

STATE OF MAINE
BOARD OF DENTAL PRACTICE
CONTINUING EDUCATION PRE-APPROVAL
INFORMATION PACKET

For Providers of Continuing Education Only



Maine Board of Dental Practice
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Office located at: 161 Capitol Street, Augusta, Maine

11/2018

CE PROVIDER INFORMATION GUIDE

FURNISHED TO CE PROVIDER

- CE Information Packet
- CE Pre-approval Request Form (to be submitted to the Board for review)
- Board Rules, Chapter 13 "Continuing Education"
- CE Provider Checklist

CE PROVIDER CHECKLIST

A request from a CE provider seeking pre-approval from the Board shall include:

- ☐ Completed CE Pre-approval Request Form (pgs. 1-2)
- ☐ Copy of Curriculum Vitae or resume of presenter
- ☐ Copy of the course outline, course agenda, or course promotional materials

IMPORTANT INFORMATION

- Requests must be submitted to the Board by either US mail or hand delivery. **Faxed submissions will not be accepted.** Requests are reviewed and processed in the order received. Requests for pre-approval generally take two weeks, barring any action required by the full Board, or during high volume of licensure renewals.
- Note: If the title of CE activity does not clearly identify how it directly relates to dental practice, or does not clearly identify that it is an eligible activity type pursuant to Board Rules, Chapter 13, then you should submit documentation to ensure a complete review without additional delays.
- If submitting more than one request, please submit a separate form for each request.

FREQUENTLY ASKED QUESTIONS

- **Where do I send my completed form?** Our mailing address is 143 State House Station, Augusta, Maine 04333- 0143.
- **Where is the office located?** 161 Capitol Street, Augusta, Maine.
- **What hours are you open?** 8:00 a.m. to 5:00 p.m. weekdays.
- **How will I be notified of the status of my request?** You will be notified in writing via US mail.
- **Can I fax my request form?** No.



STATE OF MAINE
BOARD OF DENTAL PRACTICE

CONTINUING EDUCATION PRE-APPROVAL REQUEST FORM

(rev. 11/2018)

Continuing Education Provider Information

Name of CE Provider:

Name of Contact Person if different than CE Provider:

Mailing Address:

Phone:

Fax:

Email:

Provider Accreditation Information

List organizations that accredit, approve or recognize the CE Provider (if applicable):

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Continuing Education Activity Information

List the title of the continuing education activity:

Select the Activity Type:

- ☐ Presentation, lecture, or seminar
☐ Study Club
☐ In-Service Training
☐ Distance Learning activity with examination
☐ Distance Learning activity without examination
☐ Other (please explain): _____

Identify Date(s) and Location(s) of the activity:

Date(s):

Location(s):

Identify the Number of CE hours Requested:

Hour(s):

Learning Objectives – Course Outline
List the skills and knowledge participants are expected to gain: _____ _____ _____ _____
Include copy of course outline, course agenda, or course promotional materials.

Signature and Date Required
Signature: _____
Date: _____

DO NOT COMPLETE – BOARD STAFF USE ONLY
Date Received:
Date of Board Approval:

Chapter 13: CONTINUING EDUCATION

Summary: This chapter sets forth the nature and amount of continuing education credit hours required for renewal of licenses issued by the Board. This chapter also establishes how to substantiate satisfaction of continuing education requirements for licenses issued by the Board.

I. Generally. As used in this chapter “directly related to dental practice” means that the continuing education must relate to professional competency and aspects of the profession for which the individual is licensed.

A. Dentists, Faculty Dentists, and Limited Dentists: Forty (40) Credit Hours Required for License Renewal

(1) No license will be renewed unless the licensee has completed 40 credit hours of continuing education directly related to dental practice during the preceding biennial license term as set forth in this subsection and has a current CPR certification. The biennial license term begins January 1 of even numbered years and ends December 31st of odd numbered years.

(2) **Required Areas of Study**

- a. As a condition of prescribing opioid medication, at least 3 of the 40 credit hours of continuing education must be earned on the prescription of opioid medication.
- b. As a condition of holding a sedation permit issued by the Board, at least 6 of the 40 credit hours of continuing education must be earned in sedation and/or anesthesia, physical diagnosis, complications, and techniques.

B. Dental Hygienists and Faculty Dental Hygienists: Thirty (30) Credit Hours Required for License Renewal

No license will be renewed unless the licensee has completed 30 credit hours of continuing education directly related to dental practice during the preceding biennial license term as set forth in this subsection and has a current CPR certification. The biennial license term begins January 1 of odd numbered years and ends December 31st of even numbered years.

C. Denturists and Faculty Denturists: Thirty (30) Credit Hours Required for License Renewal

No license will be renewed unless the licensee has completed 30 credit hours of continuing education directly related to dental practice during the preceding biennial

license term as set forth in this subsection and has a current CPR certification. The biennial license term begins January 1 of odd numbered years and ends December 31st of even numbered years.

D. Expanded Function Dental Assistants: Fifty (50) Credit Hours Required for License Renewal

No license will be renewed unless the licensee has completed 50 credit hours of continuing education directly related to dental practice during the preceding five-year license term as set forth in this subsection and has a current CPR certification. The license term begins the day the license is issued and ends in five years on the last day in the month in which the license was issued.

E. Dental Radiographers: Re-certification of CPR

No license will be renewed unless the licensee has a current CPR certification.

II. Eligible Continuing Education Activities

Continuing education credit hours that directly relate to dental practice may be earned only by participation in the following activities:

A. There is no credit hour limit on any of the following activities:

- (1) Presentations, lectures, seminars, and workshops.
- (2) Study clubs pre-approved pursuant to Section VI.
- (3) Post-graduate academic courses related to dental practice or medical degree programs offered by a regionally accredited program recognized by the United States Department of Education.
- (4) Academic courses related to the administration of local anesthesia, nitrous oxide analgesia, and expanded function dental assisting.
- (5) Completion of a dental residency program.
- (6) Distance learning activities such as online courses or webinars with verification and passage of an exit examination.

B. No more than ten (10) credit hours can be claimed in any one activity or any combination of activities listed below:

- (1) **Teaching, guest lecturer, guest clinical supervisor.** A licensee may only once claim continuing education credit for preparation and presentation of a course, workshop or seminar on a distinct subject matter. A licensee may only once claim continuing education credit for preparation and presentation as either a guest lecturer or a guest clinical supervisor at a dental practice educational institution or program approved by the Board.

- (2) **Grand rounds.** A licensee may claim continuing education credit for a formal meeting in hospital settings in which discussion of a clinical case of one or more patients occur.
- (3) **Writing.** A licensee may claim continuing education credit for writing articles and books for publication, as well as for reviewing and editing articles and books.
- (4) **Pre-recorded audio/video; independent study.** A licensee may claim continuing education credit only once for a particular audiotape/disk, videotape/disk or course of independent study.
- (5) **Distance learning without exit examination.** A licensee may claim continuing education credit for distance learning activities such as online courses and webinars in which an exit examination was not taken.
- (6) **Student table clinic.** A licensee may claim continuing education credit for attending a student table clinic, which is a structured presentation sponsored by an educational institution that uses oral communication and visual media to inform, clarify, and/or review material on a specific topic.
- (7) **Reading activity.** A licensee may claim continuing education credit for reading an article, a professional journal, a written publication, or a professional publication with verification and passage of an exit examination.
- (8) **In service training sessions.** A licensee may claim continuing education credit for attending in-service training sessions such as employer sponsored continuing education activities.

C. CPR certification; BLS certification; ACLS certification; PALS certification

No more than 3 credit hours of CPR certification training completed during a license term will count towards meeting the requirements of this chapter. Online CPR trainings are not accepted unless the licensee can verify hands-on participation with the instructor as a component of the training. Basic Life Support (BLS) certification training meets the requirements of the CPR certification requirements. Online BLS trainings are not accepted unless the licensee can verify hands-on participation with the instructor as a component of the training.

No more than 6 credit hours of ACLS or PALS certification training completed during a license term will count towards meeting the requirements of this chapter. Online ACLS or PALS trainings are not accepted, unless the licensee can verify hands-on participation with the instructor as a component of the training.

III. Ineligible Continuing Education Activities

The following activities are ineligible for continuing education credit:

- A. **Continuing education pursuant to a Board order or consent agreement.**
- B. **General attendance at a conference.**

- C. **Business meetings of a professional association.**
- D. **The study of yoga, energy healing; exploration of personal growth; or any activity of any nature whatsoever that does not directly relate to dental practice.**
- E. **Reading of an article, a professional journal, an online or written publication, or a professional publication without an examination.**
- F. **Clinical examinations taken to obtain a license.**

Hands-on continuing education activities may be eligible for continuing education credit but are not eligible for double-credit.

IV. Continuing Education Providers; Documentation

- A. **Providers.** Eligible continuing education activities may be offered by providers of continuing education such as departments of regionally-accredited institutions; national, state or local professional organizations or associations; public or private human services organizations; or private consultants or individuals.

Such organizations include, but are not limited to:

- (1) Any accredited college or university.
- (2) Any program accredited by CODA.
- (3) The American Dental Association, the National Dental Association, or their component and constituent societies, associations, and local society.
- (4) The American Dental Hygienists Association, the National Dental Hygienists Association, or their component or constituent societies, associations, and local society.
- (5) The International Federation of Denturists (IFD) or its component societies.
- (6) The Maine Licensed Denturist Association.
- (7) The academies and specialty organizations recognized by the Board.
- (8) The Veterans Administration or the armed forces.
- (9) Providers who are accredited, approved, or recognized by:
 - a. The American Academy of Dental Hygiene;
 - b. The American Dental Association's Continuing Education Recognition Program ("ADA CERP");

- c. The Academy of General Dentistry's Program Approval for Continuing Education ("PACE");
- d. Accrediting agencies recognized by the American Medical Association's Council on Medical Education; or
- e. The Accreditation Council for Medical Education.

B. Documentation. All documentation must be maintained for the time periods set forth in Section V(A). All continuing education activities completed by a licensee, including teaching, writing, independent study, and other distance learning activities, must be documented by a certificate issued by a provider of continuing education, an official academic transcript, or other reliable written proof of successful completion that is acceptable to the Board. The documentation must include the date, location, and duration of the activity; the name of the presenter; the name of the course or program; an agenda showing the content of the program; and the number of credit hours claimed.

Continuing education printouts or logs maintained by a third party and provided to the Board by the licensee are not acceptable unless the printout or log contains all of the following information:

- (1) The date, location, and duration of the activity.
- (2) A certificate of completion documenting the name of the course or program, and the number of credit hours earned.
- (3) The name of the continuing education presenter and/or organization providing the activity.

If the third party does not have a certificate of completion to document the activity, then it is the licensee's responsibility to maintain documentation to substantiate the activity in accordance with this chapter.

V. Audit

A. Certification of continuing education for renewal

At the time of application for renewal, each licensee must certify, on a form provided by the Board, compliance with the continuing education credit hours required during the preceding license term or during the continuing education period established in statute or by Board rule. No additional information or continuing education documentation is required to be submitted at the time of renewal. However, the licensee must retain documentation of all continuing education credit hours earned during the most recent license renewal term for two years' post-renewal.

B. Verification of compliance by audit

Applicants for license renewal will be selected on a random basis for audit of continuing education compliance. In addition, an individual licensee may be selected for an audit as

part of an investigation or if there is reasonable cause to believe the licensee has provided a false certification concerning the completion of continuing education requirements.

Licensees selected for audit will be notified to submit documentation of the continuing education activities that were certified by the licensee at the time of renewal. Continuing education credit hours that cannot be documented in accordance with the documentation requirements of Section IV(B) or that do not satisfy the criteria for continuing education contained in statute or Board rule will be disallowed.

VI. Pre-approval of Continuing Education Activities

The Board may pre-approve courses, seminars, and workshops, to ensure the activity is directly related to dental practice only at the request of a provider of the continuing education. A seminar, workshop, or institute for which pre-approval has been sought but denied is not eligible for continuing education credit.

VII. The Audit Findings

If data submitted to the Board pursuant to an audit does not fulfill the requirements of this chapter, then the licensee shall be notified of the Board's failed audit finding. A failed audit constitutes unprofessional conduct and the Board may, without hearing, enter into a consent agreement with a licensee who has not met the continuing education requirements of this chapter.

VIII. Waivers, Extensions, First Renewal, Inactive Status

- A. **Waiver/extension.** Upon receipt of a written request prior to license expiration, the Board may, in its discretion, grant an extension of time or other waiver to an individual licensed or certified by the Board who, because of prolonged illness or other extenuating circumstances, e.g., military deployment, has been unable to meet the educational requirements under this chapter.
- B. **First renewal; general requirements.** Licensees who renew for the first time must complete one half of the required continuing education credit hours as outlined in this chapter and have a current CPR certification.
- C. **First renewal for dentists.** Dentists who are renewing for the first time must complete one half of the required continuing education credit hours as outlined in this chapter and must have a current CPR certification. The content of the credit hours must include completion of 3 credit hours in opioid medication prescribing as a condition to prescribe opioid medication, and completion of 6 credit hours of sedation and/or anesthesia training as a condition to administer sedation under Chapter 14 of the Board's rules.
- D. **Active to Inactive License Status.** To place an active license on inactive status, the licensee must submit a written request to the Board attesting that services will not be rendered during the remainder of the license term. Licensees with an inactive status are required to renew their licenses but are not required to complete continuing education credit hours under this chapter.

E. **Inactive to Active License Status.** To place an inactive license on active status, the licensee must submit a written request to the Board, documented evidence of completing continuing education credit hours as outlined below, and a current CPR certification card. For purposes of this section, the Board may require dentists to comply with the opioid prescription and the sedation techniques training required under this chapter.

- (1) Licensees who hold an inactive license status for a period less than five years must complete one-half of the continuing education credit hours required for the license they hold under this chapter and present a current CPR certification, to return the license to active status.
- (2) Licensees who hold an inactive license status for a period exceeding five years must complete all of the continuing education credit hours required for the license they hold under this chapter and present a current CPR certification, to return the license to active status.

IX. Transition Language

Individuals who are licensed on the effective date of this revised Chapter 13 may use credits earned pursuant to the former Chapter 13 to satisfy continuing education requirements for their first license renewal due on or after this revision's effective date. Continuing education requirements of this newly-effective Chapter 13 shall apply to subsequent renewals by those individuals and to individuals initially licensed after this revision's effective date.

However, this does not exempt dentists from completing the 3 hours of opioid training as a condition to prescribe opioids, or completing 6 hours of sedation training as a condition to renew a sedation permit.

Expanded function dental assistants who transition to a two-year license term on or after the effective date of this chapter are required to complete 20 credit hours of continuing education directly related to dental practice during the preceding two-year license term as set forth in this subsection and has a current CPR certification. The license term begins the day the license is issued and ends on ends December 31st of even numbered years.

STATUTORY AUTHORITY:

32 M.R.S. §§ 18308(4), 18324, 18350, 18351

EFFECTIVE DATE:

May 22, 2007 – filing 2007-204

AMENDED:

February 11, 2009 – filing 2009-64
September 9, 2012 – filing 2012-255

REPEALED AND REPLACED:

November 12, 2018 – filing 2018-237