

SOUTH CAROLINA BOARD OF DENTISTRY

POLICY/PROCEDURE

CE / CPR REQUIREMENTS for LICENSE RENEWAL

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

POLICY

Board Regulation 39-5.F. requires completion of continuing education requirements as a requirement for license/certificate renewal. Whether an individual practices part time or full time, or lives in another state, he/she holds a license with a privilege to provide a regulated service to the public and, therefore, must complete all continuing education requirements. Maintaining this privilege requires continuing education as required in Board regulations. Failure to complete all hours of mandatory continuing education shall serve as grounds to deny the renewal of a license and may result in disciplinary action against the licensee.

Licensee/registrant shall certify on the reregistration form that he/she has taken and can verify the required number of hours specified in the regulation. Verification shall be in the form of a record of courses taken, CE hours earned, date, sponsor and subject matter of the courses. This material shall be maintained for a period of three years from the date of course attendance. Study clubs and local associations that provide CE courses for their members should develop formal certificates or documentation. This will ensure that participants are given proper credit for the CE earned and documentation to substantiate that they completed the course work. A handwritten list of courses does not suffice as "official documentation of attendance," nor does a copy of a registration badge, a meeting program, or a cancelled check. Fifty percent (50%) may be completed via approved online courses.

Licensees shall earn CE credits at the rate of one (1) CE credit hour for each one (1) contact hour of instruction. New licensees are exempt from the mandatory CE requirements for the first full two (2) year renewal period following initial licensure.

Organizations and agencies approved as sponsors of C.E. include: 1) American Dental Association (ADA); National Dental Association (NDA); Academy of General Dentistry; American Dental Hygienists' Association; American Dental Assistants' Association; National Association of Dental Laboratories, or their local societies and associations; 2) National, state, local, district dental specialty organizations recognized by the ADA and NDA; 3) Dental colleges or schools accredited by the ADA; 4) American Red Cross; American Heart Association;

Continuing Education includes: 1) Attendance at lectures, study clubs, college and postgraduate courses, or scientific sessions of conventions; 2) Research, graduate study, or teaching; 3) Hours obtained by correspondence or on-line / computerized courses are acceptable, however, limited to fifty percent (50%) of the total hours required. The course should include a test at its conclusion and provide a certificate of completion.

Continuing Education subjects approved by the Board include: 1) Medical emergencies; 2) Addiction to controlled substances, alcohol or nicotine; 3) Anesthesia and pain control; 4) Basic sciences; 5) CPR, diet and nutrition; 6) Conscious sedation; 7) General anesthesia; 8) Cardiopulmonary resuscitation; 9) Child abuse identification and reporting; 10) Dentistry for the handicapped; 11) Infection control; 12) Pharmacology; 13) Practice management and patient

relations; **14)** Preventive dentistry; **15)** Problems with the Temporomandibular Joint; **16)** Radiology and diagnosis; **17)** Risk management; **18)** Treating medically compromised; **19)** Endodontics; Fixed Prosthodontics; Removable Prosthodontics; Forensic Dentistry; Geriatric Dentistry; Hospital Dentistry; Occlusion; Operative Dentistry; Oral Surgery; Orthodontics; Pediatric Dentistry; Periodontics.

Continuing Education subjects not approved by the Board include: **1)** Business seminars; **2)** Marketing meetings; **3)** Courses dealing with personal life; **4)** Retirement

CPR

Current certification in CPR is a condition for license renewal for all dentists and dental hygienists. Board Regulation 39-5.F.(3) states, "All dentists and dental hygienists must have completed an approved CPR course within three (3) years of licensure or renewal. Thereafter, all dentists and dental hygienists must be recertified in CPR once every three years. Yearly recertification is not required, but can be used as continuing education hours any time."

All dentists and dental hygienists must have, at a minimum, Level II CPR; however, Level III CPR is recommended for all licensed healthcare providers by the American Red Cross and the American Heart Association. The Board feels it necessary that dentists and dental hygienists have adult/child CPR, one-person or two-person, depending on the needs of the particular office.

CPR courses approved by the Board include: **1)** "Community CPR" (Level II course - American Red Cross); **2)** "Heartsaver CPR" (Level II course - American Heart Association); **3)** "CPR for the Professional Rescuer" (Level III course - American Red Cross); **4)** "BLS Healthcare Provider" (Level III course - American Heart Association).

A dentist or dental hygienist with a physical handicap or limitation who is unable to administer CPR or to become CPR certified may request a waiver of CPR requirements by checking the appropriate box on the annual license renewal form. An "[Application for Waiver or Extension of CE and CPR Requirements](#)" will be mailed to the licensee to complete and submit to the Board office. A waiver may be granted provided 1) licensee provides documentation from a licensed physician of physical disability; and 2) licensee maintains presence of an individual certified in CPR At all times when patient care is rendered in the dental office.

REQUIREMENTS FOR WAIVER OR EXTENTION OF CE AND CPR

39-5.F.(7) authorizes the Board to "waive, modify or extend all or any part of the CE requirements, in individual cases involving extraordinary hardship or extenuating circumstances, disability or illness. Any applicant shall be eligible for waiver or extension who, upon written application to the Board and for good cause shown, demonstrates that they are unable to participate in a sufficient number of regular CE programs for licensure/registration.

Waiver: A licensee may request a waiver of CE and/or CPR if licensee is fully retired from active practice or temporarily or permanently disabled and unable to practice. The Board has determined that licensees who have retired from active practice, but who wish to maintain an active license, should be granted a waiver of the CE and CPR requirements provided an agreement is executed to

provide assurance that the licensee will not resume active practice without first fulfilling all CE and other requirements owed during the period of retirement.

Extension: A licensee may request an extension of the CE and/or CPR requirements provided licensee is able to demonstrate that he/she is unable to participate in a sufficient number of regular CE programs for licensure/registration.

PROCEDURES for REQUESTING WAIVER OR EXTENSION:

1. A licensee who wishes to request a waiver or extension of the continuing education or CPR requirements shall, by marking the appropriate box on the annual license renewal form, request an "Application for Waiver or Extension of CE and CPR Requirements" from the Board office.
2. Applicant must complete the application for waiver or extension and submit it to the Board office on or before March 1. Any application for waiver or extension received in the Board office after March 1 will not be considered.
3. The CE Review Committee, in its discretion, shall determine whether a licensee qualifies for a waiver or extension under the Regulation.
4. If a **waiver** is granted, the licensee will be so notified in writing and required to sign an "Agreement" affirming that he/she will not resume active practice without first fulfilling all CE and other requirements owed during the period of retirement. Further, the licensee will acknowledge that his/her license will be automatically temporarily suspended if the Agreement is violated.

The Agreement shall be in a form approved by the Office of General Counsel and may not be modified without approval of the Office of General Counsel. Upon executive of the signed Agreement, staff will forward the original to the President for review and signature. The fully executed original Agreement shall be filed by staff. A copy of the fully executed Agreement shall be sent to the licensee for his/her records, along with a cover letter explaining the terms and conditions of the Agreement. A licensee granted a waiver of CE and CPR requirements is not exempt from all other annual renewal requirements, including the payment of the annual renewal of license fee.

5. If an **extension** is granted, the licensee will be so notified in writing. The extension allows the licensee until such time as the next year's renewal notices are mailed out from the Board office, on or about October 15, in which to complete all requirements. Upon completion of CE and CPR requirements, prior to October 15, licensee is required to submit satisfactory proof of compliance in the form of a record of courses taken, CE hours earned, date, sponsor and subject matter of course.

PENALTIES FOR NON-COMPLIANCE

If a licensee fails to meet the continuing education requirements, he/she will not be eligible to apply for the renewal of his/her license for the next renewal year until such time as the Board is satisfied that the requirements for the previous reporting period have been met. In lieu of a

reregistration application, licensee will receive official notice from the Board office that the renewal of his/her license is pending completion of the required number of continuing education hours. Licensee may continue to practice while earning the continuing education hours in accordance with the requirements below.

1. If documentation of completion of continuing education requirements is provided before December 31st, licensee will be allowed to renew by completing a current reregistration application form, and paying the current reregistration fee before December 31st.
2. If documentation of completion of continuing education requirements is provided during the month of January, licensee will be allowed to renew by completing a current reregistration application form, and paying a doubled reregistration fee.
3. If documentation of completion of continuing education requirements is provided during the month of February, licensee will be allowed to renew by completing a current reregistration application form, and paying a doubled reregistration fee plus \$5.00 per day until paid.
4. If a licensee fails to provide documentation of completion of continuing education requirements by March 1st, his/her license/certificate will EXPIRE as of March 1st and practice must cease.
5. An individual whose license/certificate expires on March 1st and who wishes to have his/her license/certificate REINSTATED, must contact the Board office, request an application for reinstatement, and follow all procedures for the reinstatement of license/certificate, including payment of fees, appearance before the Board, completion of the jurisprudence examination, continuing education, and any other conditions set forth by the Board.

Revised / Approved by the Board: April 10, 2009

By:

Veronica Reynolds, Administrator