



Professional Development Requirements

1. Requirements:

*Dentists, Full Faculty Dentists, Specialty Dentists, Guest Dentists and Dental Therapist

Required: 50 credit hours for each biennial cycle

Minimum of 30 fundamental

Maximum of 20 elective

*Dental Hygienists and Guest Hygienists

Required: 25 credit hours for each biennial cycle

Minimum of 15 fundamental

Maximum of 10 elective

*Licensed Dental Assistants and Guest Licensed Dental Assistants

Required: 25 credit hours for each biennial cycle

Minimum of 15 fundamental

Maximum of 10 elective

*Limited General License Dentists

Required: 75 credit hours **in a 3 year period**

Minimum of 45 fundamental

Maximum of 30 elective

You may acquire ALL of your credits in the fundamental category

2. Credits:

Credits are granted on an hour per hour basis. One (1) clock hour = one (1) credit hour.

General attendance at a State or National convention will be granted three (3) elective credits. Additional hour for hour credit may be granted for attending lectures, courses or table clinics held in conjunction with a convention.

3. Allowable courses: (activities that include, but are not limited to)

Examples of Fundamental courses:

- A. Lectures/ Symposiums/ Seminars
- B. Internet/home study/periodicals (w/post-test)
- C. Study Clubs
- D. Advanced Education/College courses
(1 college credit = 1 CE credit)

Examples of Elective types of activities:

- E. Volunteerism/Community Service
- F. Attendance at a state or national convention
- G. Presenting a CE course
- I. Self-Study ex: professional reading,
published articles

4. Courses not allowable:

Examples of subjects that are NOT eligible for credit are estate planning, financial planning, marketing, investments, personal health and growth.

5. Core subjects:

A minimum of two (2) courses must be completed in two **different** core subject areas per biennial

- Infection control
- Ethics
- Patient communications
- Record keeping
- Management of medical emergencies
- Diagnosis and treatment

6. CPR:

Continuous CPR certification in the [American Heart Association's](#) healthcare provider (BLS) or the [American Red Cross's](#) professional rescuer (BLS) course is mandatory for each licensee to maintain licensure and for professional development.

7. Self Assessment:

The self-assessment is a collection of questions based on the core subject areas, with the answers and references provided. Completion of one self-assessment is required for each biennial cycle and will be granted one (1) fundamental credit. The [self assessment](#) is available on the Board's web site.

8. Acceptable Documentation:

It is the responsibility of the licensee to obtain and retain complete and accurate documentation for their portfolio. Every form should include: name and contact information of organization/sponsor, presenters name and credentials or training that qualifies presenter to teach course, course title, date, hours and subject matter. A copy of the front and back of your CPR card/s would be sufficient documentation.

Documentation must be retained for 24 months after each biennial renewal period for the purpose of an audit.

9. Audits:

The Board will randomly select licensees for an audit. If you are chosen for an audit, you will be notified by letter and have 60 days to submit your completed portfolio to the Board.

10. Definitions:

Fundamental: Activities directly related to the provision of clinical dental services.

Elective: Activities directly related to, or supportive of the practice of dentistry, dental hygiene or dental assisting.

Clinical subject: Subjects directly related to the provision of dental care and treatment to patients.

Core subject: Areas of knowledge that relate to public safety and professionalism.

Portfolio: An accumulation of written documentation of professional development activities

Self-assessment: An ungraded examination provided by the Board intended to help determine strengths and weaknesses in specific areas of dental practice.

Professional Development: Activities that include, but are not limited to, continuing education, community services, publications and career accomplishments throughout a professionals' life.