

234 CMR 8.00: CONTINUING EDUCATION

Section

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8.01: Purpose

234 CMR 8.00 describes the continuing education requirements for license renewal. Each dentist, dental hygienist and dental assistant shall complete continuing education as a condition precedent to license renewal.

8.02: General Requirements

- (1) A dentist licensed pursuant to M.G.L. c. 112, § 45 must complete a minimum of 40 CEUs during the 24 months immediately preceding March 31st in even numbered years.
- (2) A limited license dental intern or limited license faculty licensed pursuant to M.G.L. c. 112, § 45A must complete a minimum of 20 CEUs during the 12 months immediately preceding the renewal of a limited license. For each category in 234 CMR 8.05 where a maximum number of CEUs is allowed for a dentist per cycle, the maximum for a limited license dental intern or limited license faculty is ½ the maximum number of CEUs allowed for a dentist.
- (3) A dental hygienist licensed pursuant to M.G.L. c. 112, § 51 must complete a minimum of 20 CEUs during the 24 months immediately preceding March 31st in odd numbered years.
- (4) A dental assistant licensed pursuant to M.G.L. c. 112, § 51½, must complete a minimum of 12 CEUs during the 24 months immediately preceding October 31st in odd numbered years.
- (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 Board-approved dental assisting program is exempt from the CEU requirements for the licensing period in which the licensee graduates.
- (7) No licensee shall be eligible to renew a license without first completing the requisite number of CEUs.
- (8) A licensee renewing a license shall submit to the Board a statement, signed under pains and penalties of perjury, that the applicant has completed the requisite number of CEUs.
- (9) CEUs may not be carried over from one renewal cycle to the next.
- (10) CEUs required by a consent agreement or final decision and order shall not be used to satisfy the CEU requirement for license renewal.
- (11) A licensee seeking reinstatement of an expired, suspended or revoked license shall, upon the Board's request, submit documentation of completion of CEUs equal to the number of renewal cycles in which the license has been expired, suspended or revoked.

8.03: Required Continuing Education

- (1) A licensee shall complete continuing education as a condition precedent to the biennial renewal of a license in the following areas:
 - (a) CDC Guidelines; and
 - (b) Continuous 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 continuous certification in Advanced Cardiac Life Support or Pediatric Advanced Life Support commensurate with the level of anesthesia permit obtained..
- (2) A dentist who holds a Massachusetts Controlled Substance Registration, a DEA Registration or who otherwise prescribes within the meaning of M.G.L. c. 94C, shall complete training required pursuant to M.G.L. c. 94C, § 18(e) as a condition precedent to renewing a license.

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

- (1) To be accepted for credit, continuing education activities shall have significant intellectual or practical content related to the practice of dentistry or dental auxiliary functions, or with the professional responsibilities or ethical obligations of the profession. Non-clinical subjects necessary to provide dental or dental auxiliary services and supportive of clinical services (*e.g.* patient and practice management, legal and ethical responsibilities, third party billing, stress management) may be credited in the Board's discretion. Courses not acceptable include, but are not limited to, personal financial planning or retirement planning.
- (2) Standards. To qualify under 234 CMR 8.00 a continuing education program shall require attendance or participation, be at least one class hour (50 minutes) in length, be conducted by an instructor qualified by education 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 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. Whether the course fulfills CEU requirements for dentists, dental hygienists or dental assistants;
 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. 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.

8.05: Categories of Continuing Education Programs and CEUs Allowed in Each Category

- (1) Educational and Scientific Courses, Examinations, and Specialty Boards. A licensee may obtain CEUs in these categories:
 - (a) Educational and scientific courses sponsored or approved by any of the following:
 1. Accredited educational or service institutions;
 2. Professional associations and societies;
 3. Accredited postdoctoral programs;
 4. Local, state and federal governmental health agencies and health institutions; and
 5. Accredited community and teaching hospitals.

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- (b) Completion of Part II of the National Board Examination for dentists or the National Board Dental Hygiene Examination for dental hygienists.
- (c) Completion of the CDCA Diagnosis, Oral Medicine, Radiology and Comprehensive Treatment Planning examination for dentists or the CDCA Dental Hygiene Comprehensive examination for dental hygienists, or other Board approved clinical competency examination.
- (d) Completion of continuing education requirements for maintaining certification of ADA-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 CEUs per renewal cycle by completing an individual study course (home study, on-line, correspondence, audio or video). All such courses must include a test, which the licensee shall 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. Two CEUs may be earned for every hour taught and only for the first presentation of the program. The Board will not accept CEUs for repeat presentations.

(b) Academic Participation. A dentist, dental hygienist or dental assistant who conducts research 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 the following:

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 CODA-accredited dental school, a dental hygiene program or dental assisting program.

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 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; or
- d. A written statement by the licensee's supervisor of the research, 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 and a dental assistant may receive a maximum of six CEUs per renewal cycle in the following categories:

(a) A maximum of ten CEUs for a dentist, five CEUs for a dental hygienist and three CEUs for a dental assistant 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 two hours of CEUs for every hour of presentation.

(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 CEUs per clinic or exhibit.

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

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

(a) A CEU 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 five CEUs and a dental hygienist or dental assistant may earn a maximum of two CEUs per renewal cycle for non-clinical practice-related courses.

8.06: Certification of Compliance with CEU Requirements

(1) Each licensee shall maintain documentation of 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 CEU audits and initiate disciplinary proceedings after written notice to the licensee for non-compliance with CEU requirements.

8.07: Waiver of CEU 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 or specialty study in dentistry, dental hygiene or dental assisting.

(2) The Board may request the licensee to appear before the Board to determine whether good cause exists to waive or otherwise modify the CEU requirements.

REGULATORY AUTHORITY

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