



TO: ALL CURRENTLY LICENSED DENTISTS AND DENTAL HYGIENISTS

SUBJECT: CONTINUING EDUCATION COMPLIANCE AUDIT FORM

Attached to this memorandum is a sample Continuing Education Compliance Form used by the Board during its annual random continuing education compliance audits (extra copies may be made if necessary) for your use in organizing your continuing education and CPR records to ensure compliance with Board Regulations 41 and 45, copies of which are available on the Board's web site by clicking on the Laws and Codes link. Pursuant to Board policy, a random sampling of five percent (5%) of all licensed, active dentists and dental hygienists in each district is selected each year for the Board's continuing education compliance audit. The continuing education cycle runs from September 1 of one year through August 31 of the following year, and random compliance audits are mailed each year for the previous two-year reporting period.

Feel free to use the attached sample Continuing Education Compliance Form to attach copies of certificates of completion or correspondence from course sponsors verifying your participation in continuing education. For any two-year reporting period, dentists must supply proof of **FORTY (40) HOURS**, and dental hygienists must supply proof of **TWENTY (20) HOURS**. Additionally, you can attach a copy of your current certification card in Cardiopulmonary Resuscitation (CPR), as well as copies of any prior CPR cards which are used toward fulfilling the minimum amount of continuing education hours. Copies of sign-in sheets, course notes, brochures, check stubs, or pre-registration forms are **NOT ACCEPTABLE** as proof of continuing education compliance. **YOU MUST RETAIN THE ORIGINALS OF ALL DOCUMENTS IN YOUR CONTINUING EDUCATION FILES FOR A MINIMUM OF THREE (3) YEARS FROM THE DATE OF ATTENDANCE.**

In addition to the above-mentioned documentation, all **DENTISTS** should use the attached sample Continuing Education Compliance Form for the following: (1) to note the full names of all dental assistants currently being utilized; (2) to attach copies of the current certification cards in CPR for all dental assistants who have direct patient care responsibilities; and (3) to attach copies of the current Radiology Permit certification cards for all dental assistants who administer radiographs. If any one or more of items (1), (2), and (3) does not apply, then the dentist should check one or more of the applicable statements on the sample Continuing Education Compliance Form.

If you have any questions concerning the Board's continuing education or Cardiopulmonary Resuscitation requirements, please do not hesitate to contact the Board via any of the methods noted on the Board's web site. The Board appreciates your efforts to strengthen the dental profession through continuing education participation.

