



Janet Napolitano, Governor

## ARIZONA STATE BOARD OF DENTAL EXAMINERS

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### CONTINUING DENTAL EDUCATION RULES

| If you license expires | Start counting your Continuing Education |
|------------------------|--|
| June 30, 2005          | July 1, 2002                             |
| June 30, 2006          | July 1, 2003                             |
| June 30, 2007          | July 1, 2004                             |
| June 30, 2008          | July 1, 2005                             |

#### DENTAL and DENTAL CONSULTANT– Total Hours Required – 72

Minimum of 45 hours in dental and medical health, cardiopulmonary resuscitation, preventative services, dental diagnosis and treatment planning, dental clinical procedures, administration of oral sedation, managing medical emergencies in addition to CPR and courses in corrective and restorative oral health and basic dental sciences which may include current research, new concepts in dentistry, and behavioral and biological sciences which are oriented to dentistry.

No More than 18 hours in dental practice organization and management, patient management skills and methods of health care delivery.

Minimum of 3 hours in chemical dependency which may include tobacco cessation.

Minimum of 6 hours in infections diseases and infections disease control.

\*\*Continuing Education Self-Instruction Activities limited to no more than 24 hours\*\*

#### DENTAL HYGIENE – Total Hours Required – 54

Minimum of 34 hours in dental and medical health, cardiopulmonary resuscitation, and dental hygiene services, periodontal disease, care of implants, maintenance of cosmetic restorations and sealants, radiology safety and techniques, managing medical emergencies in addition to CPR and new concepts in dental hygiene.

No More than 14 hours in dental hygiene practice organization and management, patient management skills and methods of health care delivery.

Minimum of 2 hours in one or more of the following areas: chemical dependency, tobacco cessation, ethics, risk management and jurisprudence.

Minimum of 4 hours in infectious disease and infectious disease control.

\*\*Continuing Education Self-Instruction Activities limited to no more than 24 hours\*\*

#### RETIRED LICENSE HOLDERS – Hours Required

**DENTAL** – 27 Credit hours of which no less than three credit hours shall be for CPR

**DENTAL HYGIENE** – 21 Hours of which no less than three credit hours shall be for CPR

\*\*Continuing Education Self-Instruction Activities limited to no more than 9 hours\*\*

## **Extracted from Arizona Administrative Code (A.A.C.) R4-11-101. Definitions**

"Documentation of attendance" means documents that contain the following information:

- Name of sponsoring entity;
- Course title;
- Number of credit hours;
- Name of speaker; and
- Date, time, and location of the course.

"Recognized continuing dental education" means a program whose content directly relates to the art and science of oral health and treatment, provided by a recognized dental school as defined in A.R.S. § 32-1201(15), recognized dental hygiene school as defined in A.R.S. § 32-1201(14), or recognized denturist school as defined in A.R.S. § 32-1201(16), or sponsored by a national or state dental, dental hygiene, or denturist association, dental, dental hygiene, or denturist study club, governmental agency, or commercial dental supplier.

### **ARTICLE 12. CONTINUING DENTAL EDUCATION AND RENEWAL REQUIREMENTS**

#### **R4-11-1201. Continuing Dental Education**

- A. A licensee or certificate holder shall:
  - 1. Satisfy a continuing dental education requirement that is designed to provide an understanding of current developments, skills, procedures, or treatment related to the licensee's or certificate holder's practice; and
  - 2. Complete the recognized continuing dental education required by this Article each renewal period.
- B. A licensee or certificate holder receiving an initial license or certificate shall complete the prescribed credit hours of recognized continuing dental education by the end of the first full renewal period.

#### **R4-11-1202. Continuing Education Compliance and Renewal Requirements**

- A. When applying for a renewal license, certificate, or restricted permit a licensee, certificate holder, restricted permit holder shall complete a renewal application provided by the Board.
- B. Before receiving a renewal license or certificate, each licensee or certificate holder shall possess a current cardiopulmonary resuscitation (CPR) certificate from the American Red Cross, the American Heart Association, or another certifying agency that follows the same procedures, standards, and techniques for CPR training and certification as the American Red Cross or American Heart Association.
- C. A licensee or certificate holder shall include a written affidavit affirming the licensee's or certificate holder's completion of the prescribed credit hours of recognized continuing dental education with a renewal application. A licensee or certificate holder shall include on the affidavit the licensee's or certificate holder's name, license or certificate number, and the number of hours completed in each category.
- D. A licensee or certificate holder shall submit a written request for an extension before the June 30 deadline. If a licensee or certificate holder fails to meet the credit hour requirement because of military service, dental or religious missionary activity, residence in a foreign country, or other extenuating circumstances as determined by the Board, the Board, upon written request, may grant an extension of time to complete the recognized continuing dental education credit hour requirement.
- E. The Board shall:
  - 1. Only accept recognized continuing dental education credits accrued during the prescribed period immediately before license or certificate renewal, and
  - 2. Not allow recognized continuing dental education credit accrued in a renewal period in excess of the amount required in this Article to be carried forward to the next renewal period.
- F. A licensee or certificate holder shall maintain documentation of attendance for each program for which credit is claimed that verifies the recognized continuing dental education credit hours the licensee or certificate holder participated in during the preceding two renewal periods.
- G. Each year, the Board shall audit continuing education affidavits on a random basis or when the documentation submitted by the licensee or certificate holder does not appear to comply with this Article. A licensee or certificate holder whose affidavit is selected for audit shall provide the Board with documentation of attendance in support of the affidavit within 60 days from the date the licensee or certificate holder received notice, by certified mail, of the audit.
- H. If a licensee or certificate holder makes a false statement in an affidavit, the Board shall suspend, revoke, or deny renewal of a license or certificate, or take any other disciplinary action authorized by A.R.S. Title 32, Chapter 11.

#### **R4-11-1203. Dentists and Dental Consultants**

Dentists and dental consultants shall complete 72 hours of recognized continuing dental education in each renewal period as follows:

1. At least 45 credit hours of recognized continuing dental education in one or more of the following areas: Dental and medical health, cardiopulmonary resuscitation, preventative services, dental diagnosis and treatment planning, dental clinical procedures, administration of oral sedation, managing medical emergencies in addition to CPR, and courses in corrective and restorative oral health and basic dental sciences which may include current research, new concepts in dentistry, and behavioral and biological sciences that are oriented to dentistry. A licensee who holds a permit to administer general anesthesia, semi-conscious sedation, conscious sedation, or oral conscious sedation who is required to obtain continuing education pursuant to Article 13 may apply those credit hours to the requirements of this Section;
2. No more than 18 credit hours of recognized continuing dental education in the following areas: Dental practice organization and management, patient management skills, and methods of health care delivery;
3. At least three credit hours of recognized continuing dental education in chemical dependency, which may include tobacco cessation; and
4. At least six credit hours of recognized continuing dental education in infectious diseases and infectious disease control.

#### **R4-11-1204. Dental Hygienists**

A dental hygienist shall complete 54 credit hours of recognized continuing dental education in each renewal period as follows:

1. At least 34 credit hours of recognized continuing dental education in one or more of the following areas: Dental and medical health, cardiopulmonary resuscitation, and dental hygiene services, periodontal disease, care of implants, maintenance of cosmetic restorations and sealants, radiology safety and techniques, managing medical emergencies in addition to CPR, and new concepts in dental hygiene;
2. No more than 14 credit hours of recognized continuing dental education in one or more of the following areas: Dental hygiene practice organization and management, patient management skills, and methods of health care delivery;
3. At least two credit hours of recognized continuing dental education in one or more of the following areas: chemical dependency, tobacco cessation, ethics, risk management, and jurisprudence; and.
4. At least four credit hours of recognized continuing dental education in infectious diseases and infectious disease control.

#### **R4-11-1205. Denturists**

Denturists shall complete 24 credit hours of recognized continuing dental education in each renewal period as follows:

1. At least 15 credit hours of recognized continuing dental education in one or more of the following areas: Medical and dental health, cardiopulmonary resuscitation, laboratory procedures, and clinical procedures;
2. No more than six credit hours of recognized continuing dental education in one or more of the following areas: Denturist practice organization and management, patient management skills, and methods of health care delivery;
3. At least one credit hour of recognized continuing dental education in chemical dependency, which may include tobacco cessation; and
4. At least two credit hours of recognized continuing dental education in infectious diseases and infectious disease control.

#### **R4-11-1206. Restricted Permit Holders - Dental**

In addition to the requirements in R4-11-1202, a dental restricted permit holder shall comply with the following requirements:

1. When applying for renewal under A.R.S. § 32-1238, the restricted permit holder shall provide information to the Board that the restricted permit holder has completed 24 credit hours of recognized continuing dental education yearly.
2. To determine whether to grant the renewal, the Board shall only consider recognized continuing dental education credits accrued between July 1 and June 30 immediately before the restricted permit holder submits the renewal application.
3. A dental restricted permit holder shall complete the 24 hours of recognized continuing dental education before renewal as follows:
  - a. At least 15 credit hours of recognized continuing dental education in one or more of the subjects enumerated in R4-11-1203(1);
  - b. No more than six credit hours of recognized continuing dental education in one or more of the subjects enumerated in R4-11-1203(2);
  - c. At least one credit hour of recognized continuing dental education in the subjects enumerated in R4-11-

- 1203(3); and
- a. At least two credit hours of recognized continuing dental education in the subjects enumerated in R4-11-1203(4).

#### **R4-11-1207. Restricted Permit Holders – Dental Hygiene**

In addition to the requirements in R4-11-1202, a dental hygiene restricted permit holder shall comply with the following:

1. When applying for renewal under A.R.S. § 32-1292, the restricted permit holder shall provide information to the Board that the restricted permit holder has completed 18 credit hours of recognized continuing dental education yearly.
2. To determine whether to grant renewal, the Board shall only consider recognized continuing dental education credits accrued between July 1 and June 30 immediately before the restricted permit holder submits the renewal application.
3. A dental hygiene restricted permit holder shall complete the 18 hours of recognized continuing dental education before renewal as follows:
  - a. At least 12 credit hours of recognized continuing dental education in one or more of the subjects enumerated in R4-11-1204(1);
  - b. No more than three credit hours of recognized continuing dental education in one or more of the subjects enumerated in R4-11-1204(2);
  - c. At least one credit hour of recognized continuing education in the subjects enumerated in R4-11-1204(3); and
  - d. At least two credit hours of continuing dental education in the subjects enumerated in R4-11-1204(4).

#### **R4-11-1208. Retired Licensees or Certificate Holders**

A retired licensee or certificate holder shall:

1. Except for the number of credit hours required, comply with the requirements in R4-11-1202; and
2. When applying for renewal under A.R.S. § 32-1236 for a dentist, A.R.S. § 32-1287 for a dental hygienist, and A.R.S. § 32-1297.06 for a denturist, provide information to the Board that the retired licensee or certificate holder has completed the following credit hours of recognized continuing dental education per renewal period:
  - a. Dentist – 27 credit hours of which no less than three credit hours shall be for CPR;
  - b. Dental hygienist – 21 credit hours of which no less than three credit hours shall be for CPR; and
  - c. Denturist – 9 credit hours of which no less than three credit hours shall be for CPR

#### **R4-11-1209. Types of Courses**

- A. A licensee or certificate holder shall obtain recognized continuing dental education from one or more of the following activities:
  1. Seminars, symposiums, lectures, or programs designed to provide an understanding of current developments, skills, procedures, or treatment related to the practice of dentistry; or
  2. Curricula designed to prepare for specialty board certification as a specialist or recertification examinations or advanced training at an accredited institution as defined in A.R.S. Title 32, Chapter 11; and
  3. Subject to the limitations in subsection (B), any of the following activities that provide an understanding of current developments, skills, procedures, or treatment related to the practice of dentistry:
    - a. A correspondence course videotape, distance learning course, internet or similar self-study course, if the course includes an examination and the licensee or certificate holder passes the examination;
    - b. Participation on the Board or in Board complaint investigations including clinical evaluations and investigative interviews, peer review, or quality of care or utilization review in a hospital, institution, or governmental agency;
    - c. Providing dental-related instruction to dental, dental hygiene, or denturist students, or allied health professionals in a recognized dental school, recognized dental hygiene school, or recognized denturist school, or providing dental-related instruction sponsored by a national or state dental, dental hygiene, or denturist association;
    - d. Publication or presentation of a dental paper, report, or book authored by the licensee or certificate holder that provides information on current developments, skills, procedures, or treatment related to the practice of dentistry. A licensee or certificate holder may claim credit hours:
      - i. Only once for materials presented;
      - ii. Only if the date of publication or original presentation was during the applicable renewal period; and
      - iii. One credit hour for each hour of preparation, writing, and presentation; or
- b. Providing dental, dental hygiene, or denturist services in a Board-recognized charitable dental clinical or organization.

- B. The following limitations apply to the total number of credit hours earned per renewal period in any combination of the activities listed in subsection (A)(3):
1. Dentists and Dental Hygienists, no more than 24 hours;
  2. Denturists, no more than 12 hours;
  3. Retired or Restricted Permit Holder Dentists or Dental Hygienists, no more than nine hours;
  4. Retired Denturists, no more than three hours.