Initial Licensure Examination Requirements

<table>
<thead>
<tr>
<th>CDCA, CITA, CRDTS, SRTA, WREB</th>
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<tbody>
<tr>
<td>Note: A clinical patient based component of the examination must be administered by the testing agency and successfully completed by the candidate in order to be accepted.</td>
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<td>(Source: <a href="#">Arkansas Dental Licensure by Examination</a>)</td>
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General Licensure Requirements

<table>
<thead>
<tr>
<th><a href="#">Arkansas Dental Practice Act 17-82-303. EXAMINATIONS.</a></th>
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<tbody>
<tr>
<td>(a) The Arkansas State Board of Dental Examiners has exclusive jurisdiction to determine who shall be permitted to practice dentistry and dental hygiene in the State of Arkansas.</td>
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<tr>
<td>(b) To this end the Board, at its regular annual meeting and at special meetings, if it deems it necessary or expedient, shall conduct examinations, both written and clinical, of all qualified applicants who desire to practice dentistry or dental hygiene in the State of Arkansas.</td>
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<tr>
<td>(c) The State Board of Dental Examiners is authorized and directed to conduct at least two (2) examinations, both written and clinical, annually of qualified applicants who desire to practice dentistry in the State of Arkansas. Special meetings for those purposes may be held by the Board if it deems it necessary or expedient. The two (2) examinations to be held annually shall be scheduled in such a manner as to be conducted following the end of the fall and spring semesters of dental schools in order to accommodate, insofar as is practicable, the greater number of qualified applicants who wish to take examinations to practice dentistry in Arkansas shortly after completion of their regular dental schooling.</td>
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<tr>
<td>(d) The board may accept the results of the National Board of Dental Examiners examination if it so desires and may cooperate with dental schools in other states for the administration of the clinical examination or may cooperate with other states in the administration of a regional clinical examination.</td>
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<tr>
<td>(e) (1) The board shall determine what grade or percentage the applicant must make to entitle him or her to be licensed.</td>
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<td>(2) The grade or percentage shall be the same at any one (1) examination for all applicants.</td>
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<td>(f) The Board may consider the conduct of the applicant during the examination as a factor in determining the grade or percentage to be given him or her.</td>
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17-82-304. DENTISTS GENERALLY - LICENSING PROCEDURE.

(a)(1) A person not previously licensed to practice dentistry in the State of Arkansas who desires to do so shall apply in writing for examination to the Secretary of the Arkansas State Board of Dental Examiners and shall transmit with the written application his examination and licensing fee; |
| (2) The examination and licensing fee shall be determined by the board and shall be an amount reasonably calculated to cover the costs of administering the examination, assuming the license to practice, and otherwise administering this chapter. |
| (b) An applicant |
| (1) Must: |
| (A) Be at least twenty-one (21) years of age and of good moral reputation and character; |
| (B) Submit upon request such proof as the board may require touching upon age, character, and fitness; and |
| (C) Have been graduated from an American Dental Associated-accredited college of dentistry with the degree of Doctor of Dental Surgery or Doctor of
Arkansas Rules and Regulations Article VIII: REQUIREMENTS FOR LICENSURE OF DENTISTS

A dentist who desires to practice his/her profession in the State of Arkansas under Arkansas Code Annotated §17-82-304 may apply to the Arkansas State Board of Dental Examiners for a license to practice pursuant to the following requirements: 1. Completion of a Board application with photograph taken within the last six months, signed on the last page. 2. Be a graduate of a school for the education and training of dentists approved by the Board and accredited by the American Dental Association, Commission on Dental Accreditation. 3. Final transcript of grades from the school of dentistry sent directly from the school to the Board office. Transcript must bear the school seal and reflect the awarding of a degree. 4. Successful completion of the National Board Examination for Dentistry, administered by the Joint Commission on National Dental Examinations. A copy of the results must be sent directly from the Joint Commission to the Board office. Copies of the card will not be accepted. Successful completion shall mean a minimum of 75% on each segment of the examination. 5. Satisfactory completion of a clinical examination, which will be administered by the Arkansas State Board of Dental Medicine; or (2) Must: (A) Be at least twenty-one (21) years of age and of good moral reputation and character;  
(B) Have graduated from a college of dentistry in North America with the degree of Doctor of Dental Surgery, Doctor of Dental Medicine, or an equivalent degree approved by the board;  
(C) Have passed an examination approved by the board and authorized under §17-82-303;  
(D) Be a resident of the State of Arkansas and the United States and be in compliance with federal laws of immigration; and  
(E) Serve a period of at least one (1) year under a provisional license issued by the board to foreign graduates and successfully complete the monitoring requirements as ordered by the board at the time the provisional license is issued. This pilot program of licensure for foreign-trained graduates and the granting of licensure to foreign trained dentists will expire at the close of the 2005 regular session of the Arkansas General Assembly.  
(c)(1) If the board determines that the applicant is qualified to take the examination required for licensing, it shall notify the applicant of the time and place to report before it for examination.  
(2) If a qualified applicant fails to appear for examination, the fee shall be retained by the board and the applicant shall be entitled to take any examination required for licensing held at any time within three (3) years thereafter, if he or she is then qualified, without additional fee charge unless the amount of the fee is increased by the board, in which event the applicant must pay the difference between the amount of fee credited to him or her and the increased fee amount.  
(3) If an applicant fails to make the grade or percentage required by the board, the fee paid by him or her shall be retained by the board.  
(4) If an applicant makes the grade or percentage required by the board, then it shall issue to him or her without further initial cost a license to practice dentistry in the State of Arkansas.  
(d)(1) All licenses shall be numbered and issued consecutively.  
(2) If a license is lost or destroyed, the secretary shall furnish a certified copy to the licensee upon the payment of a fee to be prescribed by the board. The fee shall be an amount reasonably calculated to cover the cost of furnishing the certified copy.
Examiners or any regional testing agency whose examination is accepted by the Arkansas State Board of Dental Examiners for the initial licensure of a dentist. Satisfactory completion shall mean a minimum score of 75% on each segment of the examination. 6. Completion of other forms as requested by the Board. 7. A copy of a certificate showing current Basic Life Support cardiopulmonary resuscitation (CPR) certification.

License by Credential/Endorsement Requirements

Arkansas Dental Practice Act 17-82-308. CREDENTIALS - PERSONS LICENSED IN OTHER STATES.
(a) A dentist or dental hygienist who desires to practice his or her profession in the State of Arkansas and who has been practicing his or her profession continuously for a period of five (5) years or more next preceding the date of the application may apply in writing to the Arkansas State Board of Dental Examiners for a license to practice his or her profession in the State of Arkansas without undergoing the examination required for licensing provided for in §§ 17-82-304-17-82-306. The applicant must have been practicing by virtue of a license lawfully issued by the authority of another state, territory, the District of Columbia, or Canada where the standard of proficiency at least equals that of the State of Arkansas.
(b) The application shall be accompanied by:
(1) A fee to be prescribed by the board which shall be an amount reasonably calculated to cover the costs of processing the application;
(2) The original or certified copy of the original license under which the applicant has been practicing his or her profession; or
(3) A certificate from the authority which issued the license, setting forth the applicant’s moral reputation and character, history with the board, professional ability, and such other information or data as the board may deem necessary or expedient.
(c) Upon furnishing satisfactory proof of his or her fitness as contemplated in this section, the board in its discretion may issue a license to practice his or her profession to the applicant without further cost except as otherwise provided in this chapter for the renewal of licenses.

Arkansas Rules and Regulations Article IX: CREDENTIALS REQUIRED IN ISSUING DENTAL LICENSE
A. By the authority of Ark. Code Ann. §17-82-308, a dentist who desires to practice his profession in the State of Arkansas may apply in writing to the State Board of Dental Examiners for a license by credentials pursuant to the following requirements: 1. Applicant must be a graduate of and received a DDS or DMD from a school accredited by the Commission on Dental Accreditation (CODA), currently licensed in the state from which he is applying, and must have practiced continuously for a period of five years immediately prior to applying. To be considered as practicing “continuously”, the applicant must have actively practiced dentistry for a minimum of 1000 hours per year for the two calendar years immediately prior to the date of application. The qualifying hours of clinical practice must have been performed in the most current jurisdiction from where the application is being made. The applicant may have participated in a post-graduate dental/medical education program during the five years in order to satisfy the five year practice requirement. 2. Applicant must file with the Board a completed Arkansas Dental License by Credentials Application approved by the Board. 3. Applicant must request and authorize schools to provide the Board with an official transcript with school seal from the school of dentistry which issued DDS or DMD degree and have the school send same directly from the school to the Board office. 4. Applicant must be responsible for verification forms to...
be submitted by the state Board from every state where licensed whether license is current or not. Such forms should be sent directly from the state Board to this Board office. 5. Applicant must have National Board Exam Card sent from the Joint Commission on National Dental Examinations office with said exam card reflecting passage of the National Board Exam. Photocopies are not accepted. 6. Applicant must complete a comprehensive resume’ on forms furnished by the Board. 7. Applicant must have letters submitted to the Board from two licensed dentists, practicing in the same locale of the state from which he is applying, attesting to the applicant's moral character, standing, and ability. 8. Applicant must have letters from the State and local Dental Association Peer Review Committee (if there is one) submitted setting forth information of record concerning the applicant. 9. Drug Enforcement Administration (DEA) clearance and National Practitioner Data Bank inquiry will be initiated by the Board office. 10. Applicant must submit to the Board office a copy of a certificate showing current Healthcare Provider Level cardiopulmonary resuscitation (CPR) certificate and last two years history of continuing education. 11. Each applicant must supply to the Board a signed letter of intention to practice in this State within one year of receiving his or her license. 12. Applicant must pass the Arkansas Jurisprudence exam with a score of 75% as administered by the Board. 13. Applicant must submit a fee (to be determined by the Board) to the Board office with the application. 14. Applicant must provide proof of successfully passing a clinical examination for licensure. Results of the clinical exam must be sent directly to the Board from the state or regional testing agency that administered the examination. 15. Applicant must have continuing education credits at least equal to those required by current Arkansas licensees for the previous two year period. The application, resume’, and all other supporting material shall be reviewed by the Board. The applicant shall present himself or herself before the Board at a time and place designated by the Board for a jurisprudence examination and a personal interview. The Board will review the application, resume’, and all supporting material, as well as the result of the Jurisprudence Exam, and will approve or deny the application for licensure.

C. Non-Clinical Services: (a) A person or entity shall not be considered in violation of the Arkansas Dental Practice Act or the Dental Corporation Act if the person or entity contracted to provide the following services for a dentist or dental corporation in a dental practice: 1. Owning or leasing an asset used by a dental practice, including real property, furnishings, equipment, inventory, and other goods, but not including dental patient records; 2. Employing or contracting for the services of personnel other than licensed dentists; or 3. Providing administrative services, financial services, or other business activities of a dental practice that do not include practicing dentistry. (b) A person or entity that is not licensed to practice dentistry shall not engage in any activity that includes the practice of dentistry or interferes with the professional judgment or clinical decision-making of licensed dentist.

D. This article does not prohibit or require a license for the following acts or practices: 1. The practice of dentistry or dental hygiene for purposes of an employment interview process for no more than four (4) consecutive days per calendar year in the State of Arkansas by an applicant licensed in good standing by another state or the District of Columbia. 2. At least fourteen (14) days before practicing dentistry in Arkansas, the applicant shall provide the board with the following information: (i) The name of the supervising dentist who is licensed in Arkansas and who will be supervising the applicant. (ii) The dates and location where the applicant will practice; (iii) A copy of the license of the
applicant from the other jurisdiction; (iv) A copy of the malpractice insurance policy covering the applicant or a certificate of insurance coverage from the underwriting insurer of the policy; and (v) A letter or certificate from the respective licensing entity in the home state of the applicant indicating that the applicant is in good standing. (b) As used in this section, “good standing” means the applicant has an active license without a complaint, investigation, or action against him or her. 3. The board shall be deemed to have approved the applicant to practice to the extent permitted under this section unless the board takes action within ten (10) working days of receiving the information on grounds that: (i) The information provided by the applicant is false, inaccurate, or incomplete; or (ii) The applicant is not qualified to practice in Arkansas.

Specialty Practice

Arkansas Dental Practice Act 17-82-305. DENTISTS - SPECIALISTS - LICENSING PROCEDURE.

(a)(1) Any dentist in this state licensed by the Arkansas State Board of Dental Examiners who has complied with requirements as specified by the American Dental Association Council on Dental Education in a specialty branch of dentistry or who has otherwise met the requirements of the rules and regulations promulgated by the board may apply for a certificate as a specialist.

(2) The application shall be accompanied by the payment of a fee to be prescribed by the board. The fee shall be an amount reasonably calculated to cover the cost of the examination and other costs incurred by the board in issuing the certificate.

(3) The application must be on file for at least sixty (60) days prior to the regular meeting of the board. If the application is accepted, the applicant shall be notified to appear for an examination as defined by the rules and regulations of the board.

(b) Examinations may be oral or written, or both, and the applicant may be required to demonstrate his or her knowledge and proficiency in the specialty in which he or she desires to be certified.

(c) The board is authorized to certify specialists in all specialty areas approved by the American Dental Association.

(d) Any dentist not licensed by the board but who is eligible to take the Arkansas State Board Examination and is further eligible for specialty examination may take both examinations at the discretion of the board.

(e) No licensed dentist shall hold himself or herself out to the public as a specialist or publicly announce as being specifically qualified in any particular branch of dentistry or publicly announce as giving special attention to any branch of dentistry until he or she has been issued a certificate by the board authorizing him or her to do so.

(f) Any dentist in this state licensed by the board who on February 21, 1969, is limiting his or her practice to a particular branch of dentistry and who is holding himself or herself out to the public as a specialist in that branch of dentistry, upon application therefore to the board, shall be certified as a specialist in that branch of dentistry and shall not be required to take the examination provided for in subsection (b) of this section.

(g)(1) The issuing of a specialist license by the board is a special privilege granted to that member which allows him or her to announce to the public that he or she is especially qualified in a particular branch of dentistry.

(2) Any member granted this special privilege must limit his or her practice to the specialty in which he or she is licensed except in an emergency situation.
(3) The failure to limit his or her practice as provided in subdivision (g)(2) of this section described by the appropriate national specialty board shall be cause for the specialist license to be revoked or suspended.

Arkansas Rules and Regulations Article VII: ANNOUNCEMENT OF SPECIALIZATION AND LIMITATION OF PRACTICE

Dentists who choose to announce specialization should use “specialist in” or “practice limited to” and shall limit their practice exclusively to the announced special area(s) of dental practice, provided at the time of the announcement such dentists have met in each approved specialty for which they announce, the existing educational requirements and standards set forth by the American Dental Association and have been issued a specialty license by this State. Those special areas of dental practice will be limited to those approved by the American Dental Association and include the following: dental public health, endodontics, oral pathology, oral and maxillofacial surgery, oral and maxillofacial radiology, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, and prosthodontics. It is understood by the Arkansas State Board of Dental Examiners, that the various specializations approved by the American Dental Association will be the definition adopted for each of those specializations by the Arkansas State Board of Dental Examiners.

A. The practice carried on by a dentist who announces as a specialist shall be limited exclusively to the special area of dental practice announced by the dentist.

B. Dentists may not use their eligibility as specialists to make the public believe that specialty services rendered in the dental office are being rendered by a qualified specialist when such is not the case. The burden of responsibility is on the specialist to avoid any inference that general practitioners who are associated with the specialists are qualified to announce themselves as specialists.

C. The Board shall upon application and without examination issue a specialty certificate to any registered and currently licensed dentist in Arkansas who has been certified in that particular specialty by an American Board recognized by the American Dental Association, and who has been practicing that specialty continuously for a period of five (5) years or more. Any such application shall be accompanied by the required fee as set forth through the provisions of the Arkansas Dental Practice Act. Applicant must have graduated from a specialty program recognized by the American Dental Association Council on Dental Education.

D. An examination committee appointed by the Board consisting of two (2) specialists who have been certified by the Arkansas Board as having met the standards set forth by the Board for that specialty and one licensed dentist Board member shall examine each applicant at the time and place fixed by the committee to thoroughly test the applicant’s qualifications for the practice of that specialty, and report to the Board whether the applicant is qualified in the specialty.

E. In the event the applicant fails to pass the examination and is reported by the examining committee as not being qualified, he may upon application to the Board be re-examined by the committee at such time and place as the Board may specify, but any applicant shall pay a re-examination fee equivalent to the specialty fee.

F. Each member of the examining committee appointed by the Board shall receive compensation as set forth in the Arkansas Dental Practice Act.
G. The Board shall issue to each applicant, who has been recommended as qualified by the examining committee as provided in the Dental Practice Act, a certificate of registration to practice dentistry in their particular specialty.

H. All issued specialty certificates shall be subject to revocation and suspension for the causes set forth in the Dental Practice Act.

A Dental Board member, who is a licensed dentist, shall be responsible for one of the specialties which are: ENDODONTICS, ORTHODONTICS AND DENTOFACIAL ORTHOPEDICS, PEDIATRIC DENTISTRY, ORAL AND MAXILLOFACIAL SURGERY, ORAL AND MAXILLOFACIAL RADIOLOGY, PERIODONTOLOGY, PROSTHODONTICS, DENTAL PUBLIC HEALTH, AND ORAL PATHOLOGY.

Each Board member's responsibilities for that particular specialty shall be as follows:

1. To make recommendations to the Board for approval of specialists to serve on the examining committee of that specialty.
2. To forward applications of applicants for specialty license to the examining committee and provide necessary communication between applicant and examining committee to insure that the examination is carried out in a timely and expedient manner.
3. The President of the Board shall assign each licensed dentist member a specialty for which that member will be responsible and serve as an examiner.

**Definitions of Recognized Dental Specialties**

(Approved by the Council on Dental Education and Licensure, American Dental Association)

**Dental Public Health**: Dental public health is the science and art of preventing and controlling dental diseases and promoting dental health through organized community efforts. It is that form of dental practice which serves the community as a patient rather than the individual. It is concerned with the dental health education of the public, with applied dental research, and with the administration of group dental care programs as well as the prevention and control of dental diseases on a community bases.

**Endodontics**: Endodontics is the branch of dentistry which is concerned with the morphology, physiology and pathology of the human dental pulp and periradicular tissues. Its study and practice encompass the basic and clinical sciences including biology of the normal pulp, the etiology, diagnosis, prevention and treatment of diseases and injuries of the pulp and associated periradicular conditions.

**Oral and Maxillofacial Pathology**: Oral pathology is the specialty of dentistry and discipline of pathology that deals with the nature, identification, and management of diseases affecting the oral and maxillofacial regions. It is a science that investigates the causes, processes, and effects of these diseases. The practice of oral pathology includes research and diagnosis of diseases using clinical, radiographic, microscopic, biochemical, or other examinations.

**Oral and Maxillofacial Radiology**: Oral and maxillofacial radiology is the specialty of dentistry and discipline of radiology concerned with the production and interpretation of images and data produced by all modalities of radiant energy that are used for the diagnosis and management of diseases, disorders and conditions of the oral and maxillofacial region.

**Oral and Maxillofacial Surgery**: Oral and maxillofacial surgery is the specialty of dentistry which includes the diagnosis, surgical and adjunctive treatment of diseases, injuries and defects involving both the functions and esthetic aspects of the hard and soft tissues of the oral and maxillofacial...
Orthodontics and Dentofacial Orthopedics: Orthodontics and dentofacial orthopedics is the dental specialty that includes the diagnosis, prevention, interception, and correction of malocclusion, as well as neuromuscular and skeletal abnormalities of the developing or mature orofacial structures.

Pediatric Dentistry: Pediatric dentistry is an age-defined specialty that provides both primary and comprehensive preventive and therapeutic oral health care for infants and children through adolescence, including those with special health care needs.

Periodontics: Periodontics is that specialty of dentistry which encompasses the prevention, diagnosis and treatment of diseases of the supporting and surrounding tissues of the teeth or their substitutes and the maintenance of the health, function and esthetics of these structures and tissues. Prosthodontics: Prosthodontics is the dental specialty pertaining to the diagnosis, treatment planning, rehabilitation and maintenance of the oral function, comfort, appearance and health of patients with clinical conditions associated with missing or deficient teeth and/or oral and maxillofacial tissues using biocompatible substitutes.

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**Arkansas Dental Practice Act 17-82-310. ANNUAL RENEWAL – PROCEDURE**

(a) All licenses to practice dentistry or dental hygiene issued in the State of Arkansas shall continue in full force and effect until forfeited, suspended or revoked, subject to the following provisions:

1. On January 1 of even-numbered years, every dentist and dental hygienist must renew his or her license with the Arkansas State Board of Dental Examiners on forms prepared and furnished by the board, supplying all the information and data requested on the forms; and
2. A renewal fee in an amount to be determined by the board as being necessary to provide funds for the operation of the board and for other expenses in administering this chapter must be paid to the board upon the filing of the form, duly executed, with the board.

(b) Upon the filing of the renewal form and payment of the fee, the board shall issue to the licensee its certificate of renewal that authorizes the licensee to practice his or her profession in the State of Arkansas until the next date of renewal.

(c)(1) During the month of December of odd-numbered years, the Secretary of the Arkansas State Board of Dental Examiners shall mail the approved renewal form to every dentist and dental hygienist registered in the State of Arkansas to his or her last known address.

2. The failure of the dentist or dental hygienist to receive the form does not excuse his or her failure to renew.

3. The providing of false or fraudulent information to renew the license is grounds for imposition of the penalties set forth at § 17-82-316.

**17-82-311. RENEWAL - PENALTIES FOR NONCOMPLIANCE.**

Failure to renew a license within a period of thirty (30) days after January 1 of even-numbered years shall result in forfeiture of the license.

**17-82-312. RENEWAL – RELICENSING.**

(a) A dentist or dental hygienist whose license has been automatically forfeited pursuant to §17-82-311 shall be relicensed, at any time until January 1 of the year following the forfeiture, by:

1. Applying in writing to the Arkansas State Board of Dental Examiners;
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(2) Paying all accrued renewal fees as established under § 17-82-310 and provided for in the regulations of the board, plus an additional penalty of two hundred dollars ($200); and
(3) Furnishing such proof as the board may require that, in the period since January 1 of the year when his or her license ought first to have been effected, he or she has continuously conducted himself or herself in an ethical and proper fashion and complied with the regulations of the board and the provisions of the Dental Practice Act, § 17-82-101 et seq.
(b) A dentist or dental hygienist who applies for relicensing, following forfeiture, after two (2) years from January 1 of the year when his or her license ought first to have been effected may be relicensed by:
(1) Complying with the requirements of subsection (a) of this section; and
(2)(A) Undergoing reexamination and passing the examination required by the regulations of the board.
(B) The re-examination shall consist of clinical skills only.

17-82-313. RENEWAL – NONRESIDENTS.
(a)(1) A dentist or dental hygienist who has been licensed and who becomes a nonresident of the State of Arkansas may continue in effect his or her license to practice in the State of Arkansas by paying the renewal fee required of resident dentists and dental hygienists:

Arkansas Rules and Regulations Article XIV: MINIMUM CONTINUING
EDUCATION FOR DENTISTS AND DENTAL HYGIENISTS

A. Purpose: The Rules in this chapter set forth the requirements and guidelines for minimum continuing education for dentists and dental hygienists.
B. Definitions: For the purpose of these rules on continuing education, these definitions shall apply: Board refers to the Arkansas State Board of Dental Examiners (ASBDE). Continuing Education Unit (CEU) One (1) continuing education unit equals a minimum of fifty (50) minutes. A one-half (1/2) contact hour equals a minimum of twenty-five (25) minutes. Course is a planned educational experience. License is any person licensed to practice dentistry or dental hygiene in the state of Arkansas. Reporting Period is the length of time in each continuing education cycle; two calendar years.
C. Scope: Beginning January 1, 1994, each Arkansas licensee shall comply with these minimum continuing education requirements. To regain an active license, the licensee must have completed the required CEUs for one reporting period before regaining an active status license. Said CEUs must be earned within the immediate two-year period prior to regaining an active status license.
D. Minimum Continuing Education Requirements for Licensees: ASBDE shall require acceptable continuing education as a prerequisite for license renewal. Failure to comply with the minimum continuing education requirements may result in the inability to renew a license or revocation of a license. 1. CEUs required for dentists: The requirement for minimum continuing education for Arkansas licensed dentists will be fifty (50) CEUs for every two (2) year reporting period. The first reporting period will begin January 1, 1994 and end December 31, 1995. Each reporting period will start on an even numbered year. 2. CEUs required for dental hygienists: The requirement for minimum continuing education for Arkansas licensed dental hygienists will be forty (40) CEUs for every two (2) year reporting period. The first reporting period will begin January 1, 1994 and end December 31, 1995. Each reporting period will start on an even numbered year. 3. Requirements for new Licensees: The requirement for minimum continuing education for new licensees (dentists
and dental hygienists) will begin January 1 of the calendar year following their licensure and be pro-rated if not at the start of the new reporting period.

E. Acceptable Continuing Education: Only those courses directly related to provision of services and patient care shall be considered for credit. Any course is acceptable which contributes to updating and maintaining the knowledge and skills of the dentist or dental hygienist in the treatment of the individual patient or the management of the dental practice or clinic. Home study courses which include a post-test and the issuance of a certificate of completion will be accepted. CE units will be determined by the course sponsor. At least 1 CE hour in each 2-year reporting period must be on the subject of the infection control. Courses dealing with other subjects of professional concern are outside the scope of the continuing education requirements. Such courses or programs which will not qualify for approval are money management, investments, time spent with professional and/or financial consultants, and professional organizational business meetings. The Board does not pre-approve courses.

F. Procedure for Reporting Continuing Education Units: 1. Reporting: At the end of each two year reporting period, the licensee will provide a typed list on forms provided by the Board attesting to the actual number of CE hours earned in the two year reporting period and confirmed by the licensee's signature. All information requested on the forms must be properly completed for the hours to be accepted. 2. Record Keeping: CE Records must be kept by the licensee in an orderly manner. All records relative to CE hours must be maintained by the licensee for at least three years from the end of the reporting period. The records or copies of the forms must be provided to the ASBDE upon request. Audits will be conducted at the end of each two year reporting period by ASBDE. 3. Hours beyond requirements: Continuing education units acquired beyond the minimum requirement in each 2 year reporting period will not be carried forward to the succeeding reporting period.

G. Advanced Study - (Graduate Study, Internships, Residencies): Dentists or dental hygienists engaged in a full-time dental or dental hygiene related program will fulfill their continuing education requirement for each reporting period in which they are actively participating in such programs by the nature of these activities, and will have no additional formal requirements for that period. However, the licensee enrolled in an advanced program must notify the Board.

H. Publishing Papers - Presenting Clinics - Lecturing - Teaching: 1. Licensees presenting CE courses will be granted six (6) CEUs for each hour of the original presentation, and one (1) CEU for each hour of presentation of the same material. 2. Licensees publishing papers will be granted six (6) CEUs for the first publication only. 3. Full or part-time teaching in dental, dental hygiene or dental assisting programs that are accredited by CODA will receive CEU credit equal to the number of hours spent teaching didactic classroom courses. Extra hours will not be given for lecture preparation. (For example, teaching a three (3) semester hour course for twelve (12) weeks would result in thirty-six (36) CEUs.) The dates of the courses, the names of the courses, the name of the institution and the number of hours spent teaching the course or clinic directly to students must be reported on CE forms provided by the Board each license renewal cycle. 4. Clinical instruction supervision in dental, dental hygiene or dental assisting programs that are accredited by CODA will receive CEU credit at a rate of one (1) CEU for every eight (8) hours of clinical supervision or instruction time. Documentation of clinical instruction and supervision hours will be required on each license renewal form. 5. Licensed
dentists and dental hygienists who instruct and supervise dental, dental hygiene or dental assisting students enrolled in CODA accredited programs in off campus dental clinic facilities (clinical rotations) will receive one (1) CEU hour for every eight (8) hours the students spend under their supervision. Documentation of instruction and supervision hours will be required on each license renewal form.

I. Cardiopulmonary Resuscitation: Each licensed dentist, dental hygienist, and registered dental assistant must take a Healthcare Provider level of cardiopulmonary resuscitation course and submit a photocopy of the cardiopulmonary resuscitation card or certificate with the renewal form that confirms that he or she holds at least a current certificate in cardiopulmonary resuscitation of Healthcare Provider level, effective January 1, 2003.