



## Ohio Administrative Code

### Rule 4715-8-04 Continuing education requirements for renewal or reinstatement.

Effective: April 18, 2022

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(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 4715.53 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 in a written or digital format 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 of the attendee;
- (ii) Name(s) of the sponsor;
- (iii) Name(s) of the instructor(s)
- (iv) Course title; and
- (v) Number of credit hours of continuing education acceptable towards Ohio licensure renewal.

It is the licensee's responsibility to ensure that courses taken fulfill the requirements set forth in sections 4715.141, 4715.25 and 4715.53 of the Revised Code and rules 4715-8-01 to 4715-8-04 of the Administrative Code.

(B) 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.

(C) Pursuant to sections 4715.141 and 4715.25 of the Revised Code, the board may excuse licensed dentists and dental hygienists, as a group or as individuals, from all or any part of the continuing education requirements because of an unusual circumstance, emergency, or special hardship. Licensees may seek to be excused from continuing education requirements if they submit a request to the board with supporting records, documentation, and statements. Continuing education requirements may be excused for the following reasons:

(1) Exemptions

(a) Recent graduates - Licensees who have completed their initial dental doctoral education or dental hygiene undergraduate education within their first registration.

(b) Dental and dental hygiene students - Licensees who are enrolled as students in a full-time dental or dental hygiene program in an accredited educational institution.

(2) Extensions



(a) Military personnel - Service members, veterans, or spouses of service members or veterans pursuant to board rule 4715-14-03.

(b) Health - Documented illness or condition that prevents licensees from obtaining continuing education requirements. Length of extension granted shall not exceed one year.

(c) Other - Documented loss of records due to emergency or natural disasters.

(3) Waivers - Definitive reasons which preclude the licensee from active practice.

(D) Nothing in this rule shall limit the board's authority to investigate and take action pursuant Chapter 4715. of the Revised Code.