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## **Continuing Education Requirements for Annual License Renewal by Dental Hygienists**

### **Sec. 20-111-1. Definitions**

For the purpose of these regulations, the following definitions apply.

- (a) "Department" means the Department of Health Services.
- (b) "Licensee" means a dental hygienist licensed pursuant to Connecticut General Statutes, Section 20-111.
- (c) "License renewal due date" means the last day of the month of the licensee's birth.
- (d) "Registration period" means the one-year period during which a license which has been renewed in accordance with Connecticut General Statutes, Section 19a-88, is current and valid and which one year period terminates on the license renewal due date.
- (e) "Continuing education monitoring period" means a period beginning in an odd-numbered year and consisting of two consecutive registration periods.
- (f) "Active practice" means the treatment in Connecticut of one or more patients by a licensee during any given registration period.
- (g) "Provider" means the individual, organization, educational institution or other entity conducting the continuing education activity. Providers include but are not limited to: educational institutions accredited by the American Dental Association; the American Dental Association and its component organizations; the National Dental Association and its component organizations; the American Dental Hygienists Association and its component organizations; The National Dental Hygienists Association and its component organizations; the Academy of General Dentistry and its component organizations; the American Red Cross and the American Heart Association when sponsoring programs in cardiopulmonary resuscitation or cardiac life support; and the Veterans Administration and Armed Forces when conducting programs at United States governmental facilities.
- (h) "Participant" means a licensee who completes a continuing education activity.
- (i) "Contact hour" means a minimum of 50 minutes of continuing education activity.
- (j) "Face-to-face instruction" means direct, live instruction which a participant physically attends, either individually or as part of a group of participants.
- (k) "Certificate of completion" means a document issued to a participant by a provider which certifies that said participant has successfully completed a continuing education activity. Such certificate shall include: participant's name; provider's name; title or subject area of the activity; date(s) and location of attendance; and number of contact hours completed.

(Effective August 22, 1988)

### **Sec. 20-111-2. Number of credits required**

(a) Each licensee shall complete a minimum of 16 credit hours of continuing education during each continuing education monitoring period.

(b) A licensee shall not carry over continuing education credit hours to a subsequent continuing education monitoring period.

(Effective August 22, 1988)

### **Sec. 20-111-3. Criteria for continuing education**

Continuing education activities will satisfy the requirements of these regulations, provided:

- (1) the activity involves face-to-face instruction;
  - (2) the provider implements a mechanism to monitor and document physical attendance at such face-to-face instruction;
  - (3) the provider retains written records for a period of three years including but not limited to: content description; instructor; date(s) of course; location of course; list of participants; and number of contact hours;
  - (4) the provider implements a mechanism to evaluate participants' attainment of educational objectives and participants' assessment of the educational activity;
  - (5) the provider issues a certificate of completion; such certificate may not be issued by the provider prior to the licensee's actual completion of the activity;
  - (6) the activity focuses on content specified in Section 4 of these regulations.
- (Effective August 22, 1988)

#### **Sec. 20-111-4. Content areas for continuing education**

Subject matter for continuing education will reflect the professional needs of the licensee in order to meet the health care needs of the public. Accordingly, only those continuing education activities which provide significant theoretical or practical content directly related to clinical or scientific aspects of dental hygiene will meet the requirements of these regulations. Activities consisting of the following subject matter will not qualify as continuing education activities: organization and design of a dental office, practice development, marketing, investments or financial management, personnel management, or personal health, growth or development when content is designed for personal use as opposed to patient care or patient instruction.

(Effective August 22, 1988)

#### **Sec. 20-111-5. Award of credit hours**

##### **(a) Continuing education credit hours will be awarded as follows:**

- (1) courses, institutes, seminars, programs, clinics, and scientific meetings: 1 credit hour for each contact hour of attendance.
- (2) Multiday convention-type meetings at the state, regional, or national level: 2 credit hours for attendance.
- (3) Full-time post-graduate enrollment in an advanced educational program accredited by the American Dental Association: 16 credit hours in continuing education monitoring period in which enrolled.
- (4) Successful completion of the National Board Dental Hygiene Examination or the North East Regional Board of Dental Examiners Examination in Dental Hygiene, if taken five years or more after graduation from an educational institution teaching dental hygiene which is approved by the dental commission with the consent of the commissioner; 16 credit hours in continuing education monitoring period in which completed.
- (5) Original presentation by licensee of a paper, essay, or formal lecture in dental hygiene to a recognized group of fellow professionals at a scientific meeting: 3 credit hours for the first presentation only.
- (6) Original scientific paper published by licensee in a scientific professional journal which accepts papers only on the basis of independent review by experts: 6 credit hours for the first publication only.
- (7) Original presentation of scientific, educational, or clinical exhibit at a professional meeting: 2 credit hours.
- (b) Eight credit hours will be the maximum continuing education credits granted for any one day's participation in the activities specified in Subsection (a), above.

(c) The licensee shall successfully complete a continuing education activity for award of any continuing education credit.

(d) Activities which will not qualify for award of credit hours include professional organizational business meetings; speeches delivered at luncheons or banquets; reading of books, articles, or professional journals; home study courses, correspondence courses, audio-visual materials, and other mechanisms of self-instruction.

(Effective August 22, 1988)

#### **Sec. 20-111-6. Record retention by licensees**

(a) Each licensee shall obtain a certificate of completion, for those activities properly completed, from the provider of continuing education activities. Each licensee shall maintain, for continued competency activities specified in Subsection (a) (3) through (a) (7) of Section 5 of these regulations, written documentation of completion. The licensee shall retain certificates of completion and other required documentation for a minimum of two years after the end of the continuing education monitoring period during which the licensee completed the activity.

(b) The Department shall audit such licensee records as it deems necessary. The licensee shall submit certificates of completion and other required documentation to the Department only upon the Department's request. The licensee shall submit such records to the Department within 45 days of the Department's request for an audit. It will not be necessary for the licensee to submit such documentation in order to renew the license.

(c) A licensee who fails to comply with the continuing education requirements of these regulations may be subject to disciplinary action, pursuant to Connecticut General Statutes, Section 20-114.

(Effective August 22, 1988)

#### **Sec. 20-111-7. Exemption from continuing education requirements**

(a) A licensee who is not engaged in active practice during a given continuing education monitoring period shall be exempt from continuing education requirements on submission of a notarized application on a form provided by the Department. The application must contain the statement that the licensee shall not engage in active practice until the licensee has shown proof of completion of requirements specified in Section 20-111-8 of these regulations.

(b) A licensee applying for license renewal for the first time shall be exempt from continuing education requirements.

(Effective August 22, 1988)

#### **Sec. 20-111-8. Requirements for return to active practice following exemption from continuing education requirements**

A licensee who has been exempt, pursuant to Subsection (a) of Section 20-111-7 of these regulations, shall submit the following documents upon return to active practice:

(a) a notarized application on a form provided by the Department; and

(b) evidence, acceptable to the Department, of:

(1) practice of dental hygiene in another state or territory of the United States, or the District of Columbia, for at least one year immediately preceding the application; or

(2) successful completion of the National Board Dental Hygiene Examination or the North East Regional Board of Dental Examiners Examination in Dental Hygiene during the year immediately preceding the application; or

(3) completion of 8 credit hours of continuing education within six months after returning to active practice, to be applied to the continuing education monitoring period during which the licensee was exempt from such continuing education requirements.

(Effective August 22, 1988)

**Sec. 20-111-9. Reinstatement of lapsed licenses**

Any licensee whose license has become void and who applies to the Department for reinstatement may apply for licensure under the terms of Sections 19a-14-1 to 19a-14-5, inclusive, of the Regulations of Connecticut State Agencies.

(Effective August 22, 1988)

**Sec. 20-111-10. Effective date of continuing education requirements**

These requirements will be effective for registration periods commencing on and after January 1, 1989.

(Effective August 22, 1988)