

This pamphlet has been developed to explain the requirements and the license renewal process for every dental hygienist and dental assistant licensed to practice in Michigan.

The Michigan Public Health Code and board administrative rules requires every dental hygienist and dental assistant that is renewing a license must possess current certification in basic or advanced cardiac life support and have earned during the 3-year period prior to the expiration date of the license, 36 hours of continuing education in courses or programs approved by the Board. Pursuant to this requirement, the Board of Dentistry has promulgated rules to establish specific criteria for the Board's approval of continuing education courses and programs.

### **REQUIREMENTS FOR RENEWAL**

The continuing education requirements apply to every dental hygienist or dental assistant renewing a Michigan license that held the license for the 3-year period immediately preceding the date of the license renewal. The requirements apply whether or not the dental hygienist or dental assistant is actively engaged in the practice of Dentistry. No one is exempt from this requirement.

Each dental hygienist or dental assistant is required to possess current certification in basic or advanced cardiac life support and have earned during the 3-year period prior to the expiration date of the license, 36 hours of continuing education in courses or

programs approved by the Board with at least 12 of those hours in programs related to clinical issues.

Applicants who hold both a registered dental hygienist license and a registered dental assistant license shall have completed not less than a total of 36 hours board approved continuing education. The 36 hours shall include not less than 12 hours devoted to registered dental hygienist functions and not less than 12 hours in registered dental assistant functions.

Every dental hygienist or dental assistant who is renewing his/her license shall retain records documenting the completion of continuing education. Those documents should be retained for a period of 4 years from the date of application.

**DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS** along with the license renewal application. The Department of Community Health, Bureau of Health Professions will conduct an audit, at the conclusion of each renewal period. Dental hygienists or dental assistants chosen for audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of continuing education credit.

**DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED HOURS OF CONTINUING EDUCATION CREDITS.**

A dental hygienist or dental assistant who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

**Accredited sponsors are required to provide attendance certificates that indicate name of licensee, program dates and number of designated hours. Further information about programs with accredited sponsorship may be obtained by contacting the accredited sponsor. "Contact hour" is the same as one 50-60 minute or (1) credit hour.**

### **REQUIREMENT FOR RELICENSURE**

**"Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.**

Dental hygienists or dental assistants applying for relicensure pursuant to R338.11701 – **HAVE COMPLETED, IN THE 3-YEAR PERIOD IMMEDIATELY PRECEDING THE APPLICATION FOR RELICENSURE, CURRENT CERTIFICATION IN BASIC OR ADVANCED CARDIAC LIFE SUPPORT AND 36 HOURS OF CONTINUING EDUCATION IN PROGRAMS APPROVED BY THE BOARD.**

## **ACCEPTABLE CONTINUING EDUCATION; LIMITATIONS**

The board shall consider any of the following as acceptable continuing education:

(a) Successful completion of a course or courses offered for credit in a dental school or a hospital-based dental specialty program approved by the board. Ten hours of continuing education shall be credited for each quarter credit earned and 15 hours shall be credited for each semester credit earned, without limitation.

**If audited, the licensee must submit a transcript showing credit hours of the academic courses related to Dentistry.**

(b) Attendance at a continuing education program offered by a dental school, dental hygiene school, or a dental assisting school or a hospital-based dental specialty program approved by the board. One hour of continuing education shall be credited for each hour of program attendance, without limitation.

**If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned, sponsor name and the date on which the program was held.**

(c) Attendance at a continuing education program approved by the board. One hour of continuing education shall be credited for each hour of program attendance, without limitation.

**If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned, sponsors accreditation and the date on which the program was held.**

(d) Development and presentation of a table clinical demonstration or a continuing education lecture offered in conjunction with the presentation of continuing education program approved by the Board. One hour of continuing education shall be credited for each hour devoted to the development and initial presentation of a table clinical demonstration or a continuing education lecture, with a maximum of 10 hours of continuing education credited for the development and presentation of the same demonstration or lecture.

**If audited, the licensee must submit a letter from the program sponsor verifying the presentation including the date.**

(e) Twelve hours of continuing education shall be credited for the initial publication of an article or articles related to the practice of dentistry, dental hygiene, or dental assisting in the journal of an accredited school of dentistry, dental hygiene, or dental assisting or in a state or state component association of dentists, dental specialists, dental hygienists, or dental assistants.

**If audited, the licensee must submit a copy of the document published with evidence of publication; i.e., publication acceptance letter.**

(f) Twenty-five hours of continuing education shall be credited for the initial publication of an article or articles related to the practice of dentistry, dental hygiene, or dental assisting in a textbook or in the journal of a national association of dentists, dental specialists, dental hygienists, or dental assistants.

**If audited, the licensee must submit a copy of the document published with evidence of publication; i.e., publication acceptance letter.**

(g) Twelve hours of continuing education may be earned in board-approved on-line activities.

**If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned, sponsors accreditation and the date on which the program was taken.**

(h) One hour of continuing education shall be credited for each hour of reading articles, viewing or listening to the media, other than on-line programs, devoted to dental, dental hygiene, or dental assisting education with a maximum of 10 hours credited under this category.

**If audited, the licensee must submit a signed statement describing materials read or viewed. A copy of a letter or certificate showing his/her name, hours earned and the date.**

(i) Renewal of a license held in another state that required continuing education for license renewal that is substantially equivalent to that required in these rules if the applicant resides

and practices in another state. For a dental hygienist or dental assistant, 36 hour of continuing education shall be credited for evidence of current licensure another state.

**If audited, the licensee must submit a copy of current license that was renewed in another state, proof of continuing education requirements that were met to renew that license, proof of practicing and residing in said state.**

(j) For a registered dental assistant, meeting the requirements of recertification by the Dental Assisting National Board, shall be credited for evidence of earning the required thirty-six hours, other than current CPR certification

**If audited, the licensee must submit a copy of current certification card or a letter from the national board verifying current certification.**

(k) One continuing education contact hour may be granted for each hour of program attendance at a continuing education program which has been granted approval by another state board of dentistry.

**If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned, sponsors accreditation and the date on which the program was held.**

(l) Six hours of continuing education shall be credited to dental hygienists or dental assistants for attendance at dental-related programs which shall be documented by the

licensee as relevant to health care and advancement of the licensee's dental education. The board shall deny a request for approval if the continuing education request does not meet the criteria used by the board for approval of continuing education sponsors.

**If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned, sponsors accreditation and the date on which the program was held.**

(m) A maximum of 18 credit hours per renewal period for a dental hygienists or dental assistant may be earned for programs related to dental specialty topics approved for category 1 continuing education by the boards of medicine or osteopathic medicine.

**If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned, sponsors accreditation and the date on which the program was held.**

### **STANDARDS AND REQUIREMENTS**

(1) The board adopts by reference the standards criteria of the national sponsor approval program of the Academy of General Dentistry for approval of continuing education sponsoring organization, institutions and individuals. Approval of a sponsor by the Academy of General Dentistry constituent academy shall constitutes prima facie evidence that the sponsor meets the standards and criteria adopted by the board.

(2) The board adopts by reference the standards criteria of the national sponsor approval program of the American Dental Association Continuing Education Recognition Program (ADA CERP) for approval of continuing education sponsoring organization. Approval of a sponsor by the ADA CERP

(3) The board approved and adopts by reference the requirements for recertification established by the Dental Assisting National Board.

(4) The board shall consider any continuing education program that is offered by a sponsor that applies to the board and demonstrates it substantially meets the standards and criteria adopted by the board as a continuing education program approved by the board.

(5) The board adopts by reference the standards for certification in basic and advanced cardiac life support set forth by the American Heart Association.

(6) The board may approve a state, regional or national organization as an acceptable provider of continuing education courses if the organization presents standards, criteria, and course monitoring procedures for its courses that are acceptable to the board.

**Completion of the required continuing education activities must be independently verified by an official source other than the licensee except for R 338.11703(h).**

## **Renewal Procedures**

Dentistry licenses are renewed every 3 years by August 31. Although a 60-day late renewal period is allowed, the continuing education requirement must be completed by August 31. Submission of the renewal application form certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. If a waiver is necessary, an application should be made after the licensee receives the renewal application in early July, but before the license expires on August 31. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the continuing education requirement within the 3-year period immediately preceding the date of the application for relicensure

Information, forms and instructions for obtaining Board approval can be obtained from the Continuing Education Section of the Department of Community Health, Bureau of Health Professions.

## **CONTINUING EDUCATION WAIVERS**

The Michigan Public Health Code authorizes the Board of Dentistry to waive the continuing education requirements for a license renewal applicant if, upon written application, the Board finds the failure of the licensee to attend the required board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board

considers good and sufficient. Pursuant to this authority, the Board has promulgated guidelines that set forth the policy the Board will follow in granting a waiver. The guidelines provide for the following: **DISABILITY:** The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of Dentistry without limitation.

**MILITARY SERVICE:** The licensee shall have been practicing Dentistry while in active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee pursuant to Section 16196 of the Public Health Code.

**ABSENCE FROM THE UNITED STATES:** The licensee shall establish that board-approved educational programs were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs that substantially meet the requirements for approval by the Board.

**OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL:** For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the

circumstances were good and sufficient for a waiver of the requirements.

If the Board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The Board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances changed in time to reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- \* All Michigan licensed dental hygienists and dental assistants must possess current certification in basic or advanced cardiac life support in addition to the following requirements:
  - Dental hygienists: 36 hours of continuing education with at least 12 of those hours relating to clinical issues.
  - Dental assistants: 36 hours of continuing education with at least 12 of those hours relating to clinical issues.

Earned within the 3-year period immediately preceding the date of application for renewal.

- \* Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- \* Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs known to this agency.

DCH-LDN-701

# Continuing Education Requirements for Michigan Dental Hygienist and Dental Assistants

Authority: Public Act of 1978, as amended  
This form is for information only

State of Michigan

Department of Community Health  
Bureau of Health Professions  
P.O. Box 30670  
611 W. Ottawa St., First Floor  
Lansing, Michigan 48909  
\*(517) 335-0918

\*NOTE: If it is necessary that you call regarding your continuing education, the following instructions will assist you with the automated telephone system:

1. At the first prompt, press 1.
2. At the second prompt, press 2.
3. At the third prompt, press 4.

You will then reach the continuing education automated system and can make your final selection.

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