

CHAPTER 64B5-12
CONTINUING PROFESSIONAL EDUCATION

64B5-12.013	Continuing Education Requirements
64B5-12.0135	Licensees Excused from Continuing Educational Requirements
64B5-12.014	Committee on Continuing Professional Education (Repealed)
64B5-12.016	Subject Area Requirements
64B5-12.017	Application for Provider Status
64B5-12.0175	Standards for Approved Providers
64B5-12.018	Individual Study
64B5-12.0185	Standards for Board Approval of Pro Bono Programs
64B5-12.019	Courses Required for Initial Licensure, Renewal, or Reactivation
64B5-12.020	Courses Required of Licensees for Renewal and Reactivation

64B5-12.013 Continuing Education Requirements.

(1) Dentists shall complete 30 hours of continuing professional education during each license renewal biennium as a condition of license renewal. Dentists shall also complete a Board-approved two (2) hour continuing education course on domestic violence as defined in Section 741.28, F.S., and described in Rule 64B5-12.019, F.A.C., as part of every third biennial licensure renewal. In addition to the 30 hours required herein, each licensed dentist shall complete the training in cardiopulmonary resuscitation (CPR) required in subsection 64B5-12.020(1), F.A.C. Furthermore, each person is required to complete no later than upon first licensure renewal a Board approved course on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) as required by Section 456.033, F.S., and described in Rule 64B5-12.019, F.A.C.

(2) Dental hygienists shall complete 24 hours of continuing professional education as a condition of license renewal. Dental hygienists shall also complete a Board-approved two (2) hour continuing education course on domestic violence as defined in Section 741.28, F.S., and described in Rule 64B5-12.019, F.A.C., as part of every third biennial licensure renewal. In addition, during each license renewal biennium licensed dental hygienists shall complete training in cardiopulmonary resuscitation (CPR) at the basic support level, which results in certification or recertification in CPR by the American Heart Association, the American Red Cross or an entity with equivalent requirements. Furthermore, each person is required to complete no later than upon first licensure renewal a Board approved course on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) as required by Section 456.033, F.S., and described in Rule 64B5-12.019, F.A.C.

(3) Continuing education credit shall be awarded only for educational experiences that are specifically appropriate for, and contain useful information directly pertinent to, dentistry and only if received through the following methods:

- (a) By participating in courses offered by a Board-approved continuing education provider, or
- (b) By participating in courses offered by:
 - 1. The American or National Dental Associations and their constituent and component and affiliate dental associations and societies, including affiliated specialty organizations or a provider organization recognized by either the American or National Dental Associations,
 - 2. The American or National Dental Hygienist Association and their constituent and component associations and societies,
 - 3. The Academy of General Dentistry and its constituent and component organizations or a provider approved by the Academy of General Dentistry's National Sponsor Approval Program,
 - 4. A dental, dental hygiene or dental assisting school accredited by the American Dental Association's Commission on Dental Accreditation,
 - 5. A hospital, college, university, or community college, accredited by an accrediting agency approved by the United States Department of Education,
 - 6. The American Red Cross, American Heart Association, and the American Cancer Society; and,
 - 7. An educational program or course associated with a medical school which is accredited by the American Medical Association's Liaison Committee for Medical Education.
- (c) By participating in Board-Approved individual study; and,
- (d) By participating in examination standardization exercises. Dentists and dental hygienists may receive a maximum of 6 continuing education credits per biennium for participating in the dental hygiene exercise; dentists may receive a maximum of 8

continuing education credits for the dental clinical exercise; and dentists may receive a maximum of 11 continuing education credits per biennium for participating in both exercises;

(e) By participating in programs approved by the Board pursuant to Rule 64B5-12.0185, F.A.C., that provide substantial pro bono dental and dental hygiene services to the indigent, to dentally underserved populations or to persons who reside in areas of critical need within Florida. Dentists and dental hygienists may obtain a maximum of 7 hours per biennium of required continuing education credit for participating in such programs. Continuing education credit shall be calculated at a ratio of 1 continuing education credit for each 1 hour of patient services provided to approved programs;

(f) By participating as an expert witness in the review of disciplinary cases, a licensee may receive a maximum of 11 hours of continuing education credit for completing five disciplinary cases in each biennium. By participating as an expert witness in the review of disciplinary cases, a licensee may receive a maximum of 4 hours of continuing education credit for completing two disciplinary cases in each biennium. A maximum of 11 hours in any one biennium may be earned toward license renewal;

(g) By participating as part of a course at a dental, dental hygiene or dental assisting school accredited by the ADA Commission on Dental Accreditation, its successor agency or other nationally recognized accrediting agency, an adjunct, part-time faculty member may receive 3 continuing education hours per semester/quarter by providing the following requirements: application, documentation from the teaching institution which shall include the number of the semesters/quarters the licensee taught the course;

(h) Up to 4 hours of credit per renewal cycle may be earned by attending a meeting of the Board of Dentistry wherein disciplinary cases are considered. The licensee must check in with staff prior to the beginning of the disciplinary proceedings. After the conclusion of the meeting, Board staff will issue a certificate of attendance to the licensee. Credit hours shall be awarded on an hour for hour basis up to a maximum of 4 hours. Credit hours may not be earned when the licensee attends a disciplinary case session as a party to a disciplinary action;

(i) By participating as an anesthesia inspection consultant, a licensee may receive two hours of continuing education credit each biennium.

(4) The Department shall send a license renewal application to each licensee at the licensee's last address of record during each license renewal period. The application shall contain an affidavit form to be completed and sworn to by the licensee stating that the licensee has completed required continuing education. The licensee shall retain documentation of having completed the continuing education hours claimed on the renewal application for a period of 4 years.

(5) Failure of the Department to send or the licensee to receive a license renewal notice shall not affect the licensee's responsibility to timely renew licensure.

(6) The Board will randomly audit licensees' continuing education documentation to assure compliance with continuing education requirements. Failure to maintain documentation or the submission of false or misleading information or documentation shall subject the licensee to discipline, up to and including revocation of licensure.

Rulemaking Authority 456.013(8), 456.031, 466.004(4), 466.0135, 466.014, 466.017(3), (4) FS. Law Implemented 456.013(8), 456.031, 466.0135, 466.014, 466.017(3), (5), 466.028(1)(i), (bb) FS. History—New 4-2-86, Amended 12-31-86, 4-26-87, 7-20-87, 9-16-87, 11-18-89, 7-9-90, Formerly 21G-12.013, Amended 5-19-94, 7-18-94, Formerly 61F5-12.013, Amended 11-15-95, 4-8-96, Formerly 59Q-12.013, Amended 2-17-98, 2-15-99, 3-11-99, 11-9-00, 5-20-01, 8-25-03, 5-31-04, 7-13-05, 2-14-06, 12-25-06, 10-10-10.

64B5-12.0135 Licensees Excused from Continuing Educational Requirements.

(1) Licensees shall not be required to complete continuing education requirements during the biennium in which they receive initial licensure.

(2) Dentists shall not be required to complete continuing education requirements during any biennium in which they are:

(a) Enrolled full-time in a post-graduate specialty training or residency program at a dental school accredited by the American Dental Association's Commission on Dental Accreditation, or

(b) Serving as full-time faculty members at a dental, dental hygiene or dental assisting school accredited by the American Dental Association's Commission of Dental Accreditation.

(3) Dental hygienists shall not be required to complete continuing education requirements during any biennium in which they are:

(a) Enrolled full-time in an academic program directly related to dentistry or dental hygiene, or

(b) Serving as full-time faculty members at a dental, dental hygiene school or dental assisting school accredited by the American Dental Association's Commission on Dental Accreditation.

(4) No provision of this section shall relieve a licensee from the obligation to obtain training required by Sections 456.013(7), 456.031, 456.033, F.S., as a condition of licensure renewal.

Rulemaking Authority 466.004(4), 466.0135, 466.014 FS. Law Implemented 456.013(7), 456.031, 456.033, 466.0135, 466.014 FS. History—New 1-18-89, Formerly 21G-12.0135, 61F5-12.0135, 59Q-12.0135, Amended 5-17-06.

64B5-12.014 Committee on Continuing Professional Education.

Rulemaking Authority 466.004(4), 466.014 FS. Law Implemented 466.0135, 466.014 FS. History—New 4-2-86, Amended 6-30-86, 1-18-89, Formerly 21G-12.014, 61F5-12.014, 59Q-12.014, Repealed 10-29-15.

64B5-12.016 Subject Area Requirements.

(1) Regardless of the manner by which a licensee obtains continuing education, no credit will be awarded unless the subject matter falls within the following subject matter categories:

(a) Basic medical and scientific subjects, including but not limited to – biology, microbiology, anatomy, dental anatomy, microscopic anatomy, pathology, physiology, chemistry, organic chemistry, biochemistry, neurology, pharmacology, anesthesia, analgesia, diet and nutrition as it relates to the conditions of the human oral cavity.

(b) Clinical and technical subjects, including but not limited to – techniques in general dentistry or recognized specialties, dental materials and equipment, diagnosis and treatment planning, asepsis and sterilization techniques and radiology.

(c) Patient health and safety subjects including but not limited to – public health problems, communicable diseases, emergency care, cardiopulmonary resuscitation, advanced life support, anesthesia, patient stress management and risk management.

(d) Subjects dealing with licensees' legal responsibilities, including but not limited to the laws and rules governing the practice of dentistry and dental hygiene.

(e) Formal group discussions concerning case presentations sponsored by approved providers.

(2) Except as expressly allowed below in this section, no continuing education credit shall be given for courses which do not directly relate to providing dental care. The following types of courses do not relate directly to providing dental care – organization or design of a dental office, practice development or management, marketing of dental services, investments or financial management and personnel management.

(3) No continuing education credit shall be given for identical courses taken during the same biennium.

(4) Notwithstanding any other provision of this section to the contrary, a dentist and a dental hygienist may earn up to three hours of continuing education renewal credit per biennium, by completing an approved course in dentistry practice management, that meets the criteria set forth in paragraph (c), of subsection 466.0135(1), F.S.

Rulemaking Authority 466.004(4), 466.0135, 466.014 FS. Law Implemented 456.031, 466.0135, 466.014 FS. History—New 4-2-86, Amended 1-18-89, 7-9-90, 2-1-93, Formerly 21G-12.016, 61F5-12.016, Amended 9-27-95, Formerly 59Q-12.016, Amended 10-29-00, 5-20-01, 5-31-04, 7-6-06, 12-25-06, 12-15-14.

64B5-12.017 Application for Provider Status.

(1) Entities or individuals who wish to become approved providers of continuing education must submit the approval fee set forth in subsection 64B5-15.022(1), F.A.C., and an application on the appropriate form set forth in Rule 64B5-1.021, F.A.C., which contains the following information and which is accompanied by the following documentation:

(a) The name of the contact person who will fulfill the reporting and documentation requirements for approved providers and who will assure the provider's compliance with Rule 64B5-12.0175, F.A.C.; and,

(b) The qualifications of all instructors, which may be evidenced by a curriculum vitae or professional licensure in the subject area taught. Because domestic violence courses must contain information specifically appropriate for, directly pertinent to, and useful in, dentistry, all domestic violence instructors shall identify dental injuries indicative of domestic violence, mandatory reporting and patient records confidentiality for dentists under Florida and federal law, and incidence statistics in the dental profession.

(2) Provider approval may be granted for a period not to exceed the time from the date of approval to the end of the next successive licensure biennium after approval was obtained. Application for renewal of provider status shall be made at least 90 days prior to the end of the biennium in which approval expires and must be accompanied by the biennial renewal fee set forth in

subsection 64B5-15.022(2), F.A.C. Renewal applications shall contain all information required for initial provider approval as well as course outlines and information evidencing compliance with Rule 64B5-12.0175, F.A.C., for each course offered during the provider status.

(3) Study clubs which are composed of at least five licensees, are formed for the purpose of scientific study and which have adopted written by-laws may apply to become approved continuing education providers.

Rulemaking Authority 456.027, 466.004(4), 466.014 FS. Law Implemented 456.027, 466.0135, 466.014 FS. History—New 4-2-86, Amended 10-26-87, 1-18-89, 7-9-90, 5-2-91, Formerly 21G-12.017, 61F5-12.017, 59Q-12.017, Amended 8-19-97, 10-29-00, 5-20-01.

64B5-12.0175 Standards for Approved Providers.

Approved continuing professional education providers and providers authorized pursuant to paragraph 64B5-12.013(3)(b), F.A.C., shall comply with the following requirements:

(1) All courses shall reflect appropriate didactic and clinical training for the subject matter and shall be designed to meet specifically stated educational objectives.

(2) Instructors shall be adequately qualified by training, experience or licensure to teach specified courses. Because domestic violence courses must contain information specifically appropriate for, directly pertinent to, and useful in, dentistry, all domestic violence instructors shall be familiar with dental injuries indicative of domestic violence, reporting obligations under Florida and federal law, and incidence statistics in the dental profession. Instructors who have had a professional license revoked, suspended, or otherwise acted against, in Florida or in another jurisdiction, shall be disqualified when the nature and number of disciplinary actions indicate a conscious disregard for the laws, rules and ethics of the profession.

(3) Any clinical dental hygiene course in which patients are treated during instruction must be supervised by a licensed dentist.

(4) Facilities and equipment for each course in which patients are treated during instruction shall be adequate for the subject matter and method of instruction.

(5) Course length shall be sufficient to provide meaningful education in the subject matter presented. One half hour or one hour of continuing education credit shall be awarded for each 25 or 50 minutes of actual classroom or clinical instruction, respectively. No continuing education credit shall be awarded for participation of less than 25 minutes.

(6) Providers shall provide written certification to each participant who completes a continuing education course or portion of that course which consists of at least 25 minutes of instruction. Certification shall include the participant's name and license number, the provider's name and number, the course title, instructor, location, date offered and hours of continuing education credit awarded and validation through the signature of the provider, official representative or instructor.

(7) Providers shall maintain records of each course offering for 4 years following each licensure biennium during which the course was offered. Course records shall include a course outline which reflects its educational objectives, the instructor's name, the date and location of the course, participants' evaluations of the course, the hours of continuing education credit awarded for each participant and a roster of participants by name and license number.

(8) Providers' records and courses shall be subject to Board review. Failure to maintain the standards set forth in this rule shall subject the provider to the suspension or rescission of the providership.

(9) The provider number shall not be used on any advertisement or certification for a course that does not meet the requirements of Rule 64B5-12.016, F.A.C.

(10) A licensee who has been approved as a provider may not give more than 12 hours of continuing education credit in subjects other than cardiopulmonary resuscitation to office staff, employees, or fellow employees during a biennium.

Rulemaking Authority 466.004(4), 466.014 FS. Law Implemented 466.0135, 466.014 FS. History—New 1-18-89, Amended 7-9-90, Formerly 21G-12.0175, 61F5-12.0175, 59Q-12.0175, Amended 10-3-99, 10-29-00, 3-7-02.

64B5-12.018 Individual Study.

(1) Licensees may receive continuing education credit for individual study by submitting an application for approval on a form provided by the Board which is accompanied by documentation of compliance with the requirements of this rule.

(2) Credit for individual study shall only be awarded in the following manner, for the following educational experiences:

(a) The initial presentation of material falling within the subject areas set forth in Rule 64B5-12.016, F.A.C., which is part of a professional conference or meeting or which is offered at a formal course given in conjunction with a professional conference or meeting. Two hours of continuing education credit shall be awarded for each 50 minute segment of a presentation. The licensee

must submit documentation which includes: the name of the professional conference or meeting and its sponsoring organization; the date, location and subject of the presentation; and written confirmation of this information by the sponsoring organization.

(b) Publication of an article or book devoted to a subject area set forth in Rule 64B5-12.016, F.A.C., in journals or other media which select materials through an editorial review process. Continuing education credits in an amount determined by the Board may be awarded for a published article or for a published book upon the licensee's documentation of the following: the title, authors, subject and length of the article or book; the publisher's name and date published; and if the licensee co-authored an article or book, documentation of the licensee's actual contribution to the finished product.

(c) Presentation of a lecture devoted to a subject area set forth in Rule 64B5-12.016, F.A.C., when given as part of a course at a dental, dental hygiene or dental assisting school accredited by the American Dental Association's Commission on Dental Accreditation, its successor agency or other nationally recognized accrediting agency, or as part of a formal course or program approved by the Board pursuant to Rule 64B5-16.002, F.A.C. Two hours of continuing education credit shall be awarded for each 50 minutes of actual lecture time upon the licensee's documentation of the following: name of the institution, course and program; subject, length and date of the lecture; and written confirmation of this information from the sponsoring institution or program. Licensees may obtain a maximum of 15 hours per biennium.

Rulemaking Authority 466.004(4), 466.014 FS. Law Implemented 466.0135, 466.014 FS. History—New 4-2-86, Amended 9-7-87, 3-28-88, 1-18-89, Formerly 21G-12.018, 61F5-12.018, 59Q-12.018, Amended 7-13-05.

64B5-12.0185 Standards for Board Approval of Pro Bono Programs.

(1) To receive Board approval, programs seeking to provide continuing education credit for the provision of pro bono dental services must meet the following guidelines:

(a) Programs must be organized as or as part of a not-for-profit entity that provides substantial pro bono dental services to the indigent or dentally underserved populations or persons who reside in areas of critical need within Florida.

(b) The program must require the dentist and dental hygienist volunteers to provide beneficial dental services to indigent patients, without compensation.

(c) Any volunteer dental hygienist must be under the appropriate supervision of a Florida licensed dentist as set forth in Chapter 64B5-16, F.A.C.

(d) The program must require the volunteer dentist or dental hygienist to register with the program director or designee before commencing to provide dental or dental hygiene services. Such registration shall occur on each day that the volunteer participates in the pro bono activities.

(e) The program must require the volunteer dentist or dental hygienist to sign out with the program's director or designee upon concluding the rendering of pro bono dental or dental hygiene services.

(f) The program shall calculate the award of continuing education credit based upon the time each dentist or dental hygienist has actually dedicated to the performance of substantial professional dental or dental hygiene services for indigent patients.

(g) The program must retain documentation of the number of hours of volunteer professional service contributed by each volunteer involved in the program's pro bono activities. This documentation shall contain the name and license number of each participant; the dates and times of all pro bono activity; the location of the related patient records; and in the case of dental hygienist volunteers, the name and license number of the supervising Florida licensed dentist. Such records must be maintained for a minimum of 4 years following the biennium in which the pro bono services are provided.

(2) The following pro bono programs are found by the Board to meet the foregoing requirements and are hereby approved by the Board:

(a) Programs affiliated with Project Dentists Care.

(b) Programs operated by accredited dental colleges or schools and accredited dental hygiene programs.

(c) Florida Dental Association Foundation and Florida Mission of Mercy.

(3) Other formalized not-for-profit programs may petition for Board approval by filing a written petition with the Board that establishes the program's compliance with the requirements of this rule.

Rulemaking Authority 456.013(9) FS. Law Implemented 456.013(9) FS. History—New 2-15-99, Amended 5-12-16.

64B5-12.019 Courses Required for Initial Licensure, Renewal, or Reactivation.

(1) No license shall be granted and no license shall be renewed or reactivated unless the applicant or licensee submits

confirmation to the Board that he or she has successfully completed, no later than upon first renewal, a Board-approved course on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), and other infectious diseases pertinent to the practice of dentistry and dental hygiene and a Board-approved course on prevention of medical errors. All licensees must complete a Board approved two (2) hour continuing education course on domestic violence as defined in Section 741.28, F.S., as part of every third biennial licensure renewal.

(2) To receive Board approval, courses on HIV/AIDS and infectious diseases pertinent to the practice of dentistry and dental hygiene shall consist of instruction which shall include, but need not be limited to, viral counts, hepatitis, sterilization and infection control requirements, identification of oral lesions associated with infectious disease, how the presence of infectious disease directly affects treatment decisions of dentists, and the subject areas set forth under Section 456.033, F.S.

(3) Every such course for the purpose of obtaining initial licensure shall have a minimum of two (2) hours dedicated to the subject areas set forth. Every such course for the purpose of renewal or reactivation of licensure shall have no less than one (1) hour dedicated to the subject areas set forth. Furthermore, every such course shall include information on current Florida law and its impact on testing, confidentiality of test results, and treatment of patients. However, any such course completed outside of Florida, which complies with the criteria set forth in paragraph (2), above, shall be approved by the Board if the applicant or licensee submits to the Board a statement that he or she has reviewed and studied current Florida law and its impact on testing, confidentiality of test results, and treatment of patients. To fulfill the requirements of this paragraph every HIV/AIDS course shall include or each applicant or licensee shall review and study Chapters 381 and 384, F.S.

(4) Only courses on HIV/AIDS and infectious diseases pertinent to the practice of dentistry and dental hygiene that meet the requirements set forth in subsections 64B5-12.019(2) and (3), F.A.C., and that are offered in compliance with subsection 64B5-12.013(3), F.A.C., shall be and are hereby approved by the Board. Home study courses are permitted for the purpose of meeting the requirements of HIV/AIDS and infectious diseases pertinent to the practice of dentistry and dental hygiene education, provided they comply with the requirements set forth in subsections (2) and (3), above.

(5) Each applicant or licensee may submit confirmation of having completed a course which complies with subsections 64B5-12.019(1), (2) and (3), F.A.C., on the form prepared by the Department of Health and provided by the Board. Each licensee shall submit confirmation of having completed a Board-approved domestic violence continuing education course, on a form provided by the Board, when submitting fees for every third biennial renewal.

(6) The requirements of this rule shall also apply to the initial issuance and renewal of any permit held pursuant to Chapter 64B5-7, F.A.C. Confirmation of completion shall be submitted at the time of applying for an initial permit and biennially thereafter.

(7) Courses taken subsequent to licensure and for the purpose of compliance with the HIV/AIDS portion of this rule may be included by the licensee in the total continuing education hours required pursuant to subsections 64B5-12.013(1) and (2), F.A.C., as a condition of biennial license renewal.

(8) To receive Board approval, courses on domestic violence must be a minimum of 2 hours long, must cover the substantive areas set forth in Section 456.031, F.S., and must be approved by any state or federal government agency or professional association or offered by a Board-approved continuing education provider.

(9) To receive Board approval, courses on prevention of medical errors shall include a study of root cause analysis, error reduction and prevention, and patient safety. Every such course shall have a minimum of two (2) hours dedicated to the subject areas set forth.

Rulemaking Authority 456.031, 456.033 FS. Law Implemented 456.013, 456.031, 456.033 FS. History—New 1-18-89, Amended 10-28-91, 2-1-93, Formerly 21G-12.019, Amended 6-14-94, Formerly 61F5-12.019, Amended 11-15-95, 2-10-97, Formerly 59Q-12.019, Amended 10-29-00, 8-2-01, 9-27-01, 12-23-02, 1-12-04, 12-25-06.

64B5-12.020 Courses Required of Licensees for Renewal and Reactivation.

Licensed dentists and dental hygienists are required to complete the following continuing education during each license renewal biennium.

(1) Training in cardiopulmonary resuscitation (CPR) at the basic support level, including one-rescuer and two-rescuer CPR for adults, children, and infants; the relief of foreign body airway obstructions for adults, children, and infants; the use of an automatic external defibrillator (AED); and the use of ambu-bags resulting in certification or recertification by the American Heart Association, the American Red Cross or an entity with equivalent requirements.

(2) A course in the prevention of medical errors of at least 2 hours in relevant topics including a study of root cause analysis,

error reduction and prevention, and patient safety.

Rulemaking Authority 466.004 FS. Law Implemented 456.013(6), (7), (8), 466.0135, 466.014, 466.017(4) FS. History—New 4-11-94, Amended 7-18-94, Formerly 61F5-12.020, 59Q-12.020, Amended 1-23-01, 6-7-01, 9-27-01, 12-23-02, 10-8-03, 5-11-05.