

4715-8-04

**Continuing education requirements for renewal or reinstatement.**

(A) Each applicant for biennial license registration or license reinstatement shall certify that the applicant has completed the requisite hours of continuing dental education (hereinafter "CE") since the start of the registration period. This certification shall be evidence of completion of the CE requirement as set forth in sections 4715.141, 4715.25, and 4715.58 of the Revised Code, provided that:

(1) The board may annually select applications for biennial license registration or license reinstatement for verification that all CE requirements have been met. Licensees whose applications are selected shall submit additional documentation of compliance with CE requirements as the board may require, within thirty days.

(2) Applicants shall keep detailed records of CE hours taken. Records of all CE undertaken shall be retained by the applicant for the period of at least four years after the completion of the CE activity, and shall be kept available for agents of the board for review. At a minimum, the following information must be retained:

(a) Description of the CE activity;

(b) The location of the CE activity;

(c) The dates of attendance

(d) The hours of each CE activity; and

(e) A certificate or letter of completion issued by the presenter of the CE activity, if available, or any other available documentation of the completion of the CE activity, acceptable to the board. Which shall include at a minimum the following:

(i) Name(s) of the sponsor and instructor(s);

(ii) Course title; and

(iii) Number of credit hours of continuing education acceptable towards Ohio licensure renewal.

(iv) It is the licensees responsibility to ensure that courses taken fulfill

the requirements set forth in sections 4715.141, 4715.25 and 4715.58 of the Revised Code and sections 4715-8-01 to 4715-8-04 of the Administrative Code.

- (C) Failure to maintain adequate records of CE activity rebuts the presumption established in paragraph (A) of this rule that the CE requirements have been completed.
- (D) Nothing in this rule shall limit the board's authority to investigate and take action pursuant Chapter 4715. of the Revised Code.

R.C. 119.032 review dates: 11/12/2013 and 11/01/2018

**CERTIFIED ELECTRONICALLY**

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Certification

11/12/2013

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Date

Promulgated Under: 119.03  
Statutory Authority: 4715.03  
Rule Amplifies: 4715.141, 4715.25, 4715.58  
Prior Effective Dates: 02/05/93, 03/03/95, 04/27/98, 04/05/01