



ARIZONA STATE BOARD OF DENTAL EXAMINERS

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CONTINUING DENTAL EDUCATION RULES Arizona Administrative Code (AAC)

If your license expires	Start counting your Continuing Education
June 30, 2016	July 1, 2013
June 30, 2017	July 1, 2014
June 30, 2018	July 1, 2015

DENTISTS and DENTAL CONSULTANTS– Total Hours Required – 72

- AAC R4-11-1203(1) At least 42 credit hours in any of the following areas: Dental and medical health, preventive services, dental diagnosis and treatment planning, dental recordkeeping, dental clinical procedures, managing medical emergencies, pain management, dental public health, 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, deep sedation, parenteral sedation, or oral sedation who is required to obtain continuing education pursuant to Article 13 may apply those credit hours to the requirements of this Section;
- AAC R4-11-1203(2) No more than 18 credit hours in the following areas: Dental practice organization and management, patient management skills, and methods of health care delivery;
- AAC R4-11-1203(3) At least three credit hours in chemical dependency, which may include tobacco cessation;
- AAC R4-11-1203(4) At least three credit hours in infectious diseases or infectious disease control;
- AAC R4-11-1203(5) At least three credit hours in CPR healthcare provider, ACLS and PALS. Coursework may be completed online if the course requires a physical demonstration of skills; and
- AAC R4-11-1203(6) At least three credit hours in ethics or Arizona dental jurisprudence.

**** Continuing Education Self-Study Activities limited to no more than 24 hours. Please see AAC R4-11-1209(A)(4) & (B) below.

DENTAL HYGIENE – Total Hours Required – 54

- AAC R4-11-1204(1) At least 31 credit hours in any of the following areas: Dental and medical health, and dental hygiene services, periodontal disease, care of implants, maintenance of cosmetic restorations and sealants, radiology safety and techniques, managing medical emergencies, pain management, dental recordkeeping, dental public health, and new concepts in dental hygiene;

AAC R4-11-1204(2) No more than 14 credit hours in one or more of the following areas: Dental hygiene practice organization and management, patient management skills, and methods of health care delivery;

AAC R4-11-1204(3) At least three credit hours in one or more of the following areas: chemical dependency, tobacco cessation, ethics, risk management, or Arizona dental jurisprudence;

AAC R4-11-1204(4) At least three credit hours in infectious diseases or infectious disease control; and

AAC R4-11-1204(5) At least three credit hours in CPR healthcare provider, ACLS and PALS. Coursework may be completed online if the course requires a physical demonstration of skills.

**** Continuing Education Self-Study Activities limited to no more than 24 hours. Please see AAC R4-11-1209(A)(4) & (B) below.

RETIRED LICENSE HOLDERS – HOURS

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-Study Activities limited to no more than 9 hours. Please see AAC R4-11-1209(A)(4) & (B) below.

DENTURISTS – TOTAL HOURS REQUIRED – 36

AAC R4-11-1205(1) At least 21 credit hours in any of the following areas: Medical and dental health, laboratory procedures, clinical procedures dental recordkeeping, removable prosthetics, pain management, dental public health and new technology in dentistry;

AAC R4-11-1205(2) No more than six credit hours in one or more of the following areas: Denturist practice organization and management, patient management skills, and methods of health care delivery;

AAC R4-11-1205(3) At least one credit hour in chemical dependency, which may include tobacco cessation;

AAC R4-11-1205(4) At least two credit hours in infectious diseases or infectious disease control;

ACA R4-11-1205(5) At least three credit hours in CPR healthcare provider, ACLS and PALS. Coursework may be completed online if the course requires a physical demonstration of skills; and

AAC R4-11-1205(6) At least three credit hours in ethics or Arizona dental jurisprudence.

**** Continuing Education Self-Study Activities limited to no more than 12 hours. Please see AAC R4-11-1209(A)(4) & (B) below.

Self-Study Activities AAC R4-11-1209(A)(4) & (B)

When completing your Continuing Education Affidavit, you are required to indicate the number of continuing education hours completed by self-study activities.

Arizona Administrative Code

R4-11-1209. Types of Courses

- A4. 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 video, 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, in Board complaint investigations including clinical evaluations or anesthesia and sedation permit evaluations;
 - c. Participation in peer review of a national or state dental, dental hygiene, or denturist association or participation in quality of care or utilization review in a hospital, institution, or governmental agency;
 - d. 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, state, or local dental, dental hygiene, or denturist association;
 - e. 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
 - f. Providing dental, dental hygiene, or denturist services in a Board-recognized charitable dental clinic 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)(4):
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; and
 4. Retired Denturists, no more than three hours.

Extracted from AAC R4-11-101. Definitions

"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(18), recognized dental hygiene school as defined in A.R.S. § 32-1201(17), or recognized denturist school as defined in A.R.S. § 32-1201(19), or sponsored by a national or state dental, dental hygiene, or denturist association, American Dental Association, Continuing Education Recognition Program (ADA CERP) or Academy of General Dentistry, Program Approval for Continuing Education (AGD PACE) approved provider, dental, dental hygiene, or denturist study club, governmental agency, commercial dental supplier, non-profit organization, accredited hospital, or programs or courses approved by other state, district, or territorial dental licensing boards.

"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.

"Credit hour" means one clock hour of participation in a recognized continuing dental education program.

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, or 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 form of one of the following:
 - 1. A current cardiopulmonary resuscitation (CPR) healthcare provider certificate from the American Red Cross, the American Heart Association, or another certifying agency;
 - 2. Advanced cardiac life support (ACLS) course completion confirmation from the American Heart Association or another agency. The confirmation must indicate that the course was completed within two years immediately before submitting a renewal application; or
 - 3. Pediatric advanced life support (PALS) course completion confirmation from the American Heart Association or another agency. The confirmation must indicate that the course was completed within two years immediately before submitting a renewal application.
- 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 most recently completed renewal period.
- G. Each year, the Board shall audit continuing education affidavits on a random basis or when information is obtained which indicates a licensee or certificate holder may not be in compliance 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 of the audit by certified mail.
- 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 42 credit hours in any of the following areas: Dental and medical health, preventive services, dental diagnosis and treatment planning, dental recordkeeping, dental clinical procedures, managing medical emergencies, pain management, dental public health, 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, deep sedation, parenteral sedation, or oral 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 in the following areas: Dental practice organization and management, patient management skills, and methods of health care delivery;
- 3. At least three credit hours in chemical dependency, which may include tobacco cessation;
- 4. At least three credit hours in infectious diseases or infectious disease control;

5. At least three credit hours in CPR healthcare provider, ACLS and PALS. Coursework may be completed online if the course requires a physical demonstration of skills; and
6. At least three credit hours in ethics or Arizona dental jurisprudence.

R4-11-1204. Dental Hygienists

- A. A dental hygienist shall complete 54 credit hours of recognized continuing dental education in each renewal period as follows:
 1. At least 31 credit hours in any of the following areas: Dental and medical health, and dental hygiene services, periodontal disease, care of implants, maintenance of cosmetic restorations and sealants, radiology safety and techniques, managing medical emergencies, pain management, dental recordkeeping, dental public health, and new concepts in dental hygiene;
 2. No more than 14 credit hours 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 three credit hours in one or more of the following areas: chemical dependency, tobacco cessation, ethics, risk management, or Arizona dental jurisprudence;
 4. At least three credit hours in infectious diseases or infectious disease control; and
 5. At least three credit hours in CPR healthcare provider, ACLS and PALS. Coursework may be completed online if the course requires a physical demonstration of skills.
- B. A licensee who performs dental hygiene services under an affiliated practice relationship who is required to obtain continuing education under R4-11-609 may apply those credit hours to the requirements of this Section.

R4-11-1205. Denturists

Denturists shall complete 36 credit hours of recognized continuing dental education in each renewal period as follows:

1. At least 21 credit hours in any of the following areas: Medical and dental health, laboratory procedures, clinical procedures dental recordkeeping, removable prosthetics, pain management, dental public health and new technology in dentistry;
2. No more than six credit hours 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 in chemical dependency, which may include tobacco cessation;
4. At least two credit hours in infectious diseases or infectious disease control;
5. At least three credit hours in CPR healthcare provider, ACLS and PALS. Coursework may be completed online if the course requires a physical demonstration of skills; and
6. At least three credit hours in ethics or Arizona dental jurisprudence.

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 12 credit hours in one or more of the subjects enumerated in R4-11-1203(1);
 - b. No more than six credit hours in one or more of the subjects enumerated in R4-11-1203(2);
 - c. At least one credit hour in the subjects enumerated in R4-11-1203(3);
 - a. At least one credit hours in the subjects enumerated in R4-11-1203(4);
 - b. At least three credit hours in the subjects enumerated in R4-11-1203(5); and
 - c. At least one credit hour in the subjects enumerated in R4-11-1203(6).

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 9 credit hours in one or more of the subjects enumerated in R4-11-1204(1);
 - b. No more than three credit hours in one or more of the subjects enumerated in R4-11-1204(2);
 - c. At least one credit hour in the subjects enumerated in R4-11-1204(3);
 - d. At least two credit hours in the subjects enumerated in R4-11-1204(4); and
 - e. At least three credit hours in the subjects enumerated in R4-11-1204(5).

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;
 2. Seminars, symposiums, lectures or programs designed to provide an understanding of current developments, skills procedures, or treatment related to the practice of dentistry by means of audio-video technology in which the licensee is provided all seminar, symposium, lecture or program materials and the technology permits attendees to fully participate; or
 3. 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
 4. 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 video, 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, in Board complaint investigations including clinical evaluations or anesthesia and sedation permit evaluations;
 - c. Participation in peer review of a national or state dental, dental hygiene, or denturist association or participation in quality of care or utilization review in a hospital, institution, or governmental agency;
 - d. 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, state, or local dental, dental hygiene, or denturist association;
 - e. 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
 - f. Providing dental, dental hygiene, or denturist services in a Board-recognized charitable dental clinic 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)(4):
 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; and
 4. Retired Denturists, no more than three hours.