



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Board of Registration in Dentistry
250 Washington Street, Boston, MA 02108-4619

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

Probation Department

KATHLEEN E. WALSH
Secretary

ROBERT GOLDSTEIN, MD, PhD
Commissioner

Tel: 617-624-6000
www.mass.gov/dph

**FAQs FOR COMPLYING WITH YOUR CONSENT
AGREEMENT OR FINAL DECISION AND ORDER FOR
BOARD OF REGISTRATION IN DENTISTRY CASES**

Keys: PDC = Probation Department Coordinator; Agreement = Consent Agreement OR Final Decision and Order; CEUs = Continuing Education Units or Hours

Contact: Karen L. Fishman, PDC. Direct line: 617-973-0951 or 617-519-4797 (preferred); confidential fax: 617-973-0983; email: Karen.L.Fishman@mass.gov

Preferred Contact: Email and Fax; however, for detailed questions, please feel free to call.

1. Q: How much time do I have to complete my continuing education requirements?

A: Page 1 of your Agreement will tell you that you are subject to the terms and conditions for a certain period of time from the Effective Date. Most Agreements have a term of six (6) months or One (1) Year from the Effective Date. READ Page 1 carefully to confirm how much time you have to complete the Continuing Education requirements stated in your Agreement.

2. Q: How much time do I have to complete the Massachusetts Dental Ethics and Jurisprudence Examination (Exam)?

A: Your Agreement delineates either a **30-day timeline** to complete the Board's *Ethics and Jurisprudence Examination* **OR you may have until the compliance deadline to complete the Exam.** Detailed Instructions for how to take the exam are in the packet you received from the Board. If you did not receive the Instruction Sheet, please contact the PDC immediately. The contact information for the PDC is noted above and can be found on the cover letter that you received with your Agreement.

3. Q: What is the Jurisdiction Notification requirement?

A: This term of the Agreement only applies if your license is subject to **Probation** rather than non-disciplinary Stayed Probation. In the same paragraph that discusses the exam, you will find that your Agreement requires that within **30 DAYS from the Effective Date**, you must send a copy of your Agreement to all jurisdictions in which you hold a license to practice in your area of Dentistry. You must also send proof that you have accomplished this requirement to the PDC. This can be done by sending a letter stating you have met this requirement OR you can copy the PDC on the letter you send to the other state(s) where you are licensed. If you do not hold a license in a state other than Massachusetts, you must submit a written attestation, that is signed and dated to the PDC saying so.

4. Q: How do I get pre-approval for the course(s) [CEUs] that I am required to take?

A: First, look for courses in the subject area of the course requirements; your course requirements are not necessarily the titles of the courses. Look in the places that you would normally look to take your renewal CEUs. Go to dental websites*, check with the Massachusetts Dental Society and check with the continuing education department of the school or University you attended or other schools you know of that also license dental professionals matching your type of license.

Then, once you've located a course or courses that you think are appropriate, submit the official course description to the PDC by fax, or email. You may also send by First Class Mail to the attention of the PDC. If you choose to fax, please contact the PDC to confirm you have sent a fax. That way, the PDC will look for your fax to ensure receipt. If you do not have a fax machine available, you can email the course description in PDF form to the PDC. You may also email the PDC directly or contact by phone to obtain further details.

The PDC will contact you within a few days of receiving your request to inform you if your course is pre-approved.

5. Q: What do I do after I've completed my course(s)?

A: Send the proof of completion, often in the form of a certificate, to the PDC by mail or fax.

6. Q: Do I have to take my remedial course(s) LIVE/In Person or can I take the course(s) online?

A: READ YOUR AGREEMENT. The Agreement will tell you if you can take any course LIVE or if you can take it online. This information is usually stated in Paragraph 4 or 5 of the Agreement.

7. Q: Can I take a Webinar?

A: You can take a webinar as a LIVE course if the webinar is interactive and is taking place LIVE online. If your Agreement allows for online learning, you can take a pre-recorded webinar.

8. Q: What if I can't find one course for the number of credits required?

A: You can take more than one course in the same subject area to obtain your required remedial CEUs.

9. Q: What is a Risk Management course??

A: A course in the area of Risk Management is a type of course you would take to avoid legal liability in a dental office. Many malpractice insurers offer this type of course. The Massachusetts Dental Society also offers this course on a regular basis. Area dental schools often teach these courses for dentists. The course does not have to be entitled as "Risk Management" but there are courses that do have this title.

Some KEYWORDS to use when looking for this type of course are: legal liability, patient safety, HIPPA laws, avoiding malpractice, and of course, risk management. If you are doing a general google search, then add "in the dental office" after typing in the keywords.

10. Q: What happens after I have completed ALL of my requirements??

A: If your license is subject to STAYED PROBATION, then you may be able to make a written request for early termination of the license status. READ your Agreement to see if this applies to your matter. If it does, then the PDC will meet with the Executive Director or Designee after your letter is received and if both parties agree that you have successfully completed the terms and conditions of the Agreement, then a formal notice will be sent to your address of record and the case will be processed for closing.

If your license is subject to PROBATION and the minimum Probationary Period has been met, unless the Agreement states that you must appear before the Board prior to closing your case (which is rare) then the PDC will meet with the Executive Director or Designee and if both parties agree that you have successfully completed the terms and conditions of the Agreement, then a formal notice will be sent to your address of record and the case will be processed for closing.

*** COMMONLY USED DENTAL WEBSITES:**

Disclosure: Please be advised that the Board does not endorse any course providers. This information is being offered ONLY as guidance for Licensees to find courses that may be relevant to your Probation/Stayed Probation requirements.

- 1- CE ZOOM – This website offers many courses, both LIVE and ONLINE classes, and the company also has many other benefits for licensees, such as tracking your CEUs. Offers courses for all types of dental licensees. Find it here: [Continuing Education Courses for Dental Professionals - CE Zoom](#)
- 2- Massachusetts Dental Society – A variety of courses are offered throughout the Commonwealth through its District Dental Society's. Find it here: www.massdental.org
- 3- Boston University, Henry M. Goldman School of Dental Medicine – Offers courses primarily for Dentists. Find it here: [Course Catalog | Dental School \(bu.edu\)](#)
- 4- American College of Dentists – Founded in 1920, this well-known organization is respected by Dentists and offers an abundance of ethics courses for all dental professionals. The Board has approved **Dental Assistants (DAs)** to take online courses for Ethics from this website. Please choose a general course type that's appropriate for a DA. Find it here: <https://www.dentalethics.org/code/courses/>
- 5- Tufts University, School of Dental Medicine - Offers courses primarily for Dentists. Find it here: <https://dental.tufts.edu/continuing-education>
- 6- Academy of Dental Learning & OSHA Training – Offers courses for all dental professionals, primarily online. Find it here: <https://www.dentallearning.org/courses.cfm>

Please note: There are dozens of other dental websites; these are just a few of them.

NEW ENGLAND AREA DENTAL CONFERENCES

Yankee Dental Conference – Sponsored by the Massachusetts Dental Society. This Annual 3-day conference is a great place for all types of licensees to find courses and comes to Boston every year at the end of **January**. There are hundreds of course offerings. Find it here: <https://www.yankeedental.com/>

CSDA Annual Charter Oak Dental Meeting– Connecticut State Dental Association – This Annual 3-day conference is another excellent option for all types of licensee to find course

offerings, if you're able to travel to obtain your CEUs. The meeting has recently taken place at the Sky Convention Center at the Mohegan Sun in Uncasville, CT. *If you choose to go, please do not take courses that are specific to CT laws and regulations.* Find it here: [CSDA Annual Meeting – \(csdadentalmeeting.com\)](https://csdadentalmeeting.com)