

MISSISSIPPI STATE BOARD OF DENTAL EXAMINERS



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January 26, 2016

TO: ALL DENTISTS AND DENTAL HYGIENISTS SELECTED FOR THE 01/01/2014 THROUGH 12/31/2015 RANDOM CONTINUING EDUCATION COMPLIANCE AUDIT

Attached to this memorandum is your Continuing Education Compliance Form (extra copies may be made if necessary) for your use in providing the Board proof of compliance with Board Regulations 41 and 45, copies of which are attached for your reference. Pursuant to Board policy, a random sampling of five percent (5%) of all licensed, active dentists and dental hygienists in each district has been selected for this continuing education compliance audit. This random compliance audit covers the period **01/01/2014 through 12/31/2015**, and only continuing education taken during this time period should be submitted; any continuing education which is submitted and which has been taken **AFTER 12/31/2015 WILL NOT BE COUNTED**.

Please provide **COPIES** of **CERTIFICATES OF COMPLETION OR CORRESPONDENCE FROM COURSE SPONSORS** verifying your participation in continuing education over this two-year reporting period. Dentists must supply proof of **only forty (40) hours**, and dental hygienists must supply proof of **only twenty (20) hours**. Proof of continuing education hours in excess of these minimum amounts is not necessary or required. Also, all information on the enclosed Continuing Education Compliance Form should be **TYPED*** or **VERY LEGIBLY** printed and submitted to the Board with your proof of continuing education compliance. Additionally, you must provide the Board with 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.

Please do not send copies of sign-in sheets, course notes, brochures, check stubs, or pre-registration forms as part of this compliance audit--only send **COPIES** of certificates of completion or correspondence from course sponsors verifying attendance. Also, only send a **COPY** of your current certification in CPR or Advanced Cardiac Life Support. **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** must submit the following with their Continuing Education Compliance Form: (1) a list (preferably **TYPED***) of the full names of all dental assistants currently being utilized; (2) copies of the current certification cards in CPR for all dental assistants who have direct patient care responsibilities; and (3) 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 must check one or more of the applicable statements on the Continuing Education Compliance Form.

ALL INFORMATION MUST BE RECEIVED BY THE BOARD ON OR BEFORE MONDAY, FEBRUARY 29, 2016; OTHERWISE, YOU MAY BE SUBJECT TO DISCIPLINARY ACTION BY THE BOARD AS NOTED IN BOARD REGULATION 41. Any Continuing Education Compliance Forms that are not either **VERY LEGIBLY** printed or **TYPED*** and which do not have the required documentation attached to them will be returned to you, along with your continuing education documents, and your response to this audit will be considered incomplete until such time as all documentation is properly submitted. ***IF YOU DO NOT HAVE A TYPEWRITER, YOU MAY USE YOUR COMPUTER'S WORD PROCESSING PROGRAM TO TYPE THE INFORMATION IN A FORMAT SIMILAR TO THAT ON THE CONTINUING EDUCATION COMPLIANCE FORM FOR SUBMISSION TO THE BOARD. ALSO, PLEASE SEE THE ATTACHED NOTICE REGARDING COMPLETION OF THE COMPLIANCE FORM VIA YOUR ADOBE ACROBAT READER SOFTWARE FOR SUBMISSION TO THE BOARD.** The Board encourages you to respond as soon as possible.

If you have any questions concerning this random compliance audit, please do not hesitate to call. The Board appreciates your efforts to strengthen the dental profession through continuing education participation.

NAME: _____

LICENSE NO. _____

DATE	COURSE TITLE	PRESENTER	SPONSOR	CREDIT HOURS
			GRAND TOTAL CE HOURS	

I hereby certify, swear, and affirm the above and foregoing information to be a true and correct record of my continuing education activity for the two-year reporting period ending December 31, 2015.

_____ SIGNATURE

_____ DATE

CONTINUING EDUCATION REQUIREMENTS: Dentists: Forty (40) hours--Certification in Cardiopulmonary Resuscitation (CPR) may count four (4) hours each year; Dental Hygienists: Twenty (20) hours--Certification in Cardiopulmonary Resuscitation (CPR) may count four (4) hours each year.

NOTE: All Dentists must attach the following: (1) a list (preferably TYPED) of the full names of all dental assistants currently being utilized; (2) copies of current CPR certification cards for all dental assistants who have direct patient care responsibilities; and (3) copies of 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 to you, check one or more of the following statements:

No Dental Assistants are utilized by me. No Dental Assistants have direct patient care responsibilities. No Dental Assistants administer radiographs.

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ADDITIONAL INFORMATION FOR RANDOM CONTINUING EDUCATION COMPLIANCE AUDIT RECIPIENTS

As a random continuing education compliance audit recipient, you are being e-mailed PDF copies of your Continuing Education Compliance Form and memorandum. These same documents have been made available on the Board's web site (<http://www.dentalboard.ms.gov>) by pressing the Applications and Forms button and subsequently pressing the Miscellaneous Forms button. The Continuing Education Compliance Form included with your e-mailed audit documents and on the web site has been created using the forms feature in Adobe Acrobat Professional XI. Since the Board prefers that the Continuing Education Compliance Form be typed, audit recipients will be able to use their Adobe Acrobat software, either the reader or full version, to access and complete the enclosed form.

To complete the Continuing Education Compliance Form, recipients should tab to each field and complete the field as needed. Once all information has been supplied, click the "Print Form" button at the end of the Continuing Education Compliance Form to print the form for submission to the Board. If recipients have a reader version of Adobe Acrobat earlier than Adobe Reader 9, the completed form cannot be saved on the recipient's computer—it can only be printed. However, if recipients have a full version of Adobe Acrobat, Adobe Reader 9 or later, or other software capable of printing/creating PDFs, the recipient will be able to print/save the fully completed form. The Adobe Acrobat forms feature works best with the latest versions of Adobe Reader.

BOARD REGULATION NUMBER 41--CONTINUING EDUCATION

Purpose: To Establish Continuing Education Requirements of Dentists and Dental Hygienists.

1. Continuing Dental Education (CDE) requirements will be effective on July 1, 1993 immediately following adoption of this regulation by the Mississippi State Board of Dental Examiners, and the continuing education period shall be from January 1 through December 31 of each year effective January 1, 2014.
2. Every licensed dentist shall be required to have forty (40) hours documented, approved continuing education. Every year thereafter, each licensed dentist shall have forty (40) hours of continuing education for the previous two (2) consecutive years. Approved CDE shall consist of courses approved by the American Dental Association (ADA), Academy of General Dentistry (AGD), Mississippi Dental Association (MDA), Mississippi Dental Society (MDS), National Dental Association (NDA), or other courses or activities specifically approved by the Board for CDE credit. No more than four (4) hours per year on the subject of CPR (Cardiopulmonary Resuscitation) shall be allowed toward the two-year, forty-hour requirement, and dentists successfully completing an eight-hour, two-year CPR certification course are allowed to use four (4) hours each year, of the total eight (8) hours, toward fulfilling the two-year, forty-hour CDE requirement. Furthermore, licensees successfully completing a 16-hour Advanced Cardiac Life Support (ACLS) course may use eight (8) hours each year, of the total sixteen (16) hours, toward fulfilling the two-year, forty-hour CDE requirement, and licensees successfully completing an 8-hour ACLS course, a Board-approved general anesthesia review course, or an equivalent Board-approved course, may use four (4) hours each year, of the total eight (8) hours, toward fulfilling the two-year, forty-hour CDE requirement. Finally, dentists may attend courses offered and approved by any of the additional organizations listed in Section 3 of this Regulation and use such attendance as a means of fulfilling continuing education requirements.
3. Every licensed dental hygienist shall be required to have twenty (20) hours documented, approved continuing education. Every year thereafter, each licensed dental hygienist shall have twenty (20) hours of continuing education for the previous two (2) consecutive years. Approved CDE for dental hygienists shall consist of courses approved by the Mississippi Dental Hygienists' Association (MDHA), American Dental Hygienists' Association (ADHA), MDA, MDS, AGD, ADA, NDA, or other courses or activities specifically approved by the Board for CDE credit. No more than four (4) hours per year on the subject of CPR (Cardiopulmonary Resuscitation) shall be allowed toward the two-year, twenty-hour requirement, and dental hygienists successfully completing an eight-hour, two-year CPR certification course are allowed to use four (4) hours each year, of the total eight (8) hours, toward fulfilling the two-year, twenty-hour CDE requirement. Furthermore, licensees successfully completing a 16-hour Advanced Cardiac Life Support (ACLS) course may use eight (8) hours each year, of the total sixteen (16) hours, toward fulfilling

the two-year, twenty-hour CDE requirement, and licensees successfully completing an 8-hour ACLS course, a Board-approved general anesthesia review course, or an equivalent Board-approved course, may use four (4) hours each year, of the total eight (8) hours, toward fulfilling the two-year, twenty-hour CDE requirement.

4. To fulfill the forty (40) required continuing education hours during the two-year reporting period, licensed dentists shall obtain a minimum of twenty (20) hours of clinical continuing education. To fulfill the twenty (20) required continuing education hours during the two-year reporting period, licensed dental hygienists shall obtain a minimum of ten (10) hours of clinical continuing education. Clinical continuing education is defined as personal attendance at clinical courses pertaining to the actual delivery of dental services to patients.
5. In addition to the providers listed in Sections 2 and 3 above, ADA-accredited dental, dental hygiene, and dental assisting teaching institutions may offer programs, seminars, or courses for dentists and dental hygienists as a means of fulfilling continuing education requirements. Prior to offering dental and dental hygiene continuing education programs, seminars, or courses, these institutions must request approval or sponsorship from the providers listed in Sections 2 and 3 above, or from the Board on a course-by-course basis. Approval or sponsorship of these programs, seminars, or courses must be clearly noted on seminar, program, or course brochures and all certificates of completion.
6. Continuing education credit will be given for computer-based courses, video courses, audio courses, reading, and/or correspondence/home study courses on a limited basis. All such above-enumerated courses shall be sponsored/approved by any one or more of those organizations listed in Sections 2 and 3 above, or licensed dentists and dental hygienists may obtain prior Board approval of any such courses on a course-by-course basis. In fulfilling the required continuing education hours set forth in Sections 2 and 3 for licensed dentists and dental hygienists, a maximum of twenty-five percent (25%) of the required coursework may be computer-based, video, audio, reading and/or correspondence/home study courses per two-year continuing education reporting period. Furthermore, a post-study examination must be a part of any of the above-enumerated courses, and licensed dentists and dental hygienists shall ensure they successfully complete and retain a copy of such post-study examination and any other documentation stipulated by Section 9. Internet and computer-based courses providing live interaction among presenters and course participants, e.g., webinars, and which also require a post-presentation examination following completion of such webinar, are exempt from the aforementioned twenty-five percent (25%) restriction, inasmuch as such live interaction is considered equivalent to personal attendance at continuing education courses. Provided the course directly relates to the practices of dentistry or dental hygiene, attendance at approved Continuing Medical Education (CME) courses may be used to satisfy the minimum continuing education requirements of Sections 2 and 3 above. Continuing education credit will be given for attendance at the business

sessions of state and district meetings for those providers listed in Sections 2 and 3 above.

7. Instructors of Continuing Education Courses only shall receive one-time credit for a course, and shall receive the same credit for the course as participants.
8. Unless otherwise ordered by the Board, continuing education hours required by disciplinary order shall not be used to satisfy the continuing education requirements for license renewal.
9. A record of courses taken, the date, location, number of hours for such course, and certificates of attendance/successful course completion shall be kept by the dentist or hygienist for a minimum of three (3) years from the date of attendance and shall be made available for review at any time by any member of the Board or by any designated agent of the Board. Further, when a Board member or any designated agent thereof shall conduct any authorized investigation, any and all continuing education records will be reviewed and/or audited by such Board member or authorized agent during the course of the investigation. Finally, when any licensee is noticed to appear before the Board to show cause why that licensee's dental or dental hygiene license should not be suspended, revoked, or have other action taken against it, that licensee is required to present proof of compliance with this Regulation.
10. Each dentist or dental hygienist shall certify on the annual renewal form his or her compliance with the continuing education requirements stipulated herein.
11. False certification of the number of hours completed, or the failure to attend and complete the required amount of CDE shall subject the dentist or hygienist to disciplinary action, including revocation of license.
12. The following disciplinary actions will be taken against dentists and dental hygienists not meeting the requirements set forth in item number 11 above:

<u>First Offense:</u>	Five Hundred and No/100 Dollars (\$500.00) fine.
<u>Second Offense:</u>	One Thousand and No/100 Dollars (\$1,000.00) fine <u>plus</u> a thirty (30) day suspension of license.
<u>Third Offense:</u>	Five Thousand and No/100 Dollars (\$5,000.00) fine <u>plus</u> a six (6) month suspension of license.
13. Any dentist or dental hygienist requesting a change from inactive to active status is not required to meet the continuing education or cardiopulmonary resuscitation requirements for the reporting period during which that dentist or dental hygienist was inactive. However, any dentist or dental hygienist requesting active status must, within the previous twelve (12) months prior to requesting active status, be

current in cardiopulmonary resuscitation and have acquired twenty (20) and ten (10) hours of continuing education, respectively.

14. Any dentist or dental hygienist requesting reinstatement of a license which was voided for a failure to re-register or which was revoked must, within the previous twelve (12) months prior to requesting licensure reinstatement, be current in cardiopulmonary resuscitation and have acquired twenty (20) and ten (10) hours of continuing education, respectively.
15. The continuing education requirements outlined herein do not pertain to radiology courses/seminars or the mandatory radiologic safety courses and continuing education as required by Miss. Code Ann. §§ 41-58-1, 41-58-3, and 41-58-5, and all radiology course offerings require such prior approval as that delineated in Board Regulation 25.

Regulation Forty-One adopted by the Mississippi State Board of Dental Examiners December 4, 1992; amended February 5, 1993; amended August 27, 1993; amended July 29, 1994; amended April 21, 1995; amended September 22, 1995; amended December 8, 1995; amended February 9, 1996; amended August 23, 1996; amended November 8, 1996; amended March 7, 1997; amended September 18, 1998; amended August 6, 2004; amended November 19, 2004; amended May 18, 2012; amended February 1, 2013; amended October 16, 2015.

BOARD REGULATION NUMBER 45 --CARDIOPULMONARY RESUSCITATION

Purpose: To establish Cardiopulmonary Resuscitation requirements for dentists, dental hygienists, and all other dental auxiliary personnel.

1. Cardiopulmonary Resuscitation (CPR) requirements will be effective on July 1, 1994, and reporting will be incorporated with the annual registration to be submitted July 1, 1995. Refer to Board Regulation #41 concerning reporting requirements.
2. Effective July 1, 2012, all dental offices in the State of Mississippi shall be required to have a minimum of one (1) properly functioning Automated External Defibrillator (AED), or equivalent defibrillator, on the premises of each dental office. Each AED, or equivalent defibrillator, shall be maintained in a properly functioning capacity at all times. Proof of the availability of a properly functioning AED, or equivalent defibrillator, shall be made available for review at any time by any member of the Board or by any designated agent of the Board.
3. All dentists and dental hygienists licensed by the State of Mississippi and holding active licenses shall be currently certified in Cardiopulmonary Resuscitation. Further, all auxiliary personnel involved in direct patient care must be certified in Cardiopulmonary Resuscitation. All auxiliaries must be certified in CPR within one hundred eighty (180) days of employment.
4. Proof of certification shall be maintained by the dentist or dental hygienist for the time period specified in Board Regulation 41 and shall be made available for review at any time by any member of the Board or by any designated agent of the Board. When a Board member or any designated agent thereof shall conduct any authorized investigation, any and all proof of certification in Cardiopulmonary Resuscitation will be reviewed and/or audited by such Board member or authorized agent during the course of the investigation. Finally, when any licensee is noticed to appear before the Board to show cause why that licensee's dental or dental hygiene license should not be suspended, revoked, or have other action taken against it, that licensee is required to present proof of compliance with this Regulation.
5. False certification of CPR courses or failure to comply with this Regulation shall subject the dentist or dental hygienist to disciplinary action, including revocation of license. Fines will be assessed for failure to comply with this Regulation. Fines assessed herein will correspond to those fines enumerated in Board Regulation #41 for non-compliance with continuing education requirements.
6. Participation in approved Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), American Heart Association (AHA), or American Red Cross (ARC) courses may be used to fulfill the requirements of this Regulation. All other equivalent courses shall be approved by the Board on a case-by-case basis; however, in no instance shall any course be approved by the Board that does not contain a hands-on mannequin component.
7. Any dentist or dental hygienist requesting a change from inactive to active status is not required to meet the CPR requirements for the reporting period during which that dentist or dental hygienist was inactive. However, any dentist or dental hygienist

requesting active status must, within the previous twelve (12) months prior to requesting active status, be certified in Cardiopulmonary Resuscitation.

8. Any dentist or dental hygienist requesting reinstatement of a license which was voided for a failure to re-register or which was revoked must, within the previous twelve (12) months prior to requesting licensure reinstatement, be certified in Cardiopulmonary Resuscitation.

Regulation Forty-Five adopted by the Mississippi State Board of Dental Examiners February 4, 1994; amended July 29, 1994; amended May 29, 1995; amended December 8, 1995; amended February 7, 1997; amended March 7, 1997; amended May 8, 2009; amended August 6, 2010.