

234 CMR: BOARD OF REGISTRATION IN DENTISTRY

234 CMR 8.00: CONTINUING EDUCATION

Section

8.01: Purpose

8.02: General Requirements

8.03: Required Biennial Continuing Education

8.04: Criteria for Acceptance: Responsibilities of Licensees and Sponsors of Continuing Education Programs

8.05: Categories of Continuing Education Programs and Continuing Education Units (CEU) Allowed in Each Category

8.06: Certification of Compliance with CEU Requirements

8.07: Waiver of Continuing Education Requirements

8.01: Purpose

The purpose of 234 CMR 8.00 is to describe the continuing education requirement for license renewal. Each licensed dentist, dental hygienist, and dental assistant seeking renewal of their license to practice in the Commonwealth shall complete continuing education as a condition precedent to such renewal.

8.02: General Requirements

(1) A dentist licensed to practice dentistry in the Commonwealth pursuant to M.G.L. c. 112, § 45 must complete a minimum of 40 CEUs per renewal cycle. This requirement must be fulfilled during the 24 months immediately preceding the March 31<sup>st</sup> renewal date in even numbered years.

(2) A limited license dental intern or limited license faculty licensed to practice dentistry in the Commonwealth pursuant to M.G.L. c. 112, § 45A must complete a minimum of 20 CEUs during the 12 months preceding the submission of an application for annual renewal of his or her limited license.

(3) A dental hygienist licensed pursuant to M.G.L. c. 112, § 51 seeking renewal of his or her license to practice in the Commonwealth must complete a minimum of 20 CEUs per renewal cycle. This requirement must be fulfilled during the 24 months immediately preceding the March 31<sup>st</sup> renewal date in odd numbered years.

(4) A dental assistant licensed pursuant to M.G.L. c. 112, § 51½, seeking renewal of his or her license to practice in the Commonwealth, must complete a minimum of 12 CEUs per renewal cycle. This requirement must be fulfilled during the 24 months immediately preceding the October 31<sup>st</sup> renewal date in odd numbered years. A dental assistant seeking to renew his or her license to practice dental assisting shall complete 12 CEUs for the first renewal cycle no later than October 31, 2015.

(5) A dental student licensed as a dental hygienist pursuant to M.G.L. c. 112, § 51 is exempt from CEU requirements while he or she is enrolled in a CODA accredited dental school.

(6) New Graduates. A new graduate of a CODA-accredited dental school, dental hygiene program, or dental assisting program is exempt from the requirements of 234 CMR 8.00 for the licensing period in which he or she graduates.

234 CMR: BOARD OF REGISTRATION IN DENTISTRY

- (7) No licensee shall be eligible for renewal of a license without completion of the requisite number of CEUs for renewal.
- (8) A licensee seeking renewal of his or her license shall submit to the Board with a renewal application a statement, signed under pains and penalties of perjury, that the applicant has satisfactorily completed the requisite number of CEUs required for such renewal.
- (9) CEUs may not be carried over from one renewal cycle to the next.

8.02: continued

(10) CEUs required by a consent agreement between the licensee and the Board or by final decision and order of the Board shall, not be used to satisfy the continuing education requirement for license renewal.

(11) A licensee seeking reinstatement of his or her license which has expired, or has been suspended or revoked by the Board shall, upon request of the Board, submit documentation of completion of CEUs equal to the requirements for the number of renewal cycles in which his or her license has been expired, suspended or revoked in Massachusetts.

8.03: Required Biennial Continuing Education

A licensee seeking to renew his or her license must complete continuing education as a condition precedent to the biennial renewal of his or her license in the following areas:

- (a) Infection Control in the dental health-care setting;
- (b) Certification in CPR/AED, or BLS, or, if the licensee has an anesthesia permit issued pursuant to 234 CMR 6.00: *Administration of Anesthesia and Sedation*, then the licensee must maintain certification in ACLS or PALS in accordance with requirements for the level of anesthesia permit issued to the licensee.

8.04: Criteria for Acceptance: Responsibilities of Licensees and Sponsors of Continuing Education Programs

(1) Continuing education activities must have significant intellectual or practical content which deals primarily with matters directly related to the practice of dentistry or dental auxiliary functions, or with the professional responsibilities or ethical obligations of the profession. Non-clinical subjects relevant to clinical dentistry and dental hygiene skills necessary to provide dental or dental hygiene services and supportive of clinical services (*e.g.* patient and practice management, legal and ethical responsibilities, third party billing, stress management) may meet the criteria for acceptance for CEU credit. Courses not acceptable for the purpose of fulfilling the CEU requirement include, but are not limited to, personal financial planning and retirement planning.

(2) Standards. In order to qualify under 234 CMR 8.00 a continuing education program must require attendance, be at least one class hour (50 minutes) in length, be conducted by an instructor qualified by education and/or experience, and retain a written course description.

(3) Certificate of Attendance and Course Description. The licensee may only receive continuing education credit for those courses in which the sponsor or its agent (*e.g.* a nationally recognized professional registry) certifies the attendance and maintains attendance records for at least five years.

- (a) Certification of attendance must include:
  - 1. The name and address of the sponsor;
  - 2. The name, address and license number of the licensee;
  - 3. A brief statement of the subject matter;
  - 4. Number of lecture and clinical or laboratory participation contact hours;
  - 5. An indication of whether the course fulfills CEU requirements for dentists, dental hygienists or both;
  - 6. The date and location of the program; and
  - 7. Verification by the sponsor that licensee completed the program.
- (b) The sponsor, or its agent, shall keep the following records for a period of five years.

234 CMR: BOARD OF REGISTRATION IN DENTISTRY

All records shall be furnished to the Board upon request:

1. Course description;
2. Faculty;
3. Date of the course;
4. Location of the course;
5. Number of contact hours; and
6. Roster of attendees.

(4) Evaluation. Provisions must be made for evaluation of the participant's attainment of the course objectives. Participants must also be given the opportunity to evaluate faculty, learning experiences, instructional methods, facilities and educational resources utilized for the program.

8.05: Categories of Continuing Education Programs and Continuing Education Units (CEU) Allowed in Each Category

- (1) Educational and Scientific Courses, Examinations, and Specialty Boards. A licensee may obtain 100% of the required continuing education credits in this category:
  - (a) Educational and scientific courses sponsored or approved by any or all of the following:
    1. Accredited educational or service institutions;
    2. Professional associations and societies;
    3. Accredited post doctoral programs;
    4. Local, state and federal governmental health agencies and health institutions; and
    5. Accredited community and teaching hospitals.
  - (b) Successful completion of Part II of the National Board Examination for dentists or successful completion of the National Board Dental Hygiene Examination for dental hygienists.
  - (c) Successful completion of the North East Regional Board Diagnosis, Oral Medicine, Radiology and Comprehensive Treatment Planning examination for dentists or successful completion of the North East Regional Board Dental Hygiene Comprehensive examination for dental hygienists.
  - (d) Successful completion of continuing education requirements for maintaining certification of nationally-recognized board specialties.
  
- (2) Self-instruction. A dentist may earn a maximum of 20 CEUs, a dental hygienist may earn a maximum of ten CEUs, and a dental assistant may earn a maximum of six CEU's per renewal cycle by the completion of an individual study course (home study, on-line, correspondence, audio or video). Such courses must include a test, which the licensee must pass to obtain credit.
  
- (3) Teaching and Research.
  - (a) Continuing Education Instructor. A dentist may earn a maximum of 20 CEUs, a dental hygienist may earn a maximum of ten CEUs and a dental assistant may earn a maximum of six CEUs per renewal cycle as an instructor of continuing education courses that satisfy criteria in 234 CMR 8.04 given by approved sponsors. Two CEUs may be earned for every hour taught and only for the first presentation of the program. CEUs shall not be accepted for repeat presentations.
  - (b) Academic Participation. A dentist, dental hygienist or dental assistant who conducts research and/or who is an appointed member of the faculty at a CODA-accredited dental school, dental hygiene program, or dental assisting program may receive three CEUs for his or her participation in these dental related activities.
    1. Faculty Appointments. A dentist may receive a maximum of ten CEUs, a dental hygienist may receive a maximum of five CEUs, and a dental assistant may receive a maximum of three CEUs per renewal cycle through a faculty appointment for teaching at a dental school, a dental hygiene program, or dental assisting program accredited by the Commission on Dental Accreditation.
    2. Research Appointments. A dentist may receive a maximum of ten CEUs, a dental hygienist may receive a maximum of five CEUs, and a dental assistant may receive a maximum of three CEUs through a research appointment at a CODA-accredited dental school, dental hygiene program, or dental assistant program or other research institution. Documentation of the research project conducted by the licensee shall be provided, upon request, to the Board and may include:
      - a. Results of research conducted;
      - b. Publications authored by the licensee and published in a professional scientific journal;
      - c. Presentation of research studies at professional conferences; and

234 CMR: BOARD OF REGISTRATION IN DENTISTRY

d. A written statement by the licensee's supervisor of the research project, estimated number of hours and a description of the licensee's role in research.

(4) Papers, Publications and Scientific Presentations. A dentist may receive a maximum of 20 CEUs, a dental hygienist may receive a maximum of ten CEUs in this category.

(a) A maximum of ten CEUs for a dentist and five CEUs for a dental hygienist will be given for each original scientific paper authored by the licensee and published in a scientific professional journal.

(b) For each original presentation of a paper, essay or formal lecture to a recognized group of fellow professionals, the presenter shall receive three hours of CEUs for every hour of presentation.

## 234 CMR: BOARD OF REGISTRATION IN DENTISTRY

### 8.05: continued

(5) Table Clinics and Scientific Exhibits. A maximum of eight CEUs may be obtained in this category. The original presentation of a table clinic or scientific exhibit at a professional meeting will provide a maximum of two hours of CEU per clinic or exhibit.

(6) General Attendance at Conferences. A dentist may receive a maximum of five CEUs per renewal cycle, a dental hygienist may receive a maximum of four CEUs per renewal cycle for general attendance at a multi-day professional conference.

(7) Pro Bono Service. A dentist may earn a maximum of five CEUs, a dental hygienist may earn a maximum of 2½ CEUs per renewal cycle for *pro bono* services provided in public health settings as defined in 234 CMR 2.00: *Purpose, Authority, Definitions*.

(a) A CEU credit may be earned for each hour of service, and may include, but not be limited to, direct patient care and oral health education programs.

(b) A licensee seeking to earn CEU credit for *pro bono* service must submit, upon request of the Board, documentation from the dental facility director or person responsible for the program or institution attesting to the licensee's participation, including the date(s), location(s), and number of hours of service.

(8) Non-clinical Practice-related Courses. A dentist may earn a maximum of four CEUs and a dental hygienist may earn a maximum of two CEUs per renewal cycle of completion for non-clinical practice-related courses.

### 8.06: Certification of Compliance with CEU Requirements

(1) Each licensee shall maintain documentation of completion of the requisite CEUs for four years or two renewal cycles following renewal of the license, which shall be furnished to the Board upon request. Such documentation must comply with the requirements of 234 CMR 8.00.

(2) The Board may conduct random audits to verify compliance with CEU requirements.

(3) When there is evidence of a lack of compliance with CEU requirements, an applicant shall be notified in writing and the Board may initiate disciplinary proceedings.

### 8.07: Waiver of Continuing Education Requirements

(1) The Board may upon written request and a demonstration of good cause waive the CEU requirements. Good cause may include, but may not be limited to:

(a) Full-time service in the armed forces of the United States or the U.S. Public Health Service;

(b) Service in the armed forces of the United States during a substantial part of such period;

(c) An incapacitating illness documented by a licensed physician;

(d) Undue hardship (*e.g.*, prolonged hospitalization, physical and/or psychological);

(e) Disability and inability to practice dentistry or dental hygiene on a temporary basis;

(f) Matriculation in a program of advanced and/or specialty study in dentistry or dental hygiene.

(2) The Board may request an interview with the licensee whenever a request for a waiver is filed with the Board.

234 CMR: BOARD OF REGISTRATION IN DENTISTRY

REGULATORY AUTHORITY

234 CMR 8.00: M.G.L. c. 112, §§ 51A, 51½ and 61.