. Ensuring that continuing education courses comply with Sections 4715.141 and 4715.25 of the Revised Code and Section 4715-8 of the Administrative Code.
3. Providing written notification that the course has been satisfactorily completed only to those attendees who have completed the course. This certification shall include the sponsor's name, title of course, date of course, location, and number of hours of credit. Validation by the sponsor of a document furnished by the attendee shall satisfy this requirement.
4. Maintaining records of individual course offerings for a period of four years following the course offering. Records shall include:
 - (a) Subject matter
 - (b) Objectives
 - (c) Faculty qualifications
 - (d) Course attendees
 - (e) Contact hours
 - (f) Date and time of course offering
 - (g) Certification from employing dentist of dental assistant's completion of clinical experience portion of course (if applicable)

AFFIDAVIT

STATE OF OHIO _____)

SS:

COUNTY OF _____)

_____, being duly sworn, says that the foregoing statements are true in every respect.

I have carefully read the questions in the foregoing application and have answered them truthfully, fully and completely.

I fully understand that failure to make a full disclosure of any fact or information called for may result in the denial of the application.

SIGNATURE OF APPLICANT _____

SWORN TO SUBSCRIBED BEFORE ME, THIS ___ DAY OF _____, _____

SIGNATURE OF NOTARY PUBLIC _____

This space to be completed by the Ohio State Dental Board

_____ Approved

_____ Denied

Sample

AFTER THE EMPLOYEE HAS RECEIVED THE IN-OFFICE RADIOGRAPHY TRAINING (CHECKLIST BELOW), THIS FORM MUST BE SIGNED BY THE DENTIST/EMPLOYER AND SENT TO THE _____ OFFICE.

**AFFIDAVIT
OF
CLINICAL RADIOGRAPHY TRAINING**

I, Dr. _____, attest that _____ has received the following clinical radiography training and, in my judgment, is prepared to apply for radiography licensure.

Date Signature of Dentist/Employer

Send this form (one employee per form, please) and the correct address of the employee to the _____ office. Please PRINT clearly.

Name: _____

Address _____

Send to: _____

CHECKLIST FOR CLINICAL TRAINING

Under the supervision of the dentist-employer in the dental office, the dental assistant must expose, process and mount the following radiographic examinations at a minimum:

- 5 sets of posterior bitewings*
- 3 full mouth sets of periapicals and bitewings (or the equivalent number of individual periapical radiographs)*
- If a panoramic x-ray machine is available in the office, it is recommended that at least 3 panoramic radiographs be made under supervision during the training program.*

All radiographs must be of diagnostic quality to count for this portion of the course.

At the end of the clinical training, the dental assistant will return an affidavit to _____, attesting that he/she completed the required radiographic examinations successfully. This affidavit will be signed by the supervising dentist.

Successful completion of both the didactic and clinical portions of the course qualifies the assistant to take the examination for licensure as a dental x-ray machine operator.