



**IOWA DENTAL BOARD
APPLICATION FOR APPROVAL OF A
JURISPRUDENCE CONTINUING EDUCATION COURSE**

A fee of \$10 per course is required to process your request. Please submit payment, along with this form and all required documentation, to the Iowa Dental Board at 400 SW 8th Street, Suite D, Des Moines, IA 50309 or ldb@iowa.gov. Fax: 515-281-7969. A person or organization, which has been designated by the Board as an “Approved Sponsor” is not required to submit a fee.

PLEASE TYPE OR PRINT

Name of organization or person requesting approval: _____

If different from above, name of person submitting request: _____

Address: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____

COURSE TITLE: _____

Total Hours of Instruction: _____ Start Time: _____ End Time: _____ Total CEU's Being Requested: _____

COURSE DATE(S): _____

COURSE FORMAT: Select the education methods that will be used during the training.

- Lecture
- Home study (e.g. self-assessment, reading, educational, TV)
- Class discussion
- Demonstration
- Lab work
- Other: _____

Indicate if you would like your course information posted to the Board's website following approval: YES NO
If yes, please complete the following:

Name of organization or contact person: _____

Address: _____

Phone: _____ E-mail: _____

Website: _____

Will this course be made available as a self-study course? YES NO

If yes, method of self-study course (website, video, etc.): _____

Iowa Administrative Code 650 – Jurisprudence

Please mark the chapter(s) you intend to cover as part of the content of the continuing education course. Indicate at the bottom of each chapter to be included in your course the amount of time you intend to spend on each topic. **Please be advised:** It is not recommended that you attempt to cover all of the chapters in a single course.

Chapter 1: Administration (last updated 6/10/15)

- Definitions in subrule 1.1. These definitions apply to later chapters of the Iowa Administrative Code 650. (e.g. Levels of supervision, license statuses, etc.)
- Purpose and organization of the board.
- Organization of the Dental Hygiene Committee.

Chapter 1 time: _____ minutes

Chapter 10: General Requirements (last updated 12/6/17)

- Requirements for display of license, registration, renewal.
- Requirements for changes of names and addresses.
- Authorized practice of a dental hygienist. (e.g. Scope of practice, levels of supervision, etc.)
- Unauthorized practice of a dental hygienist.
- Public health supervision.

Chapter 10 time: _____ minutes

Chapter 14: Renewal and Reinstatement (last updated 12/6/17)

- Requirements and frequency of renewal.
- Determinations of late renewal, and failure to renew resulting in a lapsed license, registration or permit.

Chapter 14 time: _____ minutes

Chapter 16: Prescribing, Administering, and Dispensing Drugs (last updated 12/6/09)

- Definitions.
- Scope of authority to prescribe, administer and dispense prescriptions.
- Purchasing, administering and dispensing of controlled substances.
- Requirements to dispense.
- Transmission of prescriptions.
- Emergency prescriptions.

Chapter 16 time: _____ minutes

Chapter 20: Dental Assistants (last updated 12/6/17)

- Definitions.
- Scope of practice. (e.g. Levels of supervision, unauthorized practice, etc.)
- Expanded functions requirements.
- Categories of dental assistants.
- Public health supervision.

Chapter 20 time: _____ minutes

Chapter 22: Dental Assistant Radiography Qualification (last updated 6/21/17)

- Qualifications required.
- Definitions.
- Exemptions.

Chapter 22 time: _____ minutes

Chapter 25: Continuing Education (last updated 12/6/17)

- Definitions.
- Continuing education requirements for renewal of an active license, registration or permit.
- Documentation of continuing education hours.
- Required continuing education courses.

Chapter 25 time: _____ minutes

Chapter 27: Standards of Practice and Principles of Professional Ethics (last updated 5/27/15)

- Patient acceptance.
- Emergency service.
- Consultation and referral.
- Representation of care and fees.
- Unethical and unprofessional conduct.
- Retirement and discontinuation of practice.
- Record keeping.
 - Dental records;
 - Informed consent.
 - Retention of records.
 - Electronic record keeping.
 - Correction of records.
 - Confidentiality and transfer of records.

Chapter 27 time: _____ minutes

Chapter 29: Sedation and Nitrous Oxide Analgesia (last updated 12/6/17)

- Definitions.
 - Differences between the different levels of sedation, and when a permit for sedation becomes required.
 - Difference in the ASA categories of patients.
 - Age at which patients are deemed to be pediatric patients for the purposes of sedation.
- Prohibitions.
- Requirements of sedation permit holders to offer moderate sedation or deep sedation/general anesthesia in a dental office.
- Nitrous oxide inhalation analgesia.
 - Requirements for dentists to administer NO₂.
 - Requirements for a dental hygienist to administer or monitor NO₂.
 - Requirements for a dental assistant to monitor NO₂.
- Minimal sedation.
 - Guidelines for sedation of adults.
 - Guidelines for pediatric and medically-compromised (ASA 3-4) patients.
- Reporting of adverse occurrences.
 - Mortality or other incident, which results in the temporary or permanent injury requiring hospitalization of the patient.
 - Information to be required as part of a report of an adverse occurrence.
 - Failure to report.
- Requirements for renewal of a sedation permit.
- Requirements for record keeping.

Chapter 29 time: _____ minutes

Chapter 30: Discipline (last updated 12/16/09)

- Methods of discipline.
- Discretion of the Board.
- Mandatory reporting requirements.
- Grounds for discipline.

Chapter 30 time: _____ minutes

Chapter 31: Complaints and Investigation (last updated 7/2/08)

- Overview of complaint process.
- Mandatory reporting requirements.

Chapter 31 time: _____ minutes

Chapter 35: Iowa Practitioner Review Committee (last updated 3/6/13)

- Definitions.
- Purpose.
- Eligibility.
- Limitations.
- Confidentiality.

Chapter 35 time: _____ minutes

ADDITIONAL DOCUMENTATION

Additionally, please attach additional information to this form, for review by the continuing education committee. Please note that we are unable to return materials. If any of the following items are not included, the decision regarding your course may be delayed.

- 1.) Provide additional course information (e.g. Detailed summary of intended discussion; handouts, course brochures, Power Point slides etc.)
- 2.) Brief speaker biography and credentials.

****All materials submitted to the Dental Board are considered public records. While the Board will not publically post your materials, they may be subject to inspection and copying under Iowa's open records law, if requested.***

NEXT STEPS

Review of your course is a two-step process. It is first reviewed by the Continuing Education Advisory Committee (CEAC), and is then forwarded to the next Iowa Dental Board meeting, where it is subject to either approval, denial or a request for additional information. If either the CEAC or the Board requires more information regarding your course, Board staff will contact you.

Continuing education committee meetings and full Board meeting dates can be found on our website at <https://dentalboard.iowa.gov/meetings>. You will be contacted by Board staff within three business days after your course is reviewed at a Board meeting, and notified of the Board's decision regarding approval of your course. Pursuant to Iowa Administrative Code 650-25.3(5) courses must be submitted 90 days prior to the date of the course in order to ensure review at the next Board meeting.