

SOUTH CAROLINA BOARD OF DENTISTRY POLICY / PROCEDURE

CE / CPR COMPLIANCE AUDIT

Pursuant to S.C. Code Ann. Section 40-1-100(A) Supp. 1996 and Board Reg. 39-5.F.

POLICY

Effective 1/1/94, in accordance Board Regulation 39-5.F, licensed dentists, licensed dental hygienists and registered dental technicians are required to have continuing education (C.E.) in order to be eligible for relicensure or reregistration. This regulation established mandatory C.E. requirements based on a 3-year cycle. Effective 6/26/98, Reg. 39-5.F. was amended to require C.E. hours every 2 years. As of 6/26/98, all dentists must complete a minimum of 14 C.E. hours per year or 28 C.E. hours over two years; dental hygienists must complete a minimum of 7 C.E. hours per year or 14 hours over two years; dental technicians must complete a minimum of 4 C.E. hours per year or 8 C.E. hours over two years. In addition, Reg. 39-5.F.(3) requires that all dentists and dental hygienists must complete an approved CPR course within 3 years of licensure or renewal and, thereafter, must be recertified in CPR once every 3 years.

At the time of filing an application for renewal of a license/certificate, the licensee/registrant must certify on the reregistration form that he/she has taken and can verify the required number of hours. A record of the courses taken, continuing education hours earned, date, sponsor, and subject matter shall be retained for a minimum of 3 years from the date of attendance. Upon request, the applicant shall provide documentation in the form of certificates of attendance or letters from course sponsors, to the Board as proof of attendance.

PROCEDURE

The Board may, at any time, randomly audit an individual or a percentage of its licensees to determine compliance with CE / CPR requirements. Upon notice of such audit, licensee will be given thirty (30) days in which to provide satisfactory proof of compliance.

A licensee who fails to provide satisfactory proof of compliance with CE/CPR requirements or fails to respond to an audit request within 30 days is deemed non-compliant. Non-compliant licensees will receive, by certified mail from the Board office, notice of non-compliance and the opportunity to appear before the Board (at its next regularly scheduled meeting) to show cause why his/her license should not be cancelled for failure to comply with Reg. 39-5.F. The Board may, in its discretion, grant licensee an extension in which to comply and/or take disciplinary action against licensee. A licensee/registrant who fails to comply with the Board's request to appear will be issued an Order to cease and desist from practice effective 2 weeks after receipt of the Board's Order for failure to comply with Reg. 39-5.F.

An audit of CE/CPR compliance conducted during the course of an investigation is considered part of the investigation and does not fall under this policy.

Revised / Approved by the Board: June 22, 2003

By: _____
H. Rion Alvey, Administrator